

**ARL PERSONNEL POLICY: Revised 7-19-2018**  
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## ARTICLE I: PURPOSE

It is the purpose of these regulations to establish a fair and uniform system of personnel administration for all employees of the Appalachian Regional Library to ensure that the most effective library service possible may be delivered to the citizens of Ashe, Watauga, and Wilkes Counties.

In order that this purpose may be accomplished, it shall be the policy of the Appalachian Regional Library that:

A. Employment shall be based on merit and fitness, without regard to sex, race, religion, age, disability, or political affiliation.

B. Just and equitable incentives and conditions of employment shall be established and maintained.

This document is intended to be a general guide to the ARL workplace and should not be considered to be a contractual agreement. No personnel policy can address all workplace issues or situations, and staff should consult their supervisors if questions arise or clarification is needed.

The Appalachian Regional Library is an "at-will" employer and as such may terminate employment for any reason without affording due process.

### Equal Employment Opportunity Statement

It is the policy of the Appalachian Regional Library that there shall be no discrimination in any employment practice against any qualified employee or applicant for employment because of his or her protected group status, including race, color, gender, national origin, religion, creed, age, or marital status. This policy covers all aspects of employment, including the following:

- Hiring
- Promotion
- Selection for training opportunities
- Rates of pay
- Layoff or termination.

For people with known disabilities, the library will attempt to provide reasonable accommodation.

## ARTICLE II: DEFINITIONS

The following definitions shall apply in these regulations, unless the context clearly indicates otherwise:

- **ANNIVERSARY DATE** - date on which the employee began employment with the Library, or was promoted, that is used in computing length of service and fringe benefits.
- **APPEALS** - procedures as prescribed by these regulations for appealing disciplinary action, employee evaluations and other individual grievances.

- **APPLICANT** - an individual who has or is applying in writing on an application for employment with the Appalachian Regional Library.
- **“AT WILL” EMPLOYEE** - an employee without a contract of employment. The employee serves at the will of the employer; simultaneously the employee serves the employer only as long as he or she “wills”. Thus, there is a reciprocal relationship, built on the satisfaction of both parties—the employee and the employer.
- **BOARD** - Board of Trustees of the Appalachian Regional Library.
- **CLASSIFICATION** - the method of classifying positions whereby positions having substantially equal duties and responsibilities are brought together to form a salary cluster or grade. Classification allows an arrangement of positions whereby equal pay is given for substantially equal responsibilities and authority.
- **COMPENSATORY TIME** - the time which may be credited to employees when they are requested by their Manager to work in excess of 40 hours in one week.
- **DIRECTOR** - the Director of Libraries of the Appalachian Regional Library.
- **DISCIPLINARY ACTION** - action which may be taken when an employee fails to follow the rules and regulations for library operations or sections of the personnel regulations. The types of disciplinary actions may be oral reprimand, written reprimand, suspension, and dismissal.
- **DISMISSAL** - a type of disciplinary action which separates an employee from the Library employment for cause.
- **EMPLOYEE** - a person employed by the Appalachian Regional Library.
- **GRIEVANCE** - a complaint or dispute of an employee or employees regarding the application, meaning, or interpretation of personnel policies as they affect the work activity of such employee or employees. The term “grievance” shall not be interpreted to mean negotiations of wages, salaries, or fringe benefits.
- **HOLIDAY** - one of the official dates which has been declared a holiday by the Library. Full time staff get credit for a holiday as 8 hours. Part-time staff get credit for a holiday based on the hours normally worked that day or 8 hours, whichever is less.
- **INSUBORDINATION** – the willful failure or refusal to carry out a reasonable order from an authorized supervisor. (approved ARL Board-7-21-11)
- **LAY OFF** - a separation from Library employment of an employee because of a shortage of funds, materials or work.
- **LEAVE OF ABSENCE** - the excused absence with or without pay of an employee for a period of time during which he/she retains the right to return to his/her position.

- **LIBRARY** - any component of the Appalachian Regional Library.
- **MILITARY LEAVE, RESERVE** - the period of fifteen working days or less per calendar year granted to employees who are members of a reserve military unit.
- **OVERTIME** - authorized time worked in excess of the 40 hour work week.
- **PAY PERIOD** - the amount of time designated as 1/12 of a year, for the purposes of a monthly payroll. The pay period for all employees is the 24<sup>th</sup> of one month through the 23<sup>rd</sup> of the next month.
- **PERFORMANCE EVALUATION** - the system for evaluating employee's performance.
- **POSITION** - a group of duties and responsibilities assigned or delegated by appropriate authority, requiring the services of a full time or part time employee for which a written job description has been approved by the ARL Board.
- **PROBATIONARY PERIOD** - the designated period of time after an applicant is appointed or an employee is promoted in which the employee is required to demonstrate his/her fitness for the position by actual performance.
- **REPRIMAND** - a type of disciplinary action, oral or written, denoting a violation of personnel regulations. A written reprimand must be dated and signed by the employee or witness and supervisor and a copy be given to the employee. The original written report becomes part of the employee's record. If the employee refuses to sign the written reprimand, another employee or Board Member will sign the reprimand acting as a witness that the written reprimand was delivered to the employee.
- **SUPERVISOR** - any individual having authority to schedule, direct or discipline other employees; this individual would have major responsibilities in evaluating the employee(s) whom they supervise.
- **WORKWEEK** - the number of hours regularly scheduled to be worked during any seven consecutive days beginning with Sunday.

### **Article III. EMPLOYMENT**

#### **Section 1. Appointments**

**A. Appointments.** Appointments to positions with the Appalachian Regional Library shall be made on the basis of ability, experience, and educational, technical and personal qualifications. Employees are hired for specific kinds of work but are expected to perform any library-related activity when necessary. Employees assigned to a county library or branch will be appointed by the County Librarian after consultation with and approval by the Director of Libraries. County Librarians, the IT Coordinator, and the Finance Officer will be appointed by the Director of Libraries in consultation with the Regional Board of Trustees.

**B. Background checks.** Every offer of employment with ARL will be made contingent on criminal background checks conducted at the Library's expense. Library management reserves the right to rescind a candidate's offer of employment based on the result of the criminal background check. The final determination to disqualify a potential employee for a county library or branch library due to the results of a background check shall be made by the Director of Libraries in consultation with the Personnel Manager and the County Librarian. The final determination to disqualify a potential employee for a regional position (Finance Officer/Personnel Manager, Regional Technology Coordinator, County Librarian) due to the results of a background check shall be made by the Personnel Committee of the ARL Board in conjunction with the Director of Libraries. The final determination to disqualify a potential employee for the position of Director of Libraries due to the results of a background check shall be made by the Personnel Committee of the ARL Board.

Disqualifying information is identified based upon the nature and gravity of the offense; the time since the conviction/completion of the sentence; and the nature of the job in question and the relatedness of the conviction(s) to the duties and responsibilities of the position. Crimes of particular concern include crimes against persons, crimes involving weapons, crimes involving theft or fraud, and crimes involving drugs or alcohol. Professional discretion and consistent application will be used to ensure that only job-related disqualifications occur.

**C. Family members.** Family members may be employed by the library system only under the following circumstances: 1) they do not work in the same county; and 2) there is no supervisory relationship involved. The following persons are deemed members of the same family: spouse, brother, sister, parent, and child.

## **Section 2. Kinds of Employees**

All employees are at-will employees and work without a contract of employment.

**Class 1:** A regular full-time employee who is scheduled to work 2,080 hours annually (40 hours per week). Class 1 employees are eligible for all benefits offered by the Appalachian Regional Library.

**Class 2:** A regular part-time employee who is scheduled to work a minimum of 1,000 hours annually but less than 2,080 hours annually (20-39 hours weekly). Class 2 employees receive annual and sick leave on a prorated basis. They also receive retirement benefits and are eligible for the Floating Holiday. Class 2 employees may elect to join the North Carolina Local Government Employees' Federal Credit Union and/or participate in a supplemental retirement income program known as 401(k). Class 2 employees who work 1,560 hours or more annually (average 30 hours a week) are eligible for paid health insurance benefits through the region. Class 2 employees who work 20 to 29 hours per week are eligible to join the region's health insurance plan but must pay the full premium.

**Class 3:** A regular part-time employee who is scheduled to work no more than 19 hours weekly. Class 3 employees receive no benefits except for the Floating Holiday.

**Probationary Employee:** A new employee appointed to a regular classified position or a current employee hired for or moved to a new position who is required to demonstrate his/her fitness for the position by actual performance for a period of three (3) months for Grades 1 through 7 and six (6) months for Grades 8 through 20. Probationary employees receive a written evaluation at the midpoint and at the end of their probation.

**Temporary Employee:** An employee whose employment duration is limited by the circumstances of the position for which he or she is hired, such as a position funded by a grant or a person filling in for a regular employee who is out on a protracted leave. Temporary employees work no more than 19 hours per week and receive no benefits.

**Exempt Employee:** An employee who is exempt from the Fair Labor Standards Act overtime provisions.

**Non-Exempt Employee:** An employee who is not exempt from the Fair Labor Standards Act overtime provisions.

### **Section 3. Conditions of Employment**

**A. Workweek.** The workweek begins on Sunday and runs through Saturday. The standard workweek for Class 1 employees shall be 40 hours per week. With permission of the County Librarian, full-time employees may work these hours in four, five, or six days.

**B. Work Schedule.** Each employee will have a regular work schedule. However, that schedule may be tweaked from time to time, or changed permanently, to meet the needs of the library. Weekly or monthly schedules will be provided to all staff via email with the understanding that these schedules may change often and on short notice due to unforeseen circumstances. It is the supervisor's responsibility to communicate any changes that will affect an employee's schedule to that employee in as timely a fashion as possible.

**C.** Supervisors are responsible to see that Class 2 employees who have been hired to work less than 30 hours per week do not work over 129 hours per calendar month.

**D. Breaks and Time for Meals.** Meal periods are scheduled either as one hour or one-half hour of the employee's own (non-paid) time depending on each library's work schedule. This decision is made at the time of hiring by the employee's supervisor and County Librarian. A lunch break of at least one-half hour must be taken for any workday consisting of 6 hours or more. Each staff member is allowed a 15-minute break for every 4 hours worked. Breaks are on paid time and may be shortened if necessary due to customer service needs. Breaks cannot be added to the lunch time or taken so that an employee can leave early or come late.

### **Section 4. Compensation**

The Board has adopted a salary schedule and pay plan (see Section 6.) Amendments to the pay plan are made by Board action.

### **Section 5. Salaries**

**A. New or Transferring Employees.** New employees or current employees transferring to a different position are usually appointed at the minimum salary of the position they are filling. New employees or transferring employees with related experience and/or training may be appointed at starting salaries above the minimum with the Director's permission.

**B. Pay Increases and Bonuses.** Depending on the Library’s budget and with the Board’s approval, current employees may receive a pay increase at the beginning of a new fiscal year or at another time during the fiscal year. Depending on the Library’s budget but not needing the Board’s approval, the Director of Libraries may award current employees a bonus at the end or beginning of a fiscal year and will notify the board of any such bonus.

**C. Pay Periods.** The pay date for all employees of the Appalachian Regional Library shall be the last weekday of each month. For all employees the payment runs from the 24<sup>th</sup> of the previous month through the 23<sup>rd</sup> of the current month.

**D. Timesheets.** All employees must fill out time sheets on a daily basis. Except of the week in which the 23<sup>rd</sup> of the month falls, an employee’s time sheet should be turned in to the supervisor on the employee’s last working day of each work week. Supervisors must check and approve the timesheets promptly and send to the Financial Manager no later than Wednesday of the following week, or earlier for the week in which the 23<sup>rd</sup> of the month falls.

**Section 6. Salary Schedule**

The following classification and salary schedule serves as an interim until the proposed schedule is fully funded by all three counties.

<u>GRADE</u>	<u>HRLY/ANNUALIZED</u>	<u>CLASS TITLE/JOB TITLE</u>
	<u>STARTING PAY</u>	
2	\$7.97 \$16,577.60	LIBRARY ASSISTANT I Shelver Resource Sharing Assistant
3	\$8.63 \$17,950.40	LIBRARY ASSISTANT II Regional Courier
4	\$8.63 \$17,950.40	LIBRARY ASSISTANT III Circulation Assistant
5	\$9.56 \$19,844.80	LIBRARY ASSISTANT IV Adult Services Assistant Branch Assistant Youth Services Assistant
6	\$9.93 \$20,654.40	LIBRARY SPECIALIST I Outreach Specialist

7	\$10.08 \$20,966.40	LIBRARY SPECIALIST II  Adult Services Specialist Technical Services Specialist Youth Services Specialist
9	\$10.70 \$22,256.00	LIBRARY ASSOCIATE I Assistant Circulation Manager Branch Manager, Traphill
12	\$14.64 \$30,451.20	MANAGER I Branch Manager Technical Services Manager
13	\$14.26 \$26,660.80	MANAGER II Circulation Manager
13	\$15.06 \$31,324.80	LIBRARIAN I Adult Services Librarian Youth Services Librarian
14	\$18.00 \$37,440.00	MANAGER III  Adult Services Manager Youth Services Manager
15	\$21.93 \$45,620.22	MANAGER IV Information Technology Manager
16	\$23.47 \$48,813.63	MANAGER V County Librarian Finance/Personnel Manager
20	\$30.76 \$63,984.72	MANAGER VI Director of Libraries

### **Section 7. New Positions**

To establish a new position, the Director shall create a new job description and recommend the assignment of the new position to a specific salary grade on the salary schedule. After receiving the information, the Board shall make the final determination.

### **Section 8. Performance Evaluations**

Performance evaluations shall be completed annually within the first quarter of the calendar year. The evaluations are a stand-alone process and not necessarily tied to pay increases. The purpose of the annual evaluation is to provide feedback to employees on their work performance in order to help them grow professionally and provide the best possible library service.

## Section 9. Personnel Records

**A.** The following information is a matter of public record: name, age, date of original employment, terms of any contract by which the employee is employed, current position, job title, current salary, date and amount of each increase or decrease in salary, date and type of each promotion, demotion, transfer, suspension, separation, or other changes in position classification, and the position to which the employee is currently assigned, date and general description of the reasons for each promotion, date and type of each dismissal, suspension, or demotion for disciplinary reasons (if the disciplinary action was a dismissal, a copy of the written notice of the final decision setting forth the specific acts or omissions that were the basis of the dismissal). Any person may have access to this information during regular business hours. (See NCGS 153A-98 for further details.)

**B.** The employee is responsible for promptly reporting changes in personal information, such as home address, telephone number, and emergency contact, to both his or her supervisor and to the regional Finance Officer

**C.** All personnel record information, other than the public records noted above, is confidential except for the instances as listed in North Carolina General Statutes 153A-98c, which include the following:

- a. Employee or his/her duly authorized agent may inspect his/her personnel file except letters of reference solicited prior to employment.
- b. Employee's supervisor may examine employee's entire personnel file.
- c. Court order may provide anyone access to examine a personnel file.

## Section 10. Separation

**A. Types of Separation.** As an "at will" employer, the Appalachian Regional Library may terminate an employee's position for any reason without affording due process. All separations of employees from positions with the ARL shall be designated as one of the following: resignation, retirement, reorganization/reduction in force, disability, dismissal, or death.

**B. Resignation.** Employees are expected to give written notice at least two weeks before the last day of employment; department heads and County librarians are expected to give one month's written notice.

**C. Reorganization or Reduction in Work Force.** When a reorganization occurs or a reduction in work force becomes necessary, consideration will be given to the quality of each employee's past performance as documented in the annual staff performance reviews, seniority, and the needs of the Library in determining those employees to be retained. The Library will inform the employees to be terminated no less than two weeks before termination.

**D. Disability.** An employee may be separated for disability when the employee cannot perform the required duties because of a physical or mental impairment. The employee or library administration may initiate action for disability separation. In all cases, consideration for disability separation shall be supported by medical evidence as certified by a physician. The Library may require a physical and/or mental examination at its expense and by a physician of its choice. Before an employee is separated for disability, a reasonable effort shall be made to locate alternative positions

within the Library for which the employee may be suited. The Library will at all times comply with the Americans with Disabilities Act and the North Carolina Persons with Disabilities Protection Act.

**E. Retirement.** When an employee meets the conditions set forth under the provisions of the North Carolina Local Governmental Employee's Retirement System, he or she may elect to retire and receive all benefits earned under the retirement plan.

**F. Dismissal.** An employee's job may be terminated because of unsatisfactory performance or because of gross misconduct. In either case the disciplinary steps as listed in Section 11 may or may not be followed depending upon the individual employee, his or her past documented performance history, and the present situation. County Librarians will consult with the Director of Libraries before dismissing an employee. Termination actions and recommendations regarding a County Librarian shall be subject to final review and decision by the ARLB.

**1. Unsatisfactory Performance** - An employee's work will be deemed unsatisfactory and the employee subject to dismissal if the employee fails to fulfill the duties and responsibilities of his/her position.

**2. Gross Misconduct** - An employee who demonstrates gross misconduct may be suspended without pay or terminated immediately, with written notice to be provided within one working day. Examples of gross misconduct are insubordination; refusal to do work that is part of the job description or reasonably requested by the employee's supervisor; wrongful use of Library property; theft of Library money or property; arguing or fighting with patrons or co-workers; falsification of records; coming to work under the influence of alcohol or illegal drugs; or using alcohol or illegal drugs at work. The use of prescription drugs which interfere with job performance may also be considered gross misconduct.

**G. Death.** All compensation due in accordance with Article VII, Section 8 of this policy will be paid to the estate of a deceased employee. The date of death shall be recorded as the separation date for computing compensation due.

### **Section 11. Disciplinary Action**

**A.** Any employee conduct that interferes with or adversely affects the work of the Appalachian Regional Library is sufficient grounds for disciplinary action. This action can range from oral warnings to immediate dismissal. Depending on the conduct, it is the library's general policy to take disciplinary steps in the following order:

- Verbal warnings
- Written warnings to be signed by employee
- Suspension
- Termination of employment through dismissal

**B.** To determine the appropriate action, the library may consider the seriousness of the conduct, past work performance, the employee's ability to correct the conduct, and actions the library has taken previously for similar conduct by other employees.

**C.** Employees so terminated will receive payment for unused annual leave.

## **Section 12. Grievance Procedure**

A grievance is a process through which an employee can raise a workplace concern with library management. In order to accommodate employees with grievances, the following procedure is to be followed in the order indicated:

1. Within 5 working days of the occurrence/discovery of the grievance, the employee shall meet with the appropriate supervisor; together they will make a serious attempt to resolve the problem. This failing, the employee may proceed to Step 2.
2. Within 5 working days after the meeting in Step 1, the employee states the grievance in writing to the County Librarian. Within 5 working days after receiving the written complaint, the County librarian meets with the supervisor and the employee, and attempts to resolve the problem. This failing, the employee may proceed to Step 3.
3. Within 5 working days after the meeting in Step 2, the employee refers the unresolved grievance in writing to the Regional Director. Within 5 working days of receipt of the written grievance, the Regional Director shall conduct a hearing with the County Librarian, the supervisor, and employee. Should this attempt at resolution fail, the issue may proceed to Step 4.
4. Within 5 working days after the meeting in Step 3, the employee will present the problem in writing to the Chair of the Local Board, who will call a meeting of the Board in a closed session with the Director and employee present. If resolved, the Local Board will submit a report of the grievance to the ARL Personnel Committee simply for their information. If unresolved, the matter will be referred with pertinent written information to the Personnel Committee of the ARL. The Chair of the ARL Personnel Committee shall bring the Committee's recommendation to the entire ARL Board for final resolution.

## **Section 13. Harassment**

- A.** The Appalachian Regional Library prohibits all employees from engaging in sexual harassment. The library shall be responsible for sexual harassment of a person only if the library becomes aware of the conduct and fails to take reasonable corrective action.
- B.** Sexual harassment is defined by federal guidelines as any unwelcome sexual advances or requests for sexual favors, or any conduct of a sexual nature when:
- a. submission to such conduct is made explicitly or implicitly a term or condition of employment;
  - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
  - c. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- C.** Sexual harassment encompasses a wide range of unwanted, sexually directed behaviors, both verbal and non-verbal. The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation.

**D.** If an employee believes that he or she has been sexually harassed at work by an employee or by some other person who either represents the library or is doing business with the library, the employee shall immediately notify his or her direct supervisor. The supervisor shall write up the incident and notify the Library Director. If the person whom the employee is directed to report is the offending person, the report should be made to the next highest level of supervision. If the complaint is directed towards the Library Director the report should be submitted to the Chairman of the Personnel Committee of the Appalachian Regional Library Board.

**E.** All reports of alleged harassment shall be confidential. Complaints of alleged harassment will be reviewed by the Library Director and/or the Personnel Committee and an investigation initiated promptly. Employees have the right of appeal through the library's grievance procedure.

**F.** It is also a violation of library policy for employees to engage in harassment of *any* type, such as that based on race, religion, age, gender, or disability. Reports of alleged harassment of this type will be addressed in the same manner as those related to sexual harassment.

## **ARTICLE IV. EMPLOYEE RESPONSIBILITIES**

### **Section 1. Library Employees' Code of Ethics**

The Appalachian Regional Library encourages employees to strive for the highest level of ethical conduct, and to that end employees will:

1. Provide the highest level of service through appropriate and usefully organized collections, fair and equitable policies, and accurate, unbiased and courteous responses to all requests for assistance.
2. Protect each patron's right to privacy with respect to information sought or received, materials consulted or borrowed, and library services or programs used.
3. Recognize and respect intellectual property rights.
4. Treat co-workers and other colleagues with respect and fairness, and foster workplace conditions that safeguard the rights and welfare of all employees.
5. Avoid situations in which personal interests might be served or financial benefits gained at the expense of the library patrons, colleagues, or the Appalachian Regional Library.
6. Report any incidents of fraud, dishonesty or ethical misconduct on the part of library staff to the appropriate supervisor, as indicated in the library's fraud prevention policy.

### **Section 2. Employee Responsibilities Toward the Community/Library Users**

The primary duty of the Library staff is to serve the public in a courteous, impartial, and efficient manner. It is important for staff to remember that in meeting the public they are representatives of the Appalachian Regional Library and that they play an important role in developing and maintaining good relations with the community. All library users regardless of age, disability, race, religion, sex, or status are to be granted the same high standard of service in all transactions with the Library. Each

staff member has an important set of assigned duties; however, these duties should never be given priority when a person is waiting to be served.

Library staff will honor the privacy of library users by maintaining the confidentiality of patron records as well as reference and other transactions, according to NC Statute 125-19, and set forth in the Library's Policy on Confidentiality of Patron Records.

### **Section 3. Employee Responsibilities Toward the Library**

All employees owe a degree of loyalty to the Library and should not make derogatory remarks about staff, services, or policies to the general public. Any dissatisfaction should be resolved within the Library setting following the proper chain of command and the procedures set forth in this manual.

### **Section 4. Employee Responsibilities Toward Fraud Prevention**

The following fraud prevention policy is designed to ensure that Appalachian Regional Library staff and board members avoid fraud or related misconduct, and conduct themselves in accordance with high ethical standards in reporting, investigating, and resolving fraud or related misconduct as defined in number 1 below:

1. Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:
  - a) Embezzlement, theft, misappropriation or other financial irregularities;
  - b) Forgery or alteration of documents (checks, time sheets, contractual agreements, other financial documents, or electronic files);
  - c) Improprieties in the handling or reporting of financial transactions;
  - d) Misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, fixtures or equipment);
  - e) Authorizing or receiving payment for goods not received or services not performed; and,
  - f) Authorizing or receiving payment for hours not worked.
2. Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination. Trustees found to have participated in such conduct will be subject to removal from the board of trustees by the appropriate county commissioners.
3. Any trustee or employee who knows or has reason to know of fraud or related misconduct shall report that to the chair of the board of trustees or the library director. Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent in their areas of responsibility and to be aware of indications of fraud and related misconduct. If the chair of the board of trustees is involved in fraud or related misconduct, that shall be reported to the appropriate county commissioners. If the library director is involved in fraud or related misconduct, that shall be reported to the chair of the board of trustees and the State Library of North Carolina.

4. When fraud or related misconduct is reported to the chair of the library board of trustees or the library director, the board chair or library director will conduct an appropriate investigation and take all necessary action.
  - a) All trustees and employees will cooperate fully in the investigation.
  - b) Trustees and employees should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, his or her representative, or his or her attorney, and all inquiries from the media to the chair of the board or the library director.
  - c) Once the investigation is completed the trustees and/or library director will take one or more of the following steps:
    - (i) Consult with the library's attorney. Take appropriate action and steps to minimize recurrence.
    - (ii) Report the results of the investigation to the appropriate authorities.

### **Section 5. Employee Responsibilities Toward the Library Board**

While staff members should always be cordial to their local Advisory Board members and the members of the regional governing Board, no special treatment should be accorded to them.

Library Board members welcome input from individual staff members but request that it be directed through their County Librarian.

### **Section 6. Employee Responsibilities Toward Co-Workers**

**A. Supervisor Toward Staff:** The primary responsibility of the supervisor is to ensure the smooth and procedurally correct operations of the Library section of which he/she has charge. In carrying out this responsibility, the supervisor must have a clear and workable knowledge of the personnel manual and the policies and procedures under which the Library functions. It is the obligation of the supervisor to provide each employee with the following:

1. A clear and precise job description.
2. The training necessary to perform the job.
3. The equipment and supplies necessary to perform the job.
4. A working knowledge of the policies and procedures of the Library system.
5. Together with the County librarian an annual evaluation to advise each employee of his/her strengths, areas of needed improvement, and to discuss and agree on goals for the upcoming year.
6. A clear understanding of all Library matters as they pertain to the employee and his/her department.

**B. Staff Toward Supervisors:** Staff members are responsible for doing the work assigned to them by their supervisor accurately, efficiently, and as pleasantly as possible. If a question or complaint about an assignment arises, an employee should discuss it privately with the immediate supervisor.

When an employee's supervisor is absent, the employee may be assigned tasks by the person in charge of the Library that day(s).

## **Article V. EMPLOYEE CONDUCT**

While it is impossible to cover every aspect of acceptable behavior on the part of staff members, the personnel policy serves as a beginning frame of reference. In the absence of a written policy covering a situation, the employee should consult the ranking supervisor on duty.

### **Section 1. Conversations**

Conversations should be kept to a minimum and should never interfere with services to patrons. Loud conversations are disturbing to everyone and should be avoided. Library staff members are requested while on duty or in any way representing the Library not to voice opinions about controversial matters whether political, religious, or social. The Library System is an impartial institution supplying, as nearly as possible, material on all aspects of controversial questions. Library staff shall not offer any personal views while on duty.

### **Section 2. Equipment**

All staff members should take care of Library equipment, furnishings, and property. At the end of the day, public and private desks should be straightened and work materials put away. All work areas should be maintained in a neat and orderly condition.

### **Section 3. Gratuities Restricted**

Library employees shall not accept any gratuities from Library users or vendors for any service(s) he or she may render as an employee of the Library. Gifts to the Library may be accepted with the consent of either a County librarian or the Director.

### **Section 4. Grooming**

The public image of the Library is at least partially projected by the appearance of staff members. It is, therefore, very important that all employees be well groomed and properly dressed. It is expected that an employee hired by the Library will show good common sense and a maturity of self-expression. Clothing should be clean and neat, not distracting to either staff or patrons, but appropriate for a public service employee. Clothing with slogans of any type or otherwise promoting a political, religious, or social viewpoint, is not allowed.

Careful personal hygiene is essential, and shoes must be worn at all times. ARL recognizes that different appearance standards may apply based on specific job duties. Supervisors are responsible for evaluating the dress and appearance of employees under their supervision. If an employee comes to work in inappropriate attire, his/her supervisor may send the employee home to change into acceptable dress on the employee's own time.

### **Section 5. Eating in Public**

Eating while on duty in a public area is not permitted. Beverages are allowed at public desks if contained in a spill-resistant container and if kept out of sight.

### **Section 6. Attendance/Punctuality**

It is crucial that attendance be prompt and regular, and staff should be in the library and ready for work at their scheduled time. Absenteeism and tardiness cause a hardship on co-workers and may adversely affect service to library patrons. As such, tardiness or absenteeism that is considered excessive may result in disciplinary action, including termination. Excessive absences/tardiness will be determined on a case-by-case basis considering such factors as frequency of absence/tardiness, patterns of absence/tardiness, and causes of absence/tardiness.

When abuse is suspected (for example, when an employee's record indicates a pattern of absences/tardiness before or after holidays or weekends) the employee should be given an opportunity to justify the reason for absences/tardiness prior to disciplinary action being taken.

Documentation of absenteeism and tardiness as well as warnings regarding each will be placed in the employee's personnel file.

Staff members going off duty from public desks should explain clearly and completely the work left to the staff members replacing them. If a staff member on duty needs to leave the public service desk, the immediate supervisor or co-workers should be notified so that another staff member can cover the desk.

### **Section 7. Reading**

The staff should be familiar with the book collection and keep themselves informed about new titles and services. Staff reading while on duty at a service desk is limited to professional periodicals, book reviews, and other materials required for job assignments; however, staff remains responsible for giving first priority to helping the public.

### **Section 8. Telephone Calls**

Personal telephone calls are discouraged except in emergencies. The Library shall be reimbursed for the cost of personal toll calls made in such emergencies. Employees must notify their County librarian after making such a toll call. All personal telephone calls whether on a land line or cell phone should be kept as brief as possible and made from a non-public area. Texting is not allowed at any public desk and cell phones must be kept out of sight with the ringer off.

### **Section 9. Internet and E-Mail Acceptable Use**

Access to electronic communications is provided to library staff members for the benefits of the library and its patrons. To ensure that all staff members are responsible, productive Internet users, the following provisions have been established for appropriate Internet and e-mail use:

1. Personal use of the Internet should be governed by the test of reasonableness that applies to personal telephone calls:
  - There is no cost associated with the use;
  - Use is moderate in time;
  - Use does not interfere with an employee's or co-worker's work; and,
  - Use is restricted to breaks and meal times.

2. Internet access, hardware and software must be authorized and installed by appropriate library personnel.
3. All computer hardware and software is the property of the Appalachian Regional Library, and all messages composed, sent or received via electronic communications are the property of the library. They are not the private property of the employee, and no employee should have any expectations of privacy in such message.
4. The confidentiality of e-mail cannot be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. IT staff will issue passwords to new employees and only IT staff may change passwords associated with library equipment or software.
5. The Internet and electronic communications may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitation.
6. Employees are strictly prohibited from using Internet access privileges to access and/or display any materials that may be offensive, derogatory, or pornographic.
7. The illegal or unauthorized use of any computer software, contrary to law, or the installation of any personal computer software or hardware on Appalachian Regional Library computers by any employee is prohibited.
8. Violation of any of the above provisions will result in denial of Internet and e-mail access and disciplinary action, up to and including dismissal.

#### **Section 10. Politics**

Federal and state laws prohibit an employee from using any official authority or influence to interfere with or affect an election or nomination. One may not legally coerce, command, or advise another employee to lend or contribute time, money, or anything else of value for political purposes. It is deemed inappropriate for members of the Library staff while on duty to wear campaign buttons or exhibit any paraphernalia which shows support for a certain religious, political, or social stance.

#### **Section 11. Public Office**

An employee (full or part-time) may not hold an elective office within the state, county, or city government that has any supervisory or budgetary relationship with our Library system.

#### **Section 12. Appointments**

An employee (full or part-time) may not accept an appointment to any board, commission, or advisory group that has any supervisory or budgetary relationship with our Library System.

#### **Section 13. Identification Badges**

For security reasons and to identify staff to the public, every staff member is issued an identification badge with the employee's name and job title on it. This badge is to be worn whenever the employee

is in a public service area or representing the library at an outside event. If a badge is lost, it is the employee's responsibility to notify his/her supervisor immediately.

#### **Section 14. Work Related Activities and Affiliations**

When approved by either the County librarian or the Director of Libraries, the preparation and presentation of library programs—broadcasts, speeches, story hours, etc.—is considered legitimate library work and may be performed as part of the employee's work schedule.

#### **Section 15. Smoking**

The use of all forms of tobacco including e-cigarettes is prohibited in the library or on library property, including the library parking lot, except in a closed vehicle.

#### **Section 16. Drugs and Alcohol**

The unlawful possession, distribution, dispensation, manufacture or use of intoxicants, illegal drugs or controlled substances are prohibited in and around Library facilities and premises.

Library staff are required to report to work in a condition fit to perform their duties, unimpaired due to the use of alcohol or any type of drug. Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Where possible, appropriate methods of rehabilitation will be considered.

Employees using any prescription or over-the-counter drugs which might impair their work performance must notify their supervisor. The County Librarian or Regional Director shall have the option of placing the employee on sick leave if their performance is adversely effected by the drug or might pose a threat to the safety of the public or to library employees.

The library recognizes that employees are valuable resources and is committed to helping employees maintain health and well-being. Employees who voluntarily seek treatment may use sick leave to attend a bona fide treatment or counseling program.

#### **Section 17. Weapons**

Possession of a weapon of any kind is prohibited on library property, except for law enforcement officials. Employees possessing weapons on library property are subject to immediate dismissal.

### **ARTICLE VI. FRINGE BENEFITS**

#### **Section 1. Worker's Compensation**

All Library employees are covered by worker's compensation insurance which provides protection in case of injury or illness that is a result of a job-related accident or condition.

#### **Section 2. Medical and Dental Insurance**

The Library is a part of the North Carolina State Health Plan and our health insurance policies are dictated by that plan. Health insurance coverage is offered to any employee who works twenty or

more hours per week. Employees working 20 – 29 hours per week must pay the entire premium. ARL pays the base premium for employees working 30 - 40 hours per week. Depending on the choice of plan, and whether or not wellness credits are earned, an employee may or may not have to pay any additional monthly premiums. Employees wishing to add family members to their policy must pay the additional associated premiums.

Changes or cancellation of coverage can be made only during the library's open enrollment period for medical or dental insurance. However, qualifying events such as birth, adoption, death, divorce, or a spouse's loss of employment allow changes to be made at other times.

Dental insurance may be offered to employees working 30 or more hours per week. If offered, the library pays 50% of the employee's individual premium and the remainder is paid by the employee through payroll deduction.

### **Section 3. COBRA**

If an employee who is covered by the Library's medical or dental insurance plan leaves the Library's employ, federal law (Consolidated Omnibus Budget Reconciliation Act or COBRA) requires the Library to continue this medical insurance coverage for a period of up to eighteen and perhaps as many as thirty-six months (depending on qualifying event) after termination. If the employee elects to continue coverage under COBRA, then he/she must pay the full monthly cost of such coverage. The Financial Manager has detailed information covering insurance coverage under COBRA.

### **Section 4. Supplemental Insurance Program**

The Appalachian Regional Library offers an optional supplemental insurance program to all employees. Some types of supplemental insurance are available on a pre-tax basis through the cafeteria plan. Enrollment in supplemental coverage occurs during the library's open enrollment period. New hires may receive this benefit effective the first of the month following 60 days of employment. The employee pays the entire premium for these products through payroll deduction.

### **Section 5. Standard Retirement Benefits**

All Library employees are covered by Social Security. Inclusion in the N. C. Local Government Employees' Retirement System is mandatory for Class 1 and Class 2 employees (any employee scheduled to work more than 1,000 hours annually) at the date of hire; Class 3 employees are not eligible. Payments are made by the employee and the Library each month. Payment amounts may vary from year to year as the State determines. Details concerning the retirement system are available from the Financial Manager.

### **Section 6. Credit Union**

All employees are eligible to join the North Carolina Local Government Employees' Federal Credit Union. Services featured by the Credit Union are low interest loans, savings accounts, money market accounts, IRAs, checking accounts, credit cards, and automobile financing. Upon request the Library will handle transactions through payroll deductions; however, the employee must initiate the process at the Credit Union.

**Section 7. 401(k)**

The Library provides each Class 1 and Class 2 employee with the opportunity to participate voluntarily in a State-sponsored government employee supplemental retirement income program known as 401(k). Class 3 employees are not eligible. For additional information, please contact the Financial Manager.

**Section 8. Pro-Rated Annual and Sick Leave for Class 2 Employees**

All paid time off earned by Class 2 employees, unless otherwise specified, shall be determined by the following formulas:

1. The number of weekly hours worked by such employees shall be divided by the number of hours of the basic work week (40 hours).
2. *For annual leave*, the proportion obtained in step 1 shall be multiplied by the number of hours of annual leave earned per pay period by employees working the basic work week (40 hours). That product, rounded to two decimal places, is the number of annual leave hours earned monthly. When converting the decimal number to hours and minutes, minutes will be rounded down or up to the nearest five-minute increment. For example: for the amount of annual leave for a 25 hour per week employee who has worked less than 5 years:
  - 1)  $25/40 = .625$
  - 2)  $.625 \times 6.67 = 4.16875$
  - 3) A 25-hour per week employee earns 4.17 hours (4 hours and 10 minutes) per pay period of annual leave.
3. *For sick leave*, the proportion obtained in step 1 shall be multiplied by 8 to determine an earned sick day for the Class 2 employee. For example: for the amount of sick leave for a 25 hour per week employee who has worked less than 5 years:
  - 1)  $25/40 = .625$
  - 2)  $.625 \times 8 = 5$
  - 3) A 25-hour per week employee will earn 5 sick leave hours per pay period

**Section 9. Leave Requests and Reporting Tardiness**

All leave requests must be made in the time frame specified in the sections below describing that leave. A leave request may be denied if the employee’s absence would be detrimental to the library’s ability to adequately serve the public.

The library understands that emergencies occur and that an employee may need to request leave on short notice. The employee should make every effort to contact his/her supervisor or failing that the County Librarian as soon as possible in such a situation.

Employees making emergency leave requests, or notifying management about being late or being out sick, must speak personally to the supervisor, another department manager on duty, or to the County Librarian, at the latest within one hour after their normal start time. Alternately, an employee may text his/her supervisor about being late or absent from work due to an emergency or sickness but unless a response is received within fifteen minutes of sending the text the employee must call by

phone as directed in the first sentence of this paragraph. Leaving a message with another employee, leaving a voice mail, or sending an email is not sufficient notice.

## **Section 10. Annual Leave**

A. 1. Class 1 employees' annual leave benefits are as follows:

- For the first five years of employment, a Class 1 employee earns 10 days per year or 6.67 hours per pay period; accrual of annual leave begins in the first full pay period of employment (someone hired on the 15<sup>th</sup> of the month would not begin to accrue annual leave until the next pay period begins on the 24<sup>th</sup>; someone hired on the 24<sup>th</sup> would immediately begin accruing annual leave).
  - On the 5<sup>th</sup> anniversary of an employee's hire date, he/she begins to earn 15 days per year or 10 hours per pay period.\*
  - On the 10<sup>th</sup> anniversary of an employee's hire date, he/she begins to earn 20 days per year or 13.33 hours per pay period.
  - On the 15<sup>th</sup> anniversary of an employee's hire date, he/she begins to earn 25 days per year or 16.67 hours per pay period.
- \*New leave earnings begin in the pay period of the anniversary of the hire date.

2. Years of experience for newly-hired Class 1 employees may be transferable subject to the Director's approval.

3. Annual leave may be accrued but not used during the probationary period.

4. Class 2 employees receive prorated annual leave as described in Section 8 above.

5. Class 3 employees do not receive annual leave.

6. Annual leave shall not be earned nor accrued during leave without pay.

B. Annual leave must be taken in increments of 30 minutes.

C. Annual leave may be accumulated without any applicable maximum from December 24 of one year until December 23 of the next year. However, if an employee separates from library service, payment for accumulated leave shall not exceed 240 hours for Class 1 employees and a proportional number of hours for Class 2 employees as described in Section 8 above.

At the end of each calendar year on December 24, any Class 1 employee with accrued annual vacation in excess of 240 hours, or any Class 2 employee with accrued annual leave in excess of the proportional number of hours, shall have this excess leave converted to sick leave. This converted sick leave shall be used in the same manner as accrued sick leave and may be used for authorized sick leave purposes. And, like regular sick leave, any unused converted sick leave may be counted toward creditable service at retirement with no maximum (NCLGERS only).

D. Annual leave will be credited to each employee at the end of the pay period for which leave is earned and may not be used until the first day after the pay period in which it was earned. When an

employee separates from ARL for any reason, accrued annual leave as of the last full pay period worked, minus any annual leave taken in the next pay period, will be paid out to that employee.

E. In case of death, the employee's estate shall be paid all accrued vacation leave up to a maximum of 30 days or 240 hours (or the proportionate amount for Class 2 employees). Employees who are dismissed or resign before the end of their first full year of employment will not be paid for unused annual leave. Upon any other kind of separation from employment, an employee with accrued vacation leave will be paid in a lump sum for the amount of unused vacation leave not to exceed 30 days or 240 hours (or the proportionate amount for Class 2 employees).

F. Limit to Using Annual Leave:

No more than six weeks of annual leave may be taken in a calendar year. A request to take more than two weeks of annual leave at one time must be approved by the Director of Libraries. The request must be submitted to the employee's supervisor not less than four weeks in advance of the first requested day off. The ARL Board must approve the Director's annual leave of more than two weeks at a time.

G. Requesting Annual Leave

1. An employee wishing to take sixteen hours or two days in one work week, or less, of annual leave must submit a written request to his/her supervisor at least one day ahead of time.
2. An employee wishing to take more than sixteen hours or two days in one work week of annual leave must submit a written request to his/her supervisor not less than two weeks in advance.

## **Section 11. Paid Sick Leave**

A. Sick leave with pay is granted by the Library as follows:

- a. Class 1 employees shall earn paid sick leave at the rate of one day (8 hours) for each pay period worked.
- b. Class 2 employees shall earn paid sick leave on a prorated basis (see Section 8 for formula).
- c. Class 3 employees do not qualify for paid sick leave.
- d. Accrual of sick leave begins in the first full pay period of employment.

B. Paid sick leave may be used for the following purposes:

- a. Employee's personal illness, injury, or disability;
- b. The care of an employee's new child;
- c. Illness or injury of a parent, spouse, child, or other family member for whom the employee is the primary care-taker;
- d. Required physical or dental examinations or treatments for the employee or employee's parent, spouse, child, or other family member for whom the employee is the primary care-taker;

C. Paid sick leave is accrued indefinitely for Class 1 and Class 2 employees; those who resign, retire, or are dismissed from Library employment shall not be paid for any accrued sick leave; however, sick leave is counted as creditable work time in the NC Local Government Retirement system for employees who retire from ARL or who retire within one year of separation from ARL. When an employee separates from ARL for any reason, accrued sick leave is computed as of the last full pay period worked minus any sick leave taken during the current pay period.

D. Earned sick leave is indicated on the employee's monthly pay stub. When paid sick leave is inadequate to cover an eligible absence, the uncovered time will be charged first to annual leave, if any, and then to unpaid Family Medical Leave if applicable (See Section 12). Sick leave must be taken in increments of 15 minutes. Sick leave cannot be made up by working more hours later in the week or pay period unless approved by the employee's supervisor.

E. Sick leave shall not be earned nor accrued during leave without pay.

F. Requesting Paid Sick Leave: In order to be eligible for paid sick leave, employees must meet the following requirements:

1. Report to their supervisor the reason for their absence before or during the first hour they are regularly scheduled to work.
2. Keep their supervisor informed daily of their condition and their return-to-work expectations during their absence.
3. Notify their supervisor upon their return to work.
4. Employees are not required to give details of their illness. However, the employee's department head or County Librarian may require a statement from a physician or other acceptable proof that the employee was unable to report for work as a condition of approving sick leave.

G. Limits to Using Paid Sick Leave: No more than 12 weeks (480 hours for a Class 1 employee) of paid sick leave may be taken in any twelve-month period. (This number is prorated for a Class 2 employee according to the formula in Section 8.) This provision may be appealed to the Regional Personnel Committee which will present its recommendation to the Regional Board.

## **Section 12. Bereavement Leave**

Bereavement leave with pay is granted by the Library as follows:

- A. Class 1 employees shall be granted three (3) consecutive days of paid leave per any one occurrence.
- B. Class 2 employees shall be granted three (3) consecutive days of paid leave on a prorated basis (see Section 8 for formula) per any one occurrence.
- C. Class 3 employees do not receive paid bereavement leave.
- D. Bereavement leave may be used upon the death of a family member, here defined as spouse, child, step-child, daughter-in-law, son-in-law, parent, guardian, step-parent, parent-in-law, sibling, sibling-in-law, grandparent, grandchild, or other family who resides in the employee's home.
- E. Upon the approval of the supervisor, an employee eligible for bereavement leave may use up to three (3) additional consecutive work days/prorated work days of leave (in this order: sick, annual, unpaid).

## **Section 13. Family Medical Leave**

The Family and Medical Leave Act of 1993 requires employers to provide up to 12 weeks in a 12-month period of paid or unpaid, job-protected leave to eligible employees for certain family and medical reasons. Class 1 and Class 2 employees are eligible if they have worked for the Appalachian Regional Library for at least 12 months and at least 1250 hours during the previous 12 months. The FMLA permits, and the Appalachian Regional Library requires, that while utilizing FMLA leave employees exhaust all accrued paid sick leave consistent with current library policy and all annual leave and holiday leave, as applicable, prior to using any unpaid leave. All leave (paid or unpaid) taken for FMLA reasons will count toward the employee's FMLA leave entitlement. In determining how

much remaining FMLA leave an employee has, the Appalachian Regional Library looks at the employee's usage in the previous 12 pay periods.

Using the "look-back" method, ARL will look back over the last 12 months from the date of the FMLA request, add all FMLA time the employee has used during the previous 12 months, and subtract that total from the employee's 12-week leave allotment.

The Appalachian Regional Library has the right to ask questions of the employee when he or she is absent from work to identify if the leave is protected by the Family and Medical Leave Act. All leave that qualifies will be recorded as protected time.

FMLA leave will be granted for any of the following reasons:

- a. To care for the employee's child after birth, or placement of a child with an employee for adoption or foster care;
- b. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- c. A serious health condition that makes the employee unable to perform his/her job.

The employee shall provide advance leave notice and medical certification. The leave request may be denied if the following requirements are not met:

- a. The employee shall provide 30 days advance notice to his/her supervisor when the need for leave is foreseeable. If unable to give 30 days' notice, the employee shall provide notice as soon as is practical.
- b. The Library requires acceptable medical certification to support a request for leave because of a serious health condition or birth or adoption of a child. Medical recertification may be required every 30 days. In certain cases, the Library may require a second or third opinion or a health care provider at the Library's expense.
- c. The Library may require the employee to provide a fitness-for-duty certification to his/her supervisor prior to returning to work if the leave involves an employee's serious health condition.

This policy shall be governed by the provisions of the Family and Medical Leave Act of 1993 when applicable.

#### **Section 14. Shared Leave**

The purpose of the Appalachian Regional Library's Shared Leave policy is to provide an opportunity for library staff to donate annual leave to another employee affected by a serious medical situation resulting in the depletion of all accumulated leave and possible loss of personal income.

Guidelines:

1. Donating or receiving Shared Leave is contingent upon the approval of the Regional Director. Shared Leave is available to all employees who have been approved for Family Medical Leave.
2. Non-probationary Class 1 and Class 2 employees are eligible to donate and receive shared leave.

3. Employees are eligible to receive Shared Leave only when all their accumulated leave (annual, sick, petty, floating holiday) has been exhausted.
4. Shared leave may be donated even if not requested. The intended recipient of the leave may choose to accept or not to accept the shared leave.
5. The minimum amount of annual leave that may be donated is four hours; the maximum amount of annual leave that may be donated is the number equal to one work week for the donating employee. The amount of leave donated must not reduce the donor's annual leave balance below five days.
6. The maximum amount of shared leave an employee may receive or use is twelve weeks per any twelve-month period.
7. While receiving shared leave, the recipient shall not earn holidays, annual leave, sick leave, or petty leave.
9. Donating annual leave is strictly voluntary and strictly confidential. No employee may approach another employee directly with a request to provide shared leave; doing so is grounds for dismissal.
10. Employees seeking shared leave must adhere to the following procedure.

Procedure:

1. An employee seeking shared leave must fill out a Request for Shared Leave form and must give the form, along with a copy of the Medical Certification form used in the FMLA application, to the County Librarian.
2. The County Librarian will forward the forms, along with a recommendation, to the Regional Director, who will approve or disapprove the request.
3. If approved, the County Librarian will send an email to all ARL staff, stating the request for shared leave. No details of the requestor's health will be revealed.
4. Employees who wish to contribute annual leave must fill out the Donated Leave form and send it to the Regional Finance/Personnel Officer, who will verify that the donor has the time to share and will hold the form for record-keeping purposes.
5. The Finance/Personnel officer will transfer, on an as-needed basis, hours from the donor's account to the donee's account, using donors' hours on a first-come, first-used basis, and transferring the hours on a one-to-one ratio. (One hour of donated annual leave will become for the donee one hour of sick leave.)
6. When the requesting employee's sick leave is over, either because he/she has reported back to work or because he/she has used up his/her twelve weeks of paid sick leave, any donated leave which has not been used will be returned to the donors' accounts.

**Section 15. Petty Leave**

Class 1 employees are eligible for up to 16 hours of paid petty leave each calendar year. Petty leave is not accruable and must be taken between January 2 and December 23. Petty leave hours should be requested at least one day in advance. It must be taken in increments of 15 minutes and no more than 4 hours may be taken at a time.

**Section 16. Civic Leave**

Class 1 and 2 employees who are called for jury duty or as a witness for the Federal or State governments or a sub-division thereof shall be entitled to leave with pay for such duty when it occurs

during scheduled work time for up to two weeks. The employee must inform his/her supervisor immediately upon receiving jury duty notification.

If “on call” for jury duty, an employee must report to work at the library for his/her regular shift until such a time as he/she is called to report for duty.

While on paid civil leave, benefits and leave shall accrue as though on regular duty. Library employees may keep all fees received for jury duty in addition to their regular compensation.

If an employee is in court in his or her own case or is serving as a witness voluntarily, provisions for civic leave do not apply. In such a case, the employee is required to take annual leave, petty leave, floating holiday, or leave without pay.

### **Section 17. Military Leave**

The Director of Libraries may grant up to 15 days of military leave with pay in any calendar year to a Class 1 Library employee for Reserve or National Guard training. Military leave will not be charged against annual leave to which the employee may be eligible.

In the event an Appalachian Regional Library employee is called to active duty, the library follows the guidelines set forth in The Uniformed Services Employment and Reemployment Rights Act of 1994.

### **Section 18. Holidays**

The Library is closed and Class 1 employees will receive full pay equal to an 8-hour day for each of the twelve holidays listed below. If a holiday falls on a Class 1 employee’s regularly scheduled day off, he or she must take another day off for the holiday during the pay period within which the holiday falls. This deferred holiday must be taken in one day and not spread out over more than one day. The date for the deferred holiday must be approved by the supervisor.

Class 2 employees will receive holiday pay (equal to that day’s normal pay or an 8-hour day, whichever is less) when a holiday falls on one of their regular work days. Class 3 and temporary employees are not eligible for paid holidays.

If a scheduled holiday falls within an employee’s vacation or sick leave, that day is not counted as vacation or sick leave.

#### Paid Holidays

New Year’s Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day

Veterans Day  
Thanksgiving Day  
Thanksgiving Friday  
Christmas Eve  
Christmas Day  
Day after Christmas

## **Section 19. Floating Holiday**

Class 1, Class 2, and Class 3 Employees who have worked continuously for ARL for three (3) or more years will receive a floating holiday. For employees working twenty (20) hours or more a week, the holiday will be an eight (8) hour day; for employees working less than twenty (20) hours a week, the holiday will be a four (4) hour day. This holiday will be effective on December 24 following the employee's three-year anniversary with ARL. The hours will not be cumulative (they must be taken during the calendar year or lost) and must be taken as one day (hours may not be spread over two or more days).

This holiday must be taken between December 24 of one year and December 23 of the next. In order to use this paid leave, it must be requested and approved by the employee's supervisor at least one day in advance. If necessary, the employee's schedule may be adjusted to accommodate the floating holiday.

## **Section 20. Snow Days**

Snow days are days when the Library is closed all day due to winter weather and/or winter road conditions. Snow days will be determined by the County Librarian of each County Library or, in their absence, a designated staff member. If possible, when any change in the Library's hours is being considered, the Director should be consulted.

Two factors will be considered when making a decision to be closed all day:

1. Whether or not the county offices are closed.
2. Whether or not there is safe auto access to the Library.

All employees scheduled to work on a snow day are paid for the day unless they are on annual leave, medical/sick leave, or their scheduled day off, in which case they are not eligible for "snow day" pay.

## **Section 21. Snow Hours**

When the Library opens late or closes early due to winter weather conditions, this creates "snow hours." Employees shall use their discretion to determine if it is safe to travel to and from work. Employees who do not come to work although the library is open must use accrued annual, petty, floating holiday leave, or unpaid leave for all unworked hours. Employees on annual leave, medical leave, or their scheduled day off are not eligible for "snow hours" pay. If a library opens late and an employee is at work before the scheduled opening, no compensatory time or overtime is earned. The same applies if an employee stays past an early closing.

Employees scheduled to work on a day when snow hours are used are paid for the closed hours under three circumstances:

- 1) The employee is at work when the early closing is implemented (employees who leave work before an official early closing time will not be paid for the snow hours).
- 2) On a day when the library opens late, the employee reports for work as required (30 minutes before the library is open to the public or at their regularly scheduled time). Employees who report for work late will not be paid for time between when they should have been at work and when they actually arrived.

3) The employee is scheduled to begin work after the library's early closing or 30 minutes or less before the early closing.

Employees unable to reach the Library when it is open and when they are scheduled to work have 3 options from which to choose: (1) making up the work period missed within the same pay period (as long as the employee does not work over 40 hours in any work week), (2) not being paid for the work period missed, or (3) using available leave for the time missed. The supervisor must give consent for option #1. An absence because of road conditions, like any other absence, should be reported to the supervisor or County Librarian as soon as possible.

## **Section 22. Other Emergency Closings**

If Libraries are closed for emergencies other than snow, the same conditions apply as for Snow Days and Snow Hours.

## **Section 23. Overtime and Extra Work Hours**

It shall be the policy of the Appalachian Regional Library to avoid overtime work (exceeding 40 hours per week) whenever possible. Prior authorization is necessary for overtime work performed by any non-exempt employee. Time and one-half compensatory hours will be allowed for any hours worked over 40 hours. Compensatory hours must be scheduled with the employee's supervisor. If possible compensatory time should be taken during the same pay period in which the overtime occurred; if this is not possible it must be taken in the next pay period.

Overtime for exempt employees as defined by the Fair Labor Standards Act is not compensated.

Working over the scheduled number of hours for non-exempt employees without prior authorization by the supervisor is prohibited. An employee working more hours than authorized will receive compensatory time but may also be subject to disciplinary action.

## **Section 24. Attending School**

Class 1 employees may take one job-related course per term during their work time without making up the actual class time absent from work, provided this privilege has been approved by the Director of Libraries and the County librarian, that the employee's absence from work will not be detrimental to the library's ability to adequately serve the public, and that the class is held on a college or university campus. Online classes are to be taken on the employee's own time, except when attendance in class on campus is required.

## **Section 25. Travel for Library-Related Purposes**

Employees are encouraged to attend job-related conferences, meetings, and workshops. Leave with pay may be granted to employees for this purpose.

### **A. Permission**

Employees of the Appalachian Regional Library must request and receive written approval from their County Librarian or Director of Libraries in advance in order to qualify for reimbursement for travel, lodging, and/or meal expenses (See Travel/Travel Reimbursement Request Form).

### **B. Reimbursement**

Each employee of the Appalachian Regional Library is responsible for his/her own request for reimbursement. Requests for reimbursement must be filed with the Financial Manager within 30 days of the last day of the trip. Failure to request reimbursement within this time frame will result in no reimbursement being made.

C. Meals

The Appalachian Regional Library will reimburse for meals not to exceed the following rates:

IN-STATE meals per day = \$25

OUT-OF-STATE meals per day = \$35

Receipts must be presented for all meal expenses. The library will not reimburse for alcoholic beverages. Meals paid for during regular working hours within the Appalachian Regional Library service area (Ashe, Watauga, and Wilkes Counties) will not be reimbursed unless prior written approval is given by the County Librarian or Director.

D. Lodging

Lodging arrangements must be approved in advance by the County Librarian or Regional Director.

E. Driving

Library vehicles should be used for travel whenever possible. If a library-owned vehicle is available to be driven, and a library employee opts to drive his or her personally owned vehicle for library business, mileage reimbursement will not be made. When a library-owned vehicle is not available or is not appropriate to use (as approved by the County Librarian), the mileage reimbursement rate for privately-owned vehicles will be \$.50 per mile. Mileage is calculated from the home library to the destination and vice versa.

F. Travel Time

1. Conferences and meetings which require an overnight stay do not earn overtime. Each day at a multi-day conference, including travel time, counts as one eight (8) hour day regardless of time expended.
2. If travel time and attendance at a one-day conference (without an overnight stay) amount to more than eight (8) hours, compensatory time for non-exempt employees will be earned.