

**CLINTONVILLE
PUBLIC
LIBRARY**

**PERSONNEL
HANDBOOK**

Approved by the Clintonville Public Library Board of Trustees

TABLE OF CONTENTS

INTRODUCTION..	Page 4
EMPLOYMENT	
Non-discrimination Policy	Page 6
Hiring Procedure.....	Page 6
Wage And Salary Policy.....	Page 7
Residency.....	Page 8
Immigration Law Compliance	Page 8
Disability Accommodation	Page 9
Skills Testing	Page 9
Outside Employment	Page 10
Authorizations From Prospective Employees.....	Page 10
Employment Reference And Background Checks	Page 10
EMPLOYMENT STATUS AND RECORDS	
Types of Employment Status	Page 11
Orientation Period.....	Page 11
Access to Personnel Files.....	Page 12
Promotions/Transfers	Page 13
Demotions	Page 13
Job Descriptions.....	Page 13
Relatives of Employees.....	Page 13
Service.....	Page 13
Voluntary Resignation/Retirement	Page 14
Return of City Property.....	Page 14
Insurance Continuation	Page 14
Name and Address Change.....	Page 14
TIMEKEEPING/PAYROLL	
Pay Period And Day.....	Page 15
Payroll Deductions.....	Page 15
Pay Advances.	Page 15
Pay Records	Page 15
Overtime	Page 15
WORKING CONDITIONS AND HOURS	
Hours Of Work	Page 16
Lunch Period.....	Page 16
Break Periods	Page 16
Business Travel Expense	Page 17
Mileage Reimbursement	Page 17
Cash Advances.....	Page 17

EMPLOYEE BENEFITS

Insurance Page 18
Wisconsin Retirement Plan..... Page 18
Funeral Leave..... Page 19
Sick Leave..... Page 19
Sick Leave-Retirement Benefit..... Page 21
Jury Duty..... Page 22
Leave Of Absence..... Page 22
Educational Reimbursement Page 22
Holidays Page 22
Vacation Policy..... Page 23
Flex Time For Exempt, Salaried Employees Page 24
Compensatory Time For Hourly Non-Union Employees..... Page 24

EMPLOYEE CONDUCT AND DISCIPLINE

Drug And Alcohol Use & Testing Page 25
Violence Prohibited In The Workplace Page 26
Grievance Procedure For Non-Union Employees Page 27
Discipline Page 28
Rules Of Conduct..... Page 29
City Equipment And Material..... Page 31
Housekeeping, Dress, Appearance And Cleanliness Page 31
Telephone..... Page 31
Sexual Harassment..... Page 32

CONCLUSION..... Page 34

APPENDIX A – List of Non-Union City Employees

APPENDIX B – City of Clintonville Organizational Chart

**CLINTONVILLE PUBLIC LIBRARY
PERSONNEL HANDBOOK
INTRODUCTION**

Under State Statute 43.58 (4), the Library Board is the policy-making body of the Clintonville Public Library. Where the policies of the Board and the City of Clintonville conflict, the Board policies shall have precedence. The Board has decided to make these statements to clarify and reflect the library's special needs. City policies shall be in effect where no Board policies exist, subject to the decisions of the Board. The Library Director is charged with enforcing and interpreting these policies, as well as all applicable laws, ordinances, rules and regulations.

CLINTONVILLE PUBLIC LIBRARY PERSONNEL HANDBOOK

This handbook is designed to provide you with information about your employment. It will help answer many of the questions you may have about benefits, policies and procedures. The information contained in this handbook contains policies and benefits stated in a general way. Additional information can be obtained from the Library Director.

Employment with the Library is “at will”, unless otherwise set forth by written contract or by State Statute and employment may be terminated at any time for any reason, with or without notice. No other provision of this Handbook is intended to modify this “at will” employment relationship.

The provisions of this handbook, with respect to employment, may be changed at any time with or without notice. The provisions of this handbook do not constitute a contract of employment. They are guidelines only and will be adapted when appropriate. Only the Library Board or the Director has the authority to make any agreement for employment for any specified period of time or make any agreement, which varies from these written policies. Usually, as changes are made or when new policies and benefits are introduced, you will be notified and receive appropriate revisions or supplements.

The Library is an equal opportunity employer. This means that we do not illegally discriminate. Rather, we consider an individual’s qualifications, including their ability to perform and their actual performance in a given job. The Library does not unlawfully consider personal factors such as race, creed, color, national origin, ancestry, citizenship, veteran status, sex, sexual orientation, age, marital status, arrest record, conviction record, physical or mental disability, or any other protected classification in making hiring, promotion or other employment decisions. The Library recruits people, hires them, pays them, trains them, promotes them, transfers them, and occasionally dismisses or demotes them, but never unlawfully considers unlawful characteristics in doing so.

In any working situation, people are able to perform better and have a better working environment when they know what is expected of them and what they can expect from management. It is for these reasons that the following policies have been written. As an employee or manager, your understanding and adherence to them is essential to a good working environment and providing the best service to the people of Clintonville.

Any questions or improvements should be taken up the Library Director. All personnel policies will be established and reviewed by the Clintonville Public Library Board of Trustees.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY - EMPLOYMENT
Non-discrimination Policy and Hiring Procedure
Date of Review and Approval: 19 June 2002

Non-discrimination Policy

The Clintonville Public Library is an equal opportunity employer. This means that we do not illegally discriminate. Rather, we consider an individual's qualifications, including their ability to perform and their actual performance in a given job. The Library does not unlawfully consider personal factors such as race, creed, color, national origin, ancestry, citizenship, veteran status, sex, sexual orientation, age, marital status, arrest record, conviction record, physical or mental disability, or any other protected classification in making hiring, promotion or other employment decisions. The Library recruits people, hires them, pays them, trains them, promotes them, transfers them, and occasionally dismisses or demotes them, but never unlawfully considers unlawful characteristics in doing so.

Hiring Procedure

The Library will usually advertise in the official City newspaper, other media, or in-house posting.

The Library Board is responsible for:

- Employment of the Library Director
- Reviewing and approving Library policies
- Approving the annual salary schedule, including adjustments for excellence
- Reviewing grievances appealed from the ruling of the Director

The Library Director is responsible for:

- Administering, interpreting, enforcing, and establishing procedures consistent with applicable laws, regulations, City ordinances, rules, and the policies of the City and the Board
- Maintaining performance records of all Library employees
- Making reports and recommendations to all the Board and City Officials
- Recruiting, selecting, and assigning Library employees
- Coordinating staff training
- Disseminating information regarding personnel policies, fringe benefits, conditions of employment, and all relevant policies to library employees
- Appointing or removing employees
- Conducting the appropriate steps in the Grievance Procedure
- Administering discipline
- Delegating such authority to subordinates as is appropriate
- Recommending changes in policy as necessary

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY - EMPLOYMENT
Wage and Salary Policy
Date of Review and Approval: 19 June 2002

Wage and Salary Policy

The Library Board will determine the wage and salary ranges. Factors shall include but not be limited to:

- ❖ Education necessary to perform the job;
- ❖ Experience necessary to be able to fully perform all the duties at an acceptable performance level;
- ❖ Judgment and decision-making to perform the job;
- ❖ Job responsibility;
- ❖ Physical or mental effort necessary to perform the job;
- ❖ Hazards and/or working conditions in which the duties are performed;
- ❖ Supervision of other employees.
- ❖ Years of experience;
- ❖ The City's financial conditions; and
- ❖ Wages paid in other communities.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY - EMPLOYMENT
Residency and Immigration Law Compliance
Date of Review and Approval: 19 June 2002

Residency

All full-time Library employees must live within a 12 mile radius of City Hall. Part-time employees have no residency requirement.

Immigration Law Compliance

The Library is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City of Clintonville within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Library Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY - EMPLOYMENT
Disability Accommodation and Skills Testing
Date of Review and Approval: 19 June 2002

Disability Accommodation

The Library is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

The Library is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Library will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The Library is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Skills Testing

When job vacancies exist, in addition to the application procedures described herein, the Library may require skills testing to determine the most qualified applicant. Skills testing is a tool used by the Library to make better hiring decisions. Skills testing also promote employee productivity and reduces employee turnover.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY - EMPLOYMENT

Outside Employment, Authorizations From Prospective Employees, and Employment Reference and Background Checks

Date of Review and Approval: 19 June 2002

Outside Employment

An employee may not engage in any employment in addition to their primary job with the Library that will affect the performance of their duties or conflict with the interest of the Library, including creation of overtime obligations.

Authorizations From Prospective Employees

All prospective employees who are being considered for employment with the Library shall be requested to sign authorizations to allow the Library to obtain a background and/or credit check. Any information obtained through the use of said authorizations shall be deemed confidential and shall not be available for inspection or release except as provided herein and pursuant to state and federal law.

Employment Reference and Background Checks

To ensure that individuals who join the Library are well qualified and have a strong potential to be productive and successful, it is the policy of the Library to check the employment references of all applicants and do a background check including a credit check if deemed appropriate.

The Library Director will respond in writing only to those reference check inquiries that are submitted in writing. Unless the Library Board or the Director authorizes exception, responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

Any information obtained through the use of said authorizations shall be deemed confidential and shall not be available for inspection or release except as provided herein and pursuant to state and federal law.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – EMPLOYMENT STATUS AND RECORDS
Types of Employment Status and Orientation Period
Previous Date of Review and Approval: 19 June 2002
Date of Review and Approval: 17 September 2003

Types of Employment Status

Regular Full-Time. An employee will be considered full-time when they are employed for a normal workweek consisting of 36 hours or more. Generally, they are eligible for the City of Clintonville's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time. Part-time employees who are not assigned to a temporary status and who are regularly scheduled to work less than a full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by the City of Clintonville's other benefit programs.

Part-Time. Part-time employees are those who are not assigned to a temporary 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 worker's compensation insurance), they are ineligible for all of the City of Clintonville's other benefit programs

Temporary/Seasonal Temporary. Any employee who is hired for a specific period or for a specific project of limited duration, not longer than six months. Temporary employees are not eligible for any benefits.

Orientation Period

All new employees, whether new to the City or those transferring to a different department within the City will have an orientation period. The orientation period is intended to be the time used to train the employee. The typical time will be six months although it may be more or less.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – EMPLOYMENT STATUS AND RECORDS
Access To Personnel Files
Date of Review and Approval: 19 June 2002

Access To Personnel Files

The City of Clintonville maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. Employee medical records are maintained in separate confidential files and are not considered a part of an employee's personnel file.

Personnel files are the property of the City of Clintonville, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the City of Clintonville who have a legitimate reason to review information in a file are allowed to do so. Requests for personnel records under public records laws are evaluated on a case-by-case basis pursuant to applicable law.

Library employees who wish to review their own file should contact the Library Director, who will provide them with access to their file or copies of its contents in accordance with Wisconsin law.

CLINTONVILLE PUBLIC LIBRARY

PERSONNEL POLICY – EMPLOYMENT STATUS AND RECORDS

Promotions/Transfers, Demotions, Job Descriptions, Relatives of Employees, and Service

Date of Review and Approval: 19 June 2002

Promotions/Transfers

When a job vacancy exists, the City normally gives first consideration to its current employees who apply for the position, provided that any current employees are qualified for the vacant position and have qualifications equal to any other applicant for such position. The City in its sole discretion will determine whether an individual is qualified or is the most qualified for any position. Skills testing is one measure the City may use to insure that the most qualified candidate is selected for any position or promotion.

Demotions

Demotions may be made in lieu of lay-off, may be used as a disciplinary measure, or can be voluntary. The Library Board must approve all demotions in advance.

Job Descriptions

All jobs for the Library have job descriptions. These may be revised and will generally cover the basic duties of each job. These are on file with the Library Director and are open for inspection.

Relatives of Employees

Relatives of employees may not serve in any job in which they would be under the direct supervision of the employee's or spouse's immediate blood relative. Relatives of employees will not be given any preferential treatment.

Service

An employee's service will be calculated from their last date of hire. This date is mainly used for the purposes of benefits.

If a reduction in the size of the work force is to occur, the Library Board shall select the individual(s) to be laid off. An effort will be made to recognize service in this decision, but matching skills to needs in the opinion of the Library Board shall be of paramount importance. Employees that are laid off will receive at least (2) two weeks notice from the Library. Employees that transfer from one department to another within the City will not lose their service time for purposes of non-wage benefits (this does not include wages).

CLINTONVILLE PUBLIC LIBRARY

PERSONNEL POLICY – EMPLOYMENT STATUS AND RECORDS

Voluntary Resignation/Retirement, Return of City Property, Insurance Continuation, and Name and Address Change

Date of Review and Approval: 19 June 2002

Voluntary Resignation/Retirement

It is requested that an employee who wishes to voluntarily terminate employment give two (2) weeks notice in writing; thirty (30) days for department heads. All employees will be paid for unused accumulated vacation. However, any unused accrued vacation days will be paid out at the time of termination but they may not use these days to extend the last date of employment. Accumulated days are those the employee currently has access to use. Accrued are those days that they have been accruing throughout the current calendar year that would not have been available to use until the following January 1.

Return of City Property

Upon any employee's voluntary resignation of employment or termination, any and all City owned property must be returned to the City on or before the employee's last day of employment.

Insurance Continuation

Upon termination of any employee for any reason, all benefits except medical and life insurance will cease. The medical and life insurance policies will remain in effect until, the end of the month in which the employee terminates, or until the insurance carriers policy indicates the policy will terminate. Continuation/conversion will be in conformance with the law. Insurance premiums must be paid in advance for health insurance. Payments must be at City Hall by the fifteenth (15th) of the month for the following month of insurance (ex: Sept. 15 for October coverage).

Name And Address Change

It is the responsibility of the employee to notify their supervisor of a name, address change or change in insurance or tax situation.

CLINTONVILLE PUBLIC LIBRARY

PERSONNEL POLICY – TIMEKEEPING/PAYROLL

Pay Period And Day, Payroll Deductions, Pay Advances, Pay Records, and Overtime

Date of Review and Approval: 19 June 2002

Pay Period And Day

All employees are paid every two (2) weeks. Payday is Wednesday. The pay period is for the two (2) weeks prior to the week in which you are paid. The workweek is Monday - Sunday.

Payroll Deductions

Only deductions authorized by law will be allowed. The City will allow for Direct Deposit of payroll checks at any financial institution within the City limits.

Pay Advances

The City does not give pay advances. Payment is only made for work performed.

Pay Records

Pay records are kept in the City Clerk's office. The City Clerk can answer any questions.

Overtime

The Library complies with all minimum wage and overtime standards required under state and federal law. The Library pays time and one-half an employee's regular hourly rate for all hours over 40 in a given week and 8 hours in a given work day, provided such employee is not exempt from the minimum wage and maximum hours requirement of state and federal wage and hour laws. The Library reserves the right to assign overtime hours to employees at its discretion. The Library will endeavor to equalize scheduled overtime for similar work with an occupational grouping. Exempt employees should also include as part of their regular work week additional time to handle short-term projects and to satisfy weekly work requirements.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – WORKING CONDITIONS AND HOURS
Hours Of Work, Lunch Period, and Break Periods
Date of Review and Approval: 19 June 2002

Hours Of Work

The Library Director will determine starting and quitting times. (Overtime is discussed in the Wage Policies section.)

Lunch Period

Unpaid lunch periods may be scheduled midway in an eight hour work day at the discretion of the Director. Lunch Hours shall be staggered to provide adequate continuous staffing of the public service desks throughout the work day.

Break Periods

Employees working in offices may leave their place of work and return fifteen (15) minutes later for two “break periods” in an eight (8) hour workday. “Break periods” not taken are lost and cannot be accumulated or used to shorten the work day. “Break periods” shall be staggered within the offices that have public access throughout the work day in order to provide public access throughout the day.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – WORKING CONDITIONS AND HOURS
Business Travel Expense, Mileage Reimbursement, and Cash Advances
Date of Review and Approval: 19 June 2002

Business Travel Expense

The Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The Library Director must approve all business travel in advance.

When approved, the Library will reimburse the actual costs of travel, car rentals, meals, lodging, and other expenses directly related to accomplishing business travel objectives. Employees renting a vehicle while traveling on business shall purchase any optional insurance the rental companies may offer.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by City of Clintonville may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to the Library Director when travel advances are needed.

Mileage Reimbursement

Use of a personal vehicle for Library business will be reimbursed at the current federal mileage reimbursement rate per mile. The voucher shall be given to the Library Director for payment. A City vehicle shall be used if available.

Cash Advances

An employee will be allowed a cash advance only if necessary for Library business.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – EMPLOYEE BENEFITS

Insurance and Wisconsin Retirement Plan

Previous Date of Review and Approval: 19 June 2002 16 April 2009

Date of Review and Approval: 20 August 2009

Insurance

After thirty (30) days of employment full-time employees will be eligible for the health insurance program if otherwise eligible under the current policy. After six (6) months of employment, they will be eligible for life and disability insurance. The City currently pays 100% of the disability premiums and 91% of the health insurance premium. The City pays for the first full unit of life insurance and all employees eligible for the life insurance plan can purchase an additional three (3) units with their own funds through payroll deductions. These guidelines are in accordance with the City's current insurance policies and are subject to change.

An employee who chooses not to participate in the group health insurance will receive \$1,000 for each complete calendar year (i.e. January 1 through December 31) he/she does not participate. This amount will be added to a December payroll check and is subject to all required deductions.

Wisconsin Retirement Plan

The City will pay the employer's and employee's required contributions to the Wisconsin Retirement System for full-time employees who are regularly scheduled to work at least 36 hours per week. For part-time employees who are regularly scheduled to work less than 36 hours per week but at least six hundred hours in a calendar year, the city will pay the employer's required contribution and the employee must pay the employee's required contribution.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – EMPLOYEE BENEFITS

Funeral Leave and Sick Leave

Previous Date of Review and Approval: 19 June 2002, 19 November 2003, 18 February 2004, 21 November 2007, 20 August 2009

Date of Review and Approval: 21 January 2010

Funeral Leave

Employees shall receive paid time off for funeral leave, not to exceed three (3) consecutive work days, including the day of the funeral, for a death within the employee's family to include: spouse, children, parents, siblings, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, step-parents, step-children and grandchildren.

Sick Leave

All regular full-time employees of the Library are eligible for sick leave with pay at the rate of one working day for each full month of service. All regular part-time employees will receive a pro-rated (based on their usual number of monthly hours) amount of sick leave pay.

- ❖ Sick leave shall accumulate; however, the accumulation shall not exceed one hundred ten (110) working days effective January 1, 2010 and one hundred twenty (120) working days effective January 1, 2011.
- ❖ All sick leave is subject to administration by the employee's supervisor. The Board President will be notified when the Library Director takes sick leave. Employees may use accumulated sick leave with pay for absences necessitated by injury, illness, professional counseling, or required dental care for themselves or a member of the their immediate family (immediate family means spouse, children, step-children, parents, step-parents, grandparents, grandchildren, significant other).
- ❖ Sick leave may be used after the death of a spouse, child, parent, sibling, father-in-law, mother-in-law, sister-in-law, or brother-in-law, in the event that the three (3) funeral days are not enough. One day of sick leave may be used to attend the funeral of a blood or marital relative not listed above with the consent of the Library Director.
- ❖ Time off for injury in the course of employment for which Workers Compensation is paid shall not be charged against sick leave. Sick leave may not be used to supplement worker's compensation benefits.

In order to be granted sick leave with pay, the employee must: report the reason for absence to the Library Director as soon as possible, but in no event later than one (1) hour before the start of the shift. Employees are required to call in themselves unless it is absolutely impossible.

- ❖ The Library Director may ask to be informed of the condition on a daily basis.
- ❖ The Library may require the employee to have a medical examination or nursing visit, as it deems desirable.
- ❖ The Library has the right to prevent abuse of sick leave through any

appropriate means, including, but not limited to, calling the employee's home, requesting a doctor's slip where appropriate, or disciplining employees for abuse of sick leave or excessive absenteeism

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – EMPLOYEE BENEFITS

Sick Leave – Retirement Benefit

Previous Date of Review and Approval: 19 June 2002, 18 January 2006

Date of Review and Approval: 20 August 2009

Sick Leave – Retirement Benefit

The City offers the following retirement benefit to all non-union employees:

Employees shall be allowed to convert unused, accumulated sick leave for health insurance premiums as follows:

<u>Years of Service</u>	<u>Percentage</u>
15 Years	90%
20 Years	95%
25 Years	100%

The employee's final hourly wage would be multiplied by the final sick leave hours accumulated. The appropriate percentage of that total would be applied toward health insurance premiums. The following restrictions would apply:

1. An employee with less than 15 years service would receive no retirement benefit. Employees who elect to go on COBRA insurance must make their payments to the City by the first of each month.
2. Employee Cash option: Employees may elect to take a monthly cash payout for all accumulated sick leave at the 15, 20, or 25 year increments. The total amount of sick leave will be converted to a dollar amount based on the employee's hourly rate at the time of conversion. The total amount will be based upon the health insurance premium rate that the employee participates in or, if the employee does not participate in any City Plan, the family rate of the City's group health insurance plan, and paid to the employee on a monthly basis until the total amount of the conversion has been depleted. The City would deduct all required taxes each check with the gross amount being match to the health insurance premium. (Example: Insurance premium is \$900.00 minus the City's FICA of \$68.85 = \$831.15. The Employer would deduct the employee's FICA, State withholding and Federal withholding = Net Payment to employee.) The employee will be treated as terminated to receive this benefit, and all checks received by the employee shall not include Wisconsin Retirement deductions. Sick leave conversion to paid health insurance benefits, if elected by the employee, shall remain non-taxable.
3. The City will calculate the total dollar value at the time of retirement and inform employee of the amount.
4. The City will hold the funds and pay the health insurance premiums until the money has been used.

CLINTONVILLE PUBLIC LIBRARY

PERSONNEL POLICY – EMPLOYEE BENEFITS

Jury Duty, Leave of Absence, Educational Reimbursement, and Holidays

Previous Date of Review and Approval: 19 June 2002

Date of Review and Approval:

Jury Duty

Any employee subpoenaed for jury duty or as a witness in any case where the City or the employee is not a party will be paid his regular wages if he or she first turns over to the City Clerk the monies, excluding mileage, received as a result of such jury duty or witness service.

Leave Of Absence

The Library follows all regulations under the Family Medical Leave Act. All leaves beyond or in addition to the guidelines of the FMLA are subject to the approval of the Library Director if the additional time is up to three (3) weeks. The Library Board will approve all additional leaves that are more than three (3) weeks.

Educational Reimbursement

If the Library requires an employee to attend an educational program, the Library will pay the costs of the program plus certain expenses. If an employee takes an educational course or program that is related to and improves job performance, the Library may pay the tuition if prior approval of the Library Board or Director is received before beginning the course or program. It shall be the employee's responsibility to show successful completion of the course if required. Unless specifically approved by the Library Board or Director expenses for such program including time off from work, shall be the responsibility of the employee.

Holidays

All full-time employees and regular part-time employees (on a pro-rated basis, based on their usual number of monthly hours worked) are entitled to holidays approved by the Library Board each year plus three (3) personal days. Some department heads may choose to have the department off all day on the day before Christmas and work all of the day before New Year's Day. If a holiday falls on Saturday, the employees will have Friday off. If the holiday is on Sunday, the employees will have Monday off. Personal days may not be taken until after completion of the orientation period.

All time off in this section of the handbook must be approved in advance by the Library Director. The Board President will be notified by email when the Library Director takes time off.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – EMPLOYEE BENEFITS

Vacation Policy

Previous Date of Review and Approval: 19 June 2002

Date of Review and Approval: 21 April 2004

Vacation Policy

All regular full-time employees will be eligible for vacation with pay according to the following schedule:

At least 1 year but less than 2 years	1 week vacation
At least 2 years but less than 6 years	2 weeks vacation
At least 6 years but less than 12 years	3 weeks vacation
At least 12 years but less than 16 years	3 weeks + 2 days vacation
At least 16 years but less than 25 years	4 weeks vacation
At least 25 years	5 weeks vacation

Vacation Week. A vacation week will be considered to be five (5) eight (8) hour days.

Vacation Day. Salaried employees must take vacation at a minimum of thirty (30) minutes per day. Anything over thirty (30) minutes must be used in fifteen (15) minute increments. Hourly employees must take vacation for the full block of time that they are scheduled to work on a particular day if it is less than an eight (8) hour shift. On days when they are scheduled for an eight (8) hour shift, vacation may be taken for either four (4) or (8) hours per day.

Vacation Pay. An employee will be paid at their regular straight time rate at the time they take their vacation. All vacation must be taken in the year in which it accrues, and cannot be carried over into the next year except the exempt employees who may carryover up to one workweek into the next year. Personal holidays, explained under the holidays section, cannot be carried over.

Vacation Year. Employees shall accrue their appropriate vacation amounts on their anniversary date for the first year of employment. All future years vacation will be distributed on January 1st. Vacations will be granted at the discretion of the Library Director.

Vacation - Regular Part-time Employees. All regular part-time employees will receive a pro-rated (based on their usual number of monthly hours worked) amount of vacation pay.

CLINTONVILLE PUBLIC LIBRARY

PERSONNEL POLICY – EMPLOYEE BENEFITS

Flex Time For Exempt, Salaried Employees and Compensatory Time For Hourly, Non-Union Employees

Previous Date of Review and Approval: 19 June 2002

Date of Review and Approval: 16 April 2009

Flex Time For Exempt, Salaried Employees

It is the Policy of the City of Clintonville to allow exempt, salaried employees some scheduling flexibility in which they may adjust their normal work day hours or take time off at certain infrequent times. This benefit is due to the number of weekly work hours expected of exempt, salaried status employees. This scheduling flexibility must be approved in advance by the Library Director. In the case of the Library Director the Library Board President must approve the scheduling flexibility. In the absence of the Board President, permission should be obtained from the Vice President.

Compensatory Time For Hourly, Non-Union Employees

Hourly employees that are compensated at one and one-half (1½) times the regular rate of pay for all hours worked in excess of a 40 hour workweek may choose compensatory time in lieu of overtime pay. A maximum of 240 hours may be accumulated. Compensatory time off in lieu of overtime pay is permitted for hourly employees consistent with the provisions of FSLA. A maximum of forty (40) hours of comp time may be carried over from one calendar year to another. All time off must be approved in advance.

Drug and Alcohol Use & Testing

The Library is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants receiving a conditional offer of work, may be asked to provide urine samples and undergo a breath test to determine the illicit or illegal use of drugs and alcohol. Current employees may be subject to a drug test or alcohol test in the event of reasonable individualized suspicion of drug or alcohol use. Refusal to submit to testing may result in disciplinary action, up to and including termination of employment.

While on city premises and while conducting business-related activities off city premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees may request approval to take unpaid time off under the Family and Medical Leave Act Policy to participate in any rehabilitation or treatment programs that may be available through the city's health insurance coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all city policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the city any undue hardship.

Violence Prohibited In The Workplace

As part of our commitment to provide a safe workplace, the Library is determined to provide a work atmosphere that has zero tolerance of violence and the threat of violence. Violent or threatening conduct of any kind, whether it is directed against an employee, manager, vendor, customer or other outside party, will not be tolerated. No employee should have to tolerate violence or the threat of violence on the job. Anyone who is the victim of any violent, threatening or harassing conduct, or who observes such conduct taking place, is strongly encouraged to report the conduct to the Library Director or the Library Board. All such complaints will be thoroughly investigated, and the Library will take appropriate steps to prevent any harm from occurring or being repeated. No reprisals will be taken against anyone who brings forth a good faith complaint under this policy.

This conduct includes, but is not limited to:

Punching, striking, slapping or assaulting another person.

Touching, grabbing, or pinching another person in an unwanted way (whether sexually or otherwise).

Fighting, challenging or inciting another person to a fight, either with words or gestures.

Participating in dangerous, threatening or unwanted “horseplay”.

Bringing any weapon, such as a gun or knife, onto City property or to City functions held on non City-owned property. This includes parking lots and other premises of the City. Police Officers are exempt from this requirement. An employee is allowed to have recreational-use weapons enclosed in their personal vehicle assuming those weapons are stored in the vehicle in accordance with State Law.

Harming another person or threatening to do harm to their person.

Any such conduct is unacceptable behavior and will be treated as a serious violation of City rules. Anyone found to have engaged in such conduct will be severely disciplined or terminated. The City will also seek criminal prosecution or cooperate with legal authorities to the full extent of the law.

Grievance Procedure For Non-Union Employees

Policy It is the policy of the Library to try to treat all employees fairly and equitably in matters affecting their employment. Each employee who feels aggrieved and who does not have an alternate grievance procedure available has a right to present a grievance to appropriate management officials and prompt consideration of that grievance. The filing of a grievance by an employee will not reflect unfavorably on the employee's standing, performance, loyalty or desirability to the public service.

Definition Of A Grievance. A grievance is a formal complaint regarding working conditions or the application of personnel rules and regulations of the City or the Library. Discharge decisions are not covered by this procedure.

Procedure. Grievances shall be filed with the Library Director within ten (10) working days from the date the employee knew or should have known of the alleged infraction. If the Library Director is filing a grievance the first filing goes directly to the Library Board. If the grievant is not satisfied with the Director's response, he/she must submit the grievance in writing within a ten day period following receipt of that response to the Library Board.

The steps in the grievance procedure are:

Orally with Library Director.

Reduced to writing and submitted to the Library Director who shall prepare an answer in writing within ten (10) days.

Appeal to Library Board. (has two weeks to respond - this decision is final)

Discipline

The orderly and efficient operation of the Library requires employees to maintain discipline and proper personal standards of conduct at all times. Failure to maintain normally recognized standards of conduct shall result in disciplinary action appropriate to the offense. Disciplinary action may be progressive in nature, although the level for a particular violation will vary according to the seriousness of the offense. Progressive discipline is a suggestion, not a requirement. The Library reserves the right to discipline and terminate at will.

Potential Types Of Discipline.

Verbal Warning: Verbal warnings are given to employees in order to point out, in a manner beyond that of normal supervisory instruction, the need for corrective action. Verbal warnings are given for misconduct and for unsatisfactory job performance. Verbal warnings are to be documented in the employee's personnel file.

Written Warning: Written warnings are issued for further misconduct, further unsatisfactory job performance, or a violation of work standards. The employee will be requested to sign the written warning and will receive a copy. If the employee refuses to sign, the refusal shall be witnessed by a third party.

Disciplinary Suspension: Disciplinary suspension may be imposed for further continued misconduct or unsatisfactory job performance or for a serious violation of work standards. Suspensions from work are without pay. Employees are not entitled to use paid sick time or to take paid vacation time while on suspension. Suspension will be instigated and documented in writing in the manner set forth for written warnings. Suspensions from work may be no longer than five (5) schedule work days. Where an investigation into alleged misconduct is undertaken, the employee may be suspended with pay during the investigation.

Discharge. An employee will be discharged as the final step in the disciplinary process. The Library Director will have the final termination decision for all employees except the Director. Decisions to terminate the Library Director will be made by the Library Board.

Rules Of Conduct

Immediate discharge may occur as a result of conduct, including, but not limited to, the following:

Inconsiderate, negligent treatment or abuse of co-workers or the general public.

Theft.

Sexual Harassment

Sleeping while on duty.

Drinking or possession of alcohol on duty, or reporting for work under the influence of alcohol.

Being under the influence of or possessing any illegal drugs.

Insubordination.

Possession or use of a dangerous weapon, other than law enforcement personnel

Willful damage to property.

Absence from work without notifying supervisor.

Indecent or immoral conduct during work hours.

Disclosure of confidential information to unauthorized individuals, in or outside of the workplace.

Gambling during work hours.

Falsifying records.

Willful misconduct endangering the welfare of a citizen or another employee.

Physical fighting, dangerous horseplay or continuous arguments.

Dishonesty.

Violence in the Workplace.

Whenever in the opinion of a the Library Director or the Board of Trustees, the best interests of the Library will be served by the employee's immediate termination.

CLINTONVILLE PUBLIC LIBRARY
PERSONNEL POLICY – EMPLOYEE CONDUCT AND DISCIPLINE
Rules Of Conduct p.2

The employee may be suspended while management investigates the case.

The following are examples of violations that may also result in some level of disciplinary action, including discharge.

Unexcused absence or walking off the job.

Failure to follow safe practices.

Unauthorized solicitation in work areas.

Unauthorized posting or removal of bulletin board material.

Unauthorized distribution of materials.

Organizational activities for any group on working time not directly associated with employee's job responsibility.

Failure to report an accident or injury.

Refusal to have a physical examination, laboratory tests or x-ray when requested by employer.

Unsatisfactory work performance.

Failure to follow supervisor's direction.

Failure to adhere to dress code.

Repeated failure to be at the work station ready to work at starting time.

Poor personal hygiene.

Stopping work before time specified or overstaying break or meal periods.

Failure to follow smoking restrictions.

Using abusive language.

Making false or malicious statements.

Unauthorized use of telephone for personal calls.

Any violation of personnel policies.

PERSONNEL POLICY – EMPLOYEE CONDUCT AND DISCIPLINE

City Equipment And Material, Housekeeping, Dress and Cleanliness

Date of Review and Approval: 19 June 2002

City Equipment And Material

No employee will be allowed to use City equipment or material for personal use.

Housekeeping, Dress And Cleanliness

All employees are expected to maintain their work areas in a clean and safe condition, dependent on the type of job. In any job that requires meeting the public employees are expected to wear neat and clean clothes or uniforms. Library pages may wear jeans. Do not wear halter-tops, shorts, or leggings. A smock or shirt will be provided for you to wear during work hours. You are in contact with the public and are expected to dress accordingly. It shall be the responsibility of the Library Director to determine whether anything not mentioned in this policy is appropriate, this includes but is not limited to attire, appearance, hair or personal hygiene.

Telephone

Employees shall not unreasonably utilize their phones for personal use. If a long distance personal phone call must be made, the Library must be reimbursed for the call.

Sexual Harassment

The Library is committed to providing a professional work environment. This means that the Library will not accept harassment directed at an employee, customer, or vendor, whether sexual harassment or harassment, because of his/her gender, race, color, national origin, age, ancestry, disability, creed, use of statutory family/medical leave, or other legally protected characteristic.

WHAT IS SEXUAL HARASSMENT? Unwelcome conduct of a sexual nature constitutes sexual harassment if any of the following apply:

- ❖ Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- ❖ Submission to or rejection of such conduct affects decisions affecting employment; or
- ❖ Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct that could violate this policy:

- ❖ Sexual advances or requests for sexual favors;
- ❖ Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.;
- ❖ Displays of a sexual nature, e.g., calendars, photographs, magazines, etc.;
- ❖ Offensive sexual jokes.

WHAT OTHER KINDS OF HARASSMENT ARE PROHIBITED? The Library's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, religion, national origin, age, disability, or characteristic protected by law. For example, unwelcome jokes concerning an individual's age are unacceptable. The use of racial or ethnic epithets or derogatory slurs likewise is unacceptable.

WHAT SHOULD YOU DO IF YOU BELIEVE YOU ARE BEING HARASSED IN VIOLATION OF THIS POLICY? Promptly report the conduct to the City Administrator, Mayor or City Attorney. These individuals have been trained to handle such complaints. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis.

WHAT SHOULD YOU DO IF YOU ARE AWARE OF ANOTHER EMPLOYEE, CUSTOMER, OR VENDOR, WHO, YOU BELIEVE, IS BEING HARASSED IN VIOLATION OF THIS POLICY? Promptly report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the City by informing one of the individuals described above.

WHAT SHOULD YOU DO IF A CUSTOMER, CUSTOMER’S EMPLOYEE, OR VENDOR TREATS YOU OR ANOTHER EMPLOYEE, WHICH MIGHT VIOLATE THIS POLICY?

Promptly report the concerns as if the harassment were done by a City employee or agent.

WHAT WILL BE DONE TO THOSE WHO VIOLATE THIS POLICY? Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, pay cut, to warning. In the case of customer or vendor harassment, the City will act promptly to remedy the harassment and prevent further occurrences.

NO RETALIATION. There will be no retaliation against anyone who in good faith makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any City employee who retaliates against another employee for making a complaint under this policy will be subject to dismissal.

Clintonville Public Library
Personnel Handbook
Conclusion

All policies, rules, conditions of employment and benefits are made to ensure a good working relationship between the Library, the employees, and the citizens of Clintonville. All are subject to review and change as times and conditions warrant. Should you have any questions or feel a change would benefit all parties, please let the Library Director know. Everyone is always interested in serious and useful suggestions that will be in the best interest of all. Remember, also, that the City of Clintonville is a municipality and can only provide benefits and wages within its ability to generate funds. We expect all City employees and Board Members to adhere to the Code of Ethics adopted by the City of Clintonville.
19 June 2002.

Clintonville Public Library Personnel Handbook Employee Acknowledgement Form

The employee personnel policies handbook describes important information about the Clintonville Public Library and the City of Clintonville.

I acknowledge that I received the Clintonville Public Library Personnel Handbook. I further acknowledge that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I acknowledge that I had the opportunity to meet personally with Library Director Kathy Mitchell and ask any questions that I had about the handbook. Finally, I understand that if I have any additional questions that I should contact the Library Director for an answer to my questions.

Employee Signature

Date

Employee Printed Name