

**Human Resources Policies  
The Adamstown Area Library**

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**FOREWORD**

The Adamstown Area Library seeks to attract and retain a staff of competent, highly qualified, cooperative and committed employees to fulfill its mission. These basic policies and related procedures serve as a foundation to establish sound and equitable relationships among all who are employed by the Library.

These Human Resources policies were adopted by the Board of Trustees of the Adamstown Area Library on January 15, 2010 and supersede previous policy statements. The Human Resources policies shall be examined carefully and revised as needed to reflect the most recent thinking in the field of Human Resources administration, and to insure that they are consistent with local and national trends and legislative requirements. The manual provides general guidelines for reasonable and consistent treatment of employees. However, this document is not intended to create, express or imply any contractual obligation between the Library and its employees, nor a guarantee of the benefits stated in it. The Adamstown Area Library (hereto referred as AAL or the Library) may unilaterally revoke or revise this handbook and the policies and benefits it describes at any time, for any reason, and reserves the right to interpret these policies. AAL has the authority to interpret and apply the policies and benefits in its discretion, and benefits under any benefit plan will be provided only if AAL determines in its discretion that the person is entitled to them. The descriptions of most of your benefits, your medical coverage for example, are included for your convenience and are not comprehensive. You should consult the detailed plans or summary plan descriptions for more complete information, rather than rely only on this description or on any other explanations of your benefits.

## **SECTION I: NONDISCRIMINATION**

### **Policy: Equal Employment Opportunity**

The Adamstown Area Library is an Equal Opportunity employer.

The Library shall provide equal employment opportunity in an environment free from unlawful discrimination. It is the Library's objective, in keeping with the Equal Employment Opportunity policy, to recruit, select, train, and promote into all job levels the most qualified individual and similarly take proper measures to ensure that all employees shall be treated throughout their employment without regard to race, color, religion, sex, age, national origin, ancestry, veteran status, disability or any other protected status in full compliance with all federal and state laws.

All employees are required to act affirmatively to ensure equal opportunity in all aspects of employment. Employees are to maintain a work environment that is free from harassment and discrimination. Anyone who believes that discrimination has occurred should report it immediately to the Director or Personnel Committee.

### **Policy: Sexual And Other Harassment**

It is the policy of the Adamstown Area Library to maintain a working environment free from all forms of sexual or other harassment, intimidation or discrimination. The Library will not tolerate actions, words, jokes or comments based on an individual's sex, pregnancy, race, color, ethnic background, age, disability, religion or any other legally-protected characteristic, if such conduct would be offensive to a reasonable person. Sexual conduct (both overt and subtle) can serve to create an offensive work environment and therefore, is prohibited. This harassment policy shall apply to all employees, patrons, vendors, governing board members, visitors and anyone doing business with the Library.

For the purpose of this policy sexual harassment is defined as follows: 1) sexual flirtations, touching, advances, etc. (and such activity should be presumed to be unwanted and inappropriate in the workplace); 2) verbal abuse of a sexual nature; 3) graphic or suggestive comments about an individual's dress or body; 4) sexually degrading words to describe an individual; 5) displaying sexually suggestive objects or pictures, including nude photographs in the workplace. Harassment also includes: 1) explicitly or implicitly suggesting that submission to sexual conduct is a term or condition of an individual's employment; 2) using submission or rejection of the conduct as a basis for employment decisions; 3) substantially interfering with the individual's work performance or employment, or conduct which has the purpose or effect of creating an intimidating, hostile or offensive work environment.

No manager, Director, board member, employee or other individual has the authority to make an employee's job or job benefits conditional upon the exchange of sexual favors.

If you believe you are the victim of impermissible harassment, sexual or otherwise, or you observe another person subjected to such harassment, you are required to report promptly the

facts of the incident to the Director. In the event that the allegation involves your Director, or if you consider it inappropriate to report the incident to the Director, it should be reported to the Personnel Committee. An investigation will be conducted promptly. To the extent possible, the investigation will be conducted in a confidential manner and information will be communicated only to those persons who have a need to know. In all cases, the employee will be advised of the conclusions. No retaliation against any person who files a good faith complaint or cooperates in an investigation shall be taken.

After appropriate investigation, any employee who is found to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including immediate discharge.

Employees are apprised that if they believe they are the victim of impermissible harassment, they also have the right under state and federal law to file a complaint with the Lancaster County Human Relations Commission (LCHRC), Pennsylvania Human Relations Commission (PHRC) and the federal Equal Employment Opportunity Commission (EEOC). Such a complaint generally must be filed with the LCHRC or PHRC within 180 days of the date of unlawful harassment and with the EEOC within 240 days (or possibly up to 300 days) of the incident of unlawful harassment.

The AAL recognizes that the question of whether a particular action or incident is a purely personal, social relationship without discriminatory employment effect requires a determination based on all facts in the matter. Such conduct will generally be considered harassment if someone would reasonably find the conduct intimidating, hostile, or abusive. Instigating or spreading rumors of alleged harassment is not a proper solution and only prejudices the investigation. The Library trusts that all employees shall continue to act responsibly to establish a working environment free of harassment.

**Policy: Americans With Disabilities Act Compliance**

The Adamstown Area Library complies with the Americans with Disabilities Act and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Library also provides reasonable accommodation for such individuals in accordance with these laws. It is the Library's policy to ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in nondiscriminatory manner in all terms, conditions, and privileges of employment; keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files; and provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on the Library.

Qualified individuals with disabilities may make requests for reasonable accommodation to the Director. Upon receipt of an accommodation request, the Personnel Committee or Director will meet with the individuals to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Library might make to help overcome these limitations. The Personnel Committee and/or Director, in conjunction

with other individuals who have a need to know information and who assist in the process, will determine the feasibility of the requested accommodation. The Personnel Committee and/or Director will engage in a good faith interactive process with the employee to decide on an appropriate and effective accommodation.

## **SECTION II: CONDITIONS OF EMPLOYMENT**

Employment with the Adamstown Area Library is “at will” which means that either the employee or the employer may elect to terminate the employment relationship at any time, with or without cause, and with or without notice. Any oral or written statements or commitments to the contrary are not binding upon the Library unless in writing and signed by the Board President, and should be reported immediately to the Director or the Board President.

### **Policy: Position Vacancy**

Vacancies will generally be posted and/or advertised a minimum of seven calendar days. Consideration shall be given to current employees who apply and who are deemed qualified, but AAL reserves the right to choose the most qualified candidate.

### **Policy: Pay Periods**

Pay periods are two weeks long and run from Sunday to Saturday. Typically, time sheets from hourly staff are due to the Accountant on the Monday after the pay period ends. Each nonexempt employee shall be required to sign weekly time sheets for all hours worked. Salaried employees need not submit a time sheet; however, a record of all vacation and sick time shall be submitted to the Accountant.

Employees shall be paid bi-weekly no later than Friday following the end of the pay period. If payday falls on a holiday, wages shall be paid on the preceding day.

### **Policy: Probationary Period**

The Probationary Period applies to all employees. The purpose is to define a trial period in which an employee may learn the requirements of a position and demonstrate an ability to perform in a satisfactory manner, and in which the Director may make a fair appraisal of the employee's abilities to fulfill the responsibilities of the position and make satisfactory progress.

All new employees shall work on a probationary basis during the first ninety calendar days of their employment. If the employee is absent during this time, the probationary period will be extended by adding the number of absent days to the required time

The Director, with the approval of the Personnel Committee, may extend this probationary period, providing the employee is making significant effort and demonstrating that he or she will become a fully qualified employee within the expected time period for the position involved. Extending the probationary period shall be reserved for special circumstances. Any extension of the probationary period, including the duration of the extension and the reasons for the extension, is to be documented in the employee's employment records and clearly communicated to the employee.

If at any time during the probationary period or extended probationary period, either the employee or Director thinks that the employee is not suited for the position and/or is not fulfilling the needs of the position, either party may end the employment relationship.

There shall be supervisory coaching during the probationary period. A conference for review of work performance shall be held between the employee and Director at the end of the probationary period. Failure to demonstrate the attainment of these standards shall result in termination of employment or an extended probationary period, at the discretion of the Director and the Personnel Committee.

If a temporary employee is hired to fill a regular position, the probationary period shall be calculated from the new position hire date.

Employees who transfer to other positions in the same or another department may be required to complete another probationary period. Transferred employees who do not successfully complete the probationary period, but who have shown significant effort, may be given the opportunity to transfer to an open position that better fits their skills.

Continuance of employment after satisfactory completion of an employee's probationary period should in no way be interpreted to mean that the Library has contracted to offer the employee a lifetime or otherwise specified term position. It is intended to suggest only that an employee who performs satisfactorily during this period has met the minimum performance expectations set by his or her Director and department. AAL still maintains the right to terminate any employee at any time, for any reason.



### **SECTION III: JOB DESCRIPTIONS AND PERFORMANCE APPRAISALS**

#### **Policy: Job Descriptions and Performance Appraisals**

Job descriptions shall be developed for each regular staff position. Any major change, including creation or elimination of a position, requires a review by the Director or Personnel Committee to make a recommendation to the Board.

Whether or not stated in the job description, regular attendance is an essential function of every position.

Each regular employee's immediate supervisor shall review his/her work at least annually to provide a systematic means of evaluating performance. The employee and Director shall review job descriptions at that time. The Director shall review all evaluation reports.

The Director shall prepare annual salary and hourly range recommendations, based on the evaluation reports and subject to the recommendation of the Personnel Committee and Finance committees and approval of the Board of Trustees. Salary increases shall normally become effective at the beginning of the budget year, which is typically January 1.

## **SECTION IV: WORK SCHEDULE**

### **Policy: Library Hours of Operation**

The Library shall be open Monday through Thursday from 9:30 to 8:00 PM. Friday from 9:30 to 5:00 PM and Saturday from 9:30 to 4:30 PM. During the ten week Summer Reading program, the Library will close at 1:00 PM on Saturday. Hours are subject to change due to budgetary constraints.

### **Policy: Inclement Weather**

In the event of inclement weather, the Director or Assistant Director shall make all decisions on weather-related delays or closings. Employees are expected to make a good and reasonable effort to meet the responsibilities of their position.

In certain situations, the Director may declare a weather emergency. The Board President shall be notified by the Director or Assistant Director. If the Library is closed or has shortened hours or if the employee is unable to work the shortened hours, he/she may use vacation time.

If the employee is not able to report to work on time, he/she must contact the Director for approval within one hour of the employee's regularly scheduled work time. An employee who is unable to work the hours the Library is open on a given day due to inclement weather (including late arrival or early departure) shall not be compensated. The employee may use available vacation time for time not worked, or make a rescheduling arrangement with the Director.

If the Library has a weather-related closing on an employee's regular day off or previously scheduled leave time, that employee is not entitled to additional time off.

**Policy: Emergency Closing**

In the event of an emergency, the Director or Assistant Director may determine that the Library should close. Full-time hourly employees who were normally scheduled to work shall be paid at Board's discretion on approved work completed. If the Library has an emergency closing on an employee's day off or previously scheduled vacation, that employee is not entitled to an additional day off.

**Policy: Tardiness And Absenteeism**

If an employee finds it necessary to be absent or late for work because of sickness or personal circumstances, it is the responsibility of the employee to notify the Director or staff as soon as possible. The employee shall leave a voice mail message if the Director or Assistant Director is not available. Notification should take place no later than one hour from the beginning of the shift of any expected absence or tardiness.

Repeated tardiness or absence without sufficient excuse is subject to disciplinary action.

Absence for two consecutive working days without permission and proper notification having been given to the Director is considered a termination of employment.

Absence of three consecutive working days requires a note from your doctor stating that you are well enough to return to work.

## SECTION V: VACATION AND HOLIDAYS

### **Policy: Vacation**

Regular fulltime employees shall begin to earn vacation leave with the first full pay period following the end of the 90 day probationary period. Part-time and temporary employees have no vacation privileges. Vacation leave is earned per bi-weekly pay period, and shall be earned at the following rates:

	<u>Hourly and non-management staff</u>	<u>Director</u>
First full pay period after date of hire to 5 years	10 days	15 days
First full pay period after 5-year anniversary to 10 years	15 days	20 days
After 10-years	15 days	20 days

Accumulated vacation leave may be used after completing three months of continuous service. Vacation leave or time off using compensation time must be scheduled with the Director at least two weeks in advance. All employees shall submit a Request for Vacation/Time Off form to the Director for approval.

While efforts shall be taken to accommodate an employee's request for specific dates for use of vacation leave, the Director may deny a request for use of vacation leave due to scheduling requirements.

Vacation shall be taken in minimum increments of half-days.

Employees may carry forward a maximum of 5 vacation days from one calendar year (January 1 to December 31) to the next calendar year. Vacation leave cannot be advanced. Unused vacation days in excess of five vacation days shall be paid at the rate of 35 percent of the respective employee's hourly rate.

Holidays falling during an employee's vacation leave shall not be counted as part of the vacation allowance.

If an illness or disability occurs during a vacation period, the employee may, with Director's approval, cancel the remaining vacation, and the employee may choose to request sick leave instead. A physician's statement affirming the illness or disability should be submitted to the Director. The cancelled period of the vacation may be rescheduled.

Payment for accumulated unused vacation time will be paid to departing employees at the rate of 35 percent of respective employee's hourly rate of vacation if AAL determines in its sole discretion that the separation from employment is on good terms.

Employees shall generally be apprised of eligible unused leave days upon request.

**Policy: Holidays**

Regular full time employees are granted paid time for the following nine holidays:

New Year's Day	Thanksgiving Day
Good Friday	Day Before Christmas
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	

Paid time off is granted on the day upon which the holiday is celebrated. Holidays falling on Saturday are normally celebrated as a day off within one month of the holiday for full time staff only.

Holidays occurring during the employee's approved vacation or paid sick/emergency leave are not charged against that leave time.

Holidays must be used by December 31 of the calendar year in which they are earned or they shall be forfeited. No carry-over of holidays is permitted.

Employees shall generally be apprised of eligible unused leave days upon on request.

## **SECTION VI: LEAVES**

### **Policy: Sick/Emergency Leave**

Regular full time employees have sick/emergency leave privileges to be used in the event of absence due to personal illness, injury or emergency. A doctor's note or other applicable documentation may be required if, in the opinion of the employer, an employee may be abusing sick leave.

Full time employees are entitled to 6 days of sick/emergency pay or the equivalent of 48 hours of sick/emergency pay per year of illness related absences. The maximum hours that can be accumulated are 96 hours; however no more than 48 hours can be carried over into the next calendar year.

Employees unable to report for work at their regular time due to illness/injury shall report such fact to their Director within one hour of their normal starting time. Unjustified failure to report may be cause for the loss of sick leave benefits for the entire period of illness. Emergencies shall be handled by the Director on a case-by-case basis.

Employees who commence work prior to the 15th of the month receive four hours earned sick/emergency leave for the entire month. Employees who commence work after the 15th of the month receive two hours earned sick/emergency leave for the entire month.

An employee may request accumulated sick/emergency leave be used for personal reasons, including to care for an immediate family member. This leave should be requested in writing and approved in advance by the Director and Board of Trustees. The Director may approve the use of other types of leave for this purpose in exceptional circumstances.

An employee receiving salary continuation under the sick/emergency leave policy who subsequently receives salary payment for this same period through worker's compensation shall be required to return to the Library the amount of salary duplicated through the claim payment.

An employee will automatically be placed on leave under the terms of the Library's Family and Medical Leave Policy, if eligible. Paid time shall count as part of the FML time. An employee who is ineligible shall be placed on leave without pay.

In order to be eligible for holiday pay, an employee is expected to work on the last scheduled workday before a holiday and the first scheduled workday following a holiday. A doctor's certificate may be required if, in the opinion of the employer, an employee may be abusing this policy.

Part-time and temporary employees have no sick/emergency leave privileges.

### **Policy: The Library's Family And Medical Leave Policy**

AAL recognizes that employees may need extended time off for family or a related medical issue. The following policy addresses those needs.

An employee is eligible for the Library's Family and Medical Leave Policy if he or she has been employed by the Library for at least twelve months and has worked 1,250 or more hours during the twelve-month period immediately preceding the commencement of leave. The maximum length for any Family and Medical Leave under this policy is twelve weeks within a rolling twelve-month period measured backward from the date an employee uses Family and Medical Leave.

An eligible employee may be granted a leave of absence for the following reasons: Birth of a child, in order to care for that child; placement of a child with the employee for adoption or foster care; to care for the employee's spouse, child or parent who has a serious health condition; a serious health condition of the employee that renders the employee unable to perform the essential functions of the job.

In certain circumstances, intermittent leave may be taken, or leave may be taken by working a reduced work schedule, provided the total hours of leave required do not exceed the equivalent of twelve regular workweeks for the individual employee involved. Intermittent or reduced schedule leave may be granted if medically necessary for a serious health condition of an employee or his or her spouse, child, or parent.

A leave of absence under this policy shall be without pay, except that employees who have eligible paid time off will be required to use it during the Family and Medical Leave. The Library shall continue to pay its portion of health insurance coverage for employees on the Library's Family and Medical Leave. The employee must continue to pay the employee portion of all insurance benefits, if any.

The Library's Family and Medical Leave is not considered a break in service for determining amount of vacation eligibility or length of continuous service with the Library. However, employees shall not accrue vacation time and shall not be eligible to receive holiday pay during a period of leave, unless the employee is on sick leave status.

Employees enrolled in the Library's Retirement Plan and who are on the Library's Family and Medical Leave in excess of one continuous payroll period is permitted to make regular contributions during the period of the leave. During this period of leave, no company match will be made to the retirement account.

Employees are required to return to work when the reason for which a leave was granted no longer exists, and are entitled to return to their former job unless that position would not have been available to the employee even if the employee had not taken the leave, and unless AAL determines in its discretion that returning the employee to the former job is inappropriate. Failure to return to work at the end of the leave is considered a voluntary resignation. It will generally be necessary for the Library to terminate an employee who is unable to return to work at the end of the leave, unless applicable law permits additional leave time.

In all cases where the employee's leave is for personal medical reasons, the employee may return to work only after providing a medical certification stating that the serious health condition which necessitated the leave no longer renders the employee unable to work.

**Policy: Personal Leave**

The Director may approve up to one month leave without pay for full-time employees only. Medical insurance benefits will be paid by the Library for employees who have completed one year of service. During personal leave, vacation and sick leave shall not accrue. Personal leave may be granted for, but is not limited to, such reasons as educational enrichments, or family or personal emergencies.

**Policy: Bereavement Leave**

Regular full-time employees may be granted up to three days scheduled bereavement leave, with pay, at the time of a death in the immediate family. The immediate family includes: spouse; child; parent; brother; sister; grandparents; parent-in-law; son/daughter-in-law; relatives residing in the employee's household. Step-parent, step-child, half relative and/or legal guardians who stand in the place of a parent are included as children, parent, brother or sister

One day of bereavement leave, with pay, may be granted to attend the funeral of any other relative.

At the discretion of the Director, the employee may be asked to submit proof of death and/or funeral attendance.

Additional accumulated leave days may be granted upon request.

If the employee is on vacation when the bereavement days become necessary, bereavement days shall be substituted for vacation days.



**Policy: Jury Duty**

Time is made available for regular full-time employees to serve on jury duty with no loss of pay for the duration of the duty. An employee serving as a juror receives compensation equal to regular compensation, less the amount collected for jury service. Time off is not charged against any leave time that the employee may have accrued.

Written notice is given to the Director as soon as possible prior to the beginning of the leave so that staffing requirements may be maintained.

After serving on jury duty, the employee must present the verification of jury duty form to the Director. This document is given to each juror at the end of his or her duty and shows the number of days that the employee was at jury duty and the dollar amount earned per day. This amount shall be deducted from the total wages received by the employee when the next paycheck is calculated. Reimbursement for mileage and other related expenses shall not be deducted from the employee's wages.

Employees called as a witness, other than on behalf of the Library, will be required to take time off without pay or use vacation day(s).

**Policy: Military Leave**

If an employee enters military service that requires absence from work, reinstatement and time off shall be granted without pay and in accordance with applicable law.

## **SECTION VII: STAFF DEVELOPMENT**

### **Policy: Educational Opportunities**

Subject to budgetary parameters, the Library encourages regular full-time and part-time employees to participate in educational opportunities related to their current or anticipated work with the Library, including training events, professional meetings and conferences, workshops, courses and seminars sponsored by other organizations, colleges or professional organizations.

### **Policy: Educational Courses**

For full-time employees: Subject to budgetary parameters, the library will provide tuition reimbursement for one (1) course annually for an employee pursuing a Masters in Library Science, if the completion of said degree is deemed beneficial to the Library by the Board of Trustees and a grade of "B" or higher is received. The employee must continue to work at AAL for at least one year beyond reimbursement, or pay back on a pro rated basis. For example if the employee works for six months post reimbursement, then he/she will pay back 50% of the full amount.

For part-time employees: Subject to budgetary parameters, the library will provide tuition reimbursement for up to three (3) hours every two years for all employees working at least 20 hours per week. Employee shall be pursuing a Masters in Library Science where the completion of said degree is deemed beneficial to the Library by the Board of Trustees and a grade of "B" or higher is received. Employee must continue to work at AAL for at least one year beyond reimbursement, or pay back on a pro rated basis.

## **SECTION VIII: MONETARY ALLOWANCES**

### **Policy: Job Related Expenses**

A reimbursement allowance shall be authorized for reasonable expenses incurred in carrying out the job and shall include registration fees, conference fees, transportation cost, parking and toll fees, meals and lodging when away from home on authorized overnight trips. Documentation shall be provided to receive the reimbursement.

All employees will be reimbursed for mileage for library business at the current IRS mileage reimbursement rate.

### **Policy: Dues for Professional Organizations**

The Director may approve payment of dues for membership in professional organizations.

## **SECTION IX: ECONOMIC BENEFITS AND INSURANCE**

### **Policy: Social Security**

The Library shall make appropriate payroll deductions and contribute its share of the cost for Social Security coverage for all eligible employees.

### **Policy: Workers Compensation**

An employee disabled as the result of an injury or illness sustained in the course of employment (as determined in accordance with the Pennsylvania State Worker's Compensation statute) shall receive income continuation benefits in accordance with applicable laws.

All injuries or illnesses which may be work-related shall be reported immediately to the immediate Director in order to fulfill insurance requirements.

### **Policy: Retirement Account**

After the completion of a satisfactory probationary period of 90 days, regular full-time employees who have attained the age of 21 are eligible for participation in the retirement plan. A retirement account shall be provided on an employee contributory up to 5%, with the Library matching 5%.

### **Policy: Life Insurance**

Life insurance is not currently offered by the Library.

### **Policy: Short & Long Term Disability Insurance**

Short-term disability insurance is not currently offered by the Library.

### **Policy: Health Insurance**

Regular full-time employees are eligible to participate in a group health insurance plan beginning with date of hire. Regular full-time employees are required to pay a portion of the premium for the insurance. Coverage for dependents may be purchased at full employee expense. Information and a provider directory are available from the Director, and full details are available from the insurance company's member services.

### **Policy: Unemployment Compensation**

The Library, as a covered employer under the Pennsylvania State Unemployment Compensation Law, shall make contributions to the state unemployment compensation fund on behalf of all employees.

## **SECTION X: CORRECTIVE ACTION**

### **Policy: Corrective Action Policy**

Board of Trustees/Personnel Committee shall review with the Director the process of disciplinary actions that shall be used to respond to poor performance or employee misconduct. In general, corrective action is normally taken in progressive steps as outlined below. However, corrective action may begin at a step other than the first warning. Adamstown Area Library reserves the right to discharge an employee for disciplinary reasons when deemed appropriate, without having to follow these progressive steps.

A log of disciplinary actions shall be maintained by the Director and filed in the employee's employment records. This log should include dates of each action, a summary of the content of the action and the employee's response, summary of recommendations from employee and Director for resolving the issue, and the timetable for subsequent review and follow-up.

Verbal Warning – Employees who have failed to observe a Library rule or regulation, who has demonstrated poor performance of job responsibilities, or exhibited poor judgment or conduct in the workplace shall be warned by the Director. This verbal warning, documented in writing, should clearly state the problems and the desired improvements. A copy shall be given to the employee, who may indicate, in writing, any response that he/she has that might alter the Director's view of the problems. A mutually agreed plan for improvement should be discussed, documented, signed and filed in the employee's personnel file. Whether the employee agrees or disagrees with the assessment or action plan, he/she will be required to sign the statement.

Written Warning – If the desired improvements are not met, a written warning from the Director, describing the unacceptable behavior and asking the employee to make a personal commitment to meet the desired standards, shall be given to the employee. The employee may indicate, in writing, any response that he/she has. A copy of the document, signed by the Director and employee shall be filed in the employee's personnel file. This step indicates a very serious problem exists—and it should be viewed accordingly.

Probation – Failure of an employee to correct problems following a written warning may result in the Director placing the employee on probation for 90 days. The Director shall establish a work plan with specific standards and a schedule for improved performance as a condition for continued employment. A copy of the work plan, signed by the Director and employee, shall be filed in the employee's personnel file.

At the end of the probationary period, the Director shall complete an evaluation. Failure to demonstrate the attainment of satisfactory standards shall result in termination of employment or a continued probationary period, at the discretion of the Director and the Personnel Committee. Any extension of the probationary period, including the duration of the period and the reasons for the extension, is to be documented and clearly communicated to the employee. A copy of the extension, signed by the Director and employee, shall be filed in the employee's personnel file.

In addition, an employee may be placed on probation at any time as a result of poor performance, misconduct, or other failure to properly handle the responsibilities of the position and workplace. If such action is necessary within one year of the end of a previous probation period, then an employee may again be placed on probation without a verbal or written warning.

## **SECTION XI: SEPARATIONS**

### **Policy: Resignation**

Employees wishing to resign in good standing shall submit to a written notice of resignation to the Director, providing the date of submission and the effective date of resignation with as much advance notice as possible. Ten working days notice is expected for hourly and salaried employees.

Employees who voluntarily terminate on good terms as determined by AAL's discretion shall be compensated for any unused accumulated vacation leave and/or discretionary holidays upon resignation and may also be eligible for rehire consideration.

### **Policy: Discharge**

Probationary Period – Refer to Probationary Period Policy.

Job Abandonment – Absence for two consecutive scheduled days without notification to the Director shall be considered abandonment of position, and in effect, a resignation without notice. The Director will generally advise the employee by certified return receipt letter and first class mail. The termination of employment will be considered effective after the second day without notification.

Discharge – Employees shall follow the Employee Code of Conduct and Code of Service policies.

Compliance with these rules of conduct is important since a violation may result in corrective action up to and including discharge. The following list is not intended to cover all situations, but rather constitutes a partial list of the types of conduct that shall result in corrective action and possibly discharge:

1. Unsatisfactory job performance
2. Insubordination including, but not limited to, refusal or deliberate failure to follow instructions or Library regulations.
3. Excessive unexcused absenteeism or tardiness (at Director's discretion).
4. Deliberate damage to Library property or to the property of others located on Library premises.
5. Personal misconduct of a serious nature including, but not limited to, assault or threatened assault of another, fighting, sleeping on the job, gambling on Library premises, and immoral or indecent conduct.
6. Possession, concealment, sale, transfer, use or being under the influence of alcoholic beverages or illegal drugs or inappropriate use of prescription or over the counter drugs on Library premises, whether on duty, off duty or when reporting to work.
7. Inappropriate or illegal use of computer hardware or software equipment.
8. Theft and/or the unauthorized removal of any Library property or the property of other individuals from its proper place.
9. Dishonesty, falsification of records, misrepresentation of material, omission of fact(s) on the employee's job application or resume, or during employment with the

- company.
10. Conduct which constitutes discrimination including, but not limited to, discriminating or sexual harassment.
  11. Conviction for violation of any law constituting a felony including but not limited to, theft, assault, and drug-related offenses.
  12. Use of or carrying of weapons onto Library property.
  13. Violation of the Library's policies and regulations including, but not limited to, the Library's confidentiality policy.
  14. Conduct that has the appearance of or actually constitutes a conflict of interest with the Library.

Neither this employee conduct policy, nor any rules contained herein should be construed to restrict in any way the Library's right to terminate an employee's employment at will, with or without cause, and with or without notice.

The Library reserves the right to require the terminated employee to vacate the office on notice of termination.

**Policy: Future References**

Without a signed release from the former employee granting permission to release factual information, the Director shall confirm only dates of employment and position.

**Policy: Exit Interview**

An exit interview shall be conducted by the Director and/or Personnel Committee. A written report of the interview shall be placed in the employee's personnel file.

## **SECTION XII: PERSONNEL RECORDS**

### **Policy: Confidential Personnel Record**

The following confidential personnel records shall be retained for each employee: application for employment, work references, letter of employment, changes in position, annual work appraisals, salary adjustments, record of accidents and injuries, comprehensive leave record, retirement and insurance benefits records, records of disciplinary action, exit interview report and other relevant employment information. Any medical record shall be retained in a separate confidential file. Records shall generally be retained for a period of seven years following employee separation and may then be destroyed, unless required by applicable law to be retained longer. Basic data on dates of employment, last known address, classification/position may be retained on a personnel card.

The Personnel Committee, Director and/or Assistant Director shall have access to employees' personnel records.

Employees shall have access to their respective personnel files. Pennsylvania law provides that employees are not entitled to access to records relating to the investigation of a possible criminal offense, letters of reference, documents which are being developed or prepared for use in civil, criminal or grievance procedures, medical records, or materials which are used by the employer to plan for future operations or information available to the employee under the Fair Credit Reporting Act. Employees are permitted to see the file at least once per year, and are not entitled to make copies of the records.

### **Policy: Health Insurance Portability and Accountability Act (HIPAA)**

The Health Insurance Portability and Accountability Act (HIPAA) includes privacy rules which protect certain "personal health information" related to employee medical benefits. You should receive information about HIPAA in the materials you receive describing your medical coverage. You cannot be required to waive your HIPAA rights. Retaliation against anyone for exercising their HIPAA rights is prohibited. If applicable, AAL will obtain a "business associate agreement" from anyone to whom "personal health information" covered by HIPAA is disclosed, to assure the information is kept confidential in accordance with HIPAA. If you believe your rights have been violated, please contact the Director or Personnel Committee. Your complaint will be investigated and you will receive a written response to your concerns.



## **SECTION XIII: COMPLAINT RESOLUTION**

### **Policy: Complaint Resolution**

If an employee/volunteer believes there are grounds for complaint involving serious disciplinary action taken against the employee/volunteer, a formal review of personnel actions may be requested.

The employee or volunteer shall ordinarily consult each of the following persons in order, if he/she wishes to pursue the appeal to the next level: the immediate Director, Personnel Committee and Trustees. However, in unusual circumstances, where an employee feels he/she cannot discuss the problem with the immediate Director, the employee/volunteer may initially discuss the problem with any other person identified for this purpose in the procedure.

If the employee/volunteer is not satisfied, a request for formal review of the problem may be submitted in writing to the President of the Board for referral to the Personnel Committee. If the action taken was termination of employment, the request for a review does not postpone the effective date of the termination.

The Personnel Committee may in its discretion provide the employee or volunteer the opportunity to present the grievance in person. The Committee shall convene for this purpose within a reasonable period of time, and shall generally give its answer within three days following the ruling of a quorum of the Personnel Committee, if feasible.

The employee may request that his/her personnel file include a written summary reflecting the employee's point of view, recognizing that the decision of the Personnel Committee is final.

### **Policy: Whistleblower Policy**

The Library recommends and encourages any employee, board member, consultant or volunteer who acts in good faith and has a reasonable basis for believing that any improper activity or behavior has occurred to report such suspected improper activity or behavior to the Director. Please see the full report of the Whistleblower Policy.

## **SECTION XIV: ENVIRONMENT**

### **Policy: Workplace Violence**

No weapons are permitted on AAL property, including in vehicles on the parking lot, or in your possession during working time away from AAL. Weapons include any object which would typically be considered a weapon and other objects if they are used in a weapon-like manner. Pocketknives used only for typical utility purposes will not be considered weapons, if used and stored properly. Violations will result in disciplinary action which may include discharge.

AAL will not tolerate violence or threats of violence. Any employee who engages in violent acts, threatening behavior, or obscene or abusive conduct will be subject to disciplinary action which could include discharge. Law enforcement authorities may also be contacted. Employees have a duty to inform the Director or Personnel Committee if they become aware of any suspicious conduct, acts of violence, threatening behavior, or other conduct which violates this policy. Failure to report may result in disciplinary action which could include discharge.

### **Policy: Smoking**

The Library office is a smoke-free environment as required by law.

## **SECTION XV: ETHICS, CONFLICT OF INTEREST, EMPLOYMENT OF RELATIVES**

### **Policy: Ethics**

Confidentiality – All information, decisions, and personnel matters, which as a matter of law are considered confidential, shall not be disclosed except as permitted by law. The identity of our patrons, financial information, and personal information about others are examples of the type of information and knowledge you may gain. This is all confidential, not to be divulged during your employment or after except as specifically authorized. Any failure to observe these important restrictions on disclosure will result in disciplinary action and possibly legal process. No Library documents except public records shall be copied or removed from the office where the person is employed unless permission has been granted by the Director. Freedom of Information Act requests shall be honored. Documents of public record shall be copied when requested with charge, if necessary.

Gifts And Favors – Payment of commissions or fees to employees by anyone doing business or soliciting business with the Library is prohibited.

Political Contributions – No employee may solicit political contributions as a condition of employment or with the intent of providing favors. Employees may make personal political contributions, as permitted by law, but shall not do so with the intent of being reimbursed by the Library.

Outside Services – The Library shall engage annually a reputable, independent accounting firm to comply with state requirements. No employee shall knowingly conceal, avoid or deny information or documentation requested by independent auditors in conducting their work.

Resolution Of Questions Pertaining To Ethics Matters – should be handled in the same manner as Complaint Resolution, Section XIII, or any employee may, in confidence, communicate directly with the System Administrator.

### **Policy: Conflict of Interest**

The Library does not object to its employees pursuing work outside the Library provided that such activity does not hinder the employee from meeting the performance standards of their positions with the Library or may lead to conflict with the interests of the Library.

An employee who has outside employment or is engaged in a business activity that the employer questions may conflict with the business interests of the Library should consult with the Director to determine whether any conflict exists or may exist. If conflict does exist, the employee must decide whether to terminate the outside employment or business activity or to terminate the position with the Library.

**Policy: Employment Of Relatives**

Employment of a relative/friend of a current employee or AAL Trustee is prohibited by the Adamstown Area Library.

If an employee marries or lives in the same household as his or her coworker, one shall be required to resign. If an employee maintains a romantic relationship, marries or cohabitates with a co-worker or AAL Trustee, one of the parties shall resign.

## **SECTION XVI: COMPANY AND PERSONAL PROPERTY**

### **Policy: Company and Personal Property**

The Adamstown Area Library wants you to be aware that it may enter and inspect AAL property, including files, at any time. In addition, if employees or others bring their own property onto the premises, or have it in their possession during working time, AAL reserves the right to enter and inspect that property, especially if there is reason to believe that there could be any impropriety. Items which are suspicious or may be evidence of wrongdoing may be held by AAL. AAL also reserves the right to be reimbursed, including deductions from pay, for damage to AAL property.

## **SECTION XVII: TECHNOLOGY USAGE**

### **Policy: Computer, E-Mail and Voice Mail**

Computers, computer files, the e-mail system, the voice mail system, and software and related technology are furnished by the Library for use by employees and are intended for business use. The equipment, software, services and technology provided to employees through computers, telephones and e-mail are exclusive property of the Library and may only be used by authorized employees in compliance with this policy.

Employees have no expectation of personal privacy in computer files, e-mail and voice mail messages. The Library reserves the right to review computer files, e-mail and voice mail messages, and to monitor computer, e-mail and voice mail usage, at any time. On the other hand, official Library files, communications or other records are private and should only be viewed, retrieved, copied, stored or disseminated by employees who are authorized to do so. Employees should not use a password, access a file or retrieve any stored communication without authorization. Employees should never disclose access codes or passwords to any unauthorized person, including other employees.

The Library strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Library prohibits the use of computers, e-mail and voice mail in ways that are disruptive or offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuses include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may reasonably be construed as harassment or showing disrespect for others. Computers, e-mail and voice mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

The Library purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the Library does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple computers according to the software license agreement. Employees are prohibited from duplicating software and its related documentation without prior authorization from the software licensor. Employees must at all times comply with all terms of the software license agreements and applicable law.

Only software that has been approved for use by the Library System Information Technology Department may be installed or operated on the Library computers or equipment. Employees may not install or run any other software without the prior authorization and approval of the Library System's Information Technology Department. Only software that has an approved business purpose and which has been properly licensed for use on the Library's equipment will be approved for use. The Library reserves the right to examine and audit computers and other equipment at any time.

Employees should notify the Director or the Personnel Committee upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

**Policy: Internet Usage**

Internet access to global electronic information on the World Wide Web, and other resources, is provided by the Library System to assist employees in obtaining work-related data and technology. The following policy has been established to ensure responsible and productive Internet usage.

All Internet data that is composed transmitted or received by our computer communications systems is subject to disclosure to Library officials, law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet transmissions is accurate, appropriate, ethical and lawful.

The equipment services and technology provided to access the Internet remain at all times the property of the Library. As such, the Library reserves the right to monitor Internet traffic and retrieve and read any data composed, sent or received through our on-line connections and/or stored in our computer systems of the Director or Board President.

Data that is composed, transmitted, posted, accessed or received via the Internet must not contain content that reasonably could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any 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.

The unauthorized use, installation, copying or distribution of copyrighted, trademarked or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees must strictly comply with the specific publisher's terms of use when viewing, downloading or otherwise using any information or other material on the Internet. Before downloading, copying or otherwise reproducing any material, employees are responsible for reasonably ensuring that the person posting or sending the material over the Internet has the appropriate distribution rights to that material.

All employees will utilize passwords for access to the Internet and all computer files. Employees are responsible for keeping passwords secure. Generally, a good password is one that cannot be found in any dictionary. It should mean something to the user, but look like gibberish to others. Passwords should not be kept in an easily accessible location.

Abuse of the Internet access provided by the Library in violation of law or this policy will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors

are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

1. Connecting to the Internet through means other than those provided by the Information Technology Department.
2. Sending or posting discriminatory, harassing or threatening messages or images.
3. Using the employee's paid time and Internet access for personal gain.
4. Stealing, using or disclosing someone else's code or password without authorization.
5. Copying, pirating or downloading software and other electronic files without permission.
6. Sending or posting confidential material, trade secrets or proprietary information outside of the Library.
7. Violating copyright law.
8. Failing to observe licensing agreements.
9. Engaging in unauthorized transactions that may incur a cost to the Library or initiate unwanted Internet services and transmissions.
10. Sending or posting messages or material that could damage the Library image or reputation.
11. Participating in the viewing or exchange of pornography or obscene materials.
12. Sending or posting messages that defame or slander other individuals.
13. Attempting to break into the computer system of another organization or person.
14. Refusing to cooperate with a security investigation.
15. Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
16. Using the Internet for political causes or activities, religious activities or any sort of gambling.
17. Jeopardizing the security of the Library's electronic communications systems.
18. Passing off personal views as representing those of the Library.
19. Engaging in any other illegal activities.
20. Spamming, (i.e., sending large amounts of information or sending repetitive messages designed to disrupt the normal flow of messages or overload machines/equipment on the Internet) is strictly prohibited.
21. Violation of this policy.

All questions that you have regarding this policy should be directed to your Director or to the Information Technology Department.

New employees will receive orientation on the correct usage of the above technologies. All staff will be required to sign the Technology Usage Agreement to indicate that they understand the terms of the agreement and agree to comply with the policy.



## **SECTION XVIII: DEFINITIONS**

### **CATEGORIES OF EMPLOYEES**

**Regular full-time employees** are those employed to work the full basic workweek of 37.5 hours with no limitation on duration of employment. These employees are eligible for full benefits as described in these policies.

**Regular part-time employees** are those who work a stated portion of the basic workweek, with no specified duration of employment. These employees are paid at an hourly rate. Part-time employees are excluded from benefits coverage as presented in this manual, except those benefits required by local, state and federal laws.

**Temporary employees** are those employed, either on a full-time or part-time basis, for a specified period of time. Temporary employees are excluded from benefits coverage as presented in this manual, except those benefits required by local, state and federal laws.

**Exempt employees** are those who occupy positions that are exempt from the overtime pay provisions of the Fair Labor Standards Act.

**Nonexempt employees** are those who occupy positions that are subject to the overtime pay provisions of the Fair Labor Standards Act.

# Adamstown Area Library

## TECHNOLOGY USAGE AGREEMENT

Employees have been provided with computers, voice mail, and access to the Internet and email to assist them in performing their jobs. Use of this technology is a valuable tool. However, it must be tempered with common sense and good judgment.

All data that is composed transmitted or received by our computer communications systems is subject to disclosure to AAL, Library System officials, law enforcement or other third parties. The equipment services and technology provided to Library staff remain at all times the property of the Library.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, discriminatory, threatening, intimidating, defamatory, or otherwise unlawful, inappropriate, disruptive or offensive to any employee or other person may not be downloaded from the Internet or displayed, sent by email, or stored in Company computers. Examples of unacceptable content may include, but are not limited to, offensive material concerning sex, race, color, national origin, religion, age, ancestry, disability, Veteran status or other characteristic protected by law, including sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of political beliefs, sexual orientation, or any of the protected characteristic above.

Employees encountering or receiving this kind of material should immediately report the incident to their Directors, the Information Technology Manager, Director or Internal Operations Manager. Any prohibited activities as defined above will be considered a violation of company policy and will be grounds for disciplinary action up to and including discharge.

I have read the above Technology Usage Agreement and been given the opportunity to have it explained to me and to ask questions. I understand the terms of the agreement and agree to abide by these rules.

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Employee Signature

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Date

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Internal Operations Manager Signature

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Date

# Adamstown Area Library

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT

**Specific for Section X: Corrective Action on this day, Thursday, October 15, 2009**

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices and benefits of the Adamstown Area Library. PLEASE READ IT CAREFULLY. Upon completion of your review of this handbook, please sign the statement below, and return to the Internal Operations Manager by the due date. A reproduction of this acknowledgement appears at the back of this booklet for your records.

I, \_\_\_\_\_, have received and read a copy of the Adamstown Area Library Employee Handbook, which outlines the goals, policies, benefits and expectations of the Adamstown Area Library, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook provided to me by the Adamstown Area Library. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of the Adamstown Area Library. I understand that the Adamstown Area Library Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will. I further understand that the Adamstown Area Library may unilaterally revoke or revise this handbook at any time, for any reason, and reserves the right to interpret these policies. The Manual may contain policies which permit AAL to make deductions from pay under certain circumstances. I hereby authorize those deductions to be made when applicable.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Please return by: \_\_\_\_\_