

Chapter 7. Personnel Policy

Section 1. Introduction/Statement of Policy

This chapter of the Policy Manual contains information relevant to employment at the Leavenworth Public Library. This revision, dated **JANUARY 9, 2020** supersedes all existing personnel policies and may not be amended or modified without the approval of the Board of Trustees of the Leavenworth Public Library (hereafter referred to as the Board). Understanding library and personnel policies provides employees with the information needed to enjoy their jobs, to benefit both personally and professionally, to better succeed in the workplace, and to fulfill the mission and goals of the library.

No manual can anticipate every circumstance or question about policy. Therefore, the Board reserves the right to revise, supplement, or rescind policies as the need arises. Amendments and additions will be implemented on the effective date, and employees will be notified of any such changes. It is the employees' responsibility to be aware of and abide by said policies stated in this manual.

This manual is not intended to create a contract of employment, nor shall these policies be construed to constitute contractual obligation of any kind, either express or implied, between the Leavenworth Public Library and any of its employees. Either the employee or the library may terminate their employment relationship at any time, for any lawful reason, with or without cause or notice. Employees of the Leavenworth Public Library are "employees at will."

If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with their supervisor. Experience has shown that, when employees deal openly and directly with their supervisor, the work environment can be excellent, communication can be clear, and attitudes can be positive. It is the policy of the Leavenworth Public Library to create a progressive work climate which encourages the development of mutual trust and understanding between the library's employees and administration.

Section 2. Organization

I. Organization of Staff

The Library Director shall maintain an organizational chart of all employees.

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Library.

A. Section 13(a)(1) and 13(a)(17) of the Fair Labor Standards Act (FLSA) provide exemptions from minimum wage and overtime requirements for employees in bona fide executive, administrative, professional or skilled computer positions whose annual salary exceeds a specific threshold.

B. Based on current thresholds, the following positions are exempt or non-exempt:

Library Director: exempt executive.

Assistant Director, Youth Services Supervisor: exempt administrative

Business Manager: non-exempt administrative

Technical Services Manager, Program/Marketing Coordinator: exempt professional

Technical Services Administrator: exempt computer employee

All other employees are non-exempt and will receive overtime pay at 1.5 times the employee's regular hourly rate for each hour worked over 40 in a work week. It is library policy to keep overtime to a minimum.

The exempt/non-exempt status of bona fide executive, administrative, professional or skilled computer employees will be reviewed on an annual basis and reflect FLSA salary thresholds.

C. All hours for any employee that will exceed 40 in a work week must be authorized in advance by the Library Director.

Non-exempt administrative, professional and skilled computer employees will not receive overtime pay. They will receive comp time at a rate of 1.5 hours for each hour worked over 40 in a work week.

A maximum of 12 hours of comp time may be accumulated by eligible, non-exempt employees.

Comp time must be used no later than the end of the pay period following the pay period in which it is accrued. If comp time cannot be taken during the time frame specified above, overtime hours worked will be recorded accurately on time sheets for overtime premium compensation.

The Library has established the following categories for both nonexempt and exempt employees:

- **Regular, full time:** Employees who are not in a temporary status and who are regularly scheduled to work the company's full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions and limitations of each benefits program.
- **Regular, part time:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for most of the benefits offered by the company subject to the terms, conditions and limitations of each benefits program.
- **Part time employees:** Employees who are not in a temporary status and who are regularly scheduled to work less than twenty (20) hours per week
- **Temporary, part time and full time employees:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees will receive all legally-mandated benefits (such as workers' compensation and Social Security); however, they are ineligible for the rest of the Library's benefits.
- **Introductory employees:** Employees whose performance is being evaluated to determine whether or not further employment with the Library is appropriate. Employees who satisfactorily complete this introductory period will be notified of their new employment classification.

II. Job Descriptions

The Library Director shall maintain current and complete job descriptions for all employees. Department heads shall maintain such job descriptions for the employees they supervise.

A current and complete job description will be given to each employee at the time of employment. A signed copy will be placed in the employee's personnel file. The employee's individual job description will be discussed and reviewed at the time of the employee's performance evaluation. Job descriptions may be changed based upon the Library's needs.

Section 3. Attitudes and Conduct

I. Behavior Toward Patrons

The primary duty of the library staff is to serve the public in a pleasant and efficient manner. All patrons, regardless of sex, race, religion, national origin, age, or disability, are to be given the same high standard of service in all transactions with the library. Because employees play important roles in developing and maintaining excellent public relations with our community, all contacts with the public are to be handled in a friendly and courteous manner. While all employees have an important set of assigned duties, these duties should never be given priority when patrons are waiting to be served. Public service of the highest caliber is the only acceptable mode of operation for employees.

Conversations should be kept to a minimum and should never interfere with service to patrons. Loud conversations are disturbing to all and should be avoided. Employees who are visiting in other departments are not doing their work and are keeping others from doing theirs. Library business should always be discussed in the privacy of offices or staff work areas and should not interfere with the patrons being served.

Employees have the opportunity in both their professional and private lives to represent the library. The Library Board encourages all employees to represent the library positively whenever the opportunity arises. Any dissatisfaction of employees should be resolved within the library setting and should be made known following the proper chain of command and the policies set forth in this manual. Negative statements expressed by employees can only lower the public's image of the library and can hinder the library's ability to provide quality service.

II. Behavior Toward Co-Workers

The success of the Leavenworth Public Library and its ability to provide quality library service is dependent upon the positive interaction of its employees with one another. The following standards of conduct are set forth by the Board with the understanding that the capabilities and conduct of all library employees greatly affect the quality of service the library provides. All library employees are required to abide by the following guidelines with respect to treatment of one another:

- *Support the policies and procedures of the library.
- *Accept and follow all instructions and directions, from supervisory personnel, willingly.
- *Perform all duties, assignments, and responsibilities diligently.
- *Treat all co-workers with respect, dignity, and civility.
- *Work together with a cooperative team spirit.
- *Maintain an atmosphere of learning where every experience is an opportunity for growth.

III. Sexual Harassment

The Board does not tolerate sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual conduct at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

The policy is to prohibit (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; (3) other verbal or physical conduct of a sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions; and (4) such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

The term "sexual harassment" includes, but is not limited to, the following:

- Unwanted pressure for sexual favors.
- Unwanted sexual looks or gestures.
- Unwanted sexual teasing, jokes, images, remarks, or questions.
- Unwanted sexual comments, innuendos, or stories.
- Unwanted exposure to an individual who is deliberately touching or rubbing himself/herself sexually around others.

If an employee experiences an incident of sexual harassment, the employee should report the incident immediately, on the "Sexual Harassment Form," to their supervisor, the Assistant Director, or the Library Director. The library will investigate all complaints and will endeavor to handle these matters expeditiously in a professional manner and according to applicable law so as to protect the rights of all concerned. Violation of this policy is grounds for discipline, including termination.

IV. Dress Code

Employees should always project a professional image to patrons. Patrons form their first impression of an organization within 30 seconds, and employees are an important part of that impression. Employees and volunteers represent the library and are expected to be neat, well-groomed, and wear clothing that is suitable and clean. The appearance of employees should reflect the image of adequate grooming, reasonable taste, and proper business attire. Failure to dress appropriately will result in corrective action. Employees may be sent home and directed to return to work in proper attire before continuing their scheduled hours. Under such circumstances, employees will not be compensated for their time away from work.

Clothing may not be worn on duty which is generally perceived to be provocative, which is in obvious need of repair, or which contains profane or obscene language or pictures. Clothing containing an endorsement of any product, organization, or school is also not permitted. Blue jeans are not permitted, except for maintenance personnel or on occasions determined by the Library Director.

In order to help identify staff members to the public, identification badges are to be worn by employees when they are on duty.

V. Punctuality

All employees should be in the library and ready for work promptly at their scheduled times. Habitual tardiness will not be tolerated and may be grounds for disciplinary action.

When employees expect to be late due to unforeseen circumstances or emergencies, they should notify their supervisor and the Business Manager.

VI. Library Equipment/Telephones

The library provides any supplies, equipment and materials necessary for you to perform your job. These items are to be used solely for the library's purposes. Employees are expected to exercise care in the use of library equipment and property and use such property only for authorized purposes. Loss, damages or theft of library property should be reported at once. Negligence in the care and use of library property may be considered grounds for discipline, up to and including termination.

The library's equipment, such as telephone, computer, postage meter, facsimile and copier machine, is intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Library should be reported immediately to your supervisor or to the Director so that reimbursement can be made. No personal usage of the postage meter will be tolerated.

Upon termination of employment, the employee must return all Library property, uniforms, equipment, work product and documents in his or her possession or control.

Employee work areas should be maintained in an orderly fashion. This means at the end of the workday, public and private desks should be straightened and work materials put away.

A. Personal Calls

Personal use of library phone lines by employees prevents patrons from being able to contact the library. Patron phone calls are necessary in order for patrons to communicate with the library. Personal phone calls, on library phones or personal cell phones should be kept to a minimum and limited, whenever possible, to break and meal periods. Whenever possible, calls should be placed from the staff lounge or offices, not from public areas. Staff should turn their cell phones to "silence" when in public service areas.

Personal long-distance phone calls should only be made in emergency situations. Employees are required to notify the Business Office of such calls, and the Business Manager will let individual employees know the amount owed for their calls.

B. Library Keys

Access to the building in order to open, close, or work additional hours is required for certain employees. These employees will receive keys to the building, which are distributed by the Business Manager. Keys will be given out only with approval of the Library Director. Employees are responsible for the keys issued to them. A fee will be charged for lost keys which will include the replacement of the key and the cost to re-key the building. Upon termination of employment, employees must turn in all keys to the Business Manager or the cost of the key and re-keying the building will be deducted from the final pay check.

C. Library Computers, Software, and Social Media

Computers and computer software and e-mail and Internet accounts provided to employees are either library property or are licensed to the Leavenworth Public Library for business use only. Unauthorized copying and misuse of software and related documentation is prohibited. A signed employee agreement form regarding the use of computer software is required of all employees upon commencement of employment.

E-mail and Internet access may be provided to employees to enhance efficient and effective customer service and to acquire information to assist in job knowledge and function. Employees should not have any expectations of privacy with respect to usage of computers, including e-mail and Internet access.

Although the library will not routinely monitor usage of computers, the library reserves the right to access and review all electronic conversations and computer storage devices (including floppies, flash drives, CD-ROMs, and other drives) when investigating a possible violation of library policies or a breach of the network's security. The library-provided E-mail and Internet resources shall be used for lawful purposes only. The transmission of messages which contain racial or sexual slurs or jokes, innuendos, or any material of an inappropriate, slanderous, defamatory, fraudulent, sexually-oriented, or derogatory nature is prohibited. Downloading any software for non-library business is also prohibited. All programs and files must be retrieved from an official vendor support service, must be virus scanned, and must respect copyright and licensing agreements.

Employees shall not share passwords, provide e-mail access to unauthorized users, or attempt to access others' e-mail accounts without authorization from the Library Director.

Employees may use their Internet access for non-business research during meal times or other breaks, as well as outside of work hours, provided such usage adheres to this policy.

At Leavenworth Public Library, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Leavenworth Public Library, as well as any other form of electronic communication. The same principles and guidelines found in Leavenworth Public Library policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of Leavenworth Public Library or legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of Leavenworth Public Library. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating,

that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Library policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Leavenworth Public Library, fellow associates, members, customers, suppliers, and people working on behalf of Leavenworth Public Library or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Leavenworth Public Library trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Leavenworth Public Library website without identifying yourself as a Leavenworth Public Library associate.
- Express only your personal opinions. Never represent yourself as a spokesperson for Leavenworth Public Library. If Leavenworth Public Library is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of Leavenworth Public Library, fellow associates, members, customers, or people working on behalf of Leavenworth Public Library. If you do publish a blog or post online related to the work you do or subjects associated with Leavenworth Public Library, make it clear that you are not speaking on behalf of Leavenworth Public Library. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Leavenworth Public Library"

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Equipment Policy. Do not use Leavenworth Public Library email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

Leavenworth Public Library prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

VII. Code of Ethics of the American Library Association (Adopted 7/14/2016)

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Section 4. Employee Benefits

I. Introduction

Regular full time and regular part-time employees are required to join the Kansas Public Employee's Retirement system and are eligible to participate in the Library's health insurance plans and various AFLAC income protection plans. Full time regular and part-time regular employees are also eligible for annual leave, sick leave and holiday pay. All employees are eligible for unemployment and worker's compensation insurance.

II. Insurance

Medical, dental and vision benefits are provided to eligible employees of the library through the City of Leavenworth's insurance plan in the following manner:

For regular, full time employees (35+ hours per week), the library will pay 100 percent of the single monthly premium for the Base 80/60 United Health Care plan, dental and vision benefits or the same amount applied towards the family monthly premium for medical, dental and vision benefits.

For regular part-time employees (minimum of 20 hours per week), the library will pay 50 percent of the single monthly premium for the Base 80/60 United Health Care plan, dental and vision benefits or the same amount applied towards the family monthly premium for medical dental and vision benefits.

Library paid accidental death and dismemberment insurance is provided to all regular full time and part time employees in an amount equal to 150% of the employee's annual rate of compensation. Eligible employees may choose to increase the amount of that coverage via payroll deduction. The library Business Manager can provide enrollment and additional information.

Income protection insurance including disability insurance, accident insurance, cancer insurance and others are available to regular employees who work a minimum of 20 hours per week as a payroll deduction through AFLAC. The library Business Manager can provide enrollment and additional information.

III. Annual Leave

Although annual leave is the right of employees in that its accrual may not be denied, the employee's supervisor must approve leave scheduling. The employee shall cooperate with their supervisor in requesting and scheduling annual leave so that such leave will be taken during periods when the employee's services can be spared with the least amount of inconvenience to the library.

All requests for annual leave must be made in writing, on the approved leave form, to the employee's supervisor for approval. For scheduling purposes, employees are encouraged to give twenty-four hours' notice when taking one day of annual leave and seven days' notice for two or more days of annual leave. Employees must have their leave slip(s) signed by their supervisor prior to any leave being taken, or the time will be deducted from their pay.

Full-time and part-time employees who work twenty (20) or more hours a week shall begin to accrue annual leave from commencement of employment, but they shall not be permitted to use any annual leave until completing the six-month introductory period. Part-time employees working under twenty (20) hours a week and temporary employees will not be compensated for annual leave. Employees terminated prior to the completion of their six-month introductory period shall not be compensated for any accrued annual leave.

Annual leave shall accrue at this rate:

- **Full-time** employees: twelve (12) days per year (8 hours per month)
- **Part-time** employees: pro-rated annual leave
 - Employees working **20-29** hours per week: four (4) hours per month
 - Employees working **30-39** hours per week: six (6) hours per month
- The Library Director: twenty (20) days per year beginning at the time of employment

After four (4) years of continuous service:

- **Full-time** employees: fifteen (15) days per year (10 hours per month).
- **Part-time** employees:

- Employees working **20-29** hours per week: (6) hours per month
- Employees working **30-39** hours per week: (8) hours per month

After ten (10) years of continuous service:

- **Full-time** employees: twenty (20) days per year.

Full-time employees may carry over twelve (12) days (15 days after 4 years; 20 days after 10 years) from one calendar year to the next.

Part-time employees may carry over comparable amounts based on their pro-rated leave.

Upon termination of employment, employees will be compensated for accumulated annual leave based on their years of service:

- < than 5 years – 144 hours
- 5 to 10 years – 176 hours
- 10 to 15 years – 208 hours
- > 15 years – 240 hours

IV. Sick Leave

Full-time and part-time employees who work over 20 hours per week are eligible for sick leave with pay. Sick leave shall be granted for the following reasons:

1. For employees who are unable to perform their duties because of sickness or injury; including employees who are contagious and/or running a fever.
2. For medical, dental, or optical examinations or treatments of employees.
3. For employees with immediate family members who are afflicted with debilitating illnesses or contagious diseases which require the employee's care and attendance; or when, through exposure to a contagious disease, the presence of the employee at work would jeopardize fellow employees and library patrons.
4. For employees with immediate family members who require accompaniment for medical treatment.

Sick leave shall be accrued at this rate:

- **Full-time** employees: twelve (12) days per year (8 hours per month)
- Employees working **20-29** hours per week: (4) hours per month
- Employees working **30-39** hours per week: (6) hours per month

After four (4) years of continuous service:

- **Full-time** employees: fifteen (15) days per year (10 hours per month)
- Employees working **20-29** hours per week: (6) hours per month
- Employees working **30-39** hours per week: (8) hours per month

Sick leave will continue to accrue; all accumulated leave shall carry over year-to-year.

All sick leave requests must be phoned in to the employee's supervisor, Assistant Director, or Library Director before the working day begins or at least a half-hour before the employee's scheduled work time begins.

Failure to follow this procedure may result in the absence being considered annual leave or unauthorized leave without pay. Upon return to work, the employee shall complete the "Notice of Intention to Take Leave or Change in Schedule" form, which then needs to be signed by the supervisor and routed to the Business Manager. Sick leave in excess of three (3) working days will require a certification or statement from a physician upon the employee's return before pay is received. If an employee requests sick leave one day before or after an annual leave day or holiday, a doctor's certificate may be required.

The employee's individual circumstances must be taken into consideration when determining if sick leave is excessive or being abused. Abuse and excessive use of sick leave imposes a burden on the employee's co-workers and the library and will not be tolerated. When the supervisor believes that the privilege is being abused, a doctor's certificate may be required for even one day's absence being recorded as sick leave. In such cases, the employee will be advised in advance that a medical certificate will be required to support any future granting of sick leave, regardless of the duration of the illness.

V. Sick Leave Pool

The Sick Leave Donation Program allows employees to voluntarily donate sick leave for use by co-workers who are temporarily unable to return to work due to the serious illness or injury of the employee's current spouse, child, step child, foster child, brother, sister, parent/s or grandparent/s. Library financial resources are limited and will be taken into consideration when donated sick leave hours are requested.

A) Donating sick leave

1. Donations cannot be made in any amount less than eight hours.
2. Donations can only be made in December. With the approval of the Director, donations can be made at other times.
3. Employees who wish to donate must maintain a minimum of four weeks of accrued sick leave based on the number of hours they normally work.
4. Employees shall certify that their leave donation was voluntarily and they understand donated leave will not be returned.
5. Employees cannot specify the recipient of donated hours.

B) Requesting donated sick leave

1. Only employees who are eligible to accrue and use sick leave under Policy Chapter 7, Section 4, Subsection IV can apply for donated sick leave.
2. Employee must have completed a minimum of six consecutive months of Library service.
3. An employee must exhaust all forms of accrued leave before requesting donated sick leave.
4. The amount of donated sick leave requested must be based on a written certification by the employee or immediate family member's doctor. A maximum of 40 hours may be included on one request. If the employee wishes to request more time, another formal request including a doctor's certification must be made.
5. Donated sick leave hours are paid at the employee's regular hourly rate and number of hours normally worked. Donated sick leave hours will be paid on normally scheduled pay days.
6. Donated sick leave hours are treated as regular work hours for the purposes of taxation, withholding, KPERS and other required or voluntary library or employee-paid benefit programs in which the employee is enrolled.
7. Any paid holidays that occur during an employee's use of donated sick leave shall be paid as holidays, not sick leave.
8. Donated sick leave cannot be requested if the employee is receiving workers compensation or another form of paid leave provided by another agency or employer.

C) Donated sick leave pool

1. The donated sick leave pool can accrue a maximum of 120 full-time days (960 hours).

VI. Family and Medical Leave Act

The Leavenworth Public Library qualifies for the Family and Medical Leave Act (FMLA).

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

General Provisions

Under this policy, the Library will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the Library for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (described below).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

- Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (*Son or daughter* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

- Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during any 12-month period. The library will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Library will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the Library will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the Library and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the Library and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits during Leave

Employees are entitled to continued coverage under the Library's health and dental plans while on leave; however, employees are required to pay their share of any premiums during leave if on unpaid status. If an employee chooses not to return to work for any reason other than a continued serious health condition, the

Library reserves the right to recover from the employee those premiums that the Library paid for the employee's health coverage.

Use of Paid and Unpaid Leave

Employees who take FMLA leave must use their accrued sick leave to receive pay during their leave time. Employees may also use accrued annual leave to receive pay. The library requires the paid sick/annual leave and FMLA leave to run concurrently; for example, employees cannot use four (4) weeks of sick leave and then take another twelve (12) week of FMLA leave during a twelve (12) month period. Employees will continue to accrue annual and sick leave while on family and medical leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the Director with verbal or written notice of the need for the leave. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Library's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the Director will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

The Library requires an employee on FMLA leave to periodically report to the Director on their status and intent to return to work.

VII. Recognized holidays

A. Regular full-time and regular part-time employees who work an average of 20 hours per week will be paid for these recognized holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve

Christmas Day

- B. When a recognized holiday falls on a day when an eligible employee is regularly scheduled, the employee will receive their current rate of pay for the number of hours they regularly work on that day.
- C. When a recognized holiday falls on a day when an eligible employee is not regularly scheduled, the employee will receive their current rate of pay for the number of hours equal to their current monthly leave rate, not to exceed a total of 8 hours.
- D. When a recognized holiday falls on a Sunday, Sunday will be unpaid. The holiday shall be observed on the following Monday (closed both days) and eligible employees will be paid under the terms of sections B and C.
- E. The library will be closed on Easter Sunday; however, this is not a recognized holiday. The library will close at 5:00 p.m. on Thanksgiving Eve and New Year's Eve.
- F. When Christmas Eve falls on Sunday, the Library will close on 12/23-12/25. Eligible employees will be paid for 12/23 and 12/25 under the terms of sections B, C and D.

VIII. Other Types of Leave

A. Excused Absences

“Excused absences” are absences administratively authorized or approved which do not result in deductions from any kind of leave with pay or in loss of basic salary. The following are considered excused absences:

- *Attendance at approved library-related meetings, institutes, or workshops, if not over five (5) days in duration.
- *Blood donations without compensation.
- *Emergency, protective work or volunteer fire department.
- *Civil Defense activities where employees have volunteered and have specific assignments.
- *Short-term active duty or field training if employees are members of reserve units of the United States Armed Forces or the National Guard.

B. Emergency Closings

Closing the Library in an emergency is at the discretion of the Director, Assistant Director or Youth Services Supervisor. Their decision will be guided by the principle of maintaining library service whenever possible without subjecting patrons or staff to undue risk.

When the decision is made to close the library, employees scheduled to work on that day will be paid for all hours scheduled on that day. When the library is open during inclement weather and employees do not make it to work, the absence will be considered annual leave or leave without pay.

C. Court Leave

Court leave is an authorized absence from duty for the purpose of attending court as a witness or for jury duty. This absence is without charge to leave or loss of compensation. When employees are involved in court for personal cases not resulting from their library duties, the time off will be charged to annual leave or leave without pay.

D. Bereavement Leave

All employees will be granted up to three (3) days of leave with pay to attend the funeral of an immediate family member. An additional two (2) days will be allotted for employees who have suffered the death of a spouse, parent, or child, or in the event that out-of-town travel is involved.

Immediate family shall include the following: current spouse, child, mother, father, brother, sister, grandchild, grandparent, son-in-law, daughter-in-law, stepchild, stepbrother, stepsister, stepmother, or stepfather of the employee; as well as the mother, father, brother, sister, grandchild, and grandparent of the employee's spouse.

Annual leave will be used for the funeral of other relatives and friends. If additional funeral leave days are needed, these days will be charged to annual leave or leave without pay.

IX. Retirement

The Leavenworth Public Library participates in the Kansas Public Employees Retirement System (KPERS). This is a state-administered defined benefit retirement plan for employees of state and local governments. All employees who are regularly scheduled to work 1,000 hours or more per year (20 hours a week) are required to participate in the program beginning with the first day of work. If new employees have previously been members of KPERS and have not withdrawn their contributions, their membership carries over and begins again on the first day of their employment at the library.

Both employees and the employer make contributions as required by Kansas law. These contributions are excluded from gross income for federal income tax purposes. The employee's contribution is deducted each pay period. The library's contribution is based on actuarial figures, which are adjusted annually.

The system provides retirement, long-term disability, life insurance, and survivors' benefits. Employees are fully vested after ten years' participation in the plan. In addition, employees are covered under the Social Security and Medicare systems. Employees are eligible to retire and receive full benefits when they have met the requirements as outlined by KPERS. Upon retirement, employees will receive payment for all accumulated annual leave.

X. Miscellaneous Benefits

A. Lunches/Dinners and Breaks

Employees **may** take a fifteen (15) minute break for every four (4)-hours worked at the discretion of their supervisor. Breaks may not be combined, added to mealtimes, used to leave early, or used to make up time.

Full time employees are entitled to a half-hour or hour lunch or dinner break, depending on the number of hours worked. Employees who work over six (6) hours in a single day are required to take a thirty-(30) minute lunch or dinner break. Time spent in transit will apply to the time allotted for lunch or dinner breaks. Any time over the allotted time will be considered leave without pay. Lunch or dinner breaks also may not be used to leave early or to make up time.

A staff lounge is provided for use during breaks and lunch or dinner. Eating or taking breaks in work areas is discouraged.

B. Staff Library Cards

Employees will not be charged for overdue materials; however, employees are expected to be considerate in returning borrowed library materials on or before the due dates. If materials or equipment charged out to employees are lost or badly damaged, employees are expected to pay for the materials.

These benefits apply to employees only, NOT their family members. Any abuse or misuse of this policy will result in the loss of privileges for that employee.

C. Copy Machine

Employees may make copies for personal use on the library's copy machine for five (5) cents per copy. Computer print-outs will also be five cents a page. Any abuse or misuse of this policy will result in the loss of privileges for that employee.

D. Professional Memberships

The library will pay for basic personal membership in the Kansas Library Association (KLA) for all full-time professional employees. Employees must pay for any personal membership in the American Library Association (ALA), Public Library Association (PLA), or other professional associations.

E. Continuing Education

The library encourages an atmosphere that supports employees' continuing education and development. This includes support of memberships and attendance at professional association meetings, formal courses of study, continuing education seminars and workshops.

Employees will receive a \$50 bonus for every fifty (50) hours of credit in the state's Library Employee Education Plan (LEEP). All requests for attending workshops must first be presented to the employee's supervisor and then to the Library Director for final approval. When attending overnight meetings or workshops, the employee will be reimbursed for all travel expenses to include mileage, hotel rooms, and meals. Expenses for meals will be reimbursed up to the amount paid by the City.

F. KPERS457/Deferred Compensation

To attract and retain in its employment persons of competence and to provide a means for supplementing the retirement benefits of Library employees and to encourage and support efforts of its employees to voluntarily participate in a tax deferred compensation plan, the Library participates in the Kansas Public Employees Deferred Compensation Plan as authorized by K.S.A. 74-49b14. The Library Business Manager is authorized to execute all necessary documents.

Section 5. Employment Practices

I. Employment Relationships

The Library Director is appointed by the Board. The Library Director, with the approval of the Board, has the authority to make all other staff appointments or to delegate the authority to department supervisors.

All employees of the Leavenworth Public Library are "employees at will." The Board, with or without cause, may terminate the employment of the Library Director and all other employees at any time. Notice of such termination shall be delivered to terminated employees in writing, either in person or by mail, to the address shown in the employment records of the library.

Notice of vacancies for positions will be published in the local newspaper, in addition to other methods of recruitment.

A. Equal Employment Opportunities

The Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. The Library complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

The Library expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of the Library's employees to perform their expected job duties is absolutely not tolerated.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor, the Assistant Director, or the Library Director. Employees may raise concerns and make reports without fear of reprisal. Employees found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, which may include termination of employment.

B. Immigration Law Compliance

The Leavenworth Public Library is committed to employing only United States citizens or those who have valid permits to work in the United States. The library does not lawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, all new employees must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Leavenworth Public Library within the past three years or if their previous I-9 is no longer on file or valid.

C. Disability Accommodations

The Leavenworth Public Library is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunities in employment for qualified individuals with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Disclosing of a disability is at the discretion of the applicant or employee.

The Leavenworth Public Library will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in undue hardships for the library. This policy covers all aspects of employment, including selection, job assignments, compensation, discipline, termination, and access to benefits and training. Reasonable accommodations will be determined on a case-by-case basis but may include redesigning of certain jobs, reassignment of non-essential functions to other personnel, or changes in how certain duties are performed. Job descriptions are to be written to clearly identify and distinguish between essential and non-essential functions.

II. Hiring Practices

A. Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve satisfactory levels of performance and to determine whether or not the position meets their expectations. During this time, the supervisor will train the employee, using the "New Employee's Checklist" as a guide to the employee's job duties. The supervisor will also examine the employee's work habits, skills, aptitude, attitude, and competence for successful job performance. Either the employee or the library may end the employment relationship "at will" at any time during the introductory period, with or without cause or advance notice.

All new and rehired employees, as well as any employees who are hired for a different position within the library, work on an introductory basis for the first six (6) months after their date of hire. The exception is the Library Director, whose introductory period is the first twelve (12) months after the date of hire. If a supervisor

determines that the introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. A written evaluation of the employee's performance will be made at the end of the introductory period. In the evaluation, indication will be made as to whether or not the employee will be recommended for continued employment.

B. Performance Reviews

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance review will be conducted by the employee's supervisor at the end of the employee's introductory period. Annual performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

An employee's performance is evaluated according to an ongoing twelve- (12) month cycle, beginning with the date of hire. All supervisors are required to complete a written performance review of the employees under their direction within thirty (30) days of the employee's anniversary date. Such reviews will be prepared using the standard performance evaluation form developed by the Library Director. All performance reviews are to be signed by the employee, acknowledging that the employee has read, but does not necessarily agree with, the review.

The Library Director will be reviewed annually by the Board.

C. Hiring of Relatives

The employment of qualified relatives of an employee is permitted, as long as such employment does not, in the opinion of the Library Director, create actual or potential improprieties or conflicts of interest. Relatives are permitted to work in the same department, provided no direct reporting or supervisory management relationship exists. If two employees within the same department marry or become members of each other's immediate families, they shall be treated in accordance with these guidelines.

For the purposes of this policy, "relative" is defined as follows: spouse, child, parent, sibling, grandparent, grandchild, corresponding in-law or "step" relation, or any other family member residing in the same household.

D. Outside Employment

Employees who hold a job with another organization must satisfactorily perform their job responsibilities with the Leavenworth Public Library. Such employees will be judged by the same performance standards and will be subject to the library's scheduling demands, regardless of any existing outside work requirements. If the library determines that the employee's other employment interferes with performance or the ability to meet the scheduling requirements of the library, the employee may be asked to terminate the other position if the employee wishes to remain with the Leavenworth Public Library.

III. Staff Meetings

Staff meetings are held once a month at 8:00 a.m. on the Wednesday after the Board meeting. (Board meetings are held on the second Thursday of the month.) The purpose of these meetings is to present and explain matters of policy; to discuss professional problems, procedures, and trends; and to enhance the education and training of employees. Employees are encouraged to suggest questions or topics for consideration. Department supervisors may call meetings of their respective staffs whenever desired or may regularly schedule such meetings. Staff meetings will be included as paid work time and attendance is expected. Employees who miss a staff meeting will be held responsible for the content of the meeting.

IV. Grievance Policy

All employees have the right to present complaints or grievances concerning their jobs; working conditions; relationships between co-workers, supervisor, the Assistant Director, or the Library Director; the application of equal opportunity policies; or as an appeal of any disciplinary action taken pursuant to these policies.

Employees should exhaust any and all avenues to reconcile the situation before it becomes necessary to resort to the grievance procedure. If, after meeting with their immediate supervisor, aggrieved employees feel that the meeting failed to settle their grievance, then a written complaint, using the "Staff Incident Report Form," may be filed with the Library Director within seven (7) days of the supervisor's response. The Library Director shall reply in writing within seven (7) days of receipt of any written complaint. If, after reviewing the Library Director's written response, aggrieved employees are not satisfied, they may request of the Library Director that their complaint be heard by a Grievance Committee. The committee will be selected by the President of the Board and be comprised of two members of the Board and an employee. The Committee shall meet with the aggrieved employee and all interested parties within fourteen (14) days of a request. The Grievance Committee shall make its recommendations to the Board at its next regularly-scheduled meeting, and the Board shall reply in writing to the aggrieved employee within seven (7) days of its decision. Such decision shall be final.

V. Dismissal and Termination

A. Grounds for Disciplinary Actions

The Library Director, Assistant Director, and department supervisors are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees for violations of the library's personnel policies and any library policy and procedure guidelines.

The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the City with the highest possible level of courteous and professional public service. Discipline in the library is for the most part "self" discipline. It is the duty of employees to make conscientious efforts to work and behave in accordance with the values, service standards, policies, and guidelines of the library. All employees are expected to be self-disciplined, to work hard at being the best at what they do, and to help the library provide a high level of customer service.

When employees exhibit inappropriate conduct or are not successful in meeting the requirements of their job, it may become necessary for their supervisor to consider disciplinary action to correct such problems. The following is a list of misconduct which may subject employees to disciplinary action. The list is not exclusive; it is only representative of such misconduct.

1. The consumption of alcoholic beverages or illegal drugs, or intoxication while on duty.
2. Offensive conduct or language.
3. Insubordination, which is defined as gross disrespect to any supervisor and/or refusing to perform direct requests from any supervisor which falls within the parameters of the employee's job description.
4. Intentional negligence of assigned duties and responsibilities.
5. Willful damage, theft, or misuse of library funds or property.
6. Absence from duty without leave, excessive absenteeism, and/or habitual tardiness.

B. Disciplinary Action

The following process may be followed for unsatisfactory performance, depending upon the severity of the action:

1. The employee will first receive an oral reprimand.

2. If the unsatisfactory behavior continues, the employee will receive a written reprimand. The employee's signature should be obtained on this document to acknowledge receipt. If the employee refuses to sign, this should be so noted on the document. The employee will receive a copy, and a second copy will be placed in the employee's individual personnel file. A sample form is located at the end of the chapter.
3. If the unsatisfactory behavior continues, the matter will be brought to the attention of the Library Director for a final decision, which may include termination.

C. Resignation

Employees may terminate their own employment voluntarily. The courtesy of a two-week written notice for termination is appreciated. If the employee provides their supervisor with a two-week written notice, the supervisor will deliver it to the Library Director.

The resignation of the Library Director shall be in writing one month in advance and delivered to the President of The Board.

D. Abandoned Position

Any unauthorized absence shall be deemed absence without pay and may be grounds for disciplinary action. Employees who are absent three consecutive work days or shifts without notifying their supervisor shall be considered to have terminated. The Library Director may modify the above policy where aggravating, extenuating circumstances are found to have existed.

E. Exit Interview

Employees leaving the employment of the library are requested to complete an Exit Interview form. This form gathers general information and equal opportunity related information. A copy of the form is located at the end of the chapter.

Section 6. Wages and Hours

I. Wages and Raises

Employees will receive notice of their starting wages or salaries on their date of hire. Upon successful completion of the introductory period, employees will receive an increase in pay. Future raises are determined by The Board during the preparation of the Library's annual budget.

II. Pay Period

Pay periods last one month and end on the 20th of each month. Payday is the last working day of the month. The Library uses automatic deposit for payroll. Every employee must provide the banking information necessary for this process. Each pay period a printed pay stub will be provided to employees.

III. Time Sheet and Schedule Procedures

Actual time worked must be recorded accurately by employees and approved by their supervisor. Completed and approved time sheets must be submitted to the Business Manager by 10:00 AM on the 21st of each month. Hours recorded on timesheets that are properly completed and approved but not submitted to the Business Manager by 10:00 AM on the 21st of each month will be included in the employee's automatic deposit for the next pay period.

Supervisors will inform staff of deadlines for completing and signing time sheets. It is the responsibility of employees to meet the submission deadlines. Supervisors will not remind employees to sign or fill out time sheets.

Instructions for completion of time sheets are as follows: Accurately record the time beginning a shift, any lunch and/or dinner breaks, and the time ending a shift. Employees eligible for vacation and sick leave must also record the number of leave hours used, as well as the type of leave used (compensatory days, annual leave, sick leave, etc.). Time worked is defined as time actually spent on the job performing assigned duties. When all time has been entered onto the time sheet, the employee must then add up all hours worked for the week, write the total at the bottom, and sign the time sheet.

If corrections or modifications are made to a time sheet, both employees and their supervisor must verify the accuracy of the changes by initialing the time sheet. All time recorded onto an employee's time sheet must be entered by the employee only.

Altering, falsifying, or tampering with time sheets, or recording time on another employee's time sheet may result in disciplinary action, including possible termination of employment.