

# BAKER COUNTY LIBRARY DISTRICT

## PERSONNEL POLICY MANUAL

(Issued July 2024)

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**Baker County Library District**  
**Personnel Policies**  
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## ARTICLE 1 – INTRODUCTION

Section Revised: 5/11/2015

The purpose of the Personnel Policy Manual is to provide systematic and equitable procedures and regulations to guide and inform employees on all general matters relating to their employment with Baker County Library District. Said rules and regulations are provided to maintain uniformity and equity in personnel matters.

The Board is committed to seeing the policy enforced. Any breach of this policy shall be cause for action.

These policies shall not preclude the establishment of rules and regulations specific to various areas of service and responsibility so long as they are not in conflict with the policies set out herein. Such supplementary rules and regulations shall be incorporated into the staff procedures policies, which may be amended from time to time by written memo from supervisory personnel and the published content of staff meetings.

### 1.1 Variances

The Library District Board shall have the power to vary or modify the strict application of the provisions of these policies in any case in which it determines that the said strict application would result in practical difficulties or unnecessary hardships or are at odds with the intent of said policies.

### 1.2 Application

These personnel rules, policies and procedures apply to all employees, with exceptions noted for temporary and part-time employees. In the event of a conflict between these policies and County ordinance or State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply.

Any resolution adopted by the Library District Board which bears on these policies shall be considered to supersede the policies adopted herein. The Library District Board specifically reserves the right to modify or amend these policies at any time, with or without notice.

None of these provisions shall be deemed to create a vested contractual right in any employee to limit the power of the Library District Board to repeal or modify these policies.

### 1.3 Distribution

The Library Director shall provide each employee at time of employment with a copy of these policies and any amendments and shall make a record of receipt as provided in *Appendix B*.

## ARTICLE 2 – NON-DISCRIMINATION

Section Revised: 12/14/2015

### **2.1 Equal Employment Opportunity**

It is the policy of the Library District to treat applicants and employees equally with proper regard for an individual's privacy and without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, veteran status, marital status, age, family relationship, political affiliation or physical or mental disability or which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, , or any other basis prohibited by local, State or Federal law, except where bona fide occupational qualifications exist.

Any alleged act or complaint of discrimination on the part of any District employee should be reported to the Library Director for appropriate investigation and action. If the complaint is against the Director, the alleged act should be reported to any member of the Board of Directors.

### **2.2 Disability Accommodation**

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. It is understood that this policy does not require the District to hire employees to accomplish work which they are not physically or mentally capable of accomplishing in a reasonable manner.

### **2.3 Nepotism**

Baker County Library District will follow ORS 659A.309 in regards to hiring family members which states in part: "1) Except as provided in subsection (2) of this section it is unlawful employment practice for an employer solely because another member of an individual's family works or has worked for that employer to: (a) refuse to hire or employ an individual; (b) bar or discharge from employment an individual; or (c) discriminate against an individual in compensation or in terms, conditions or privileges of employment."

Subsection 2 gives the employer discretion in placing or not placing an individual in a position of exercising supervisory, appointment or grievance adjustment authority over a member of the individual's family or in a position of being subject to such authority which a member of the individual's family exercises.

## 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 HARRASSMENT**

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](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 4 – DRUG-FREE WORKPLACE

Section Revised: 5/11/2015

It is the District's intent and obligation to provide a drug-free, healthy, safe and secure work environment. To satisfy these responsibilities and to be in compliance with the Drug-Free Work Place Act of 1988, the District will maintain a work environment where employees are free from the effects of illegal drugs, alcohol or other job-impairing substances.

It is also the policy of the District to ensure a tobacco/smoke-free environment through positive and educational messaging that promotes the long-term health and safety of District employees and the public.

Employees are responsible for meeting performance, safety and attendance standards.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, alcohol, tobacco or marijuana product on all Baker County Library District property is prohibited to employees and to the public.

Individuals authorized by state law to use medical marijuana for medicinal purposes must understand that nothing in the law, not the DFWP, allows them to be impaired by, or under the influence of, medical marijuana while at work. Additionally, medical marijuana is not exempt from the Possession, Sale, and/or Use policies.

The District recognizes drug, alcohol, and tobacco dependency as an illness and a major health problem. The District also recognizes drug, alcohol, tobacco, or marijuana abuse as a potential health, safety and security problem.

Employees needing help in dealing with such problems are encouraged to seek assistance from the Library Director or from any Board member. Any voluntary effort to seek help shall be kept confidential among parties responsible for helping the employee and may not be used in any manner whatsoever as a basis for demotion or termination.

Reassignment, demotion or termination due to an employee's inability to perform the terms of his or hire due to substance abuse shall be based solely on the continued ability of that employee to function properly in the workplace. Proper function implies the willingness to seek help and involvement in a rehabilitation program. The District retains the right to expect an employee to take a leave of absence for rehabilitation if the Board deems it necessary or if such rehabilitation occurs at a location distant from the workplace. The leave may be covered by any earned vacation or sick leave. If such leave is exhausted, the employee may take unpaid leave until rehabilitation is complete.

The employee may not be terminated except as the employee shall fail to make reasonable progress toward rehabilitation. The judgment as to what constitutes reasonable progress shall be the province of the Board.

All employees must, as a condition of employment, abide by the terms of the above policy. Conviction of an employee under a criminal drug statute must be reported to the Board by that employee within five (5) days of such conviction.

## ARTICLE 5 – GENERAL RECRUITMENT AND SELECTION

Section Revised:5/2018; 6/2018; 11/2019

### 5.1 Job Openings

Job openings for positions of 20 or more hours per week shall be advertised and posted in-house for at least seven (7) days prior to public listing. If a suitable internal candidate is approved for the position, external promotion of the opportunity shall not be required. Applications on file in the Library Director's office will be considered current for six (6) months and are eligible for hire along with "internal candidates" prior to public listing of a position. Job openings of less than 20 hours per week may be filled in any reasonable manner.

### 5.2 Method of Hire

It is the policy of the Library District to give first consideration for job openings to District employees. For internal promotions, external publication is not required.

The Library Director, or designate(s), shall publish the vacancy, take applications and conduct interviews. The Director shall hire the most suitable candidate based on the following criteria:

- a. Level of training and education relative to the position; past work experience may be considered in place of formal training and/or education according to the judgment of the Library Director;
- b. Extent of previous work experience relevant to the position;
- c. Applicant's mental and physical fitness to perform the functions of the position;
- d. Information placed on application, quality of application regarding completeness, aptness, neatness and accuracy;
- e. Verification of past employment, including option to view applicant's personnel file with past employers (for which standard release form is provided in *Appendix A*);
- f. Responses of references provided by applicant;
- g. A written examination or other demonstration of job-related skills prior to employment at employer's discretion; and
- h. Oral interview.

### 5.3 Physical and Psychological Examinations

Any applicant or current employee may be required to take a physical or psychological examination to determine their ability to perform the functions of a position. When such an examination is required, it shall be conducted by a licensed physician approved by the District and the District shall pay the cost of such examination.

### 5.4 Hire of Retired Employee

An employee who has worked for the Library District up to retirement and retires under PERS, who wishes to continue part-time service (with no break in service), must present such request to the Director for approval. The Director has the authority to approve or decline the request and adjust the salary according to the position for which the retiree is being retained. *See Article 12 for Retiree Benefit Policies.*

## ARTICLE 6 – ATTENDANCE

Section 6 Revised: 4/11/2007; New Section 6.5 Added 9/26/2016

### 6.1 Generally

All employees shall report to work at their assigned starting time and cease work at their designated quitting time unless otherwise authorized by the Library Director or designee. All employees are expected to notify the Library as promptly as possible in the event they will not arrive when expected.

Employees shall not absent themselves from work for any reason other than those specified in these policies, or unless specifically authorized.

### 6.2 Sick Leave

Employees who will be absent from work for sick leave shall:

- a. Notify the Library within one-half (1/2) hour of the start of their workday when possible;
- b. Specify the cause for their absence; and
- c. Indicate estimated date of return if possible.

If sick leave extends beyond two (2) days, an employee may be required to provide a physician's statement supporting the absence.

### 6.3 Unauthorized Absence

Any attempt to use sick leave for other than the reasons specified in these policies shall be considered an unauthorized absence. Such unauthorized absence may be cause for personnel action.

An employee who is absent from work for three (3) consecutive working days without authorization, except for unavoidable situations or emergencies, will be considered to have abandoned his/her job as of the last day of active employment.

### 6.4 Records

The District shall maintain accurate records of employee attendance and review them each pay period prior to compensation disbursement.

### 6.5 Attendance – Remote Work

At the discretion of the Library Director some employees may be permitted to work remotely. The District's needs shall be first priority when considering remote work.

Remote work shall only be considered for jobs with tasks for which in-person attendance is not essential to effective performance. Employees considered for remote work shall be assessed on past work performance, dependability, ability to work independently, and other factors deemed relevant.

## ARTICLE 6 – ATTENDANCE, Continued

### 6.5 Attendance – Remote Work, Continued

Specific remote work terms, including but not limited to number of hours, scheduling, locations, and reporting requirements, shall be governed by individual agreements between an employee and the Library Director. Only employees with such agreements are eligible to work remotely. Work days or times not specifically mentioned in the agreement shall require pre-approval by the Library Director.

In remote work arrangements, the District shall:

- Assume no responsibility for any activity, damages, or injuries not directly associated with employees' job duties.
- Reimburse costs and travel only if pre-arranged. The District shall not reimburse travel to and from a remote site to any District facility, nor shall the District reimburse costs for items usually provided to employees working at District facilities.
- Retain ownership of, maintain, and insure any equipment or software it provides as part of the remote work arrangement. The District assumes no responsibility for an employee's personal property.

Employees working remotely shall:

- Maintain regular contact via telephone, email, online chat, or other methods as specified by the Library Director.
- Follow any local, state, or federal work regulations, including but not limited to regulations on breaks, meals, and safety.
- Maintain a safe and professional workspace.
- Provide and maintain equipment, utilities, communication connections, and non-specialized software necessary for them to work remotely, unless otherwise noted in the agreement.
- Take reasonable care of any District-provided equipment and other property.
- Attend any functions in-person if required by the nature of the event or by their supervisor, even if the events occur during normally-scheduled remote work times.
- Check with the Library Director before removing District property or documents from District facilities for use at a remote location.
- Ensure security of and prevent unauthorized access to sensitive information.
- Follow provisions for conducting District business on personal equipment.
- Manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.
- Seek pre-approval for any overtime hours.
- Abide by all other District policies.

The District retains the right to make on-site inspections, at a mutually agreed upon time, to ensure that the above provisions are followed. Remote work agreements may be rescinded at any time by the Library Director if the agreements are deemed no longer in the District's best interest.

## ARTICLE 7 – PERSONNEL RECORDS

Section Revised: 5/11/2015

### **7.1 Maintenance/Content**

Personnel records are maintained on all Library District employees and are the property of the District. The records shall contain but not be limited to: employment application, W-4 and Employment Eligibility Verification, examination materials, personnel action forms, performance appraisals, disciplinary actions and records relating to fringe benefits.

The District shall maintain a complete service and personnel record for each current employee. The personnel record shall show the employee's name, title of position, job description, salary, change in employment status, training received and other such information affecting employment status and forms as may be required by law.

### **7.2 Access**

Access to the personnel file shall be limited to the employee and such designated employees as may have responsibility for their maintenance. Requests by others for access must be made in writing to the Library Board.

### **7.3 Written Statements**

Employees may include a written statement of explanation or rebuttal to any material placed in their file. Any disciplinary action shall be in writing and signed by both the employee and Library Director.

No material reflecting critically upon the employee may be placed in any employee personnel file that does not bear the signature of the employee or a statement by the employee's supervisor that the employee has seen the material and been provided a copy. For action taken prior to the adoption of these policies, a signed statement by the supervisor characterizing said action shall suffice.

Signatures required by the employer on any document that might be placed in the employee's personnel file or used by the employer to support its position in a labor dispute shall confirm only that the supervisor has discussed and given a copy of the material to the employee, and does not indicate agreement or disagreement.

### **7.4 Requests for Personnel Information**

All requests for information regarding the employment status or performance of past or present District employees shall be directed to the Library Director or the Business Manager.

## ARTICLE 8 – GENERAL PROVISIONS

Section Revised: 08/08/2016

### 8.1 Behavior in the Workplace

To promote good feeling both inside and outside the library, employees are encouraged to exhibit the following professional behavior:

1. Be loyal to the library and promote its mission of service;
2. Be familiar with library policy as regards the Library Bill of Rights, the Freedom to Read Statement, and the general objectives of the Baker County Public Library;
3. Render accurate, unbiased and courteous responses to all requests for assistance;
4. Protect each user's right to privacy with respect to information sought or received and materials or services used;
5. Maintain your own efficiency in accordance with the District job description and standard of performance;
6. Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, colleagues or the Library District;
7. Properly use and care for all District properties, equipment and materials;
8. Maintain a neat and clean personal appearance;
9. Refrain from the use of language which might offend public sensibilities;
10. Treat fellow employees with courtesy and respect and recognize mutual dependence in the performance of duties and the maintenance of a cordial and cooperative atmosphere.

### 8.2 Workplace Attire (Dress Code)

Baker County Library District (BCLD) welcomes the creative personal expression and comfort of staff through fashion, but as a public service organization, all employees and other agents have a responsibility to present themselves in a professional manner when representing the library. In addition, it is also imperative that library staff with public service assignments be viewed as approachable and impartial with respect to any information requests from library patrons.

These workplace attire guidelines are intended to help clarify general expectations for professional representation and safety. They will enable the public to have confidence in BCLD staff and staff members to have confidence/pride in themselves.

## ARTICLE 8 – GENERAL PROVISIONS, Continued

### 8.2 Workplace Attire (Dress Code), Continued

*Business Casual* style is the general standard dress style for a BCLD office-type workplace. General Guidelines are applicable to all staff, regardless of position.

#### **General guidelines:**

- Staff must report to work with clean and well-maintained attire suitable for the type of work they do.
- Suitable shoes must be worn at all times for safety.
- Avoid perfumes, colognes or other strongly scented personal care products in consideration of patrons and coworkers with fragrance or chemical sensitivities.
- Clothing or exposed tattoos that are offensive or provocative (e.g. revealing, sexual innuendos, political messages, obscene language, etc.) are not appropriate.

#### **Acceptable attire examples:**

- Slacks, suits, chinos, khakis, Capri pants, or culottes.
- Jeans are permitted but must be appropriate for a work environment (not torn or faded).
- Dress shirts, sweaters, polo shirts, blouses, jackets, turtlenecks.
- Skirts, dresses, or shorts of at least knee length
- Sleeveless blouses that do not expose undergarments.
- T-shirts supporting library programs or with library-related designs (occasional, not regular wear).
- Comfortable shoes that protect against foot injuries due to falling or rolling objects, or objects piercing the sole.

#### **Unacceptable attire examples:**

- Torn, patched, stained, or excessively faded clothing.
- Loose-fitting footwear such as flip flops or sandals without an ankle strap or closed heel.
- Halter tops, tube tops, muscle shirts, and tank tops (unless covered by another article of clothing).
- Clothing that shows a bare midriff, exposes undergarments, or has a plunging neckline feature.
- Strapless or spaghetti strap dresses, shirts, or blouses.
- Clothing with obscene/inappropriate slogans or prominent advertising that is irrelevant to library purposes.
- Exercise clothing such as sweat pants, sweat suits, stretch-fabric exercise outfits.
- Jewelry and personal accessories which restricts movement or causes a hazard.

#### **Conclusion:**

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Standards for some employees may vary in keeping with his or her work assignment, whether permanent or temporary. Reasonable accommodations will of course be made for religious garb and grooming.

If you experience uncertainty about acceptable attire for work, consult your supervisor. You may be asked not to wear the inappropriate item(s) to work again. If the problem is extreme or persistent the employee may be sent home to change clothes. Progressive disciplinary action will be applied if dress code violations continue.

## ARTICLE 8 – GENERAL PROVISIONS, Continued

### 8.3 Problem Solving Procedures

Problems regarding assignments or the ability to perform one's duties or unresolved interpersonal problems shall be brought to the attention of the Library Director for direction and resolution.

An employee may bring any matter he or she wishes before the Board for consideration.

### 8.4 Outside Employment

A full-time employee who accepts outside employment shall give written notice to the Library Director. Each change in outside employment shall require separate notice and approval. To be approved, outside employment shall:

- a. be compatible with the employee's library work;
- b. not detract from the employee's efficiency in his or her performance of duty at the library;
- c. not conflict with the interests of the Library District nor be a discredit to the District and. be legal.

### 8.5 Use of Vehicles

Section 8.5 Revised: 2/14/2023

The District owns one or more vehicles which may be available for library business travel. Any employee using a District owned vehicle shall provide the District with proof of a valid driver's license prior to use.

Any employee traveling to conduct library business should first check availability of a district vehicle. If a district vehicle is not available or is unsuitable for the trip, then use of the personal vehicle may be permitted.

Any employee using a private vehicle in the performance of duty shall provide the District with proof of a valid driver's license and personal insurance prior to using such vehicle.

Only employees specifically authorized and trained to operate it may drive the bookmobile.

See *Appendix E* - Travel Expense Reimbursement Policy for complete guidelines.

### 8.6 Training

The Library District encourages and promotes training. It encourages employees to bring training opportunities to the attention of the Library Director and to participate in training opportunities which are brought to their attention and are approved for funding.

For attendance at seminars, conferences, training, conventions or other meetings, funds will be allowed for room and board, at the discretion of the Library Director.

See *Appendix E* – Travel Expense Reimbursement Policy for complete guidelines.

## ARTICLE 8 – GENERAL PROVISIONS, Continued

### **8.7 Selling and Peddling on District Property**

Employees may not peddle goods, solicit sales for charitable or other purposes or participate in such activities during working hours without the approval of the Library Director.

No peddling, soliciting or sale for charitable or other purposes, except as is promoted by the Library itself under authority from the Board, shall occur at any time with or among the public it serves.

### **8.8 Cost Consciousness**

Employees shall practice every economy possible in the discharge of their duties and are encouraged to recommend work procedures which will result in a cost saving or improved service to the public.

### **8.9 Work Schedules**

Employees shall work the schedule established for them.

Work schedules shall comply with the law. Employees shall be provided with no less than one-half (1/2) hour unpaid meal break after no more than five (5) hours on duty and shall be provided with one (1) paid fifteen (15) minute break in each four (4) hour duty period. Break periods may not be used to extend lunch hours or to leave work early as such use counters the intent and benefit of such breaks. Exception for Saturday schedule: paid breaks may be combined into a paid ½ hour lunch at the election of the employee. If breaks are not taken, they are forfeited.

Work schedules shall be established, maintained and adjusted by the Library Director as is necessary for the optimum performance of the Library's mission. Every effort shall be made to be equitable and considerate in assigning duty hours, but in all cases the decision of the Library Director shall be final.

Any schedule in which the hours worked exceed eight (8) in any one day but no more than forty (40) hours in any week must be mutually acceptable to both the employee and the Library Director and do not constitute overtime. This is authorized under ORS 279.342(5)(b). See *Appendix C and D*.

Any qualifying professional, manager or supervisor may work more than forty (40) hours in any one week without specific authorization but may not be required to do so under any circumstances, and if asked and accepted shall receive compensatory time off for any hours over forty worked.

See *Appendix H* for definition of Qualification for Exemption.

If any employee works more than forty (40) hours in any one week by his or her own choice, said employee may receive compensatory time off only if prearranged with the Library Director.

A full-time employee shall not work less than forty (40) hours in one week without loss of pay, use of vacation or sick leave or authorized plan to make up time.

## ARTICLE 8 – GENERAL PROVISIONS, Continued

### **8.10 Holiday Closures**

All Baker County Library District branches, including the Bookmobile, will have the option to be closed on observed Federal Holidays. Branch supervisors will make the decision to close or remain open in coordination with the Library Director. The Director retains the sole authority to make the final determination about branch closure.

Branch and other part-time staff who do not qualify for benefits as listed in Article 12, will be allowed to make up work hours lost when the observed Federal Holiday falls on a day of their regularly scheduled hours. The accrual of such hours will be termed Flex-Time and is recommended to be used for training, meeting, collection development, re-organizing, facilities maintenance, landscaping, cleaning, programming or other projects as authorized by the Director.

See *Appendix G* for the complete List of Paid Holidays.

### **8.11 Flex-Time**

Flex-Time may be granted by arrangement with the Library Director and only if the employee has been deprived of regularly scheduled hours due to Director-approved closure of the library, scheduled or unscheduled.

Flex-Time may not exceed fifteen (15) hours accumulation at any one time, and must be used within six (6) months of being earned or by June 30, whichever comes first, unless otherwise approved by the Library Director. Flex-Time is earned in direct proportion to regular hours NOT worked due to library closure and does not accrue additional compensation.

Flex-Time compensated in this manner is created by the choice of the employee with approval from the Library Director. The employee is responsible for logging accumulated Flex-time earned and taken on the time slip for providing a separate current accounting to the Administrative Assistant before the first of each month, except there shall be no monthly accounting required if there was no credit on the books during the entire pay period.

Flex-Time may *not* be worked in advance of being earned unless done so within the same pay period and by agreement with the Library Director. In such cases the time slip accounting shall be the only accounting required.

### **8.12 Identification Badges**

Employees are required to wear identification badges supplied by the District, minimally identifying them as Library Staff and preferably with their name included, whenever they are on duty in the public areas of the Library. Staff is considered on duty any time they are being paid for performing library work on premises, whether or not they are scheduled on the desk. Public areas of the library are all parts of the building except the staff workroom and lounge.

## ARTICLE 8 – GENERAL PROVISIONS, Continued

### **8.13 Political Expression and Campaigning by Employees**

Per ORS 260.432, it is unlawful for public employees to use work time to support or oppose measures, candidates, political committees or petitions. For details and examples about restricted and allowable political activity, staff should refer to the ORS and the most recent annual advisory from the Oregon Secretary of State, *Restrictions on Political Campaigning by Public Employees*.

In addition to the restrictions of ORS 260.432, the following associated restrictions on personal political expression are applied by the Library Board in order to ensure efficient and effective library operations and reinforce the public expectation that library resources, information, and services will be consistently provided in a factual and impartial manner.

Baker County Library District prohibits overt expressions of personal political views of employees on work time through the wearing, or display, of clothing items or accessories that provide support or opposition—whether inferred or explicit—to any candidate, political party, or ballot measure.

Employees may engage in political activity on personal time, such as lunch periods or breaks. However, such activity may not be performed in employee-only areas (with the exception of staff break rooms) or with equipment restricted to, or generally used by, staff only. If political activity is conducted in a public area on one's break time, to avoid the impression of unlawful activity, staff must be sure to remove any work-related badges or other indications of being a public employee on work time and carefully document and report the occasion and duration of personal time period taken on their next time card submission.

## ARTICLE 9 – EMPLOYEE STATUS/DISCIPLINE

Section Revised: 5/11/2015

### 9.1 Generally

All employees serve at the pleasure of the District Library Board.

All employees are subject to a six (6) month probationary period upon hire during which such employee's performance is being evaluated. During that period, a probationary employee may be discharged at any time without cause. At the end of the probationary period an evaluation will be conducted to determine whether employment should be continued. Employees who do not satisfactorily complete the introductory period will be terminated. Completion of the probationary period does not modify an employee's at-will employment status.

### 9.2 Due Process

Although the employment relationship does not provide any contractual right to employees, it is the policy of the District that all employees be afforded due process prior to imposing any discipline greater than a written warning or reprimand.

The following constitutes due process:

- a. the employee will be notified of the charges, allegations or reasons that disciplinary action is being considered;
- b. the employee will be notified of the disciplinary sanctions being considered and the requirements for correction; and
- c. the employee will be given an opportunity to respond to the above either in writing or orally in an interview with the Library Director.

### 9.3 Resignation

To resign in good standing, an employee shall give the Library Director two (2) weeks notice prior to the last day of employment and such resignation shall be in writing. This provision may be waived in the case of extenuating circumstances. The employee does not have the right to revoke the resignation once submitted, but may do so at the discretion of the Library Director.

### 9.4 Reduction in Force (RIF)

The Library Director and the Baker County Library District Board will determine when a reduction in force is necessary. The Library Director with Board approval will determine which employees are to be retained. The following factors shall be considered:

- a. maintenance of District's equal employment policy;
- b. competence and merit: 1) competence is the ability to meet the District's needs based on experience and training; 2) merit is the measurement of one employee's ability and effectiveness as compared to other employee's ability and effectiveness; 3) time in service.

Affected employees will be given at least two (2) weeks written notice of layoff. RIF'ed employees will have the right of recall for one year from the date of release. Recall will be based on the same criteria that appear under RIF above.

## ARTICLE 9 – EMPLOYEE STATUS/DISCIPLINE, Continued

### 9.4 Reduction in Force (RIF), Continued

Prior employees have the right to first recall in expansion of the work force in the same job classification. No such position may be filled with a new employee for one (1) year from date of layoff without first giving opportunity for recall to laid-off employee.

A new position or job classification with substantially different duties and requirements may be filled with other than a laid-off employee if such new position is deemed necessary or desirable to carrying out the Library's program and mission. A laid-off employee will be considered for such position in the same manner as other applicants as to qualifications and experience if application is made.

In all cases the Board has the right to determine by position who is hired, whether by recall or not.

### 9.5 Reduction in Hours

The Library Director with Board approval will determine when a reduction in hours for an employee is necessary to meet the overall needs of the Library.

### 9.6 Termination

When circumstances so warrant, an employee may be involuntarily terminated by the Library Director with the approval of the Library Board. If a situation arises which requires immediate action, the President of the Board will be contacted either before or as soon as possible after the dismissal with the circumstances requiring such action.

A letter of termination stating the reason for same shall be given to the employee with a copy for the personnel file. Said notice shall be given to the employee fourteen (14) days prior to the last day of work except for reasons warranting immediate dismissal. The employee shall be paid all wages and other compensation due before the close of the last day of work.

#### 9.6.1 Immediate dismissal may be made for gross misconduct, such as:

- a. falsification on any District records, including employment application materials;
- b. unlawful conduct while on work time;
- c. conviction of a crime which may call into question the employee's ability to properly carry out the responsibilities of his/her position;
- d. being impaired by, or using, alcohol, illicit drugs, unauthorized controlled substances or marijuana while on duty or at the work site;
- e. violence or the threat of violence in the workplace;
- f. theft, attempted theft, or fraud;
- g. insubordination or refusal to perform work;
- h. serious negligence, recklessness or intentional wrongdoing;
- i. acts of discrimination, harassment, bullying, or retaliation.

Obviously, the District cannot cover every possible work violation in the above rules. The above list, therefore, is not meant to be all-inclusive and each employee is expected to use his/her common sense. If an employee is not sure what constitutes appropriate behavior in any situation, it is the employee's responsibility to speak to his/her supervisor before acting.

## ARTICLE 9 – EMPLOYEE STATUS/DISCIPLINE, Continued

9.6.2 An employee may be terminated for reasons of disability when the employee cannot perform the required duties because of physical or mental impairment. In such cases, said termination must be supported by medical evidence. Said termination shall be made only after all accrued sick leave and accrued vacation leave have been used.

9.6.3 Termination is effective on the date of death of an employee for all fringe benefit purposes.

### **9.7 Appeals**

Any action taken under this article may be appealed to the Library District Board within thirty (30) days of the notice of discipline. The Board shall review any relevant material presented by the employee and either affirm or adjust the action. The decision of the board shall be final and binding on all parties.

Any further remedy sought by the employee shall be that employee's responsibility and shall be pursued under State or Federal law or regulations if applicable.

## ARTICLE 10 – CLASSIFICATION PLAN

Section Revised: 4/11/2007

### **10.1 Job Descriptions**

The District shall maintain a job description for every separate classification of employee. The job description shall have a specification that includes a concise, descriptive title and a description of the duties and responsibilities of the classification. The job description may not include all of the duties to be performed and is not intended to replace detailed work assignments.

A job description in a classification may be amended as to specific responsibilities for a given employee, in order to define the terms of hire or change of duty and to place in employee's personnel file, so long as such responsibilities are among those of the classification in general.

### **10.2 Reclassification**

Positions may be reclassified whenever duties of the position change materially, provided the reclassification can be accomplished within the budget and such reclassification is approved by the Library Board.

### **10.3 New Classification**

A new position may be created when no current classification exists which adequately comprises all the duties expected and desired of an employee. Such a classification need not be filled, but only defines a specific combination of duties and level of responsibility.

The creation of a new classification may only be authorized by the Library Board.

### **10.4 Maintenance of the Classification Plan**

The Library Director is responsible for maintaining job descriptions through periodic review.

## ARTICLE 11 – COMPENSATION

Section Revised: 2/14/2011

### **11.1 Wages**

Employees shall be paid in accordance with the salary or hourly wage determined by their classification, according to the established pay schedule and time in service, and in no case less than the applicable minimum wage law requires.

Full-time employees shall be paid on a salary basis calculated as the hourly wage multiplied by 2080 hours in a year divided by 12 to arrive at a monthly salary, for the purpose of providing a stable paycheck each month and simplifying bookkeeping to promote efficiency and reduce error.

Part-time employees shall be paid the hourly wage determined by their classification for actual hours worked.

Job classification salary schedules provide for five (5) step increases in grade, for which an employee is eligible on each annual anniversary following successful completion of the probationary period. Such step increases are not automatic, but are granted as a proper recognition for acceptable job performance and growth, as determined by the Library Director.

### **11.2 Attachments and Garnishments**

The Library District will honor only those attachments and garnishments as they are required by law. An employee does not have any recourse for removing these through the District, but must apply directly to the legal entity filing such attachment or garnishment.

### **11.3 Pay Day**

Employees shall be paid once each month on the first workday of the month for work performed the month preceding. The pay period begins on the first day of each month and ends on the last day of each month.

An employee may take a draw on the 15<sup>th</sup> of each month in any amount up to one-half (1/2) of the employee's net monthly salary. All payroll expenses and withholding will be calculated and withheld on the salary paid on the first of the month for work performed in the month preceding.

## ARTICLE 12 – BENEFITS

Section Revised: 11/09/2015

### **12.1 Defined**

Benefits are those compensations paid or partially paid on behalf of a qualified employee as authorized at any time by the Library Board which are in addition to an employee's salary. They include but are not limited to group life and group health insurance, vacation, sick leave, holidays, and PERS retirement plan. See individual benefits addressed further in this article.

Unemployment coverage is provided by the District per ORS 657.

### **12.2 Distribution of Costs**

The percentage of the costs of the benefit package provided to eligible employees shall be determined by the requirements of the operative benefit plan and the Library Board. Any Board resolution which alters the benefit compensation package shall be made known in writing to affected employees within thirty (30) days of such action.

A benefit package is not a contractual right and may be altered at any time by the Library Board. Decisions affecting package may be based on equity, change in benefit costs, and budget considerations.

It is the Library Board's policy to provide the maximum benefit package possible to attract and retain a skilled work force.

### **12.3 Benefit Eligibility**

After successful completion of the applicable waiting period found in *Article 12.4*, any permanent employee who is scheduled in any capacity, at any work site, to work for the District at least 20 hours per week is deemed to be eligible for benefits as defined in this article. In the case where the date-of-hire and the date at which an employee begins a qualifying position are different, the qualifying-position date becomes the date from which accruals are calculated and awarded.

In addition, the Library complies with Oregon State Law (adopted in 2015) effective January 1, 2016, extending sick leave benefit to all Library staff, including part-time staff that work less than 20 hours weekly. Sick leave will accrue as stated in Section 12.7 for all employees.

### **12.4 Waiting Periods**

According to PERS rules, the waiting period for PERS benefits is six (6) months beginning with the first full month of employment, counting any and all months in which an employee consecutively works at least fifty (50) hours in that month. A first partial month of hire does not count under PERS rules. There is no waiting period for certain employees previously covered under PERS. PERS rules are operative in these cases.

## ARTICLE 12 – BENEFITS, Continued

### 12.4 Waiting Periods, Continued

There is a 60-day waiting period before an employee becomes eligible to participate in the District's group health and dental insurance plan.

There is a 90-day waiting period before an employee becomes eligible to be enrolled in the group life insurance and to participate in the cafeteria plan.

Vacation and Sick Leave benefit accruals begin on the first day of the first full month after the date of employment having no waiting period. See individual articles for complete rules that apply to these benefits further in this article.

In general, all waiting periods begin the first full month after the date of employment.

Benefit waiting period(s) may be waived when the employee has already been employed by the District at the discretion of the Director.

### **12.5 Group Health and Life Coverage**

Health insurance benefits shall be paid in full for qualifying employees, and the District shall make available the option of purchasing benefits for spouse and children of qualifying employees and will pay 50% of the cost of such spousal or family insurance coverage. The employee may choose to opt out of participating in district coverage if it is available to them through other means. However, there will be no compensation or stipend paid for opting out of coverage. The employee has the option to return to District insurance during open enrollment or as is offered through insurance carrier rules.

Group life insurance coverage of \$10,000 shall be paid in full for qualifying employees.

An employee who retires under PERS and has worked for the Baker County Library District at least 5 years, who wishes to continue part-time service, and is retained by the Director, must meet the following criteria to be eligible for limited benefits as follows. The retiree must work for the District maintaining a weekly annual average not less than 15 hours per week or more than 19.9 hours per week, as agreed with the Director, to be eligible for group health and life insurance benefits. For the retired employee, the group health insurance premium paid on behalf of the employee and any family members will be prorated monthly as a percentage against 20 hours a week. None of the other benefits are awarded after the retirement date.

The Library District will comply with State Laws ORS 243.303 in the case of a retiring employee who has already been on the Library District's group health insurance. Oregon State Law has adopted the COBRA laws and allows retirees to continue health insurance until they (or their spouse) qualify for Medicare. The Retiree is responsible to pay 102% of the current health insurance rate monthly to the Library District to continue insurance. Under Federal COBRA laws, other departing employees who qualify can be eligible to continue health insurance for 18 months or more. Again, the individual is responsible to reimburse the Library District for 102% of the current health insurance rate on a monthly basis. Review COBRA rules for eligibility.

## ARTICLE 12 – BENEFITS, Continued

### 12.6 Vacation Leave

A full-time employee shall be credited with 12 days vacation leave after one full year of employment for that first year worked, and thereafter as follows:

1 – 4	years service	credited	8 hours per month
5 – 9	years service	credited	10 hours per month
10 – 14	years service	credited	12 hours per month
15 – 19	years service	credited	14 hours per month
20 – 24	years service	credited	16 hours per month
25+	years service	credited	20 hours per month

Employees in the first year of employment may use vacation time based on accrual of one day (8 hours) per month for full-time employees which will be considered a charge to, and be subtracted from, the 12 days awarded at the end of the first year. If borrowed and not awarded, such overpayment shall be deducted from the final paycheck. Eligible part-time employees may use their pro-rated vacation earned in the same manner as the full-time employee.

After the first year, vacation leave cannot exceed that which has been earned. Accrued vacation time shall not exceed 250 hours except in the following instance:

In the event that accrued vacation time reaches 250 hours, the Board may waive the limitation on accrual at its discretion, based on review of cause, except that under no circumstances may an employee take more than is earned in any given year, in order to protect the integrity of the process and the District's financial position, while allowing the employee to keep earned time on the books until retirement. The maximum impact this could have in any given fiscal year would be 5 weeks vacation (at 20 years) and compensation in the year of the employee's retirement of up to 250 hours. The employee would forfeit any accrued time in excess of these amounts, which total a maximum of 450 hours.

Accrued vacation upon termination after one full year of employment will be paid for at last regular rate of employee pay on the date of termination.

Accrued vacation upon employee's death, while employed by the district, shall be paid in full at last regular rate of employee's pay to the employee's heirs or estate.

Vacation leave will not accrue while employee is on extended sick leave of over forty (40) hours.

Eligible part-time employees shall accrue prorated vacation leave.

See *Appendix F* for Vacation Scheduling.

## ARTICLE 12 – BENEFITS, Continued

### **12.7 Sick Leave**

A full-time employee shall be granted sick leave of one day (8 hours) per month upon employment. All part-time employees shall be granted sick leave on a prorated basis beginning on the first day of work. This benefit is subject to all other District policy found in this Article with regards to sick leave and its use.

After one full year of employment, upon termination or death, all accumulated unused sick leave will be reported to PERS, of which one-half (1/2) is used for inclusion in retirement computation pursuant to State law. The remaining one half (1/2) of accumulated unused sick leave will be paid to employee or heirs at the last regular rate of pay if they are vested. To be fully vested and eligible to receive one-half of any unused sick leave at termination, retirement or death, requires five years continuous employment.

Sick leave will accrue during earned vacation leave.

Sick leave may be used for illness of immediate family member, defined as spouse, parent, sibling, child, grandparent or mother- or father-in-law.

### **12.8 Maternity Leave**

An employee may request and shall be granted maternity leave for a reasonable period of time as determined by the physical needs of the employee as certified in writing by the attending physician or as agreed to between the employee and the District.

An employee may use accumulated sick leave and vacation leave for maternity. A qualified employee on paid leave shall continue to receive benefits.

### **12.9 Compassionate Leave**

An employee may use three (3) days of either accumulated sick leave, earned vacation leave or leave of absence without pay in the event of a death in the immediate family, defined as spouse, parent, sibling, child, grandparent or mother- or father-in-law.

An employee may use one (1) day of sick leave, vacation leave or leave without pay to attend the funeral of other than immediate family with prearrangement for absence made with Library Director.

An employee of the District may voluntarily donate up to three (3) days of either accumulated unused sick leave or earned vacation to another permanent employee of the District at their discretion with prior approval of the Director. An acknowledgement of the voluntary gift will be documented, signed and placed in the donor personnel file.

## ARTICLE 12 – BENEFITS, Continued

### **12.10 Military Leave**

All permanent employees will be allowed Military Leave in accordance with law.

### **12.11 Leave of Absence without Pay**

A leave of absence without pay may be granted to employees in extenuating circumstances. Such leave must be requested in writing and approved by the Library Director in writing, with the approval of the Library Board. No credit for longevity or other benefits will be earned while on leave without pay.

### **12.12 Leave of Absence with Pay (Jury Duty)**

Leave of Absence with pay will be granted for jury duty or if employee is subpoenaed as a witness in a court of law. Any fees received for these services shall be given to the Library District.

### **12.13 Holidays**

A full-time employee shall be granted 8 hours for a paid holiday. Eligible part-time employees shall be granted holiday pay on a prorated basis.

Paid holidays will be posted each year and will be the same holidays each year except as may be changed by the Library Board. On paid holidays the Library will be closed.

Some other holidays may be recognized by the Library Board, which will not be paid, but during which the Library may be closed based on pre-determined and mutually agreed upon staff preferences. On such days, scheduled staff may make up their hours in any appropriate way at any time during the pay period.

See *Appendix G* for list of paid holidays.

### **12.14 Compensatory Time Off**

Compensatory time off may be granted by arrangement with the Library Director and only if the employee has worked or is scheduled to work the full number of hours required in the pay period.

Compensatory time off may not exceed three (3) days accumulation at any one time, and must be used within six (6) months of being earned, unless otherwise approved by the Library Director. It is earned in direct proportion to overtime hours worked and does not accrue additional compensation.

Overtime compensated in this manner is created by the choice of the employee with approval from the Library Director. The employee is responsible for logging compensatory time earned and taken on the time slip and for providing a separate current accounting to the Administrative Assistant before the first of each month, except there shall be no monthly accounting required if there was no credit on the books during the entire pay period.

Compensatory time off may not be taken in advance of being earned unless repaid within the same pay period and by agreement with the Library Director. In such cases the time slip accounting shall be the only accounting required.

## 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.

BAKER COUNTY LIBRARY DISTRICT  
PERSONNEL POLICY MANUAL  
Appendix A – Employee Release for Personnel Information

Section Revised: 4/11/2007

EMPLOYEE RELEASE FOR PERSONNEL INFORMATION

I, \_\_\_\_\_, do hereby authorize  
(print full name)

\_\_\_\_\_  
(past employer)

to release any and all information in my personnel file related to my employment to

\_\_\_\_\_, an authorized representative of Baker County Library District.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

BAKER COUNTY LIBRARY DISTRICT  
PERSONNEL POLICY MANUAL  
Appendix B – Affirmation of Receipt of Personnel Policies Manual

Section Revised: 4/07/2011

RECEIPT OF PERSONNEL MANUAL

I, \_\_\_\_\_, hereby affirm that I have received a copy of the  
Baker County Library District Personnel Policies and/or amendments thereto, such as may be listed  
below and initialed by me, and

I understand it is my personal responsibility to be familiar with these policies.

Any amendments:

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

BAKER COUNTY LIBRARY DISTRICT  
PERSONNEL POLICY MANUAL

Appendix C – Copy of Employee Association memo approving flex-time schedule.

Section Revised: 4/11/2007

APPENDIX C

October 1, 1991

TO: Board of Directors, Baker County Public Library District

FROM: Employees of the Library

We, the employees of the Baker County Public Library District, have formed an association, and through that association, have voted unanimously to keep the flex-time schedule we are using at the present time.

Officers of the Association are as follows: President, Al Burke; Vice President, Sara Durflinger; Treasurer, Carmen Wickam; Recording Secretary, Ann Reams.

We would ask that the Board recognize our association, and consider our request.

A handwritten signature in cursive script, reading "Ann Reams".

Ann Reams, Recording Secretary

## Appendix D – Copy of Board Resolution Approving Collective Bargaining Agreement with Employees’ Association

IN THE MATTER OF	(	RESOLUTION
	(	
RECOGNITION OF EMPLOYEES'	(	91/92-11-11
ASSOCIATION AND REQUEST	(	
FOR FLEX-TIME SCHEDULING	(	

by Gary R. Dielman  
Gary R. Dielman, President

## **Travel Expense Reimbursement Policy** Library Board approved 02/14/2023; Effective 7/01/2023

### **A. Purpose**

The Baker County Library District will reimburse staff (employee) and Library Board Member (trustee) travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the library. Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

### **B. Definitions**

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel” means any expenditure directly related to official travel by employees and trustees of the Baker County Library District involving reimbursement for travel.

“Traveler” is a Baker County Library District employee or trustee.

### **C. Authorized Types of Official Business**

Travel, meal, and lodging expenses shall be reimbursed for employees and trustees of the Baker County Library District only for purposes of official business conducted on behalf of the Baker County Library District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee’s or trustee’s official duties.

### **D. Maximum Allowable Expenses**

**Maximum Expenses Without Board Approval:** Travel, meal, and lodging expenses incurred by any employee in excess of an average of \$750 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Library Directors. The board may approve exceptions to this limit in emergency or other extraordinary circumstances.

**Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with their personal funds.

**District or Personal Transportation:** The traveler should use a District vehicle for library business travel purposes whenever possible. When a District vehicle is not available or is unsuitable for library business use, the District reimburses personal automobile travel at the current per mile rate established by the Federal Internal Revenue Service (IRS).

BAKER COUNTY LIBRARY DISTRICT  
PERSONNEL POLICY MANUAL

Appendix E – Mileage and Meal Per Diem Rates, Continued

In the case of a trip without a district or personal vehicle, the traveler should use hotel shuttle service or other shuttle services if available. If none are offered, the use of the most economic and safest transportation service is encouraged, such as a taxicab or rideshare company. These transportation expenses may be reimbursed for actual cost with receipts submitted within 30 days of the last day of travel.

When a District vehicle is available, but an employee instead opts to use a personal vehicle, the District may reimburse travel at 50% of the current IRS per mile rate.

**Public or Personal Transportation:** In the case of local training or official business where an employee or trustee chooses to use public or personal transportation, reimbursement for use of public or personal transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

**Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase full-coverage insurance through the rental agency. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company unless fuel is prepaid, whichever is more cost effective.

**Lodging:** The traveler will be reimbursed for a standard single room at a location convenient to the business activity. In general, lodging reimbursement is limited to the U.S. General Services Administration (GSA) rates at the time the expense occurs.

For pre-approved official business meetings, seminars, conferences, and other educational events related to the employee's or trustee's official duties, lodging may be reimbursed for actual cost with receipts submitted within thirty days of the last day of travel. In the event of a change in plans or a cancellation, the traveler must cancel the lodging reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the library unless approved by a board vote.

**Meals & Incidentals:** Meal reimbursement is limited to the U.S. General Services Administration (GSA) rates at the time the expense occurs. Per-diem checks may be requested by a traveler for meals and incidentals by submitting a completed expense report for approval thirty days prior to travel.

For pre-approved official business meetings, seminars, conferences, and other educational events related to the employee's or trustee's official duties, meal expenses may be reimbursed for actual cost with receipts submitted within thirty days of the last day of travel.

BAKER COUNTY LIBRARY DISTRICT  
PERSONNEL POLICY MANUAL  
Appendix E – Mileage and Meal Per Diem Rates, Continued

Meals provided by the conference or seminar should be deducted from the per-diem allowance. Partial reimbursement may be made for departure and return days based on time per GSA guidelines. Meals during in-State travel that are not an overnight stay may be reimbursed for actual cost not to exceed the GSA regulations with receipts submitted within thirty days of the last day of travel.

**Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Expense Report form and paid for by the traveler.

**Accompanied Travel:** When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the library.

**Parking:** Parking fees at a lodging will be reimbursed only with a receipt.

**E. Documentation of Expenses**

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the board or, if below the maximum allowable expense, designated library administration.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses as BCLD Travel Expense Report.

**F. Entertainment Expenses**

No employee or officer shall be reimbursed for entertainment expense, unless ancillary to the purpose of the program, event or other official business.

No employee or trustee shall be reimbursed for any alcoholic beverage, or other controlled substance.

**Point of Information:** *The Travel Expense Reimbursement Policy presented here was adopted by the Library Board on 02/12/2023, becoming effective on 07/01/2023. Travel rates have been generalized utilizing the U.S. General Services Administration (GSA) rates to be used for reimbursement, at the time the expense occurs, and expanded to cover specific areas of travel. It replaces all prior Mileage and Per Diem Rate charts previously stated in these policies, which included daily rates and mileage rates.*

**Baker County Library District  
Personnel Policies  
Vacation Scheduling**

**Definitions**

Vacation is defined as earned paid days for which an employee uses proportional FTE accrued vacation time.

**Vacation Request Guidelines**

Employee may reserve vacation time up to one year in advance.

Employee may indicate discretionary time off on staff calendar no earlier than one month in advance.

Employees may ask for as much time off as they have available and/or that they can arrange on their own (trading shifts or leave without pay), as long as time off is cleared by Administrative Assistant or Director.

Employee must submit Request for Leave at least 24 hours in advance of use, unless circumstances prevent advance notice (emergency, unforeseen event).

**District Responsibility**

District arranges substitute coverage for employee vacation time.

**Employee Responsibility**

Employee must complete "Request For Leave" form and submit to Administrative Assistant or Director for approval of pre-planned day(s) off or vacation.

Employee must arrange substitute coverage for scheduled Saturdays if time off does not coincide with five or more consecutive vacation days.

BAKER COUNTY LIBRARY DISTRICT  
PERSONNEL POLICY MANUAL  
Appendix G – Paid Holidays

Section Revised: 12/31/2021

Baker County Library District  
Personnel Policies

List of Paid Holidays

<i>Month</i>	<i>Holiday Name</i>	<i>Paid Day</i>
January	New Years' Day	January 1
January	Martin Luther King Day	Third Monday
February	Presidents' Day	Third Monday
May	Memorial Day	Last Monday
June	Juneteenth	June 19
July	Independence Day	July 4th
September	Labor Day	First Monday
October	Indigenous Peoples Day (aka Columbus Day)	Second Monday
November	Veterans' Day	November 11
November	Thanksgiving Day	Fourth Thursday
November	the day after Thanksgiving Day	Fourth Friday
December	Christmas Day	December 25

Baker County Library District  
Personnel Policies  
Definition of Qualification for Exempt Status

Professional, manager or supervisor would be considered qualified for exemption for overtime rules if that person meets the definition of 'Supervisory employee'.

Based on ORS 243.650 'Supervisory employee' means any individual having authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.