

Application for Sexual Misconduct Liability Coverage Endorsement

(NEW) mandatory

This application must be completed and signed to be considered for approval for the Sexual Misconduct Liability Coverage Endorsement to be added to your SDIS Liability Coverage Document. Alternatively, this application can be completed on the SDIS Insurance Portal by visiting www.sdis.org. The answers provided below will be used to determine coverage limits, deductibles and contribution. Completion of this application is not a guarantee of approval for the endorsement to be added to your SDIS Liability Coverage.

General Information

Member Name: Baker County Library District

Section 1: Interaction with minors:

	Yes	No
1.1. Does your district provide services/programs to minors where your employees or volunteers have <u>direct interactions with those minors</u> ? These may include (but are not limited to) services such as youth sports leagues, junior firefighter programs, camps, internships, reading or educational programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1.2. If you indicated Yes for question 1.1 above, please describe the services provided: <i>we have 1 staff person who does childrens programs, including Storytime for Toddlers with their parent, reading programs, crafts during breaks from school, teen programs, and more</i>		
1.3. Does your district employ any minors during the calendar year? <i>yes</i>	<input checked="" type="checkbox"/>	
1.4. If you indicated Yes for question 1.3, please describe the roles for which you employ minors: <i>we employ 16+ 17 year old high school teens, 3 - Re-shelve books, 2 do special projects entering books for sale online, and 1- teen assists with youth programs. = A total of 6 teens are currently employed by the library</i>		
1.5. Does your district allow minors to do volunteer work for the district?		<input checked="" type="checkbox"/>

1.6. If you indicated Yes for question 1.5 above, please describe the roles in which minors volunteer:

Section 2: Risk Management:

Please answer the questions below if you indicated 'Yes' for any question in Section 2 above:

	Yes	No	N/A
2.1. Does your district conduct a criminal background check on any district employees or volunteers that have direct, unsupervised interactions with minors?	✓		
2.2. If you indicated 'Yes' for question 2.1 above, what level of background check do you conduct and how often are they conducted (i.e. state or national)? <i>we submit background checks through Special Districts when hired.</i>			
2.3. If you indicated 'No' for question 2.1 above, will your district commit to conducting criminal background checks upon hire and at regular intervals after hiring for employees and volunteers that have direct, unsupervised contact with minors?			✓
2.4. Does your district provide any training to employees, volunteers or board members regarding the identification and reporting of child abuse, sexual misconduct or grooming behavior?	✓		
2.5. If you indicated 'Yes' in question 2.4 above, please describe the training and to whom such training is provided: <i>we do an annual employee training and include this topic. we have a policy on this in our Personnel Policy, which ^{new} employees are required to read and signage in staff to break room.</i>			
2.6. If you indicated 'No' for question 2.4 above, will your district commit to providing such training to all employees and volunteers that interact with minors on an annual basis? Such training can be found through Vector Solutions, available at no cost for SDIS members.			✓
2.7. Does your district have written policies or procedures that provide rules and guidance for how employees and volunteers interact with minors?	✓		

	Yes	No	N/A
2.8. If you indicated 'Yes' for question 2.7 above, please describe or <u>attach copies of such</u> policies or procedures: <i>We have policies that address this type of interaction. I have attached copies of the policies. If found to be inadequate, we would consider implementing a policy.</i>			
2.9. If you indicated 'No' for question 2.7 above, will your district commit to <u>implementing</u> such policies to prevent sexual misconduct? <i>Request a template OR sample</i>			✓
2.10. Will your district commit to contacting the Risk Management Department to discuss strategies for mitigating the risk of sexual misconduct and grooming behaviors?			✓

By signing this application, it is understood that the answers are true to the best of your knowledge and that, at the time of a loss, if it is determined that the answer was indeed untruthful, coverage for such loss may be denied or excluded.

Completed by: Christine Hawes
(Print Name)

Title: Business Manager/H.R.

Email: chawes@bakerLib.org

Phone: 541-523-6419

Signature: _____

Unattended & Missing Children Policy

may be likely to endanger the health or welfare of such child, or the unattended child's behavior is in violation of the library's Code of Conduct, library staff will contact the parent and inform them they must not leave the child unattended. If the parent cannot be contacted, or does not arrive within fifteen minutes, the library staff will contact the appropriate legal authority.

Staff will consider the following criteria for determining if the child has been left unattended for such a period of time as may be likely to endanger the health or welfare of the child:

- More than 6 hours without food
- Child appears ill, extremely fatigued, or at imminent reasonable risk of suffering serious injury from exposure to weather
- Child requests frequent assistance from library staff for personal needs (i.e., restroom, food, medicine, etc.)

II. RULES AND REGULATIONS—CHILD (age 0-16) LEFT UNATTENDED AT CLOSING

- A) The Library District does not accept responsibility or liability for minors left at the Library after closing time. In the event that a minor is left at the Library at closing time, staff will attempt to contact a parent or caregiver. If a parent or caregiver is not available within fifteen minutes of closing, staff will notify the appropriate legal authority.
- B) The Library Use Restrictions Policy describes in further detail the sanctions and process that will apply if a person fails or refuses to appropriately supervise his/her child.

III. RULES AND REGULATIONS—CHILD REPORTED LOST OR MISSING

- A) When a child is reported as missing, the library manager, or designee, will implement "Code Adam" procedures:
1. Obtain a detailed description of the child, including age, clothing, and physical description.
 2. Inform all staff and volunteers present
 3. Assign all available staff and volunteers to search for the child, both inside and outside the building
 4. Monitor all exits
 5. Obtain an image from the library security system, if possible.
- B) If the child is not found within ten minutes, law enforcement is called.

IV. RULES AND REGULATIONS—CHILD (age 0-18) WITH SPECIAL NEEDS OR DISABILITIES

- A) Rules I - III are also applicable to a child under 18 years of age who has special needs or disabilities and requires a level of care that is above normal for the child's age, and to a vulnerable adult who is known, suspected, or reported to have:
- a. A cognitive impairment, such as dementia;
 - b. An intellectual or developmental disability; or
 - c. A brain injury.

Unattended & Missing Children Policy

Baker County Library District (BCLD) welcomes families and children. This policy is intended to clarify expectations and requirements of caregivers and children in the library, and to provide guidelines in the event a child is left unattended, or reported lost or missing.

Parents and caregivers* should recognize that:

- Our libraries are busy, public places with limited staff resources designed to serve persons of all ages and viewpoints with a wide range of educational and recreational collections, programs and services.
- Parents or caregivers, and not library staff, are responsible for the behavior, safety and supervision of their children when using the library. The library does not have facilities or staffing to provide childcare.
- The library supports parents and caregivers in their authority of providing supervision and guidance of their own children's reading, viewing and listening choices.
- Staff are trained to provide information and recommendations on request, but may not assume the role of a parent in determining whether materials used by children and teens are "age appropriate", or when access restrictions are necessary.
- Parents may request an alert note on their child's library account for a generic, viewpoint-neutral, access restriction, but this applies only to checkout of items, not in-library access.

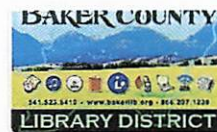
"Caregiver" means the person responsible for supervision and care of a child during the temporary absence of the parent or legal guardian or custodian.

I. RULES AND REGULATIONS—CHILD (age 0-9) LEFT UNATTENDED DURING OPEN HOURS

- A) Children aged 6 and younger must be accompanied and supervised at all times by a parent or responsible caregiver who is in the immediate vicinity and within line of sight of the child.
- B) The library does not consider anyone age 11 and younger to be a responsible caregiver.
- C) If a child aged 6 and younger is found unattended, library staff will accompany the child in order to find the caregiver. If the caregiver is not found a staff member will stay with the child until someone can be located via phone or other means. If the caregiver cannot be located within 15 minutes the staff member will call the appropriate legal authority. Library staff will not take or compel the child out of the building.
- D) Library staff cannot prevent a minor child from leaving the building.
- E) A library user having custody or control of a child under 10 years of age is expected to comply with ORS 163.545.

163.545 Child neglect in the second degree. (1) A person having custody or control of a child under 10 years of age commits the crime of child neglect in the second degree if, with criminal negligence, the person leaves the child unattended in or at any place for such period of time as may be likely to endanger the health or welfare of such child.

If staff determines that a child under the age of 10 is unattended for such a period of time as



Code of Conduct

We here at the Baker County Library District want to make sure that our libraries are safe, clean and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.

While on library property, please do:

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Report immediately any behavior or situation that is disruptive, hazardous, threatening, abusive, bothersome, or questionable in any way.
- Store bicycles outside the library in the bicycle rack.
- Wear sufficient clothing, including tops and bottoms, to minimize direct skin contact with furniture
- Keep your activities including conversations and use of personal electronic devices at a volume that does not disturb others.
- Use a covered container for drinks and refrain from bringing food or snacks that create a nuisance because of odor, garbage, or spills. Food may be consumed anywhere except near sensitive collections such as the Archive, Genealogy or Oregon Rooms of the Baker County Public Library.
- Ensure that children under the age of 10 are adequately supervised by an accompanying adult.
- Check out your library materials before leaving.
- Be courteous and cooperative with other patrons and library staff who interpret and apply library rules.

While on library property, you may not:

- Destroy, deface, or abuse library property.
- Be disruptive, disorderly, or disrespectful to other patrons and/or staff.
- Use or exhibit hostile, aggressive or obscene language or gestures.
- Litter, spit, or otherwise cause a nuisance or hazard from food, beverage, liquid, debris, bodily fluid or other dangerous substance.
- Use or display tobacco or marijuana products, or smoke in any form, including e-cigarettes.
- Be under the influence of or consume alcohol or illegal substances.
- Sleep, appear to be sleeping, lie down or loiter.
- Bring animals into the library (other than service animals or those authorized for library programs) that are not contained or personally carried at all times.
- Leave animals or personal belongings unattended.
- Create an obstacle or take up seating with personal belongings.
- Operate skateboards, skates, rollerblades, or bicycles on library property.
- Run.
- Engage in excessively intimate public displays of affection.
- Engage in, or simulate sexually explicit conduct or visibly display sexually explicit materials.
- Create a disruptive scent in the library from strong body odor, personal care product, or personal belongings.
- Use restrooms for bathing, shaving or laundering.
- Conduct surveys or post or distribute printed material without staff approval.
- Panhandle or solicit for sales, charity, religious, or political purposes.
- Neglect a reasonable staff request to cease behavior that interferes with library operations.

In addition to the above, any violation of Federal, State, or local statutes will be regarded as a violation of library rules. Baker County Library District reserves the right to eject or suspend library privileges of those individuals who violate District rules. In addition to the sanctions imposed by the library, further sanctions may be pursued as determined by law. Appeals of disciplinary actions imposed may be made to the Library Director.

The district, its insurers, employees, officers, directors, and associates, shall not be liable for any damages arising from personal injuries (including death) sustained by individuals who opt out of customary protective attire such as shoes or otherwise act with contributory negligence while on district property.

Approved by the Board of Directors: 6/18/07

Revised: 1/12/09; 9/14/09; 2/11/13; 2/10/14; 10/12/15; 9/19/16

BAKER COUNTY LIBRARY DISTRICT

PERSONNEL POLICY MANUAL

(Issued March 2025)

Baker County Library District
Personnel Policies
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ARTICLE 3 –WORKPLACE HARRASSMENT

Section Revised: 12/09/2019

I. EQUAL EMPLOYMENT OPPORTUNITY

Baker County Library District is committed to fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including in the payment of wages or screen applicants based on their current or past compensation.

II. PURPOSE - STATEMENT PROHIBITING WORKPLACE HARASSMENT

Baker County Library District is committed to providing a work environment in which all individuals are treated respectfully. All employees of Baker County Library District should have the expectation that they work in a professional environment and that Baker County Library District promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

Baker County Library District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization.

III. POLICY

This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

This workplace harassment policy has been developed to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. Baker County Library District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact, the Business/HR Manager, as an alternative you may reach the Library Director. If the complaint is against the Library Director, the Business/HR Manager will report the complaint to the Library Board President.

A. RETALIATION

Baker County Library District encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly investigated. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

ARTICLE 3 – WORKPLACE HARASSMENT, Continued

B. SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws.

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Any employee who uses sexual behavior to implicitly or explicitly threaten, coerce, influence or affect the employment, job status, salary or performance of another employee is engaging in sexual harassment.

Under Oregon Law sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

C. HARASSMENT

Harassment based on any other protected class is also strictly prohibited. For this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

D. WORKPLACE BULLYING

Bullying is defined as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades, or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.

Workplace bullying is not discipline by the Director in the course of business. It is not interpersonal conflict, a disagreement or misunderstanding, incivility or rudeness between employees.

Bullying is psychological abuse that includes aggressive communication (angry outbursts, excessive profanity, name-calling), acts and behaviors aimed at humiliation (ridicule, harsh teasing, degrading comments), or work-related harassment (work overload, unrealistic deadlines, excessive monitoring). This list is not meant to be exhaustive and is only offered by way of a few examples.

E. SUPERVISORY RESPONSIBILITY

Supervisors are expected to pro-actively ensure that harassment, discrimination and bullying do not occur in the work place by modelling, promoting, and coaching respectful workplace behavior and conflict resolution practices, and to provide training to employees on harassment policy both initially and periodically.

ARTICLE 3 – WORKPLACE HARASSMENT, Continued

F. REPORTING AN INCIDENT OF HARASSMENT, WORKPLACE BULLYING, DISCRIMINATION OR RETALIATION

Baker County Library District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Baker County Library District encourages reporting of all perceived incidents of discrimination, workplace bullying, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Business/HR Manager, or Library Director. See the Complaint Procedure described in this policy.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. However, employees should not wait for the management follow-up to share related experiences. If an employee would like to discontinue the follow-up process a request must be submitted in writing to the Business/HR Manager.

G. COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Business/HR Manager if you are unable to reach the primary contact please reach out to the Library Director. We encourage employees to document the event(s), associated date(s), and potential witnesses.

Baker County Library District encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

Baker County Library District will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action. Examples of possible corrective action may include a warning, written reprimand, reassignment, temporary suspension without pay, or termination as Baker County Library District believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

ARTICLE 3 – WORKPLACE HARASSMENT, Continued

Baker County Library District encourages employees to bring their concerns and complaints to the organization, and understand that, at times however, this may not be the choice of the employee. Below is a list of the additional complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Library Board President, Baker County Library District
- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to Baker County Library District in accordance with ORS 30.275.

H. EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

I. ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal Resources
 - Employment law reference materials
- Employee Assistance Services
 - Special Districts Association of Oregon (SDAO) group policy

ARTICLE 13 – SAFETY

Section Revised: 5/11/2015

13.1 Generally

The Library Board and management of the Library District has a sincere concern for the welfare and safety of its employees and the public it serves. It is the District's policy to prevent accidents and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

A Safety Committee is established to oversee safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions.

Employees are responsible for guarding the safety of themselves, other employees and the public.

It is the employee's responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

13.2 Procedures for Reporting Accidents

An employee is responsible for notifying the Library Director immediately following an accident unless the seriousness of the accident makes it impossible to do so.

The employee shall submit a written incident report to the Library Director before leaving work for the day. If the injury requires medical treatment the employee shall complete and submit an Accident Report form required by Worker's Compensation Laws within twenty-four (24) hours of the accident. The Library Director or employee's supervisor is responsible for preparing the Accident Report in the event the employee is incapable of doing so.

An employee must report injured status to his or her supervisor once a week to assist the supervisor in determining the employee's potential for light duty work.

13.3 Suspected Child Abuse Reporting Policy

13.3.1 Legal Requirement

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or neglect. These people are called mandatory reporters. Employees of the District, as defined under ORS 419B.005, are obligated to report suspected abuse either on or off duty.

13.3.2 Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries;
- Sexual abuse or exploitation;
- Rape or incest;
- Neglect or maltreatment;
- Threatened harm;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured;
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18.

ARTICLE 13 – SAFETY, Continued

13.3.3 Reporting Procedure

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone suspected of abusing a child shall immediately notify the Oregon Department of Human Services (866-538-5804 X.272, open 8:00a to 5:00p Monday through Friday) or the Baker County Sheriff (541-523-6415, 24 hours per day). The employee shall then immediately inform the Library Director.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. The report must contain, if know, the following information:

- The names and addresses of the child and parent/guardians responsible for their child’s care;
- The child’s age;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator’s identity.

All District volunteers significantly involved in the delivery of services to children are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the Library Director. The Library Director will then immediately notify the Oregon Department of Human Services or the Baker County Sheriff.

13.3.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

13.3.5 Failure to Comply

Any District employee or volunteer subject to this policy who fails to report suspected child abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child abuse is also a violation. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, s/he will be disciplined.

13.3.6 Training

The District shall provide training for all new District staff and volunteers subject to this policy and review policy periodically at general staff training events. The training shall cover the prevention and identification of child abuse and the obligations of District employees and volunteers to report suspected child abuse.