

Stone County Library Employee Manual

Revised 03/19/2020

**Employee Acknowledgement Form**

The employee manual describes important information about SCL. I understand that I should consult the Library Director if I have any questions that are not answered in the manual.

I became an employee at SCL voluntarily. I understand and acknowledge that there is no specified length to my employment at SCL and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that SCL may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the manual. The only exception is that SCL will not change or cancel its employment-at-will policy. I understand that SCL may add new policies to the manual as well as replace, change, or cancel existing policies. I understand that I will be told about any manual changes and I understand that manual changes can only authorized by the chief executive officer of SCL.

I understand and acknowledge that this manual is not a contract of employment or a legal document. I have received the manual, and I understand that it is my responsibility to read and follow the policies contained in this manual and any changes made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Employment

## Nature of Employment

Effective Date: 11/19/2015

This manual gives a general understanding of the personnel policies of SCL. It should help answer many common questions. You should review all the policies in the manual and become familiar with them.

However, this manual cannot cover every situation or answer every question about employment at SCL. This manual is also not an employment contract and is not intended to create contractual obligations of any kind.

You became an employee at SCL voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that SCL may terminate your employment at will at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Sometimes we may need to change, add, or cancel policies or benefits. We want you to know that this could happen and that SCL has the right to make changes. The only exception is that we will not change our employment-at-will policy. The only official changes to this manual are changes that are authorized and signed by the chief executive officer of SCL.

## New Employee Probation

Effective Date: 2/20/2020

The first six (6) months (or longer, if extended) of employment in a new position are considered probationary, a time when the employee’s performance is reviewed to assure suitability for the position.

During this time, the employee will be oriented to and trained for the position. At any time during the probation period, the employee may be notified of dismissal. At the end of the six (6) month probation period (and any extended probation period), employees will receive performance reviews from their supervisors. Only employees who receive satisfactory performance reviews will be considered for regular employment.

## Equal Employment Opportunity

Effective Date: 11/19/2015

To give equal employment and advancement opportunities to all people, we make employment decisions at SCL based on each person's performance, qualifications, and abilities. SCL does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to SCL.

Our Equal Employment Opportunity policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with your immediate supervisor or the Library Director. You will not be punished for asking questions about this. Also, if we find out that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

## Hiring of Relatives

Effective Date: 11/19/2015

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

Our policy is that an employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person. SCL also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, SCL will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment.

## Immigration Law Compliance

Effective Date: 11/19/2015

SCL is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986 and e-verify, every new employee at SCL is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you have questions or want information on the immigration laws, contact the Library Director. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

## Employment Categories

Effective Date: 11/19/2015

It is important that you understand the definitions of the employment classifications at SCL and know your classification. The reason is because your employment classification helps determine your employment status and what benefits you are eligible for. If you have questions or are not sure what your employment classification is, see your supervisor.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by SCL management. Your status is listed on your job description.

In addition being a Nonexempt or Exempt employee, you also belong to one of the following employment categories:

REGULAR FULL-TIME employees are regularly scheduled to work the full-time schedule at SCL. In most cases, regular full-time employees are eligible for all SCL benefit programs, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are regularly scheduled to work less than the full-time work schedule, but work at least 15 hours per week. Regular part-time employees are eligible for some SCL benefit programs, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees in a temporary status or are regularly scheduled to work less than 15 hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for the other SCL benefit programs.

## Employment Reference Checks

Effective Date: 11/19/2015

To ensure that individuals who join SCL are well qualified and have a strong potential to be productive and successful, it is the policy of SCL to check the employment references of all applicants.

The Library Director will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information that can be substantiated by SCL's records.

# Performance Evaluation

Effective Date: 11/19/2015

We encourage you and your supervisor to discuss job performance and goals on an informal, day-to-day basis. In addition, you and your supervisor will have formal performance evaluations to discuss your work and goals, to identify and correct weaknesses, and to encourage and recognize your strengths.

Performance evaluations are usually done every 12 months around the end of the fiscal year.

We may give merit-based pay adjustments to some employees to recognize truly superior employee performance. These adjustments are based on a number of factors including the information documented by the formal performance evaluations.

# Employee Benefits

Effective Date: 11/19/2015

SCL gives eligible employees many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, state disability, and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your supervisor to find out which benefit programs you are eligible for.

This employee manual contains policies describing many of the benefit programs. Sometimes a policy will tell you that there is more information in another place such as the Summary Plan Document.

The following benefit programs are available to eligible employees:

* Holidays
* Paid Time Off (PTO)
* LAGERS--Local Government Employees Retirement System
* Jury Duty Leave
* Voting Time Off
* FMLA

You may have to pay part or all of the cost for some benefits but SCL fully pays for many of them.

## Holidays

Effective Date: 11/19/2015

SCL gives time off to all employees on the following holidays:

* New Year's Day (January 1)
* Martin Luther King, Jr. Day (third Monday in January)
* Presidents' Day (third Monday in February)
* Truman's Birthday (May 8)
* Memorial Day (last Monday in May)
* Independence Day (July 4)
* Labor Day (first Monday in September)
* Columbus Day (second Monday in October)
* Veterans' Day (November 11)
* Thanksgiving (fourth Thursday in November)
* Day after Thanksgiving
* Christmas Eve (December 24)
* Christmas (December 25)

Eligible employees will be paid for holiday time off. If you are eligible, your holiday pay will be calculated at your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked that day.

Employees in the Regular full-time and regular part-time employee employment classifications are eligible for holiday time off with pay immediately:

If a recognized holiday falls on a Sunday, SCL will observe it on the Monday after the holiday.

If you are eligible for paid holidays and on the holiday you are on a paid absence, such as PTO, you will get holiday pay instead of the paid time off pay you would have received.

We will count holiday paid time off as hours worked when calculating overtime.

## Time Off to Vote

Effective Date: 11/19/2015

SCL wants employees who are citizens to vote in elections. If it is impossible for you to vote before work or after work, we will give you up to 4 hours paid time off to vote during working hours.

If you need time off to vote, see your supervisor for the time off at least two days before the election.

To get paid for the time you take off to vote, you must show your voter's receipt to your supervisor the first work day after the election.

## Jury Duty

Effective Date: 11/19/2015

SCL encourages you to fulfill your civic responsibilities by serving jury duty if you get a summons. Employees with 180 calendar days of service in an eligible classification may request up to 1 week of paid jury duty leave over any 2 year period.

If you are eligible for jury duty, you will be paid at your base rate of pay for the number of hours you would normally have worked that day. Employees in the Regular full-time and regular part-time employee classifications are eligible for paid jury duty leave

If you stay on jury duty longer than paid jury duty allows, you may use any available paid time off benefits you have, such as PTO, to be paid for the unpaid jury duty leave.

If you get a jury duty summons, show it to your supervisor as soon as possible. This will help us plan for your possible absence from work. We expect you to come to work whenever the court schedule permits.

Either you or SCL may ask the court to excuse you from jury duty if necessary. We may ask that you be relieved from going on jury duty if we think that your absence would cause serious operational problems for SCL.

## Paid Time Off (PTO)

Effective Date: 11/19/2015

SCL provides Paid Time Off (PTO) to eligible employees. PTO is an all-purpose time-off policy. You can use PTO for vacation, illness or injury, and personal business. PTO combines traditional vacation and sick leave plans into one flexible, paid time-off policy.

Employees in the Regular full-time and regular part-time employee classifications are eligible for PTO

Once you enter an eligible employment classification, you begin to earn PTO according to the following schedule. You can request to use PTO after it is earned.

The amount of PTO you receive each year depends on how long you have been employed. This is the schedule for accruing PTO:

* Upon initial hire, the employee is entitled to PTO hours earned at the rate of .077 PTO hours per hours worked, accrued monthly.
* After 5 years of eligible service, the employee is entitled to PTO hours earned at the rate of .088 PTO hours per hours worked, accrued monthly.
* After 10 years of eligible service the employee is entitled to PTO hours earned at the rate of .100 PTO hours per hours worked, accrued monthly.
* After 15 years of eligible service the employee is entitled to PTO hours earned at the rate of .108 PTO hours per hours worked, accrued monthly.

We calculate the length of your eligible service on the basis of a "benefit year". A "benefit year" is the 12-month period that begins when you start earning PTO. Your benefit year may be extended for any significant leave of absence except military leave of absence. (Military leaves do not affect the benefit year calculation.) See the leave of absence policies in this manual for information on how each leave affects PTO accruals.

You may not take less than one hour PTO at a time. If you need to be absent from work unexpectedly, you should tell your supervisor before the scheduled start of your workday, if possible. Your supervisor must also be contacted on each additional day of an unexpected absence. SCL reserves the right to ask for medical documentation for excessive PTO requests.

Those employees who are scheduled to work on a day the library is open, but cannot get to work because of weather constraints must submit written PTO requests to be paid for hours.

To schedule planned PTO, you should submit written advance approval from your supervisor at least two weeks in advance. Each request will be reviewed based on a number of factors, including our business needs, staffing requirements, timeliness of request, and previous requests.

You will be paid for PTO at your base pay rate as of the time of the absence. PTO pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

If you use PTO for an extended absence because of an illness or injury, you also must apply for any other available compensation and benefits, such as workers' compensation. Your PTO can be used to supplement any payments that you are eligible for from state disability insurance, or workers' compensation. The combination of these disability payments and your PTO may not be more than your normal weekly pay.

If you do not use your available PTO by the end of the benefit year, you may carry over the unused PTO to the next benefit year. If the total amount of your unused PTO reaches the "cap" amount, you temporarily stop accruing PTO. The "cap" amount is 480 hours for Regular Full Time employees and 240 hours for Regular Part Time. When you use PTO again and your total accrued PTO amount falls below the cap, you will start accruing PTO again.

If your employment terminates, you will be paid for any unused PTO that has been earned through the last day of work.

## Bereavement

Effective Date: 7/26/2018

Upon approval of the Library Director, an employee, whether part-time or full-time, may take paid bereavement leave totaling five days in the event of the death of an immediate family member. Immediate family is defined as parents, grandparents, spouse, siblings, children, grandchildren, aunts, uncles, nieces, nephews, legal guardians, or a person who permanently resides in the home of the employee. These individuals may be related by blood or by marriage. One day of bereavement leave is defined as the number of hours they are normally scheduled to work on the day the leave is taken.

If additional leave is needed, vacation or sick leave may be used.  Attendance at funerals other than immediate family may be taken as vacation or sick leave, as elected by the employee. When the death of a current or former staff member occurs, the library may be closed with pay for scheduled staff for attendance at the funeral if approved by the Library Director.  If the library remains open, staff may request to use paid bereavement leave if they have any available in the calendar year.

## LAGERS

Effective Date: 11/19/2015

SCL participates in LAGERS, Local Government Employees Retirement System to help eligible employees save for the future and their retirement years.

Enrollment is mandatory for all Full Time Employees. There are more details about in the LAGERS handbook. If you have questions about LAGERS, contact the Library Director for more information.

## Medical Leave--FMLA

Effective Date: 11/19/2015

SCL provides unpaid medical leaves of absence to eligible employees who become temporarily unable to work due to a serious health condition or disability. For medical leave purposes, a serious health condition or disability includes inpatient care in a hospital, hospice, or residential medical care facility. It also includes continuing treatment by a health care provider. It also includes temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full-time employees and Regular part-time employees who worked more than 1250 hours during preceding year are eligible to request medical leave

Eligible employees may request medical leave only after they have completed 365 calendar days of service. To accommodate disabilities, we may make exceptions to the days rule. If you think you will need a medical leave, give your request to your supervisor at least 30 days before the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

We require a health care provider's statement verifying that you need a medical leave, when the leave would start and the expected end dates. You are responsible for telling us if that information changes later. Before you can return to work, we will require verification from a health care provider that says you are fit to return.

Unpaid medical leaves are normally for the period of the disability, up to a maximum of 12 weeks within any 12 month period. The week maximum applies to any combination of both medical leave and family leave during any month period. Before beginning an unpaid medical leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If you sustain a work-related injury, you are eligible for a medical leave for the period of disability in accordance with the laws covering occupational disabilities.

Please give us at least two weeks advance notice before you plan to return. When you return from medical leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a medical leave, we will assume that you have resigned.

## Family Leave--FMLA

Effective Date: 11/19/2015

SCL provides unpaid family leaves of absence to eligible employees who need to take time off from work duties to meet family obligations that are directly related to childbirth, adoption, or placement of a foster child. Family leave may also be requested to care for a child, spouse, or parent with a serious health condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility. A serious health condition can also include continuing treatment by a health care provider.

Regular full-time employees and Regular part-time employees who have worked more than 1250 hours during preceding year are eligible to request family leave.

Eligible employees may request family leave only after they have completed 365 calendar days of service. If you think you will need a family leave, give your request to your supervisor at least 30 days in advance of the date the leave would start. This will help us plan for your possible absence. If it is an unexpected situation, make your request as soon as possible.

If you request family leave due to the serious health condition of a child, spouse, or parent, you may be required to submit a health care provider's statement verifying the need for a family leave, the start and expected end dates, and the estimated time required.

An eligible employee may request up to a maximum of 12 weeks of family leave within any 12 month period. The week maximum applies to any combination of both family leave and medical leave during any month period. Before beginning an unpaid family leave, you must first use any available paid leave you may have, such as vacation or sick benefits.

If your spouse is also employed by SCL, as a couple you may be restricted to a combined total of weeks leave within any month period for childbirth, adoption or placement of a foster child, or to care for a parent with a serious health condition.

Please give us at least two weeks advance notice before you plan to return. When you return from family leave, you will go back to the same job if it is still available. If that job is no longer available, we will place you in an equivalent job that you are qualified for.

If you do not come back to work promptly at the end of a family leave, we will assume that you have resigned.

# Payroll and work schedules

## Timekeeping

Effective Date: 11/19/2015

Nonexempt employees are responsible for accurately recording the hours they work. The law requires SCL to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" means all the time that nonexempt employees spend performing their assigned work.

If you are a nonexempt employee, you must accurately record the time you start and stop work and when you leave the workplace for personal reasons. Before you work any overtime, you must always get advance approval.

Falsifying time records is a serious matter. You may not change time after it is already recorded, enter a false time on purpose, tamper with time records, or record other employees' time for them. If you do any of these actions, you may be subject to disciplinary action, up to and including termination

If you are a nonexempt employee, you should not start working more than 15 minutes before your scheduled start time. You should also not continue working more than 15 minutes after your schedule end time. You can only start earlier or work later when your supervisor approves it in advance.

Nonexempt employees must sign their time records to say they are accurate. The supervisor will review and initial the time record before submitting it for payroll processing.

## Paydays

Effective Date: 11/19/2015

All employees are paid monthly on the last day of the month. Each paycheck includes pay for all work performed through the end of the payroll period. Time Sheets are due on the 20th of the month. If unanticipated absences or changes occur after the 20th, adjustments will be made the following month.

If a payday falls on a weekend or holiday, you will be paid on the last work day before that payday.

If you are on PTO on payday, you will get your paycheck when you return.

SCL has a direct deposit program. Direct deposit means that we will deposit your pay directly into your bank account if you authorize it. On paydays, instead a check, you will get a statement explaining how much you were paid and all the details.

## Administrative Pay Corrections

Effective Date: 11/19/2015

SCL tries to make sure that you are paid correctly and on scheduled paydays. In case you find a mistake in your pay, tell the Library Director immediately so that the error can be corrected as quickly as possible.

## Work Schedules

Effective Date: 11/19/2015

There are different work schedules at SCL. Your supervisor will tell about your work schedule.

Our staffing needs and work demands may require that we change the starting and ending times of work schedules. We may also need to change the number of work hours that are scheduled each day and week.

## Absences

Effective date: 11/21/2019

It is expected that every employee will be at work on the days assigned for work and ready to commence working at the assigned start time. Employees should follow library procedures as soon as possible when they become aware that they will be unexpectedly late or absent.

The library may ask for a doctor’s excuse if one or any of the following occur (this is not an all-inclusive list): (1) if an employee is absent for more than 3 days; (2) if an employee is absent on a regular basis or in a particular pattern.

If an employee is absent for any scheduled days or shifts without calling his or her supervisor or another supervisor in charge, in accordance with library procedures, he or she may be subject to disciplinary procedures up to and including termination.

If an employee is absent for three or more consecutively scheduled days or shifts without speaking to his or her supervisor or another supervisor in charge, in accordance with library procedures, the employee will be considered to have abandoned his or her job.

To report being late, employees must follow library procedures. Being late is a situation where an employee is not ready to work at the STARTING TIME of the scheduled work shift, or does not return promptly from a break/rest period or mealtime.

## Emergency Closings

Effective Date: 11/19/2015

There may be times when emergencies, such as severe weather, fires, power failures, or floods disrupt normal business operations at SCL. We may even have to close a library.

When we are officially closed due to emergency conditions, you will be paid for the time off.

If an emergency closing is not authorized and you do not report for work, you will not be paid for the time off. You may request to use any available paid time off you have.

There may also be some times when we ask employees in essential operations to work on a day when we are officially closed due to an emergency. If we ask you to work on a day when we are officially closed, we will pay you your regular pay.

Employees will be notified from the Library Director if the library is closed. If you are not notified, and you are scheduled to work, assume that the library is open.

##  Epidemic and Public Emergency Policy

Effective Date: 3/19/2020

The purpose of this procedure is to establish formal guidelines for operations during an extended epidemic or other health emergency. The library should plan for staff being unable to report for work during an epidemic or other health emergency. In addition, the library will be required to follow orders of the County and State Health Departments to help slow the spread of illness. This may include the closing of the library or other reductions in service. The library will attempt to keep core services of the library operational in case of reduced staff and reduced hours of operation.

**1.** Notification of health concern: The Director is monitoring a possible epidemic. Staff should increase hand washing and sanitizing surfaces to prevent the spread of illness. Library employees who have a fever or show signs of illness should stay home to reduce spread of illness. Staff should be free from fever, vomiting, diarrhea for 24 hours before returning to work.

The following protocols may be put in place:

* Staff are encouraged to wash hands for 20 seconds, after using the restroom; before eating; and after blowing your nose, coughing, or sneezing. Always cover your mouth and nose when coughing or sneezing.
* Use sanitizer if soap and water are unavailable.
* Avoid touching your eyes, nose, and mouth.
* Staff are encouraged to stay home if exhibiting symptoms of the illness.
* When available for purchase, extra cleaning supplies will be provided for staff and patron use. Staff are encouraged to clean surfaces and frequently handled items (but not sensitive computer screens unless specialized cleaning supplies are available).
* Director and programming librarians may cancel high-attendance programs on a case-by-case basis.

**2.** Notification of infections in the area: The Director has determined strong measures are required. When we have been notified by public health officials, either directly or by broadcast media, that the illness has arrived in our area the following precautions will be taken:

* Library employees who have a fever or show signs of illness must remain at home.
* Increased cleaning and sanitizing of high traffic areas and items.
* Use of protective equipment, i.e. gloves when emptying bookdrop or mask at front desk.
* Programs involving groups of people may be cancelled. This includes outside groups using meeting rooms.
* Small group or individual programs may be cancelled.
* Post a sign for patrons requiring they not enter if symptomatic, and ask patrons to leave if they are displaying symptoms of the illness.
* Special procedures for handling incoming materials to get past the expected lifespan of the virus. This may include use of bookdrop as waiting area before handling materials, use of gloves when emptying the bookdrop.
* Special procedures for cleaning areas where infection was known to have occurred.
* Staff with compromising preconditions will be required to contact their healthcare provider for guidance on work attendance and/or protective procedures.
* Possible reduction of hours or shifting of work schedules.
* Normal sick leave policy will be in force.

**3.** Closure Due to a health emergency:The Director has determined it is necessary to close the library. This decision will be made when health officials require closing, when the Library Board and Director feel it is warranted, or (in early stages of an illness) a staff member has been diagnosed with the illness and all staff members are required to be in quarantine. This decision may apply to one branch or all branches of Stone County Library. A health emergency may result in closure of the library until further notice.

Library closure will result in the following:

* The Director will inform the Library Board of a health emergency and reasons for closure.
* The public will be notified of the order to close via our standard procedures for closing. The public will be encouraged to use our 24/7 resources for their information/reading needs.
* Staff will be notified of the closing by the Director via text or phone call per normal notification procedures, and will be kept updated throughout.
* Library fees and reserve items will be suspended for the duration of the closing.
* A library staff member may check in book drop daily if not under self-quarantine. In this case the staff member will wear gloves & mask as appropriate and sanitize all items within the bookdrop.
* Staff will be paid for their normally scheduled hours during this period.
* The policies for Emergency Closing Procedure (Short Term or Extended) will apply. The Director may have further requests for the Library Board to consider.

Reopening:

Staff will be notified via normal procedures when the library is allowed to reopen. The Director may allot one day of closure for cleaning and sanitizing materials and surfaces. The Director will continue to monitor the news and public official announcements in case a second wave of illness occurs.

## Business Travel Expenses

Effective Date: 11/19/2015

We will reimburse you for reasonable business travel expenses if the Library Director approves the travel in advance. After a trip is approved, you are responsible for making your own travel arrangements.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits. Mileage is reimbursed at the Missouri mileage rate.

If you are involved in an accident while on business travel, immediately report the accident to your supervisor.

When a business trip is over, submit your completed travel expense report within 30 days. With your expense report, you must also submit receipts for every expense item except mileage which may obtain using a mapping website.

See your supervisor for help and questions about business travel, expense reports, or any other travel issues.

It is a very serious matter if you record false or misleading information on your expense report. You may not request reimbursement for expenses that you did not have or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

# Employee Conduct and Work Rules

## Conduct

Effective Date: 11/19/2015

We expect you to follow certain work rules and conduct yourself in ways that protect the interests and safety of all employees and SCL.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

* Theft or inappropriate removal or possession of property
* Falsification of timekeeping records
* Working under the influence of alcohol or illegal drugs
* Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
* Fighting or threatening violence in the workplace
* Boisterous or disruptive activity in the workplace
* Negligence or improper conduct leading to damage of employer-owned or customer-owned property
* Insubordination or other disrespectful conduct
* Smoking in prohibited areas
* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
* Excessive absenteeism or any absence without notice
* Unauthorized disclosure of confidential information
* Violation of personnel policies

Since your employment with SCL is voluntary and at will, you may terminate your employment at any time you want, with or without cause or advance notice. Likewise, SCL may terminate your employment at any time, with or without cause or advance notice.

## Sexual and Other Unlawful Harassment

Effective Date: 11/19/2015

SCL is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. SCL will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

* Unwanted sexual advances.
* Offering employment benefits in exchange for sexual favors.
* Making or threatening reprisals after a negative response to sexual advances.
* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
* Verbal sexual advances or propositions.
* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
* Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Library Director or any other member of management. There will not be punishment or reprisal if you report sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Library Director or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## Computer and Internet Usage

Effective Date: 11/19/2015

SCL may provide you with Internet access to help you do your job. This policy explains our guidelines for using the Internet.

All Internet data that is written, sent, or received through our computer systems is part of official SCL records. That means that we can be legally required to show that information to law enforcement or other parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal.

The equipment, services, and technology that you use to access the Internet are the property of SCL. Therefore, we reserve the right to monitor how you use the Internet. We also reserve the right to find and read any data that you write, send, or receive through our online connections or is stored in our computer systems.

You may not write, send, read, or receive data through the Internet that contains content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

If you use the Internet in a way that violates the law or SCL policies, you will be subject to disciplinary action, up to and including termination of employment. You may also be held personally liable for violating this policy.

The following are some examples of prohibited activities that violate this Internet policy:

* Sending or posting discriminatory, harassing, or threatening messages or images
* Using the organization's time and resources for personal gain
* Stealing, using, or disclosing someone else's code or password without authorization
* Copying, pirating, or downloading software and electronic files without permission
* Sending or posting messages or material that could damage the organization's image or reputation
* Participating in the viewing or exchange of pornography or obscene materials
* Sending or posting messages that defame or slander other individuals
* Attempting to break into the computer system of another organization or person
* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
* Using the Internet for political causes or activities, religious activities, or any sort of gambling
* Jeopardizing the security of the organization's electronic communications systems
* Passing off personal views as representing those of the organization
* Sending anonymous email messages
* Engaging in any other illegal activities

## Personal Appearance

Effective Date: 11/19/2015

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about SCL. Personal appearance can also impact the morale of your co-workers.

During business hours or whenever you represent SCL, you should be clean, well groomed, and wear appropriate clothes. This is particularly important if your job involves dealing with customers or visitors in person.

If your supervisor finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

Where necessary, SCL may make a reasonable accommodation to this policy for a person with a disability.

The following examples should help you understand the SCL personal appearance guidelines:

* Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
* Offensive body odor and poor personal hygiene is not professionally acceptable.
* Clothing should be clean and unstained.
* Deliberately visible underwear is not professionally acceptable.
* Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

## Resignation

Effective Date: 11/19/2015

Resignation means that you voluntarily terminate your employment at SCL.

If you decide to resign, we would like you to give us a written resignation in advance of the date you are leaving. If you are a nonexempt employee, please advise us at least 2 weeks before the date you will leave. If you are an exempt employee, please tell us at least 6 weeks before the date you will leave. Although advance notice is not required, you will be helping your co-workers because there will be more time to reassign work and replace you if necessary.

If you do not give enough advance notice before leaving, we may not rehire you if you want to return.

## Progressive Discipline

Effective Date: 11/19/2015

Updated: 10/18/15

**Statement of Policy**

Corrective action is necessary when employee conduct is not considered to be in the best interest of the Library and its patrons. It is assumed that the majority of employees will make an effort to correct inappropriate behavior when it is called to their attention and adhere to Library policies, practices and procedures.

**General Principles**

An employee who is discharged or suspended will be informed in person by the Director and/or the Assistant Director. Any discharged employee has recourse to a review by following the established due process procedure.

An employee who is absent for three or more consecutive working days without permission may be considered to have abandoned the job and may be removed from the payroll.

Employees may be discharged at any time at the discretion of the Director.

**Procedures**

There are normally four steps for corrective action which progress in degree of severity. The Director will conduct a thorough investigation of the incident before deciding on the type of corrective action to apply. The degree of corrective action applied will be based on the seriousness of the circumstances surrounding the incident. The normal sequence of verbal conference followed by written warnings need not be followed in certain cases of serious misconduct. Documentation for each disciplinary action is kept in the employee's personnel file.

**1. Verbal Conference**

A conversation between the Director and the employee about a behavior problem and the corrective measures to be applied. A written record of a verbal conference is maintained and signed by the employee. If the employee refuses to sign, that should be noted by the Director.

**2. Written Reprimand**

The Director will give a reprimand in writing to an employee when corrective action is necessary. The reprimand is signed by the employee. Causes for written reprimand may include:

* repeated infractions such as poor work habits, inefficiency, excessive absences or repeated tardiness
* a first infraction that is more serious, such as leaving work without permission or misuse of Library equipment.

**3. Suspension Without Pay**

Suspension without pay is given when:

* an employee repeats an infraction for which a written reprimand has already been given, or
* a first infraction of a serious nature.

The suspension period shall not be less than three days nor more than one week. Neither sick leave nor vacation is earned during a suspension without pay.

**4. Discharge**

Discharge is used when the Director has adequately warned the employee that the next occurrence of a repeated infraction will result in discharge, or for a first infraction of a serious nature.

Reasons for immediate discharge include but are not limited to:

* conviction of a felony while in the employ of the Library
* serious violation of any official Library policy or failure to comply with any proper direction given by a Supervisor
* being under the influence of intoxicants or illegal drugs while on duty
* insubordination
* theft
* vandalism
* altercations or physical violence against any individual
* infractions of policy on tobacco use
* other conduct which compromises the Library as a provider of services or which in the opinion of the Director is inappropriate.

**Dismissal**

Missouri is at “at-will” state, meaning that employers may hire and fire without a legal requirement to state a specific reason. The Director may dismiss any employee for just cause. The notice of dismissal shall be in writing and shall state the specific charges, with such clarity that the employee will understand the charges made against him/her and be able to answer them if he/she so desires. Final appeal rests with the Board.

Failure to meet minimum standards of conduct and work performance for any of the following listed reasons, such list not to be considered all-inclusive, shall be sufficient to dismiss an employee:

* That the employee is incompetent, negligent, or inefficient in the performance of his duties.
* That the employee has been abusive in his attitude, language, or conduct.
* That intentional actions have resulted in physical harm or injury to his fellow employees or the public.
* That the employee has violated any lawful or official regulation, order or rule, or failed to obey any lawful and reasonable direction given him by his superior when such a violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in lower morale in the organization or to result in loss, inconvenience, or injury to the library or to the public.
* That the employee has taken for personal use a fee, gift, or other valuable thing in the course of his work or in connection with it without reporting its receipt.
* That the employee has been absent without leave, or has failed to report after leave of absence has expired or has been disapproved, revoked or canceled by the Director. Provided, however, that if such absence or failure to report is excusable as determined on appeal, the charges may be dismissed.

**Appeal Process**

In the event, you feel you have been inappropriately suspended or terminated by the Library Director, you have the right to appeal the decision to the Library Board of Trustees in writing within thirty days of the suspension or termination. The Library Board of Trustees will hear your case during the next scheduled board meeting. Failure to appear will result in a dismissal of your appeal.