



# Employee Handbook

Adopted – March 2021



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# INTRODUCTION

# WELCOME TO LANE LIBRARY DISTRICT!

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We are happy to welcome you to Lane Library District – we are glad you have joined us! We take pride in selecting people such as you to join our organization, and we genuinely believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the District's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our District values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you do not understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

**Su Liudahl, Director**



## OUR HISTORY AND VALUES

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Lane Library District (LLD) is a special district and was officially formed in 2005 through the grassroots efforts of residents and a public election (in November 2004) for the purpose of creating Creswell's first publicly funded library. LLD boundaries are nearly the same as the Creswell School District so Creswell Library serves the entire community--city and rural residents.

Creswell Library opened in its current location (a remodeled hardware store) in February 2006. In 2016 the District purchased the library property, and in 2019 completed renovation of the former clinic to occupy the entire building.

We proudly embrace our volunteer past (78 years as a volunteer library) and welcome regular volunteers who work alongside our paid staff to provide excellent library service. Our well-trained volunteers allow us to do more for our community on a limited budget than would otherwise be possible. The Creswell Library welcomes the involvement and contribution of volunteers as part of our team. Volunteers are appreciated, valued, and are vital to our Library's success.

We are known for our approachability and helpfulness, and for seeking ways to meet unmet needs of our citizens--supporting local government and nonprofits' efforts, as well as helping individuals with their educational, recreational, and economic needs.

In addition to traditional library programs like story times, book clubs, art shows, and teen programs; we offer innovative community programs and activities, partner with other area organizations, and act as a clearinghouse for many of the community's social services.

## ABOUT THIS HANDBOOK

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This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document will not provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask the Director.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we will try to make fair and equitable decisions while making sure that the best interests of the District are served.

Neither this Handbook nor any other District document confers any express or implied contractual right to remain in Lane Library District's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period and may be terminated at will, with or without reason, and without prior notice by Lane Library District or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in other official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling.

We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that it may be necessary to occasionally make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it

with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with the Director, who can advise you or refer you to the appropriate resource.

# **EMPLOYMENT POLICIES**

## EMPLOYMENT RELATIONSHIP

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You and Lane Library District are engaged in an “at-will” employment relationship. Therefore, employment at Lane Library District is for no definite period and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the District may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the District has the authority to enter into any agreement contrary to this “at-will” relationship except the District Board. It cannot be altered, except when in writing and signed by the Board President and you. Lane Library District will not make and will not be bound by any oral promises concerning the length or terms of your employment.

# EQUAL EMPLOYMENT OPPORTUNITY

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Lane Library District is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

Our District recognizes same-gender domestic partners, consistent with the law. If you have any questions regarding this matter, please direct them to the Director.

The District employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: "Equal Opportunity Employer." Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the District are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management (Director and/or District Board) provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to management's attention. If you believe you have been harassed (see page 13), or if you witness or suspect any violation of this policy, you should report the matter immediately to the Director (or the Board President if the Director is involved). We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by management or co-workers.

# HARASSMENT

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Lane Library District will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; making religious slurs; using offensive slang or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment is a form of harassment we have chosen to address in additional detail. Conduct is considered to be sexual harassment if:

- Submission to the conduct is in any way deemed to be a term or condition of employment.
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at Lane Library District. Inappropriate cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

The Director, Board Members, and any other supervisors have a responsibility to maintain a workplace free of any form of sexual harassment. They shall not threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies conduct in the workplace, at social functions sponsored by the District (holiday dinners, picnics, sporting events, etc.), and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the Library or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of Lane Library District, you have the responsibility to immediately report any actions or words from a supervisor, co-worker, vendor, or other individual, which you find to be harassing. The District will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, co-workers, or non-employees such as clients, vendors, or contractors.

### ***Reporting Incidents of Harassment***

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to the Director (or the Board President if the Director is involved). The Director is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. (See the section in this Handbook on Dispute Resolution for information on the appeal process).

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or supervisor who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

Please see the District's "Workplace Discrimination, Harassment, and Retaliation Prevention Policy" for more details.



# WORKPLACE BULLYING

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While harassment due to a person's protected class is prohibited, so too is inappropriate behavior, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom they come into contact with courtesy, respect, and professionalism. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships. In that light, bullying or similar disruptive behavior does nothing positive to enhance our working conditions and will not be tolerated here.

Lane Library District defines bullying as *"repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect; conducted by one or more persons toward a victim(s); and which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship."* Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in District operations. This policy also applies to off-site behavior exhibited by employees that negatively impacts the working relationship.

Bullying may be intentional or unintentional. Where an allegation of bullying is made, the intention of the alleged bully will be considered. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Lane Library District will not, in any instance, tolerate bullying behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

When determining whether bullying has occurred, we will consider the following examples; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered. Verbal bullying can include slandering, ridiculing, or maligning a person; persistent name calling that is hurtful, insulting, or humiliating; using a person as a butt of jokes; or abusive and offensive remarks. Physical bullying can include the obvious, such as pushing or shoving or a threat of physical assault, as well as damage to a person's work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Additional examples include:

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form

- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any Lane Library District employee who has experienced bullying should immediately report the behavior according to the reporting process outlined in our anti-harassment policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of bullying will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

# DISPUTE RESOLUTION

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We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the District has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

## *Reporting Issues Other than Harassment/Discrimination*

Any other questions or concerns you may have should be discussed with the Director, absent special circumstances, as soon as you are aware there is a problem or have a question.

We realize there may be valid reasons to forego this initial step; in those circumstances (*i.e.*, a concern involves the Director), you may go directly to the Board President for assistance.

The Director (or Board President, if appropriate) will generally follow-up to your concern, in writing, within two weeks.

## *Appeal Process*

Honest differences of opinion occur, and some situations will require the review or decision of the Board. A higher-level review, however, is only intended to occur after you have discussed a situation with the Director and a satisfactory solution has not been reached. If you feel a policy has been inappropriately applied, or you have been unfairly treated or unjustly disciplined by the Director, you may present the matter to the Board President who can decide whether the Board should be consulted. The decision of the Board or their representative will be final. Except for extraordinary circumstances, a Board decision will be made at the next scheduled regular Board meeting.

All cases will be reviewed on an individual basis and without regard to precedent.

## EMPLOYMENT

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It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law.

We will always try to select the most qualified person for each available job, favoring existing employees over outside applicants when possible. External recruiting may be initiated concurrently with the internal posting process, but no hiring commitment or decision will be made until the position has been posted internally for a minimum of **five (5)** working days. Lane Library District reserves the right to deviate from this policy as it deems appropriate.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

To be eligible to transfer to a different job, you must have completed your initial introductory period, and may not be under any corrective action.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job classification, schedule, shift, or department. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

# NEW EMPLOYEES, PROMOTIONS, AND TRANSFERS

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## *New Employee Orientation*

New employees are expected to participate in a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies. Orientation sessions are documented using the New Employee Orientation Checklist, which is signed and dated by you and the person conducting the session and will be kept in your employee personnel file.

## *Introductory Period*

As a new employee, you are hired on a 90-calendar-day introductory period. The introductory period is an extension of the employee selection process. During this period, you are in training, and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct, and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made. If you have successfully completed the introductory period, you will be moved to regular status. If your skills border on satisfactory, but fall a little short, the introductory period may be extended by the Director if there is reason to believe that your skills will improve within 30 days. The request for an extension will not be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

<p>Completion of the introductory period does not alter the at-will employment relationship. Employment may be terminated at our will or discretion or by you at any time during or after the introductory period, with or without reason or notice, if either party regards it as necessary or appropriate.</p>
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## *Promotions and Transfer Training Period*

If you are promoted or transferred to a new position, you must also complete an introductory period of 90 calendar days to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable.

If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

### ***Re-employment***

Employees who resign from the District in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the District will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees.

### ***Credit for Prior Seniority***

Employees who are rehired by Lane Library District will receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one (1) year after the separation date.
- Employees who voluntarily resigned from their employment with Lane Library District will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within six (6) months after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- Rehires shall be considered new employees, except where federal or state law requires otherwise (*e.g.*, the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement).

### ***Employment Classifications***

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the District. Employees may be considered introductory, full-time, part-time, temporary, or on-call as described below:

Introductory: Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits.

Regular Full-time: An employee who is regularly scheduled to work 40 hours or more per week. Classification normally is eligible for benefits. (For health insurance coverage, 30 hours per week is considered benefit eligible.)

Regular Part-time: An employee who is regularly scheduled to work at least 12 but less than 40 hours per week. This classification is normally eligible for some benefits, but on a pro-rata basis.

Temporary: An employee who is hired for a specified period, usually no more than six (6) months. This classification is typically not eligible for benefits, except for those mandated by law.

On-Call: An employee who does not have a set schedule and works only when called upon.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask the Director.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

# EMPLOYMENT RECORD KEEPING

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## *Access to Personnel Files*

The District maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the Director. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

## *Change in Personal Data*

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Director:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary(-ies)
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment



# **EMPLOYMENT RELATIONS AND CONDUCT**

# ETHICS

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We believe in treating people with respect and adhering to ethical and fair practices in government. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of our District or to compromise our reputation or our integrity. Employees who violate the Ethics Policy or who create an equally detrimental impact on the District will be subject to corrective action, depending upon the circumstance, up to and including termination.

## *Conflict of Interest*

Employees may not solicit, obtain, accept, or retain any personal benefit from any supplier, vendor, customer/client, or any individual or organization doing or seeking business with Lane Library District. This means you may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of the District or interferes with your ability to fully perform job responsibilities. For example, if job responsibilities include purchasing, or being in a position to influence purchasing, the individual responsible must have no proprietary or financial interest in any business that furnishes products, materials, or services to the District or in any related transaction. An employee may not benefit directly or indirectly from a third party who furnishes products, materials, or services to the District either.

## *Misrepresentation*

As an employee, you should consider how you represent Lane Library District in your transactions and interactions. You should be careful not to misrepresent the District's policies, practices, procedures, or prices, or misrepresent your status and authority to enter into agreements. You should also avoid using the District's name, likeness, facilities, assets, resources, or the authority of your position with the Library for personal gain or private interests.

## *Gratuities/Gifts*

No employee may receive, give, pay, promise, or offer to our customers anything of value, whether cash or any other property, to secure or appear to secure preferential treatment. This includes any form of gratuity to or from employees of our customers or members of their families.

The following exceptions to this policy may be permitted, but you must have Director approval in advance:

- Purchase of business meeting meals
- Gifts of food or other consumable products offered to the entire work group during the holiday season when rejection of the gift would damage library relationships.

### ***Outside Employment***

While employed at Lane Library District, you may not engage in outside employment that conflicts with the nature of the District's business, competes with the organization, or that otherwise interferes with your ability to perform according to established standards of performance and work rules. During hours you are scheduled to work for Lane Library District or use District equipment for such purposes, you may not conduct any business connected with outside employment.

### ***Off-Duty Conduct***

Generally, we regard off-duty activities of employees to be their own personal matters. However, certain types of off-duty activities concern us because of the potentially negative impact on the Library's reputation within the communities we serve. Therefore, employees who engage in or are associated with illegal or otherwise harmful conduct (*i.e.*, that which adversely affects the District, its public image, or their own ability or credibility to carry out employment responsibilities) may be subject to corrective action, up to and including termination.

### ***Solicitation and Bulletin Boards***

To make sure employees are not disturbed or interrupted while on work duty, we have established the following non-solicitation policy:

Individuals who are not employed at the District may not solicit our employees or distribute literature on District property at any time.

If you wish to solicit or distribute literature to other employees by or on behalf of any individual, organization, club, or society, you may do so only during times when you and the other employee(s) are on a rest or lunch break. The distribution of literature in work areas is always prohibited, but you may place it in established break areas.

Obscene, profane, or inflammatory items and political advertisements or solicitations are strictly prohibited.

You may not solicit, expect, or accept contributions from vendors, clients, or anyone doing business with the District.

You may not sell merchandise or collect funds of any kind without prior approval from the Director.

# CONFIDENTIALITY

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## *Library and Customers*

At Lane Library District, employees have access to highly confidential and proprietary information, including information about our Library and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the District or its customers without prior explicit approval of the Director and must sign a form stating such.

No District records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from Lane Library District, except in the ordinary course of performing duties on behalf of Lane Library District. Additionally, the contents of District records or information otherwise obtained regarding library business may not be disclosed to anyone except where required for a library purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

## *Employee Records*

Lane Library District's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the District will only collect personal information that is required to pursue its library operations and to comply with government reporting and disclosure requirements. Personal information collected by the District includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the District during business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

District-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct library operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Director. The Director has the responsibility to investigate the incident and take corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates (*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates).
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.
- Employee information requested through valid public information requests that comply with Oregon Public Records Law.

Should a security breach occur, you will be notified in writing as soon as possible.

# WORKPLACE RULES

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Lane Library District believes policies and procedures are essential for the orderly operation of our library and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate the work behaviors considered important to Lane Library District.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact the Director and appropriate coworkers promptly.
2. You are expected to regard your workplace with respect and attention. Lane Library District records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Lane Library District or by outside regulatory bodies.
4. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, *etc.*) will be condoned. This also applies to alcohol consumption when representing Lane Library District in a business or social capacity.
5. You are expected to maintain the confidentiality of District information or customer information in your possession (*i.e.*, personnel information, library patron records, *etc.*).
6. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, volunteers, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and

performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on page 17 of this Handbook.

## WHISTLEBLOWER PROTECTIONS

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Lane Library District encourages any employee with knowledge of an illegal or dishonest company activity to report it to the Director (or Board President if the Director is involved). All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Director.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Director (or the Board President if the Director is involved). The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. Lane Library District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Director immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director who is responsible for investigating and coordinating corrective action.



## DRESS CODE

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Employees contribute to the atmosphere and reputation of Lane Library District in the way they present themselves. A professional appearance is essential to a favorable impression with customers. Good grooming and appropriate dress reflect employee pride and inspire customer confidence.

Supervisors have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. As a courtesy to other employees and patrons, perfumes and other strong fragrances should be avoided.

Body piercing jewelry and body art that does not convey a professional image should not be visible.

Some examples of inappropriate items would include shirts with inappropriate slogans, muscle shirts, and crop tops, clothing with holes, frays, etc., and flip-flops.

Management may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should check with the Director.

# COMMUNICATION AND SOFTWARE SYSTEMS

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## *Electronic Communications Systems*

Lane Library District provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, telephones, cell phones, voice mail, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the District provides are organization tools and are to be used for library purposes only during library hours. Use of company systems during library hours for other than work-related purposes should be minimal and must not impact library operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the District reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the District and are subject to Oregon Public Records Law.

As an employee, you must not permit any proprietary or confidential information of Lane Library District to enter the public domain through electronic transmissions. Examples of the District's proprietary and confidential information are provided in the LLD Privacy and Confidentiality Statement. Also, these systems shall not be used to receive or distribute copyrighted materials, proprietary information, or similar materials from/to outside the District without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with the Director if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify the Director immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

### ***Electronic Mail System***

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on District letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the District reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to the Director.

### ***Library-owned Computers and Mobile Devices***

All staff that are issued laptops and other computer-related equipment are expected to comply with the following rules.

Library-owned electronic devices are intended for use during library work hours and for library purposes only. To protect the integrity of our systems, all software used on our computers must be registered with the Director (or other staff member as designated). Personal or downloaded software may only be installed with his/her permission. A virus check of all such software must be made immediately before it is installed on any District computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the District prior to its use with a District-owned computer. The copy or transfer of organization-owned software may occur only with the authorization of the Director (or other staff member as designated).

### ***Laptop and Mobile Device Security***

Mobile devices should be set to lock after five (5) minutes of disuse for security reasons. A PIN-based lockout is required, and the PIN must be recorded by the Director (or other staff member as designated).

Obviously, it is critical that any loss or theft of a mobile device, including laptops, be immediately reported to the Director. Security of these devices should always include two (2) levels (*i.e.*, locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of library-related information addressed in this policy, and further corrective action, up to and including termination.

### ***Use of Internet, VPN (Virtual Private Network), and Commercial Online Systems***

Lane Library District recognizes that the Internet has useful applications to our function and appropriate use for library purposes is allowed. However, personal Internet use (not

work-related) while at the library, should be limited to only that use which would be considered reasonable and prudent. This applies to use at the library both during and outside of an employee's library work hours. Consult the Director if you need additional guidance or clarification.

Also, management approval is required before anyone can post information on commercial online systems, the VPN, or the Internet. Unless you have prior approval to act as the official representative of Lane Library District, you must include the following disclaimer with any information you post: "Views expressed by the author do not necessarily represent those of Lane Library District."

### *Social Media and Networking*

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market Lane Library District services and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using library-provided computers or cell phones or is representing the District via social networking activity, that individual is expected to represent the District in a professional and positive light. Lane Library District wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

### *Posting*

Employees may use social networking websites to conduct District business if such use is authorized and complies with the District's policies. Company logos or other District information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

### *Ownership of Social Media Accounts*

In the case that a social media account is set up for business purposes, the District has the right to review, edit, and delete content associated with the account. The District will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the District. If an employee separates from Lane Library District, the District has the right to assume control of this account.

### *Monitoring*

While the District does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

### *Protection*

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the Library's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

### *Prohibited Conduct*

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited, and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

### *Telephone Usage*

Lane Library District realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the District, will result in corrective action, up to and including termination.

### *Voice Mail System*

The voice mail system at Lane Library District is the property of the District and is provided for use in conducting District business. All communications and information transmitted by, received from, or stored in this system are District records and property of Lane Library District. The voice mail system is to be used for business only; use of the

system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. Lane Library District, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Director.

### ***Cell Phones***

Where job or library needs necessitate immediate access to an employee, the District may provide/require a library cell phone for work-related communications. This phone is provided for business use only. Library cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If a District-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls and texting during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Such calls and texts must be kept to a minimum and should impact your work as little as possible.

Employees should not use handheld cell phones for business purposes while driving. Should an employee need to make a business call while driving, a lawfully designated area to park should be located and the individual should pull over to make the call. Employees may use hands-free cell phones to make business calls, but only in emergency situations. Such calls should be kept short and should the circumstances warrant (e.g., heavy traffic, bad weather, unfamiliarity with area), the employee should locate an appropriate area to pull over to continue the call.

# PERFORMANCE MANAGEMENT AND REVIEW

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To establish a meaningful performance evaluation system upon which Lane Library District can continuously monitor the effectiveness of Library operations and employee performance, all employees will receive regularly scheduled formal performance evaluations annually, the month of their employment anniversary date.

The objectives of our performance management and formal appraisal process are to:

- Ensure that employees know their individual performance against established performance standards,
- Determine how well the District is doing in assisting employees with work performance and meeting goals,
- Ensure communication and two-way feedback,
- Provide a consistent, objective, and fair method of making compensation decisions,
- Provide a tool for career planning, and
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and

retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.



## CORRECTIVE ACTION

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Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the District and its employees. It is the philosophy of Lane Library District to correct performance deficiencies and address violations of policies and work rules to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. The Director will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid other disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of the Director may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by the Director and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the Library's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

You will receive a written copy of any corrective action taken and will be asked to sign an acknowledgement of receipt.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

# COMPENSATION

## PAY ADMINISTRATION

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Lane Library District values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the District to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, education, and skills. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

### *Pay Increases*

It is Lane Library District's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. The Director will determine if a one-step increase is warranted at the time of your performance review and new rates will take effect at the start of the month of your anniversary date.

Cost of living increases are considered each year as part of the budget process and, if given, take effect on July 1 of the new fiscal year.

# PAY PRACTICES

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## *Paydays*

You will be paid monthly. Paydays are generally the last day of each month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If a payday falls on a District holiday, you will receive your check on the last workday prior to the holiday.

## *Payroll Deductions*

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

## *Pay Advances*

Advance payments of salary are available on the fifteenth (15<sup>th</sup>) of each month. Advances are not to exceed the amount of pay earned to that point, less any usual deductions.

## *Delivery of Paychecks*

Your paycheck will be direct-deposited or hand-delivered to you each payday (only if you opt out of direct deposit); paychecks will not be delivered to anyone else without your written request.

## *Method of Payment*

A statement showing gross earnings, deductions, and net salary will be provided to you each month. Employees are normally paid by direct deposit, but you may request payment by check instead by opting out.

## *Employee Withholding Allowance Certificates (Form W-4)*

You are required to furnish the District with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the District will implement the desired changes by the start of the first payroll period ending on or after the 30<sup>th</sup> day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

## *Time Records for Non-Exempt Employees*

The time sheet is a record of time worked and must be filled out. It provides a permanent record of time spent on the job, indicating the time you worked. Each non-exempt employee will be issued a time sheet at the start of the pay period.

Time sheets should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. The Director will review and initial time sheets each pay period. Time sheets must be completed in ink. If an error needs to be corrected, the time sheet should be taken to the Director for appropriate action. All manual entries or corrections must be made, reviewed, and initialed by the Director or

other appropriate management member. Time sheets should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time sheet. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.

### ***Time Records for Exempt Employees***

Employees classified as exempt still fill out time sheets for the purpose of recording and providing compensatory leave. Exempt employees who work more than forty (40) hours in a given work week in order to accomplish what is expected of them will receive compensatory time off at a time which is mutually acceptable to the employee and the Director. Compensatory time will be at a ratio of one (1) hour off for each hour worked over forty (40) hours in a week. Compensatory time should be kept to a minimum and be used as soon as possible. A maximum accrual of forty (40) hours of compensatory time will be allowed.

### ***Dispute Resolution Process for Paycheck Errors***

If you have any questions regarding your pay or feel a change has been made to your pay that you do not believe is accurate, please contact the Director.

### ***Final Paycheck***

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the District, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

# HOURS OF WORK AND WORK SCHEDULES

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## *Library Hours*

The general open hours at Creswell Library are 12:00 p.m. to 6:00 p.m., Monday and Friday; 10:00 a.m. to 7:00 p.m. on Tuesday, Wednesday, and Thursday; and 10:00 a.m. to 4:00 p.m. on Saturday. The Library is closed on Sundays.

Specific workday and workweek schedules for each employee will be determined from time-to-time by the Director based on the Library's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the Library.

If you are a non-exempt employee, you should get approval from the Director before changing your normal work hours or working additional hours.

## *Overtime*

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked more than 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. The Director must approve any overtime hours in advance.

## *Meal and Rest Periods*

Meal and rest periods will be provided for you according to any applicable state regulations. The Director will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from the Director (in an emergency) is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

## *Lactation*

Lane Library District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods of no less than 30 minutes during every four-hour work period (or major part thereof) to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as required. Management and employees should work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, the Director should be informed immediately.

Lane Library District will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the Director. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

### *Social and Recreational Activities*

Participation in off-duty social or recreational activities such as Library picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

### *Inclement Weather and Emergency Closures*

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt District operations. In extreme cases, these circumstances may require the closing of the library.

If Lane Library District makes the decision to close the library prior to the start of the business day, the closure will be announced via a District-wide email or text from the Director. A closure message will also be recorded on Creswell Library's general voice message line. It is the responsibility of each employee to check e-mail and call the voice message line (or other point of contact) for an update, if there is any doubt regarding operations.

If a decision is made to close the library after the business day has already begun, the closure message will also be announced via e-mail (or other method).

Exempt employees will be paid for all absences related to emergency closures.

Non-exempt employees will not generally be paid for time away from work due to library closure; however, with the Director's approval employees can work at other tasks during a closure (if safe and practical), make up time later, or use available vacation time. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater.

## **EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT**

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Lane Library District will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by the Director before payment will be made.

Reimbursement requests must be supported by proofs of purchase, *e.g.*, receipts.

### ***Mileage Reimbursement***

When you use your own vehicle for District business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

To recover these costs, a reimbursement request must be signed by you and dated, submitted to the Bookkeeper for processing according to policy. If you have questions about reimbursement requests and mileage allowances, ask the Director.

You assume liability for your vehicle when you use it for business purposes. All employees who want to use their personal vehicles for District business must have a current driver's license and the minimum vehicle liability insurance required by state law. This insurance will be primary.

## **PAY EQUITY STATEMENT**

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Lane Library District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on Lane Library District's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Director to obtain clarification.



# **BENEFITS**

## PURPOSE AND POLICY

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Lane Library District strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the District's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

### ***Benefit Proration and Employee Cost Sharing***

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by Lane Library District. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the District's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

### ***Benefit Design and Modification***

Lane Library District reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the District's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

### ***Benefit Plan Documents***

You will receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Director for your review. We ask that you refer any questions about this information to the Director.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or because of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

# HEALTH INSURANCE BENEFIT

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Lane Library District currently provides health insurance coverage for all full-time employees and their dependents if they are otherwise eligible to participate in the plan and do not have coverage through another source. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Director.

## *Eligibility*

This benefit is provided for all regular employees working 30 hours or more. If eligible, you may begin to participate in the plan after you have completed 30 days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 30 days of employment. Temporary and on-call employees are not eligible to participate in the health insurance plan.

## *Plan Enrollment*

Once you are eligible, you may complete enrollment forms available through the Director. If you do not want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The cost of the monthly premium for enrolled employees is shared between our employees and the District. Lane Library District currently contributes ninety (90) percent of the monthly premium and you are required to pay the remaining ten (10) percent. Plans and premium contributions are reviewed regularly and may be subject to change.

Insurance coverage for your dependents is also available if they do not have other coverage. The District assists with the cost by contributing ninety (90) percent of the monthly premium.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA (Health Insurance Portability and Accountability Act) privacy regulations. Lane Library District realizes the responsibility we must treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

## *Premium Cost*

Specific types of coverage and benefit payment schedules are described in the District's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the District

will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the number of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction.

### ***Termination of Coverage***

If you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period under the continuation coverage provided for by state law. Eligibility can be lost if certain “qualifying events” occur that would otherwise cause your or a dependent’s group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage within 60 days, or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within 45 days of election for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

### ***Portability/Conversion of Health Plan***

If you have been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

## **DENTAL INSURANCE BENEFIT**

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Lane Library District provides a Dental Insurance plan for employees.

### ***Eligibility***

Employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage on the first day of the month following 30 days of employment.

### *Cost*

At the time of eligibility and during open enrollment each year, you will be notified of how much the District will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan but currently must pay ten (10) percent of the premium costs associated with this coverage, which will be deducted from the employee's paycheck.

## **OTHER INSURANCE BENEFITS**

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### *Group Life Insurance*

We provide group life insurance coverage for full-time salaried (exempt) employees. Employees who are regularly scheduled to work 40 hours per week or more become eligible for this coverage on the first day of the month after 30 days of employment. The amount of insurance coverage is \$50,000. Lane Library District pays the full premium.

### *Long Term Disability*

Lane Library District provides a Group Long-Term Disability plan. Employees who are regularly scheduled to work 40 hours or more per week become eligible for this plan on the first day of the month after 30 days of employment. Lane Library District pays the full premium.

### *Health Reimbursement Account (HRA) Plan*

Lane Library District provides an HRA Plan that allows employees to have any group medical, dental, or vision premium contributions deducted from their checks on a pre-tax basis. The plan details will be provided to employees at the time of eligibility (1<sup>st</sup> day of the month after 30 days of employment). The District will contribute \$75 each month to each eligible employee's HRA plan which can be used for covered medical expenses (deductibles, equipment, etc.)

## VACATION BENEFIT

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All full-time and regularly scheduled part-time employees are eligible for vacation based on the schedule below. All accruals begin after the completion of thirty (30) days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be taken or paid during the introductory period unless specific arrangements have been made at the time of hire.

You will earn vacation benefits according to the following schedule:

<b><u>Number of continuous years of service</u></b>	<b><u>Benefit per year</u></b>
Earned during 1 <sup>st</sup> – 5 <sup>th</sup> years	Eight (8) hours/month
Earned during 6 <sup>th</sup> through 10 <sup>th</sup> years	Ten (10) hours/month
10 <sup>th</sup> year and beyond	Twelve (12) hours/month

Salaried (exempt) employees who are not eligible for overtime shall be granted an additional two (2) hours of vacation each month.

Accrual for part-time employees is on a pro-rated basis calculated on the established work schedule. Continuous service will be calculated from the first of the month nearest your date of hire.

We provide vacation time so you can enjoy periods of time away from work. Vacation is intended for rest and recreation and vacation pay may not be taken instead of time off. Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

Time is not to be banked and never used; therefore, accrual cannot exceed the total amount that they could accumulate within a two-year (2-year) period. Vacation benefits will stop accruing when the maximum allowed has been reached. The benefit will begin accruing again when you reduce the total to less than the allowed maximum. Vacation leave will not accrue during a leave of absence without pay or an educational leave with pay in excess of fifteen (15) calendar days.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to the Director. Generally, employees will not be allowed more than two (2) weeks off at a time. We will try to grant each request, but we cannot guarantee your request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

## SICK LEAVE

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Lane Library District provides paid sick leave to all employees. For any questions about sick leave, please contact the Director.

The accrual of sick time begins on the first day of employment at the rate of eight (8) hours of sick time earned for every calendar month worked. Regular part-time employees accrue sick leave in an amount proportionate to that which would be accrued under full-time employment. Employees may use accrued sick time beginning on the 90th calendar day of employment. Sick time may be used as it is accrued moving forward.

Employees may carry over unused sick time from one leave year to the next, but sick leave balances may never exceed 650 hours at a time.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, or to care for an immediate family member with an illness. The District may request provider verification for leaves more than two weeks long. Lane Library District does not allow employees to donate sick time to other employees in need. Unused sick time is not paid out upon separation from employment.

## PAID HOLIDAY BENEFIT

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Lane Library District observes the following holidays each year and the library will be officially closed on these days:

New Year's Day*	January 1
Memorial Day*	Last Monday in May
Independence Day**	July 4 <sup>th</sup>
Labor Day*	First Monday in September
Thanksgiving Day*	Fourth Thursday of November
Christmas Day*	December 25

\* All district employees will be compensated for these dates, whether they are scheduled to work or not, at a rate of twenty (20) percent of their regularly scheduled weekly hours.

\*\* On July 4 staff is encouraged to participate in library-related Creswell community festivities (parade, etc.). Staff members who participate in such a way will be paid for at least four hours at their usual rate, up to the number of hours worked.

Employees will be notified each year of the date each of these holidays will be observed. If a paid holiday falls on a Sunday, the holiday will typically be observed by the library on



the following Monday. These holidays or any additional time observed (such as Christmas Eve or New Year's Eve) will be determined each year at management's discretion.

## **OTHER BENEFITS**

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### ***457 Retirement Plan***

Full-time and part-time benefit-eligible employees become eligible to participate in the 457 Retirement Plan on the first day of the month after completing the probationary period. Contributions are made through voluntary pre-tax salary deduction. Employees may elect and adjust their contribution amounts as desired, not to exceed the maximums allowed by applicable law. Lane Library District will make a base contribution of two (2) percent of the employee's salary whether or not the employee elects to make any additional contributions. With an optional employee contribution, up to an additional (4) percent of the employee contribution will be matched by the District at 1% for each 1% the employee contributes (a maximum of six percent total). Employee contributions to the plan are always 100% vested. Any contributions made to your account by Lane Library District are vested gradually based on years of service (vesting schedule available from Director). The employee will be provided more detailed information upon eligibility.

# LEAVES OF ABSENCE

# LEAVE OF ABSENCE POLICY

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We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Military Leave	Leave to Donate Bone Marrow
Civic Duty Leave	Crime Victims' Leave	Family and Medical Leave
Personal Leave	Domestic Violence Leave	

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Director.

## BEREAVEMENT LEAVE

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You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law
- Another Person of "In Loco Parentis" Relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral (or alternative) of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

### Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

### Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within three (3) days of returning to work.

### Pay While on Leave

You will continue to receive regular pay based on work hours missed up to eight (8) hours a day for up to five (5) days, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available **sick time**.

### Status of Benefits

District-paid bereavement leave will not affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our **Sick Leave** policy.

# CIVIC DUTY LEAVE

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## *Jury or Witness Duty Leave*

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the District, we may instead request, with your agreement, that jury duty be postponed. You may choose to either take unpaid leave or use your accrued paid vacation or sick time available for voluntary service as a witness.

## Length of Leave

Jury or witness duty leave is available for the period covered by the initial subpoena or court order and any involuntary extensions. Upon being excused from jury duty for any day an employee should immediately return to work for the remainder of the regular workday.

## Request Procedure

You must notify the Director as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within five (5) days after you received it.

## Pay While on Leave

You will be compensated during leave for civic duty at your regular rate of pay for the duration of your jury service. For exempt employees, any partial day or partial week worked will be paid in full. Employees are required to decline any per diem jury fees received in connection to their service while they are being paid by the District. (You may, however, accept mileage or other reimbursements.) Consult the Director if you have questions.

In some cases, Crime Victims' Leave or Domestic Violence/DVHSAS Leave, which are generally unpaid, may also apply. In that case, you may take leave as unpaid and are not required to use accrued leave for jury duty.

## Status of Benefits

Benefits are not affected by jury or witness duty leaves.

# CRIME VICTIMS' LEAVE

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If you or a member of your immediate family suffers financial, social, psychological, or physical harm because of a personal felony or an employee is a victim of harassment (under the public offenses statutes), you may be entitled to take protected leave from work to attend criminal proceedings.

## Safety Measures

The library will provide reasonable safety measures at work if you are the victim of harassment or a threat of harm that would be expected to cause concern.

## Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the District for at least 180 days immediately before the leave would begin.

## Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the District. If the District must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

## Request Procedure

You must provide the Director with reasonable notice of your intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

## Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid (vacation/sick/personal) time available to them.

## Status of Benefits

Benefits are not affected by crime victims' leave.

# DOMESTIC VIOLENCE LEAVE

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An employee who is a victim of domestic violence, harassment (under the public offenses statutes), sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

## Eligibility

All Lane Library District employees are eligible to take domestic violence leave.

## Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

## Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the District.

## Request Procedure

An employee accessing this leave provision needs to request time off from the Director as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. Under some circumstances the Director may ask you to provide certification. (Certification can be a document from law enforcement or the courts, such as a police report or restraining order, a letter or other document from an attorney, counselor, domestic violence or sexual assault victim service provider, health care professional, or clergy member. Any of these forms of documentation is sufficient.) We will treat any information you share as confidentially as possible.

## Safety Measures

The District will provide reasonable safety measures at the library if you are the victim of domestic violence, harassment, sexual assault, or stalking.

## Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid (vacation/sick) time available to them.

## Status of Benefits

Benefits are not affected by domestic violence leave.

# FAMILY AND MEDICAL LEAVE

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## *Purpose*

While we are not required by law (because of our size) to provide coverage granted by the Oregon Family Leave Act (OFLA), we agree to follow the terms of OFLA which allow you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, grandchild, spouse or registered same-gender domestic partner, parent, parent-in-law, or grandparent with a serious health condition, and for the care of a sick child, a spouse's or registered same-gender domestic partner's call to active duty in the military or leave from deployment, and bereavement due to the death of a family member. This handbook material is intended to outline our practice regarding this leave.

## *Eligibility*

You are eligible for family and medical leave if the following requirements are met:

- You have been employed for at least 180 consecutive days (26 weeks) or more before the first day of the family and medical leave.
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated based upon the 180 days immediately preceding the request for leave. Some exceptions exist, including leave taken for the birth, adoption, or placement of a child (parental leave).

## *Reasons for Family and Medical Leave*

The following situations qualify for family and medical leave:

- To care for an infant or a newly placed adopted or foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event (parental leave);
- To care for a family member with a serious health condition or your own serious health condition (serious health condition leave). [Note: Oregon covers child, parent, parent-in-law, grandchild, grandparent, spouse, registered same-gender domestic partner, and "in loco parentis" relationships.];
- For a pregnancy-related disability or prenatal care (pregnancy disability leave) [Note: employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave];
- To care for a sick child who does not have a serious health condition but requires home care (sick child leave). Medical certification of sick child leave will be required after the third leave occurrence in each leave year. Lane Library District will reimburse



any out-of-pocket costs for medical certification. [Note: Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave. If only part of the 12 weeks is used for parental leave, the employee will only be eligible for the balance remaining on the 12 weeks for sick child leave or any other OFLA qualifying leave];

- To attend the funeral (or alternative) of a family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member; up to two (2) weeks of leave is available in each such case (not to exceed 12 weeks per leave year). The leave must be completed within 60 days after the date on which you receive notice of the death of your family member. (See Bereavement Leave for details that may apply to those employees not eligible for OFLA leave.)

### *Length of Leave*

You may take up to 12 weeks of family and medical leave during a 12-month period. A week is defined as your normal work week schedule. The 12-month period will be measured forward from the date of leave. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the Request for Family Leave form and should be verified by the certifying health care professional on the Health Care Provider Certification form, if applicable.

Under OFLA, an employee who takes leave for a disability related to pregnancy may qualify for up to 12 additional weeks of leave for any OFLA qualifying event in the same leave year; an employee who takes a full 12 weeks of parental leave may be eligible to take up to an additional 12 weeks of sick child leave in the same year.

### *Request and Certification Procedure*

In situations where the need for medical leave is known, you must give thirty (30) days' written notice to take family and medical leave by filling out and turning in the Request for Family and Medical Leave form.

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled; however, you are expected to call us as required by our call-in policy and make every effort to communicate your situation to us immediately.

Most requests for family and medical leave require verification by a third party. Requests for leave related to a serious health condition (not parental leave) must be verified by a health care professional using the "Health Care Provider Certification" form, which needs to be returned within 15 days of our request for it. Bereavement leave may require a verification of the death in your family. You may also be asked to provide proof of your

relationship to a person associated with your leave, as applicable. Please check with the Director to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Director.

Subsequent medical verification may be requested in connection with an ongoing absence but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### ***General Provisions***

You may use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid. You may be required to provide periodic status reports to the District while on a family and medical leave. The District will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave more than four (4) work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

***Reinstatement***

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave. You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Director.

## **LEAVE TO DONATE BONE MARROW (ORS.659A.312)**

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### Eligibility

Employees working 20 or more hours per week are eligible for this leave.

### Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid (using accrued sick or vacation leave) or unpaid time. In extenuating circumstances, approval to take more time off may be granted by the Director.

### Request Procedure

You must notify the Director as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

### Status of Benefits

Benefits are not affected by this leave.

# PERSONAL LEAVE OF ABSENCE

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Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period away from work for personal reasons that do not fall under the guidelines of any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

## Eligibility

You become eligible for a personal leave of absence after six (6) months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with the Director.

## Length of Leave

The leave may be requested for any time over five (5) consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 90 days.

## Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one-week (five (5) working days) before time off that will exceed five (5) days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three (3) days of that date and no extension has been requested, we will assume you have resigned.

## Pay While on Leave

Personal leaves of absence are without pay.

## Status of Benefits

Insurance coverage will not be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence but are instead retained at the same level.

## Reinstatement

Lane Library District will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with the Director on a regular basis, as agreed upon in advance, to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically related.

# UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

## Eligibility

All employees of the District except those hired on a brief, non-recurrent basis are eligible for leave.

## Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

## Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

## Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

## Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

## Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should apply for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Lane Library District, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Lane Library District, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, Lane Library District will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

# HEALTH AND SAFETY



# DRUGS AND ALCOHOL

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The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Lane Library District believe(s) that we have a responsibility to our employees, to those who use or come into contact with our products and services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this drug and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or illegal substances that impair job performance or pose a hazard when use or possession occurs;
- Reporting for or being at work with the presence of alcohol, illegal drugs, or controlled substances in your system.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for ensuring that your ability to maintain work performance standards, including safety, will not be affected by the medication. If you are in doubt, please discuss this with the Director before beginning work. Any medical issues discussed will be kept confidential.

If you have a problem with drugs or alcohol and wish to undertake rehabilitation, you may be granted an unpaid leave of absence for this purpose, as long as your work performance warrants and there have been no violations of this policy. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Director. No one will be discriminated against for undertaking rehabilitation.

For purposes of this policy, having any detectable level of alcohol or drugs in one's system while covered by this policy will be a violation. Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance (including, for example, noticeable

odor of an alcohol), behavior, or speech of the employee, or as being involved in an accident on District premises that results in physical injury or property damage.

Presence of is defined as any detectable level of alcohol or drugs in an employee's blood or urine, or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties and whose availability is restricted by law.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination. We also reserve the right to involve law enforcement officials for any conduct that we believe might be in violation of state or federal law.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon your entering into and completing a treatment program (including follow-up recommendations) approved by the District. You also may be required to sign and live up to the terms of a performance agreement to demonstrate your commitment to rehabilitation and staying alcohol- and drug-free. This course of action is likely if you come forward on your own and ask for help in overcoming your problem. If you are caught selling, distributing, using, or having the presence of drugs or alcohol in your system while at work, we may terminate your employment without offering you the opportunity to participate in a treatment program.

### Testing

As a result of corrective action arising from a drug or alcohol problem, you may be required to participate in a drug or alcohol treatment program. If so required, you will regularly be evaluated for drug and alcohol use by a professional. When such an evaluation is scheduled, we will pay the cost. You may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program.

Depending upon the nature of the conduct that led to your mandated participation in an alcohol and drug treatment program, you may be required to submit to random or unannounced screening for alcohol or drugs for a specified period. You may also be required to meet various performance standards that are imposed as a condition of continuing employment.

If you are involved in a job-related accident resulting in property damage more than \$500, or physical injury requiring off-site medical attention, you will be required to submit to testing to determine the presence or absence of a controlled substance. We may waive the requirement if we do not have a reasonable basis to conduct drug or alcohol testing or, if we determine, at our discretion, that the accident could not have been caused by the use of a controlled substance.

# WORKPLACE VIOLENCE

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Lane Library District recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this District specifically prohibits any employee from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask the Director prior to bringing the item onto our premises.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the District or that threaten the safety, security, or financial interests of the District. Employees should make such reports directly to the Director.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the District's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

# EMPLOYEE HEALTH AND SAFETY

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Lane Library District is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our Director and Board. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

While we respect personal taste in clothing, jewelry, and body modification, when any of these areas have the potential to make an employee more vulnerable to injury, we reserve the right to prohibit the attire or behavior or ask the employee to take some steps for safety. As an example, for those who have gauged or stretched earlobes, we request that you always wear ear tapers (plugs, ear lets, tunnels, etc.) while at work to prevent accidental tearing or catching of the earlobe.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject Lane Library District to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted in a common area.

If an injury occurs, you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury as soon as possible.
3. Fill out the accident and injury report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with our Director.

### ***Early Return to Work Program***

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury. The program is not intended to be a substitute for a reasonable accommodation when an injured employee also qualifies as an individual with a disability.

The Return-to-Work program consists of a team effort by injured employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning injured employees to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the District will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries is covered in the Family and Medical Leave section.

### ***Smoking in the Workplace***

Lane Library District is a non-smoking and tobacco-free facility. This includes the use of electronic cigarettes and vaping devices. The entire property has been designated as non-smoking/tobacco-free, including the parking lots.

### ***Safety Meetings***

Lane Library District will hold quarterly Safety Meetings for staff members as required by Oregon OSHA. These meetings will include all available employees, take place during regular hours, and employees will be paid their regular rate of pay.

Safety meetings must include discussions of:

- Employee's concerns about workplace safety or health conditions
- Accident investigations, causes, and suggested corrective measures

Meeting minutes will be kept that include the date, attendees, and safety and health issues discussed. These minutes will be kept for three years.

## EMERGENCY PREPAREDNESS

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Lane Library District may be subject to major disruptions as a result of occurrences beyond the control of the District. All employees should exercise good judgment in responding to these events as the situation necessitates. Lane Library District will try to provide emergency and limited services during periods of disruptions. The Director and/or Board shall make the determination to close the Library, suspend activities, or make the Library available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the Director.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed because of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available sick or vacation time.

Should a threat to company property or an employee be received, it should be reported immediately to the Director and law enforcement (or another appropriate agency).

# **EMPLOYMENT SEPARATION**



# SEPARATION FROM EMPLOYMENT

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Separation from employment with Lane Library District occurs when you voluntarily resign, are laid off, or are discharged by the District.

## *Resignation*

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 30 working days before the intended date of departure.

## *Job Abandonment*

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Library; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work, job abandonment and voluntary resignation will be assumed after the third day of absence.

## *Job Elimination, Reduction in Work Hours*

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, and safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the Library, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. The Director will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of re-employment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of eight (8) weeks. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

### *Discharge*

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The District has a corrective action policy found on page 39 of this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found on page 17 of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with the Director.

### *Exit Interview*

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the District. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

### *Return of District Property*

Upon separation from employment, either voluntarily or otherwise, you must return all District property in your possession. Such property may include credit cards, keys, ID cards, tools, software, electronic devices, and any other items in your possession that belong to the District.

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# Employee's Notes



# Lane Library District

## HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of Lane Library District, I acknowledge the following:

I have been **provided a copy of** the Employee Handbook. I understand that the Handbook contains important information about Lane Library District's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked the Director for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the District has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The **Board** are the only persons authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

**I understand that, unless stated otherwise in an employment contract, my employment relationship with the District is "at-will" and either the District or I can end the relationship at any time, with or without reason or notice.**

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of Lane Library District and I agree not to disseminate or use it outside of the District, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

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Employee Signature

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Date

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Print Employee's Name