



LaConner Regional Library
LaConner, Washington USA

Procedures 801p1

La Conner Regional Library

Personnel Guidelines

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The Personnel Guidelines and any of its policies do not constitute an employment contract or a guarantee of employment for any specific period of time. Unless an employee has a written employment contract with La Conner Regional Library for a specific period of time, employees of La Conner Regional Library are employed for an indefinite period of time, and both the employee and La Conner Regional Library may terminate the employment relationship at any time, with or without reason or notice. Only the Board of Trustees, in writing, can alter the “at-will” status of an employee’s employment

Introduction

1. Welcome

Welcome to the La Conner Regional Library. You have joined a public agency committed to serving the library needs of the La Conner Library District patrons. In selecting you as a member of the staff, we are demonstrating our confidence in your potential. La Conner Regional Library actively seeks to create a positive environment in which every employee can realize his or her full potential.

The district was formed in 1993 as a result of voters in the La Conner School District boundaries voting to create a rural partial county library district. In addition, the town of La Conner voted to be included in the district.

2. Purpose of Personnel Guidelines

The guidelines have been prepared as a guide and reference to acquaint you with the policies and procedures of the La Conner Regional Library. The policies and procedures described in this handbook are not conditions of employment and do not constitute a promise of specific treatment in specific situations. La Conner Regional Library may, at its sole discretion, change, delete, suspend or discontinue any part or parts of the policies in the Personnel Guidelines at any time with or without prior notice or reason.

3. Philosophy

La Conner Regional Library provides library services to the La Conner Library District.

The organization employs approximately 6 people. La Conner Regional Library has an unrelenting commitment to excellence and the equitable treatment of its employees and patrons.

4. Mission Statement

The mission of the La Conner Regional Library is to promote the enjoyment of reading, to provide resources to meet the informational needs of the community, and to support educational and cultural activities of local organizations.

5. Goals and Objectives of the Library

The general goals and objectives of the La Conner Regional Library are:

1. To collect, maintain, and organize resources for the purpose of contributing to the enjoyment and education of our community.
2. To serve the community as a place where people feel welcome and are able to access reliable information.
3. To support educational, recreational, civic, and cultural activities of groups and organizations.
4. To provide opportunity and encouragement for all members of the community to educate themselves continuously.

Employment Policies

1. At-Will Employment

Employment at the La Conner Regional Library is at-will, which means that either you or the Library may terminate the employment relationship at any time with or without a reason or notice. This at-will relationship can be modified only in writing, signed by the Library Director or the Board of Trustees. **The at-will relationship cannot be modified by any oral statements or promises, by anything in the Personnel Guidelines or in any other manuals or handbooks.**

2. Introductory Period

All new non-exempt employees work on an introductory basis for the first ninety (90) days after their date of hire. Exempt employees have an introductory period of 180 days or by contract with the Board of Trustees in the case of the Library Director. If the La Conner Regional Library determines the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended solely at the discretion of the Library Director or the Board of Trustees. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The La Conner Regional Library uses this period to evaluate employee capabilities, work habits, and overall performance. **This introductory period does not create a contract or a guarantee of employment for any specific period of time and as set forth above.** Either the employee or La Conner Regional Library may end the employment relationship at any time during or after the introductory period, with or without a reason or notice.

During the introductory period, new employees are eligible for those benefits that are required by law, or by La Conner Regional Library benefit programs. Employees should read the information for each specific benefit program for the details on eligibility requirements.

3. Equal Employment Opportunity

La Conner Regional Library is an equal opportunity employer and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, veteran's status, marital status, physical or mental disability, or any other basis prohibited by applicable state, federal or local laws.

4. Accommodation

La Conner Regional Library will make reasonable accommodations for the known physical or mental disabilities of an employee, unless undue hardship would result. The employee should advise the Library Director of any accommodations he or she believes are medically necessary in order to perform the job. The La Conner Regional Library may request medical certification from the employee's health care provider and will determine what, if any, reasonable accommodation may be appropriate. La Conner Regional Library may take other action regarding employee accommodation, as appropriate, in accordance with state, federal or local laws.

5. Anti-Harassment and Non-Discrimination Policy

The La Conner Regional Library prohibits any form of unlawful harassment or discrimination in the workplace. Harassment or discrimination based on an individual's sex, race, color, national origin, religion, age, marital status, veteran's status, physical or mental disability, or any other characteristic protected by state, federal or local law is unacceptable and will not be tolerated. Conduct that demonstrates mutual respect is expected of all employees in the workplace. Retaliation against any person who complains of harassment or discrimination in good faith, or who participates in an investigation in good faith, is also prohibited.

Sexual harassment is one form of unlawful harassment. Sexual harassment can be, but does not have to be, "sexual" in nature. Rather, sexual harassment is harassment that would not occur but for the gender of the person to whom it is directed. Sexual harassment may include requiring a person's submission to, or rejection of, sexual advances and/or sexual harassment may alter that person's terms or conditions of employment. Sexual harassment also includes a sexually abusive, intimidating, hostile, or offensive work environment. Such an environment can be created by unwelcome sexual advances, requests for sexual favors, gender harassment, the display of sexually suggestive objects or pictures or emails, or any other verbal or physical conduct that would not exist but for the gender of the person at whom it is directed and which has the effect of unreasonably interfering with an employee's work performance.

Other conduct that is not sexual in nature but will not be tolerated includes derogatory slurs, remarks or jokes about an individual's race, national origin, religion, age, marital status, physical or mental disability, or any other characteristic protected by federal, State or local law.

Reporting Discrimination and Harassment of Any Type

1. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy is encouraged (but not required) to let the offending person know immediately and firmly that the behavior is offensive.

2. Any employee who believes that he or she has been subjected to objectionable conduct prohibited by this policy must report it immediately to the Library Director or to the Board of Trustees Chair or Vice-Chair/Secretary.

3. Each reported incident of unlawful harassment or discrimination will be investigated. Although we cannot guarantee confidentiality, reasonable efforts will be made to disclose information only as needed to investigate and resolve a complaint. If it is determined that a complaint is valid, appropriate remedial action will be taken promptly. When appropriate, the employee will be informed that remedial action has been taken but may not be told information that La Conner Regional Library deems to be confidential.

4. Individuals reporting complaints or providing information in good faith in connection with an investigation will not be retaliated against for their participation in this procedure.

Employees found to have engaged in conduct in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

6. Corrective Discipline and Termination of Employment

Employee misconduct may result in corrective discipline as deemed appropriate, including the termination of the employee's employment.

7. Performance Evaluation

One tool your supervisor will use for communicating with you is the formal performance review. As a new employee, you may receive a performance review at the completion of your first 90 days of employment, as set out above. The completion of the period of review does not alter or change the at-will status of the employee's employment.

The La Conner Regional Library strives to review employees on a yearly basis. Generally, we attempt to conduct those reviews during the month of the anniversary of the date of your employment, although dates and times of employee reviews may be conducted at any time, in the sole discretion of the Library Director or the Board of Trustees.

8. Open Communication & Grievance Procedure

At La Conner Regional Library, we believe communication is at the heart of good employee relations. Employees should share their concerns, seek information, provide input, and resolve work-related issues by professionally discussing them with the Library Director until they are fully resolved. It may not be possible to achieve the results an employee wants, but the Library Director should attempt to explain in each case why a certain course of action is preferred. The La Conner Regional Library Board of Trustees is not involved in the day-to-day personnel matters for the library and accordingly, employees must attempt to resolve the issue in the above manner. Only if resolution has not been reached in the above manner should the employee bring the matter to the Board of Trustees.

If an employee has a concern about discrimination and/or harassment, La Conner Regional Library has set up special procedures to report and address those issues. The proper reporting procedures are set forth in the Anti-Harassment and Non-Discrimination policy and employees should follow those procedures for those types of complaints or concerns.

Hours of Work and Compensation

1. Employee Classifications

In order to clarify employment status and benefits eligibility, all employees are classified as either “exempt” or “non-exempt” from overtime compensation according to the overtime provisions of state and federal laws. In addition, all employees fall into one of the following categories:

1. Regular full-time: An employee who is normally scheduled to work a standard forty (40) hours or more each work week. At La Conner Regional Library, this position is the Library Director, an Exempt Position. This position receives benefits as outlined in the Director’s contract.
2. Regular part-time: An employee who is normally scheduled to work less than forty (40) hours per week, but at least twenty (20) hours per week. Regular part-time employees receive some benefits as outlined in the benefits section.
3. Temporary: An employee who is scheduled to work less than twenty (20) hours per week. **There are no benefits associated with these positions.**

2. Hours of Work

Workday lengths for non-exempt employees will vary based on the number of hours per week they are assigned. The Library Director is expected to work a forty (40) hour week.

Non-exempt employees are entitled to one ten (10) minute rest break for each four hours worked. Scheduling of a rest break may vary based on the busy nature of the library. Breaks are designed for just that, a break and cannot be accumulated into time off. A thirty (30) minute unpaid meal period is provided to any non-exempt employee who works a minimum of five (5) hours per day. **If the employee is unable to leave the building during meal time, the meal break will be paid.**

3. Attendance

Regular and timely attendance is essential for the La Conner Regional Library to function productively. Absences and tardiness (or leaving early) are disruptive to the efforts of your colleagues and La Conner Regional Library. Unexplained absences and excessive tardiness, or leaving early, will not be tolerated and may lead to disciplinary action, up to and including termination of employment. La Conner Regional Library may require employees to provide medical certification from a health care provider for absences due to illness, injury, or absences over three days.

If you are not able to attend work, or if you will need to arrive to work late or leave earlier than your normally scheduled shift, you are required to contact the Library Director prior to the start of the scheduled shift (notifying another co-worker is acceptable if the Director is unreachable), and as far in advance as possible. You should indicate the reason for your absence or lateness and when you expect to be at work. Employees who do not report to work on time and do not call may be subject to disciplinary action, up to and including the termination of employment.

4. Additional Hours for Employees

From time to time, it may be necessary for employees to perform additional work in order to complete a project or duty. Non-exempt employees will be paid for any additional hours worked above their regular assigned hours **only when approval is obtained in advance from the Library Director**. They will be paid at their regular rate, unless the extra hours push them past forty (40) hours per week in which case they will be paid overtime. Failure to obtain prior approval for additional hours may result in disciplinary action.

5. Wages and Salary Review

The La Conner Regional Library attempts to pay employees a competitive rate that reflects the employee's job position and performance. The La Conner Regional Library Board of Trustees endeavors to review wages and salaries at regular intervals and make adjustments to reflect an employee's performance or other factors. Salaries and wages are set annually by the Board of Trustees. See appendix for current salary chart.

Benefits and Leaves of Absence

1. Holidays

The following holidays will generally be observed as holidays for the La Conner regular full-time and part-time employees:

New Year's Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas Day

The library will close at 3 p.m. the day before Thanksgiving. The Library may close early on Christmas Eve. The decision is up to the Director.

If any of these above holidays fall on a Saturday the Library will be closed and the holiday observed on that day. If any of the above holidays fall on a Sunday, the holiday will be taken on the Monday after the holiday. All full-time employees are eligible for holiday pay. Regular part time employees are paid their regular hours for the holiday if it falls on a day that they are regularly scheduled to work.

2. Leave Time: Full-time and Regular Part-time Employees (over 20 hours/week)

Leave time is credited at the end of each month and available for use after the employee has worked at least, ninety days.

Library Director:

Vacation time accrues for the Library Director (or any other full time employee) at 8 hours per month. Vacation time can be carried over from year to year and may be accumulated to a maximum of 240 hours. The Director is strongly encouraged to take at least 80 hours of leave time per year.

Full time employees also accrue 8 hours of paid sick leave per month. Sick leave can be carried over from year to year and is cumulative to 960 hours.

Sick leave can be used for the employee's or a family member's mental or physical illness, health condition, or to allow for the diagnosis, care, or treatment of an illness, or to obtain preventative medical care. A family member is defined as (1) a child, biological, adoptive, de facto or foster child of the employee, a stepchild, a child for whom the employee stands

in loco parentis or is a legal guardian, or is a de facto parent, regardless of age or dependency status (2) biological, adoptive, de facto or foster parents, stepparents, legal guardians of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis of the employee as a minor child (3) the employee's spouse, registered domestic partner, grandparent, grandchild, or sibling. Absences over 1 week in length may require the employee provide medical documentation from a health care provider

Accrued but unused vacation time will be paid out upon separation from employment. Accrued unused sick leave will not be paid out upon separation from employment.

Part-Time Employees Working over 20 Hours per Week:

Regular part-time employees who work over 20 hours per week, but less than 40 hours per week, earn prorated leave time based on the percentage of full time hours worked. These hours can be taken as either vacation or sick leave. Leave time may be carried over from year to year and accumulated to a maximum of 120 hours. Accrued but unused leave time will be paid out upon separation from employment.

3. Sick Leave: Regular Part-time Employees (under 20 hours/week) effective 1/1/2018

Sick leave is credited at the end of each month and available for use after the employee has worked at least ninety days.

Regular part-time employees working less than 20 hours per week will receive paid sick leave benefits at the rate of 1 hour for every 40 hours worked to a maximum of 40 hours. Accrued sick leave can be carried over from year to year. Unused sick leave will not be paid out upon separation from employment.

The La Conner Regional Library provides paid sick leave for the employee's or a family member's mental or physical illness, health condition, or to allow for the diagnosis, care, or treatment of an illness, or to obtain preventative medical care. A family member is defined as (1) a child, biological, adoptive, de facto or foster child of the employee, a stepchild, a child for whom the employee stands in loco parentis or is a legal guardian, or is a de facto parent, regardless of age or dependency status (2) biological, adoptive, de facto or foster parents, stepparents, legal guardians of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis of the employee as a minor child (3) the employee's spouse, registered domestic partner, grandparent, grandchild, or sibling. Absences over 1 week in length may require the employee provide medical documentation from a health care provider

To take leave time (not due to a sudden illness) employees must request advance approval from the Library Director or, in the case of the Director, from the Board of Trustees' Chair.

4. Maternity Leave

A leave of absence will be granted to an employee for the period of time that she is actually ill or disabled due to pregnancy or childbirth. The employee shall provide medical documentation from her physician setting forth the medical necessity for the leave and the expected duration of the leave.

An employee taking a leave of absence for the period of disability relating to pregnancy and childbirth has the right to return upon expiration of such leave to the same position, or a similar position of comparable pay and benefits, unless business necessity prevents the company from returning the employee to such position. If an employee extends her pregnancy-related leave beyond the period of actual disability, the employee has no right to return to the same or similar position upon expiration of such leave.

Maternity leave is unpaid but an employee may elect to use all accrued sick leave and accrued vacation time during maternity leave. The request for maternity leave should be made in writing to the Library Director or the Board of Trustees at the earliest possible date.

5. Bereavement Leave

La Conner Regional Library allows employees bereavement leave for the death of an employee's immediate family. For purposes of bereavement leave, the employee's immediate family is defined as the employee's spouse, child, grandchild, parent, brother, sister, in-laws, grandparents, guardian of the employee, or the death of any person residing with or legally dependent upon the employee.

La Conner Regional Library may pay employees (who have completed 3 months of employment) their normal wages, up to a maximum of one week of regular scheduled employment for bereavement leave.

6. Jury Duty

La Conner Regional Library allows all employees who are called to serve on jury duty to take the time required to serve. Employees who are summoned for jury duty or who are subpoenaed to appear in court or in deposition should present a copy of the summons or subpoena to the Library Director or Board of Trustees Chair. Employees who are dismissed from jury duty or are not required to remain in court must report to work during regular work hours.

In the event a library employee is called for jury duty, the library will release them and assure no loss of wages. If fees and expenses paid to the employee do not equal or exceed wages normally paid by the library, these fees will be turned in to the Auditor's office and the employee will be paid their wages as usual.

7. Military Leave

It is the policy of La Conner Regional Library to comply with Washington State and federal laws regarding leave for military service, including reinstatement as required by those laws.

8. Personal Leave

Under limited circumstances, employees may be granted a leave of absence for emergency circumstances (where the employee does not have available other leave, such as sick leave, vacation leave, etc.). Generally, this leave is only for extraordinary circumstances, and the decision about whether an employee will be granted such a leave is at the sole discretion of the Library Director and the Board of Trustees. The leave is unpaid.

9. Other Benefits

All full-time and regular part-time employees are eligible for the Public Employees Retirement System (PERS). Information on PERS is available upon employment. No medical benefits are available. The Director's benefits are set per contract.

Miscellaneous

1. Employment of Relatives

No person may be employed by the La Conner Regional Library who is related by blood or marriage to any member of the Board, the Library Director, or any other employee of the Library. In this context, related shall mean or include: parent, child, spouse, sibling, grandparent, grandchild, uncle, aunt, nephew, or niece, including step, half, foster, or in-laws.

2. Electronic Communication and Technology

La Conner Regional Library respects the individual privacy of its employees. However, employee privacy does not extend to employees' work-related conduct or to the use of company-provided equipment or supplies. Employees should be aware that the following policy might affect their privacy in the workplace:

It is the policy of La Conner Regional Library to provide the communication services, computers, and other equipment necessary for the conduct of its business. It is the further policy of La Conner Regional Library to reserve the right to monitor its employees' use(s) of such equipment to ensure that professional conduct standards are maintained.

La Conner Regional Library communication services, computers, and all other electronic systems are for the sole purpose of conducting Library business. These systems are not intended to be used by employees for conducting personal business, playing electronic or video games, storing personal documents, etc., or for any other personal reason. Inappropriate use of the company's communications and/or computer systems may result in disciplinary action, up to and including termination of employment.

La Conner Regional Library reserves the right to access, alter, save, copy, recreate, print, and/or use this electronic data in any method not prohibited by law. La Conner Regional Library may and can monitor employee activity on its communications systems, its computers, its electronic record-keeping and/or storage systems as it deems necessary, without prior notification to the employees who customarily use these systems.

All electronically based computer programs and software are owned and licensed to La Conner Regional Library and may not be used or copied for personal use or for any non-business purpose. Employees are prohibited from installing any unauthorized software onto computers owned by La Conner Regional Library.

No employee, unless authorized in writing by the Library Director or the Board of Trustees, may remove or download any records maintained in the agency's computer systems or other electronic record-keeping, and/or storage devices.

All portable equipment provided for an employee's use, such as laptops, fax machines, and cellular phones, must be promptly returned to the company when such equipment is no longer required or immediately upon the employee's departure from La Conner Regional Library. All equipment must be returned in good condition. Any damage beyond reasonable wear and tear shall be the financial responsibility of the employee.

Employees may not use La Conner Regional Library's voice mail, electronic mail, desktop computers, fax machines or the Internet in any way that may be seen as insulting, disruptive, or offensive by other persons. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message or file that can be construed to be unlawful discrimination or harassment of others based on their race, color, national origin, religion, age, sex, sexual orientation, marital status, veteran's status, physical or mental disability or any other characteristic protected by state, federal or local law.

3. Health and Safety

Safety is the responsibility of all employees. It is the policy of La Conner Regional Library to comply with all federal and state safety and health guidelines for the protection of its employees. Please report all injuries (no matter how slight) to the Library Director immediately, as well as anything that needs repair or appears to be a safety hazard. Failure to adhere to La Conner Regional Library safety standards and practices can result in disciplinary action, up to and including termination of employment.

4. Violence in the Workplace

La Conner Regional Library is committed to maintaining a workplace that is free from violence and threats of violence. Employees should promptly report any acts of violence or threats of violence, including actions of coworkers and members of the public, to the Library Director. Employees who engage in acts of violence or make threats of violence are subject to discipline, up to and including the termination of employment.

5. Substance Abuse

While at work, each employee has a responsibility to coworkers, and to the general public, to perform his or her work in a safe and conscientious manner. La Conner Regional Library expects employees to be able to work in an environment free from the effects of alcohol and/or other job-impairing substances. This does not mean that employees cannot perform their jobs while taking prescription or nonprescription medications in accordance with a lawful prescription or consistent with the standard dosage recommendations, unless such medications cannot be taken in a safe manner, or if

the medications impair the employee's ability to do the essential functions of his or her position with or without an accommodation that does not create an undue hardship for La Conner Regional Library.

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited. All employees shall abide, as a condition of employment, by the terms of this Act and shall notify the Library Director or Board of Trustees within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. Failure to comply shall be ground for appropriate disciplinary action up to and including termination.

6. Outside Employment

If you are an employee of the La Conner Regional Library and you engage in outside employment, second jobs, or "moonlighting" any activity related to such employment must be conducted off-site and not during regularly scheduled work hours.

7. Confidential Information

Employees of the La Conner Regional Library will receive and have access to information that is confidential in nature. Library employees may not provide this data to any other person, nor personally use this data, for any reason other than Library or Board of Trustees business. Compliance with the Public Disclosure Requests must be handled according to the law. See Policy 201: Confidentiality of Circulation Records.

8. Ethics and Conflicts of Interest

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the agency. La Conner Regional Library requires that the transactions employees participate in are ethical and within the law, both in letter and spirit.

Conflicts of interests or unethical behavior may take many forms including, but not limited to, the acceptance of gifts from vendors, potential vendors, or consumers of the agency. Employees may engage in outside business activities, provided such activities do not adversely affect the Library or the employee's job performance and the employee does not work for a vendor. Employees are prohibited from engaging in financial participation, outside employment or any other undertaking that is prejudicial to the best interests of the La Conner Regional Library. Employees may not use proprietary and/or confidential information for personal gain or to the Library's detriment, nor may they use assets or labor for personal use.

If an employee has a financial or employment relationship with a vendor, potential vendor, or consumer of the agency, the employee must disclose this fact in writing to the Library Director or Board of Trustees. The Library Board of Trustees will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, La Conner Regional Library may be forced to ask the employee to tender his/her resignation. La Conner Regional Library has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from the Library Director or Board of Trustees with any ethical concerns.

Receipt and Acknowledgment
of LA CONNER REGIONAL LIBRARY's Personnel
Guidelines

The Personnel Guidelines is a guide intended to help you become acquainted with the La Conner Regional Library and its policies and procedures. You understand that these policies and procedures described in this Personnel Guidelines are not conditions of employment and do not constitute a promise of specific treatment in specific situations. You further understand that the La Conner Regional Library may, in its sole discretion, change, delete, suspend or discontinue or deviate from any part or parts of the policies in this Personnel Guidelines at any time with or without prior notice or reason. Any such changes made by the La Conner Regional Library will immediately supersede the current contents of this Personnel Guidelines. You acknowledge that this Personnel Guidelines is effective as of the date below and replaces and supersedes all previous Personnel Guidelines.

In addition, by your signature below, you further acknowledge that you understand that your employment with La Conner Regional Library is terminable at-will, either by yourself or the La Conner Regional Library, and that nothing in this Personnel Guidelines is intended to alter the at-will status of your employment. No one at the La Conner Regional Library, other than the Library Director or Board of Trustees, and then only in writing, has the authority to enter into any employee agreement that in any way modifies the at-will status of your employment.

Your signature below indicates that you have read and understood this statement and have received a copy of the La Conner Regional Library Personnel Guidelines. Your signature further acknowledges and agrees that you will read and familiarize yourself with its contents and follow the policies and rules indicated.

Date

Employee's Printed Name

Employee's Signature