



**GREEN COUNTY**  
PUBLIC LIBRARY

# Personnel Policies

Reviewed & Approved June 20, 2023

# **The Green County Public Library**

## **Personnel Policy Manual**

### **Employment At-Will Disclaimer**

1. This handbook can and may be changed at any time, with or without notice.
2. Employees have no power to modify or alter this handbook.
3. The contents of this handbook are for informational purposes only.
4. This handbook does not create an employment contract for any duration of time and does not modify the terminable-at-will nature of employment.

The following Library Policy is a pre-requisite for continuing employment with the Green County Public Library. Employees will be notified when changes in policy are made. It is the responsibility of each employee to keep as well informed as possible concerning the organizations, resources, policies, procedures, and services of the library as a whole. In addition to the specific tasks of each position, all staff members are expected to perform all other duties assigned by the director or a supervisor.

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## **ADA Compliance Statement**

The Green County Public Library will make every economically feasible effort to comply with the Americans with Disabilities Act; both in employee and patron concerns. As concerns are discovered, the Library Board will address each issue; attempting to find a way to accommodate the physically challenged without overtaxing the library's resources.

## **Immigration Law Compliance**

Only citizens of the United States, and those aliens legally authorized to work within the United States, are eligible for employment. The Green County Public Library does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not done so within the past three years, or if their previous I-9 is no longer retained or valid.

## Board of Trustees and Library Employee Ethics Policy

The Green County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the library with the highest level of integrity and avoid the appearance of any impropriety.

### Guiding Principles:

- Board members and employees should uphold the integrity of the library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind, including that based on race, gender, age, country of origin, class, ethnicity, religion, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the library's resources.
- Board members should immediately disclose to the Board, any conflict of interest they may have regarding any official action or business before the Board and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Board members and employees should avoid situations in which there is a reasonable probability that their personal interests may appear to conflict with the best interests of the library.
- Board members should abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial, and objective manner.
- Board members and employees should not use Library resources, or allow Library resources to be used, for their own or employee's personal gain.
- Board members and employees should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board members or employees.
- Board members and employees should not use or attempt to use their position with the library to obtain personal privileges or advantages for themselves, their friends, or their families.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Board members and employees should strive to uphold the integrity of the library and be respectful to their fellow Board members and Library employees in public settings.

**Therefore:** To preserve and uphold Green County Public Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a statement acknowledging receipt and understanding of the "Conflict of Interest" and "Ethics" policies at the beginning of each calendar year (and at the commencement of his/her service) during his or her tenure with the Green County Public Library.

**Compliance:** If any Board member or the Director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Board to discuss the issue. The Board will make a recommendation to the Board member or Director as to how he or she may rectify the conflict. Failure to rectify the conflict to the satisfaction of the Board or law may result in a Board recommendation for the removal of the

offending Board member or termination of the Director. Employees who are or appear to conflict with the "Guiding Principles" will be asked to meet with the Director who will decide as to discipline or termination based on his or her findings.

**Acknowledgement:**

The following statement will be completed and signed annually by each Board member and employee. This requirement does not absolve any Board members of their independent obligation to disclose any conflict of interest as it arises on an ongoing basis. Completed forms shall be reviewed by the library's attorney and retained as a part of the library's financial records:

I, \_\_\_\_\_, acknowledge my review of the Library's Ethics Policy. As a part of my commitment to the transparent administration of the library's business and finances, I affirm as follows:

- I have no affiliations to business, political, or other interests which would influence the decisions that I make regarding the library's business and finance.
  
- I disclose the following affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by the Green County Public Library Board of Trustees this 15<sup>th</sup> day of May 2012.

## **Hiring Policy (See Equal Opportunity Employment Policy in Operational Policies page 22.)**

**Equal Opportunity:** The Green County Public Library is an equal opportunity employer. No person will be denied employment based on race, color, age, sex, religion, national origin, or handicap. All employment decisions and personnel actions will be administered with the purpose of promoting and ensuring equal opportunity for all persons. All hiring and promotional decisions will be made based on valid, written job requirements set forth in the appropriate position description or vacancy posting.

**Applications and resumes:** Applications and resumes are accepted as positions become available. Applicants are encouraged to file for specific openings. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment. Applications for candidates who are interviewed will be retained for one year. All other applications will be held for 90 days. Applications of those who are hired become part of the personnel file or the employee. **(Appendix C—Application for Employment)**

**Advertising:** Openings will be advertised as necessary. Jobs will remain posted until the position is filled. Positions may also be filled by appointing or promoting current employees. No advertising of position is required for this.

**Eligibility:** In compliance with KRS 173.740, current members of the Board of Trustees and their immediate family members are not eligible for employment. (Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws and any others as defined by law or Attorney General Opinion.)

**Interviewing:** All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. Candidates who are interviewed but not selected will be notified of the library's decision. Interview questions and corresponding written responses from applicants for open positions will be filed for one year.

**Hiring:** The Director will be interviewed and hired by the Library Board of Trustees. The Director will hire all other employees. Each new employee will be informed in writing of the exact time and nature of his/her appointment, including:

- Starting salary.
- Starting date.
- Anniversary date for evaluations.
- Date that the introductory period will end.
- Any other special arrangements made with the employee regarding employment.

This letter of offer will be placed in the employee's personnel file along with all other documentation.



**Background and Reference Checks:** The Library may ask for a background check of all new employees. The form authorizing this check should be signed by the employee and returned to the Director. Employment will be contingent on a satisfactory background check. Background checks will be placed in the employee's personnel file.

The library may conduct background checks of any current employee at any time as allowed by law.

It is the policy of the Green County Public Library to check the employment references of all prospective employees. Responses to such inquiries will be limited to information that can be substantiated by the Green County Public Library's written records, such as dates of employment and job title. No other employment data will be released without a written authorization and release signed by the individual who is subject of the inquiry.

**Initiating Payroll:** After an employee has been hired, a packet will be sent to the employee which contains:

- W-4 (Federal Withholding authorization)
- K-4 (Kentucky Withholding authorization)
- I-9 (proof of citizenship)
- Applicable benefits forms (insurance, etc)
- Orientation checklist
- Personal Information Sheet

These forms should be returned to the Director along with a copy of supporting documentation required for the form I-9. No paycheck will be issued until all documentation has been returned to the Director.

**At Will Employment:** All employees are considered "at will." The employee may terminate his/her employment at any time and the library may do the same.

New employees are given an introductory period which is designed as an opportunity to demonstrate their ability to achieve satisfactory performance levels on the job, and to determine if the position meets their expectations. The Green County Public Library uses this period to assess employee capabilities, work habits, and overall performance. Either the employer or the Green County Public Library may end the employment relationship at-will at any time during or after the introductory period, with or without cause or advance notice.

All new or re-hired employees work on an introductory basis for the first 60 calendar days after their date of hire. Any significant absence will extend the introductory period for the length of the absence.

Upon completion of the introductory period, an official performance review will be conducted, and the written evaluation will become part of the employee's personnel files.

The introductory period does not interfere with any benefits for which the employee is eligible. See each type of benefit to determine eligibility.

## **Health Insurance**

Health insurance will be offered to full-time employees (except those hired on a temporary basis) within 90 days of hire. If funds are available the employer will pay 100% of the employees' individual coverage, otherwise, a portion may be required by the employees. Director and/or Board will determine the amount paid by the employee. Family coverage is available, but the employee will be required to pay the difference between the individual coverage policy and the family policy.

## **Simple IRA**

Full time employees may choose to participate in a Simple IRA program through Charles Schwab. The max that any employee can put in a plan on an annual basis is \$14,000 for employees under 50 and \$17,000 for employees 50 and over. There is no max on the percentage that you can contribute, just the dollar amount max. The library will match up to 3% of a 40 hour weekly paid rate per employee.

## **Staff Classification**

Staff Classification is based on the duties of the job being performed, not the education level of the individual. A minimum level of education is necessary for certain positions.

## **Employee Appointment and Categories**

Staff appointments are made by the Director. Director is appointed and hired by the Library Board of Trustees.

*"Full Time"* designates employees working no less than a 32-hour work week.

*"Part Time"* designates employees working less than 32 hours per week.

*"Substitutes"* are Part Time employees who work on an "on call" basis to fill in.

## **Access to Personnel Files**

The Green County Public Library maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

These files are the property of the Green County Public Library, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Green County Public Library who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Director. With reasonable advance notice, employees may review their own personnel files in the Green County Public Library office in the presence of the Director.

## **Data Changes**

Each employee is responsible to promptly notify the Green County Public Library of any changes in personnel data. Personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in case of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, the employee should notify the Director.

## Staff Conduct and Work Rules

Certain standards of behavior are required for continued employment. The following is a general list:

**Personal Appearance:** Each employee is expected to dress appropriately for the position held or the activity to be conducted. All employees work with the public and are encouraged to dress in a manner consistent with business or professional setting. Personal cleanliness and good grooming habits must be observed. Our dress should establish public confidence and respect for the library. During business hours, staff is expected to present a clean and neat appearance. Clothing should be clean and cared for. For your own safety, employees must always wear shoes. Extremes in fashion that may be considered provocative, revealing, or inappropriate for the job setting are not acceptable. Examples of this include shorts, halter tops, and any clothing which bares the midriff, jeans with holes, low rider jeans, mini dresses, sweatpants, clothes in disrepair, and t-shirts with offensive or provocative messages are examples of clothing to avoid. It is impossible to cover all contingencies of dress in a manual, so questionable attire should be cleared in advance with a supervisor or Director. Staff will be notified if dress or appearance is inappropriate and may be asked to go home and change their clothes before continuing their duties. Continued problems will be a cause for dismissal.

**Tidiness:** Each employee is responsible for cleaning up after him/herself at all times in the library (both in the workspace and in the lounge).

**Staff Meetings:** will be held monthly or at the discretion of the Director. If there is a need for a special meeting, a group of three or more staff members may petition the Director for an emergency meeting. Attendance is mandatory.

**Reading:** Personal reading is not to be done on library time. Professional reading must never be allowed to interfere with helping patrons and should be kept to a minimum when at a public service desk.

**Phone Calls:** Telephones are provided for business purposes. Personal calls should be placed during break times or mealtimes. Incoming personal calls should be avoided unless there is an immediate family concern and should be kept as short as possible (1 minute or less). Please take any personal calls on phones which are away from the public's view. Personal cell phones should be turned off during working hours and only used on your own personal time such as breaks or lunch time.

Patrons at the desk take precedence over patrons on the telephone. When busy, take the person's name and number and call them back later. Phones should be answered as quickly as possible. When the desk personnel are busy, those not on desk duty but near the phones must answer the calls.

When patrons ask to use our phones, explain to them that our phones are for library business—you can use your own judgment and allow them to use our phones (a child especially), for brief, local, or emergency calls. Be sure to explain that you will not always allow them to use our phones, but they can do so this one time.

**Punctuality:** Being on time is a requirement for library employment. Each staff member is expected to be at his/her post and working at the assigned time. If a staff member is going to be late, his/her supervisor must be notified as soon as possible. Repeated instances of tardiness will result in lowered performance evaluations and/or possible disciplinary action.

**Conversations:** At NO TIME is a patron to be kept waiting while an employee finishes a personal conversation. It is also rude to continue to hold a separate conversation with someone while helping a patron.

**We must pay attention to the patron on whom we are waiting, not our friends.**

**Eating, Drinking and Smoking:** Breakfasts, lunches and breaks must be taken in the kitchen, workroom, or outside of the library unless there are only two staff members on duty. The Director will ensure adequate time for eating and drinking, however, scheduling for coverage of the desk will take preference during these times. Smoking shall not be allowed inside the library.

**Breaks:** All full-time and part-time employees are allowed a break per every four hours worked plus lunch. Breaks may not be "saved" or combined to allow more time for lunch or dinner hours, or to come in early or late. They are designed to allow staff to get away from the eye of the public to relax.

**Attitudes:** Attitudes are the most important facet of each employee's presentation of library service to the public. As such, personal problems and feelings must be kept out of the library. We must be courteous, tactful, and pleasant always; treating the most unpleasant patrons as well as we treat our most pleasant ones. That said, no staff member is expected to take abuse from patrons or other staff. Refer upset patrons to the Director or a supervisor.

#### **Other Work Rules:**

While not exclusive, some other infractions of rules of conduct include:

Theft or inappropriate removal or possession of Green County Public Library property

Falsification of timekeeping records

Working under the influence of illegal drugs or alcohol

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating Green County Public Library owned equipment

Disruptive activity, fighting, or threatening violence in the workplace

Negligence or improper conduct leading to damage of Green County Public Library or patron owned property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Smoking in Library buildings

Sexual or other unlawful or unwelcome harassment

Possession of dangerous or unauthorized materials, such as firearms, in the workplace

Excessive absenteeism or absence without notice

Unauthorized use of telephones, mail system, or another Green County Public Library owned equipment

Unauthorized disclosure of business or confidential information

Violation of personnel policies  
Unsatisfactory performance or conduct

## **Non-Disclosure Statement**

Protection of confidential business information is vital to the interests & success of the Green County Public Library. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information.

Such information includes but is not limited to: *information about the termination of a staff member, patron information including borrowing records, names, addresses, or other information about patrons, except under specific court order.*

Only the Director may acknowledge dates of employment, position, and salary and wage information regarding employees for the purposes of credit checks, etc.

Only the Director is authorized to answer requests for personal references and to respond to court orders.

## **Employee Social Networking Policy**

The Green County Public Library recognizes that social media is regularly used as a form of communicating. The library trusts and expects employees to exercise personal responsibility whenever they participate in social media. The Green County Public Library has the right and duty to protect itself from the unauthorized disclosure of information and to protect its reputation as a business and employer. The Green County Public Library also has the right to maintain an orderly, safe, and efficient work environment, consistent with its organizational values, practices, procedures and Library work rules and policies. This policy includes basic guidelines for each employee.

“Social media” and related technology include, but are not limited to, video, or Wiki posts, social networking sites such as Facebook, MySpace, Twitter, and YouTube, chat rooms, podcasts, discussion forums, personal blogs or other similar form of online journals, diaries or personal newsletters not affiliated with the Green County Public Library. This policy also includes future social media technologies and applications that may not yet be contemplated.

Library employees may not access social media sites for personal use during work time. Library employees may not use social media in a manner that interferes with their job duties or violates a Library work rule or policy. Specifically, employees may not use social media to harass, threaten, intimidate, retaliate, discriminate, or disparage against the library, employees, or anyone doing business with the library, including patrons.

Employees are responsible for protecting confidential and proprietary library information. Employees may not disclose any confidential or proprietary information on or about the library, its patrons, its affiliates, vendors, or suppliers, including, but not limited to business and financial information.

At all times, including when using social media during non-work hours, employees must comply with the Green County Public Library’s policies regarding the confidentiality of library operations. Employees may not, at any time, use social media to discuss confidential work-related matters.

Unless specifically instructed, employees are not authorized to speak on behalf of the organization. Employees may not represent that they are communicating on behalf of the Green County Public Library or do anything that might reasonably create the impression that they are communicating on behalf of, or as a representative of, the library.

Library employees are prohibited from taking photos of work-related information and posting this information on a social media site, unless expressly authorized by the director or the library board.

Employees are personally responsible for their commentary, even on personal pages. Employees should be aware that they may be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just the Green County Public Library.



The library requests employees to report all suspected violations of this policy to the Director. The Green County Public Library investigates and responds to all reports of violations of the social media policy and guidelines and other related policies. Violation of the policy may result in disciplinary action up to and including immediate termination. Discipline or termination will be determined based on the nature of the issue and other factors. The Green County Public Library reserves the right to take legal action if deemed necessary to protect the Green County Public Library, employees, patrons, or any other affiliated individual or group.

## **Performance Review Calendar**

The Director will meet each year with each staff person on or around the anniversary date of hire to review and set goals for the next year. Also reviewed will be certification needs and documentations. All final evaluations must be signed by both Director and employee.

According to economy and finances of the library, the Director will set and submit raise recommendations to the Board of Trustees in a proposed budget in April and a final budget in June before the new fiscal year begins July 1<sup>st</sup>.

## **Evaluations**

Performance evaluations are held periodically (to be completed annually if possible) by the Director. Employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. Employees may be asked to submit a self-evaluation semi-annually for an informal review with the Director. Performance evaluations provide the opportunity to discuss job strengths, job tasks, identify and correct weaknesses, encourage and recognize achievements, to determine goals, and the best approaches for meeting those goals. Performance evaluations are considered as a major factor when the budget is being configured and raises for the following year are being determined.

Appendix D – Performance Appraisal

Appendix E – Employee Self-Evaluation Form

## **Promotions**

Preferential treatment will be given to staff members, over the public when there are positions available. Any staff member interested in a promotional position must fill out an application and possibly submit to an interview as any other applicant. Staff members must show the experience and ability to accomplish any position for which they apply and must have the minimum levels of skills and education.

## **Payroll Information**

Library employees are paid weekly. Direct deposits are made each Friday into employee's individual account.

## **Withholding**

State & Federal law requires that Green County Public Library make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Social Security taxes are also withheld according to law. If required by a court, garnishments can also be deducted.

## **Salary Increases**

Each year, if the budget and economy allow, the Director will put together as part of the budget, the proposed staff salary increases for the following year. These increases will be reviewed annually and will affect the salaries of all employees. Current economic circumstances, annual performance evaluations, and projected budget figures for the coming year will be used to determine these increases. When an employee's education level rises so may the amount of their yearly salary. An increase may come as an hourly raise or a single merit raise.

## **Outside Employment**

Staff may work at other employment outside the library as long as the other work does not interfere with the ability of the employee to perform his/her library duties and presents no conflict of interest with the goals of the library. If such interference does occur, then the employee will be asked to change some aspect of his/her schedule to complete the library duties. If performance does not improve, the employee is subject to disciplinary action. Employees may not receive any income or material gain from individuals outside the Green County Public Library from materials produced or services rendered while performing their duties as staff members of the Green County Public Library.

## **Overtime**

Full-time employees work 32-40 hours per week. Overtime work (over 40 hours per week) shall be approved in advance by the Library Director. For such work, employees will be paid time and a half for each hour worked after 40 hours.

## **Change of Work Schedule**

Change involving regular working hours of any employee should be cleared in advance with the Director. Employees are responsible for arranging coverage for their weekend schedules with other staff and notifying the Director of these arrangements. Any time that an employee is scheduled to work more than his/her number of hours in a week, she/he may take another time off to avoid working over 40 hours. This time must be worked out with the Director's knowledge and consent.

## **Pay Corrections**

While all reasonable precautions are taken to ensure that the correct amount of pay is received by each employee, errors can and do occur. In this unlikely event, the discrepancy should be brought to the attention of the Director as soon as possible so that the situation can be reviewed, and corrections can be made in a timely manner.

## **Workman's Compensation**

This insurance is carried by the library for employees. The program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment provided the injury or illness occurs on Library property or during Library business. Subject to applicable legal requirements, this program provides benefits after a short waiting period, or if the employee is hospitalized, immediately. This is at no cost to the employee.

Any such injuries or illnesses should be reported to the Director immediately. Even minor injuries can become major if untreated. If unreported immediately, delays in coverage may occur. Neither the Green County Public Library, nor the insurance carrier will be liable for payment of worker's compensation benefits which occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Green County Public Library.

## **Unemployment Insurance**

The library pays the total cost of unemployment insurance.

## **Life Threatening Illnesses in the Workplace**

Employees with illnesses such as cancer, AIDS, heart disease, etc. often wish to continue their normal pursuits to the extent their condition allows. The Green County Public Library supports these endeavors if employees are able to meet acceptable performance standards. As in the case of other disabilities, the Green County Public Library will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life threatening illnesses to continue to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Green County Public Library will take responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

## **Library Hours**

The Green County Public Library's regular hours of operation are 8 am to 4 pm Monday- Friday, 9:00 am to 12:00 pm 2<sup>nd</sup> & 4<sup>th</sup> Saturday, January- October, 1<sup>st</sup> & 3<sup>rd</sup> Saturday, November-December. These hours may be changed at any time by decision of the Library Board.

The Green County Public Library may have winter closing days if necessary.

During emergency or situational occurrences such as a pandemic, building operation hours may vary.

The public will be notified of any changes.

The Director will determine work schedules for Library employees. The Director is authorized to alter work schedules as necessary to provide the best service to the public. On occasion, staff may be required to work hours outside of the library's regular hours of operation—at the discretion of the Director.

## **Holiday Closings**

The library has 14 paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve, Christmas Day, and the day after Christmas Day. Holiday pay is determined as follows:

*Full Time & Part-Time workers:* If the worker does not normally work on that day of the week, he/she is not paid or otherwise compensated for the holiday. If she/he usually works the day upon which the holiday falls, she/he is paid his/her normal number of hours for that day of the week.

*Weekend Holidays:* If a holiday upon which the library closes fall on a Sunday, then the Green County Public Library will close the following Monday.

The days the library is closed for holidays may be adjusted at the discretion of the Director and/or Library Board of Trustees.

## **Emergency Closings Not Due to Weather**

If the Library is closed due to emergency, those employees scheduled to work that day will be paid. Notice of such closings will be made to the local radio stations and online platforms. If the building must be closed for a longer period than just one day, employees will not be paid during that time unless they use vacation or sick time.

## **Bad Weather Days**

Even if the library is open on a bad weather day, employees may not be able to get to work. The employee must call in to the library or to the Director to let them know they will not be working that day. They must either use vacation or sick leave time to receive pay for that day. In the event an employee is at work and severe weather conditions begin, he/she may leave work and return home. Again, they must either use vacation or sick leave to receive pay for that day. All other early dismissals will be at the discretion of the Director, employees will receive pay for a full day in this case.

### **Important Notice:**

**The most important resource in this library goes home at night. When the weather is threatening or the roads are hazardous, the director may close the library early, open late, or not open at all.**

## Time Off Policies

Paid Time Off: A pay scale that includes PTO has been adopted. Please use as a guideline.

Each permanent full-time employee after 6 months of employment will receive 144 paid time off hours a year following the fiscal year scale July 1-June 30. These hours may be used for sick and/ or personal/ vacation. The hours will roll over at the end of the year and will continue till either the employee retires or is terminated. At retirement or termination, the hours will be paid out to employee at their hourly wage at the time of retirement or termination in 32-hour increments until all hours have been diminished.

Permanent part-time employees, after 6 months of employment, will receive 40 paid time off hours a year following the same fiscal year scale as the permanent full-time employees. Permanent part time employees' time will not roll over and will not be paid out upon termination or retirement.

After school workers and /or part time workers will not receive any paid time off.

All employees must fill out a time off request form the month before, by the 15<sup>th</sup> of the month and present it to the Director so monthly schedules can be made in advance. Paid time off will be approved at the discretion of the Director on a first come basis. No more than two weeks of paid time off can be taken at one time unless for a medical/family leave which must first be approved by the Director and the Board.

Taking time off without proper notice may result in losing paid time off hours equivalent to number of hours missed. Persistent abuse of policy may result in termination.

**Medical Leave Policy:** The Green County Public Library provides medical leaves of absence up to a maximum of 6 weeks without pay to employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, or residential medical facility; continuing treatment by a health care provider, and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Requests for medical leave will be made to the Director at least 30 days prior to foreseeable events, and as soon as possible for unforeseeable events.

A health care provider's statement **must** be submitted verifying the need for medical leave and will include expected beginning and ending dates. Any changes in this information will be promptly reported to the library. Employees returning to work will submit a health care provider's verification of their fitness to return to work.

Leave time is normally granted for the period of the disability, up to a maximum of 6 weeks. Any combination of medical and family leave may not exceed this maximum.



Employees are first required to use any accrued paid leave time before taking unpaid medical leave time.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of the disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Green County Public Library will continue to provide health insurance benefits for 2 months of the approved medical leave.

Benefits, such as personal/vacation, sick leave, and holiday benefits will not continue during the approved unpaid medical leave period.

**Family Medical Leave of Absence Policy:** Full time employees may drop to a non-permanent part time position under a family medical leave of absence for a time of 2 months, consecutively. A request in writing **must** be given to the Director and **approved** by the board. This policy is restricted to the employee's immediate family, spouse, children, grandchildren, and parents. During this consecutive 2-month period, the Director will give the employee a new work schedule and the date the family medical leave of absence ends. Health insurance will remain the same for the consecutive 2 months, but if the employee is unable to return to a full-time position at the end of the leave, all full-time benefits stop and part time benefits, if any, begin. Sick time and personal time will only continue if the employee meets the requirements. Holiday pay will only be given if employee is scheduled to work that day.

**Bereavement/Death in the Family Policy:** Each employee will be entitled to be absent following a death in the immediate family without loss of pay for a period extending up to but not more than 24 consecutive working hours (up to three days), depending on the person's normal workday. The immediate family for such purposes shall include the husband, wife, child, parent, brother, sister, or any other person living in the employee's home as a part of the family and the same period shall be granted for death of grandparents, grandchildren, fathers-in-law, mothers-in-law, brothers-in-law, or sisters-in-law; not living in the same house as part of the employee's family.

Upon the death of a grandparent-in-law, uncle, aunt, uncle-in-law, aunt-in-law, niece, or nephew, not living in the same home as part of the employee's family, an employee shall be entitled to be absent without loss of pay for one (1) workday for the funeral if the funeral is on a workday. The judgment of the Director is to be relied upon in approving requests for paid time off for the funeral of others not specifically covered by this policy.

**Leave of Absence:** Up to 6 weeks leave of absence, without pay, may be requested in writing by an employee if the employee so desires. If approved by the Library Board, the position will be held open for the employee. The employee will pay for his/her

health insurance benefits during the leave period. Social Security will be on hold. No sick time or vacation days will be accumulated during that time.

**Military Leave:** Any employee who is in the Army Reserve or a similar military operation may take the time required to maintain membership in such an operation at no pay. Advance notice is required to maintain such a leave status. Available time off may be used for this absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the Green County Public Library for the full term of the military leave of absence. Personal/Vacation, sick leave, and holiday benefits will continue to accrue during a military leave.

Employees on two-week active-duty training assignments or inactive duty training drills are required to return to work as soon as possible after the end of training, with a reasonable time allotted for travel. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

**Educational Leave:** The Green County Public Library provides educational leaves of absence without pay to eligible employees who wish to take time off from work duties to pursue educational goals. Such leave may be requested for a period of up to 4 months every 4 years. Requests will be evaluated based on several factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the library for the first 30 days after the approved educational leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns to work, benefits will again be provided by the Green County Public Library according to the applicable plans.

Benefit accruals, such as personal/vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When an educational leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Green County Public Library cannot guarantee reinstatement in all cases.

**Pregnancy Related Absences:** The Green County Public Library will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in

accordance with the medical leave policy provisions outlined above, and in accordance with all applicable state and federal laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for unpaid personal or family leave. Employees are first required to use any accrued paid leave time before taking unpaid, pregnancy related medical leave time.

## **Civic Responsibilities**

Employees called for Jury Duty or as a witness in court will be granted leave with pay proportioned to the hours worked. In the event an employee is requested to serve jury duty or as a witness in court, he/she shall be compensated at the normal rate of pay. All employees serving on jury duty shall be absent from work only during times required by the court.

If an employee cannot find time to vote during nonworking hours, the Green County Public Library will grant up to 1 hour of unpaid time off to vote. This time should be requested two days prior to Election Day so that scheduling can be adjusted.

## Staff Education and Development

**Orientation:** The orientation of new employees is to be conducted by the Director and assigned library staff. It will include time to complete all needed paperwork.

**Staff Meetings:** All staff except the Custodian is expected to attend staff meetings. Staff meetings are mandatory. Repeated failure to attend staff meetings may result in disciplinary action. Special circumstances should be approved by the Director.

**In Service Training:** Occasionally, there will be opportunities for in-service training. Staff members are expected to attend such training unless exempted by the Director. On these occasions the library may close, and the staff will be required to work hours different from their "normal" schedules.

**Advanced and Continuing Education:** The Library encourages all employees to educate themselves further and better. The Director will try to work with employees taking college courses or continuing education courses to improve their library skills by trying to arrange work schedules to accommodate the class schedule. Pay will be granted for *approved* time spent at state, district, and national library meetings or seminars. The Director will approve who may attend such seminars and meetings.

**Business Travel Expenses:** The Green County Public Library will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must have advance approval from the Director for reimbursement purposes.

When approved by the Director, the actual costs of travel, meals, lodging, and other expenses related to accomplishing business travel objectives will be reimbursed by the library when budget allows. Employees are expected to limit expenses to reasonable amounts. In addition, travel vouchers must be filled out and given to the Director.

Mileage: Paid at a rate equal to that paid by the State to its employees.

Meals: Reimbursed at no more than \$7 for breakfasts; \$10 for lunches; and \$15 for dinners, unless the meal is included with the cost of a meeting/seminar, etc.

Lodging: Overnight accommodations will be reimbursed on those occasions when necessary. Lodging claims must be approved in advance.

What is "work" time: While on Library business meetings, the time considered work time (and therefore paid) begins at the start of travel to the meeting from the Green County Public Library and ends upon return to the Green County Public Library. Any time spent traveling for personal reasons should be deducted before turning in the time sheet. Mileage is paid only to the driver.

If the employee is required to stay overnight, then the time spent on personal business is not to be counted.

Other expenses: Any other expenses (whenever possible) incurred while on library business must be approved by the Director and are limited to those for which a receipt is presented.

Employees who are involved in an accident while traveling on business must promptly report the incident to the Director.

When travel is completed, employees should submit completed travel expense vouchers within 30 days. (See Appendix F) Receipts should accompany all individual expenses for which reimbursement is requested. Reimbursement will occur after the Director approves the claim.

Employees should contact the Director for guidance & assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other travel questions.

*Abuse of business travel expenses policies, including falsifying expense reports, can be grounds for disciplinary action, and possible prosecution.*

**Professional Activities:** Staff Members are encouraged to join Professional Organizations such as the Kentucky Public Library Association (KPLA). Preference will be given to members of such organizations when scheduling time for seminars, workshops, etc. The library will pay seminar, workshops, etc.

If a staff member wishes to participate on a committee, study group, etc. for such an organization, they are to check with the Director for approval before making any commitment which will require work time spent at meetings, doing committee work, etc., or which will result in direct costs to the library.

**Kentucky State Library Certification:** The Kentucky State Board for the Certification of Librarians, created by the Kentucky General Assembly in 1938, is required by law to issue certificates to qualified library staff. State law, as well, requires that public libraries in Kentucky be administered and staffed by appropriately certified personnel. The Certification Board believes that library staff must increase their skills and knowledge through continuing education to keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes quality library service. Thus, the goals of this certification program are:

- To improve library service throughout the state.
- To motivate public librarians to acquire, maintain, and develop their skills through basic and continuing education.
- To recognize public librarians who, on a continuing basis, update their knowledge and skills to provide better library service to their patrons.
- To improve the public image of librarians and libraries.
- To provide guidelines for public library boards and supervisors to use in selecting and retaining personnel; and
- To aid in structuring library educational programs to better meet the educational needs of librarians.

The Green County Public Library supports the goals of the Kentucky State Board for the Certification of Librarians. All staff will be provided with a Certification Manual when hired. New library information service staff who do not hold certification must apply for a Temporary Certificate, which is valid for five years. Upon expiration, the certificate must be renewed. See Certification Manual for instructions on certification renewal.

## **Staff Privileges**

Staff of the Green County Public Library (and Board Members) have certain privileges to which they are entitled while employed. Any or all such privileges may be revoked by the Director if abused. These include the privilege to:

1. Purchase books and other materials for personal use through the library.
2. Pay no fee to borrow library materials or equipment.
3. Borrow reference materials overnight.
4. Make photocopies for your own personal use at no charge.

## **Solicitation**

Persons not associated with the Green County Public Library may not solicit or distribute literature in the workplace at any time for any purpose, without permission from the Director or Board of the Library. Posters for the purpose of advertising an event in the community may be placed on the bulletin board with permission from library staff.

Employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, breaks, or other off duty time.)

Non-profit, charitable causes may be eligible for greater solicitation than for profit ventures. The Director should be consulted for guidance.

Employees who wish to post information should consult with the Director for a broader distribution approval. The Director should be consulted for any material which is questionable.

## **Employee Relations**

The Green County Public Library will try to respond effectively to all staff concerns.

Any employee with a concern about work conditions or compensation is encouraged to voice those concerns openly and directly to their supervisors. Experience has shown that such open communication results in better work environments, better communications, and more positive attitudes.

Regularly scheduled staff meetings are held. Attendance is mandatory.

## Harassment Policy

It is the policy of the Green County Public Library that our workplace is for work. It is our goal to provide a workplace free of tensions involving matters that do not relate to Library business. Particularly, an atmosphere of tension created by ethnic or religious remarks or animosity, unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, shall not be permitted in our workplace. Ethnicity, age, race, religious, or sexual consideration shall not be used as the basis for employment decisions affecting any employees. If any such verbal or physical conduct takes place, the offended individual is asked to notify the Director or a Board of Trustees member so that the Green County Public Library can deal with the problem in a confidential manner, and so that appropriate action, including disciplinary actions, can be taken.

Library policy prohibits harassment of any employee or patron by anyone. We do not seek to regulate anyone's personal morality, but we must assure that no one is harassed in the workplace. While it is impossible to list all types of harassment, they include but are not limited to:

- unwelcome sexual advances.
- requests for sexual favors.
- other verbal or physical contact of a sexual nature.
- offensive sexual remarks.
- display of sexually suggestive objects or pictures.
- verbal comments about individual's body.
- sexually suggestive or offensive dress.
- any actions, words, jokes, or comments based on a person's sex, race, ethnicity, age, religion, or any other legally protected characteristic
- any actions, words, jokes, or comments meant to demean another individual
- any other actions, words, jokes, or comments which interfere with a person's ability to perform his/her job; or adversely affects the workplace environment.

The prohibitions on harassment apply not only to male/female, but also female/male, male/male, and female/female situations. An employee or patron, who feels that she/he is a victim of harassment, or who observes any type of harassment, should report the matter immediately to the Director or Library Board Member. The Green County Public Library strongly disapproves of harassing conduct, sexual or otherwise, related to the workplace and will take appropriate corrective action against those who violate this policy.

## Staff Grievance/Problem Resolution

Misunderstandings and problems arise from time to time in any situation. Work situations are more stressful than most. To provide the best possible working conditions for employees, an honest and open atmosphere in which any problem, complaint, suggestion, or question receives a timely, respectful response. Employees and management should have, and display, mutual respect at all times.

A grievance is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation, which is brought to the attention of a supervisor. If an employee disagrees with the established rules of conduct, policies, procedures, or practices; they can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, formally or informally, for voicing a complaint with the Green County Public Library in a reasonable, business-like manner, or for using the problem resolution procedure.

The grievance policy serves to provide an employee who believes she/he has a justifiable complaint with a procedure to follow to have the complaint heard by the Director and/or the Board. This procedure is an open means of upward communication, so no forms or statements involved will be placed in the employee's personnel file. The grievance procedure is an important tool in maintaining staff morale. The Director is the official representative between the library staff and Board of Trustees. She/He must remain accessible and ready to hear suggestions and complaints. The Director cannot act on any problem unless she/he is aware of it, so grievances must be aired as soon as possible.

Not every problem can be resolved to the satisfaction of all parties, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the smooth, effective operation of the library. The Green County Public Library management will strive to always provide such an atmosphere. Employees are encouraged to offer positive and constructive criticism, and to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable.

1. When a problem comes up, the grievant should discuss the matter with the Director or a supervisor rather than fellow employees. This should be done within 5 working days of the discovery of the problem.
2. The Director or supervisor will review the problem and any relating policies. If possible, she/he will respond through discussion. If not, she/he will respond within 2 working days, after consulting with the appropriate authorities.
3. If no satisfactory solutions can be arrived at through this discussion, the grievant is to approach the Director with the problem a second time. This time it should be written out in duplicate, along with what the grievant sees as a satisfactory solution. Both copies will be signed by the Director and grievant, and each will keep a copy.
4. The Director will reassess the problem and meet with the grievant again, in a timely manner, to further discuss the options for solutions.
5. If no satisfactory agreement (for both parties) can be reached, the grievant may petition for a special-called board meeting in executive session with Board members, grievant, and Director.



6. The request for this meeting will be written and will include documentation of the previous discussions held between the employee and Director, and the solutions proposed by each. It is to be delivered to the Board of Trustees President before the next scheduled Board meeting by the Director, so that the committee may be chosen to hear the grievance.
7. The committee will set a date and time to examine the evidence presented, hear the testimony of both the Director and grievant, and decide on a solution to the problem. The decision of the committee will provide the solution taken to the problem.

## Progressive Discipline Policy

To administer equitable and consistent discipline in the event of unsatisfactory conduct or performance in the workplace, this policy has been put into place.

The Green County Public Library's best interests lie in ensuring the fair treatment of all employees, making certain that disciplinary actions are prompt, uniform, and impartial. The purpose of any disciplinary action is not to punish, but to correct a problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

The Green County Public Library may use progressive disciplinary action at its discretion. Disciplinary action may call for any of four steps: Verbal Warning, Written Warning, Suspension with or without pay, or Termination of Employment. Each incidence, depending on its severity and number of occurrences, will dictate which steps are taken. Some circumstances will require one or more steps to be bypassed. Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed and documented by the Director:

- First offense—verbal warning
- Repeated offense(s)—written warning
- Repeated offense(s)—suspension (with or without pay, between 1 day to 2 weeks)
- Repeated offense(s)—termination of employment

If necessary and possible, written steps or instructions on how to improve will be given. An evaluation will then be conducted to determine if progress is being made. If little or no progress is made, the next step will be additional disciplinary action. Eventually a decision must be made by the Director whether to continue employment for the individual or to dismiss. Dismissal at that time will be immediate.

The employee has the option to appeal his/her case before the Library Board using the Staff Grievance Procedure.

If more than 1 year has elapsed since the last disciplinary action, the process will normally begin again. Certain types of employee problems are serious enough to justify immediate suspension or termination of employment, without going through the usual progressive steps. Examples of such behaviors are found in the staff conduct areas of this manual.

## Employment Termination

Termination of employment is an inevitable part of personnel within any organization. Since employment with the Green County Public Library is based on mutual consent, both the employee and the Green County Public Library have the right to terminate employment at-will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. (Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.)

Below are examples of the most common circumstances of termination of employment.

**Resignation—voluntary termination of employment initiated by employee.** An employee resignation must be submitted in writing to the Director two weeks prior to the final working date. Earned but unused PTO days will be paid. If an employee misses 2 days of scheduled work without personally contacting his/her supervisor by calling the library or coming in, then the library will assume that the employee has voluntarily resigned his/her position. If the employee is too ill to contact the Director, a family member may contact the Director in her/his stead.

**Retirement—voluntary termination of employment initiated by employee by meeting age, length of service, and/or any other criteria for retirement from the organization.**

Retirement at age 65 is not compulsory. Retirement plans should be presented in writing at least 30 days prior to the planned retirement date. An employee who wishes, may retire (or take semi-retirement, when it is in the best interest of the library or the employee). She/he may work part-time to equal what Social Security will allow. She/he may draw Social Security at the same time. All other taxes, including social security will be deducted from salary according to federal and state tax laws. Persons who retire from employment with the Green County Public Library will receive all earned but unused PTO. Any employee who retires and later wants to return to work is not guaranteed a return to their former position, nor a salary at the same rate as when they left. Everyone will have to meet with the Director to determine how this will be handled.

**Dismissal— involuntary termination of employment initiated by employer.**

An employee whose performance, attitude, or personal philosophy of library service does not meet the standards, requirements, and philosophy of the library will be warned of the inadequacies of his or her performance verbally and/or in written form by the Director. The Progressive Disciplinary Policy will be followed whenever possible. Grounds for immediate dismissal include fighting, public intoxication, substance abuse, employee theft, harassment, insubordination, or vandalism on Library time or Library property. Insubordination is defined as: any action or inaction in direct violation of the policy manual, or a supervisor's orders. Staff members may question any instruction, but upon being directed to take a certain action after the question has been addressed, the staff member is to do so with the following exceptions: 1) any action or inaction which might cause harm to befall the staff member or another person; 2) any action or inaction which violates the staff member's religion; 3) any action or inaction which is

immoral or illegal. This also includes being disrespectful to a supervisor, in word or deed, or challenging the supervisor's authority.

**Layoff—involuntary termination of employment initiated by employer for non-disciplinary reasons.**

In the event the Green County Public Library must release an individual from service for non-disciplinary reasons, every opportunity will be made to help the individual find continued employment.

**Reasons for involuntary terminations are privileged information.**

Termination information on individual employees is treated confidentially. The Green County Public Library will take reasonable precautions to protect such information from inappropriate disclosure. All other employees have a responsibility to respect and maintain the confidentiality of employee termination information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

No one without a managerial "need to know" is to discuss reasons for termination. Personnel who engage in such discussions, or who share privileged information are hereby notified that they are liable for anything they say and are violating Library policy by so doing. If asked about the status of such a person, the answer is: "no longer with the library." Further inquiries should be sent to the Director.

# Emergency Situations in the Library

## Active Shooter Policy

When a hostile person(s) is actively causing death or serious bodily injury, or if there is the threat of imminent death or serious bodily injury:

- **Figure Out.** In the first few seconds, try to figure out the situation.
  - What is going on? Where is it happening?
  - Is there a path of escape?
  - Is there a well-protected hiding place where the shooter might not find you?
  - Trust your intuition, your “gut feeling.” It’s a built-in survival mechanism.
  - Decide and act quickly.
  
- **Get Out, Get Away.** If you think you can safely make it out of the building or away from the threat, do so.
  - Do not sound the fire alarm.
  - Once outside, do not run in a straight line. Use vehicles, bushes, trees, etc. to conceal yourself as you run.
  - Call 911 to report the incident as soon as it is safe for you to do so.
  
- **Hide Out.** If you cannot make it out of the building safely, take shelter in the nearest office or room. Stay out of lobbies, hallways, or open areas.
  - Lock and barricade the door.
  - Turn off lights and all audio equipment. Set cell phones to “SILENT.”
  - Spread out within the room and take cover.
  - If communication is available, and the shooter will not hear you, dial 911.
  - Quietly talk about what you’ll do if the shooter enters.
  
- **Take Out.** If you are directly confronted with the shooter, the only remaining option may be to fight back. In this kind of situation, anything you do, or anything you don’t do, may involve life-threatening risks.
  - Yell, throw things, or use improvised weapons.
  - Act as a team to charge and swarm the shooter.
  - Total commitment and absolute resolve are critical.
  
- **Comply with Instructions from Police.**
  - Once the police arrive, obey all commands.
  - Show your hands, do not run up to the Police or do anything that may appear to be a threat.
  - You may have weapons pointed at you. You may be handcuffed, searched, or made to put your hands in the air. This is done for safety, and once circumstances are evaluated by the police, they will give you further directions to follow.

The City of Houston Office of Public Safety and Homeland Security has produced a six-minute video entitled **Run, Hide, Fight: Surviving an Active Shooter Event** which is available for viewing at <http://www.youtube.com/watch?v=5VcSweJU2D0>.

## **BOMB THREAT**

### Stay Calm

1. Listen to the caller carefully.
2. Ask the caller the following questions, and write down the answers:
  - When is the bomb set to go off?
  - What kind of bomb is it?
  - Where is the bomb?
  - What does it look like?
  - Where are you calling from?
  - Why did you place it here?
3. Make the following notes to yourself:
  - Description of voice—male or female; young or old; accent; tone of voice; background noise
  - Time of the call
4. Contact the Library Director immediately and evacuate the library building. (If the person should not be available the duty falls to the Senior Staff member present.)
5. In case of evacuation, make this announcement:
  - “We must close the doors for a short time due to a power outage. We would ask that everyone exit the building through the main entrance. We will reopen as soon as possible.” (Appointed Library staff will go to the adjoining City Hall building and evacuate everyone through the entrance on that side.) After all doors are locked the library staff should meet outside well away from the building—meet at the back end of the parking lot behind the Library/City Hall buildings to ensure that everyone is outside the building.

Notify: Once outside and well away from the building the Director or her/his designee proceed to the nearest phone and call the following:

- 911
- Library Board Members

## **ROBBERY**

### Stay Calm

1. Obey the robber’s instructions. **DO NOT** attempt to stop or apprehend the robber.
2. Remember the robber. Calmly note the physical description and dress of the robber (including physical characteristics.) Don’t be obvious, only do this if it won’t put you in jeopardy.
3. Remember the getaway car. Note the description of the escape vehicle, if possible, and direction of travel. **UNDER NO CIRCUMSTANCES IS ANYONE TO FOLLOW THE CRIMINAL OUT OF THE BUILDING OR WRITE DOWN INFORMATION IN FRONT OF THEM.** This will only antagonize the criminal and put you, our patrons and fellow staff members in severe danger.

The Library Director or Senior Staff Member present should:

- After the robber has left, lock all doors—do not allow anyone to enter or leave until the police arrive.
- Call the police.

- Separate witnesses. Have them write down what happened, what was said, descriptions, etc.
- Make the witnesses available to the police.
- Refer news media inquiries to the police.
- Preserve the crime scene until the police arrive. Do NOT touch any objects with which the robber had contact.

Notify: The Library Director and Board Members

## **FIRE**

1. Notify Library Director or Senior Staff Member Present.
2. Call 911.
3. You need to evacuate the library if:
  - The safety of the patrons or staff is threatened.
  - Any sprinkler head is activated.

### Evacuation Procedures

Staff members should assess the levels of the building and proceed to evacuate any part of the building that might be populated. They should announce, “May I have your attention please. This is an emergency. All patrons and staff must leave the building immediately. Please stay calm and proceed to the nearest exit. Staff members will be ready to guide you.”

After evacuation and all doors are locked the library staff should meet outside and well away from the building—meet at the back end of the parking lot behind the Library/City Hall buildings to ensure that everyone is outside the building. Notify the Library Director and the Library Board President.

4. After the fire:
  - Secure the area.
  - Notify the rest of the Library Board.

## **EARTHQUAKES**

1. During the earthquake:
  - Get under a desk, table, doorway, or move to an area free of Library stacks and out of Library stacks range.
  - Don’t panic—stay calm
  - Move away from windows, hanging objects or bookshelves.
2. After the earthquake:
 

If damage has occurred, regain control of the situation. Request that all staff members and patrons do the following:

  - Stay calm.
  - Be cautious of falling items (books, videos, audios, etc.) and/or debris.
3. Evacuation:
  - If evacuation is necessary, make the following announcement:  
 “May I have your attention please; the earthquake has made it necessary for us to ask patrons and staff to leave the building immediately. Please leave all items that have not been checked out and proceed to the front door or the nearest emergency exit. Thank you.”  
 Repeat the message.
  - Ensure that the building has been evacuated and lock all doors. This duty falls to the Library Director or the Senior Staff Member present. All in use areas of the

building should be considered for this task. The Library Staff should meet outside and well away from the building—meet at the back end of the parking lot behind the Library/City Hall buildings to ensure that everyone is outside the building.

Notify:

- If someone is hurt or missing call 911.
- Library Director.
- Library Board Members.

#### **Be Prepared for an Earthquake**

1. Know where safe spots are in the building:
  - Under sturdy furniture, such as desks or tables.
  - Near columns or in doorways.
2. Know danger spots:
  - Near walls, windows, and mirrors
  - Under hanging objects.
  - Near unsecured furniture or tall shelving.
3. Know earthquake dangers:
  - Broken glass
  - Falling debris/library items
  - Collapsed walls
  - Fire/explosion from gas leaks.

### **TORNADO/FLOOD/SEVERE WEATHER**

In the event of a tornado watch:

A tornado WATCH means there is a potential for tornados to develop. Library staff should be advised and should closely monitor weather conditions. If possible, a radio should be turned on to listen to local weather reports when the National Weather Service has issued a Tornado Watch.

A tornado WARNING means a tornado has been sighted. If the Library is in danger, the Director or Senior staff member should make the following announcement in a calm voice: “May I have your attention please; the National Weather Service has issued a tornado Warning for this area. Please calmly move to the center of the building and remain there until the ‘All Clear’ is given.”

#### **How to Prepare for a Tornado**

1. Listen to the news. Have a radio in the library tuned to the National Weather Service.
2. Don't be left in the dark. Place flashlights on counters within easy reach.
3. Know your safe spots. They are found under doorways and near columns or other structural supports.
4. Know your danger spots: near walls, windows, and mirrors, under hanging objects and shelving, near unsecured furniture.
5. Plan for safety. Have a safety plan to evacuate Library users to safe spots.

#### **In the event of a Flood**

Leave the affected area immediately and seek higher ground.

If damage or injury occurs:

- Provide First Aid or request medical assistance.
- Notify the Library Director or Board.



## Shootings

1. Notify the police.
2. If a person is wounded, immediately call an ambulance. If a staff member needs to administer emergency first aid, make sure to put on the latex gloves contained in the first aid kit.
3. Close the Library. Get the name and phone number of anyone who insists on leaving before police arrive.
4. Preserve the crime scene. Rope, tape or block off the affected area and its surroundings.
5. Cooperate fully with the police.
6. Clear the affected area of patrons.
7. Find all possible witnesses. Make sure the police know who they are.
8. Refer any news media requests or questions to the police.
9. People will be traumatized. They'll be upset; some may be in shock. Seek medical attention.
10. Clean up and dispose of hazardous materials: use extreme caution when cleaning up blood, body fluids or chemicals. Use outside resources to assist in the cleanup and disposal of affected areas and materials, only after police have released the crime scene.

Notify: Library Director  
Library Board

## Hostage Situations

1. Stay calm. Be cooperative, be cool, don't threaten or intimidate.
2. Remember that lives are your top concern. Before you say or do anything, think of the consequences to the patrons and staff. Their safety, and yours, comes first.
3. Keep the lines of communication open with the hostage-taker. Because they are in temporary control of the situation, you must communicate. If anyone in the library needs medical attention, encourage the hostage-taker to allow them to be treated.
4. Call the police if you can—ONLY if it will not put you or anyone in the library at risk.
5. Make careful mental notes about the hostage-takers. Here's what the police will want to know:
  - Age
  - Skin Color
  - Hair and Eye Color
  - Height and Weight
  - Color and Type of Clothing
  - Voice Characteristics: Accents, High or low pitch, raspy sounds, etc.

What to do when the hostage situation is ended:

1. If anyone is injured, get medical help immediately.
2. Make sure the police have been notified.
3. Find witnesses; write down their names and what they remember about the hostage-takers.
  - What did they see? Where did they see it?
  - What was said?

- What did the hostage-takers look and sound like? What were they wearing?
- Have them briefly tell the story in sequence, from beginning to end.

Try to keep witnesses on the scene. Give your notes, with the witnesses' names, to the police.

4. Refer any news inquiries to the police.
5. Preserve the crime scene. Try to keep evidence intact—and remember anything could be evidence. If the police are there, let them secure the area. If they haven't arrived, block the area off.
6. People will be traumatized. They'll be upset; some may be in shock. Seek medical attention.

## **Safety and Health**

### **Safety:**

Each employee is expected to obey safety rules and to exercise caution in all work activities. Any employee who notices a dangerous, or potentially dangerous situation, should report it to the Director or the person in charge that day. The library will look into and correct any safety problems. Steps will be taken to eliminate the danger as soon as possible. If a patron is engaging in unsafe behavior, they are to be asked to cease immediately and to leave. Safety of patrons and staff is of utmost priority.

### **Accident/Injury Reporting:**

If an accident or injury occurs on Library property, it should be reported using the incident report form. This includes patrons, staff, and anyone else who may have an accident on the property. Information about the exact circumstances of the accident should be gathered, as well as the names, addresses, and phone numbers of all involved. It is important that this be done no matter how insignificant the injury may seem, to comply with worker's compensation laws.

### **Incident Reporting:**

If any form of incident occurs on Library property, it should be reported using the incident report form. This includes patrons, staff, and anyone else who may have an accident on the property. Information about the exact circumstances of the incident should be gathered, as well as the names, addresses, and phone numbers of all involved.

### **Drug Free Workplace Statement:**

The library complies with all Federal and State regulations regarding drug use while on the job. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, while on the job, is grounds for immediate dismissal. Over the counter and prescription medications, when taken as directed, are permissible.

Being under the influence of any unlawful or controlled substance, without a doctor's prescription and work release, is also grounds for immediate dismissal. Employees convicted of a criminal drug statute must notify the Green County Public Library within 5 days of such conviction and may be required (at his/her own expense) to complete an approved drug abuse or rehab program. For help or additional information, contact the Director.

### **Weapons Policy:**

The library understands that people may feel a need to protect themselves, but the library is no place for weapons. To provide the most secure environment, no guns should be allowed on the premises other than those carried by police officers and by those who hold a Concealed Deadly Weapons License. Knives or other bladed weapons with blades over 4 inches are not appropriate in the workplace. Other types of weapons not specified here but capable of harming others should be brought to the Director's attention ahead of time to receive approval. This policy should extend to patrons as well as staff.

## **Right to Privacy**

Employees should be aware that filing cabinets, desks, work on computers, and other personal spaces provided by the library are Library property and are subject to search. The library reserves the right to institute drug testing.

## **Whistle Blower Policy**

The Green County Public Library is committed to operating in compliance with all applicable laws, rules, and regulations, and it prohibits unlawful retaliatory practices against its employees by any of its board members, officers, employees, or agents. This policy outlines a procedure for employees to report any actual or suspected violations of law or policy, or any facts or information relative to actual or suspected mismanagement, waste, fraud, abuse of authority, or substantial and specific danger to public health or safety to any public body with apparent authority to remedy or report such actions. This policy applies to any matter which is related to the library's business and does not relate to private acts of an individual not connected to the business of the library.

The Green County Public Library will not subject any employee to reprisal, either directly or indirectly, for having made a good faith report of suspected wrongdoing of the type set-forth above, either internally to the Board or Director, or externally to any public body with apparent authority to remedy or report such wrongdoing, nor will the library take any such retaliatory action against any person who supports, aids, or substantiates such an employee in having done so.

In addition, the Green County Public Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or to a court, truthful information relating to the possible commission by any of its employees, officers, Board members or other agents, of any wrongdoing of the type set-forth above.

If a Green County Public Library employee has a reasonable belief that any of the library's officers, employees or Board members has engaged in any wrongdoing of the type of set-forth above, that employee is encouraged to immediately internally report such information to the Library Director or to the Board of Trustees.

Suspected wrongdoing of the type of set-forth above may be internally reported by the employee confidentially or anonymously. Reports of suspected wrongdoing will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

All internal reports of suspected wrongdoing of the type set forth above will be promptly investigated. In conducting its investigations, the Green County Public Library will strive to keep the identity of the reporting employee(s) confidential.

The Green County Public Library may take disciplinary action (up to and including termination) against any employee who has engaged in unlawful retaliatory conduct in violation of this policy.

# APPENDIX

## Appendix A

### Accident, Injury, Disturbance, Vandalism, Incident Report Green County Public Library

Please fill out full information as it applies to the incident:

DATE:

TIME:

STAFF PRESENT:

NAME OF PATRON (if known):

GENERAL DESCRIPTION OF PATRON (including age & gender):

NATURE OF ACCIDENT/INJURY/DISTURBANCE/VANDALISM:

PEOPLE INVOLVED/WITNESSES:

ACTION TAKEN:

CALLED POLICE:

YES \_\_\_\_\_ NO \_\_\_\_\_ TIME \_\_\_\_\_ TIME POLICE ARRIVED \_\_\_\_\_

AMBULANCE:

YES \_\_\_\_\_ NO \_\_\_\_\_ TIME \_\_\_\_\_ TIME AMBULANCE ARRIVED \_\_\_\_\_

ADDITIONAL COMMENTS:

SUBMIT TO:

Rebecca Pruitt, Director

---

Signature of staff member handling incident

## Appendix B

### Agreement to abide by The Green County Public Library Policies

I have read and understand the policies of the Green County Public Library as outlined in the Policy Manual I received on \_\_\_\_\_. I agree to follow and uphold these policies if I am employed by the Green County Public Library.

*I have entered this relationship voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or the Green County Public Library can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable state or federal laws.*

*I understand that while I may not agree with every policy it is my job to follow them as long as I am in the library's employ, as long as such policies do not violate any state, local, or federal laws.*

*I understand that the policies herein are subject to change.*

*I understand that this handbook is neither a contract of employment nor a legal document. It is my responsibility to read and comply with the policies contained within, and any revisions or changes passed by the Board of Trustees and distributed to me.*

I understand that if I do not follow these policies, or amended policies as passed by the Library Board of Trustees which are given to me as addendums to this manual, I may be summarily terminated from employment with the library.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Typed/Printed name: \_\_\_\_\_

\*\*Return a signed photocopy of this form to the Director within 30 days of receiving policy manual.



## Appendix C

### Application for Employment Green County Public Library

Name \_\_\_\_\_

Date \_\_\_\_\_

Any applicant who provides information that is not requested on this form will be automatically rejected.

Anyone filling out this form may request any accommodation needed to complete this application.

In compliance with Federal and State Equal Employment Opportunity Laws, applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or disability.





(2) Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

(3) Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

List professional, business, civic or volunteer activities and offices held:  
(Omit any group that would indicate race, religion, sex, age, or national origin)

\_\_\_\_\_

List any other training, skills, aptitudes, and qualifications which you believe are relevant to the type of employment you are seeking at the library:

\_\_\_\_\_

---

**Read carefully before signing**

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Green County Public Library.

I understand and agree that all information furnished in this application may be verified by the Green County Public Library. I also understand that any employment is subject to a satisfactory check of references and a Police Department background check. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the library from any liability for any claim or damage which may result.

I understand and agree that my employment with the Green County Public Library is entered into voluntarily and that I may resign at any time. I understand that my employment is at-will and may be terminated for any reason with or without cause at any time and without prior notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix D

### Employee Performance Appraisal Evaluation Form Green County Public Library

\_\_\_\_\_ (name)

\_\_\_\_\_ (position)

\_\_\_\_\_ (date)

Check one description for each characteristic. If inadequate is checked, a comment must be written. Use the back of this sheet if necessary.

#### Accuracy—freedom from mistakes

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Frequent error
- \_\_\_\_\_ Steady careful. Work usually acceptable (2)
- \_\_\_\_\_ Very few errors. Maintains high standards (3)
- \_\_\_\_\_ Consistently submits work containing no errors (4)

#### Job Knowledge—what is retained through study or experience

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Requires frequently repeated instructions in basic requirements (1)
- \_\_\_\_\_ Endeavors to have the facts in mind—occasionally repeated instructions in basic requirements. (2)
- \_\_\_\_\_ Remembers important items—does job without repeated instructions in basic requirements. (3)
- \_\_\_\_\_ Exceptionally retentive—does job without repeated instructions in basic requirements. (4)

#### Thoroughness—perseverance, following through to completion

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Superficial. Does follow through if difficulties arise (1)
- \_\_\_\_\_ Moderately careful. Inclined to take too many shortcuts (2)
- \_\_\_\_\_ Usually thorough. Sometimes skips detail under pressure (3)
- \_\_\_\_\_ Meticulous in checking. Always sees things through (4)

#### Punctuality—on duty promptly

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Frequently late, but tries to correct habit (1)
- \_\_\_\_\_ Usually on time (2)
- \_\_\_\_\_ Always on time (3)
- \_\_\_\_\_ Always ready to go to work promptly (4)

\_\_\_\_\_ Sub-total Page 1

Organization of work—analyzes and systemizes method and time for work schedule

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Has difficulty in organizing work. Requires occasional prompting to meet deadlines. (1)
- \_\_\_\_\_ Shows some ability for organization. Requires minimal prompting to meet deadlines. (2)
- \_\_\_\_\_ Organizes work satisfactorily . Usually meets deadlines. (3)
- \_\_\_\_\_ Analyzes and organizes work readily, clearly, and intelligently. Meets deadlines consistently. (4)

Ability to follow instructions

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Repeated instructions necessary to complete task (1)
- \_\_\_\_\_ Carries out instruction (2)
- \_\_\_\_\_ Adequate Comprehension. Follows instructions carefully (3)
- \_\_\_\_\_ Comprehends quickly. Carries out instructions minutely (4)

Quantity of work—amount accomplished

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Does just enough to get by (1)
- \_\_\_\_\_ Completes amount of work necessary to maintain work flow (2)
- \_\_\_\_\_ Maintains work flow and is available on request for temporary assignments (3)
- \_\_\_\_\_ Maintains work flow and takes on additional long-term responsibilities (4)

Manners—courtesy, tact

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Inclined to be brusque (1)
- \_\_\_\_\_ Usually polite (2)
- \_\_\_\_\_ Is courteous and tactful (3)
- \_\_\_\_\_ Has charm. Is sincerely gracious and always considerate (4)

Relations with Library Public

A. Approachability—desire to assist

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Indifference apparent to public (1)
- \_\_\_\_\_ Does not offer help, but gives it willingly on request (2)
- \_\_\_\_\_ Easily approached and responsive (3)
- \_\_\_\_\_ Enthusiastic. Sought by readers (4)

\_\_\_\_\_ Sub-total Page 2

B. Ability to put self in place of patron.

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Acts automatically, no imagination (1)
- \_\_\_\_\_ Usually satisfies patron (2)
- \_\_\_\_\_ Questions until able to interpret patron's problems (3)
- \_\_\_\_\_ Readily understands patron's request (4)

Personal Characteristics

Stability—emotional self-control

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Easily Upset (1)
- \_\_\_\_\_ Self-controlled under ordinary circumstances (2)
- \_\_\_\_\_ Well-balanced (3)
- \_\_\_\_\_ Always master of self in any situation (4)

Creativity—ability to think creatively and effectively

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Follows established routines (1)
- \_\_\_\_\_ Rarely makes suggestions (2)
- \_\_\_\_\_ Resourceful to a limited extent (3)
- \_\_\_\_\_ Has imagination; devises new schemes and methods (4)

Adaptability—ability to accept other ideas and methods of work

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Satisfied with status quo (1)
- \_\_\_\_\_ Slow to accept new ideas (2)
- \_\_\_\_\_ Receptive to new ideas (3)
- \_\_\_\_\_ Exceptionally open-minded. Eager to test ideas of others (4)

Alertness—sees things to be done and does them

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Rarely sees beyond routine (1)
- \_\_\_\_\_ Occasionally sees beyond routine (2)
- \_\_\_\_\_ Sees the obvious tasks (3)
- \_\_\_\_\_ Watches for opportunities beyond the line of duty (4)

Attitude toward criticism

- \_\_\_\_\_ Inadequate
- \_\_\_\_\_ Can always find an alibi (1)
- \_\_\_\_\_ Reluctantly accepts criticism (2)
- \_\_\_\_\_ Generally accepts criticism (3)

\_\_\_\_\_ Sub-total Page 3



\_\_\_\_\_ Sub-total Page 3  
\_\_\_\_\_ Sub-total Page 2  
\_\_\_\_\_ Sub-total Page 1  
\_\_\_\_\_ Total evaluation

Major Weak Points are--

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

And these can be strengthened by doing the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Major Strong Points are--

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

And these can be used more effectively by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee comments/goals and objectives for improving performance:

POINTS

0-15	inadequate
16-31	poor
32-46	satisfactory
47-59	exceptional

A copy of this Evaluation has been given to me and has been discussed with me.

\_\_\_\_\_  
(employee's signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(supervisor's signature)

\_\_\_\_\_  
(date)

## Appendix E

### Employee Self-Evaluation

This evaluation is a tool to help make your job more rewarding. This evaluation may be read by the Director, Library and/or Board of Trustees, and it will be filed in your employment folder. This document will be kept confidential. You may be asked to discuss the contents of this document with one of the above.

Employee Name \_\_\_\_\_

Job Title \_\_\_\_\_

Evaluator Name \_\_\_\_\_

Job Title \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Instructions: Please answer the following questions to the best of your ability.

1. What part of your work do you feel that you do best?
2. Do you find there is opportunity in your work to do the things you do best?
3. Do you feel that you have adequate understanding of the requirement of your job?
4. For what parts of your responsibilities would a clearer understanding be particularly helpful?
5. What are some of the things you like most about your current job?
6. Looking at your current position, what would you say you have learned in the past year?

7. Are there any specific areas of your job for which you need more experience or training?

8. What changes do you think could be made to help you do your current job better or more easily?

9. Do you have any other comments or suggestions you want to make about your job?

**Appendix F**

**Employee Travel Expense Voucher Sheet  
Green County Public Library**

*\*\*Remember to attach receipts for all Items which are to be reimbursed.*

**DAILY CLAIM**—please include a separate form for each day.

NAME \_\_\_\_\_

REASON FOR TRIP: \_\_\_\_\_  
\_\_\_\_\_

ITEMIZED CLAIM—Description of expense

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

MEALS—

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

TRAVEL—

Air Fare \_\_\_\_\_

Taxi or Car Rental \_\_\_\_\_

Other (Parking, toll, etc.) \_\_\_\_\_

Other Travel (not mileage) \_\_\_\_\_

MISCELLANEOUS (explain) \_\_\_\_\_  
\_\_\_\_\_

Total Expenses: \_\_\_\_\_

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due after allowing all just credits, and that no part of the same has been paid.

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

# Appendix G

## Mileage Form Green County Public Library

Month \_\_\_\_\_

Date	Place	Purpose of Meeting	Miles

Total Miles \_\_\_\_\_

Amount per Mile \_\_\_\_\_

Presented By: \_\_\_\_\_

Check Number: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Appendix H

Request for Leave or Schedule Change

Employee Name: \_\_\_\_\_

Date(s) of Desired Leave (include year):

\_\_\_\_\_ to \_\_\_\_\_

Today's Date (include year): \_\_\_\_\_

**Paid Time Off**

Request for leave forms must be submitted by the 14<sup>th</sup> of the month prior to the month of requested leave.

Please check the type of leave or schedule change requested:

\_\_\_\_\_ Paid Time Off

\_\_\_\_\_ Unpaid Time Off

Unpaid Time Off can only be used when your paid time off hours have been depleted.

Request Approved_____	Request Denied_____	Reason for Denial_____
Director's Signature_____	Date_____	