

Lyons Regional Library District

Staff Handbook

PO Box 619
Lyons, CO 80540
(303) 823 - 5165

www.lyons.colibraries.org

Approved by the Lyons Regional Public Library District Board of Trustees:
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ABOUT THIS HANDBOOK

THIS HANDBOOK IS DESIGNED TO ACQUAINT YOU WITH THE LYONS REGIONAL LIBRARY DISTRICT. THE HANDBOOK IS NOT ALL-INCLUSIVE BUT IS INTENDED TO PROVIDE A SUMMARY OF MOST LIBRARY GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH THE LIBRARY IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE LIBRARY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE LIBRARY HAS THE SAME RIGHT.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY THE LIBRARY DIRECTOR ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE LIBRARY, OTHER THAN THE LIBRARY DIRECTOR, HAS THE AUTHORITY TO ENTER INTO SUCH AN AGREEMENT OF EMPLOYMENT, FOR ANY SPECIFIED PERIOD. SUCH AN AGREEMENT MUST BE IN WRITING, SIGNED BY THE LIBRARY DIRECTOR AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS PLEASE TALK WITH THE LIBRARY DIRECTOR. ALSO, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK.

EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE LIBRARY RESERVES THE RIGHT TO INTERPRET THE GUIDELINES OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

Letter from Library Director

This handbook was developed to outline some of the guidelines, programs, and benefits available to employees as well as to describe expectations. It is important for all employees to become familiar with the contents of this handbook. If there are any questions please do not hesitate to ask me.

The success of the Lyons Regional Library District (the Library) as an integral part of our community's ability to meet, learn, share and create knowledge is due largely to the positive spirit, integrity, professionalism, and dedication of the library's employees, trustees, friends, and volunteers. The library's staff understands the importance of protecting and promoting: intellectual freedom; the privacy of our patrons; rationalism (making decisions based on evidence and reason); equal access to ideas and knowledge for everyone; and informing and empowering the electorate in a democracy. We are aware that the people of our district provide the resources of our library and we are careful stewards.

The mission of the Lyons Regional Library District is to provide access to quality resources and programs that serve the lifelong cultural, educational, and informational and entertainment needs and interests of people of all ages and backgrounds with the Lyons Regional Library District.

We meet this mission by:

- 1) Building our collections, programs and services
- 2) Developing our staff to meet the challenges of the future
- 3) Expanding our use of technology in appropriate ways
- 4) Marketing our message as the community's premier information resource
- 5) Demonstrating accountable stewardship of our resources
- 6) Maintaining and updating our facilities
- 7) Developing a culture that values results and builds trust

I hope that your experience here will be challenging, enjoyable, and rewarding!

Kara Bauman

Equal Employment Opportunity / Unlawful Harassment

The Library is dedicated to the principles of equal employment opportunity (EEO) in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, sexual orientation, pregnancy, genetic information or any other status protected by state or local law.

The Library is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the Library prohibits sexual harassment and harassment because of age, race, gender, color, religion, national origin, disability, or any other legally protected status.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age, race, gender, color, national origin, religion, disability, or any other legally protected characteristic will not be tolerated. Prohibited behavior includes but is not limited to the following:

- Written form such as cartoons, e-mail, posters, drawings, or photographs
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes
- Physical conduct such as assault, or blocking an individual's movements

This policy applies to all employees including supervisors, co-workers, volunteers and non-employees such as patrons, vendors, consultants, etc.

ADA Accommodation

In compliance with the Americans with Disabilities Act (ADA), the Library will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Library. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. Employees needing such accommodation are instructed to contact the Library Director as soon as possible.

Pregnancy Accommodation

A private space will be provided, and reasonable time will be permitted, for nursing mothers to express milk during the workday for up to two years following the birth of a child. The time permitted typically will run concurrently with the time already provided for meal and rest breaks. If the break cannot run concurrently and/or additional time is needed, the Library Director and the employee will agree upon a schedule which might include the employee using unpaid leave (if non-exempt), annual leave/vacation time, arriving at work earlier, or leaving later. In the event

unpaid leave is used, the employee will be relieved of all work-related duties during any unpaid break.

Employees will be provided with the use of a room, office, or other private area, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from co-workers and the public.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Library believes it warrants separate emphasis.

The Library strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and business-like manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body

EEO/Harassment Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Library expects employees to make a timely complaint to enable the Library to promptly investigate and correct any behavior that may be in violation of this policy.

The Library prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for

making a complaint or for your participation in the investigation, please follow the complaint procedure outlined below. The situation will be promptly investigated. Report the incident to the Library Director, who will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as possible. If the Library Director is the party with whom you have a harassment complaint, report the incident to a member of the Human Resources Committee appointed by the Library's Board of Trustees. A list of the Trustees and their duties is posted on the library's website.

If the Library determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Open-Door Policy

If you have a problem concerning a work-related matter, discuss it frankly with the Library Director. Normally, this discussion should occur within five days of the incident. Discussions held in a timely manner will enhance the Library's ability to resolve concerns while it is fresh in everyone's mind. Your Library Director is an important person to you and your success in your employment with the Library. The Library Director has an "open door" policy to all employees.

EMPLOYEE BENEFITS

Employee Classifications

Under Federal Wage & Hour Regulations and benefits eligibility rules, the Library recognizes the following categories of staff:

Exempt Employee - an employee who is not eligible for overtime pay or compensatory time, such as the Library Director.

Non-Exempt Employee - an employee who is eligible for overtime pay or compensatory pay, such as everyone except the Library Director.

Full-time Employee - an employee regularly scheduled to work at least 40 hours per week. Full-time employees are eligible for benefits as described below.

Part-time Employee - an employee regularly scheduled to work 20 to 39 hours per week and at least 80 hours per month. Part-time employees are eligible for sick leave and PTO as described below.

Employee Benefits

The benefits described below are subject to change or termination at any time by the Lyons Regional Library District Board of Trustees.

Holidays—For full-time employees, the Library observes the following holidays as days off with pay (subject to change, decided for calendar year by January 1):

New Year's Day; Martin Luther King Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving (2 days); Christmas Eve; Christmas Day; New Year's Eve.

For part-time employees regularly working more than 20 and fewer than 40 hours per week (exclusive of overtime), the holidays listed above will be observed as paid holidays. Holiday pay for part-time employees is prorated based on their regularly scheduled work hours. For example, a 20-hour per week employee will receive one-half (20/40) of holiday pay for each observed holiday.

Sick Leave

All hourly non-exempt employees will accrue 0.04 hours of sick time per hour worked, up to a maximum of 48 hours per year. Employees may carry over sick time from one year to the next, but at no time may the bank exceed 48 hours. Sick time begins accruing on the first day of employment and is available to be taken immediately. Accrued sick time will not be paid out upon separation.

Paid Time Off (PTO)

Full- and part-time hourly non-exempt employees are currently eligible to earn paid time off (PTO).

All part-time employees working at least 80 hours per month will accrue 0.0385 hours of PTO per hour worked.

PTO begins accruing after 2 months of regular employment.

PTO will be capped at 80 hours for non-exempt employees working 1-5 years, and at 96 hours for non-exempt employees working 6-10 years.

PTO and Sick Leave accruals for exempt employees will be governed by their individual employment agreements.

All employees are encouraged to use all of their earned PTO each year. For both full- and part-time employees, unused PTO may be carried over into the next anniversary year. However, the maximum PTO that an employee may accumulate is 40 hours over their annual paid time off allotment. At no point can the carryover plus new PTO exceed this cap. As a result, the amount of PTO that employees may be granted each anniversary date might be limited by the amount carried over.

Employees are responsible for scheduling their PTO in advance, with their supervisor, and must receive their supervisor's approval in writing. PTO must be scheduled in a manner that minimizes interruptions to Library operations.

When a paid holiday falls within the employee's requested PTO period the holiday pay will substitute for PTO. PTO time will not be counted as hours worked in computing overtime.

Part-time employees may request leave without pay. Such requests must be made in writing and approved by the Library Director, provided such leave will not adversely affect library operations and services.

- Employees do not earn PTO during an unpaid leave of absence.
- Holiday benefits occurring during unpaid leave will not be paid
- Employees must take all available PTO prior to the effective date of the unpaid leave of absence.

Part-time employees may request a reduction in work hours. Such requests must be made in writing and approved by the Library Director, provided such a change of schedule will not adversely affect library operations and services.

Employees should remember that PTO benefits are based on working at least twenty hours per week. If an employee reduces their hours below twenty hours per week they will not earn PTO for that scheduled time.

Upon separation of employment, employees will receive pay for earned, unused PTO subject to the caps on carryover hours set forth above.

Bereavement/Funeral Leave—No paid funeral leave is provided to employees, although employees may use accrued PTO for this purpose. Additional unpaid bereavement leave may be granted at the discretion of the Library Director.

Jury Duty—Employees receive full pay up to \$50.00 per day for the first three days of jury duty if scheduled to work, are a nonexempt employee, and provide confirmation of service in writing. Jury duty beyond three days is without pay from the District for non-exempt employees. However, beginning with the fourth day and thereafter, the juror is paid \$50.00 per day by the State of Colorado for state, district, or county courts.

Military Leave—Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veteran's re-employment rights, including USERRA and C.R.S. 28-3-601 through 608, when applicable. The Library pays for the first 15 days of leave per year. After that, leave is without pay.

Voting Leave—Under most circumstances it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with the Library Director no later than the day prior to Election Day.

Medical Leave—Part-time employees are not eligible for medical leave except as required for a disability.

No Other Benefits—No other benefits beyond those stated above are provided by the Lyons Regional Library District.

PAYROLL

Payment

Employees are paid on a monthly basis in arrears.

Payment is automatically deposited to the bank account specified by the employee.

Employees receive an electronic statement showing gross pay, deductions, PTO and sick leave balance, and net pay.

Work Week

The regular workweek begins at 12:01 a.m. on Saturday and ends at 12:00 midnight on Friday.

Overtime

Overtime is paid only in compensatory time and not in monies.

Compensatory Time

When full- or part-time non-exempt employees are requested to work in excess of forty hours during any one week, they will be granted one and a half hours of compensatory time (comp. time) for each hour worked. The use of comp. time should be discussed and authorized in advance by the Library Director in writing.

For purposes of calculating comp. time, only hours actually worked are counted.

Breaks

Staff members (non-exempt employees) who are paid on an hourly basis will receive a paid work break of 15 minutes during each consecutive four hours of work. The scheduling of all breaks and/or rest periods is based upon work hours and work demands, and is coordinated by your supervisor to ensure that work areas, duties, and telephones are sufficiently staffed.

Staff members who are scheduled to work at least six consecutive hours in a day should take one paid 15-minute break and one unpaid 30-minute break. Those who are scheduled to work at least 8 consecutive hours should take two paid 15-minute breaks and one unpaid 30-minute break. Break times may not be accrued to shorten

assigned hours of work and cannot be combined without the supervisor's prior approval.

Timekeeping Procedures

Non-exempt employees must keep track of their hours worked including days worked and hours worked.

All Non-exempt employees must submit the hours they worked each month, or are projected to work for the remainder of the month, to the Library Director.

All employees must indicate on their timesheet PTO used during each month. Staff will be alerted to their PTO balance on their pay stub.

Business Expense Reimbursement

All business expenses including transportation, lodging, meals, and registration must be approved in writing by the Library Director before the expense is incurred. Expenses will be reimbursed at the Federal Government per diem rates.

PROFESSIONAL CONDUCT/WORK ENVIRONMENT

Patron Service

Patron Service is one of the hallmarks of an outstanding library organization. We strive to provide our patrons with a superior level of service. As a member of a professional library team, you will treat each patron with courtesy, respect and honesty, without the appearance of prejudice. Any conduct that in the opinion of the Library Director leads to or can lead to a negative community impact upon the Library or any of its Trustees, Friends, or employees must be avoided.

Library patrons who initiate actions that have or could have a negative impact on Library operations or any Library employee should, when possible, be treated with the utmost of courtesy and tact. An Incident Report Form will be used to report in writing the event within 24 hours of the incident by staff. The exception is if there is a real or perceived threat of physical violence/assault or property damage, which should be reported to the Police by calling 911 immediately.

Patron Privacy

It is Library policy to comply with all laws pertaining to the privacy of patron records at all times. It is the responsibility of all Library employees to maintain the confidentiality of Library patrons as set forth in the Colorado Revised Statutes (CRS) § 24-90-119. Library staff will consider use of the Library, questions asked, materials borrowed, attendance at Library programs, and the presence of the patron in the Library, as being protected by this law as well as all patron records.

The Library will not disclose information about a patron's record or use of the Library to anyone other than the patron (or for minors, a custodial parent or legal guardian) without written permission from the patron, except by court order.

When any local, state or federal law enforcement agent requests information about a Library patron, the Library staff will refer the agent to the Library Director who is the *only* person authorized to handle these requests.

Personal Appearance and Attire

At Lyons Regional Library District personal appearance, hygiene, and attire are important. A professional image must be maintained to instill confidence in the minds of our patrons. This helps ensure our success. Employees' appearance should be consistent with good hygiene, safety, and what our Library considers appropriate attire. Attire must be clean, in good condition, and wrinkle-free. If you are not sure, bring it in for the Library Director to evaluate.

All employees will wear their name badge whenever conducting Library business.

Smoking Policy

Use of all tobacco products including some non-tobacco products such as vaporizers, e-cigarettes, and marijuana in any form whether inside the Library or on Library grounds is strictly prohibited.

Gifts

Soliciting gifts of monetary value for services from any person doing business with the Library is prohibited. In place of gifts, patrons are welcome to donate to the Lyons Regional Library District Foundation or Friends.

Attendance and Punctuality

Absence is the failure to report for work and to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day. Employee attendance is essential for efficient Library operations.

Employees should be ready to work at the designated time. If an employee knows he or she is going to be absent or unavoidably late, the Library Director should be notified at least one hour before the designated work time. Failure to request advance approval or to report the absence as described above will result in the absence being recorded as unexcused. Leaving messages with other employees or on voice mail is not acceptable. Communicating directly with the Library Director is expected.

Excessive absenteeism and tardiness will not be tolerated.

Drug and Alcohol Abuse

It is the goal of the Lyons Regional Library District to foster a work environment free from the behavior-altering effects of drugs and alcoholic beverages. Working after the apparent use of alcohol, a controlled substance, or abuse of any other substances is prohibited. This includes working after the apparent use of marijuana, regardless of whether you are a lawfully registered user.

Furthermore, the possession, purchase, consumption (use), or sale of a controlled substance or alcohol on Lyons Regional Library District's premises or while conducting Lyons Regional Library District's business is prohibited. Alcoholic beverages served in conjunction with an authorized Lyons Regional Library District event are an exception to this prohibition.

Disciplinary Actions

Good working relationships make demands on everyone, and employees have responsibilities to the Library, themselves, and their coworkers.

Employees must at all times comply with Library expectations for work, performance, and conduct.

The Library Director will decide in their judgment which actions would require disciplinary action and what recourse most effectively remedies any issues.

Health & Safety

The Library is committed to a safe work environment for employees, patrons, and visitors. Employees must immediately report unsafe practices or conditions in the library to the Library Director.

If you are injured on the job, no matter how minor, you must immediately inform the Library Director and report this fact in writing to the Library Director using an Incident Report Form.

If medical treatment is needed for an on-the-job injury, it must be obtained from the Library's designated physician or medical center. If not, you may be responsible for the cost of medical treatment.

Emergencies and First Aid

Since each case is unique, staff members should use their best judgment to do what is prudent and reasonable in case of emergencies. The first priority in all emergencies is the safety of patrons, staff members, and the Library. Once that has been accomplished, notify Director in writing as soon as possible; describe the emergency, and what was done.

Staff members should exercise extreme caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability

of the staff member and the Library. Without specialized training it is not advisable for a staff member to undertake more than keeping the sick or injured person comfortable and protected from needless disturbance until medical help can be obtained.

- Call 911 immediately in the event of any serious problem
- No medication, including aspirin, should ever be dispensed to the public

Workplace Violence

The Library strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors; physical abuse; vandalism; arson; sabotage; use of weapons; bringing weapons into the Library; or any other act which is inappropriate for the Library. Employees who feel subjected to any of the behaviors listed above should immediately report the incident to the Library Director. Complaints will receive attention and the situation will be investigated. Based on the results of the inquiry, appropriate action will be taken.

Employees who observe or have knowledge of any conduct listed above should immediately report it to the Library Director. In the event of imminent danger to yourself or others, please call 911 immediately. After the incident, notify the Library Director.

If the Library Director determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Outside Employment

Any employee may undertake outside employment so long as it does not interfere or detract from their performance for the Library, and so long as it conforms to the following conditions:

- All outside employment shall be conducted outside an employee's regular Library work schedule
- No Library equipment or resources shall be used for outside employment
- No outside employment should create a conflict of interest with your work as a library employee, such as working for a vendor. If you have any questions about this, please speak with the Library Director.

Political and Advocacy Activities

While working in the Library, your political activity is limited by the State of Colorado Campaign Reform Act. While on Library time, you are not allowed to publicly support (or reject) any ballot issue or candidate or circulate any nominee petitions or distribute campaign literature, buttons, placards, or similar materials on behalf of any candidate or ballot issue. This includes wearing campaign buttons and other items on your clothes during your work within the Library. Further, you cannot use

any Library facilities, equipment, transportation, or funds for campaign purposes or to influence the passage or defeat of an issue. You also cannot be granted a leave of absence to work on a campaign. If you are an official candidate, you need to notify the Director who will request approval from the Board of Trustees.

On your own time, you are free to participate in any political affiliations, activities, and campaigns. It is important that you refrain from any actions that would give the impression of Library endorsement.

Use of Stationery & Mail Services

The use of Library stationery and postage for personal use is strictly prohibited.

Computers, Internet, Email, Voice Mail

Employees are responsible, in part, for the ongoing integrity of the Library computer, email, and voicemail systems. These are property of the Library and intended for Library business use. Therefore, the Library retains the authority to access and/or monitor any computer files, use of software, Internet use, e-mail and voice mail.

All computer files, documents, and software created or stored on the Library's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including email either sent or received.

Although employees may select individual passwords, employees should not assume that such files are confidential. Individual employee passwords are available only to the employee, the Library Director, and to select necessary technical staff.

Other than management and technical staff acting on behalf of the Library, employees should not attempt to gain access to another employee's computer, files, email or voice mail without the latter's permission.

Personal Use of the Internet—Use of the Internet must not disrupt the operation of the Library's network or interfere with the employees' productivity.

Copyright—Employees must not use Library technology resources to copy, retrieve, forward or send copyrighted materials unless the employee and the Library have the author's permission.

Unauthorized Use—Employees are not permitted to send electronic mail that contains ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their sex, race, national origin, age, disability, or religion. The Library reserves the right to determine when an employee is sending excessive or improper electronic mail or is spending excessive personal time on the Internet.

Personal Use of Social Media Guidelines—Whenever you use social media, use good judgment. We request that you be respectful of the Lyons Regional Library, our

volunteers, staff, patrons, partners and affiliates, and others. Personal use of social media is never permitted on working time by means of the Library's computers, mobile devices, networks, and other IT resources and communications systems. Use of personal mobile devices during work time should be kept to a minimum. The Library has developed a Use of Social Media Guidelines for employees who use social media like blogs, wikis, and social networking sites that may contain postings related to the Library, employees of the Library, and any other affiliates.

Specific Guidelines:

1. Public communications concerning the District, employees of the District, and any other affiliates of the District must not violate any guidelines set forth in this handbook, especially as it relates to discrimination, unlawful harassment, and illegal activities.
2. Your personal or anyone else's blog, wiki, or social networking site is not the ideal place to make a complaint regarding alleged discrimination, unlawful harassment or safety issues. Complaints to the District regarding these issues shall be made consistent with the complaint procedures in this handbook so that the Library Director can address them.
3. Blogs, wikis, chat rooms, and other forms of social media communications are individual interactions, not corporate communications. All postings on a blog, wiki, chat room, or social networking site on behalf of the District must be preapproved by the Library Director.
4. If you post any comment that promotes or endorses District programs or services in any way, the law requires that you disclose that you are employed by the District.
5. You must comply with all applicable laws including copyright and fair use laws. You may not disclose any sensitive, proprietary, confidential, or financial information about the District. Confidential information includes trade secrets or anything related to the District's inventions, strategy, financials or products that have not been made public, internal reports, procedures or other internal library-related confidential communications.
6. When you use social media, use good judgment. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages our employees, patrons, partners and affiliates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment.

Please consult with the Library Director if you have any questions about the appropriateness of publishing information relating to the Library, its employees, patrons, volunteers, or any affiliates.

Personnel Files

With reasonable advance notice, an employee may review their own personnel file in the presence of the Library Director. If you want to look at your file or discuss it, please contact the Library Director.

Telephones

The Library's telephones are for Library business. Personal telephone calls to and from the Library must be kept to a minimum and must not interfere with the work of any employee. Personal calls are discouraged at service desks, and personal long-distance calls are prohibited.

Housekeeping

Although the Library contracts with a custodial service, employees are responsible for the cleanliness and neatness of their own and common work areas.

EMPLOYMENT OPPORTUNITIES

New and Existing Positions

The Director is responsible for recruiting qualified candidates for vacant positions. Internal and external recruitment methods and resources may be used as the Library Director deems appropriate for the vacancy in question. In an external recruitment process, internal candidates will compete with external candidates with no preferential consideration being given to any candidates.

It is Library policy to recruit both outside and inside candidates for open positions when possible.

Performance Discussions

The Library strives to provide all employees with ongoing feedback about their job performance and to formally summarize that feedback on a periodic basis.

Each year you may be asked to complete a self-evaluation in preparation for your annual performance discussion. Your supervisor will discuss your comments including your accomplishments and areas of growth and personal improvement, provide direction, and suggest opportunities.

Separation from Employment

Employees who decide to separate their employment with the District are requested to provide a two-week notice in writing, specifying the reason for your resignation. After notice is given, the Library Director will arrange for payment of the final

paycheck if applicable. A checklist of common termination tasks—regardless of voluntary or involuntary termination—must be completed prior to receiving final paycheck.

Employee Acknowledgement and Agreement

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED _____.
I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH THE LYONS REGIONAL LIBRARY DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE LIBRARY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE ORGANIZATION HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THE HANDBOOK IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE LIBRARY'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE LIBRARY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF THE LYONS REGIONAL LIBRARY DISTRICT, OTHER THAN THE LIBRARY DIRECTOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE LIBRARY DIRECTOR AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Employee Name:

Employee Signature:

Date: