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## **Policy Manual**

This manual is intended to give you a broad summary of things you should know about Paul Sawyer Public Library. The information in this manual is general in nature and, should questions arise, a member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, Paul Sawyer Public Library, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook.

In order to ensure that employees are using the current issue of the Policy Manual, they should refer to the electronic, not a print copy, of the manual.

## **Section 1 - Governing Principles**

### **1-1. Mission Statement**

The Paul Sawyer Public Library exists to provide opportunities for lifelong learning through free and open access to materials and resources that inform, educate, enrich, inspire, and entertain.

### **1-2. Financial Support of the Library**

The bulk of the funds for the operation of the Library come from the citizens of Frankfort and Franklin County through taxes on real and personal property. This tax is part of the annual County Tax Bill, collected by the sheriff and transmitted to the Library Board. Tax rates are prepared by the Department for Libraries and Archives annually. The Library may levy either a compensating rate or a 4% increase rate to cover inflation. In addition, the county clerk collects a motor vehicle property tax each time a vehicle is reregistered and transmits these funds to the Board. By the terms of the petition that established the District in 1971, the tax rate was set at two cents on each \$100 of assessed valuation. In July 1990, the Library Board petitioned the residents of Franklin County and increased the tax rate to 4.9 cents per \$100 of assessed valuation.

Other sources of income include basic aid from the State of Kentucky, state grants for special purposes, donations from individuals, and other miscellaneous sources, such as fines and interest.

### **Investment Policy**

The Board of Trustees of the Paul Sawyer Library has the primary responsibility for the management of the investment portfolio and operating funds. The Board of Trustees is authorized to delegate, at its discretion, certain investment and fund management functions and responsibilities to either the Director of the Library and the Treasurer or the Budget/Finance Committee of the Board of Trustees. Within the limitations of this policy statement, the investment portfolio will be managed to provide essential liquidity for the operation of the Paul Sawyer Library and safety of the monies invested. The status of the investment portfolio and the operating cash accounts will be reported to the Board of Trustees monthly.

The following rules will govern the management of the Paul Sawyer Library investment portfolio and operating funds:

1. All deposits in financial institutions should be insured by either the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation. Any funds held in a financial institution in excess of the amount insured by one of these two agencies will be collateralized by securities that meet the standards of collateralization for the Commonwealth of Kentucky as stated in KRS 42.500. Funds necessary to cover six (6) months operating expenses should be invested in local financial institutions. Excess funds may be invested in non-local financial institutions if the rate on these deposits is in excess of ½% of the rate for comparable deposits in local institutions.
2. Investments may be made in direct obligations of the United States government and in debt securities issued by the United States government agencies. Duration of the investments will be recommended by the Budget Committee or alternately by the Library Director and the Treasurer and be approved by the full Board of Trustees.

### **1-3. Organizational Structure**

#### **Board of Trustees**

The Board of Trustees, generally known as the Library Board, is the legislative or policymaking body for the Library. The Board formulates the program of service, based upon the advice and counsel of the Library Director, and supplies the means for carrying it out. The organizational structure of the Board is detailed in the bylaws of the Franklin County District Library Board.

#### **Administration**

The Executive Director, chief executive officer of the Library, is hired by and reports directly to the Library Board. The Director has full responsibility for the operation and management of the Library, consistent with the policies established by the Board. The Director shall be employed and terminated upon decision of the Board, made after considering any recommendation of its Personnel Committee.

Support staff includes all employees except the Director and may be responsible for performing Supervisory as well as professional and clerical duties. Support shall be employed and terminated upon decision of the Director. The Director shall report employment actions to the Board.

### **1-4. Equal Opportunity Employer**

Paul Sawyer Public Library is an Equal Opportunity Employer that does not discriminate because of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. The Library is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Library will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of the Library.

The Library will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Library's operations.

### **1-5. Non-Harassment**

Paul Sawyer Public Library's policy prohibits intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation, gender identity, or age.

Any employee, volunteer, patron or board member who feels that he or she has been subjected to conduct which violates this policy should immediately report the matter to his or her Supervisor, or the Library Director if the complaint involves the employee's Supervisor. Every report of perceived harassment will be brought to the Library Director and fully investigated. Corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. The Library will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. All employees must cooperate with all investigations. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

If the Library Director is the person toward whom the complaint is directed, the employee should contact the President of the Library Board of Trustees.

### **1-6. Sexual Harassment**

It is Paul Sawyer Public Library's policy to prohibit harassment of any employee by any Supervisor, employee, patron or vendor because of sex or gender. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances; requests for sexual favors; obscene gestures; displaying sexually graphic magazines, calendars or posters; sending sexually explicit e-mails, text messages; and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Any employee, volunteer, patron or board member who feels that he or she has been subjected to conduct which violates this policy, should immediately report the matter to his or her Supervisor, or the Library Director if the complaint involves the employee's Supervisor.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. The Library will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. All

employees must cooperate with all investigations. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

If the Library Director is the person toward whom the complaint is directed, the employee should contact the President of the Board of Trustees.

### **1-7. Workplace Violence**

Paul Sawyer Public Library is committed to providing a safe workplace.

We encourage employees to exercise reasonable judgment in identifying potentially dangerous situations, such as over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Library policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; and demonstrating a propensity to behave and react irrationally.

Threats, including any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation, threatening language or any other acts of aggression or violence made toward or by any Library employee should be reported immediately to a member of management, who will bring the report to the Library Director. Reports of threats will be kept confidential to the extent that maintaining confidentiality does not impede the investigation or response to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action because of reporting a threat in good faith under this policy.

If the Library determines, after an appropriate good faith investigation, that someone on staff has violated this policy, the Library will take swift and appropriate corrective action, up to and including discharge.

## **Section 2 - Operational Policies**

### **2-1. Employee Classifications**

For purposes of this handbook, all employees fall within one of the classifications below.

Full-time Employees - Employees who regularly work at least 37.5 hours per week.

Part-time Employees - Employees who regularly work fewer than 37.5 hours per week.

Short-term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem, or temporary basis. Short-term employees are not eligible for Library benefits, but may be eligible to for statutory benefits.

Exempt and non-exempt - In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay.

## **2-2. Training Period**

The first three months of employment is a training period. This is an opportunity for the Library to evaluate a new employee's performance, and is an opportunity for a new hire to decide whether he or she is happy being employed by the Library. The Library may extend the training period if it desires. Completion of the training period does not alter an employee's at-will status.

Paul Sawyer Public Library will conduct a formal performance review at the end of the introductory period based on the following schedule:

Director: at the conclusion of six (6) months employment and the conclusion of twelve (12) months employment.

Specialized librarians or staff: at the conclusion of three (3) months employment and the conclusion of six (6) months employment

Other employees: at the conclusion of six (6) weeks employment and the conclusion of three (3) months employment.

## **2-3. Certification**

The Library Director, Outreach Librarians, Public Service Department Supervisors, and all other full-time employees who provide Library information service must be certified as outlined by the Kentucky Department for Libraries and Archives. It is the responsibility of the individual employee to pursue and maintain certification.

## **2-4. Employment Records**

Employees should keep their personnel files up to date by informing the Human Resources Administrator of any changes. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Out of date personal or emergency contact information could cause a health or safety risk.

## **2-5. Working Hours and Schedule**

Each staff member will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the Library, individual work schedules may change on either a short-term or long-term basis.

All staff members are expected to report to their assigned workstations promptly at their scheduled time and are expected to remain at their workstations until the end of their workday. If a staff member is going to be late or is unable to come to work, the Supervisor must be notified as soon as possible. Repeated tardiness, unreported absences, or excessive absenteeism will result in disciplinary action, including discharge.

Each station is to maintain service until closing time. Public service staff members are not to leave until the Library has been cleared of all patrons. Meal breaks, unless approved in advance, are normally one (1) hour, which is unpaid. Based on staffing, meal breaks on Saturday and Sunday may only be thirty (30) minutes in length.

For each four (4) consecutive hours worked, employees are allowed one (1) fifteen (15) minute break. Breaks may not be used to extend meal breaks, shorten work schedule, or make up time.

## **2-6. Timesheets**

Employees must electronically record and verify their actual time worked for payroll and benefit purposes.

Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

It is the individual employee's responsibility to complete and certify the accuracy of all time recorded. If the timesheet is not completed in a timely manner, the employee's paycheck may be delayed. If the Supervisor or the Director finds errors or inaccuracies that require adjustment to the timesheet, the employee will make the necessary changes. If through unexpected circumstances the employee is unable to complete his/her timesheet, the appropriate Supervisor may adjust the timesheet if correct information is available. Both the employee and the Director will receive immediate written or electronic notice of changes made by the Supervisor.

## **2-7. Overtime**

1. The Library complies with state laws and regulations (KRS 337) regarding overtime.
2. Every effort will be made to adjust each employee's weekly schedule to avoid overtime.
3. Changes in schedule, including arriving early, leaving early or late, or modifications in approved sick or vacation requests, should have a Supervisor's or the Library Director's prior approval. Scheduling overtime must have the Director's approval.
4. Based on KRS 337.010(2)(a)(2) Library positions classified as exempt are exempt from "both the minimum wage and overtime requirements set forth in KRS 337.275 & 337.285.
5. Full-time employees in non-exempt positions will be paid overtime for any hours over 40 hours worked during the established workweek
6. When computing the time for overtime, only actual hours worked will be considered, i.e., if an employee uses sick, vacation or holiday time on Monday and then accrues 5 hours of overtime by the end of the same work week, overtime is not accrued at time and one half.
7. Part-time staff are paid straight time for any extra hours worked above their regular scheduled time up to 40 hours; and are paid overtime (time and one half) for any hours over 40 hours worked during the established work week.

## **2-8. Paychecks**

Employees will be paid bi-weekly for time worked during the past pay period. The Library's established workweek is Sunday through Saturday.

By law, the Library is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments.

If you believe there is an error in your pay, bring the matter to the attention of the Library Accountant immediately so the Library can resolve the matter.

### **2-9. Direct Deposit**

Payroll checks are direct deposited.

### **2-10. Performance Reviews**

The appropriate Supervisor shall complete a performance review on each employee's anniversary date. A positive performance review does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions are determined by and at the discretion of management.

If approved by the Supervisor and Director, salary step increases may be available at four-year increments, up to sixteen years. The employee must have held a position for four years, demonstrated a sustained quality performance and not received a step increase within the preceding four years. The step increase will be based on the position start date. No hire date changes will occur when an employee moves from part-time to full-time in the same position with the same job duties.

Reviews and responses will be retained in the employee's personnel file. Employee reviews and responses are confidential and may be viewed only by the employee, the Director, the employee's Supervisor and members of the Library Board. In addition to these formal performance reviews, the Library encourages discussions of job performance on a frequent and ongoing basis.

### **2-11. Emergencies**

An emergency is any situation that presents an immediate danger to life, property, or personal safety and should be dealt with immediately by the person in charge.

In the absence of the Director, the person in charge is a Supervisor, a Circulation Manager or a reference staff member.

All staff should be familiar with the Emergency and Evacuation Procedures.

### **2-12. Emergency Closing**

The general policy of the Library is to maintain its regular schedule of hours of operation, however, it is recognized that there are emergency situations in which it may be necessary to close the Library for all or part of a regular working day. In such instances, employees regularly scheduled to work will be paid for the hours they would have worked. Employees not scheduled to work, on sick leave, vacation, or other authorized leave will not be paid because of closing the Library. They will use their sick or vacation time as scheduled.

The decision to close the Library will be made by the Director, who will inform the Board President.

When such a decision is reached, local radio stations will be notified and the Library's internal emergency closing routine is initiated.

Although the actions of the local educational and governmental units are taken into consideration in deciding to close the Library, employees should not assume that the Library is closed simply because the other agencies are closed.

In the event of inclement weather, employees should use their judgment regarding the safety of traveling to work. If staff members feel they cannot safely travel to work because of road conditions, they should notify their Supervisors. Staff members will use vacation hours or leave without pay for this time off; they will use this time even if the Library closes later that day.

Staff who are on vacation or who are not at work because of a scheduled day off or who are on sick leave when the Library closes during an emergency will not be granted compensation for the hours the Library is closed, i.e., an employee who reports an illness at 9:00 a.m. on a day the Library closes at 2:00 p.m. due to an emergency will report 7.5 hours of sick time.

## **2-13. Security Cameras**

The Paul Sawyer Public Library maintains a security camera system to provide surveillance of various public areas. The purpose of the security system is to promote the safety and security of Library users, staff and property, to enforce the Library's rules of conduct, to discourage inappropriate and illegal behavior, and to aid in apprehension and prosecution of offenders.

### **Camera Locations**

Cameras are located to view on a continuous basis, public areas that lack direct site lines, elevator entrances and exits, washroom entrances/exits, and areas prone to activity in violation of Library policy. Video surveillance for security purposes at the Library is limited to locations that do not violate the reasonable expectation of privacy.

Staff will review the placement of recording equipment as needed.

### **Signs**

A sign will be posted informing the public that security cameras are in use.

### **Access to Digital Images**

Video data is recorded and stored digitally on servers equipped with onboard hard drive storage. The recorded data and the servers are considered confidential and secure. Both the recorder and recorded data shall be housed in a limited-access, controlled area. Staff shall have remote access via the Library's network to live feeds in order to monitor activity at the Library on a continuing basis. Images will be viewed on desktop monitors placed in secure areas.

Only the following individuals are authorized to access the recorder and recorded archival data: Library Director, Department Supervisors, Security, and Information Technology personnel. Authorized individuals, with notice to the Library Director, may ask other staff to review recorded data in order to investigate security concerns related to a specific incident.

Authorized personnel may make spot checks of the recorded data.

### **Retention of Digital Images**

Recordings shall be kept for a reasonable period of time, not to exceed 60 days, unless required as part of an ongoing investigation. As new images are recorded, the oldest images will be automatically deleted.

### **Access by Law Enforcement and Patron Privacy**

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property. Video monitoring and recording will be conducted in a manner consistent with all existing local and applicable laws and ordinances and the Library's confidentiality of Library records policy. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement upon presentation of a valid search warrant, court order or subpoena, subject to the Library's right to challenge the warrant, order or subpoena. The Library Director shall be informed of any such court order or subpoena before any information is released.

## **Section 3 - Benefits**

### **3-1. Benefits Overview**

While the Library intends to maintain the following employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason.

### **3-2. Holidays**

The Library will be closed and employees will be paid for the following holidays:

New Year's Day, first day of January  
Martin Luther King, Jr. Day (3rd Monday in January)  
President's Day (3rd Monday in February)  
Good Friday (close at noon)  
Memorial Day, last Monday in May  
Independence Day (July 4)  
Labor Day, First Monday in September  
Thanksgiving Day, fourth Thursday in November  
Day after Thanksgiving  
Christmas Eve, 24<sup>th</sup> day of December  
Christmas Day, 25<sup>th</sup> day of December  
Day after Christmas, 26<sup>th</sup> day of December  
New Year's Eve, 31<sup>st</sup> day of December

For the holiday hours listed above, full- and part-time employees will be paid for holidays that fall on a regularly scheduled work day. When a holiday falls outside of an employee's regular schedule, the employee will receive floating holiday hours, prorated, based on a regular work week, i.e., full-time

employees will receive 7.5 floating holiday hours; part-time employees will receive hours equivalent to one-fifth of a work week.

Floating holiday hours may accumulate to a maximum of time equal to one regularly scheduled week of work.

The hours may be used in a similar fashion to vacation hours, i.e., with supervisor's advance approval and based on the operational needs of the department and organization.

Accumulated floating holiday hours will not be paid out at an employee's termination of employment.

The Library will be closed on Easter Sunday, but it is not a paid holiday. The Library will close at 6 p.m. on the Wednesday prior to Thanksgiving but it is not a paid holiday

The Library reserves the right to change holiday scheduling to meet the operational needs of the Library.

### **3-3. Vacation Days**

Full-time employees shall accumulate vacation time at a rate of 12 working days per fiscal year, plus one extra day for each additional year of service to a maximum of 22 days.

Part-time employees shall accumulate vacation time at a rate based on the regular number of hours they work each week, i.e., if their normal schedule is 20 hours per week, they will earn 20 hours of vacation time per fiscal year, etc.

Short-term employees do not accumulate vacation hours.

Vacation time may accumulate to a maximum of 225 hours for full-time staff.

Vacation time may accumulate to a maximum of 46 hours for part-time staff.

No vacation time may be taken before it is accrued.

Unused vacation time will be paid out upon resignation, retirement, or termination of both full-time and part-time employees.

During the initial training period, vacation time does accrue, but may not be taken until the satisfactory completion of the training period, unless approved by the Director.

Requests for vacation time should be submitted on an electronic REQUEST FOR LEAVE form to the Supervisor with as much advance notice as possible. If the vacation request is not approved, an explanation will be given. When scheduling vacations, in cases of conflict, priority will be given to the needs of the Library, the first request received, and past vacation hours granted.

Vacations may be scheduled throughout the year. In order to facilitate vacation scheduling, staff may be asked to submit tentative vacation dates.

At the discretion of the Supervisor and Director, all vacation hours should be used before time without pay will be granted.

### **3-4. Sick Time**

All full-time employees will earn sick time at the rate of 1 day per month worked.

Part-time and short-term temporary employees do not earn sick time.

An employee may not use sick time before it is earned. Time off due to illness during the training period that is not covered by sick leave may be made up or deducted from the employee's pay, whichever is mutually convenient to the employee and the Library.

Sick time may be used for:

- a. illness or injury of the staff member
- b. illness or injury in the immediate family (immediate family includes parents, spouse, children, siblings, grandparents, immediate in-laws or a person living in the same household as a member of the family)
- c. pregnancy, childbirth, adoption
- d. medical appointments that cannot be arranged outside working hours (requests for medical appointments must be approved in advance)

When using sick time, the employee is required to notify the Supervisor of the cause of absence as early as possible on the day(s) of occurrence. Employees will not be paid for work missed if they do not call to report an absence within two hours after the time they were scheduled to report for duty. No pay will be given for unreported absences.

The Library reserves the right to require medical statements to support the use of sick time. Employees absent for more than three working days for unconfirmed illness may be required to submit a physician's statement. Failure to provide requested documentation may result in loss of pay for the period in question.

Sick time with pay may not be taken in excess of the amount accumulated.

Sick time accumulates during any leave with pay, but not during leave without pay.

If a staff member has exhausted sick time, previously earned vacation time must be used for the duration of the illness. When all accumulated sick time and vacation time have been exhausted, the employee must request leave of absence without pay. The extent of such leave of absence will be granted in accordance with practices and procedures at the discretion of the appropriate Supervisor and the Director. (See LEAVE OF ABSENCE).

When a staff member is on scheduled vacation, sick time cannot be used except in certain cases, such as hospitalization. The request is subject to the approval of the Director.

Unused sick time will not be paid upon termination or resignation of any employee.

The employee is charged with sick time at the rate that he/she is absent.

An employee who has a condition that requires medical attention, and/or that continues for more than three (3) consecutive workdays, may be required to present a physician's note verifying the illness and stating the employee's probable date of return to work. Upon return to work an employee absent for

seven (7) or more workdays must furnish a completed return to work form from a licensed provider certifying his/her ability to perform the position duties.

Sick leave taken on the day before or after a holiday may require certification by a licensed provider. provided to the employee's Supervisor or the Director.

## **FMLA**

The Paul Sawyer Public Library, as a governmental agency, adopts the provisions of Public Law 103-3; 29 U.S.C. sec. 2601; 29 CFR 825, the Family Medical Leave Act. Under the auspices of this act the Library has no employees eligible for FMLA benefits, as there are fewer than 50 staff members employed by the Library. Unless the threshold of 50 staff members is reached the Library will not provide FMLA benefits. If the Library employs 50 or more staff members in the future, a more detailed policy will be developed.

### **3-5. Sick Leave Sharing**

An employee who has accrued a sick leave balance of more than 75 hours (10 working days) may request that the Director make available for transfer a specified amount of his/her sick leave balance to another named employee authorized to receive leave under the guidelines specified below. The employee may not transfer an amount of sick leave that would result in reducing his/her own sick leave balance to less than 75 hours.

An employee may receive transferred sick leave if all of the following criteria are met:

- a. the employee has exhausted all accumulated sick and vacation leave;
- b. the employee or a member of the immediate family (immediate family defined in SICK TIME) suffers from illness, injury, impairment or physical or mental condition which has caused or is likely to cause the employee to go on leave for at least 5 working days;
- c. the employee has documented the need for absence and has received approval from the Director;
- d. the employee has complied with policies regarding use of sick time.

The Director shall determine the amount of leave, if any, an employee may receive. The Library may require medical statements to support the use of sick time. At the Director's discretion the Library may require written authorization from the attending physician prior to an employee being allowed to return work.

Transfers of leave shall not exceed the amount requested by the recipient and will be apportioned on a per pay period basis. The maximum amount of transferred sick leave any employee shall receive is 20 working days per year.

While an employee is on transferred sick leave, he/she shall continue to be recognized as a Library employee but will not continue to accrue sick leave. Accrued vacation leave will continue to be used by the employee.

Any transferred leave that is unused shall be returned on a pro rata basis to the employee(s) who transferred the leave.

No employee shall interfere with any other employee's right to voluntarily contribute leave to a fellow employee.

### **3-6. Time Off without Pay**

Time Off Without Pay is to be used for short-term situations (up to two weeks), when an employee does not have sick leave or vacation time available but needs time off for a medical or personal emergency for the employee or a close family member.

Time off without pay must be approved in advance by the employee's Supervisor and the Director. Appropriate documentation must be provided to the employee's Supervisor or to the Director. The approval will be based on the operational needs of the organization.

An employee may request time off without pay for up to two weeks of regularly scheduled time.

Vacation time and sick Time (as appropriate) will not accumulate while an employee is on leave without pay, but the Library will continue to pay the Library's portion of the employee's insurance and retirement (as appropriate).

### **3-7. Jury Duty Leave**

Employees will be allowed time off to perform such civic service as required by law. The employee is expected to provide the Library with proper notice of a request to perform jury duty, and with verification of service. The employee is to keep management informed of the expected length of jury duty service, and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, the employee may be asked to try to postpone jury duty. If the employee on jury duty leave is paid for his or her jury duty service time, he or she may retain any fees paid by the court. The Library will evaluate the individual employee's situation if exceptional time and expense are involved for extended jury duty leave.

### **3-8. Bereavement Leave**

A full-time employee who loses a close relative may be allowed to use up to five (5) days of sick and/or vacation time to assist in attending to obligations and commitments. If more than five (5) days are needed, only vacation time may be used. In the event the employee does not have sick or vacation time, the employee, with the approval of the Director, may take leave without pay. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling, grandparent, immediate in-law, a person living in the same household as a member of the family or any other relation required by applicable law.

### **3-9. Lactation Breaks**

The Library will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant (up to 12 months-old) child, in accordance with and to the extent required by applicable law. Every effort should be made to make use of the break periods already provided to the employee, but additional break periods for this purpose may be taken with a Supervisor's approval.

An employee should advise her Supervisor if a break time and an area for this purpose is needed; a space will be provided in accordance with applicable law. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

### **3-10. Health and Dental Insurance**

Full-time employees may participate in health and dental insurance plans for themselves. Health insurance coverage for additional family members may be added to the employee's plan at the employee's expense.

### **3-11. Life Insurance**

Term life insurance is provided and paid for by the Library for permanent full-time employees.

### **3-12. Retirement Plan**

Eligible employees participate in the Library's retirement plan in cooperation with the Kentucky Retirement System. Participation in the retirement system is compulsory for all full-time employees. Part-time employees are not eligible for the retirement program.

### **3-13. Other Plans**

All employees may participate in the Kentucky Public Employees Deferred Compensation System, cafeteria plan, and supplemental insurance plans.

### **3-14. Employee Assistance Program**

Paul Sawyer Public Library provides an Employee Assistance Program for employees. Employee Assistance certified counselors offer help in coping with work, family, or personal difficulties. Further details may be obtained by accessing the information on the staff web page.

### **3-15. Workers' Compensation**

On-the-job injuries are covered by the Library's Workers' Compensation Insurance Policy. If an employee is injured on the job, he or she should report the incident immediately to the Supervisor. Failure to follow Library procedures may affect the employee's ability to receive Workers' Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must request a formal leave of absence. See the LEAVES OF ABSENCE section of this handbook for more information.

### **3-16. Staff Development**

The purpose of this Staff Development Policy is to provide opportunities for Library staff to increase work-related skills and knowledge. All staff are encouraged to participate in the programs available to them. The Library has developed the following guidelines for staff development.

## **Conference Fund**

The Conference Fund is to offset the cost of attending professional Library-related meetings and conferences. Staff may attend according to the following guidelines:

- a. The conference is work related, and
- b. a CONTINUING EDUCATION/CONFERENCE REQUEST FORM has been submitted and attendance approved by the Supervisor and the Director, and
- c. attendance on Library time depends on the schedule, and
- d. funding depends on the budget, and
- e. the Board is informed of out-of-state travel.

## **Continuing Education**

All staff are encouraged to attend workshops, seminars, classes or training that are related to their positions or are necessary for certification. Staff may attend according to the following guidelines:

- a. The workshop, etc., is work related, and
- b. priority will be given to staff who need to be certified, and
- c. a CONTINUING EDUCATION/CONFERENCE REQUEST FORM has been submitted and attendance approved by the Supervisor and the Director, and
- d. attendance on Library time depends on the schedule, and
- e. funding depends on the budget, and
- f. the Board is informed of out-of-state travel.

## **Professional Education**

As an incentive to any staff member to increase work-related skills and knowledge, the Library will provide assistance for college credit courses, subject to the prior approval of the Director, as follows:

- a. All full and part-time staff who have been employed for at least 6 months are eligible to participate.
- b. Only college credit courses will be considered.
- c. Written request must be submitted 30 days prior to the beginning of the course by completing an EDUCATION REQUEST AND TUITION REIMBURSEMENT FORM.
- d. Up to 50% of tuition costs will be reimbursed upon successful completion of the course with a grade of C or better.
- e. Funding depends on the budget and number of participants.
- f. Reimbursement will be made upon receipt of proof of attendance and grade.
- g. Course must relate to staff member's work.
- h. Only one class per person per semester will be reimbursed.
- i. Courses must be taken on employee's time, however, schedule permitting, and with the approval of the Director, schedules may be changed, i.e., any missed time must be made up, vacation time used, or unpaid leave taken.
- j. If other tuition assistance is received for the same course, such as scholarships, grants, etc., the staff member is ineligible for Library assistance during the time of the outside assistance.

## **Payment/Reimbursement Procedures**

When attendance at a conference, workshop, etc., is approved, the Library will pay/reimburse staff and Board members as follows:

If deadlines permit, the Library will pay advance registration and accommodations with the understanding that if the staff member is unable to attend and a replacement cannot be found, that staff member is responsible for reimbursing the Library for all nonrefundable expenses.

Registration and accommodations paid for by the employee or Board member will be reimbursed by the Library upon completion by the staff or board member of a TRAVEL and/or EXPENSE form.

With prior approval of the Director, and upon submitting receipts and completing a TRAVEL and/or EXPENSE form, staff or Board members may be reimbursed for meals at conferences, workshops, or meetings that are overnight stays, are out of town and/or are part of or occur during the workshop. Reimbursement for meals will be made for the amount of the receipt, not to exceed the state per diem rate, and will not include reimbursement for alcoholic refreshments.

If a staff or Board member is being reimbursed for his/her travel expenses by another agency and/or organization (i.e., KLA, another Library for a presentation, etc.), the Library will not reimburse him/her for the same event.

It is the responsibility of the staff or Board member to complete the TRAVEL and/or EXPENSE form and submit it in a timely manner.

Mileage for out-of-town programs, meetings, classes, workshops, etc. which have the prior approval of the Director will be reimbursed. If more than one staff member attends, staff should car pool. In such instances, only one staff member, the one whose vehicle is used, will be reimbursed. Mileage will be computed from the Library to the site of the meeting, or from the employee's home, whichever is less, and is the logical departing point.

Mileage for in-town trips will be reimbursed only if they are Library related, they have prior approval of the Director, and they do not involve traveling to and/or from home. The Library will not reimburse any staff member for mileage coming from home to work or work to home.

Mileage will be reimbursed at the amount paid by the state of Kentucky.

It is the responsibility of the employee or Board member to complete the TRAVEL form and submit it in a timely manner.

With prior approval of the Director, the Library may pay some professional association dues. The Library will pay the Kentucky certification fee.

Payment/reimbursement forms can be found at <https://www.pspl.org/staff/>.

## **Section 4 - Leaves of Absence**

1. A leave absence, if granted, enables an employee to retain his or her position while the employee is unable to carry out his or her duties. During the period of the leave of absence

- the employee will not be paid, receive credit for service, or, except as described below, receive benefits.
2. Staff members who, because of medical or other reasons, cannot work and have used all accrued leave may apply for a leave of absence by completing the LEAVE OF ABSENCE REQUEST form.
  3. It is the responsibility of the Director and appropriate Supervisor to determine in their discretion whether the position can be held open for the period of the requested leave. Availability of substitutes, length of the leave, and workloads are factors to be considered in arriving at a decision. The impact on Library services is of primary importance.
  4. All leaves of absence must have the approval of the Board. The Director is responsible for notifying the Board in advance of all requests for leaves of absence or requests for extensions.
  5. An employee with accrued vacation leave must use the accrued vacation leave before the leave of absence will begin.
  6. Before an employee is granted a leave of absence for medical reasons, all accrued sick leave must also be used before the leave begins. The employee may be required to submit a physician's statement to document the necessity for the medical leave and should submit a physician's statement indicating he/she is released without restrictions before returning to work.
  7. If it becomes necessary to fill the position held by the employee on granted leave, the employee will be notified in writing of the fact and will have priority on the first vacant position for which the employee is qualified for 12 months after such leave begins. In the event this offer is rejected, this re-employment opportunity will terminate.
  8. During the period of the leave of absence, no benefits, including sick days, holidays, and vacation days, shall accrue.
  9. Under the circumstances described below, the Library will pay the indicated portion of the Library-covered medical and dental plan costs for employees granted a leave:
    - (a) Upon the beginning of the medical leave period an employee with a minimum of 100 accrued hours of sick leave on the date the medical leave was granted, and who has used all accrued sick leave, will be reimbursed for 50 percent of the Library-covered portion of the employee's medical and dental plan costs for the remainder of the medical leave period;
    - (b) Upon the beginning of the medical leave period, an employee with a minimum of 250 accrued hours of sick leave on the date the medical leave was requested, and who has used all accrued sick leave, will be reimbursed for 100 percent of the Library-covered portion of the employee's medical and dental plan costs for the remainder of the medical leave period; and
    - (c) The purpose of this provision is to encourage employees to accrue sick leave for use with extended absences.
  10. Salary raises implemented during a staff member's leave of absence will not be applicable to the employee on leave, but will be applied when the employee returns to work.
  11. Vacation and sick time will not accrue during an unpaid leave of absence.
  12. No leave of absence, including extensions, can be for a period longer than six months.

## Section 5 - General Standards of Conduct

### 5-1. Workplace Conduct

Paul Sawyer Public Library strives to maintain a positive work environment. Each employee plays a role in fostering this environment.

Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, at the Library's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment based on false or misleading information.
2. Stealing, removing, wasting, damaging or defacing Paul Sawyer Public Library property or a co-worker's assets, equipment or property.
3. Willful, negligent, careless or improper conduct leading to destruction or damage to Library assets or to the equipment or possessions of another employee.
4. Falsifying time records.
5. Completing another employee's time records.
6. Violation of safety rules and policies.
7. Fighting, threatening, or disrupting the work of others or other violations of Paul Sawyer Public Library's Workplace Violence Policy.
8. Insubordination, disrespectful conduct or failure to follow lawful instructions of a Supervisor.
9. Failure to perform assigned job duties.
10. Violation of the Punctuality and Attendance Policy (Section 5.2), including, but not limited to, irregular attendance, habitual lateness, or unexcused absences.
11. Gambling on Library property.
12. Smoking on Library property.
13. Disclosure of confidential Library information.
14. Unauthorized use of telephones, mail system, or other Library-owned equipment.
15. Violation of the Solicitation and Distribution Policy.
16. Violation of Paul Sawyer Public Library's Harassment or Equal Employment Opportunity Policies.
17. Violation of the Communication and Computer Systems Policy.
18. Unsatisfactory conduct or job performance.
19. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Library premises, while on Library business, whether or not on Library premises, while operating Library-owned vehicles or equipment, or while representing the Library, reporting to work or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job.
20. Any other violation of Library policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Paul Sawyer Public Library reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Library will deal with each situation individually and nothing in this handbook

should be construed as a promise of specific treatment in a given situation. Paul Sawyer Public Library will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

## **5-2. Punctuality and Attendance**

Attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive, and place an unfair burden on co-workers and Supervisors. Excessive absenteeism or tardiness may will result in disciplinary action up to and including discharge.

There may be times when absences and tardiness cannot be avoided. In such cases, the employee is expected to notify his/her Supervisor every day that he/she is absent as early as possible, but no later than the start of the workday.

Unreported absences of three consecutive workdays generally will be considered a voluntary resignation of employment with the Library.

## **5-3. Professional Conduct**

Employees should remember that they are representatives of the Library. It is the responsibility of the Library staff to exhibit professional attitudes and conduct while at the Library and to place patron service before all other job duties.

All patrons, regardless of sex, race, religion, age, physical, social or intellectual status are to be given courteous, pleasant, prompt, and efficient service.

Personal interpretations of Library materials should be avoided.

### **Staff Reading at Public Service Desks**

Reading or computer use at public service desks should be job-related and staff should remain alert and give full attention to patrons requiring assistance.

### **Political, Religious and Social Opinions**

Staff may not promote or voice political, religious, or social preferences or opinions to the public during working hours.

This includes wearing or displaying campaign materials.

### **Handling a Complaint about Library Materials**

If a patron voices an objection to a book or other materials, the staff member should listen politely to the complaint. Library staff should not attempt to justify the item in question to the patron. A Supervisor or the Director may be consulted, if needed. If the patron wishes to complete the STATEMENT OF CONCERN form, he or she should be referred to a Supervisor or the Director.

### **Fines and Overdues**

Staff should be courteous to patrons while calmly explaining fines or overdues they question. If necessary, staff may take a patron aside to discuss a problem or refer the patron to an appropriate Supervisor.

### **Checking Out Library Materials**

Staff and Board members shall adhere to all circulation policies.

### **Children of Library Staff**

Library staff should not bring children requiring supervision to work.

### **Eating**

Eating is not allowed in public service areas.

### **Conversations**

Staff should be mindful of and avoid loud conversations or conversations about private or personal beliefs or opinions within hearing distance of the public. Conversations of any kind should never interfere with public service.

### **Confidentiality**

Library staff shall respect the privacy of patrons and fellow staff and shall not access, attempt to access, or reveal information in patron files unless it is work related. Information contained in patron records is protected by Library policy and by state law. Utilizing this data for external purposes, for personal gain, or allowing access to unauthorized persons is strictly forbidden. Employees who improperly use, copy, disclose, remove, physically or electronically, confidential information will be subject to disciplinary action, up to including termination of employment, and possible legal action. Requests for patron information from government representatives should be forwarded to the Library Director, who will consult with legal counsel. All press inquiries should be directed to the Library Director. Employees will be required to sign an agreement stating that they understand these obligations.

### **5-4. Use of Facilities, Equipment and Property**

When using Library property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines. The employee should notify his or her Supervisor if any equipment appears to be damaged, defective, or in need of repair.

### **5-5. Use of the Library Credit Card**

The Paul Sawyer Public Library maintains a credit card for library related purposes only.

#### **Responsibility**

The Library Director will be responsible for the issuance of cards, account monitoring, retrieval and compliance with the credit card policy. Authorized users of the credit card are the Library Director, Adult Services Supervisor, Youth Services Supervisor, IT Supervisor, Adult Outreach Librarian, and Maintenance. New (other) users may be added at the Library Director's recommendation to the Board of Trustees. Authorized users shall be responsible for the credit card's use. Authorized users will surrender the credit card upon leaving the employ of the Library or as requested to do so by the Board of Trustees or Library Director. A copy of this policy will be signed by each authorized user and placed in his/her personnel file.

## **Usage**

The credit card may only be used to purchase goods or services for the official business of the Paul Sawyer Public Library. Purchases must adhere to established library procurement policies and procedures as well as any applicable local, state or other laws or regulations. Documentation and original receipts detailing the goods and services purchased must be submitted in a timely manner to the business office by the authorized user. Cash advances, cash withdrawals, fines and private expenses are not authorized credit card uses. The Paul Sawyer Public Library retains the right to take any and all measures consistent with current law for unauthorized use of the credit card.

## **Protection/Loss**

Each authorized user is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen. Written documentation to the Library Director should follow the report as soon as possible detailing the date and circumstances of the theft or loss. The Library Director and the Board of Trustees Treasurer shall review each monthly credit card bill and accompanying paperwork.

## **Other**

Any benefits derived from the use of the credit card shall be the property of the Paul Sawyer Public Library.

## **5-6. Employee Dress and Personal Appearance**

The employees' personal appearance affects the Library's public service image. While carrying out work assignments, employees are expected to present a neat, clean, and professional appearance that is consistent with the requirements of their positions and accepted social standards. An employee's appearance, including clothing, jewelry and other adornments, should reflect a maturity of self-expression and not be distracting to other staff members and patrons or inappropriate for a public service employee. Shoes should be safe for the work performed. An employee's Supervisor and the Director shall make the final decision as to the appropriateness of dress or appearance.

## **Name Tags**

Employees are expected to wear their name tags while at work and are responsible for the tag replacement cost if lost.

## **5-7. Telephone**

### **Telephone Guidelines**

The telephone should be answered promptly and in a pleasant and distinct manner.

Staff should be knowledgeable about operating hours and holiday schedules, meeting room policies and schedules and board meetings.

The person answering the phone should handle requests for renewals, reserves, queries about overdue notices, Library hours, etc., if possible. If a significant amount of time will be required to satisfy the patron's request, staff may offer the patron the option of waiting or receiving a call back.

Staff should make personal/cell telephone calls during break or meal times. Incoming personal calls should be avoided unless there is an immediate family concern, and should be kept as short as possible. Personal calls should be taken away from the public areas.

Without prior approval of a Supervisor, cell phones shall not be used or carried in the public work areas

Staff should refer patrons wishing to use the phone to the phone in the foyer.

Staff will locate patrons for emergency telephone calls only.

### **Telephone Reference**

Staff should ask the patron enough questions to have a clear understanding of the information he/she is seeking.

If the staff member who answers the phone can find the information quickly, he/she should ask the patron if he/she would like to hold.

If the patron does not wish to hold or if the search will take longer than a few minutes, the assisting staff member should ask for the patron's name and phone number and offer a general time frame to return the call.

When answering reference questions, the staff member should cite the sources used.

If the Library does not have the resources to answer the question, the staff member may ask the patron if he/she wishes to refer the question to the Kentucky Department for Libraries and Archives, or the staff member may call KDLA on behalf of the patron.

If a patron requests stock information or an interpretation of medical or legal information, staff should politely explain that we do not give that information over the phone, but he/she may come to the Library to use those sources

If a patron wants extensive research and asks for it to be ready for pick-up at a certain time, the staff member should complete what he/she can in a reasonable time and explain to the patron that he/she may come to the Library for further assistance.

When taking ILL requests over the phone, the staff member should include as much information as possible on the request form. The staff member should tell the patron that ILL material might take two or more weeks to receive, depending on the item.

### **5-8. Smoking**

The use of tobacco or tobacco-like products, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, any product containing tobacco or tobacco substitute or any electronic smoking device (e-cigarettes) is prohibited on Library premises and in all Library vehicles.

### **5-9. Alcohol and Drug-Free Workplace**

The manufacture, possession, distribution, sale or use of alcohol, drugs or other controlled substances while on the job, on Library property, during Library work hours or in any Library or Library-insured vehicle is prohibited. Employees shall not operate a Library vehicle after such driver has partaken of

alcohol, drugs, or other controlled substances. An employee shall not report to work under the influence of alcohol, drugs or other controlled substances. If an employee is taking prescription drugs that could interfere with work performance, he or she should notify the Director.

If the Library Director has probable suspicion that an employee is using or is under the influence of controlled substances or alcohol, disciplinary action may be taken, including unpaid time off and/or immediate termination.

### **5-10. Statements to the Media**

All media inquiries regarding the position of the Library as to any issues must be referred to the Director. Only the Director is authorized to make or approve public statements on behalf of the Library. No employees, unless specifically designated by the Director, are authorized to make those statements on behalf of the Library. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Library must first obtain approval from the Director.

### **5-11. Photographs**

The Library is a public building. As such, anyone wanting to photograph the building or public programs may do so, without requiring permission. The Library reserves the right to photograph patrons during programs and events, for the purpose of library publicity, as stated in posters hanging in the public areas of the Library. However, anyone wanting to photograph patrons using the library, or individual library staff members, must obtain permission from that person. Without permission, the person taking photographs may be asked to stop, or be asked to leave the library if he or she refuses. Participants in a public program who are taking photos during the program may be asked about the intended usage of the photos; as long as the photos are for personal use, patrons will be allowed to photograph during the event or program.

### **5-12. Operation of Vehicles**

All employees authorized to drive Library-owned or leased vehicles or personal vehicles in conducting Library business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in the employee's possession while operating a vehicle off or on Library property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws and regulations. Library vehicles may be used only as part of an employee's job description or as authorized by the Director.

Employees who drive on Library business should not use a cell phone, laptop, tablet or any or digital device while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message.

Employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call, texting, sending emails or any electronic activity.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their electronic devices while driving will be solely responsible for all liabilities that result from such actions and may be subject to Library disciplinary action up to and including discharge.

### **5-13. Incident Report**

In the event of an emergency, accident or disruption of Library services, Library staff members who handle or are involved in a situation should complete an INCIDENT REPORT.

### **5-14. Wrongful Acts**

Any action that is illegal or in violation of Library policies must be reported immediately. Any staff member who is aware of a wrongful act committed by any other staff, volunteer, patron and/or board member, must report the wrongful act to his/her Supervisor immediately. The Supervisor will report to the Director, who will consult with the President of the Board. In the event the Director commits the wrongful act, it should be reported to the President of the Board; if committed by the President of the Board, it should be reported to the Director or the Vice President of the Board. Upon hire, each employee shall sign the POLICY ACKNOWLEDGEMENT form, stating that he or she has read and understands the terms of this policy.

### **5-15. Grievance Procedure**

All grievances should be taken first to the immediate Supervisor. If a satisfactory resolution is not reached, the employee may request a meeting with the Director. If a satisfactory resolution is still not reached, the employee may, after notification to the Director, request a meeting with the Personnel Committee of the Board.

If a satisfactory resolution is not reached with the Director or the Personnel Committee, the employee may appear before the full Library Board. The Director, the Chair the Personnel Committee, and the Board President should be contacted so that the employee's grievance can be placed on the agenda of the next regularly scheduled board meeting. A written statement of the grievance should be submitted to the Board prior to the meeting.

Neither the existence nor the terms of the grievance procedure shall affect the at-will nature of all employees' employment.

### **5-16. Information Security Policy**

In accordance with KRS 61.931-KRS 61.934, the Franklin County Public Library District (Paul Sawyer Public Library) will take reasonable precautions to protect against the unauthorized access of any personal information that is kept by the Library for any purpose.

Paul Sawyer Public Library will follow the policies established by the Department for Local Government. See Security and Incident Investigation Procedures and Practices for Local Government Units for these policies.

The Library Director and IT Manager are Paul Sawyer Public Library's Points of Contact for the purpose of adherence to Department for Local Government's policies.

A “Point of Contact” is designated by Paul Sawyer Public Library to:

- 1) Maintain the Library’s adopted Information Security Policy and be familiar with its requirements;
- 2) Ensure the Library’s employees and others with access to personal information are aware of and understand the Information Security Policy;
- 3) Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents;
- 4) Be responsible for ensuring compliance with the Information Security Policy; and
- 5) Be responsible for responding to any incidents.

### **Patron information**

Paul Sawyer Public Library limits the amount of personally identifiable information that it retains, subject to the need to retain information for the transaction of day-to-day business.

Most information related to patrons is kept for the purposes of circulating materials and ensuring that responsibility is attributed to the correct person when an item is borrowed. This information is not publicly available and, beyond interactions between the Library and the patron, will be shared only with third-party vendors with whom the Library has contracted for services necessary for conducting business, and law enforcement personnel upon valid, legal request. Information related to delinquent patrons may be shared with a third-party vendor for the purposes of collection. The Library will not share personally identifiable patron information for any other purpose.

When a patron record has been inactive for 5 years and carries no outstanding debt, financial or in borrowed materials, the record is deleted from the Library’s computer system and is not archived.

Personal information about patrons is generally only retained in electronic format with appropriate back-up devices in place for recovery in the event of a database failure. All back-up devices are kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

### **Staff Information**

Paul Sawyer Public Library retains information about its staff that is directly related to their employment. Social security numbers, health information, and performance records are retained only as a part of standard human resources processes such as payroll, retirement, or health insurance. This information is subject to records retention policies of the Commonwealth of Kentucky and Paul Sawyer Public Library. Records will be retained and destroyed according to the records retention schedule.

Certain staff personal information is subject to the Kentucky Open Records Act and will be shared with anyone properly requesting that information in accordance with the Open Records Act. Information protected from disclosure under the Open Records Act will not be shared with any outside agency for any purpose other than for the reason it was collected, i.e., to a payroll vendor for tax purposes.

Personal information about staff will be kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

## **Security Measures**

The Library does not share any information with any outside agency for any reason other than the purposes for which it was collected. Third-party vendors with whom the Library does business are required by KRS 61.932 to provide their own security measures to protect any personal information shared with them by the Library. Where possible, the Library has informed each entity in writing that appropriate security and breach notification is required.

The Library provides an internal, closed network for the collection and use of most patron data. The network is not accessible to the general public and access to it is limited to third-party vendors with whom the Library has contracted services.

Where the Library's systems interact with any outside vendor or patron, i.e., through the internet-based catalog, transactions will take place using secure transmission protocols. Such interactions will be limited to the purpose of the transaction only and will not allow access to any more information than is required for the purpose of the transaction, i.e., a patron reviewing a list of items that are currently checked out to him/her.

Personal information stored on computers or back-up devices is not accessible to the general public and is protected by a computer firewall and anti-virus systems.

## **Security Breaches and Notifications**

If Paul Sawyer Public Library becomes aware of a breach that would allow outside access to its network or access to devices used to store personal information, action will be taken as soon as practicable to remove the device from the network or to close the network to all external traffic. Where appropriate, the Library Director and members of the Library Board of Trustees will be notified and the Library will use reasonable efforts to notify affected parties as required by KRS 61.933 or the Department for Local Government. Investigations that follow such a breach will be reported as required by the same statute.

Paul Sawyer Public Library will notify vendors of their responsibilities to inform the Library of any breach in their own systems that would expose or compromise the security of personal information provided by the Library. Notification of such must conform to the requirements of KRS 61.932 and will include any reports of investigations that are conducted into the breach. Contracts that are made or amended with the Library after January 1, 2015, must contain provisions to account for the requirements under KRS 61.932.

## **5-17. Use of Communication and Computer Systems**

Paul Sawyer Public Library's communication and computer systems are intended for business purposes and may be used only during working time; however, limited personal usage is permitted if it does not hinder performance of job duties or violate any other Library policy. This includes e-mail and internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.

Paul Sawyer Public Library may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Library deems it appropriate to do so. The reasons for which the Library may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with

software copyright laws; complying with legal and regulatory requests for information; and ensuring that Library operations continue appropriately during an employee's absence.

Paul Sawyer Public Library may review internet usage to ensure that such use with Library property, or communications sent via the internet with Library property, are appropriate. The reasons for which the Library may review employees' use of the Internet with Library property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Library operations continue appropriately during an employee's absence.

The Library may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Library's policies prohibiting harassment, in their entirety, apply to the use of Library's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Since the Library's communication and computer systems are intended for business use, these systems may not be used to solicit for religious or political causes or outside organizations.

Since the Library's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including termination.

## **5-18. Use of Social Media**

Paul Sawyer Public Library respects the right of any employee to maintain a blog or web page or to participate in a social networking, or similar site, including but not limited to Facebook, Twitter, and LinkedIn. To protect Library interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on personal, non-Library sponsored social media sites (Facebook, Twitter, or similar sites) during working time or at any time with Library equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, or similar site or on someone else's, if the employee mentions the Library and also expresses either a political opinion or an opinion regarding the Library's actions, the poster must include a disclaimer. The

poster should specifically state that the opinion expressed is his/her personal opinion and not the Library's position.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Library policies apply equally to employee social media usage.

Paul Sawyer Public Library encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their Supervisor. Failure to follow these guidelines may result in discipline, up to and including termination.

### **5-19. Personal and Library-Provided Portable Communication Devices**

Library-provided portable communication devices (PCDs), including cell phones should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted and necessary, the right to monitor personal communications.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Library's networks and the PCD must be provided for inspection and review upon request.

When sending a text message or using a PCD for business purposes, whether it is a Library-provided or personal device, employees must comply with applicable Library guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

If an employee who uses a personal PCD for business resigns or is terminated, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Library information and personal data (such as contacts, e-mails and photographs).

Employees who use their personal PCD for Library-related business, or install Library-related applications, should be willing to surrender that device so that IT may verify that all Library applications have been removed. The removal of Library information is crucial to ensure compliance with the Library's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Library-issued device, the Library's electronic communications policies, including but not limited to proper use of communications and computer systems, remain in effect.

As a reminder, employees who drive on Library business should not use a cell phone, laptop, table or any or digital device while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message.

Employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call, texting, sending emails or any electronic activity.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their electronic devices while driving will be solely responsible for all liabilities that result from such actions and may be subject to Library disciplinary action up to and including discharge.

## **5-20. Conflict of Interest and Business Ethics**

It is Paul Sawyer Public Library's policy that all employees avoid any conflict between their personal interests and those of the Library. The purpose of this policy is to ensure that the Library's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Library.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Library, by any employee who is in a position to directly or indirectly influence either the Library's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Library.
3. Being employed by, including as a consultant, or serving on the board of any organization that does, or is seeking to do, business with the Library or which competes with the Library.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Library.
5. A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.
6. This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.
7. It is the employee's responsibility to report any actual or potential conflict that may exist between the employee and/or the employee's immediate family and the Library.

## **5-21. Resignation**

All staff members, other than the Director and supervisors, are requested to give at least two weeks written notice of resignation to the Director. The Director and supervisors are requested to give four weeks written notice of resignation; supervisors will notify the Director, and the Director will give notice to the President of the Library Board of Trustees.

All Library property including, but not limited to, keys, security cards and fobs, laptop computers, etc. must be returned at separation. To the extent permitted by law, employees will be required to repay the Library (through payroll deduction, if lawful) for any lost or damaged Library property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

## **Section 6-Library Policies**

### **6-1. Materials Selection Policy**

#### **PURPOSE**

The purpose of this policy on materials selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made.

#### **OBJECTIVES**

The Paul Sawyer Library selects, acquires, organizes, makes available and encourages the use of all media, print and non-print that:

1. contribute to the individual's awareness of self and community while providing insight into a wide range of human and social conditions and various cultural heritages;
2. enrich and support the educational, recreational, and informational needs of the community;
3. stimulate thoughtful participation in the affairs of the community, the state, the nation and the world;
4. enhance job-related knowledge and skills;
5. give free access to a variety of opinions and ideas;
6. assist individuals to grow intellectually, culturally, mentally, spiritually, emotionally and physically.

#### **RESPONSIBILITY FOR SELECTION OF MATERIALS**

The selection of materials for the collection is the responsibility of the Director and is done within the framework of the policies determined by the Board of Trustees. The Director may delegate selection of particular materials to qualified staff. The Library welcomes suggestions for selection from the staff, board and community, but the final decision for inclusion in the collection rests with the Director.

#### **CRITERIA FOR SELECTION**

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. The following criteria should be used as a guideline in the selection process. An item need not meet all of the criteria in order to be acceptable.

1. Have received favorable assessments of critics, reviewers, and the public through awards and professionally recognized publications or media.
2. Are produced by authors, illustrators, publishers or producers of significance, skill, competence, or quality reputation.
3. Are a suitable physical form for Library use.

4. Are a suitable subject and style for intended audience.
5. Reputation and literary significance of the author.
6. Relevance to community needs.
7. Importance as a document of the times.
8. Relation to existing Library collections and other materials on the subject.
9. Accuracy and authority.
10. Popular appeal and demand.
11. Local significance.
12. Availability of material in other libraries.
13. Cost; cost per use.
14. Representation of important movement, genre or trend of culture.
15. Artistic presentation.
16. Vitality and originality.
17. Space; physical limitations of the shelving and building.
18. Availability of material in print or other format.
19. Representation of challenging point of view.
20. Permanent value as source material or interpretation.
21. Materials that are obscene by definition of state law will not be purchased.

KENTUCKY'S REVISED STATUTES, Chapter 531, "Obscene means: a) To the average person, applying contemporary community standards, the predominant appeal of the matter, taken as a whole, is to prurient interests in sexual conduct; and b) The matter depicts or describes the sexual conduct in a patently offensive way; and c) The matter, taken as a whole, lacks serious literary, artistic, political or scientific value."

All of these specific factors do not and will not apply to every item selected. The aim of this policy is to facilitate the building of a diversified Library collection of merit and significance that reflects the interests and needs of the total community within the physical and budgetary constraints of the Library.

Knowledgeable people in specific subject areas and reputable, unbiased, professionally prepared selection aids and booklists may also be consulted.

### **GENEALOGY**

The Library may purchase basic instructional materials, books of local genealogical interest, and subscribe to databases which patrons may find helpful in conducting individual research. Persons interested in further on-site study in this subject may be referred to the Kentucky Historical Society Library, the Archives Room of the Kentucky Department for Libraries and Archives or may be offered interLibrary loan services.

### **WEEDING THE COLLECTION**

Weeding the collection is a necessary adjunct of book selection. Materials will be weeded/withdrawn from the collection according to accepted profession practices. Criteria for withdrawing materials may include but are not limited to items that are:

1. Out of date.
2. In poor physical condition.

3. Insufficiently used.
4. Available in newer editions.
5. No longer popular or in demand.
6. Little-used material that is duplicated in the region.

The first decision to withdraw an item from the collection is the decision of the Director. The Director may delegate weeding of particular materials to qualified staff. Withdrawn items may be placed in the Friends of the Library bookstore or sale.

## **GIFTS**

The Library welcomes and encourages donations and gifts of Library materials with the understanding that the material meets the same standards of value required of materials purchased. Prior to accepting the gift, the donor will be informed that the Library may use, sell, or dispose of some or all of the gift materials. At the time of the donation of materials, the donor will be given a Gift Material Receipt if requested. For tax purposes, the appraisal of gift materials to the Library is the responsibility of the donor. The Library will set no monetary value on gifts of books or other material.

## **INTELLECTUAL FREEDOM**

Many books are controversial and any given item may offend some persons. The Library's collection contains a diversity of viewpoints and opinions and the presence of an item in the Library does not indicate an endorsement of its contents by the Library. Selection of materials by the Paul Sawyer Library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and to serving the interests of the readers.

With respect to the use of Library materials by children, the decision as to what a minor may or may not read is the responsibility of his parent or guardian. Selection will not be inhibited by the possibility that books may come into the possession of minors.

## **CHALLENGED MATERIALS**

The principle of the freedom to read is of paramount importance. When a patron objects to the presence or absence of a book or other Library material, the patron should discuss the matter with the Director. If the patron wishes the material to be removed from or added to the collection, he should fill out the Library's STATEMENT OF CONCERN form, and return it to the Director. Items are considered for removal or addition only if this form is filled out properly and signed; no action will be taken based on a verbal complaint alone. The item in question will be re-examined by the Director and other Library staff involved in materials selection. The Director shall decide whether the item in question will be kept or added to the collection, moved to another part of the collection or removed from the collection and will notify the Library Board of the decision. The complainant will be notified in writing of the Library's decision. If further action is required, a committee consisting of the Library Director, selected Library staff members and members of the Board of Trustees will meet to review the material in question.

## **LABELING OF MATERIALS**

The fact that materials are purchased, processed and added to the collection shall in no way reflect a value judgment of the materials. There will be no labeling of any item or of its computer record to indicate its point of view or bias.

## **ACCESS TO MATERIAL**

All materials will be shelved in their proper order on open shelves except for irreplaceable or frequently stolen materials that need to be protected from theft and/or damage.

Children are not limited to the juvenile collection, although the juvenile collection may be kept together to facilitate use. Responsibility for a child's reading choices must rest with the parent or guardian, not with the Library. Children's reading cannot be monitored in the Library. Circulation of material to children cannot be monitored or limited except for materials that carry fines. Materials that carry fines are not available for circulation on a card issued to a patron age 15 year or younger.

### **6-2. Special Collections**

The primary mission of the Special Collections Room of the Paul Sawyer Public Library is to collect, organize, provide access to, and preserve records of historical value or local interest. Other items on an individual basis will be considered based on appropriateness to the collection and the Library's ability to properly store the item.

Items in the Special Collections Room are non-circulating materials that exist by either endowment or Library decision to collect and make such materials available to the public. They are available for use to any patron willing to be responsible for the care of those materials, and all further policies for these items are based on the desire to have these materials used as much and as conveniently as possible, while fully realizing the responsibility inherent in having unique collections, and to preserve and protect those materials from abuse and negligence.

When acquiring new resources, the Library asks donors to complete a deed of gift, which includes the name and address of the donor, a description of the acquisition, and the provenance of the donation. The deed also serves to record the history of the donation and protects the Library by transferring legal ownership of materials to it.

#### **De-accessioning Special Collections Materials**

Special Collections materials may be de-accessioned if they are free of any restrictions that prohibit their removal from the collection, and

1. The material is outside the scope of the mission statement and the collections objectives, or it is no longer relevant to the purposes and activities of the Library as defined by the Director and the Board of Trustees; or
2. The provenance or authenticity of the material has been disproved; or
3. The material is redundant, or the Library has acquired a better or more complete example of the material; or
4. The material has deteriorated to the degree that renders it no longer useful.

#### **Outgoing Loans of Special Collection Materials**

Loans may be made to museums, historical societies, educational institutions, or for educational purposes for a specific short-term period, at the judgment of the Director.

Materials will only be loaned if they are in such condition that they can withstand the rigors of travel, extra handling and climate changes.

A written request for the loan of materials is required. All parties must complete and sign a SPECIAL COLLECTIONS LOAN form. The borrowing institution will be responsible, including appropriate insurance at the discretion of the Director, for the materials while in their possession.

### **6-3. Circulation Policies**

#### **VENUE POLICY**

The Board has instituted a policy that in the event any claim or action is brought by the Library with respect to the use of a Paul Sawyer Public Library card, venue for such action or claim shall lie in the courts of Franklin County, Kentucky.

#### **LIBRARY CARD**

Library cards are free to all citizens of the Commonwealth of Kentucky. Residents of other states may be eligible for a temporary Library card, subject to evaluation by Library staff.

In order to receive a Library card, patron must present identification and proof of current address. This can include driver's license, blank check, receipts for rent, utilities, phone; mail addressed and delivered to a current address.

Persons under the age of eighteen (18) must have their application signed by parent or guardian. By signing the application form, parents and/or guardians are accepting the responsibility for what their child checks out, what their child accesses on Library computers and for any fines/charges incurred by their child.

#### **CHECK OUT POLICIES**

1. Any patron who is 16 years or older may check out any material in the Library.
2. Patrons are responsible for determining the suitability of any material.
3. DVDs may not be used for commercial purposes and no admission may be charged.
4. Patrons are responsible for replacement cost of any damaged or lost material. Refunds for last materials previously paid for by the patron may be made within 90 days of the return if the item is current and in acceptable condition to be placed back on Library shelves. The patron is responsible for requesting a refund. A staff member will complete a REQUEST FOR REFUND form and a refund check will be sent by mail to the patron.
5. All materials may be returned in the book drop.

### **6-4. Library Patron Behavior**

Under Kentucky law (KRS173.380) "every Library established or maintained under KRS 173.300-173.390 shall be free for the use of the inhabitants of the government unit in which it is located, subject to such reasonable rules and regulations the trustees find necessary.

The Paul Sawyer Public Library strives to provide, on equal terms, free Library services to all residents of Franklin County. The Library abides by the American Library Association Library Bill of Rights, which states, "A person's right to use a Library should not be denied or abridged because of origin, age, background or views."

For the comfort and protection of all Library patrons, the Library has adopted the following policies.

**WHILE IN THE LIBRARY NO PERSON SHALL BE ALLOWED TO:**

1. Use tobacco or tobacco-like products, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, any product containing tobacco, any tobacco substitute or any electronic smoking device, including but not limited to electronic cigarettes
2. Be intoxicated or under the influence of drugs/chemicals
3. Eat. Beverages with lids are allowed in non-computer areas
4. Sleep
5. Be disruptive and/or disorderly
6. Destroy/deface property
7. Misuse the restrooms, i.e., shave, wash clothing or person, smoke, steal paper, etc.
8. Loiter
9. Solicit, which includes, but is not limited to:
  - a. Selling goods or services
  - b. Distributing merchandise, flyers, literature or leaflets
  - c. Soliciting donations or otherwise raising funds
  - d. Panhandle
  - e. Canvas or proselyte for political, religious, or other causes
  - f. Circulate petitions
  - g. Disturb information to patrons or the public for purposes of eliciting or influencing their opinions and associations, or promoting any causes other than those directly related and beneficial to the Library
10. Harass other patrons or staff
11. Be offensive or a nuisance in language, action, or body odor to other patrons or staff
12. Use a cell phone. Cell phones shall be changed to vibrate upon entering the Library. Cell phone conversations must be conducted in the lobby, parking garage, outside the Library building or by permission from official Library staff
13. Be in the Library before or after Library hours without prior permission
14. Trespass in non-public areas
15. Fail to provide proper supervision of children or adults in need of care
16. Enter or stay in the Library without proper attire which conforms to the standards of the community for public places, including shoes and shirts
17. Bring animals in the Library, with the exception of assistive/service animals or animals involved in Library programs or events
18. Bring trash, articles with foul odor, or articles which impede or discourage the use of the Library by others

Violations of these rules may result in expulsion from the Library and termination of Library privileges. Anyone refusing to leave the Library when requested is subject to prosecution under the Kentucky Revised Statutes.

If the patron violator is under the age of 16, a parent will be informed in writing, if possible.

Staff may ask a patron to leave the Library; may call for assistance from other staff, a parent or a guardian; may refer the child to a Supervisor or to the Director; may call the police for assistance; and/or

may, with approval of the Supervisor and Director, suspend Library privileges of any patron who is not appropriately respecting the Library, Library staff or Library furniture or equipment.

Staff in the Youth Services Department may ask a child to leave the Library, may call for assistance from other staff, may call a parent or guardian, may refer the child to a Supervisor or to the Director, may call the police for assistance, and/or with the approval of the Supervisor and Director, suspend the Library privileges of any child who is not appropriately respecting the Library, Library staff or Library furniture or equipment.

### **6-5. Youth Services Area Policy**

Because of safety considerations adult patrons shall remain on the first floor of the Library except,

1. when accompanying a child; or
2. when actively selecting materials from the second floor; or
3. when attending public meetings or class on the second floor; or
4. when using a study room.

The Library reserves the right to ask adults to remain on or to return to the first floor or to leave the Library.

### **6-6. Unattended Children**

The Paul Sawyer Public Library welcomes and encourages children to use the Library's facilities and services; however, the safety of young children left alone at the Library can be a serious concern. When young children are left unattended, they can become the vulnerable target of abuse by others as well as bored and/or disruptive. Library staff cannot know if children are leaving the building with guardians, parents, or strangers. For the protection and well-being of all children who use and enjoy our Library, the following policies have been adopted.

1. While on Library property children under the age of ten (10) or adults in need of care may not be left unattended in the Library, i.e., unaccompanied by a parent, adult guardian or assigned adult chaperone.
2. Responsibility for the safety and behavior of ALL children/adults in need of care using the Library rests with the parent, guardian or assigned chaperone, not with Library staff.
3. Children and adults in need of care are required to observe Library rules and policies. Those creating disturbances who do not respond to correction will be required to leave.
4. A parent, adult guardian or adult chaperone must stay in the Library while his/her child is in the Library program.
5. If the child is under the age of 10, the parent, adult guardian or adult chaperone must stay in the Youth Services Department while the child is in a Youth Services Library program.
6. If a child needs to leave a Library program, it is the responsibility of the parent, guardian or chaperone to ensure the safety of the child.
7. Parents and guardians are responsible for picking up their children in a timely manner.
8. It is not acceptable to leave children of any age unattended for an extended period of time, as determined by Library staff.
9. If it is determined that a child/adult in need of care is lost or unattended, staff will attempt to locate a parent, guardian or chaperone in the building and explain the policy to them.

10. If a parent, guardian or chaperone is not found in the building, staff will attempt to locate them through Library records, phone book, etc. When/if they are located by phone, they will be asked to join the child/adult in need of care in the Library or pick up the child/adult in need of care immediately. The policy will be explained.
11. If a parent, guardian or chaperone cannot be located within a reasonable amount of time or if the Library is closing, staff will call the police who will take custody of the child/adult in need of care.
12. If the Library is closing, two staff members will wait with any child or adult considered to be in need of care whose parent, guardian or chaperone is en route until the child/adult is picked up or until the police arrive to take custody of the child/adult.
13. Under no circumstances will a staff member take the child/adult in need of care out of the building nor will the child/adult be left alone outside the building after closing.

## **6-7. Service Animals**

The Paul Sawyer Public Library welcomes patrons with service animals. Service animals are limited to dogs and miniature horses that are individually trained to assist or accommodate a person with a sensory, mental, or physical disability or to perform tasks for the benefit of an individual with a disability. While acknowledging legal rights under applicable federal and state laws regarding use of service animals, the Library will also take into consideration the importance of the safety and health of all the people in the Library.

No animals other than service animals are allowed in the Library building. Persons bringing in animals other than service animals, except in connection with Library programs expressly soliciting the participation of animals, will be asked to remove them from the Library building.

Owners/handlers must keep service animals with them and under their control at all times. If a service animal cannot be leashed or harnessed, due to disability or interference with the performance of tasks, it must be otherwise clearly under the handler's control, e.g., voice control, signals, or other effective means. Owners of service animals are solely responsible for the supervision and care of the service animal while on Library property.

If the service animal is not under the handler's control, and the handler is unwilling or unable to take effective action to place the service animal under control, or if the service animal's behavior fundamentally alters the nature of a Library program or service, the handler may be asked to remove the service animal from the Library.

## **6-8. Computer Use Policies**

Before using a computer and/or accessing the internet, each adult user must have a Library account in good standing and be enrolled in the Biometric System. Exceptions, such as visitors, will be addressed by staff as needed.

Use of the computers will be on a first come, first served basis.

Second floor computers are reserved for those under age 16. Adults may not use these computers unless they are assisting their child and the child is with them at the computer terminal, paying attention to the screen.

Use of a Library computer indicates agreement to all of the Library's policies.

### **PAUL SAWYIER PUBLIC LIBRARY INTERNET DISCLAIMER**

The internet and its available resources contain a wide variety of materials and opinions. In offering internet access, the staff of the Paul Sawyer Public Library cannot control or edit the accessed content. Users are responsible for the content they access. Parents of minor children must assume responsibility for their children's use of the internet in the Library. The Paul Sawyer Public Library assumes no responsibility for any damages or consequences, direct or indirect, arising from use of its internet services.

### **Paul Sawyer Public Library Computer/Internet Use Policy**

Using any public access computer/internet workstation at the Paul Sawyer Public Library is a privilege, not a right, and inappropriate use will result in loss of this privilege. Examples of inappropriate use include, but are not limited to, those listed below.

1. Any illegal activity
2. Unauthorized copying of copyright-protected materials
3. Tampering with Library software and hardware, including, but not limited to attempting to circumvent security, changing wallpaper, adding/deleting icons, bookmarks, etc.; sending threatening, obscene or harassing materials, messages
4. Sending, receiving, displaying, viewing, printing text and/or graphics which may reasonably be construed as obscene

When a patron uses a public access computer/internet workstation at the Paul Sawyer Public Library, he/she agrees to use the computer/internet resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. He/she agrees to abide by the Library's rules and regulations. Misuse of the Library's computer/internet workstations and/or equipment may result in the loss of patron privilege to use this equipment.

Library staff is available to assist patrons with internet usage, but may not be familiar with every application patrons wish to use. Due to scheduling restraints, there may not be an internet-trained librarian on duty at all times. Because of the many different available applications, Library staff cannot provide complete technical support.

### **Paul Sawyer Public Library Wireless Access Policy**

The Paul Sawyer Public Library will provide free internet access points or "hot spots" for users with portable computers or devices capable of receiving wireless signals during normal Library business hours. These access points will allow users to access the internet from their laptop computers when sitting within range of the access points.

Library staff members will provide general information on the settings necessary to access the internet via these connections, but are not responsible for any changes users make to their computer settings and cannot guarantee that a user's hardware will work with the Library's wireless connection.

Most Wi-Fi network cards will be compatible; however, the Paul Sawyer Public Library can make no guarantees as to compatibility of patron's equipment with the Library's network.

The Paul Sawyer Public Library wireless network has been configured and sized for interactive searches and knowledge gathering on the World Wide Web. The Library's network is not sized for large downloads from the web. Therefore, the downloading of software, large images, music, etc. from the web onto a patron's laptop is not permitted. Patrons will be asked to immediately terminate any activity that adversely impacts the Library's network performance.

If a user has problems accessing the internet over these connections, staff cannot assist in making changes to the user's network settings or perform any troubleshooting on the user's own computer. Users should refer to their owners' manuals or other support services offered by their device manufacturer.

As with most public wireless "hot spots," the Library's wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless "hot spot." Users must take appropriate precautions when using this service.

The Library will not be responsible for any personal information (e.g. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

Dedicated printers are not available via the wireless connection at this time. The Library does offer wireless printing via our "PrinterOn" service. Other methods for printing are for users to save their work to a portable storage device, wait to print a document on a home printer or email files to themselves, log in to a wired Library workstation and send documents to the public printer.

Use of these access points is governed by the Paul Sawyer Public Library Internet Use Policy. All users are expected to use the Library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, Kentucky, or local laws, including the transmission or receiving of harmful material, fraud, or downloading copyrighted or illegal material.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.

### **6-9. Loss of Library Privileges**

It is the policy of the Paul Sawyer Public Library System that all patrons have equal access to Library services, however, Library privileges may be suspended in conformity with this policy.

#### **Authority to Take Away Privileges**

All staff members may issue verbal warnings to patrons to inform or remind them of Library policy. The staff member shall inform a Supervisor, or security, if on site, that a verbal warning has been given. The

staff member giving the verbal warning shall attempt, if it can be safely done, to ascertain the identity of the patron to whom the warning is given.

Only Supervisors, the Director, or security may suspend a patron's Library privileges. Such suspensions will be in accordance with this policy.

When a patron's Library privileges have been revoked, he or she will not be permitted to enter or remain on the Library's property, use the computers, check out materials, or use any other Library service. His or her account will be blocked during this time. Only a Supervisor may unblock the patron's account when Library privileges have been restored. The Supervisor should notify the patron of the consequences of further offenses.

### **Reasons for Loss of Privileges**

Loss of privileges is reserved for serious or repeat offenses. Examples include but are not limited to:

1. theft of Library materials
2. tampering with Library computers
3. tampering with or intentional destruction of Library materials or equipment
4. verbal or physical assault of patrons or staff
5. illegal or criminal activity
6. vandalizing or misusing any part of the Library, including restrooms
7. repeated refusal to comply with any Library policy
8. actions reasonably deemed to be detrimental to the proper and efficient operation of the Library

### **Violations**

When a patron violates Library policy that does not constitute a criminal offense for the first time, he or she will be issued a verbal warning and be reminded of the Library's policy regarding the misstep.

Further offenses will result in the loss of Library privileges for a minimum of 24 hours. The Library Executive Director or his/her designee Library administration will determine the length of Library privilege suspension.

If the violation is violent, aggressive, threatening, destructive or offensive in language, action or body order, or constitutes a criminal offense or any criminal violation, a patron may be asked to leave immediately. Police may be called if needed. In addition, the patron's Library privileges shall be suspended for a period to be fixed by the Director and may include permanent loss of privileges, including the right to enter or remain on the Library's property. Conviction is not required for the revocation or suspension of the patron's Library privileges.

Suspension of a patron's Library privileges may be appealed by the patron in writing to the Library Director.

### **Record Keeping**

Staff or security should fill out an incident report following any interaction that could result or contribute to the decision to remove a patron or suspend a patron's privileges.

## **Juvenile Patrons**

Children 16 and under are expected to abide by the rules and policies of the Library. Staff may ask a child to leave the Library, call for assistance from other staff, call a parent or guardian, refer the child to a Supervisor or to the Director, call the police for assistance, and/or, with the approval of the Supervisor and Director, suspend the Library privileges of any child who is not appropriately respecting the Library, Library staff or the Library building, furniture or equipment.

## **6-10. InterLibrary Loan**

The Library will borrow materials from other libraries according to the following guidelines:

1. The loan period for interLibrary loan materials is (30) days.
2. A patron must be 16 years old to borrow interLibrary loan books.
3. To qualify for interLibrary loan services a patron must in good standing with a current card.
4. Patrons may request a maximum of three (3) requests per visit and a total of ten (10) requests per month per borrower.
5. All charges from lending Library will be passed on to the patron.
6. The patron is responsible for returning material in good condition and on time.
7. The patron is responsible for a \$1.00 per day/item fee for late return of materials up to a \$10 maximum.
8. The patron is responsible for the replacement cost of lost or damaged materials, plus a service charge and accrued fine fees.
9. Books less than six (6) months old will not be requested.
10. Videos, DVD's, CD's and audio books will not be requested.

Failure to pick up three requested books will result in loss of ILL privileges for six (6) months.

## **6-11. Meeting Rooms**

The Paul Sawyer Public Library provides meeting facilities as a public service for the use of nonprofit and governmental organizations during regular Library hours. Meeting rooms are open to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis. All meetings and events shall be open to the public. The Library Board of Trustees and Library administration do not endorse or sponsor groups meeting or endorse the thoughts, principles, or beliefs of any group. All groups will be required to conduct themselves in an orderly and lawful manner. The facilities may not be used for personal, social or commercial activities, political campaigns, promotion of specific political candidates, and/or fund-raising.

Programs, classes and other activities presented directly by the Library or by an organization with the support of the Library will take precedence over non-Library use of these rooms. Other organizations and individuals will be granted use of the rooms on a first-come, first-served basis. If the Library is closed due to bad weather, holidays, or any other unforeseen circumstance, the meeting rooms may not be available.

### **RESERVATIONS—Community Room & Conference Room**

The Community Room has a capacity of 100. The Conference Room has seating for 18.

Meeting rooms will be available for setup during regular Library hours.

Reservations may be made up to 60 days in advance.

Organizations may schedule a meeting room up to twice a month.

Library meeting rooms will be reserved on a first-come, first-served basis. Reservations will be confirmed upon the receipt of a completed online application.

### **RIVER ROOM**

The River Room is used for internal Library-sponsored programs, external events that have an education or cultural impact within the Frankfort and Franklin County community, and/or are of potential interest to which the greater community would be invited to attend. Use of the River Room for groups outside the Library is coordinated with the Library and is contingent upon a number of criteria, including, but not limited to:

1. Educational and/or cultural impact
2. Openness to the local public
3. Relevance to the local public
4. Of interest to the Frankfort and Franklin County community
5. Needs of the Library and other community organizations
6. Meets the requirements of the Library's Meeting Room Policy
7. Size of the group
8. Room availability
9. Advance reservation time

### **STUDY ROOM USAGE**

A Library patron may sign in to use a study room at the Youth Services desk with a Library card in good standing or other legal identification. The card or ID may be picked up at the Youth Services desk when the room is vacated. By use, the user agrees to the same rules and consequences that apply to other meeting room use.

1. Study rooms may be used on a first-come, first-served basis.
2. Covered or capped drinks are permitted in study rooms.
3. The rooms may be used by an individual or a small group.
4. The cardholder who signs up for the room is responsible for the condition of the room when vacated.

### **REGULATIONS FOR MEETING AND STUDY ROOMS**

1. Groups using the Library meeting and study rooms will hold the Paul Sawyer Public Library and the Library Board free from damage, liability, cost, and /or expense attributable to use of Library facilities.
2. The Library does not provide technical support for equipment provided by the Library or equipment provided by the reserving group. It is the responsibility of those using the meeting room and meeting room equipment to make arrangements before the event to become familiar with the operation of the equipment. Library staff will be available prior to the event for

familiarization but will not be available to setup or support the program during the program proper.

3. When advertising its meetings, any group that is not part of the Library's program should include the following in any advertisement it displays or has printed: "This program is not sponsored by the Paul Sawyer Public Library."
4. Groups may not collect money for any purpose other than tuition, dues or program fees. Groups may not charge admission, solicit donations or sell products and services.
5. Use of the meeting rooms by children and youth groups must be supervised by adult sponsors.
6. Meetings that interfere with the reasonable use of the Library are not permitted on Library property.
7. The Library will not be responsible for taking reservations or collecting money for non-Library programs.
8. No items may be attached to walls, floors, ceilings, windows, doors or facings.
9. The Library does not provide supplies (tape, paper, scissors, pens, etc.).
10. The Library is not responsible for the personal belonging of those using meeting rooms.
11. No materials may be left or stored at the Library.
12. Telephone messages will not be taken for group members.
13. Groups may not use the Library as a mailing address.
14. Smoking and alcoholic beverages are not allowed.
15. No food or drink is allowed in the Sower Conference Room with the exception of capped, bottled water.
16. No food, but capped beverages are allowed in the Study Rooms.
17. Food and beverages are acceptable in the Community Room and River Room but may not be consumed or carried outside the Community Room or River Room areas.

#### **COMMUNITY, RIVER ROOM, AND CONFERENCE ROOM SET-UP/CLEAN UP**

Each group is responsible for furniture arrangement that meets their needs. Groups should allow proper time for set up and clean up when requesting their meeting time. Each group is responsible for leaving the room clean and orderly. If a group does not leave the room in reasonable order, it may be denied future use of all meeting facilities and/or the responsible party may be charged a fee for repair of damage to facilities or for special cleaning. If the group utilizes the Library projector or other technical equipment, it is their responsibility to have that equipment verified or secured by Library staff at the conclusion of the program.

### **Section 7-Guidelines for Paul Sawyer Public Library Staff Association**

- Every staff member will be given the option of joining the Staff Association (S.A.).
- Each staff member who wishes to join S.A. will sign a form so stating. Included with the form will be a copy of the S.A. guidelines.
- Each member will contribute through payroll deduction \$2.00 per pay period.
- Members have the option of increasing or decreasing the Staff Fund allotment.
- Uses of the S.A. funds include gifts/cards for S.A. members, periodic staff functions, coffee, tea, hot chocolate, creamer, and sweeteners used in the Staff Break Room.
- Members will be advised on purchases other than regular S.A. expenditures.

- Members will vote on purchases over \$50.00.
- Funds should not drop below \$500.00.
- A monthly recap of Staff Association news will be sent via email to all members at the beginning of each month. Items included in the recap would be a report of how the funds are expended, resignations/retirements, weddings, pregnancies/adoptions, hospitalizations, etc.
- Account will be held at United Bank requiring one signature.

**DISBURSEMENT OF STAFF ASSOCIATION FUNDS**

**Weddings/Pregnancy and Adoption**

\$75.00 for use of gift. Staff Member required to be employed a minimum of one year. Members’ discretion may be used.

**Hospitalization of Member**

Suitable acknowledgement not to exceed \$50.00 from fund. Members’ discretion may be used.

Hospitalization of Member’s spouse or dependent children

Suitable acknowledgement not to exceed \$25.00 from fund. Members’ discretion may be used.

**Death of member**

\$100 for use of flowers, food, or donation as seen appropriate by staff; \$50.00 for death of member's immediate family for use of flowers, food or donation. (Immediate family shall include spouse, children, and parents.) Members’ discretion may be used.

**Term of Service**

After being employed at least one year, Staff Association members may receive the following amount upon their departure. Members’ discretion may be used.

Terms of Service	
1 to 5 years	\$30
6 to 10 years	\$75
11-15 years	\$100
16-20 years	\$150
21 and over	\$200

Graduation (High School or Higher Education): \$30.00 will come from the fund, which can be added to by individual contributions. Members’ discretion may be used.

**STAFF ASSOCIATION REPRESENTITIVES TERM OF SERVICE**

Staff Association Representative term of service shall not exceed four years. Five Representatives shall be selected every four years.

**NON-STAFF ASSOCIATION MEMBERS/VOLUNTEERS**

Cards or appropriate acknowledgement will be sent in the case of prolonged illness/hospitalization or death of immediate family. Members' discretion may be used.

# Paul Sawyer Public Library Policy Acknowledgements

## Policy Manual

I have read the Paul Sawyer Public Library Policy Manual and am aware that the manual is available for review or reference in electronic form on the staff web page. I am responsible for reviewing updated material.

I acknowledge I have read and understand the terms of this policy

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Paul Sawyer Public Library Security and Privacy Policy

All Library staff shall respect the privacy of all patrons. Information in patron files will not be revealed except in work related situations or by court order under the direction of the Library Executive Director.

All Library staff shall respect the privacy of their fellow staff. Personal information shall not be revealed.

All of the equipment and communication systems used by Library employees or any other individual, including but not limited to computers, electronic mail and voice mail are the property of the Library. This equipment should never be used for any document or communication that would cause embarrassment or concern to any person, if anyone else inside or outside, knew of its contents or existence. Even though passwords are used, they are meant to protect the electronic systems and their contents from third party intrusion and not to give the user any expectation of privacy or of confidentiality. The staff's use of the internet, email, word processing, voice mail and other functions and features of the Library's computer and communications facilities are subject to the policies governing the public's use of such equipment, and are subject to monitoring and review by the Executive Director and his or her designees.

Although the email, word processing and internet systems contain a delete function, any message, document or the name and contents of the site accessed (including any information entered by the user) are available and subject to review by the Executive Director or his or her designee even if the delete function has been used.

I acknowledge that I have read this policy, that it has been discussed with me, and I agree that my use of the Library's equipment and communication system are subject to its terms and conditions.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Paul Sawyer Public Library Policy Acknowledgements cont.

### Wrongful Act

Any action that is illegal or in violation of Library policies must be reported immediately. Any staff member who is aware of a wrongful act committed by any other staff, volunteer, patron and/or board member, must report the wrongful act to his/her Supervisor immediately. The Supervisor will report to the Director, who will consult with the President of the Board. In the event the Director commits the wrongful act, it should be reported to the President of the Board; if committed by the President of the Board, it should be reported to the Vice President of the Board or the Director.

I acknowledge I have read and understand the terms of the wrongful act policy

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Non-Harassment Policy

Paul Sawyer Public Library's policy prohibits intentional and unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age.

Any employee, volunteer, patron or board member who feels that he or she has been subjected to conduct which violates this policy should immediately report the matter to his or her Supervisor, or the Library Director if the complaint involves the employee's Supervisor. Every report of perceived harassment will be brought to the Library Director and fully investigated. Corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. The Library will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. All employees must cooperate with all investigations. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

If the Library Director is the person toward whom the complaint is directed, the employee should contact the President of the Library Board of Trustees.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Paul Sawyer Public Library Policy Acknowledgements cont.

### Sexual Harassment Policy

It is Paul Sawyer Public Library's policy to prohibit harassment of any employee by any Supervisor, employee, patron or vendor based on sex or gender. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances; requests for sexual favors; obscene gestures; displaying sexually graphic magazines, calendars or posters; sending sexually explicit e-mails, text messages; and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

Any employee, volunteer, patron or board member who feels that he or she has been subjected to conduct which violates this policy, should immediately report the matter to his or her Supervisor, or the Library Director if the complaint involves the employee's Supervisor.

Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. The Library will not tolerate any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. All employees must cooperate with all investigations. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge.

If the Library Director is the person toward whom the complaint is directed, the employee should contact the President of the Board of Trustees.

I have read and I understand Paul Sawyer Public Library's Sexual Harassment Policy.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

### At-Will Employee

I understand that I am an at-will employee and may be dismissed at any time and for any reason. I further understand that I have no employment contract with the Library district.

I acknowledge I have read and understand the terms of the at-will policy.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Printed Name \_\_\_\_\_