

## **INTRODUCTION AND EMPLOYMENT POLICIES**

### **Introduction**

~~This employee handbook, comprising both library and personnel policy, is drafted to familiarize employees with policies. It is not a contract of employment, as all employment is at-will. The Board of Trustees reserves the right to change policies without notice or grant exceptions on a case-by-case basis.~~

### **2.1 Employment Policies**

The appointment of the library director is the direct responsibility of the Library Board. Professional staff appointments are made on the recommendation of the library director with final approval of the Library Board. All other staff appointments are made by the library director and reported to the Library Board. All employees, regardless of employment status, are subject to all work **WCPL** rules and procedures.

### **2.2 Employment at Will**

Employment is at-will, for no fixed period of time, and may be terminated at any time by either party with or without cause and with or without notice.

### **2.3 Categories of Employees**

#### **Professional Employees**

Professional employees are those with certification from the Indiana State Library Certification Board. These employees are responsible for obtaining and maintaining certification. Failure to maintain certification may result in a change in job status, decrease in wage, or termination of employment. Certification information is available in the Certification Manual produced by the Professional Development Office of the Indiana State Library.

#### **Noncertified Employees**

Noncertified employees are those staff members without library certification.

#### **Employees in Training**

Employees in training are employees who maintain a training status for the first 6 months of employment.

#### **Full-time Employees**

Full-time employees are those persons working 30-40 hours per week year-round.

#### **Part-time Employees**

Part-time employees are those employees working less than 30 **hours** per week or less than 130 hours per month year-round.

#### Substitute Employees

Substitute employees are those who are hired to work in place of a full- or part-time employee when a full- or part-time employee is absent from work. Substitute employees working full time will be entitled to holiday pay for any holidays that occur while the substitute employee is working. Should a substitute employee become a regular full- or part-time employee, the employee's anniversary date will be the date of the change in status.

#### Volunteers

Volunteers are those persons **not employed at the library** who contribute work hours without compensation. Volunteers must complete an application (See Appendix B – Forms) for volunteer service, participate in an interview, and be approved by the library administration. Work hours are agreed upon by both the volunteer and the library administration. Persons classified with volunteer status must follow library policy and procedures. Volunteers are insured under workman's compensation through the Voluntary Compensation and Employers Liability Coverage Endorsement insurance of the library.

### 2.4 **Posting of Job Openings** **(New Wording – Please Read All Policy)**

~~All job openings or additional scheduled hours will be posted in the staff area of all branches and on the library intranet.~~

It is the policy of WCPL to fill all positions with the best-qualified people. WCPL also prefers to promote from within whenever possible. As positions become available, management will, at its discretion, either promote or transfer a qualified current employee or open the position for application by internal and/or external candidates.

If a position is opened externally for application, it will be posted at each department desk of all branches and on WCPL's website and remain open for at least five workdays. The required qualifications for each open job will be indicated on the listing. Job vacancies may be advertised with outside sources during the same time they are announced internally.

### 2.5 **Selection of Employees**

Employees are selected solely on merit. **WCPL believes in equal employment opportunity for all without regard to race, color, religion, sex, age, national origin, disability or veteran status.** Careful consideration is given to education, skill, experience, and personal attributes of the candidate. ~~regardless of race, color,~~

~~sex, religion, or politics.~~ All candidates must complete an Application for Employment (See Appendix B - Forms).

Wells County Public Library reserves the right to reimburse interview expenses under certain circumstances for professional employees.

**New employees will be hired for positions that have been approved by the Director and Library Board. Each position will have established credentials as required by WCPL standards.**

~~Appointment of an immediate family member of a Library Board member or the Director is prohibited. Immediate family members include spouse, children, parents, parents-in-law, grandparents, grandchildren, or siblings regardless of whether or not they are financially dependent.~~

~~Appointment of a dependent of a present employee is prohibited. A dependent is defined as any of the following~~

- ~~• A spouse~~
- ~~• A child, stepchild, or adoptee who is not emancipated and less than 18 years of age~~
- ~~• Any financially supported individual.~~

~~Staff members may not supervise an immediate family member regardless of dependency. Appointments and promotions that create such a situation are prohibited.~~

### **Interviewing (New – Please Read All Policy)**

WCPL is committed to hiring and retaining qualified persons. Managers and Human Resources or Director are involved in the entire pre-hire process. Qualified applicants are selected for interviews with the department Manager and Human Resources or Director. WCPL has prepared questions that are lawful and job related. Interview notes are taken during the interview. This process helps with making the decision whether a candidate is the most qualified for the position and that impermissible criteria is not used in the hiring decision.

### **Background Checks (New – Please Read All Policy)**

WCPL conducts background checks for positions. The only exceptions are for minors or summer interns since they do not receive keys to WCPL. The purpose of these background checks is to confirm and supplement personal information about qualifications, experience, and character and assist WCPL in determining suitability for employment. These checks may be performed at any time during the employment relationship as well as prior to employment.

Applicants and employee will be required to complete the necessary documentation to authorize background checks. Refusal to execute this documentation may result in denial or dismissal of employment. Further, false or

misleading information provided to WCPL or any material omissions made by an employee in connection with obtaining or retaining employment will be grounds for immediate discharge regardless when discovered.

**Reference Checks (New – Please Read All Policy)**

Managers, Human Resources or the Director may perform reference checks to check applicant and employee references, job histories and educational qualification.

**Employment of Relatives (New – Please Read All Policy)**

WCPL is committed to hiring and retaining qualified persons. At the same time, WCPL recognizes that hiring and retaining close relatives of current employees might raise serious questions regarding the objectivity of the hiring decision, work assignments, confidentiality preservation, performance evaluations, and other employment decisions despite qualifications. WCPL will not employ close relatives of Library Board members or the Director. WCPL will not employ close relatives if such employment results in individual being placed in a position under, or having supervisory influence over (actual or perceived), a relative or partner. Employees who are married to each other, or live together in a spousal relationship though not married, may not work in the same department. However, all employment decisions will be administered on a case-by-case basis.

If an employee subsequently becomes a manager with supervisory influence over a relative, as described above, they must immediately bring the relationship to the attention of the Director for an employment decision to be made.

For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, specifically including spouses, parents, children, grandparents, grandchildren, brothers, sisters or in-laws (mother, father, sister, brother) and partners. Failure to follow this policy may result in discipline, up to and including dismissal.

**Job Offer (New – Please Read All Policy)**

After the Manager, Human Resources and Director make their decision on best qualified person for the position. Human Resources or Director will call the best qualified candidate to offer them the position. The candidate has 24 hours from the offer to accept the position. If the candidate does not call or respond back in 24 hours, then the offer will be given to the next qualified candidate. If there are no other qualified candidates, then WCPL will reopen the position.

**2.6 Orientation, Job Duties and Responsibilities  
(New – Please Read All Policy)**

New employees will participate in orientation, beginning on their first day of employment. General orientation will include WCPL mission, training programs, library and personnel policies. Interns will receive the same orientation as employees.

During orientation, supervisors will explain job responsibilities and the performance standards expected. The new employee will also receive a job description for their position setting forth the essential functions of that position. Job responsibilities, however, may change at any time during employment and the employee may be asked from time to time to work on special projects or to assist with other work necessary or important to their department or to WCPL. Cooperation and assistance in performing such additional work is expected. WCPL reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign, or assign additional job responsibilities.

## **2.7 Training Period**

All employees are employees-in-training for the first 6 months of employment. At the end of this time the employee in training is evaluated by the supervisor or the library director. The evaluation is made in writing, signed by all concerned parties, and placed in the employee's file. A copy is given to the employee-in-training if desired. Any employee-in-training may be discharged at the discretion of the library director without a written warning.

## **2.8 Performance Reviews**

Formal written performance reviews will occur on an annual basis. These reviews will be kept in the employee's personnel file.

## **2.9 Dismissal Rules and Regulations (This section was entirely reworked – Please Read All Policy)**

The following set of rules and regulations is intended to serve as general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or terminated.

- Abuse – Mental or physical abuse of co-workers, patrons or others during the performance of library business or employment.
- Attendance – pattern of absenteeism/tardiness/leaving early, or being absent. Absence without notification and approval.
- Sick leave abuse.
- Confidential Matters – Discussing or revealing confidential information with individuals outside of WCPL or with individuals within WCPL who are not authorized to have such information.

- Criminal Activity – Being convicted of or pleading guilty to crime that reflects unfitness for the job or raises a threat to the safety or well-being of WCPL, employees, patrons or property.
- Public and Coworker Relations – Mistreating, abusing, or intimidating co-workers, patrons or others with whom WCPL has contact.
- Detrimental Behavior – Making false, misleading, or malicious statements about other employees, WCPL or its practices, or engaging in conduct which undermines, or is intended to undermine, WCPL's reputation.
- Dishonesty – Falsification of employment application, interview information, or other employment-related documents or activities. Falsifying, altering, or making an omission on any business record; giving false information to management personnel or concealing defective work.
- Drugs and Alcohol – Use or being under the influence while at work on library property. Possession or being under the influence of illegal drugs.
- Equal Employment Opportunity/Anti-Harassment/Sexual Harassment/Anti-Retaliation – Failing to support, or violating, WCPL's Equal Employment Opportunity, Anti-Harassment, Sexual Harassment or Anti-Retaliation Policies.
- Illegal Activity – Participation in or knowledge of illegal activity on library property or during the performance of library business or employment.
- Insubordination – Failing or refusing to follow or comply with instructions or assigned work in a timely manner, or addressing a supervisor or management personnel in a disrespectful, abusive, noncompliant manner.
- Failure to Cooperate – Failing or refusing to cooperate in an investigation conducted by WCPL.
- Firearms – Carrying firearms or other weapons while on duty. (Employees who are legally permitted to possess firearms may store such firearms out of sight in their locked automobile while the employee is working.)
- Mishandling Property – Mishandling, misusing, stealing or improperly accounting for WCPL, co-workers or patrons' money, funds, or property.
- Poor Performance – Failing to produce quality and timely work or meeting performance expectations. Repeated violations of library regulations.
- Safety – Failing to use equipment, materials, and supplies in accordance with WCPL's policies and practices; violating rules or practices or engaging in horseplay or other conduct that creates a safety or health hazard.
- Sleeping – Sleeping on the job.
- Unauthorized Use of WCPL Time/Property – Using WCPL time or property for non-work related activities. Inappropriate or illegal use of the Internet or e-mail.
- Violence – Fighting, baiting, or other behavior that instigates fighting or other conduct.
- Non-compliance with Laws/Regulations – Failing to comply with local, state and federal laws and/or regulations.
- Inappropriate Language or Conduct – Using profane, offensive, or abusive language, or antagonistic, caustic or belligerent conduct, toward another co-worker, patron or in the work place generally.

All staff members are expected to perform their jobs and to conduct themselves in a fashion that supports cooperation among staff members and provides quality library service.

If an employee demonstrates unsatisfactory work performance, violates work rules, or otherwise engages in work-related misconduct, they will receive discipline appropriate for such misbehavior or performance shortcomings. The degree of discipline in each case, up to and including termination, will be determined by the severity of the situation involved.

All dismissals will result in an immediate separation of the employee from WCPL employment with all rights, privileges, and benefits offered to employees forfeited, other than those guaranteed by law (e.g., compensation for time worked and vacation accrued at time of dismissal).

### **Verbal and written warnings**

~~In the case of a performance or behavior problem, the supervisor may discuss that problem with the staff member and issue a verbal warning.~~ During the course of employment if a performance problem is detected, the supervisor will discuss the problem with the employee and offer any appropriate assistance needed to remedy the situation (verbal warning). If improvement does not occur in a reasonable and stated period of time, the supervisor may issue a written warning and continue discussions. A written warning is formal notice that a performance or conduct problem will not be tolerated. A written warning will define the problem, suggest corrective actions, and set times for further discussion, evaluation, and action.

Whenever a disciplinary action is documented, the employee will be asked to acknowledge that they have been given a copy of the document by signing the original. This signature will not signify agreement with the contents of the document. Refusal to acknowledge by signature will be grounds for dismissal.

If the employee successfully corrected a problem for which they were previously disciplined and revert back to the problem, they may be dismissed without repeating the steps of disciplinary action. Continued poor performance or conduct may result in dismissal. Employees may be placed on leave to allow WCPL time to review fully the circumstances related to a potential disciplinary matter. ~~A staff member's dismissal will be sent in writing by the library director and a copy of the letter shall be sent to all Board members.~~

### **Immediate Dismissal**

All library staff members are expected to observe high standards of personal and professional conduct in their roles within the library. Behavior that is contrary to these standards may result in immediate dismissal. A staff member's dismissal will be sent in writing by the library director and a copy of the letter shall be sent to all Board members. The Director must handle all dismissals of employment.



(Reworked and Moved to the beginning)

Such behavior includes, but is not limited to, the following:

- ~~Insubordination (refusal to perform assigned work or follow any reasonable instruction of an appropriate supervisor).~~
- ~~Falsification of the employment application, interview information, or other employment-related documents or activities.~~
- ~~Repeated violations of library regulations.~~
- ~~Absence without notification and approval.~~
- ~~Disregard of the library's Equal Employment Opportunity and Affirmative Action Policy.~~
- ~~Sleeping on the job.~~
- ~~Possession or being under the influence of illegal drugs.~~
- ~~Use or being under the influence of alcohol while at work on library property.~~
- ~~Sexual harassment or misconduct on library property or during the performance of library business or employment.~~
- ~~Participation in or knowledge of illegal activity on library property or during the performance of library business or employment.~~
- ~~Mental or physical abuse of co-workers or others during the performance of library business or employment.~~
- ~~Theft, destruction, or misuse of library, staff, or patron property.~~
- ~~Threats or acts of violence.~~
- ~~Conviction of a criminal offense which endangers library business or staff.~~
- ~~Carrying firearms or other weapons on their person while on duty.  
(Employees who are legally permitted to possess firearms may store such firearms out of sight in their locked automobile while the employee is on duty.)~~
- ~~Inappropriate or illegal use of the Internet or e-mail.~~

Any employee who has been dismissed shall be entitled to a hearing before the Library Board provided the employee files a written request for a hearing with the secretary of the Library Board and the library director within 10 days after notification of dismissal. The Library Board shall hear from the employee and the library director. The decision of the Library Board shall be final.

Employees dismissed by WCPL will not be eligible for re-employment and forfeit their right to any accrued PTO. The employee must return all property in their possession, including but not limited to: keys, iPads, laptops and/or credit cards before the last day of work.

## 2.10 Resignation (New Wording – Please Read All Policy)



~~Resignations should be submitted in writing to the library director. Professional employees should give 4 weeks' notice and nonprofessional staff should give 2 weeks' notice.~~

If the employee chooses to resign from employment, they are expected to give their supervisor a minimum of two weeks' notice and should be submitted in writing to the Director. Professional employees should give 4 weeks' notice. If the decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their supervisor, the Director or Human Resources before making a final decision. Any employee who does not provide a two-weeks' notice will forfeit their right to any accrued PTO pay which otherwise would have been paid upon termination of employment and may not be eligible for re-employment at a later date. Employees are expected to work the entire two-week notice period and will not use benefit or unpaid time in lieu of notice unless the time off is required by a physician's restriction.

Human Resources or Director may offer an Exit Interview.

Upon resignation of employment, the employee must return all property in their possession, including but not limited to: keys, iPads, laptops and/or credit cards before the last day of work.

## **2.11 Workplace Employee Dress Code (Moved from Workplace Policies)**

Clerk and Librarian attire is "casual professional." Staff should be identifiable as an employee with neat, comfortable, and professional attire. Attire should adhere to the following guidelines:

- No t-shirts or sweatshirts with imprints unless it is a library shirt.
- No revealing attire (too short, low-cut or see-through).
- No shorts. Pant lengths need to be at least below the knee. Skirts and dresses need to be no more than two inches above the knee.
- No flip-flops.

Clean, neat jeans may be worn on Fridays and Saturdays, but must be worn with a "casual professional" library logo shirt or reading program logo shirt during the reading program timeframe. Jeans may also be worn on special days approved by the director. Shelver and Custodial Staff attire is more casual. Clean, neat jeans may be worn. Casual professional shorts or capris pants may be worn, if they hit at the top of the knee or below. However, with the exception of jeans, shorts and capris pants, attire should also adhere to the above guidelines.

WCPL reserves the right to determine whether particular attire is inappropriate for work and ask that attire be changed.

All staff working in public service should wear the library name badge.

## **2.12 Personnel Files**

Personnel files of library employees, volunteers, and applicants with noted exception in the law (IC 5-14-3-4) are confidential. An "Emergency Information Form" for each employee is kept in a location accessible to all personnel. (See Appendix B – Forms)

### **Personnel Files (New – Please Read All Policy)**

WCPL maintains personnel files on each employee. They contain documentation concerning employment, including but not limited to, employee application, performance reviews, job descriptions, records of training, compensation, taxes, and other employment information. Personnel files are the property of WCPL and access to the information they contain is restricted. Generally, only supervisors and management personnel who have a legitimate reason to review information in a file are allowed to do so. Current employees may review their personnel file in the presence of the Director or Human Resources. At no time will the employee be permitted to alter or destroy any documentation contained in their personnel file. However, employees may ask that a note be placed in their file regarding any problems or concerns the employee may have with the contents of their personnel file at the time of the review. Current employees may request copies of documents from their personnel files (fee may apply).

### **Changes in Employment Information (New – Please Read All Policy)**

It is the responsibility of each employee to promptly notify Human Resources of any changes in personal data, to include change in name, mailing address, telephone numbers, emergency contacts, marital status, or voluntary payroll deductions. It is the employee's responsibility to make sure Human Resources has the most current and accurate information.

## **2.13 Furnishing Information to Outside Sources**

### **Furnishing Information to Outside Sources (New – Please Read All Policy)**

With written authorization, WCPL will limit employment information for a current employee given to outside sources to: (1) verify employment with WCPL; (2) dates of employment; and (3) job title and basic duties. If an employee desires more information to be released to an outside source other than the limited information described above, Human Resources must receive an executed release holding WCPL and the third party harmless of such disclosure and its use. WCPL reserves the right, in its discretion, not to respond to a request for additional information.

### **Reference Request (New – Please Read All Policy)**

All requests for an employment reference must be directed to the Director or Human Resources. No manager, supervisor, or other employee is permitted to

provide a reference for current or former employees without prior authorization from the Director. The general policy regarding references for employees who have left WCPL is dates of employment and position(s) held. No further information will be disclosed to prospective employers or third parties without an executed release holding WCPL and the third party harmless for such disclosure and its use. WCPL reserves the right, in its discretion, not to respond to a request for additional information.

#### **2.14 Outside Employment (New – Please Read All Policy)**

Performing work for another employer is permitted unless it adversely affects job performance. The employee should consider whether the demands of that work will interfere in any way with employment here. Outside employment will not be considered a valid reason for poor job performance, absenteeism, tardiness, leaving early or a changed schedule. Employees are to disclose possible conflicts of interest with management.

Outside employment will not be permitted during any leave period, including FMLA-protected leaves.

#### **2.15 Non-Fraternization (New – Please Read All Policy)**

While WCPL does not wish to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct and relationships may interfere with WCPL's legitimate business interests. To prevent unwarranted sexual harassment claims, confidentially lapses, uncomfortable working relationships, morale problems among other employees, and even the appearance of impropriety, managers of WCPL are strictly prohibited from engaging in consensual romantic or sexual relationships with any manager, supervisor or subordinate employee of WCPL.

This policy is intended to supplement our existing sexual harassment policy. If an employee has any questions concerning the intent of this policy or its application to any existing or contemplated relationship, consult the Human Resources or Director. All such inquiries will be treated confidentially and consistently with the legitimate business needs to WCPL.

#### **2.16 Representing WCPL (New – Please Read All Policy)**

WCPL respects the privacy interest of their employees and recognizes their right to conduct their personal lives free from interference from their employer. Nonetheless, employees should keep in mind that, even while off duty, they represent the library to the public and should strive to preserve WCPL's reputation.

Although employees are expected to treat each contact with the public as a representation of WCPL, no employee, other than the Community Relations Manager and Director, has the authority to speak on behalf of WCPL (including but not limited to speaking to any member of the media), or to bind WCPL contractually (whether orally or in writing). If approached by any member of the media, or any organization or person seeking to enter into a business relationship with WCPL, the employee should direct them to the Director. Anyone who, without express permission from the Director, speaks to the media on behalf of WCPL or about WCPL's business, or attempts to bind WCPL to a contractual or business arrangement with another person or entity, may be disciplined up to and including dismissal.

WCPL or a third party representing WCPL may take pictures or recordings of employees engaged in work-related activities for use in advertising, brochures, etc. If the employee objects to being included, they should notify the individual taking the pictures/recording. If objection is not voiced, it will be presumed there is none. Employees will not be compensated for use of their likeness in a library photograph. Members of the news media may also take pictures of employees at library-related events or other news worthy events. Any objections to the news media's use of pictures are to be directed to the organization taking the pictures.

## **2.17 Layoffs**

Elimination of positions, reduction in benefits, hours or rates of pay, and the transfer of staff members to other positions may be made necessary by economic conditions or other organizational needs.

These and similar changes will be made by the library director in the best interest of the community by providing library materials, programs, and services through qualified staff. In support of this interest, all decisions will be based on organizational need and on factors such as training, breadth of skill, work abilities, and job performance.

## **2.18 Conflict of Interest**

A conflict of interest occurs if an employee has a monetary interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or his/her dependent. (Dependent is defined in this policy under **Selection of Employees**. All staff must make a disclosure under the procedures in IC 35-44.1-1.4 of any conflict of interest. The Uniform Conflict of Interest Disclosure Statement is found in Appendix B - Forms)