



# Arrowhead Library System Personnel Policy Manual

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# **INTRODUCTION**

## **WELCOME**

Welcome to the Arrowhead Library System (“ALS” or “System”). ALS serves 7 libraries in Rock County including Beloit Public Library, Clinton Public Library, Eager Free Public Library (Evansville), Edgerton Public Library, Hedberg Public Library (Janesville), Milton Public Library and Orfordville Public Library. In 2007, the RockCat automated system was put in place, providing a shared online library catalog for all 7 libraries.

This handbook contains information about employment policies and benefits. Employees are responsible for reading and understanding this handbook. The System Director will assist employees in the administration and interpretation of policies set forth in this handbook.

## **MISSION AND ROLE**

The mission of ALS is to facilitate equitable access to information and improved library operations to provide cost-effective and responsive services for all users. In support of this collaborative effort, the System is defined as its member libraries, System Staff and the System Board. ALS is not a substitute for local and county planning and financial support.

According to Wisconsin Statutes 43.19, the role of the ALS Board of Trustees is to control the System funds, property, and expenditures, hire a System Director and annually report to the Division for Libraries and Technology (DLT). The Board is the policy maker for the System.

## **PURPOSE**

This personnel policy manual sets forth employment guidelines which employees are expected to follow and lets employees know what can be expected from Arrowhead Library System. None of the statements or policies outlined in the personnel policy manual is meant to imply that Arrowhead Library System is guaranteeing employment. All employees are employed “at-will.” This means that an employee’s employment relationship is for an indefinite period of time and can be terminated by either the employee or by Arrowhead Library System at any time. No supervisory or managerial personnel have the authority to change an employee’s status as an at-will employee.

The Arrowhead Library System and the Board reserve the right to amend, add to or revoke any or all of these policies, procedures or benefits at any time at their sole discretion and without prior notice. In the case of any change, efforts will be made to notify employees as soon as possible.

This personnel policy manual replaces any prior manual. The personnel policy manual applies to existing employees and employees hired after the effective date.

Throughout the remainder of the personnel policy manual, ALS shall designate the Arrowhead Library System.

## **EMPLOYMENT POLICIES**

### **OPEN DOOR POLICY**

Communication is a joint responsibility shared by ALS and the employee. If you have any questions about the information contained in the employee handbook or about any other aspect of your job, we welcome your questions. Your opinions, suggestions and questions are important to us.

Generally, if you are having a problem with an individual, we encourage you to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, go to the System Director. In some cases, you and the System Director may decide to refer the problem to the ALS Board Personnel Committee.

### **EQUAL EMPLOYMENT OPPORTUNITY/HARASSMENT**

ALS is committed to a policy of equal opportunity for all employees. It is the System's policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, creed, age, sex, pregnancy, national origin, disability, ancestry, ethnicity, sexual orientation, military service, marital status, arrest or conviction record, genetic information, or use/non-use of lawful products off-work premises during non-work time, or any other discriminatory basis prohibited by state, federal, or local law. All employees are required to have a proof of identity and authorization to work.

ALS is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. ALS will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, color, religion, creed, age, sex, pregnancy, national origin, disability, ancestry, ethnicity, sexual orientation, military service, marital status, arrest or conviction record, genetic information, use/non-use of lawful products off work premises during non-work time, or any other protected characteristics. Actions, words, jokes, or comments based on an individual's race, color, religion, creed, age, sex, pregnancy, national origin, disability, ancestry, ethnicity, sexual orientation, military service, marital status, arrest or conviction record, genetic information, use/non-use of lawful products off work premises during non-work time, or any other legally protected characteristic will not be tolerated.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, religion, creed, national origin, ethnicity, age, disability, marital status, veteran status, sexual orientation, arrest record, conviction record, pregnancy, use or nonuse of lawful products, or on the basis of any other status or characteristic

prohibited by state, federal, or local law. Harassment may also include threatening behavior which includes threatening physical harm, verbal abuse, stalking, and other types of intimidating conduct. ALS will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. ALS has developed the following guidelines prohibiting harassment for the benefit of all its employees. It is essential that all employees be aware of and comply with these guidelines. ALS strongly disapproves of sexual or other forms of harassment of employees and will take appropriate disciplinary action against any employee who violates this Policy.

Sexual harassment is a form of discrimination of a sexual nature, and deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, constitute sexual harassment when:

1. Submission to such conduct is an explicit or implicit term or condition of employment;
2. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not limited to, explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body. Sexual harassment also includes conduct directed by one person at another person of the same or opposite gender.

Employees confirmed to have engaged in harassment as defined by this policy are subject to discipline by ALS, up to and including suspension or termination of their employment, and may also face civil or criminal penalties.

### ***Complaint Procedure***

ALS is committed to maintaining a workplace free of illegal discrimination and harassment. To meet this obligation, ALS will take seriously any complaints or reports of harassing conduct by or against any of its employees.

ALS cannot prevent or stop harassment of which it is unaware. Therefore, the timely reporting and prompt, effective resolution of complaints is crucial to preventing harassment, or to minimizing its effects. ALS has therefore established the following Complaint Procedure regarding allegations and incidents of harassment.

All ALS employees are responsible for helping to assure that harassment is avoided. Employees, who believe that they have experienced or witnessed harassment, are responsible to immediately notify the System Director or the ALS Board President. Once notified, this individual will promptly initiate an

investigation. ALS forbids retaliation against anyone who in good faith complains about or reports harassment.

ANY EMPLOYEE WHO BELIEVES THEY HAVE BEEN SUBJECT TO HARASSMENT IN VIOLATION OF THIS POLICY IS STRONGLY ENCOURAGED BY ALS TO IMMEDIATELY FILE A COMPLAINT IN ACCORDANCE WITH THIS PROCEDURE.

ALS requires prompt reporting of all incidents believed to constitute discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have been the victims of such conduct should discuss their concerns with the System Director or the ALS Board President. Any ALS employee found in violation of this policy will be subject to disciplinary action, up to and including discharge.

The Complaint Procedure requires that ALS investigate all harassment complaints thoroughly and promptly and take all appropriate action that may be necessary to end the harassment and prevent the misconduct from reoccurring. To the fullest extent practicable, ALS will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, ALS will take corrective action, including such discipline up to and including immediate termination of employment, as is appropriate.

All employees are required to cooperate with the investigation of a sexual or other harassment complaint. Failure to cooperate in an investigation of a harassment complaint or making a false statement in a harassment complaint or investigation, could subject you to discipline, up to and including discharge.

ALS provides reasonable accommodation for qualified individuals with disabilities in accordance with Americans with Disabilities Act and the Wisconsin Fair Employment Act. Employees requiring reasonable accommodations should discuss potential accommodations with the System Director. It is the employee's responsibility to notify ALS the need for reasonable accommodation and to provide medical documentation upon request.

## **HIRING PROCEDURE**

The ALS Board of Trustees hires the System Director. The System Director directly hires, supervises, and if necessary, terminates ALS employees according to the procedures set by the System Director and ALS Board of Trustees.

### ***Employee Background Check:***

ALS will conduct a post-offer, pre-employment background check for certain positions if required by business necessity. ALS may consider an applicant's or an employee's conviction record or pending arrests, but will not make employment decisions based upon an applicant's or an employee's conviction record or pending arrests unless the circumstances of the conviction record or pending arrests substantially relate to the responsibilities of that particular job and/or impact whether or not such applicant or employee is bondable (if bonding is a requirement for the position).

***Immigration Law Compliance:***

ALS is committed to employing only United States citizens and aliens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of 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 rehired must also complete the form if they have not completed an I-9 with ALS within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the System Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

***Drug & Alcohol Testing:***

ALS recognizes that the use and/or abuse of illegal drugs and/or alcohol can have a significant impact in the workplace in terms of safety, worker's compensation claims, sick pay benefits, absenteeism and productivity. ALS also recognizes the legal duty to protect its employees from drug-using employees and/or employees who use or impaired by alcohol/drugs on the job. Therefore, ALS requires all employees to pass a pre-employment drug screening test. ALS will pay all cost incurred by this testing process.

**EMPLOYMENT CLASSIFICATIONS**

It is the intent of ALS to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Employees are divided into two groups:

1. Regular Full-Time (FT): An employee who is regularly scheduled to work 40 hours per week is considered full-time and is eligible for full time benefits as described in this handbook, subject to the requirements and specific language of any relevant benefit plan documents.
2. Regular Part-Time (PT) 20 hours or more: An employee who is regularly scheduled to work 39 hours or less per week is considered part-time. Regular part-time employees are eligible for benefits based on a pro-rata basis, as described in this handbook, subject to the requirements and specific language of any relevant benefit plan documents.
3. Regular Part-Time (PT) < 20 hours

Employees can be classified as:

“Exempt” employees are excluded from specific provisions of federal and state wage and hour laws.

“Non-exempt” employees are entitled to overtime pay under the specifics provisions of federal and state laws.

## **ORIENTATION PERIOD**

The first six months of employment for all new employees constitute an orientation period. The orientation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Either the employee or ALS may end the employment relationship at will, at any time during or after the orientation period. Any significant absence will automatically extend the orientation period by the length of the absence. During the orientation period the employee is encouraged and expected to ask any questions concerning the job and its responsibilities. If deemed appropriate, the System Director may extend the orientation period beyond the initial six months.

During the orientation period for the System Director, the System Board, at their sole discretion, may extend the period beyond the six months.

During the orientation, the employee accrues both vacation and sick time they are eligible for, they may not however use vacation or sick time till after their orientation period is over.

## **LAYOFFS**

Employees may be laid-off whenever it is necessary to reduce the work force for any reason. Layoffs shall be based on job performance and seniority. Each person laid off shall be notified of all his/her rights including reinstatement eligibility. Employees shall receive at least ten days notice prior to lay-off.

## **HEALTH INFORMATION**

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have legitimate need to know.

Employees may be required to submit to a medical examination and furnish a medical certification when absent for a serious health condition or when requesting an accommodation. Examinations administered at the request of the Employer will be paid for by the Employer. Employees who are absent because of illness, injury or disability may be required to provide a return to work certification certifying that they are able to return to work with or without limitations.

## **OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as they meet the performance standards of their job with ALS. All employees will be judged by the same performance standards and will be subject to ALS' scheduling demands, regardless of any existing outside work requirements.

If ALS determines that an employee's outside work interferes with performance or the ability to meet the requirements of ALS as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with ALS.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside ALS for materials produced or services rendered while performing their jobs.

Employees may collect an honorarium for their personal and professional talents only in areas outside of their work with the System and/or outside the borders of the System while on unpaid time or vacation.

## **PERSONNEL RECORDS**

All information contained in an employee's personnel record remains strictly confidential. Access to employment records is limited to the employee and System Director. Employees who wish to review their own file should contact the System Director. With reasonable advance notice, employees may review their own personnel files in ALS' offices and in the presence of an individual appointed by ALS to maintain the files.

## **CONFLICT OF INTEREST**

### **PURPOSE**

The following policy is set forth because the proper operation of democratic government requires that employees be independent, impartial, and responsible to the people, and the public have confidence in the integrity of its government. Nothing in this section shall deny any individual rights granted by the United States Constitution, the Constitution of the State of Wisconsin, the laws of the United States and the State of Wisconsin.

### **CONFLICT OF INTEREST**

No Library System employee shall use his office or position for personal financial gain or the financial gain of his family. No employee shall engage in his own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence or judgment or action in the performance of his/her official duties. No employee shall use or disclose "privileged information" gained in the course or by reason of his/her official position or activities.

### **POLITICAL ACTIVITY**

No Library System employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance and is not conducted during normal working hours and does not involve the use of Library System equipment or property. Employees are specifically prohibited from directly or indirectly coercing any person to hold or contribute monetary or other types of assistance to any political candidate, party or purpose. Under provisions of the Federal Hatch Act, employees who are principally employed in an activity which is financed in whole or in part by Federal loans or grants cannot become political candidates in partisan elections.

## **NEPOTISM**

Members of immediate families shall not be hired or transferred into direct superior-subordinate relationships.

## **GIFTS AND GRATUITIES**

No Library System employee shall solicit or accept for himself/herself or another person any gift, campaign contributions, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the Library System. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans, the acceptance of unsolicited advertising or promotional materials, such as pens and calendars, and acceptance of an award for meritorious public or personal contributions or achievements.

# **HOURS OF WORK, ATTENDANCE POLICIES**

## **HOURS OF WORK**

Normal business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Work schedules will be arranged to meet the needs of the System. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variation in the total hours that may be scheduled each day and week.

Flextime may be possible if a mutually workable schedule can be negotiated with the System Director. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime.

### ***Meal Periods***

Regular full-time and regular part-time employees may take one meal period of not less than 30 minutes in length each workday at the employee's discretion. Employees will be relieved of all active responsibilities and restrictions during their meal period. Non-exempt employees will not be compensated for meal periods.

### ***Breaks***

Full-time employees may leave their work station and return fifteen minutes later for two breaks in an eight hour shift, one midway during the first four hours of their shift. Part-time employees earn one fifteen minute break for each consecutive four hours worked. Breaks not taken are lost. Breaks cannot be accumulated or used to extend lunch periods or to shorten the day.

## **OVERTIME**

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the System Director's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Sick leave, vacation leave, or any leave of absence will not be considered hours worked for the purpose of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the System Director may be subject to disciplinary action, up to and including possible termination of employment.

## **COMPENSATORY TIME**

Non-exempt employees may earn compensatory time when they are expected to work additional hours in excess of their normal work week and such hours have the System Director's approval.

Non-exempt employees earn compensatory time on a time and a half basis in excess of their normal work week. Accrued compensatory time shall not exceed 8 hours. Compensatory time must be used 30 days of being accrued.

Non-exempt employees must receive prior approval from the System Director for use of earned compensatory time and such time must be scheduled so not to unduly disrupt System operations and services.

Accumulated compensatory time is cashed out when the employee terminates.

Exempt employees may use flextime.

## **ATTENDANCE**

To maintain a safe and productive work environment, ALS expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on ALS. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the System Director as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## **TIME SHEET REGULATIONS**

Accurately recording time worked is the responsibility of every exempt and non-exempt employee. Federal and state laws require ALS to keep an accurate record of time worked in order to calculate

employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The System Director will review and then initial the time record before submitting it for payroll processing.

In addition, if corrections or modifications are made to the time record, both the employee and the System Director must verify the accuracy of the changes by initialing the time record.

## **SEVERE WEATHER AND EMERGENCY CONDITIONS**

In the event of severe weather conditions or other emergencies the System Director may decide to close ALS facilities for the full or partial day. The System Director will notify all employees of such closure via e-mail/phone.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. If a scheduled vacation/sick leave day falls on the weather or emergency closing, the employee will not be paid for the closing. Vacation/sick leave will still need to be taken in those circumstances.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

## **TELECOMMUTING**

The Arrowhead Library System provides telecommuting as a viable, voluntary, alternative work arrangement

Procedure:

1. An employee, the Arrowhead Library System Director, or the Arrowhead Library System Board can suggest telecommuting as a possible work arrangement.
2. The ALS Director will assess the work to be completed by telecommunication and determine the nature of the work that is appropriate for successful telecommunication.
3. The ALS Director will determine the number of hours to be worked by each employee performing work by telecommunication. The total hours

worked by telecommunication will not exceed 25% of the employee's work week. Special projects requiring more than 25% total hours must be approved in advance by the ALS director.

4. The staff member working by telecommunication will have regularly-scheduled work hours. During these work hours, the staff member will be accessible by telephone, chat and/or e-mail.
5. The employee will provide an appropriate work environment within the employee's home for work purposes. Equipment must be equivalent to that provided to the employee by Arrowhead Library System in the System office.
6. Arrowhead Library System will not be responsible for any costs associated with setup, remodeling, and maintenance of the home office.
7. Employee must provide all office furniture, computer equipment, software, phone and data lines, photocopiers, office supplies, and other items necessary to establish an appropriate work environment at the telecommuting site. Arrowhead Library System will not be responsible for any damage or repairs to the employee-owned equipment at the telecommuting site.
8. The Arrowhead Library System will not be responsible for telephone and data line service at the employee's home. ALS will reimburse the staff member on a case-by-case basis for job-related long distance telephone expenses incurred by the employee at home. Employee must present an itemized copy of the telephone bill to the ALS Director. Reimbursement will not exceed the cost of long distance telephone service, had the calls originated from the ALS office.
9. The employee performing work by telecommunication will provide the Director with a bi-weekly report of work performed and hours worked at home.
10. The ALS Director will meet at least once each month with the employee to discuss the suitability of the jobs performed by telecommunication.
11. Arrowhead Library System reserves the right to discontinue the telecommunication arrangement with the employee at any time.

It is understood by the Arrowhead Library System and the employee performing work by telecommunication, that this is a privilege and the employee is selected to participate at the discretion of the Arrowhead Library System Director and Board. It is understood by the Arrowhead Library System and the employee that telecommuting involves a high degree of trust by both parties. Only those employees who have demonstrated their ability to work independently, with little supervision, will be allowed to work by telecommunication.

# **PAY AND REVIEW POLICIES**

## **PAY PERIODS**

All employees are paid biweekly. Payment is prepared and deposited via direct deposit or by check on the Friday following the two-week pay period by the Rock County Payroll Unit. Employees may select up to two accounts at the bank(s) of their choice. In the event that a regularly scheduled payday falls on a day off such as a holiday, employee checks will be direct deposited on the last day of work before the regularly scheduled payday.

ALS strives to fairly and accurately compensate all employees. If there is a discrepancy, please contact the System Director so corrections can be made in a timely manner.

## **PERFORMANCE REVIEW**

Periodic evaluations are an important part of the employment relationship. Performance reviews provide an opportunity to let each employee know how he/she is doing, to discuss how performance may be improved, and to receive input from the employee concerning training, supervision or any job difficulties that may be occurring.

The System Director will evaluate new employees at the end of the six month orientation period and annually after that. Job factors that may be reviewed are: accuracy, quality of work, quantity of work, dependability, adaptability, job knowledge, organization, judgment, and initiative, ability to get along with others, attitude and attendance.

The ALS Personnel Committee will meet with the System Director at the end of the six month orientation period to discuss and review job performance. At the end of the first six months of employment the System Director will receive a performance evaluation by the ALS Board Personnel Committee. Thereafter, an annual evaluation will be completed by the ALS Personnel Committee.

# **EMPLOYEE BENEFIT PROGRAMS**

## **VACATION**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Regular full-time and regular part-time employees are eligible for vacation benefits.

Employees earn vacation according to the following chart. Part-time employees receive a prorated amount based on assigned hours.

<b>Vacation Schedule</b>		
<b>Part time, 15 hours or more/wk</b>	<b>Professional Staff</b>	<b>Support Staff</b>
employees earn vacation time on a prorate basis	1-5 years of service: 20 Days	1 <sup>st</sup> year of service: 10 days
	1 additional day per year after 5 Years of service	1 additional day per year to a maximum of 20 days

No more than the total number of vacation days earned in the previous year may be carried over from one calendar year to the next. Unused vacation leave in excess of this limit shall be considered lost at the beginning of the fiscal year unless the Director specifically defers an employee's vacation, in writing, because of work requirements. Deferral of vacation for the Director shall be at the discretion of the Library System Board. Vacation may be granted in advance only upon the approval of the Director. Vacation will be scheduled with the first consideration given to the efficient operation of the department. Senior employees in terms of length of service shall be given vacation schedule preference.

In the event an employee is on authorized sick leave and has insufficient sick leave credits to cover the period of his/her absence, earned vacation time may be used for this purpose if the employee so elects and receives the approval of the Director.

Upon separation, an employee shall be paid for the unused portion of his/her accrued vacation credits provided he/she has completed six consecutive months of service, except as modified by the rules governing resignation without sufficient notice.

There shall be charged against accrued vacation only those days which an employee normally would have worked. In the event, a legal holiday falls within the vacation period, the holiday shall not be charged against vacation.

Use of vacation time must be approved in advance by the Director. The Director will notify the System Board President of his/her plans to use vacation time.

Vacation time will be debited in no less than one half hour units.

## **SICK LEAVE**

ALS provides paid sick leave benefits to all eligible regular full-time and regular part-time employees for periods of temporary absence due to illnesses, injuries, or doctor's appointments.

Regular full-time and regular part-time employees whose regular work week is working 20 hours a week or more shall earn one sick leave day on a prorated basis directly in relation to the normal full-time employment period.

Sick leave may not be used until it has been accrued. Sick leave shall accrue to a maximum of 130 days.

Paid sick leave may be used in minimum increments of fifteen minutes. Eligible employees may use sick leave for an absence due to their own illness or injury or that of a family member.

Employees who are unable to report to work due to illness or injury should notify the System Director before the scheduled start of their workday. If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement may be requested verifying the illness or injury and its beginning and expected ending date. Such verification may be requested for other sick leave absences as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of three (3) consecutive work days or more, an employee maybe required to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as worker's compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, worker's compensation or ALS-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Full-time employees may accumulate a maximum of 1,040 hours of sick leave (prorated for part-time employees). Once an employee's sick leave balance reaches the maximum, further sick leave accrual will be suspended until the employee has reduced the balance below the cap.

Sick leave is intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave will not be paid to employees while they are employed except in the event of termination of employment after ten years of continuous service or of retirement with the Wisconsin Retirement System (WRS) and employees shall be paid for one-half of their accumulated sick leave days not to exceed a total of thirty days. In the event of a discharge, the employee will not receive this benefit.

## **HOLIDAYS**

ALS compensates regular full-time and regular part-time employees with paid time off for the following holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

Two floating holidays of the employee's choice, (to be available to new employees only after completion of their orientation period)

Any additional holiday granted by the Library Board

When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the following Monday shall be observed.

Whenever a designated holiday falls on an employee's scheduled day off, an additional day shall be granted in lieu thereof

Regular part-time employees, and limited term employees in positions lasting six months or longer, shall be paid for holidays prorated according to the percentage of their regular work week as compared to a full-time employee.

When a holiday falls within a period of leave with pay, the employees shall receive pay for the holiday.

When a holiday falls within a period of leave without pay, the employee shall receive no pay for the holiday.

## **HEALTH INSURANCE**

The Library System shall pay that portion of the regular employee's health insurance as is approved by the Library System Board. Full-time regular employees are eligible for single or family insurance coverage. Part-time regular employees working 20 hours a week or more are eligible for single insurance coverage only. **Employees eligible only for System paid single coverage may subscribe to family coverage at their own expense.** Upon authorization of the Library System, the employee shall before the last week of the month, submit a check to the Rock County Treasurer to pay for the employee's share for family coverage. Employees on official leave of absence without pay may elect to continue insurance coverage during the period they are on leave. In these cases, the employee will be responsible for reimbursing the County for the full amount of the premium. Employees retiring from the County prior to reaching mandatory retirement age may retain their insurance coverage under the County's group policy if they pay the premium.

## **VISION INSURANCE**

The Library System offers a vision plan which employees can enroll in at their own cost. Employees can enroll within the first 30 days of employment, after that there is an annual open enrollment period in the fall.

For more information or to enroll, contact the System Director.

## **WELLNESS TIME**

At the end of each year, System employees earn one (1) wellness hour for each 10 hours of sick leave earned but not used during that year. (This is also available to system employees who do not accumulate sick hours because they already have accumulated the maximum allowed.) This wellness time is added to vacation time. Converted sick leave time is not subtracted from accumulated sick leave.

## **WISCONSIN RETIREMENT SYSTEM (WRS)**

ALS participates in the Wisconsin Retirement System, which is operated by the State as a part of the Wisconsin Department of Employee Trust Funds (ETF).

Employees who:

- Previously worked at least 600 hours prior to 7/1/11 for an organization that participated in the WRS or
- Work 1200 hours after 7/2/11 in a calendar year, and
- who are expected to be employed in a position for at least one year from date of hire

are required to participate in WRS.

Employee contribution rates are determined by the Wisconsin Department of Employee Trust Funds. This rate will vary year-to-year, when the contribution rate is adjusted by ETF. Employees are responsible to pay half of the WRS contribution rate as a pre-tax deduction.

Based on 2011 Wisconsin Act 32, employees who initially become a WRS member on or after July 1, 2011 will not be eligible for a WRS retirement annuity or lump sum retirement benefit until they have five years of creditable service, as defined in the Wisconsin Administrative Code Section ETF 10.03. If an employee leaves the WRS-covered position prior to fulfilling the five-year vesting requirement, the employee will remain eligible to take a separation benefit. The separation benefit would include the employee contributions (and investment returns) only. The employer contributions and years of creditable service would be forfeited and the WRS account will be closed.

Please contact the Department of Employee Trust Funds at 1-877-533-5020 for more detailed information in regard to a separation benefit or retirement payout.

## **WISCONSIN DEFERRED COMPENSATION (WDC) PLAN**

Employees may elect to participate in the Wisconsin Deferred Compensation program, which is a voluntary supplemental retirement savings program. Under this program, an employee can invest a portion of before-tax earnings to supplement his/her retirement benefits. The deferred amount is not subject to federal and state income tax until it is withdrawn, and it does not affect the earnings and contributions reported to the WRS and the Social Security Administration. Federal tax law sets forth certain limitations and restrictions that must be followed, including the amount of employee

compensation that can be deferred as well as when and how account balances can be distributed. Regular full-time and regular part-time employees may participate in this optional benefit program.

For more information or to enroll, contact the System Director.

## **LIFE INSURANCE**

ALS offers a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Regular full-time and regular part-time employees may participate in this optional benefit program. Eligible employees may begin life insurance coverage only after completing 180 calendar days of participation under the Wisconsin Retirement System.

To get more information or to enroll, contact the System Director.

## **WORKERS COMPENSATION**

Worker's compensation is a form of accident and disability insurance to protect an employee in the event of a job-related injury or illness. Income contribution and medical benefits are provided.

ALS requires that if an employee is injured on the job, that employee must report the injury to the System Director immediately. The employee should get medical attention promptly if needed. An accident report should be filed with the System Director within 48 hours of the event. ALS reserves the right to request that the employee submit to and provide written proof of reasonable medical examinations for the purpose of reviewing claims for compensation.

## **PROFESSIONAL DEVELOPMENT**

### ***Membership Dues:***

At the discretion of the System Director, ALS will pay for an employee's membership dues to professional organizations whose stated purposes relate to the ALS mission and/or to the employee's primary job responsibilities.

### ***Continuing Education:***

ALS fosters and promotes training and development of employees to improve the quality of service, allow for career development, and provide skills necessary to meet ALS needs. All employees shall receive equal consideration for appropriate training opportunities.

# LEAVES OF ABSENCE

## **FAMILY AND MEDICAL LEAVE POLICY (Including Maternity/Paternity)**

ALS provides family leaves of absence without pay to eligible employees to attend to their own serious health condition; a serious health condition affecting the employee's spouse, son, daughter, or parent; for the birth, adoption, or foster care of a child; or for qualifying military exigency leave. The federal FMLA also permits up to 26 weeks of unpaid leave to family members during any 12-month period to care for a service member or veteran with a serious injury or illness. However, the Wisconsin FMLA specifies the following terms of duration: two weeks for a serious illness of the employee; two weeks for the care of a seriously ill child, spouse, domestic partner, parent or parent-in-law; and six weeks for the birth or adoption of a child.

Whenever possible, leave request for eligible employees should be made at least 30 days prior to the leave so ALS can make necessary arrangements. Requests for leave(s) must be made in writing to the System Director, stating the reason for leave, start and end date you plan to return to work.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment. Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

If the employee fails to return to work on the agreed upon return date, ALS will assume that the employee has resigned.

This benefit may be available to regular full-time and regular part-time employees, depending on individual eligibility. Please refer to the Family and Medical Leave Act Policy and the System Director for additional information.

## **BEREAVEMENT LEAVE**

Employees who wish to take time off due to the death of an immediate family member should notify the System Director immediately.

Up to 3 calendar working days of paid bereavement leave, with a day defined as 1/5 of the total number of regularly scheduled hours per week, will be provided to eligible employees for the express purpose of preparation for and attendance at the funeral.

This benefit is available to regular full-time and regular part-time employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with the System Director's approval, use any available paid leave for additional time off as necessary.

ALS defines “immediate family” as the employee’s spouse, domestic partner, parent or guardian, child or sibling; the employee’s spouse’s or domestic partner’s parent(s) and other in-law relationships, child or sibling; grandparents or grandchildren; step-parents and other step relationships. In the event that an employee is required to act in an official capacity at the funeral of someone outside his/her immediate family, he/she shall be granted one day of leave with pay to do so,

Up to one day of paid bereavement leave may be granted when there is a death of a relative other than “immediate family”. This would include an employee’s aunt, uncle, niece, nephew or cousin. Part-time employees in regular positions may be granted one day of leave with pay to do so.

In the event that an employee is required to act in an official capacity at the funeral of someone outside his/her immediate family, he/she shall be granted one day of leave with pay to do so.

If additional leave is required, it must be taken from accrued vacation, floating holidays, or as an unpaid personal leave of absence.

## **JURY AND WITNESS DUTY LEAVE**

A regular employee shall be given time off without loss of pay when performing jury duty, when subpoenaed to appear before a court, public body or commission in connection with Library System business. In the case of jury duty, the employee shall remit his/her jury fee to the Library System. If the employee does not remit the fee, he/she shall be considered to be on leave of absence without pay while performing jury duty. A leave of absence without pay shall be granted an employee upon his/her request to appear under subpoena or in his/her own behalf in litigation involving personal or private matters.

Employees must present authorized evidence to the System Director of jury attendance or subpoena as a witness and the amount paid for such services. Employees must return to work on any day when jury or witness duty dismisses prior to the end of the employee’s shift.

ALS will continue to provide health insurance benefits for the full term of jury/witness duty absence.

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

## **MILITARY DUTY**

ALS complies with federal and state laws regarding the rights of employees who enter active duty. If an employee is called into active duty and meets all legal requirements, ALS will allow the needed time off to fulfill this commitment as provided by law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by Uniformed Services Employment and Reemployment Rights Act (USERRA) based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

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

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the System Director for more information or questions about military leave.

## **UNPAID LEAVES OF ABSENCE**

The Administrator may grant a regular and limited term employee leave without pay for a period of from one month to one year, subject to the following conditions:

Leave without pay shall be granted only when it is in the best interests of the Library System to do so. Requests for leave of absence shall be approved prior to the taking of such leave. When such leave is requested as an extension of sick leave an acceptable physician's certificate shall be required.

Credit toward vacation and sick leave shall not be earned while an employee is on leave without pay, but insurance benefits may be retained if they are paid in full by the employee.

Leave without pay shall not constitute a break in service; however, **if the employee is absent more than thirty days during a calendar year, it shall change the employee's anniversary date. When a leave of more than one calendar month is taken, the employee's anniversary date shall be moved ahead by the same number of days that the leave exceeds thirty days.**

A return to work earlier than the scheduled termination of leave date may be arranged by the supervisor and the employee, with the approval of the Administrator.

If an employee is unable to return to work on the date stipulated he/she may submit a written request to extend the leave of absence subject to the approval of the Administrator. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from System employment.

# **RULES AND REGULATIONS**

## **NO SOLICITATION/NO DISTRIBUTION**

In an effort to ensure a productive and harmonious work environment, persons **not** employed by ALS may not solicit or distribute literature in the workplace at any time for any purpose.

ALS recognizes that 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, work breaks, or any other period in which an employee is not on duty.)

## **CONFIDENTIALITY**

All ALS equipment, as the property of ALS, is subject to monitoring for the purposes of increased security and efficiency. Employees should not consider any documents or communication or other property transmitted or stored on/in ALS equipment as private. Because ALS is a public institution, any documents or communication may be subpoenaed and/or may otherwise be accessible as a public record. ALS reserves the right to review any documents or communication created during the course of business.

Because ALS is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

## **PERSONAL APPEARANCE/DRESS CODE**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image ALS presents to customers/visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. If unsure of what is appropriate attire, contact the System Director. If the System Director determines that an employee's attire is inappropriate, he/she will be required to go home to change clothes. Non-exempt employees will not be compensated for this time.

## **EMPLOYEE CONDUCT AND WORK RULES**

To ensure orderly operations and provide the best possible work environment, ALS expects employees to follow rules of conduct that will protect the interest and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property

- Falsification of timekeeping records
- Working under the influence of alcohol, or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or tardiness or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

## **DRUG AND ALCOHOL USE**

It is ALS’ desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on ALS premises and while conducting business-related activities off ALS premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

## **TELEPHONE/CELL PHONE USAGE (INCLUDING TEXTING)**

Employees should practice discretion when making personal calls and may be required to reimburse ALS for any charges resulting from their personal use of the telephone.

As a courtesy to other staff, personal cell phones should be silenced during work hours. No staff members driving a vehicle on official ALS business should use a cell phone in any manner, including, but not limited to, text messaging or talking while driving without hands free device.

## **POSSESSION OF WEAPONS OR FIREARMS ON EMPLOYER PREMISES**

Firearms and weapons are strictly prohibited on ALS property regardless of whether the bearer is an employee and regardless of whether the bearer possesses a proper license. Employees also are strictly prohibited from carrying firearms or weapons while they are in the course of their employment, regardless of whether they are on ALS property or at a location where firearms or weapons are otherwise allowed. This restriction during the course of employment applies to all employees, and includes any location where ALS business is conducted. The only exception to the foregoing pertains to employees who are properly licensed to carry concealed weapons in the State of Wisconsin. These employees, and only those employees, are permitted to carry and/or store concealed weapons and/or ammunition, but only in their own motor vehicles. Such weapons and ammunition shall remain concealed while in the employee's own motor vehicle (i.e., indiscernible from the ordinary observation of a person located outside and within the immediate vicinity), and shall not leave the employee's own motor vehicle while is on ALS property or at any time the employee is in the course of employment. Further, such vehicles shall remain locked and secured at all times.

Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

## **SMOKING**

In keeping with ALS intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace and grounds. This policy applies equally to all employees, customers, and visitors.

## **SEAT BELT USE**

All System employees shall utilize seat belts in any motor vehicle in which they are riding, either as a driver or passenger, while on System business.

## **COMPUTER AND E-MAIL USAGE**

### ***Electronic Communications Policy***

It is the policy of ALS to ensure that employees use electronic communications systems, such as e-mail, voicemail and the Internet, *exclusively* for ALS and not use them in a way that is disruptive, offensive to others, or harmful to ALS. ALS maintains these systems and therefore all software and hardware are ALS' property. Additionally, all messages composed, sent or received on these systems are and remain ALS' property. *Messages are not the private property of any employee and employees have no right or expectation of privacy in messages.* Additionally, employees should be aware that deleted files may be retrieved and read by ALS. ALS reserves the right to retrieve, monitor, or review any messages in the system, and may disclose such messages for any purpose without notice to the employee and without seeking permission from the employee. Passwords must be disclosed to the appropriate ALS managerial personnel upon request.

The electronic communications systems are not to be used to create, send, receive, view, or display any message or files which may be reasonably construed as *offensive, disruptive, or harmful*. Offensive, disruptive, or harmful messages and files include, but are not limited to, any message or file which contains pornographic images, sexual implications, racial slurs, gender specific comments, and other comments that offensively address someone's race, color, religion, creed, age, sex, pregnancy, national origin, disability, ancestry, ethnicity, sexual orientation, military service, marital status, arrest or conviction record, genetic information, or use/non-use of lawful products off-work premises during non-work time, or any other discriminatory basis prohibited by state, federal, or local law; any comment which in any way defames another person; or any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person. In the event an employee receives or views an offensive, disruptive or harmful message the procedures outlined in the ALS' Harassment Policy (page 5) shall be followed.

The electronic communications systems are not to be used to copy, send, or receive copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from management. A violation of ALS' policy will result in the appropriate discipline, up to and including discharge. Employees who observe violation of this policy shall notify the System Director. Specific examples of violations, in addition to those mentioned above, include:

- Sending messages to partners, individuals, groups, or public forums which are threatening, harassing, or obscene;
- Electronic snooping, which includes, but is not limited to, unauthorized access to existing electronic mail messages or computer files containing existing electronic mail messages, or intercepting electronic mail messages as they are being written or transmitted;
- Divulging confidential information, user identification codes, or passwords;
- Unauthorized use of the electronic mail system for non-work related matters including, but not limited to, solicitation for charitable or commercial ventures or for religious, political, or other causes;
- Receiving or downloading, or sending or uploading of proprietary information, including, but not limited to, copyrighted materials, trade secrets, and proprietary financial information, without prior authorization from MWFLS; and
- The improper or unauthorized deletion or altering of information.

Notwithstanding ALS' right to view, retrieve and read any electronic messages or files, such messages or files should be treated as confidential by other employees and accessed only by the intended recipient. Employees should not attempt to gain access to another employee's electronic messages or a file without the latter's permission.

Computer pass-codes are not a guarantee of confidentiality or privacy. Employees shall not use a pass-code, access a file, or retrieve any stored information, unless authorized to do so.

All e-mail and other electronic communication messages or files are ALS' property and will remain so. *Misuse of ALS' communications systems will result in appropriate disciplinary action up to and including termination.*

Upon termination date, e-mail and all list-serv access will be terminated.

## **SOCIAL MEDIA POLICY**

Approved by the Arrowhead Library System board and adapted on Wednesday, May 8, 2013.

The Arrowhead Library System's (ALS) Social Media Policy applies to staff and patron use of ALS sites and social media sites. ALS employs the use of social media as outreach to current and potential patrons, its community and the general public. It is a cost-effective way to market and promote the libraries' activities and foster community among the libraries and their patrons. ALS recognizes that technological advances are imminent and must be embraced as useful applications within the library system. Modes of social media include, but are not limited to Facebook, Twitter, Flickr, YouTube, Tumblr, Pinterest, Foursquare, blogs and apps.

### **Purpose**

The purpose of this policy is to set ethical standards and rules for use of social media within and for the library system. The policy also provides guidelines for staff of their responsibilities as representatives of the library system.

### **Appropriate Use**

Social media tools adopted by ALS will be selected to enhance or provide cost-effective opportunities to share, communicate, and disseminate information. In accordance to all laws, ALS will make every attempt to protect copyrighted material. Staff is required to link to original sources (if possible) when quoting other works and attribute credit when posting images or other media. When posting pictures, staff will follow board policy on confidentiality. Appropriate content may include information such as:

- " Book discussion information
- " Readers advisory
- " Event and programming information
- " Community outreach
- " Marketing and publicity
- " Information and Reference services
- " Press releases
- " Library trends or technologies
- " Continuing education opportunities
- " Library policies or procedures

### **Inappropriate Use**

Any inappropriate comments will be removed from any ALS moderated social media. In addition, staff members are required to follow ALS social media guidelines and are restricted from posting content deemed inappropriate. Inappropriate content includes:

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- " Obscene or profane content
- " Any content that promotes, fosters, or disseminates discrimination based on race, creed, color, age, gender, religion, marital status, national origin, sexual orientation, or physical or mental disability
- " Personal attacks, threatening language, or insults
- " Copyrighted or plagiarized material
- " Commercial promotions or spam
- " Personal information published without consent
- " Unrelated comments

### **Staff Responsibilities**

ALS staff will limit social networking and any social media interaction to library related information and responsibilities. ALS staff shall abide by all copyright laws and trademarks when posting information.

When representing ALS, staff shall:

- " Conduct themselves at all times as representatives of ALS and adhere to all policies and codes of conduct

- ~ Identify themselves as employees of ALS
- ~ Not provide, post or disseminate information on specific patrons or any confidential information
- ~ Not conduct political or religious activities or private business
- ~ Be respectful of all individuals and communities

### **Personal use of social media**

Employees are encouraged to participate in social media beyond ALS sites to further their understanding of social media use, potential uses, current events, trends and culture within these guidelines. Personal activity may be used to share personal information and opinions and non-work related information.

~ Employees should not use their work related emails in association with any personal accounts or social networking sites.

~ Employees must be clear that any opinions expressed are theirs alone and do not express the official view of the library system.

~ Employees must not use official logos, or any ALS contact information in their personal posts or profiles.

### **Rights of ALS**

ALS, the board, and director reserve the right to monitor content that is posted to any ALS site or social media and modify or remove any information or posts that are deemed inappropriate.

## **BUSINESS TRAVEL EXPENSES**

ALS will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the System Director. When approved, the actual costs of travel, meals, lodging, registration, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ALS.

Expenses that generally will be reimbursed include the following:

1. Mileage costs for use of personal cars, only when less expensive transportation is not available. Individuals using their personal vehicle will be reimbursed at the current IRS mileage rate. Parking fees will be reimbursed.
2. Airfare or train fare for travel in coach or economy class or the lowest available fare.
3. Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
4. Taxi fares, only when there is not a less expensive alternative.
5. Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings. The System Director may authorize lodging at a conference site with higher lodging costs on the basis that it enables the employee to gain professional benefits due to the interaction with other attendees.
6. There will be no reimbursement for meals within the county except as authorized by the Administrator or the System Board President. Reimbursement for meals outside the county shall be limited to maximum amounts as set by Rock County.

7. Tips not exceeding 20% of the total cost of a meal, 15% of a taxi fare, and \$2.00 per night for concierge and housekeeping services.
8. Charges for telephone call, fax, and similar services required for business purposes.
9. Employees who are involved in an accident while traveling on business must promptly report the incident to the System Director.
10. With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Expenses arising from accompaniment of additional parties and/or nonbusiness travel are the responsibility of the employee.
11. When travel is complete, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses of \$5.00 dollars or more.
12. Abuse of this travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## **PROBLEM SOLVING, DISCIPLINE AND TERMINATION**

### **PROGRESSIVE DISCIPLINE**

The purpose of this policy is to state ALS' position on administering equitable and consistent discipline for unsatisfactory conduct in the work place. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

ALS' own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with ALS is based on mutual consent and both the employee and ALS have the right to terminate employment at will, with or without cause or advance notice, ALS may use progressive discipline at its discretion. Use of progressive discipline does not change the at-will nature of your employment with ALS.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense of any or the same nature may

be followed by a written warning; another offense of any or the same nature may lead to a suspension; and, still another offense of any or the same may then lead to termination of employment.

ALS recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive disciplinary steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules Policy (page 25) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and ALS.

## **GRIEVANCE PROCEDURE**

ALS is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from ALS System Director.

ALS strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the grievance procedure. No employee will be penalized, formally or informally, for voicing a complaint with ALS in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps:

1. Employee presents problem to the System Director in writing within 7 calendar days after incident occurs. If the System Director is unavailable or the employee believes it would be inappropriate to contact the System Director, employee may present problem to ALS Personnel Committee.
2. The System Director responds to problem during discussion or within 5 calendar days. The System Director documents discussion.
3. The System Director counsels and advises employee, assists in putting problem in writing, and may direct employee to ALS Personnel Committee for review of problem.
4. Employee presents problem to ALS Personnel Committee in writing.
5. ALS Personnel Committee reviews and considers problem. ALS Personnel Committee informs employee of decision within 30 calendar days, and forwards copy of written response to System Director

for employee's file. The ALS Personnel Committee has full authority to make any adjustment deemed appropriate to resolve the problem.

The employee may discontinue the procedure at any step.

Not every problem can be resolved to everyone's satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

## **RESIGNATION AND TERMINATION**

Employees wishing to leave library employment shall submit a resignation in writing to the Administrator. The Administrator shall submit a resignation in writing to the Library System Board President. Support staff shall submit a resignation in writing at least two weeks in advance of their planned departure. The Administrator and professional staff shall submit a resignation in writing at least four weeks in advance of his/her planned departure. Employees who do not give sufficient notice shall lose accrued benefits unless a waiver is granted by the Library System Board. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members. Vacation, compensatory time, or other recognized leave shall not be considered part of the notice period.

## EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

I acknowledge that I have received a copy of Personnel Policy Manual. I understand this Manual replaces any previous Personnel Policy Manuals or policies established by ALS.

I also acknowledge that the Personnel Policy Manual and the provisions contained therein do not constitute a guarantee of employment, a guarantee of any rights or benefits, or a contract, express or implied.

I understand that my employment with ALS is at-will, and that my employment may be terminated at any time, for any reason, with or without notice, or with or without cause by me or by ALS.

I further understand that ALS has the right to add to, modify or eliminate any of the above rules at any time.

Without limiting the foregoing representations, I certify that I have reviewed, understand and acknowledge the following policies of Arrowhead Library System and their applicability to me and my employment with ALS.

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Employee's Signature

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Date

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System Director's Signature

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Date

Be sure to read the Personnel Policy Manual carefully. If you do not understand any portion of it, please see the System Director for further explanation.