

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
Library Policy Hours, Closings, and Cancellations Library Hours Program Cancellations	Bluffton Main Library <ul style="list-style-type: none"> Special Service Hours (Equipment Reservations,- Meeting Room Reservations, Notary Service) Call for If the following schools are cancelled, dismissed early, or call off evening activities due to weather, the library will cancel for children and teen programs. Two-hour delays do not affect programs. Decisions on cancelling adult programs will be made the day of the program by the librarian in charge of the program. Adult program cancellations will be posted on the library website <ul style="list-style-type: none"> Main Library: Bluffton-Harrison Schools Ossian Library: Northern Wells Norwell Community Schools 	Approve following: "...schools cancel in-person attendance, dismiss early, or call off..."	
Circulation Policy Loans, Holds and Renewals Extended Use Fees	Most circulating material may be renewed automatically , in person, by phone, or via the library's online catalog. Periodically, the library director may designate a fine and fee-amnesty period in exchange for items or tasks which will be determined by the library director. This amnesty or exchange will not apply to interlibrary loan charges, copy and print fees,- meeting room fees or money owed to other libraries.-	Replace with "Most circulating material renews automatically; however materials can still be renewed in person, by phone, or via the library's online catalog." Approve	
Collection Management Policy Local Author Collection	<ul style="list-style-type: none"> Regardless of genre, all items in this collection will be labeled as "LOCALAUTHOR" on the spine label and in the library's ILS, and include the name of the author or musician/band. 	Approve	We no longer accept music in local author collections. We missed removing this last year.
Donor Recognition Policy Donor Recognition	<ul style="list-style-type: none"> The library maintains a donor recognition display with established levels at each facility. Presently the main library has a donor wall, and the Ossian branch has a donor plaque with the following levels indicated: patrons (\$250-\$499), donors (\$500-\$999), major donors (\$1000-\$4999), and benefactors (\$5000 up). These Plates may be added/updated twice a year: in April during National Library Week and October during National Friends of the Library Week. 	Approve Approve	Added a coma after wall. Added a colon after year.
Exhibit and Display Policy Information Displays Electronic Signage Reconsideration of an Exhibit or Display	Displays, postings, bulletin boards, and exhibits on such issues as as political views, gender identification, racial issues, or religious views should be avoided unless more than one view is represented. The library's exterior and interior electronic signage displays library-related information only . The library will review a specific exhibit or display upon the formal request of a library card holder patron . Patrons Library card holders placing such a request must complete the "Request for Reconsideration of Exhibit or Display Form." The library director will send a written reply to the person who filed the reconsideration request within four 5-7 weeks of the form being turned in and will report the request and decision to the Library Board.	Approve Approve	Added a period after only.
Hot Spot Policy Damaged or Lost Hotspots	If the device or any associated material is lost or damaged, the patron will be charged the actual cost of the replacement or repair of these items, and will be informed of this Patrons will be advised of approximate replacement costs at the time of signing	Approve with "informed of this policy at the..." .	
Internal Control Policy and Procedures Component Three: Control	C. Disbursement Activities <ol style="list-style-type: none"> Library board approves a short list of claims that, due to their immediate due dates, may be paid at payroll processing with only director and treasurer approval prior to the H. IT Controls <ol style="list-style-type: none"> Only aAdmin profiles are assigned to the IT Manager and Library Director only. All workstations and servers are backed up daily on and off site. 	Approve Approve Approve	Added a space between off and site.
Library Patron Policy Library Cards Teacher or Institutional Card	Individuals who teach in Wells County may have a library card for classroom use to be renewed annually on September 1st use during the school year only. This same type of card may be issued to nursing homes and other institutions at the discretion of the library director for one (1) year. Teacher or institutional cards in "good standing" have the same benefits as a resident card. except that t Teachers may not borrow items for personal use on their teacher card.	Approve with : "September 1st that is good for..." .	
Institution Card	Institution Card Nursing homes, non-profits, and other service organizations in or serving Wells County may be issued a card at the discretion of the director, branch manager, or circulation manager. This card is good for one (1) year from the date of issue and may be used for the benefit of the institution and its patrons, but not the personal use of the staff. Institution cards in "good standing" have the same benefits as a resident card.	Approve	
Standards of Patron Behavior	<ul style="list-style-type: none"> With the permission of the librarian in charge, use library telephones for local calls only briefly and 	Approve with "in charge, patrons may use..."	

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Video Surveillance	Recordings are retained until the image capacity of the system is reached. The oldest stored images are automatically deleted. Recordings of incidents are retained and reviewed as long as considered necessary by the library director. Staff may comply with law enforcement requests to view footage of incidents. All requests for copied footage by law enforcement will be referred to the library director or IT manager.	Approve	
Medical Emergency Policy	In the event of a medical emergency: <ul style="list-style-type: none"> Provide any first aid assistance that you are capable of/qualified to provide. Otherwise, do not attempt to treat the 	Approve	
Meeting Room Policy			
General Statement	Prohibited activities include: <ul style="list-style-type: none"> Buying, selling, advertising or trading products or services for payment cash. <p>Library employees have free access to any meeting held in the meeting room at any time.</p> <p>The library does not assume any responsibility or liability for the security of personal or organizational items.</p>	Approve Approve "Library employees may enter any meeting held in a meeting room at any time, if there is a need for the entry" Approve	
Scheduling Procedure	Notification of payment due will be sent 30 days before the date of reservation. If payment is not received 2 weeks prior to the date of reservation, your reservation may be forfeited. Payment will be fully refunded for cancellation if notification is received at least 30 days prior to the date of the event. If the event is cancelled with less than 30 days' notice and payment has been received, payment will be forfeited. Future reservations may be denied to any group who fails to show up without prior	Approve	
	Library employees have free access to any meeting held in the meeting room at any time.	Approve	
	The library does not assume any responsibility or liability for the security of personal or organizational items.	Approve	
Responsibilities	Library Equipment Subject to prior booking, the following equipment is available to use in the meeting room. pipe and drape, overhead projector, opaque projector, slide projector, media player, cd/cassette player, projection screen, podium, portable stage, TV/multi-media projector, portable speaker system, keyboard, and a flip chart/marker board stand. Inquire ahead of time as to which equipment is available at the Ossian Branch Library. The use of most equipment is included in the room rental fees.	Approve Approve	
Capacity	Main Large and Small Meeting Rooms used together <ul style="list-style-type: none"> 96 people with tables and chairs 378 people with chairs only 	Approve	added a period after meeting room.
Pest Containment Policy	Changed all "bed bug" mentions to pests. <ul style="list-style-type: none"> The incident will be noted on the The patron will be shown the materials and pests whenever possible. The patron will be informed of the condition of the item(s) as well The patron will be given a copy of the Pest Policy and a sealable plastic bag in which to return all borrowed The patron's library future will be changed to limit the number and types of materials available for check- In order to discontinue using the sealable plastic bag for borrowed library items, the library patron must exterminate and/or inspect until clean results at the patron's address. The address on the receipt must The patron will be not be allowed to use book drops for materials with live pests, or signs of pests, or during their shared profile 	Approve Approve Approve	
Library Spaces Protocol	If pests are found in library spaces, the Director, Branch Manager, and Maintenance Manager will be contacted immediately. Professional assessment will be conducted and the situation will be addressed, as needed, at the discretion of the authority listed above.	Approve	
Services Policy			
Fax Service	Outgoing F ax service is available for a fee.	Approve	
Interlibrary Loan (ILL)	<ul style="list-style-type: none"> Patron's account must be in good standing to use ILL services. For a child or teen card to be used for ILL services, the guardian's account must also be in good standing. 	Approve	
Personnel Policy			

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Non-Discrimination Policy	<p>The Equal Employment Opportunity Commission (EEOC) is responsible for the administration enforcement of Title VII of the federal Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq., the Civil Rights Act of 1991, the Indiana Civil Rights Act, Indiana Code § 22-9-1 and other federal and state anti-discrimination laws that affect the workplace. This information is posted and accessible on designated walls/bulletin boards on WCPL's Any person who is aware of any potential violation of this policy should report such concerns to Human Resources or the Director as soon as possible. WCPL will thoroughly investigate and promptly resolve all such complaints in strict compliance with applicable laws. Any employee violating this policy or retaliating in any way against complainants under the policy will be subject to discipline, up to and including termination of employment. Victim retaliation or discrimination will not result from any good-faith complaint made under this policy.</p>	Approve	
1.1 Equal Employment Opportunity Policy	<p>Wells County Public Library (WCPL) is committed to non-discrimination in the consideration of employment and the employment terms and conditions of all WCPL applicants and employees. No applicant or employee will be discriminated against or treated unfavorably because of race, color, national origin/ancestry, sex, gender, religion, age, creed, gender identity, military service status, pregnancy, childbirth or related medical condition, veteran status, genetic information (including family medical history), mental/physical disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law), or other legally-protected status. All WCPL policies and procedures will be regularly reviewed to assure the full adherence to our equal employment opportunity objectives.</p>	Approve	
1.2 Sexual Harassment Policy	<p>Any employee who believes they have he or she has been sexually harassed should report the conduct immediately to Human Resources or the Director. No victim retaliation or discrimination will result from any good-faith complaint made</p>	Approve	
1.3 Anti-Harassment Policy	<p>In providing a productive working environment, WCPL believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, national origin/ancestry, sex, gender, religion, age, mental or physical disability, or other legally-protected status. It is WCPL's policy to provide an environment free from such</p> <p>It is against policy for any employee, whether a manager, supervisor or coworker, to harass another employee or board member. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of their his or her race, color, national origin/ancestry, sex, gender, religion, age, mental or physical disability, or other legally-protected status, or that of the individual's relatives, friends, or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes with or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities. WCPL also prohibits harassment of</p> <p>Harassing conduct includes, but is not limited to the following:</p> <ul style="list-style-type: none"> • Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, national origin/ancestry, sex, gender, religion, age, mental or physical disability, or other legally-protected status. • Verbal or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, national origin/ancestry, sex, gender, religion, age, mental or physical disability, gender identity, sexual orientation or other legally-protected status, that is electronically communicated or placed on walls, bulletin boards, or elsewhere on WCPL's premises, or that is otherwise circulated in the workplace • Offensive slogans, pictures or messages on t-shirts, sweatshirts, other items of clothing, or tattoos. <p>Any employee who believes they have he or she has been harassed in violation of this policy should report the conduct immediately to Human Resources or the Director. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.</p>	Approve	
1.5 Pregnancy Workers Accommodations Policy (New Policy)	<p>Employers are required under the Pregnant Workers Fairness Act (PWFA) to provide reasonable accommodations, when needed to qualified employees who are affected by pregnancy, childbirth, or related medical conditions, unless the accommodation would cause the employer undue hardship.</p> <p>Eligible Employee</p> <ol style="list-style-type: none"> 1. An employee who can perform the essential functions/fundamental duties of the job with or without a reasonable accommodation would be a qualified employee. 2. An employee can be qualified even if they cannot do the essential functions of their job as long as the inability is "temporary;" the employee could perform the functions "in the near future" and the inability to perform the essential functions can be reasonably accommodated. <p>The U.S. Equal Employment Opportunity Commission (EEOC) has provided the following as some examples of possible reasonable accommodations:</p> <ol style="list-style-type: none"> 1. Providing a stool or chair for the employee to sit on so the employee is not on her feet the entire shift; 	Approve	

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1.6 Religious Accommodations Policy (New Policy)	2. Allowing more bathroom breaks;	Approve	
	3. Allowing more time off for medical appointments;	Approve	
	4. Providing for a later shift start time if morning sickness is an issue; and	Approve	
	5. A change in work assignments to accommodate a need for light duty.	Approve	
	It is the employee's responsibility to inform their supervisor, HR or the director of the need for an accommodation. WCPL will then engage in an interactive dialog with the individual employee to verify the employee's specific and individualized needs covered under applicable law.	Approve	
1.6.7 Employee Protection Policy	Employees who have a sincerely held religious belief requiring reasonable accommodation to be able to perform the essential functions of their job should contact the Human Resource Manager or the Director. WCPL will then engage in discussions with the individual employee to verify the need for such accommodation and determine what accommodation WCPL can and will reasonably provide under the specific circumstances.	Approve	
1.8 Employee Professionalism (New Policy)	The library is a public institution supported by taxation, and, therefore, belongs to the people. Each patron, whatever his age, sex, race, appearance, social or intellectual status, should be given prompt, efficient, impartial, and courteous service. Staff members should bear in mind that they are immediate representatives of the library in all instances, including social media, and do much to form public opinion regarding the library. As an employee of the Wells County Public Library, I will:	Approve	
	<ul style="list-style-type: none"> Protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired 	Approve	
	<ul style="list-style-type: none"> Distinguish clearly, in my actions and statements, differences between my personal philosophy and attitudes and those of the library. 	Approve	
	<ul style="list-style-type: none"> Not speak or act in ways that are detrimental to my fellow staff, the Board, or the library. 	Approve	
	<ul style="list-style-type: none"> Always be alert and approachable to customers seeking assistance. 	Approve	
	<ul style="list-style-type: none"> Show children the same courtesy as adults. 	Approve	
	<ul style="list-style-type: none"> Report suspected abuse and/or neglect to the director/supervisor and to the proper authorities as outlined in Indiana Code 31-33-5. 	Approve	
Employment Policies			
2.3 categories of Employees	WCPL maintains standard definitions of employment and classifies employees in accordance with these definitions:	Approve	
	Interns	Approve	
	Interns may work either part time or full time for a designated period of time.	Approve	
	Should an intern become a regular full- or part-time employee, the employee's anniversary date will be the date of the change in status.	Approve	
	Volunteers		
	Additionally, all employees are defined as either exempt or non-exempt:	Approve with reordering to follow "Substitute Employees"	
	<ul style="list-style-type: none"> Exempt: Those employees who are employed in an executive, administrative, professional or outside sales capacity and who are not covered by the federal minimum wage and 	Approve	
	<ul style="list-style-type: none"> Non-exempt: Those employees who are not employed in an executive, administrative, professional, or outside sales capacity and who are covered by the federal minimum wage and maximum hours law. 	Approve	
	WCPL complies with all applicable federal and state labor, employment laws and Wages and Fair Labor Standards Act.	Approve	
	All employees, regardless of employment status, are subject to all WCPL rules and procedures.	Approve	
2.5 Selection of Employees	Background Checks WCPL conducts background checks through the Indiana State Police for individuals who are more than 18 years of age and who apply to the public library for employment or volunteer work; or are currently employed by or perform volunteer work for the public library. Minors and summer interns are excluded because they do not receive keys to the library building. 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.	Approve	

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2.6 Orientation, Job Duties and Responsibilities	During orientation, supervisors will explain job responsibilities and the performance standards expected of you. The new employee will also receive a job description for their position setting forth the essential functions of that position. Job responsibilities 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 necessary work. Cooperation and assistance in performing such additional work is expected.	Approve "standards expected of the employee."	
2.7 Training Period	All employees are employees-in-training for the first 6 months of employment or the first 6 months of a new position. These first 6 months are a trial period designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. At the end of this time the supervisor or the library director evaluates the employee-in-training. The evaluation is made in writing, signed by all concerned parties, and placed in the employee's file. A satisfactory rating upon completion of the first 6 months training period will qualify you as a regular employee. An unsatisfactory rating at any time during the training period may result in termination of your employment either immediately or at the end of your training period. 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. Employment remains at-will during and following	Approve Approve "...will qualify an individual as a regular employee. An unsatisfactory rating at any time during the training period may result in termination of employment either immediately or at the end of the training period."	
2.9 Rules and Regulations	<ul style="list-style-type: none"> Insubordination – Failing or refusing to follow or comply with instructions or assigned work in a timely manner, the use of abusive, or threatening language toward such individuals; or any conduct that undermines supervisory authority that is not otherwise protected by these policies or by law. or addressing a supervisor or management personnel in a disrespectful, Violence – Do not threaten, intimidate, coerce, provoke, or fight with employees, managers, department heads, patrons or visitors at any time Fighting, baiting, or other behavior that instigates- 	Approve Approve	
2.10 Resignation	We hope you will be with us for a long time, but if you choose to terminate your employment, it is anticipated that you will give your manager as much notice as possible. If the employee chooses to resign from employment, and in order for the employee to receive any accrued PTO pay, they will be expected to give their supervisor a minimum of two-weeks' notice. Professional employees should give 4 weeks' notice. This notice should be submitted in writing to the Director. 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 two-weeks' notice will forfeit their right to any accrued PTO pay which otherwise would have been paid upon termination of employment, and the employee 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	Don't make this change	
2.11 Employee Dress Code	All employees are required to maintain an appropriate, well-groomed and clean attire at work.	Approve	
2.14 Outside Employment	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. Before accepting outside employment, employees must inform their supervisor of their intention so that the supervisor can ensure that such employment does not present an unacceptable conflict of any kind with WCPL or with your continued employment with WCPL. Employees are to disclose possible	Approve "...or with employee's continued employment with WCPL."	
2.16 Representing WCPL	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. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct while off duty may be subject to disciplinary action by WCPL, including termination of employment if such conduct is determined by the director to be harmful (or potentially harmful) to WCPL's image, inconsistent with expectations of our employees.	Approve "Therefore, employees who engage in criminal conduct or other serious misconduct while off duty may be subject to disciplinary action by WCPL, including termination of employment if such conduct is determined by the director to be harmful to WCPL's image or inconsistent with expectations of WCPL's employees."	
Compensation & Work Week Policies			
3.1 Categories of Employees-Fair Labor Standards Act Nonexempt employees	Nonexempt employees are all other employees and who are entitled to Federal Minimum Wage and overtime compensation.	Approve "...employees and who are entitled..."	
3.4 Attendance	When agreeing to work, the employee is expected to fulfill their commitment. However, there may be reasons to be relieved of those hours: 1) vacant position for which accepted hours become filled; those hours will be assumed by the employee filling the position, or 2) if the hours the employee accepted will incur overtime, those hours may later be given to an available staff	Approve	

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3.6 Timekeeping Requirements	<p>Employees must accurately record time worked and eligible benefit time on WCPL's time clock software for payroll purposes. Employees are required to clock in and out at the start and end of each work segment. Employees are required to submit time off requests (through the time clock software) for any absences of 4 hours or more that are scheduled in advance. These time off absences are also required to be recorded on the staff calendar. If access to the time clock software is not available at the end of the work shift, the time must be recorded before Monday at 8pm. Any errors on your time clock should be reported immediately to your supervisor and/or accountant, who will attempt to promptly correct legitimate errors.</p>	<p>Approve "Any errors on an employee's time clock should..."</p>	
3.7 Off-the-Clock Work	<p>WCPL prohibits non-exempt employees from engaging in any off-the-clock work and from performing any work-related duties outside of their work schedule, unless off-the-clock work is preapproved by the Director. All work time must be recorded and will be paid. WCPL prohibits non-exempt employees from engaging in any off-the-clock work that includes, but is not limited to, email, phone calls, and texts and any other electronic communications after-hours. In the event that management does require assistance from a non-exempt employee outside of regular work hours, management will record this time on the employee's time clock. If an employee fails to comply with the policy, the off-the-clock work may result in discipline, and if</p>	<p>Approve</p>	
3.10 Compensation	<p>Government employers may offer compensatory time-off plans to their employees for overtime hours performed. Overtime hours do not include any paid time off hours within the same pay week. Exempt employees do not receive overtime, but will receive compensatory time off at a rate for one hour for one hour of overage hours worked. This compensatory time may accumulate up to 240 hours with no expiration date. An exempt employee with accrued compensatory time off shall not receive compensation upon termination of employment.</p> <p>Overtime Non-exempt employees may choose to receive compensation for overtime in one of two forms</p> <ul style="list-style-type: none"> • Payment for overtime hours at the rate of one and one half the employee's hourly wage for each hour of overtime worked, or • In lieu of monetary compensation, compensatory time as time off for overtime hours at a rate not less than one and one-half hours for each hour of overtime worked shall be given, may accumulate up to 240 hours or 160 over time hours worked with no expiration date. and must be taken within the next pay period. <p>Non-exempt employees will be allowed to schedule and work overtime only with the permission of the department head and library director.</p> <p>Any employee who has accrued compensatory time off, will be recorded through WCPL's time clock software, the amount will be calculated based if non-exempt or exempt calculation and will be added to their accrued compensatory time.</p> <p>An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time.</p> <p>Professional Meetings and Travel</p> <ul style="list-style-type: none"> • Multi-Day Conferences Staff members are compensated for regular 8-hour workdays while attending approved multi-day conferences and travel time on non-conference days. The library arranges all lodging. The library reimburses attendees for 3 meals per conference day (unless meals are included in the conference registration) provided a receipt is turned in. The library director <p>Jury Duty Any employee who is summoned for jury duty will be granted time off for the duration of the jury duty. WCPL will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to HR to verify the need for such leave. The employee will be paid the difference of the jury duty reimbursement and the employee's regular salary.</p> <p>The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor informed about the amount of time required for jury duty and to provide documentation regarding the amount of jury duty pay received in order to receive WCPL-provided compensation supplement.</p> <p>Workmen's Compensation</p>	<p>Approve</p> <p>Approve</p> <p>Approve ...shall be given. Compensatory time which may accumulate up to 240 hours or 160 over time hours worked with no expiration date."</p> <p>Approve "Accrued compensatory time off for any employee will be calculated through WCPL's time clock software, the amount will be calculated based on non-exempt or exempt calculation and will be added to their compensatory time."</p> <p>Approve</p> <p>Approve</p>	

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	<p>In accordance with Indiana's Worker's Compensation Act, WCPL provides comprehensive worker's compensation insurance at no cost to employees. This protection covers any work-related injury or illness that requires medical treatment. Worker's compensation coverage does not extend to benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by WCPL.</p> <p>Worker's compensation insurance generally provides limited benefits to eligible workers in the form of medical treatment, compensation for lost wages, and compensation for the loss or use of parts of the body. Benefits are generally available to employees after a short waiting period.</p> <p>Employees who sustain work-related injuries or illnesses, no matter how minor, must inform their supervisor immediately. Failure to timely report such injury or illness may compromise an employee's eligibility for and ability to claim worker's</p>	<p>Approve</p> <p>Approve</p> <p>Approve</p>	
	<p>2. The supervisor assists in obtaining immediate medical attention for the employee if needed. If the employee seeks medical attention, they should tell their doctor that it is a worker's compensation matter. Employee should also take the Member Benefit Card (get card from their Department Head), provided by the library's insurance company, with them to show the doctor.</p>	<p>Approve "The supervisor assists in obtaining immediate medical attention for the employee, if needed. If the employee seeks medical attention, they should tell their doctor that it is a worker's compensation matter. The employee should also take the Member Benefit Card (obtain the card from their Department Head), provided by the library's insurance company, with them to show the doctor."</p>	
Workplace Policies			
4.1 Code of Service	<ul style="list-style-type: none"> • Service. "WCPL provides the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased responses to all requests." Code of Ethics of American Library 	<p>Approve "...of the American Library..."</p>	
4.2 Corporate Compliance	<p>WCPL is dedicated to providing quality library service to our patrons and community in an environment characterized by strict conformance with the highest standards of accountability for administration, library, marketing, and financial management. WCPL's leadership is fully committed to the need to prevent and detect fraud, fiscal mismanagement and misappropriation of funds, and has developed an Internal Control Policy and Procedures to ensure ongoing monitoring and conformance with all legal and regulatory requirements. Further, the library is committed to the establishment, implementation, and maintenance of the Internal Control Policy that emphasizes (1) prevention of wrong doing – whether intentional or unintentional, (2) immediate reporting and investigation of questionable activities and practices without consequences to the reporting party, and (3) timely correction of any situation which puts the library, its leadership or employees, funding sources, or patrons</p>	<p>Approve</p>	
4.5 Internal Complaint Procedures	<p>If the library director would have a grievance of a personal nature or finds a procedure that requires action, the director may file, in writing, a request to the Library Board President for a hearing before the majority of the Library Board. All decisions of the Library Board are final.</p> <p>If the grievance is with the library director, the staff member should consult with the Library Board President. The Library Board President is responsible for investigating and consulting with other library board members Trustees as needed. All decisions made by the Library Board are final.</p> <p>No one may criticize, penalize, or treat the employee differently in any way for using this fair treatment procedure.</p> <p>Theis procedure is not intended to prevent the employee from discussing any matter with any level of management, including the Library Board President, at any time, but the employee is encouraged to follow the procedure as set forth in the steps of this policy. The Library Board of-Directors gives the Director authority to determine appropriate resolution to all employee grievances or complaints.</p> <p>Any employee who reasonably believes unethical or fraudulent activity has occurred or is occurring by the Director, should report such activity immediately to Human Resources. Human Resources will make a record of the discussion and will submit this information to the WCPL Library Board President within 24 hours. The Library Board of-Directors will be responsible for a timely investigation and appropriate legal action, if necessary.</p>	<p>Approve</p> <p>Approve</p> <p>Approve</p> <p>Approve</p>	
4.7 Computer, Internet, and E-mail U	<p>Employees' computer, Internet, and e-mail use is not necessarily private and may be monitored. Employees are expected to use these services appropriately and are not to abuse them. Staff members should set cell phones to vibrate and conduct personal phone calls only in non-public places. Personal use of the Internet should be conducted out of public view and not on library time (including, but not limited to: e-mail, on-line ordering, game playing, etc.). Staff members should set cell phones to vibrate and conduct personal phone calls only in non-public places.</p>	<p>Approve</p>	
4.10 Children in the Workplace	<p>Employees who have young children demanding attention may bring them to the library when they are working during the employee's scheduled hours only in an emergency situation and with the approval of the library director.</p>	<p>Approve "...young children in need of parental attention may bring..."</p>	

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4.12 Employee Privacy	<p>In the instance where a visitor is asking about personal information, staff should respond by: (reworked whole paragraph)</p> <ul style="list-style-type: none"> • asking if someone else can assist the visitor. • taking a name and phone number to relay the message to the staff member when they return. • offering to transfer the call, if a phone interaction and possible, to voicemail, so the staff member may return their call. 	<p>Approve</p> <p>Approve</p> <p>Approve</p>	
4.13 Community Events	<ul style="list-style-type: none"> • Event Calendar/Software Person in charge of the event is required to input the information on the Sign-up calendar software and provide information about the event to the Community Relations Manager. • Request for Funds All requests for funds for events must be into approved by the Friends of the Library or other funding sources before the event is publicized and occurs. 	<p>Approve</p> <p>Approve</p>	
Employee Benefits	<p>Full-Time employees & part-time employees working 24+ hours a week are entitled to benefits. Part-time employees working 24+ hours a week are considered part-time employees with benefits. When a part-time employee with benefits drop below the 24-hour average at the end of the calendar year, the employee will no longer qualify/be entitled to part-time benefits the following year. Employee benefits are paid at the employee's rate of pay when the paid time off is used.</p> <p>Using Paid Time Off (PTO) Planned PTO depends on the staffing needs of the library. The supervisor will determine if there are sufficient staff on the days requested for PTO. If there is insufficient staff or other employees are unable to cover the time period requested, priority will be given based on the order of the request, the first person who requests PTO will have priority over later requests. Employees will be notified through TimeClock if their PTO is approved. The director must approve any PTO that exceeds 2 consecutive weeks to ensure there is sufficient staff to cover and that it does not exceed their allowed hours. All requests for PTO must be submitted through TimeClock and employees should also inform</p>	<p>Approve</p> <p>Approve</p> <p>Approve</p>	<p>"...with benefits drops below the 24-hour..."</p>
5.2 Personal Business		Do not change	
5.3 Vacation	<p>Vacation is granted as follows:</p> <ul style="list-style-type: none"> • Full Time (Regularly scheduled for 30-40 hours/week) <ul style="list-style-type: none"> o Hire date of full-time service = 2 weeks (60-80 hours dependent on hours scheduled) or 3 weeks (90-120 hours dependent on hours scheduled) if the employee holds a Librarian or Specialist Certification I, II, or III from the Indiana State Library-Certification Board; dependent on experience level. <p>Vacation time cannot be accumulated. All vacation time must be taken prior to an individual's anniversary date. If an employee fails to take their earned vacation time before the employee's anniversary date, the unused vacation time will be forfeited.</p>	<p>Approve</p> <p>Approve</p>	
5.4 Sick Leave	WCPL recognizes that an employee's inability to work because of illness or injury may cause economic hardship. For this reason, WCPL provides paid sick leave to full-time and part-time employees with benefits.	Approve	
5.5 Bereavement Leave	The library director may approve additional time off to be used as sick leave, vacation, personal, or time off without pay. WCPL reserves the right to require documentation supporting the need for bereavement leave.	Approve	
5.6 Family and Medical Leave Act (FMLA) Policy Entire Policy is new	<p>WCPL complies with all applicable federal and state labor and employment laws, including the federal Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons. WCPL is a public agency and is a covered employer without regard to their number of employees.</p> <p>FMLA Leave Eligibility An eligible employee under the FMLA is an employee who has been employed by WCPL for at least 12 months, who has worked at least 1,250 hours in the past 12 months (the 1,250 hours does not include paid time off hours, must be physically working hours), and who works either at that facility or within 75 miles of that facility. The 12 months that an employee must have been employed by WCPL to be eligible for FMLA leave need not be consecutive. Except in certain limited circumstances relating to military leave, any period of employment with WCPL prior to a break in service of seven years or more will not be counted in computing the 12 months' service requirement.</p> <p>Reasons for FMLA Leave An eligible employee may take FMLA leave for one of five different reasons. Specifically, an eligible employee may</p> <ol style="list-style-type: none"> 1. up to 12 weeks per Leave Year to care for a newborn child or a child newly placed in the employee's custody through adoption or foster care for a period of up to one year after such birth or placement; 	<p>Approve</p> <p>Approve</p> <p>Approve</p> <p>Approve</p> <p>Approve</p> <p>Approve</p>	<p>Even though we are under 50 employees, we are required to offer FMLA. This FMLA policy comes directly from the Indiana Chamber HR Handbook.</p>

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
	2. up to 12 weeks per Leave Year to care for the employee's spouse, child or parent who has a Serious Health Condition;	Approve	
	3. up to 12 weeks per Leave Year because of the employee's own Serious Health Condition, if that condition renders the employee unable to perform their job functions;	Approve	
	4. up to 12 weeks per Leave Year because of a Qualifying Exigency arising from the fact that the employee's spouse, son, daughter or parent is on Covered Active Duty; or	Approve	
	5. up to 26 weeks within a Single 12-Month Period to care for a Covered Servicemember who is the employee's spouse, daughter, son, parent, or next of kin	Approve	
	who is:	Approve	
	a member of the armed forces (including National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list for a Serious Injury or Illness suffered in the line of	Approve	
	• a veteran who is undergoing medical treatment, recuperation or therapy for a Serious Injury or Illness suffered in the line of duty and who was a member of the armed forces (including National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation or therapy.	Approve	
	Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement. An employee may not combine forms of leave to exceed the maximum entitlement under the law. In other words, an employee is only eligible for a total of 12 or 26 weeks of FMLA leave a year, as applicable, depending on the	Approve	
	Limits on Spousal Leave	Approve	
	Spouses who both work for WCPL will be limited to a combined total of 12 weeks of FMLA leave per Leave Year for the birth, adoption, or foster placement of a child, or to care for a parent with a Serious Health Condition. Spouses who both work for WCPL will likewise be limited to a combined total of 26 weeks of FMLA leave during the Single 12-Month Period to care for a	Approve	
	DEFINITIONS	Approve	
	Covered Active Duty	Approve	
	For current active duty members of the armed forces, "covered active duty" means duty during deployment to a foreign country. For members of a reserve component of the Armed Forces, "covered active duty" means:	Approve	
	• duty during service in a foreign country as part of any operation designated by the Secretary of Defense as one in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force;	Approve	
	• an operation that results in a call to duty of certain members of the Armed Forces from retirement, the reserves, the National Guard, or state militias; or	Approve	
	• any other operation which is the result of a national emergency declared by the President or Congress.	Approve	
	Covered Servicemember	Approve	
	Means:	Approve	
	1. a current member of the Armed Forces (including National Guard or Reserves) who has suffered a Serious Injury or Illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is on the Temporary Disability Retired List; or	Approve	
	2. a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including National Guard or Reserves) at any time during the five years preceding the date of treatment, recuperation, or therapy.	Approve	
	Leave Year	Approve	
	For the purpose of this policy (with the exception of leave to care for a Covered Servicemember), the leave year within which an eligible employee may take their 12 or 26 weeks	Approve	
	of FMLA protected leave means a rolling 12-month period measured backwards from the date the employee first takes leave for any of the reasons set forth previously.		
	Next of Kin	Approve	
	Means the nearest blood relative of the injured Covered Servicemember as defined by applicable law and regulation.	Approve	
	Qualifying Exigency	Approve	
	Qualifying Exigencies include the following related to the Covered Active Duty of a Covered Servicemember:	Approve	
	• Issues arising from the short-notice (i.e., seven days or fewer) deployment of the employee's spouse, daughter, son, parent, or Next of Kin in the military ("Servicemember") for a period of seven days from the date of notification	Approve	
	• Military events and related activities	Approve	
	• Certain childcare and related activities	Approve	
	• Making and updating financial and/or legal arrangements	Approve	
	• Attending counseling for the Covered Servicemember or the child of the Covered Servicemember	Approve	
	• Taking up to 15 days of leave to spend time with a Covered Servicemember who is on short-term temporary rest and recuperation leave during deployment	Approve	

[illegible]

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
	<p>Employees must provide information sufficient to enable WCPL to determine whether the leave may be FMLA-qualifying and the anticipated timing and duration of the leave. WCPL may require information showing that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. If the leave is for a condition for which WCPL has previously approved FMLA leave, the employee must specifically reference that qualifying reason for the leave or the need</p>	Approve	
	<p>Notification of Designation</p> <p>Absent extenuating circumstances, WCPL will notify employees whether their leave has been approved as FMLA-qualifying no later than five business days after receiving sufficient information to make this designation. If known at the time of the designation, WCPL will notify the employee of the amount of leave that will be counted against the employee's FMLA entitlement. If this information is not known at the time of the designation, WCPL will provide such information, upon the employee's request, once every 30 days if leave is taken within that time period. If an employee is not eligible for FMLA leave, WCPL will advise the employee why that is the case.</p>	Approve	
	<p>Compensation for FMLA Leave</p> <p>Generally, FMLA leave is not paid. However, an eligible employee may elect to take any accrued paid vacation leave or, for personal medical leave, paid sick days in lieu of taking unpaid leave under the FMLA. Such paid leave will be counted toward the employee's 12 or 26 weeks of FMLA leave granted per leave</p>	Approve	
	<p>Intermittent or Reduced Hours Leave</p> <p>In the case of leave taken:</p> <ol style="list-style-type: none"> 1. to care for a seriously ill spouse, child, or parent; 2. due to the employee's own Serious Health Condition; 3. due to a Qualifying Exigency; or 4. to care for a Covered Servicemember, <p>...an employee may take leave intermittently (i.e., periodically) or on a reduced hours schedule (i.e., reduced number of working hours per day or per week) only when such leave is medically necessary and certified as such. Otherwise, such leave is not permitted except at the sole discretion of WCPL. An employee who takes leave intermittently or on a reduced leave schedule may be temporarily transferred to another position for which the employee is qualified to better accommodate that leave.</p>	Approve Approve Approve Approve Approve	
	<p>Job and Benefits Security</p> <p>An eligible employee who takes leave under the FMLA and who returns to work before their annual FMLA entitlement has expired will be restored to the position he or she held when the leave commenced, or to an otherwise equivalent position with respect to pay, benefits, and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any unused employment benefits that had accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.</p>	Approve	
	<p>Continuation of Group Health Plan Coverage</p> <p>Group health plan coverage will be maintained by WCPL during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it ordinarily is furnished to that employee. An employee who takes FMLA leave is entitled to maintain health benefits coverage. If the employee has any paid time off (PTO) during their FMLA leave, they must pay the employee's share of their insurance on a current basis. Employees without available PTO hours are required to pay their insurance premiums upon returning to work. Special arrangements can be made with HR for United Way. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons that are not beyond their control will be expected to reimburse WCPL for health care premiums paid by WCPL during the leave period.</p>	Approve	
	<p>If a paid holiday occurs during the FMLA period and the employee receives benefits, they will be eligible for holiday pay.</p>	Approve	
	<p>Certification of the Need for Leave</p> <p>In cases of leave to be taken to care for a family member with a Serious Health Condition, a Covered Servicemember who has suffered a Serious Injury or Illness in the line of military duty, or due to the employee's own Serious Health Condition, an eligible employee must provide WCPL with a completed and signed health care provider certification indicating that the employee requires FMLA leave. WCPL will provide the appropriate forms for such certification.</p>	Approve	
	<p>In cases of leave due to a Qualifying Exigency arising out of the active duty or call to active duty of a Covered Servicemember, WCPL requires that an employee's request for leave be supported by appropriate documentation as required by applicable law and regulation. In all cases, the forms certifying and supporting the need for FMLA leave must be returned within 15 calendar days after the employee gives notice of intent to take FMLA leave unless not practicable.</p>	Approve	

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
5.7 Medical Leave of Absence (Entire policy revised due to new FMLA policy)	<p>Failure to return this certification in a timely manner may result in delays in securing authorization for leave and WCPL may deny FMLA coverage until the required certification is provided. Failure to return the certification at all will preclude the employee from taking leave. WCPL also may require, at its own expense, a second and third health care provider opinion (except with respect to leave to care for a Covered Servicemember) if there is a question as to the validity of the certification provided by the employee for leave relating to a Serious Health Condition.</p>	Approve	
	<p>An eligible employee also may be asked to furnish WCPL with subsequent health care provider certifications on a reasonable basis during the employee's leave period except if the employee is on leave to care for a Covered Servicemember. An eligible employee's failure to furnish subsequent certifications may result in termination of the employee's right to leave. WCPL may seek recertification of the need for leave as permitted by statute and</p>	Approve	
	<p>Genetic Information Non-Discrimination Act (GINA) The Genetic Information Nondiscrimination Act (GINA) prohibits employers from requesting or requiring genetic information of employees or their family members. In order to comply with this law, WCPL asks that in applying for FMLA leave, employees not provide any genetic information when responding to any 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. When an employee is applying for FMLA leave for the care of a family member with a serious health condition, it is obviously necessary to provide some medical information regarding the sick family member to support the need for leave. However, any family medical history information is only required to the extent necessary to make the FMLA medical certification complete and sufficient under</p>	Approve	
		Approve	
	<p>Return to Work An employee returning to work from an FMLA leave of absence must be able to perform the essential functions of their job, with or without reasonable accommodation. If a reasonable accommodation is required, the employee must notify Human Resources. An eligible employee on FMLA leave must submit to a medical release to WCPL (i.e., fitness for duty certification) indicating that the employee is able to return to work and perform the essential functions of the employee's position. WCPL will furnish the employee with a list of essential functions to facilitate this process. Failure to submit a medical release will preclude the employee from being restored to their employment with WCPL.</p>	Approve	
		<p>"An eligible employee on FMLA leave must submit to a medical release to WCPL"</p> <p>Approve with above change.</p>	Yes. I think that is a typo.
	<p>Non-Discrimination/Non-Retaliation Policy Statement WCPL will not:</p> <ol style="list-style-type: none"> 1. interfere with, restrain, or deny the exercise of any right provided under the FMLA; 2. discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or 3. discharge or discriminate against any person for their involvement in any proceeding under or relating to the FMLA. 	Approve Approve Approve Approve Approve	
	<p>Employees who do not qualify for the Family Medical Leave Act (FMLA) may request a Medical Leave of Absence. WCPL may offer non-covered employees a Medical Leave of Absence, but they are not required to approve their request.</p>	"WCPL may offer grant non-covered employees a Medical Leave of Absence, but they are WCPL is not required to approve their request grant a Medical Leave of Absence."	
		Approve with above adjustment	
	<p>If an employee expects to be absent from work because of illness, injury, surgery, or any other FMLA leave eligibility, they are required to contact HR and/or Director to discuss their situation. Supervisors do not have the authority to approve any medical leave. Employees must give WCPL at least 30-days' notice of their intent to request a leave of absence if the leave is foreseeable. If the leave is not foreseeable, employees must make a good faith effort to provide notice as soon as practicable and must generally comply with WCPL customary call-in requirements. Any employee who fails to give the requisite notice</p>	Approve	
	<p>In all situations, the employee's request for medical leave must be supported by a physician's certification of the medical need for leave. This certification must be furnished within 15 days of the employee's leave request. The employee also may be required to submit to an examination by a physician selected by WCPL before the leave of absence will be approved. If circumstances require an extension of the leave for any reason, the employee must provide WCPL with a physician's statement attesting to the employee's continued medical condition and inability to work. As well, an employee returning from medical leave must submit a doctor's statement indicating that the employee has been released to return to work.</p>	Approve	
	<p>The library director and Library Board must approve all WCPL's Medical Leave of Absence requests. All leaves must be submitted on WCPL's Medical Leave of Absence Request Form. Director and/or HR will respond to the employee about the Medical Leave of Absence Request and will notify them if their request is approved by the Library Board.</p>	Approve	

Policy and Section	Staff Proposed Updates	Policy Committee Recommendations	Additional Background
	<p>The maximum duration of a medical leave of absence is 12 weeks. If an employee is unable to return to work after 12 weeks, their employment may be terminated, unless otherwise required by applicable law. Further, unless otherwise required by applicable law, WCPL cannot guarantee reinstatement of the employee upon completion of an approved leave of absence. Nonetheless, WCPL will make every effort to return the employee to a comparable job, subject to budgetary restrictions, WCPL's need to fill vacancies, and WCPL's ability to find qualified</p> <p>As a general matter, medical leaves of absence under this policy are unpaid. However, an employee on medical leave may be eligible for paid sick days, personal days, and/or vacation days under WCPL's policies and may elect to apply those paid time off days concurrently toward their medical leave of absence. If a paid holiday occurs during the medical leave of absence period and the employee receives benefits, they will be eligible for holiday pay. Employees may choose to continue their payroll withholdings and use their paid time off (PTO) to pay their supplemental insurance, Hoosier Start and/or United Way.</p>	<p>Approve</p> <p>Approve</p>	
5.8 7 Health Insurance	<p>The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan. These documents govern all issues relating to employee health insurance. Additional copies are available from Human Resources.</p>	<p>Approve</p>	
5.9 8 Life Insurance		<p>Approve</p>	
5.10 9 Public Employees' Retirement Fund (PERF)		<p>Approve</p>	
5.12 4 Retirement Accounts		<p>Approve</p>	
5.13 2 Continuing Education Policy		<p>Approve</p>	
5.14 3 Certification		<p>Approve</p>	
5.15 4 Professional Organizations	<p>Library staff members are encouraged to join the Indiana Library Federation. For workshop and conference registrations, the library will pay the professional member rate. Non-member staff will pay the difference for non-member registration.</p>	<p>Approve</p>	
5.16 5 Personal Book Orders			
5.17 6 Library Services for Staff			
Appendix A			
Borrower - User Fee Schedule	<p>Interlibrary Loan (ILL)</p> <ul style="list-style-type: none">ILL is a free service but subject to late fees and fines. A postage fee of \$3.00 \$4.00 will be charged for material received from an out-of-state institution.	<p>Approve</p>	<p>From Annette: I would like to propose an increase in the postage cost for patrons receiving out-of-state materials for an Interlibrary Loan. The rates for USPS shipping have raised several times since we last changed our fee. While we would like to continue providing access to materials for our patrons, the raised rates have exceeded the cost we pass along to our patrons.</p> <p>Currently there is a \$3 fee charged to the patron's account when materials are not available for borrowing within the state of Indiana. This charge helps to deflect some of the shipping costs and one that the patron must agree to prior to the requesting of out-of-state material.</p> <p>During the month of July 2024, ILL shipped 13 items with a total cost of \$60.96 at the USPS Library rate. This averages to \$4.69 per item.</p> <p>My proposal is to increase the ILL fee to \$4 for out-of-state materials borrowed on behalf of our patrons. This will enable WCPL to continue offering items for our patrons within the scope of the Library's Mission Statement and Values & Vision Statement and preserving the fiscal responsibility of WCPL.</p> <p>Thank you for your consideration.</p> <p>Regards, Annette</p>