



Wright Memorial Public Library

Employee Manual



Table of Contents

Administrative Policies	4
Introduction.....	4
Organization of the Wright Memorial Public Library	4
History of the Wright Memorial Public Library.....	5
Directors of the Wright Memorial Public Library	6
Funding of the Wright Memorial Public Library	6
Mission Statement.....	6
Vision Statement	6
Clientele Served.....	7
Intellectual Freedom	7
Confidentiality	7
Public Records Policy.....	7
Employment Policies	9
Hiring	9
Equal Employment Opportunity.....	9
Background Checks.....	10
Immigration Reform and Control Act	10
Job Classifications and Descriptions	10
Categories of Employment	10
Fair Labor Standards Act Classifications	11
Personnel Records.....	12
Employment of Relatives.....	13
Introductory Period	13
Performance Appraisal System	14
Transfers.....	14
Complaint Procedure/Problem Resolution Process	14
Reductions in Workforce	15
Resignation/Dismissal.....	15
Absence	15
Retirement.....	16
Wage and Salary Administration	17
Wage and Salary Changes/Wage and Salary Schedule.....	17
Work Hours/Work Week	17
Flexible Time.....	17
Time Sheets	18



Payroll.....	18
Meal Breaks	18
Rest Periods/Breaks.....	18
Unscheduled Closings.....	18
Employee Benefits	19
Holidays	19
Vacation.....	19
Vacation Credit for Prior Public Service.....	21
Sick Leave	21
Catastrophic Sick Leave	22
Leave Without Pay.....	23
Leave of Absence.....	24
Military Leave	24
Work-Related Injuries/Workers’ Compensation	25
Bereavement/Funeral Leave	25
Religious Observances.....	25
Jury Duty.....	25
Ohio Public Employees Retirement System (OPERS).....	26
Insurance – Health, Life, Dental	26
Credit Union	26
Employee Development	27
Professional Affiliations.....	27
Reimbursement of Travel Expenses	27
Employee Conduct.....	29
Ohio Ethics Law	29
Ohio Fraud Reporting Law.....	29
Standards for Employee Conduct.....	29
Attendance and Punctuality	30
Parking.....	30
Professional Appearance	30
Weapons.....	31
Workplace Harassment/Discrimination	31
Drug-Free Workplace	33
Discipline	33
Smoking	34
Solicitations for Sales or Contributions	34
Library Technology	35
Personal Use of Facilities and Equipment	36
Privacy	38
Gifts to Employees.....	38
Social Media	39
Public Relations/Media Contacts.....	41
Appendixes	43
Organizational Chart.....	43



Administrative Policies

Introduction

This Employee Manual has been developed to assist employees in answering questions they may have regarding their employment at the Wright Memorial Public Library (also referred to in this document as the Library). Please read this manual carefully, as employees are responsible for knowing and understanding its contents. Topics in this Manual are not intended to be all-inclusive, but should serve as a general reference.

This Manual is intended for informational purposes only. This handbook, Library practices, or other communications do not create an employment contract. It does not contain all of the information you will need during the course of your employment. Employees will also receive information through various written notices as well as verbal communication.

Employment-At-Will: Employment with Wright Memorial Public Library is voluntary and is subject to termination by the employee or the Library at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the Library's employees.

The Library Board of Trustees may modify, revoke, suspend, terminate, or change any or all of its plans, procedures, programs, policies, including those in this manual and in the formal documents, in whole or in part, at any time, retroactively or prospectively, with or without prior notice to employees, with the sole exception being the Library's policy of equal employment opportunity. The Library may also implement new or different plans, procedures, programs, and policies should it choose to do so at any time. The Library's interpretation of any of its plans, procedures, programs and policies, both in this manual and in the formal documents, is final and binding.

At no time is a supervisor or other Library employee or member of the Board of Trustees authorized to vary any policy contained herein by verbal means.

Organization of the Wright Memorial Public Library

Wright Memorial Public Library is a School District Library, governed by a seven-member Board of Trustees appointed by the Oakwood Board of Education. The Bylaws of the Board of Trustees are available in the Administrative Office and on the WMPL website.

According to the Ohio Revised Code, legal responsibility is vested in the Board, which is the policy-making body of the Library. The Board's responsibilities include selection and appointment of the Director and Fiscal Officer; promotion of Library interests; securing of funds adequate for the Library's program; and control of Library funds, property, and equipment. Subject to existing statutes and ordinances, it has power to determine the rules and regulations governing Library service and personnel.

Regular meetings of the Board are typically held the third Monday of the month as scheduled



and are open to the public.

See the **Appendix** for the Library's Organizational Chart.

History of the Wright Memorial Public Library

An Oakwood School Library was mentioned in 1913 in the *Oakwood Village Record*. In 1916, the Board of Education passed a resolution to organize the Oakwood Library. It was housed in a Harman School classroom, included books for both adults and children, and was open only a few hours a week.

At the end of 1923, John R. Fletcher, president of the Board of Trustees, deeded the Library a building at 45 Park Avenue. That building, called the "Library House" or the "Park Avenue Library" was a big improvement over the school room, but by 1928 it was already overcrowded. Orville Wright was appointed to the Board in 1934, serving for the next 12 years.

In 1937, the Library Board of Trustees placed a \$40,000 bond issue on the ballot for a library building to be built in a park named for Katharine Wright, Orville and Wilbur Wright's sister. The land was leased from the city for \$1 per year for 99 years, renewable. Orville Wright offered \$100 to underwrite the cost of the campaign to pass the bond issue. The Oakwood Garden Club suggested the name Wright Memorial Library in honor of the three Wrights, and the Board of Trustees approved. The building opened February 14, 1939.

A new wing was added in 1964 to house an additional 8,000 volumes and air conditioning was installed.

In 1972, floor space was doubled to 13,800 square feet. The project enlarged the Children's Department and areas of publicly accessible shelving, and added a meeting room, magazine storage area, book processing department, and employee lounge.

Overflowing book shelves, deterioration of the building itself, and increased demand for audiovisual materials led to an addition of 9,850 more square feet and a complete remodeling in 1983. An audiovisual room, a new children's room, and a meeting room with a capacity of 75 were the major additions.

Library use continued to increase. In 1991, the Audiovisual Department converted to open shelving and Wright Memorial Public Library introduced the computerized catalog. Automation increased the speed and efficiency of repetitive tasks, including many behind-the-scenes library jobs, freeing more employee time for individualized service to patrons.

In 1997, the Library introduced OPLIN – the Ohio Public Library Information Network – which provides Internet resources for public libraries throughout the state. Also new in 1997 was the Electronic Notification System, which electronically calls to notify patrons when they have items on hold or overdue. The Library's website was launched in 1999. In 2002, Wright Memorial Public Library became the first library in the area to offer a virtual reference service. EBooks were added in 2003. The Library joined the Ohio eBooks project in 2005 and began offering downloadable audio books. Wireless Internet access was provided for patrons in 2007.



In 2014, the Wright Memorial Public Library building on Far Hills Avenue celebrated its 75th birthday and was awarded the honor of being added to the National Register of Historic Places.

Directors of the Wright Memorial Public Library

March 1917 – February 1918	Miss Snivly
March 1918 – September 1918	Miss Lillian Smith
October 1918 – September 1919	Miss Burnett
November 1919 – December 1923	Miss Gretchen Smalley
January 1924 – May 1924	Mrs. Aimee Clunet
June 1924 – December 1924	Miss Jane McMaster
January 1925 – March 1927	Mrs. Nell Gunter (Librarian-Custodian)
April 1927 – February 1939	Miss Jane McMaster
July 1939 – June 1952	Miss Catherine Hadelar
July 1952 – April 1965	Mrs. Eva Leach
July 1965 – July 1989	Mrs. Thelma P. Yakura
September 1989 – December 2003	Ms. Antoinette L. Walder
December 2003 – July 2013	Mrs. Ann Snively
July 2013 – February 2014	Mrs. Debra Schenk
February 2014 – August 2015	Mr. Travis Bautz
August 2015 – January 2016	Mr. Stephen Maag
January 2016 – Present	Mrs. Kristi Hale

Funding of the Wright Memorial Public Library

The Wright Memorial Public Library is funded primarily through state tax revenue. Four libraries in Montgomery County share the county's portion of the state fund through a formula which takes into account a number of measures including library use and need. In 2012, the citizens of Oakwood passed a 1.5 mill, five year, operating levy for continued support of the Library. This accounts for approximately 30% of WMPL's annual funding, with the remaining 70% from state funding.

Mission Statement

The Wright Memorial Public Library is a community focal point that helps fulfill patron needs for information and entertainment materials; meets the learning needs of patrons on topics related to work, school, and personal life; and encourages learning and intellectual growth from the earliest ages. The Library provides high levels of efficient, friendly, personal service and fosters an atmosphere of intellectual liberty in the American tradition of free ideas.

Vision Statement

The Wright Memorial Public Library will serve as a portal to resources that enrich patrons' lives in a modern community gathering place and will foster the spirit of learning and exploration, the



joy of reading, and the pursuit of knowledge.

Clientele Served

The Wright Memorial Public Library is open to anyone who provides a verifiable Ohio address at which they can receive notices.

Intellectual Freedom

The Wright Memorial Public Library vigorously supports the rights to intellectual freedom as articulated in position papers adopted by the American Library Association, copies of which are available via the ALA website.

Confidentiality

The Wright Memorial Public Library Board of Trustees specifically recognizes that its circulation and registration records, formal and informal, are confidential in nature.

Such records shall not be made available to anyone except under the written order of the Director, such orders having been issued pursuant to a proper legal process, order, or subpoena under the law. Further, Wright Memorial Public Library shall resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Any request to examine or obtain information relating to circulation or registration records shall immediately be referred to the Director.

Library employees shall not provide to any third party the details, nature, or purpose of information or materials requested by a patron, nor of materials used in the Library by a patron.

Parents, guardians, or legal custodians of children under 18 have the legal right in Ohio to see their child's Library record. Access will be given to parents, guardians, or custodians of a minor under the age of 18 by providing a photo ID, the child's library card number, or by being named a Designated Borrower on the child's account.

For more information, see the Wright Memorial Public Library's Public Policy Manual section on "Confidentiality of Patron Records."

Any problems or conditions relating to the privacy of a patron's Library records or usage that are not specifically covered in the policy statement shall be referred to the Director.

Public Records Policy

The Board of Trustees recognizes that all records generated by and for the operation of the Library are public documents, including, but not limited to, Board of Trustees' Minutes and Library Director's Reports to the Board of Trustees; receipts and expenditures; salary schedules and position descriptions; safety and health materials; contracts; and policy statements. As



such, the Board of Trustees recognizes that these public records are open to public review. By law, records containing information on Library patrons are not open to public review. (See **Confidentiality** section above.)

A request to review public records must be made to the Library Director who will respond within five business days (Monday-Friday). If the Director will not be available within five business days, the Fiscal Officer or the Administrative Services Coordinator will respond to the request within five business days. On-site review of public records is made in the presence of the Library Director or in the presence of the Fiscal Officer or the Administrative Services Coordinator if the Director is not available.

Copies of public records may be requested. Copies are made by the Library and provided to the requester at a duplication charge equal to what is normally charged to the public for copies in the Library. Full payment must be received before copies are given to the requester.

Mail requests to review public records are made to the Library Director who is to respond to the request within ten business days, stating the cost of making copies available and any mailing or delivery costs. Prepayment of copying and delivery costs is required. Mail or delivery of requested copies is to be made within ten business days after receipt of full payment for copying and delivery. A mail request for copies of public records is presumed to have been received by the Library on the third business day following the postmark of the request. The Library does not ask about the identity of the requester or the intended use of any requested public document, except when necessary to facilitate compliance with a request.



Employment Policies

Hiring

Notices of job openings are posted as staffing needs warrant. Job postings will include a description of the job, the qualifications required, and the salary. All persons who meet the minimum qualifications/requirements stated for the position may submit an application in writing.

The Library may advertise positions in any way it deems appropriate.

Equal Employment Opportunity

It is the policy of the Board of Trustees of Wright Memorial Public Library to provide equal employment opportunities to all people without regard to race, age, handicap/disability, religion, ancestry, color, national origin, citizenship, veteran/military status, genetic information, sexual orientation, gender, gender identity, pregnancy or any other characteristic protected by federal, state, or local law. This policy applies to all phases of the employment relationship, including recruitment, job upgrades, promotions, job transfers, reductions in hours, and termination.

The Library will provide reasonable accommodation to employees who are qualified individuals with a disability so they may perform their essential job functions, as long as it does not cause undue hardship for the Library. Employees who believe they need a reasonable accommodation should request accommodations from the Director. All requests received will be evaluated individually and responded to appropriately. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Genetic Information:

The federal Genetic Information Nondiscrimination Act of 2008 (GINA) restricts employers from requesting or requiring genetic information, except in limited circumstances. Accordingly, employees should not provide any genetic information when responding to requests for medical information. Genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproduction services.

Any applicant or employee who feels that he or she has been the victim of discrimination should contact the Administrative Services Coordinator or Library Director immediately. If, for any reason, an employee or applicant prefers not to discuss the issue with either of these individuals, the employee is encouraged to report the issue to the Personnel Committee of the Board of Trustees. No reprisal, retaliation, or other adverse action will be taken against any



employee who in good faith reports discrimination or assists in the investigation of any such matter. See also **Workplace Harassment/Discrimination** policy.

Background Checks

Prior to beginning work, volunteer service, or during employment as deemed appropriate by the Library, the Library may conduct a detailed reference/background/credit/criminal check of an applicant or employee. All offers of employment, volunteer service, or continued employment at the Library are contingent upon the results of a Bureau of Criminal Identification (BCI) and/or Federal Bureau of Investigations (FBI) fingerprint check.

Immigration Reform and Control Act

In accordance with the Immigration Reform and Control Act of 1986, Wright Memorial Public Library requires all newly hired employees to furnish, within three working days of hire date, documented proof of identity and eligibility to work in the U.S.

Job Classifications and Descriptions

Current job classifications and descriptions are available in the Administrative Office.

Categories of Employment

Employees are defined as full-time, part-time, and substitute.

Full-time employees

Employees hired prior to January 2013 are considered full-time when working a normal workweek, in accordance with an established schedule, of 37.5 hours per week (1,950 hours per year). Employees hired after January 2013 are considered full-time when working a normal workweek, in accordance with an established schedule of 40 hours per week (2,080 hours per year) on an annual basis.

Part-time employees

Employees are considered part-time when working a normal workweek, in accordance with an established schedule, of less than full-time hours as defined above.

Substitute employees

Substitutes are employed as necessary to meet the immediate or temporary staffing needs of the Library. Substitute employees are not guaranteed a minimum level of work per week. They are called and scheduled on an as-needed basis. However, Substitute employees are required to work a minimum of 35 hours per quarter, unless those hours were not offered or available, in order to remain an employee of Wright Library.

Requests for an exception to the minimum quarterly requirement must be made to the Library Director under special circumstances, such as the employee's serious medical condition, to care for a family member with a serious medical condition, or to take military or educational leave.



Substitute employees who fail to meet the minimum quarterly requirement and do not have an approved exception will be terminated.

A complete list of **Job Classifications and Job Descriptions** is available from the Administrative Office.

Fair Labor Standards Act Classifications

Under the provisions of the Fair Labor Standards Act (FLSA), employees are broadly classified as follows:

1. **Non-exempt:** A non-exempt employee is one who is subject to the overtime provisions of the FLSA and is typically paid on an hourly basis.
2. **Exempt:** An exempt employee in general is not entitled to overtime pay and is paid on a salary basis.

Non-exempt Employees

Employees who are not exempt from the overtime provisions of the FLSA and whose actual hours worked are more than 40 per week are compensated for the extra hours worked. The hours over 40 are compensated at time-and-a-half and may be taken as compensatory time or extra pay, as selected by the employee before working the overtime hours. All overtime must be pre-approved by the Director.

All non-exempt employees must accurately record hours worked, including time to prepare for programming responsibilities required on the job. Non-exempt employees may not “volunteer” to do their regular duties on their own time.

Non-exempt employees may not work from home without prior approval from their Department Coordinator and the Director. If approval is granted, specific hours must be set in advance and these hours will be included in their regular weekly/bi-weekly schedule.

Exempt Employees

Administrators, Department Coordinators, and certain other positions that require advanced training or degrees are considered EXEMPT from overtime. At WMPL, the Director, Fiscal Officer, Department Coordinators (Administrative, Circulation, Adult, Youth, and Technical Services), and full-time librarians are exempt, unless the salary of those filling the positions does not meet the salary level requirement as defined in the Federal Labor Standards Act .

Safe Harbor

In keeping with the Fair Labor Standards Act, the Library pays exempt staff their full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to deductions that are permitted by law.

Examples of allowable salary deductions include:

- Absence from work for one or more full days for personal reasons other than sickness or disability
- Absence from work for one or more days due to sickness or disability if the deduction is made in accordance with WMPL’s sick leave policy
- To offset amounts employees receive as jury or witness fees, or for military pay



- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions
- For the weeks in which an employee takes unpaid leave under the Leave of Absence policy
- The first and last week of employment in the event that the employee works less than a full week
- For penalties imposed in good faith for infractions of safety rules of major significance
- For any full workweek in which the employee performs no work

It is the Library's policy and practice to accurately compensate employees in compliance with state and federal laws. Please review your pay stubs when you receive them to ensure they are correct. Wright Library will promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Act. If an employee believes that an improper payroll practice, such as an improper deduction from an exempt salary, has occurred, the employee should immediately report this information to the Administrative Services Coordinator or the Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will promptly be reimbursed for any improper deduction.

Personnel Records

Personnel records are maintained for all employees of the Wright Memorial Public Library. The "Ohio Sunshine Laws" as they relate to public libraries mean that personnel records are in the public domain.

In addition to the employee's original job application, three types of materials are kept in personnel files:

1. Tax and retirement information
2. Materials related to job performance and disciplinary action
3. Educational material such as transcripts

No employee should disclose any personnel information obtained from personnel records concerning another employee. All requests for information about current or past employees such as financial credit, employment verification, or references shall be forwarded to the Director.

Anonymous materials should not be placed in an employee's file. Copies of documents placed in the file pertaining to work performance must be given to the employee. The employee may write a response to any material in the file; the response will be reviewed by the Director and attached to the file copy of the material.

All employees may inspect their personnel files. Files are available during Administrative Office business hours by making arrangements with the Administrative Office. Files may not be removed from the Administrative Office. The Administrative Office will provide photocopies of documents in the file upon request for the cost of copying.

It is the responsibility of each employee to provide written notification in case of a change of



name, address, telephone number, number of dependents, emergency contact person, or other changes of status.

Employment of Relatives

Immediate family of employees of the Library, members of the Wright Memorial Public Library Board of Trustees, the Board of Education, and the County Budget Commission, as well as those who become part of the immediate family of those persons (i.e., through marriage), may not directly or indirectly supervise one another or work within the same department. That is, no member of the immediate family may work in a position that may create an actual or perceived conflict of interest or a position that gives an actual or perceived opportunity to influence the salary or career progress of another member of the immediate family.

Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household. Employees may not be hired without written approval of the Director.

Employees, Board or Commission members, who become related are treated in accordance with these guidelines. If the resulting relationship conflicts with the restrictions in this policy, efforts shall be made to resolve the conflict through reassignment. If reassignment is not feasible, one of the employees may resign within three months of the creation of the relationship. If neither employee voluntarily resigns, the Library will terminate the employment of one of them at the end of the three-month period.

Introductory Period

The first six months of service constitutes an introductory period for employees. At least once throughout this period, the supervisor will generally discuss with the employee specific strengths and weaknesses and make recommendations for further improvement, with both the supervisor and employee completing the introductory period review. The supervisor will forward the completed document to the Administrative Services Coordinator.

The Library is not obligated to retain an employee throughout the introductory period if job performance is not satisfactory and there is little evidence that further training would rectify the situation.

New employees may be given a performance review after 60 days, and again after six months, and may be terminated if performance is not satisfactory for any reason. This process of summary termination does not preclude termination for any reason prior to 60 days or six months, nor does it end. It remains within the discretion of the Director throughout the employee's tenure.

At the end of the introductory period, the supervisor recommends either retention or termination of the employee. The decision to accept recommendations rests with the Director. The recommendation does not constitute an employment contract. Neither completion of the Introductory Period nor a favorable recommendation alters the employment at-will status of the



employee.

Performance Appraisal System

Performance appraisals are designed to ensure the best possible service for Library patrons by continuously improving employee performance. The process is an opportunity for supervisors and employees to discuss job-related tasks, goals, skills, and to acknowledge accomplishments and performance.

It is the intention of the Library to evaluate all employees annually in the fall. Completed performance evaluations are to be signed by the employee and the supervisor. By signing the evaluation form, the employee indicates that she or he has read and discussed it with the supervisor, but not necessarily that the employee agrees with the evaluation. The employee also may attach written comments to the evaluation form; all such comments will be read and initialed by the Director and then placed with the written review in the employee's file.

Transfers

A transfer is a change from current position to a different position at the same level without an increase in salary and without a disruption in anniversary date or length of service status. Transfers are made whenever feasible or necessary to meet the needs of the Library. Transfers are discussed in advance with the employee concerned in order to explain the reasons for the move and, whenever possible, to give consideration to the employee's wishes.

Complaint Procedure/Problem Resolution Process

The purpose of the problem resolution process is to obtain solutions to working condition issues and concerns. The process is designed to promote remediation at the lowest possible level.

Efforts should be made to resolve an issue, problem, or concern through discussion between or among the complainant, the respondent, and the Department Coordinator(s), within five business days of the disputed event if practicable. If any party is not satisfied with the outcome of the discussion, he or she may give an oral presentation to the Director. The Director shall give a response in writing to all concerned parties within five business days if practicable. If the Department Coordinator is a party to the dispute, the issue will be presented to the Director. If the Director is a party to the complaint, the issue will be presented to the President of the Board.

No employee will be subjected to retaliation for having made good faith use of the problem resolution process, nor will a bias be shown toward any employee who files a good faith complaint. Filing a complaint shall not impact opportunities for promotion, transfer, training, salary increases, or performance evaluations. All deliberations and discussions relating to the complaint shall be treated with confidentiality by all parties with the reasonable bounds of the investigation. This complaint procedure is not available for complaints concerning wages/salaries, discipline, or terminations.



Reductions in Workforce

The Board of Trustees may determine if it is necessary to reduce the hours worked or terminate the employment of some employees. In such a situation, as much advance notice will be given as possible. An explanatory statement will be provided for use in seeking another position.

In some cases, the best interests of the Library may warrant discontinuance of an activity. If such action results in the elimination of a position, effort will be made to transfer the affected employee. If a transfer cannot be arranged, notice will be given as early as is practicable. An explanatory statement will be provided for use in seeking another position.

Resignation/Dismissal

An employee who decides to resign should give as much advance notice as possible. Two weeks written notice is requested from non-exempt employees and four weeks from exempt employees. The Department Coordinator should be informed first; then a written notice should be submitted to the Director.

The Library reserves the right to accept a notice of resignation and to accelerate that notice and make a resignation effective immediately, or on any date prior to the intended last day of work that the Library administration deems appropriate. In such instances, an employee will be paid only until the last day of active employment.

Upon termination of employment, employees will be paid at their current rate for accrued, unused vacation leave.

Upon notice of resignation or termination, keys must be returned. All property of the Library must be returned on or before the last day of employment.

Absence

An employee who will be unexpectedly absent or late for work for any reason must notify the Library. Employees are encouraged to call in as soon as they know they will not be able to work their scheduled shift, but should always call at or before their scheduled start time. If calling before the Library is open, staff may leave a message at 294-7171. Otherwise, they should contact their Department Coordinator or acting supervisor for the day.

For unplanned absences of more than one (1) day, an employee must stay in regular contact with his or her Department Coordinator, i.e. by calling each day for most absences, and at intervals mutually agreed upon by employee and supervisor for extended illness. A physician's statement is required for absences of five (5) consecutive work days or longer.

Absences without proper notification shall be considered unexcused and will be considered sufficient grounds for disciplinary action up to and including termination. Unexcused absences of three (3) consecutive working days or more will be considered voluntary abandonment of



employment without written notice, and the employee will be terminated as of the end of the third consecutive day of absence.

Extended leave of absences may be granted to employees under certain circumstances, as outlined in the **Leave of Absence** policy.

Retirement

An employee retires rather than resigns when the employee is eligible for retirement benefits as specified in the Ohio Public Employees Retirement System (OPERS) guidelines in effect at the time of the employee's decision to resign. Under OPERS, which covers public library employees, the years of service credit required for retirement benefits are determined by the Ohio legislature.

Employees retiring from active service under the Ohio Public Employee Retirement System after five or more years of service with the Library may receive pay for one fourth (25%) of their unused sick leave at the time of retirement.

Since the provisions of OPERS may be changed at any time by the Ohio legislature, employees are urged to contact OPERS well in advance of retirement for information regarding benefits. Consult an OPERS professional or the OPERS website for additional information.



Wage and Salary Administration

Wage and Salary Changes/Wage and Salary Schedule

The Library maintains a schedule of job classifications and wage/salary ranges. Wages and salaries are in large part determined by the size of the Library budget. Increments depend on the availability of funds. Individual increases are not guaranteed each year. Increases are based on demonstrated competence, performance, availability of funds, and shall be made at the discretion of the Library administration and Board.

Any changes take effect beginning with the first day of the first full pay period of the calendar year.

Work Hours/Workweek

Non-exempt employees may not exceed the number of hours of their regular workweek including overtime, unless pre-approved by the Director or his/her designee. All employees should be at their stations ready for work at the time indicated by the schedule.

Evening, Saturday, and Sunday hours may be required of any employee.

Vacation or sick leave hours may not be used in calculating overtime.

The burden of making arrangements to accommodate a schedule change is on the employee who wishes the change, not on his/her Department Coordinator. An employee who wishes to make a change must do so by mutual agreement with another employee and with the prior approval of the appropriate Department Coordinator.

Flexible Time

With prior approval by the Department Coordinator, full-time employees may be scheduled hours according to the following “flex-time” guidelines:

1. Working hours are between 7:30 a.m. and 9 p.m.
2. Unless specifically scheduled at another time, core hours are 9 a.m. to 5 p.m. For full-time staff, at least four hours within that time period are to be scheduled every work day.
3. Work must be performed in time blocks of at least one hour.
4. The maximum number of hours which a Department Coordinator may approve for an employee to work in one day is 10.
5. Flex-time is always straight time, hour for hour; employees may not schedule compensable overtime.
6. Exceptions to these rules must benefit the operation of the Library, and must be approved in advance by the employee’s Department Coordinator and the Director.



Time Sheets

Exempt employees must keep a daily record of paid leave taken during the week.

Non-exempt employees must keep a daily record of actual hours worked on time sheets provided by the Library. To the nearest 15 minutes, employees are to record the time the workday started, time left for lunch, time returned from lunch, and time the workday ended. Absences for which employees are to be paid should be recorded with the reason for the paid absence.

Payroll

Pay periods begin on Sunday and run for two weeks. Employees are paid on the following Thursday. Payment is made by direct deposit. Employees may designate up to three accounts for their deposit.

Meal Breaks

Employees may take a meal break of at least one half hour if they are scheduled to work more than five consecutive hours. Meal breaks are scheduled by Department Coordinators. Meal breaks for non-exempt employees are unpaid and must be duty-free. Employees under the age of 18 are required to take meal breaks according to rules specified by the Fair Labor Standards Act. Details are available in the Administrative Office.

Rest Periods/Breaks

Employees may take one paid fifteen-minute break for each four hours worked in a day. Anyone working less than four hours does not receive a rest period. Employees working a full day may take two paid 15-minute breaks. Rest periods may not be combined, accumulated, added to meal breaks, or used to leave early. Breaks are scheduled by Department Coordinators or other person in charge for the shift.

Employees under the age of 18 are required to take breaks according to rules specified by the Fair Labor Standards Act. Details are available in the Administrative Office.

Unscheduled Closings

The Director, or designate, has the authority to close the Library due to emergency or special temporary conditions. If it becomes necessary to close the Library due to weather or other short-term emergency conditions, employees scheduled to work during the hours the Library is closed usually will be compensated at their regular rate.

If employees choose to leave early due to weather or other emergency conditions and the Library is not closing, any time not worked may be taken as vacation, compensatory time, unpaid time, or be made up at the discretion of the Director.



Employee Benefits

Holidays

Full-time employees are paid for nine holidays on which the Library closes: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve.

Full-time employees also receive two "floating" holidays each year. Floating holidays accrue on March 1 and September 1 for employees employed as of those dates. Floating holidays must be used before the next floating holiday accrual. Floating holidays do not accrue as vacation days.

Part-time employees and substitutes do not receive holiday pay.

Vacation

All full-time employees begin accruing paid vacation time on their employment date and are eligible to use earned vacation after 13 pay periods of employment. Employees who are dismissed or resign within the first 13 pay periods of employment will not receive pay for unused vacation. Upon termination of employment, employees who have worked at least 13 pay periods will receive payment for all earned, unused vacation at the employee's current rate of pay.

Vacation requests should be submitted at the earliest possible time, generally no less than one week but no more than three months in advance. Vacation requests shall be reviewed by supervisors and weighed against other scheduling needs of the Library. In the event that granting multiple leave requests would detrimentally affect Library services, the Library reserves the right to limit the number of leave requests granted for a specific day.

The cap on vacation accumulation is one and a half times the annual vacation each employee receives. Once the cap is reached, vacation time is no longer accrued each pay period.

Full-time employees at the level of Librarian and above receive 22 working days of vacation per year.

Full-time employees below the level of Librarian receive vacation according to the following chart.

The change to the next higher accumulation rate takes effect on the employee's hiring anniversary date.



EFFECTIVE PRE-2013 =

Annual Vacation Accrual Rates and Allowable Maximum Accumulation (pre-2013)					
YEARS WORKED	DAYS EARNED	HRS/PAY PERIOD	REGULAR	0.5	TOTAL
0-5	10	2.885	75	37.5	112.5
6	11	3.173	82.5	41.25	123.75
7	12	3.462	90	45	135
8	13	3.75	97.5	48.75	146.25
9	14	4.039	105	52.5	157.5
10	15	4.327	112.5	56.25	168.75
11	16	4.62	120	60	180
12	17	4.904	127.5	63.75	191.25
13	18	5.192	135	67.5	202.5
14	19	5.481	142.5	71.25	213.75
15	20	5.769	150	75	225
16	21	6.058	157.5	78.75	236.25
17	22	6.346	165	82.5	247.5

EFFECTIVE 2013 AND AFTER =

Annual Vacation Accrual Rates and Allowable Maximum Accumulation (After 2013)					
YEARS WORKED	DAYS EARNED	HRS/PAY PERIOD	REGULAR	0.5	TOTAL
0-5	10	3.08	80	40	120
6	11	3.38	88	44	132
7	12	3.69	96	48	144
8	13	4	104	52	156
9	14	4.31	112	56	168
10	15	4.62	120	60	180
11	16	4.92	128	64	192
12	17	5.23	136	68	204
13	18	5.54	144	72	216
14	19	5.85	152	76	228
15	20	6.15	160	80	240
16	21	6.46	168	84	252
17	22	6.77	176	88	264

Part-time employees and substitutes do not receive vacation with pay.



Vacation Credit for Prior Public Service

The Ohio Revised Code §9.44 requires that prior public employment in Ohio and any political subdivision of the state be considered as prior service credit for the purpose of calculating vacation leave.

Employees will be asked upon hire if they have prior public service in the State of Ohio. If the employee has prior public service, he/she will be asked to complete a verification form, which will be sent to the prior public employer for confirmation.

The following criteria must be met:

- Must be eligible for vacation leave under the current WMPL vacation policy
- Must not have retired under any state-offered retirement plan (including OPERS)
- Prior service will be counted if the service that was performed would have earned the employee vacation credit under WMPL policy

Once prior public employment is confirmed, the employee will receive the service credit. All vacation leave, earned or credited, is subject to WMPL's Vacation Policy. The anniversary date of employment for the purpose of computing the amount of the employee's vacation leave, unless deferred pursuant to the appropriate law, ordinance, or regulation, is the anniversary date of such prior service.

Sick Leave

All full-time employees begin accruing paid sick leave on their employment date and may begin using earned sick leave time immediately.

Sick leave allowance for full-time employees is 15 days per year.

Annual Sick Leave Accrual Rates and Allowable Maximum Accumulation (Pre-2013)		
DAYS EARNED	HRS/PAY PERIOD	MAXIMUM
15	4.33	960

Annual Sick Leave Accrual Rates and Allowable Maximum Accumulation (After 2013)		
DAYS EARNED	HRS/PAY PERIOD	MAXIMUM
15	4.62	960

The cap on sick leave is a maximum of 960 hours.

Sick leave is to be used for an employee's illness, for medical and dental appointments that



cannot be arranged on the employee's own time, and for absence due to illness in the employee's immediate family for which the employee's presence is needed. Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household. If the employee does not have enough accumulated sick leave to cover an illness, vacation time and floating holidays shall be used. If all paid leave is exhausted, the employee may be eligible for a leave of absence without pay (see Leave of Absence policy). If all these avenues have been exhausted, employment may be terminated.

The Director, Administrative Services Coordinator, and/or the Department Coordinator may request a physician's certificate to substantiate use of sick leave. A physician's statement is required for absences of 5 consecutive work days or longer, and should include a return to work date. If such certification is not provided within 5 business days, the employee may be terminated.

Sick leave is not to be construed as a form of compensation. Rather it is intended to protect the income of the employee due to illness or injury serious enough to prevent the employee from reporting for work. Abuses of the sick leave benefit will not be tolerated and may lead to disciplinary action up to and including termination.

A new employee hired by the Library from another public employer shall be credited with the unused balance of his or her accumulated sick leave, not to exceed 240 hours, from the previous employer provided that no more than 30 days have elapsed since the employee left the previous employer and provided that the employee was not compensated in any way for the sick leave being credited by the Library. The credited sick leave may be used any time after the employee has completed 240 work hours for the Library.

Employees retiring from active service under the Ohio Public Employee Retirement System after five or more years of service with the Library may receive pay for one fourth (25%) of their unused sick leave at the time of retirement.

Part-time and substitute employees do not receive sick leave pay.

Catastrophic Sick Leave

A full-time employee who is experiencing a serious health condition that will exhaust his or her paid leave may make a request for donated sick leave. Requests are subject to approval by the Director.

Full-time employees who have accumulated more than 75 hours of paid sick leave may donate a portion of that paid leave to a full-time employee who has exhausted his or her own leave benefit and needs more paid time off.

Sick leave donation is for an employee's own serious health condition, or a serious health condition of a member of his or her immediate family. Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household.



The recipient employee must have worked for Wright Memorial Public Library for at least six months.

The recipient employee must provide a signed doctor's statement.

The donation is strictly voluntary. All donations are strictly confidential and in no instance will the donors' names be revealed without their approval.

The sick leave being transferred will have already been accrued and will not be in excess of half of the leave that will be earned during the current year.

Such a donation must leave the donor with a sick leave balance of at least 75 hours at the time of the donation.

Any donated sick leave hours shall be usable by the recipient employee at the exact number of hours, regardless of any pay differential between the two employees.

After the leave donation has been charged against the donor's account it is irrevocable and thus cannot be withdrawn. The leave donation program shall be administered on a pay period by pay period basis. Employees using donated leave shall be considered in "active" pay status and shall accrue leave and be entitled to any benefits to which they would be entitled. Leave accrued by an employee while using donated leave shall be used if necessary, in the following pay period before additional donated leave may be received. Donated leave shall be considered sick leave but shall never be converted into a cash benefit. If in any pay period there are no hours donated, the employee must either return to work or be placed on unpaid leave.

See appendix for applicable **Sick Leave Donation** forms.

Leave Without Pay

Full-time employees are expected to work the full number of hours agreed upon each year except for time off for vacation, floating holidays and approved leaves of absence.

Employees who are not eligible for paid time off may request unpaid time off, or Leave Without Pay. Requests for Leave Without Pay should be submitted in advance in writing to the supervisor. Requests should be submitted at the earliest possible time, generally no less than one week but no more than three months in advance.

Leave Without Pay requests will be approved when practical, based on the expected needs of the Library on the date(s) requested and the amount of Leave Without Pay scheduled for the employee that year. In general, it is expected that part-time employees will maintain a minimum of 85% attendance rate.



Leave of Absence

It is the policy of the Library to grant eligible employees an extended leave of absence (LOA) from the Library under certain circumstances.

Employees are eligible for LOA if they have completed at least one year of service with the Library, and may be granted a LOA upon approval by the Library Director. When possible, requests for a LOA should be submitted in writing to the Library Director 30 days prior to commencement of the leave or at the earliest date possible.

The following types of leave will be considered under the LOA policy:

- Birth or care of a newborn child of an employee immediately following the child's birth
- Placement with the employee of a child for adoption or foster care immediately following child's move into their care
- To care for an immediate family member (spouse, child, or parent) with a serious health condition
- To take medical leave when the employee is unable to work because of a serious health condition

The maximum length of a leave of absence is 12 weeks within a 12-month period. Employees shall use any accrued sick and/or vacation time off until balances are exhausted with the balance of the leave (if applicable) unpaid time off.

Leave for an employee's serious health condition or for care of employee's spouse, child or parent must be supported by a health care provider's written certification. The certification must include dates and duration of treatment and a statement of medical necessity. Physician documentation must also state the date that the employee is able to return to work. Employees must present written certification of the serious health condition within 15 days of the request from the Library. Failure to provide certification may result in a denial of leave.

Employees who are covered under the Library's group insurance plan are responsible for paying their portion of the insurance premiums while on leave.

Employees returning from a LOA will be reinstated to their same job or one of similar status and pay, provided the Library's circumstances have not changed to the extent that it would be unreasonable to provide reinstatement. If an employee fails to return to work at the conclusion of an approved LOA, the employee will be considered to have resigned.

An approved LOA will not affect seniority, except that employment time and paid time off benefits do not accrue during any unpaid portion of the LOA.

Military Leave

The Library complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).



Work-Related Injuries/Workers' Compensation

The Library, as required by law, contributes to the Ohio Workers' Compensation Fund which provides insurance for employees injured in the course of, and arising out of, their employment. All injuries occurring while an employee is on duty must be reported to the Administrative Office and brought to the attention of the Director as soon as feasible.

An incident report should be filled out and filed with the Administrative Office immediately or as soon as feasible but not more than 48 hours after the incident. The Ohio Bureau of Workers' Compensation provides **First Report of an Injury** forms, which are available online and in the Administrative Office as needed.

Bereavement/Funeral Leave

Full-time employees will be granted up to 3 paid work days to attend the funeral of a member of the immediate family. Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household.

Should more than three days be needed, or should time off be needed for the death of persons other than members of the immediate family, time off may be taken as vacation time or sick leave if available.

For part-time employees, leave without pay may be granted upon the death of a member of the immediate family.

In the event of a death during an employee's vacation or absence due to illness, the amounts of time outlined above may be charged against bereavement leave instead of vacation time or sick leave.

If schedules permit, unpaid time may be allowed during a scheduled workday to attend funerals of Board members, employees or retired employees, and members of their immediate families.

Religious Observances

For employees who have religious observances on days other than holidays observed by the Library, the Department Coordinator, upon request, shall review the schedule. If granting time off will not detrimentally affect Library services or pose an undue hardship, time off will be provided to the employee. Department Coordinators shall also, whenever possible, allow those employees to make up the lost time.

Jury Duty

Employees are encouraged to serve on juries as are other citizens. Advanced notice of potential jury duty should be communicated to Library administration as soon as it has been received by



the employee.

Payment received for jury services must be turned over to the Library if the employee wishes to be paid by the Library for time spent on jury duty.

Ohio Public Employees Retirement System (OPERS)

Participation in OPERS is mandatory in lieu of Social Security. A copy of the current **OPERS Member Handbook** is given to each new employee. OPERS also mails information regularly to all participants in the plan. Further information is available in the Library's Administrative Office.

Insurance – Health, Life, Dental

Full-time employees are generally eligible for health, life, and dental insurance. They may choose to purchase life, vision, and other voluntary insurance through the Library at their own expense. Availability and details of current insurance plans are available in the Administrative Office.

The Library reserves the right to amend, modify, alter, or terminate these plans at any time. The Library is not responsible for insurance coverage of individuals whom its carrier refuses to cover.

Upon termination of employment, most employees who were covered by the group health plan become eligible to choose to continue health benefits under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985).

Part-time employees are not eligible for health or dental insurance, but those working a normal workweek, in accordance with an established schedule of at least 20 hours per week, may choose to purchase life, vision, and other voluntary insurance through the Library at their own expense.

Substitute employees are not eligible for insurance.

Credit Union

Membership in the Montgomery County Employees Credit Union is available to all employees. Information is available from the Administrative Office.



Employee Development

Professional Affiliations

Employees are encouraged to join professional organizations such as the American Library Association (ALA) and the Ohio Library Council (OLC). Compensation may be provided for employees to attend association meetings and job-related seminars or workshops. Such attendance and compensation must have the prior written approval of the Director.

Participation on Professional Committees – Employees may be asked to serve on a local, state, or national committee for the Library or other job-related professional organization (i.e. Ohio Library Council, American Library Association, etc.). In order for committee work to be performed on Library time and to qualify for complete or partial reimbursement of expenses, the employee must be a member of the organization, the role/contribution must be determined to be relevant to the employee's job, and the employee must request permission in advance from the Library Director prior to accepting the position. The request shall include an estimated time commitment, duration of position, travel and release time required, and any additional obligations. Factors such as budget, benefits to the Library, and staffing needs will be weighed to determine whether or not to approve the request.

Reimbursement of Travel Expenses

The Library reimburses registration fees, supplies, lodging, food, parking, transportation, and gratuities for attendance at conferences, meetings, seminars, or workshops that have received prior written approval of the Director. No reimbursement is made for alcoholic beverages, tips (unless levied by the restaurant), personal telephone calls, faxes or electronic mail message charges, or other personal needs. All expenses must be documented by receipts. The Director may set limits on daily expenditures at conferences and meetings based on the Internal Revenue Service Per Diem Rates for Travel within the Continental United States, or establish other limits as needed.

Mileage reimbursements are made for errands, meetings, and travel conducted on behalf of the Library, outside of travel time to/from work, in a given workday.

Expense Reimbursement Forms are available in the Administrative Office. No checks will be issued unless the form is filled out completely.

Non-exempt employees who are required to attend meetings or training that require travel must follow FLSA guidelines for recording time worked (see examples below). In general, the time spent traveling to and from work is excluded from hours worked. However, any time spent traveling during the workday, as part of an employee's principal activities, will be counted as hours worked.



- Example: Mary leaves home at 7:30 a.m. and reports to work at 8 a.m. At 9:30 a.m., Mary travels 15 minutes to a workshop on behalf of the Library. She attends the workshop from 10 a.m. to 11:30 a.m., and returns to work at the Library at 11:45 a.m. The 30 minutes Mary spent traveling to and from the workshop count as hours worked. The 30 minutes she spent commuting to work do not count as hours worked.
- Example: Similar situation, but Mary's workshop is from 3 p.m. to 4:30 p.m., and Mary drives directly home (about a 30-minute drive) after the workshop rather than returning to the Library. In this case, the 15 minutes Mary spent traveling to the workshop count as hours worked, but the 30 minutes she spent driving from the workshop to home are considered commuting time and do not count as hours worked.

When an employee is sent out of town for one day and returns that same day, all time spent traveling to and from that assignment is compensable work time. However, meal period and time spent traveling to and from the employee's home to the point of departure are not counted as hours worked.

- Example: Nicki and Mary are asked by the Library to attend a one-day conference in Lexington. They each drive separately to the Library in the morning in their own cars, arriving at 7 a.m. They drive together to Lexington in Mary's car, arriving at the conference at 9 a.m. The conference lasts from 9 a.m. to 5 p.m., with lunch from noon to 1 p.m. They drive back to the Library after the conference, arriving at 7 p.m. They each then drive their own car home. All of the time from 7 a.m. to 7 p.m. counts as hours worked, except for the one-hour meal period. The time they spent driving between home and the point of departure (the Library) would not be compensable.

When an employee is sent out of town and requires an overnight stay, any time spent traveling that corresponds to the employee's normal working hours is compensable time. This includes hours traveled on days the employee normally does not work (e.g., Sunday). If an employee travels during a time that he or she would not normally be working, the time is not counted as hours worked. Meal time is not compensable.

- Exception: If the employee is the driver rather than the passenger, all time spent driving is compensable, regardless of when it occurs.
- Exception: Any time spent performing work during travel time (e.g., working on a plane) is compensable, regardless of when it occurs.
- Example: Joe normally works Monday through Friday, 8 a.m. to 5 p.m., but travels out of town on a flight leaving at 6 p.m. and arrives at his destination at 9 p.m. Joe would not be paid for these three hours because they do not correspond to his normal working hours. However, if Joe travels out of town on any day of the week (including Saturday and Sunday) on a flight leaving at 2 p.m. and arriving at 5 p.m., he would be paid for those three hours because they correspond to his normal work hours.
- Example: Same situation, but Joe drives his car from 6 p.m. to 9 p.m. instead of flying. Joe would be paid for those three hours because he was the driver and not a passenger.



Employee Conduct

Ohio Ethics Law

Library employees are public employees and as such are subject to the Ohio Ethics Law and related statutes. Each employee will receive a copy of the Ohio Ethics Law for review, and will sign an **Acknowledgement of Receipt of Ohio Ethics Law** form.

Ohio Fraud Reporting Law

Library employees are required by state law to report suspected cases of fraud. Wright Library is hereby providing information to its employees of the Ohio fraud-reporting system, in accordance with Ohio Revised Code section ORC 117.103(B)(1)(3),.

The auditor of state maintains a system for the reporting of fraud, including misuse and misappropriation of public money by any public office or public official. This system allows Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state's website, or the United States mail to the auditor of state's office.

Auditor of State's fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State
Special Investigations Unit
88 East Broad Street
PO Box 1140
Columbus, OH 43215

Website: www.ohioauditor.gov

Any employee who files a complaint with the Ohio fraud reporting system is protected against certain retaliatory or disciplinary actions, ORC 124.341.

Standards for Employee Conduct

All employees are expected to work together as part of a team to accomplish the goals and mission of the Library. Prompt, courteous, efficient, and effective service to all patrons of the Wright Memorial Public Library is expected and required of all Library employees. Such service includes politeness, civility, approachability, and discretion in the provision of information as correct, complete, and timely as is reasonably possible.

All employees are expected to exercise self-restraint and demonstrate emotional maturity, tact, and sensitivity in dealing with the public and with co-workers.



Employees of Wright Memorial Public Library are, while on duty, representatives of the Library. The Board of Trustees and Library administration do not take official positions in matters of a religious, socially controversial, or political nature, except in cases where the Board of Trustees may determine that an issue directly affects the welfare of the Library. Therefore, in order to avoid the appearance of representing an official position of the Library, employees may not, while on duty, wear, display, or distribute buttons, signs, or literature of a religious, socially controversial, political, or commercial nature.

Attendance and Punctuality

Punctuality is essential to the smooth functioning of the Library. Employees are expected to be at their work stations and ready to undertake the day's tasks promptly at the time their work day is scheduled to begin, and they are expected to remain at their work assignments for the full work shift except for meal breaks and rest periods.

Consistent attendance is important for Library operations to function well. The employee's immediate supervisor may review absences with their employee if their attendance falls below expected standards without a serious health issue. Typically, full-time staff are expected to maintain an attendance rate of at least 96%. Staff who are not eligible for paid time off are expected to maintain a minimum attendance rate of 85%. See also the **Absence** policy and **Sick Leave** policy.

Parking

Parking is available on neighborhood streets surrounding the Wright Memorial Public Library. As parking spaces are limited, employees are expected to save premium spaces for Library patrons whenever possible.

Professional Appearance

The public often judges employees by their outward appearance. Personal appearance, attire, and conduct should project the best possible image. Employees are expected to wear clothing that is neat and clean and behave in a manner that is businesslike and appropriate for their job duties.

Employees are expected to be groomed in a manner consistent with community standards and their position in the Library, with personal hygiene (avoidance of body odor) being essential. Any employee appearing for work, whose dress and/or especially hygiene are identified by management as inappropriate or unsafe for any reason, will be asked to leave without pay and to return acceptably attired. Should an employee have any questions regarding acceptable attire, he or she should see his or her Department Coordinator.



Weapons

Firearms, handguns, knives, or other weapons are prohibited in the library. During working hours or while conducting Library business, employees are strictly prohibited from possessing any firearm or weapon in the library building. This policy applies to all employees and other persons entering the library building at all times regardless of whether the employee or person is licensed to carry the weapon.

The only exceptions to this policy are police officers and law enforcement officials or other persons who have been given consent by the Library to carry a weapon into the building.

Workplace Harassment/Discrimination

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

Harassment consists of unwelcome conduct, whether verbal, nonverbal, written, pictorial, or visual, that is based on any characteristic protected by law, when that conduct affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. This conduct includes slurs, epithets, or other degrading or offensive remarks or jokes. The Library will not tolerate harassment or discrimination. The Library will promptly investigate claims of harassment and discrimination and will take prompt and appropriate action against anyone who harasses or discriminates against another in violation of this policy.

Sexual harassment is one type of harassment and includes unwelcome sexual advances, requests for sexual favors, and unwelcome verbal, nonverbal, written, pictorial, visual or physical conduct or contact of a sexual nature.

Unwelcome verbal, nonverbal, written, pictorial, visual or physical conduct or contact of a sexual nature includes, but is not limited to:

1. Offering employment benefits, such as favorable assignments, reviews, promotion, or the like, in exchange for sexual favors.
2. Denying or threatening to deny employment benefits for rejecting sexual advances.
3. Unwanted sexual advances, propositions, flirtations, or repeated unwanted requests for or efforts to make social contact.
4. Verbal conduct of a sexual or gender-based nature, such as using sexually degrading, vulgar, or discriminatory words to describe an individual; making sexually suggestive comments about an individual's body; discussing sexual activity; or making derogatory, sexual, gender-related or discriminatory comments, slurs, taunts, jokes, or epithets.
5. Non-verbal conduct of a sexual or gender-based nature, such as whistling, unwelcome staring, or leering; displaying sexually suggestive, gender-based, or discriminatorily-based objects, pictures, videos, posters, or cartoons; making sexual, derogatory, obscene, or discriminatory gestures; or giving, sending, or circulating sexual, derogatory,



obscene, or discriminatory letters, e-mail messages, social media messages or postings, voicemail messages, gifts, notes, or invitations.

6. Unwelcome physical conduct of a sexual or gender-based nature, such as touching, patting, pinching, brushing the body, or impeding by blocking an individual's movements.

Harassment on any basis (race, sex, age, disability, etc.) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, or non-employees such as clients or vendors.

It is the Library's policy to provide all employees with a workplace that is free from all forms of harassment or discrimination. Anyone who is the object of such conduct or who observes such activity should immediately report the matter to his/her Department Coordinator or any other member of the Library's supervisory team or to the Director without fear of reprisal, regardless of who originates or participates in the harassment (employee or non-employee) and regardless of whether it is verbal, written, visual or physical conduct. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Personnel Committee of the Board of Trustees.

No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports harassment or discrimination or assists in the investigation of any such matter. The Library will not tolerate any retaliatory conduct or false accusations of harassment or discrimination, and any such acts will result in disciplinary action, up to and including termination.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced (often within 24 hours) and will include direct interviews with involved parties and, where necessary or appropriate, with employees who may be witnesses or have knowledge of matters relating to the complaint. All employees are expected to cooperate in any investigations of wrongdoing. Failure of any employee to cooperate in an investigation is grounds for disciplinary action, up to and including termination.

After a thorough investigation, the Library will take appropriate corrective action, up to and including termination, to resolve the matter. The parties of the complaint will be notified of the findings and resulting actions.



Members of the public who engage in harassing or discriminatory conduct may be denied access to Library buildings and programs.

Drug-Free Workplace

It is the policy of the Board of Trustees of the Wright Memorial Public Library to create and maintain a drug-free environment in the workplace, as required by the Drug-Free Workplace Act of 1988. The use of controlled substances* is inconsistent with the professional and responsible behavior expected of employees, subjects all employees, patrons and visitors to Library facilities to unacceptable safety risks, and undermines the Library's ability to operate effectively and efficiently.

Therefore, employees of the Wright Memorial Public Library are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance on Library property or while conducting Library business off the Library's premises. Such unlawful conduct is also prohibited during non-working time to the extent that it:

1. Impairs, in the opinion of the Director, the employee's ability to perform his/her job.
2. Affects the Library's reputation or threatens its integrity, also in the opinion of the Director.

Employees who violate any aspect of this policy are subject to disciplinary action that may include dismissal. Employees may be required, at the Director's discretion, to participate in and successfully complete a drug-abuse treatment or rehabilitation program as a condition of continued employment.

*Controlled substances are identified in Schedules I-V of Section 202 of the federal Controlled Substances Act. They include, but are not limited to, marijuana, cocaine, heroin and morphine, as well as barbiturates and amphetamines.

Discipline

Acceptable employee performance and conduct is necessary for the orderly operation of any business and for the benefit, protection, and safety of persons and property. Misconduct by employees will not be tolerated. Any employee who engages in any act the Library administration views as inappropriate or detrimental to the interests of the Library, its employees, its visitors, and anyone else with whom it does business may be disciplined, up to and including termination.

The following are some examples of behavior that is not appropriate in connection with an employee's work:

- Physical and/or mental abuse, threats, disrespectful behavior, or mistreatment of any person, including fellow employees, on the grounds of the Library
- Excessive absenteeism, tardiness, no call/no show
- Solicitation, regardless of how subtle, of gifts, tips, or loans from vendors, patrons, or other third parties



- Acceptance of gifts of substantial value from patrons or vendors
- Unauthorized possession or inappropriate use of Library property, patrons' property, or co-workers' property
- Insubordination or lack of cooperation
- Failure to follow instructions of, or to perform work requested by a Department Coordinator or the Director
- Release of confidential information to an unauthorized person
- Sleeping or loitering on the job during work time or leaving the premises or assigned work areas during normal shift hours without authorization
- Engaging in outside business activities or personal work while on duty
- Disregard of safety rules or sanitation practices
- Possession, consumption, use or abuse, or being under the influence of illegal drugs, controlled substances, or alcohol on Library premises or while performing services for the Library
- Fighting, horseplay, gambling, or disorderly conduct
- Electronic recordings of workplace conversations
- Neglect of duty, laziness, or incompetence
- Dishonesty, including falsification of employment applications forms, time records, Library records, the omission of pertinent information or giving false testimony in connection with the job, or false claims for employment-related insurance benefits
- Possession of firearms or other unauthorized weapons on the premises or while performing services for the Library
- Conducting outside work of a criminal, dishonest, or immoral nature which would reflect unfavorably on the Library
- Acts detrimental to the morale of other employees, patrons, and other third parties
- Conduct regarded as immoral, improper, or inappropriate in a work group
- Unacceptable work performance
- Violation of other Library policies and procedures

These rules certainly are not all-inclusive. Moreover, the following forms of discipline may be taken when, in the Library administration's discretion, it is appropriate: oral reprimand, written reprimand, suspension without pay, and/or termination. The above-listed disciplinary measures are not exhaustive and do not obligate the Library to administer discipline on a progressive basis. The Director or a designee, in her/his sole discretion, may impose the level of disciplinary action she/he deems appropriate in any situation, up to and including termination. Nothing set forth in this "Discipline" section alters, or should be construed to alter, the at will employment relationship as defined in this manual.

Smoking

Smoking is not permitted in the building or immediately outside the entrances.

Solicitations for Sales or Contributions

Employees either while on duty, or while on the Library premises when not on duty, are prohibited from soliciting other employees or the public in any way, including sales or



contributions for non-profit (charitable) organizations or purposes, with the following exceptions:

1. Contributions for established charities approved by the Board of Trustees.
2. Collections for employee gifts for personal reasons such as retirement, illness, and other activities as approved by the Director.
3. Solicitations which specifically support the interests of this Library or libraries in general, as approved by the Director.
4. Employees may passively solicit other employees for contributions or sales by making information available in the employee lounge. No transactions related to such requests may take place in public areas or in work areas or while employees are on duty.

Library Technology

Library-owned computer systems and technology equipment offer access to a wide range of electronic resources such as the Internet and e-mail. These systems are valuable tools in achieving Library goals, and are to be used for business purposes only. This policy establishes rules and expectations for appropriate use of these systems.

Technology Equipment and Systems Covered Under the Policy

Library technology includes, without limitation:

- All desktop, laptop, and other computers and computer networks
- All MP3 players, tablet PCs, eReaders, or other types of electronic devices
- All software licensed by the Library
- Telephone systems
- Facsimile, printing and copying equipment
- Email systems
- All other similar technologies and systems devised now or in the future that are offered to users
- All data and metadata stored within such systems including backup media

Rules of Use for Technology Equipment and Electronic Communications

- Only PCs, laptops, and other hardware purchased and configured by the Technical Services Department should be connected to the staff network.
- Staff may access the staff wireless network wirelessly from their personal device. However, staff personal devices are not to be plugged into any Library-owned equipment or systems.
- PCs and other equipment connected to the staff network should only be used by staff or other agents authorized by Library Administration. Users should not allow any non-employee to have access to Library computer systems without prior consent from the Director or Technical Services Department.
- Cell phones, computers, electronic devices, and other equipment connected to the staff network should be used for Library business purposes only.
- Email provided by the Library is a Library resource, provided primarily for conducting Library business. Library-provided email service is neither private nor protected; it is the property of the Library and its use may be monitored.



- It is the policy of the Library to utilize all software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Unauthorized duplication of copyrighted computer software is contrary to the Library's standard of conduct.
- All apps installed on devices must be used for Library business or for patron demonstration purposes.
- Users are responsible for maintaining the security of any passwords associated with the computer systems. Passwords may not be shared or transferred to another without authorization from a supervisor.
- Users must honor privacy, legal copyrights, licenses, and all Library policies.
- Users should maintain files created for Library business on one of the network file servers, not on the local hard drive of any equipment. Local drives are not backed up and can result in the loss of data.

Disciplinary Action

Violations of this policy may result in disciplinary action up to and including termination.

Personal Use of Facilities and Equipment

Employees may be issued or allowed the use of Library property or resources such as keys, cellular phones, computers, electronic devices, email, etc. Employees in possession of Library equipment are expected to protect equipment from loss, damage or theft, and to use it in an appropriate manner. Upon separation of employment, employees are required to turn in all Library property prior to the last day worked.

In order to protect the security of Library buildings and property, and for employee safety, the distribution of keys to employees or other parties is limited and restrictive. The Director has specific responsibility for issuing keys. Upon separation from Library employment, employees are required to return all assigned keys.

Telephone/Fax: Employees may receive and make brief local telephone calls during work hours; calls longer than two or three minutes should be made during break periods. Personal phone calls are not to be made while an employee is at a public service desk.

Any personal long distance calls that must be made during work hours should be made using a personal telephone calling card or cell phone or charged to the employee's home telephone. In case of emergency, when a long distance call must be made or received and cannot be charged to a personal telephone, the employee must notify the Fiscal Officer in writing of the date and time of the call, the telephone number, and the place to/from which the call was made. The employee will then be charged for the call.

Only employees whose driver's licenses have been properly forwarded to the Library's insurance carrier may receive mileage reimbursement for using a personal vehicle on Library-related business. Unless required by business necessity, passengers are prohibited from riding in the employee's vehicles while on Library business.

Employees are not permitted to operate personal vehicles on Library business when any



physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.



An employee must notify a supervisor or the Director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges, or is involved in an accident while on Library-related business.

An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on Library business will be required to pay for the ticket (violation).

All employees share the following additional privileges and restrictions:

1. "Fine free" status on borrowing Library materials: employees' Library cards are designated as "fine free," and employees are not charged for overdue materials. All other borrowing policies apply. Employees may not borrow new materials before they have been cataloged and processed. Employees may not borrow materials that have been requested by patrons and should use the request system as any other Library patron would. Employees are expected to use this privilege in a reasonable manner and not to the detriment of Library services. Abuse of the "fine free" status may result in loss of this privilege and/or disciplinary measures up to and including termination.
2. Employees may schedule the Library meeting room for Library employee social events. Personal use of the meeting room for themselves or for groups to which they belong must be in compliance with the meeting room use policy.
3. All visitors, including former employees and families of employees, are expected to enter the building during "closed" hours only if accompanied by an employee with management authorization. At other times, visitors are expected to enter the building through the public entrances. Visitors may use the employee lounge when accompanied by a current employee.

Privacy

Library property and resources are to be used for the advancement of Library purposes only unless employees are otherwise authorized. Desks, storage areas, computers, email systems, Internet access, voice mail, and computer or other electronic programs and other Library assets are considered Library property and resources. Therefore, employees have no expectation of privacy when using these items. The Library may inspect its property at any time, regardless of to whom the property is currently assigned. Information stored on any Library asset or system is likewise property of the Library and subject to this policy. Users should be aware that while conducting Library business, written and electronically recorded materials used in Library related business may be considered public records.

Gifts to Employees

Ohio Ethics Laws prohibit public employees, including all employees of Wright Memorial Public Library, from accepting gifts of "substantial value" in exchange for or in consideration of services as public employees. While the law does not state what dollar amount constitutes "substantial



value,” Ohio Ethics Commission advisory opinions have suggested that a single modest lunch or a coffee mug do not constitute gifts of substantial value.

Social Media

The Library recognizes the value and importance of social media to engage with constituents. Social media shall be used as part of the Library’s overall communication strategy to develop connections with the Library through two-way conversations with constituents.

Definition

For the purposes of this policy, “social media” includes all means of communicating or posting information, such as words, pictures, videos or any other content on the Internet, such as Facebook, Twitter, YouTube, LinkedIn, Instagram, blogs, message boards, podcasts, product review sites, online forums, or any other site where information can be uploaded or posted.

Staff Rights

The Library recognizes that employees have rights to free speech which are protected under the First Amendment, which include the right to use social media for self-expression on their own non-working time. Furthermore, the Library will take no measures without cause to bypass security or privacy settings of a social site to see employee content that is not publicly available.

Expectations for Staff

The following expectations ensure that employees are aware of the implications of engaging in social media that reference the Library and/or the employee’s relationship with the Library and its products/services. These expectations are intended to guide staff’s personal online activities where staff may refer to the Library, its services, or its patrons. Following these expectations will help the organization and its members maximize productive use of social media, protect the Library’s reputation, and avoid organizational and personal liability.

1. Adhere to Ohio Ethics Law. All staff members are subject to Ohio Ethics law as found in Chapters 102 and R.C. 2921 of the Ohio Revised Code and should conduct themselves, at all times, in a manner that avoids favoritism, bias and the appearance of impropriety. Employees shall not engage in conduct or activity that may raise questions as to their honesty or the Library’s impartiality, standards or reputation or otherwise cause embarrassment to the Library.
2. Adhere to Ohio’s Privacy Laws. All staff members must protect patron privacy in accordance with ORC §149.432.
3. Use Good Judgment. Anything you post that can potentially tarnish the Library’s image will ultimately be your responsibility. The Library respects your right to use social media for personal purposes but urges you to exercise sound judgment and common sense.
4. Be a Scout for Compliments and Criticism. Even if you are not responsible for the Library’s formal social media presence, you are one of its most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the Library that you believe are important, please forward them to the Community Engagement Department and Library Director.
5. Let Library Administration Respond to Negative Posts. If you come across negative or disparaging posts about the Library, avoid the temptation to react yourself. Pass the post(s)



along to the Community Engagement Department and Library Director, who will respond to the posts as the Library's spokesperson and ensure that a consistent message is delivered on behalf of the Library.

6. **Be Conscious When Mixing Your Business and Personal Lives.** Don't allow social media to adversely affect your job performance. Online, your personal and business personas are likely to intersect. The Library respects the free speech rights of employees but please remember that information posted online becomes widely accessible and easily forwarded. While the content you post may be intended for friends and family, it may be viewed by customers, colleagues and supervisors. It is the Library's expectation that employees will NEVER post:
 - Non-public information of the Library (including confidential and/or sensitive information)
 - Discriminatory statements or sexual innuendos regarding co-workers, management, customers or vendors
 - False, defamatory statements regarding the Library, its employees, customers, competitors or vendors

Engaging in the aforementioned can result in disciplinary action, up to and including termination.

7. **Own Your Comments.** Consider adding a disclaimer on posts that denotes comments are yours alone and do not necessarily reflect the opinions of Wright Memorial Public Library. Even with this disclaimer, please be aware that taking public positions online that are counter to the Library's interests might cause conflict and disharmony among co-workers. Furthermore, employees are never to impersonate the organization without authorization, make statements on behalf of the organization without authorization, or make statements that can be construed as establishing your organization's official position on a policy or issue.
8. **If you make a mistake, correct it.** If you post content that violates Library policy or the law, act quickly to make it right. Also, proceed honorably and inform the Director of your actions so that the Library may be aware of and prepare for potential consequences.

Expectations for Online Spokespeople

The Library assigns staff members to post to, maintain and monitor social networking sites. Employees wishing to use social media for work-related purposes shall start the process with the Community Engagement Department and their supervisor to best determine how the use of social media fits into the Library's overall approach to communications and marketing, and to ensure coordination with existing online strategies. In addition, they should adhere to these principles:

1. **Follow Ohio and Library ethics standards and all Library policies.** Employees using any social media for work-related functions are bound by the Library Technology policy, Ohio Ethics and Privacy laws, and other policies.
2. **Represent the Library appropriately.** As a Library representative, it is important that your posts convey the same positive, customer focused spirit that the Library instills in all its communications. Be respectful of all individuals, races, religions and cultures.
3. **Be Transparent.** Always disclose your name and affiliation with the Library when responding to someone online. Do not use aliases or otherwise deceive people. Because of the necessity for open records and transparency, Library employees using social media to communicate Library messages may only do so using Library accounts.



4. Respect the privacy of others. Never identify a customer or co-worker in an online posting without his or her prior written permission. A form is available for this purpose.
5. When in doubt, do not post. Staff are personally responsible for their words and actions, wherever they are. As online spokespeople, you must ensure that your posts are completely accurate and not misleading, and that they do not reveal non-public information of the Library. Exercise sound judgment and common sense, and if there is any doubt, DO NOT POST. In any circumstance in which you are uncertain about how to respond to a post, consult the Director or the Community Engagement Department.
6. Give credit where credit is due. If you are using another party's content, make certain that they are credited for it in your post and that they approve of you utilizing their content. Do not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions.
7. Know that the Internet is permanent. Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous.

Public Relations/Media Contacts

The Library Director and the President of the Board of Trustees are the officials in charge representing the Library to the media.

The Director or a designated employee member shall have the responsibility for coordinating the public relations and public informational activities of the Wright Memorial Public Library.

Media Contacts

- a. Contacts with the media will be arranged for the Library by the Director or her/his designee.
- b. Contacts made by the media with the Library will be directed to the Director without comment.
- c. The president of the Board of Trustees or his/her designee will speak for the Library Board.
- d. Letters to the editor designed to officially speak for the Library will not be submitted by Library employees without prior approval of the Director.

Speaking Engagements

The Director must be notified of speaking engagements made by Library employees on behalf of the Library prior to the event. Department Coordinators may approve any speaking engagements by their employee.

Promotional Library Materials

Library promotional and informational materials such as handouts and brochures designed to be distributed to the public will meet standards of quality established by the Library. Department Coordinators will be responsible for seeing that such materials produced by or for their departments meet Library standards of quality. The Director has final approval prior to publication.

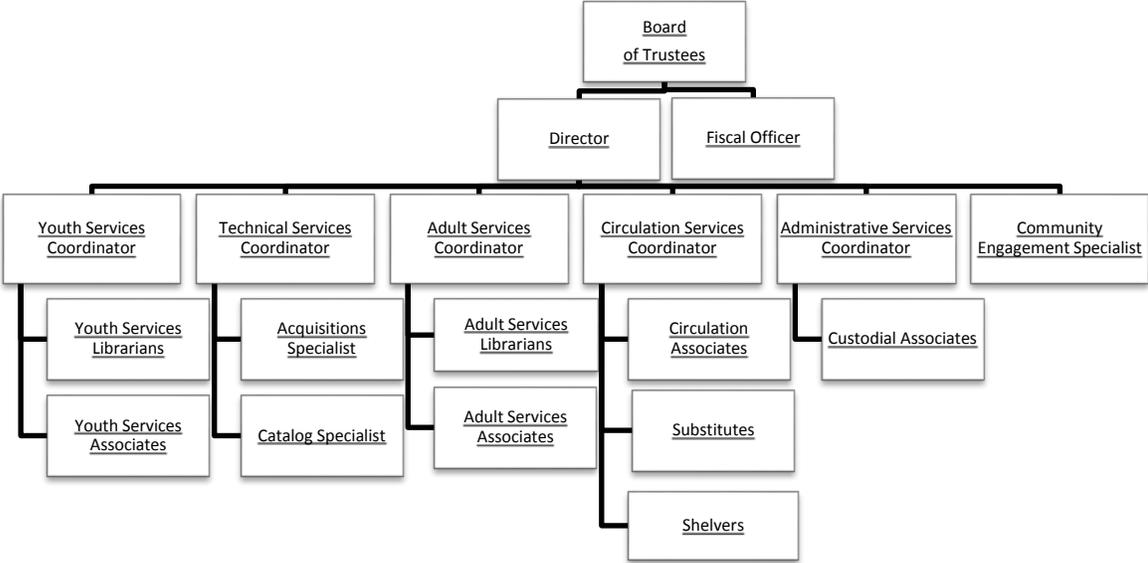


Emergency Situations

- a. In an emergency situation, official statements to the public and media will be made by the Director or his/her designee, the President of the Library Board, or a Department Coordinator placed in charge of the Library.
- b. To ensure accuracy and consistency, if it is necessary for other Library employees to provide the public with information, the message to be conveyed will be provided to them by the Director, his/her designee, the President of the Library Board or a Department Coordinator placed in charge of the Library.
- c. In the event that the Library has to be closed due to weather or other emergency situation, the Director, Fiscal Officer, Administrative Services Coordinator, or a Department Coordinator placed in charge of the Library will contact designated media outlets.



Organizational Chart



Wright Memorial Public Library

ANNOUNCEMENT

In accordance with the Sick Leave Donation Policy, the Library Director is hereby notifying all staff that donations of sick time hours are needed by the employee listed below. This employee has met all the conditions outlined in the Sick Leave Donation Policy and has given written permission for this announcement to be circulated.

If you would like to donate, please complete the sick leave donation form and send it to the Administrative Office as soon as possible.

Recipient Employee Name

Hours Needed

Director's signature _____

Date _____



Wright Memorial Public Library Sick Leave Donation Form

Name _____ Date _____

A sick leave donation must leave the donor with a sick leave balance of at least 75 hours at the time of the donation.

The sick leave being transferred will have already been accrued and will not be in excess of half of the leave that will be earned during the current year – 60 hours for 40 hour/week employees; 56 hours for 37.5 hour/week employees.

Worksheet

- a. **Accrued sick time = _____ hours**

- b. **Line “a” minus 75 hours = _____ hours available for donation**
(Note: not to exceed 60 hours for 40 hour/week employees or 56 hours for 37.5 hour/week employees.)

I wish to donate _____ hours of my paid leave time to:

Employee Receiving Donation

I understand that:

- **All donations are nonrefundable and shall not be re-credited to the donor.**
- **Donating hours does not guarantee that I will receive donated hours if I need them at a later time.**
- **There is no monetary value attached to the hours I donate.**

My donation is strictly voluntary.

I wish my donation to be (check one)

- Anonymous.**
- Shared with recipient.**

I authorize the Administrative Office to transfer accrued sick leave time as indicated above.

Signature _____

Date _____

Wright Memorial Public Library



Wright Memorial Public Library Request for Donation of Sick Time

In accordance with the Sick Leave Donation Policy, to receive sick leave donation I realize I must meet the conditions listed in the policy, such as:

1. Having been employed by Wright Library for at least six months.
2. Having exhausted my own sick and vacation time benefits.
3. Submitting a signed letter from my attending physician verifying that I will be unable to perform my job duties during the time for which I am requesting donated leave.

I would like to request a donation of sick time. I give my permission for the Library Administrative Office to circulate an announcement to staff that I am requesting a sick time donation.

Employee signature/date

Supervisor approval/date

Director approval/date

