

OSKALOOSA PUBLIC LIBRARY



PERSONNEL POLICIES AND PROCEDURES

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ARTICLE A. INTRODUCTION

A-1. Welcome New Employee.

On Behalf of the Oskaloosa Public Library Administration and the Board of Trustees, we warmly welcome you to the team and wish you every success.

We believe that each employee contributes directly to the growth and success in the vision and mission of our organization. We hope you will take pride in becoming a member of our team. This handbook will acquaint you with the policies, rules, and benefits which apply to employees at the Oskaloosa Public Library.

A-2. Statement of Authority.

The Information contained in these personnel policies applies to all employees at the Oskaloosa Public Library. It is presented as a matter of information only, and its contents should not be interpreted as a contract between the library and any of its employees.

The Oskaloosa Public Library Board of Trustees expressly reserves the right to change any of its policies without prior notice at any time. Employees will be notified of any changes by appropriate means.

A-3. Nature of Employment.

Employees of the Oskaloosa Public Library are "employees-at-will." Either the Oskaloosa Public Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without notice.

A-4. Library's Vision and Mission.

Our work here at the Oskaloosa Public Library is guided by our vision and mission:

Vision Statement:

Cultivating community through lifelong learning

Mission Statement:

The Oskaloosa Public Library enriches the quality of life for our citizens by providing free access to information, technology and educational experiences.

A-5. Employee Professionalism.

The Library is a public institution supported by taxation and thus it belongs to the people. Paramount in the staff member's mind should be the idea that he or she is a public employee and that the activities of the institution in serving the public should be of primary concern. Therefore, each patron should be given prompt, efficient, impartial, courteous and friendly service. Staff members in contact with the public should bear in mind that they are the immediate representatives of the Library and do much to form public opinion regarding the institution.

An employee who works in public service areas has been chosen partly because of the belief that he or she has the emotional maturity for dealing courteously and tactfully with all kinds of people. He or she is trusted to stand up under inevitable strains, to minimize any difficult situations that may occur, and to maintain good will when differences or irritations arise.

The staff should always be alert and approachable. Patrons should never be allowed to feel that staff members are completely absorbed in reading, work or conversations among themselves, and thus are too busy to help them. Book reviews and other materials pertinent to Library work may be examined at public service desks, but such reading should be done with discretion. Professionals should do the majority of their reading at home.

Staff members should remain constantly observant of the area and of incoming patrons. Patrons who appear confused or exhibit difficulty in finding materials should be offered assistance. Care, however, should be taken so that obvious browsers are not disturbed. Patrons should be served in the order in which they arrive at the desk, insofar as this can be observed. A quick glance and smile may help to reassure those who are waiting. Patrons should have the friendly assurance that they can be helped with what they want to know, with no implication of superiority on the part of the staff member. Children are to be shown the same courtesy as adults. If a child needs assistance staff members should help or try to find someone who can help.

Please remember that friendly courtesy is the primary responsibility of Library employees and the Library can ill afford to retain employees who are rude to the public.

Generally, the Library will operate smoothly and best satisfy the needs of the public if all staff members treat other staff members and Library patrons with respect, equality and courtesy.

ARTICLE B. GENERAL POLICIES

B-1. Equal Employment Opportunity Policy.

The Oskaloosa Public Library provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Oskaloosa Public 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 recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The Oskaloosa Public Library expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Oskaloosa Public Library's employees to perform their job duties may result in discipline up to and including discharge.

B-2. Citizenship.

The Oskaloosa Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

B-3. Nepotism.

It is in the best interest of the Library that two or more employees who are immediate family not be considered for employment with the Library unless the Library Board has reviewed and approved the proposed employment of relatives.

Immediate family is defined and used throughout library policies as an employee's father, mother, spouse, domestic partner, sister, brother, child or anyone of like relationship by marriage.

B-4. Americans with Disabilities Act (ADA).

The ADA prohibits discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially

limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

B-5. Reasonable Accommodation.

The Oskaloosa Public Library will provide reasonable accommodation to enable a qualified applicant to perform the essential functions of the job that he or she is seeking, and to enable an employee with a disability to perform the essential functions of a currently held job. Modifications or adjustments may be required in the work environment, in the manner or circumstances in which the job is customarily performed, or in employment policies. Our goal is to allow an employee with a disability the opportunity to enjoy the responsibilities, benefits, and privileges of employment, equal to those enjoyed by similarly situated non-disabled employees.

The Library will not be able to make an accommodation that would impose undue hardship on the operation of the business. The Americans with Disabilities Act defines an undue hardship as an action that requires significant difficulty or expense. Each accommodation request will be handled on a case-by-case basis, taking the individual needs of the employee and the Library into consideration.

B-6. Family Medical Leave Act (FMLA).

The Library provides for family and medical leaves of absence from work in full compliance with the Family and Medical Leave Act of 1993.

Eligibility: Leaves of absence for family reasons and personal illness may be granted for four situations and require 30 days advance notice when possible:

1. To care for a newborn child after childbirth.
2. To care for a child after placement for adoption or foster care or when one becomes the custodial-like parent for a minor relative.
3. For either of the cases above, the leave must be taken within 12 months of the occurrence. The leave can be required to be taken all at one time and such a provision is at the discretion of the approving supervisor and may require written proof of the occurrence.
4. To care for a spouse, child, stepchild, parent or domestic partner who has a serious health condition.
5. Because of the employee's own serious health condition where the employee is unable to perform her/his job.

For health reasons listed in number 3 and 4 above, a statement from the health care provider is generally required before the leave is granted.

Leave Allowance. Employees are entitled to leave allowances of:

1. A maximum of twelve (12) workweeks of leave in any 12-month period. If the employee and his/her spouse both work for the Library they are collectively entitled to take: no more than 12 workweeks of leave to care for a newborn, adopted or foster child; and no more than 12 workweeks of leave to care for a parent (or parent by marriage) with a serious health condition. In no event will either be entitled to more than 12 workweeks of leave for all purposes combined.
2. For the purposes of this policy, the term "workweek" means the employee's average number of credited hours of service during the 12 full payroll weeks immediately preceding the date the request for leave is received by the Human Resources Department.
3. A leave for the employee's own serious health condition or to care for a child, spouse, domestic partner or parent who has a serious health condition must be taken on a continuous basis unless it is otherwise medically necessary. If it's necessary to take such leave on an intermittent non-continuous basis or reduced leave basis (reduction in the employee's usual number of hours per workweek or hours per workday), the leave must be taken in accordance with the schedule recommended by the health care provider of the individual with the serious health condition.
4. If an intermittent or reduced leave schedule is requested, the Library may require the employee to temporarily transfer to an available alternative position for which the employee is qualified, provided such position has equivalent pay and benefits and better accommodates recurring periods of absence than the employee's regular job. If an employee takes a leave on an intermittent or reduced leave schedule basis, the employee's leave allowance will only be charged for the actual decrease in the employee's usual number of hours per workweek or hours per workday.

If employees have accumulated paid leave for less than 12 weeks, they may take the rest as unpaid leave to supplement the paid leave. Oskaloosa Public Library may require the employee to use up all paid vacation or other paid leave before taking unpaid leave. However, employees will not be required to use sick leave, if any, for time off because of birth, adoption or foster placement.

When the employee plans to take leave under the act, the employee is required to give his/her supervisor 30 days notice or, if this is not possible, as much notice as is practical.

B-7. Non-Harassment Policy.

The Oskaloosa Public Library will not tolerate the harassment of one employee by another. The following employment practices are a part of our non-harassment policy: It is our policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability. Any such incident should be reported promptly to your supervisor or the Chair of the Library Board for investigation and resolution.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, sexual orientation, gender identity, color, disability, age or national origin. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

The Library will not tolerate sexual harassment in any form. No supervisor or employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

No employee, whether supervisory or nonsupervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances;
2. Abusive, vulgar language of a sexual nature;
3. Suggestive jokes or comments about an employee's body or wearing apparel; and
4. Display of sexually suggestive cartoons, pictures, or photographs.

Any employee who believes the actions or comments of another employee constitute unwelcome harassment may report the situation to the director. In its efforts to prevent discrimination or harassment of any kind, the library will maintain an open-door policy. All complaints will be promptly and confidentially investigated. The complaining employee will be advised of the result of the investigation.

Any employee, supervisory or nonsupervisory, found to have engaged in harassment or discrimination toward another employee will be subject to discipline, up to and including termination of employment.

The discipline to be taken is wholly in the discretion of the Oskaloosa Public Library. Nothing in these guidelines should be taken in any way as a limitation on the powers of the library to decide what discipline is appropriate under given circumstances.

B-8. Injury.

All injuries occurring on the job shall be reported as soon as possible to the Director. Any full-time employee injured on the job shall be eligible to receive injury leave with pay during the seven day waiting period for workers compensation claims. While any employee is receiving workers compensation benefits, the employee shall not be compensated for sick leave.

B-9. Tobacco, Alcohol and Drugs.

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or intoxicants or controlled substances by employees at any time on Library premises, in Library vehicles, or while on Library business is prohibited. Employees must not be on Library business or on Library property or operating Library vehicles or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substance.

B-10. Weapons.

To ensure a safe and inviting atmosphere, the Oskaloosa Public Library prohibits anyone from entering the building with concealed or openly visible firearms or other dangerous weapons with the exception of those carried by authorized law enforcement agents.

B-11. Electronic Equipment Use.

Public access computers are available to patrons on a first-come, first-served basis. Users should check out a computer at the circulation desk, log in with the designated password, and logout when finished with their session. Computer and internet use guidelines are displayed in the computer lab. There is no charge for computer use; however, in order to make the service available to as many patrons as possible, a time limit of one (1) hour for usage has been imposed when all computers are full and others are waiting. Library staff may be available for general assistance in using the computer. However, when other patrons are waiting on service at the circulation desk this is the library staff's first priority. Library staff should not be expected to train patrons in the use of programs. (Designated computer training classes may be planned to serve this purpose.) Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Should a patron commit any violation, his/her access privileges may be revoked, and appropriate legal action may be taken. The library reserves the right to terminate a computer session at any time for any reason. Unacceptable use of the computers includes, but is not limited to: a. Unauthorized access to other computer systems. b.

Unauthorized destruction of another person's files or data. c. Use of computer for harassment, libel, slander, or a violation of another person's rights. d. Violation of software copyrights. Users may not install software on a library computer. All items saved on a computer will automatically be deleted after a shutdown of the terminal.

Patrons should never use Library staff computers or have access to any Library staff electronic equipment.

B-12. Inclement Weather.

If the Oskaloosa schools (USD 341) are closed due to inclement weather, the Library will also be closed. The Library Director will make a judgment call whether or not to close the Library early, open late, or be closed all day. Key considerations are staff transportation safety, the ability to keep sidewalks and general Library areas in a nonhazardous condition. If there is no electricity, the Library will be closed. Staff and patrons are to be considered foremost. If the Library Director is not present at the Library and the Library staff is/are concerned with weather conditions, s/he should contact the Library Director for a decision on whether to close or not. If the Library closes mid-day, a notice should be placed on the front door indicating an early close. The Library Director shall also update the Library website or any other applicable web pages in the event of a closing, if possible.

ARTICLE C. EMPLOYMENT POLICIES

C-1. Standards of Conduct/Conflicts of Interest.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business dealings. To avoid potential conflict of interest on Library-related issues, possible conflicts of interest should be announced.

C-2. Grievance Procedure.

Any complaint or grievance shall initially be filed by the employee with the Library Director. An answer to the grievance shall be provided by the Library Director to the employee in writing within seven (7) calendar days. If the employee disagrees with the decision of the Library Director, the employee may forward the complaint or grievance in writing to his or her Library Board, who shall provide an answer to the employee within seven (7) calendar days.

C-3. Termination.

It may be necessary to dismiss an employee who does not adapt to the policies of the Oskaloosa Public Library or meet performance standards. In most instances such action shall be taken only after the employee has been warned in writing about his/her performance or conduct. It will normally be signed by the Library Director and acknowledged or signed by the employee, then added to the staff member's personnel file. The employee will receive a copy.

Gross Misconduct. In some extreme circumstances, an employee may be dismissed without warning, for example: in cases of violation of the law, willful destruction of property, falsification of application, or similar serious infractions.

Hearing Process. To protect individual rights, the employee may ask for a hearing with the Library Director. Such request should be in writing to the Library Director within five calendar days after dismissal notice is given.

C-4. Resignation or Retirement.

Resignations from the Library should be made in writing at least two (2) weeks before the resignation becomes effective. Supervisory and professional employees are requested to provide four (4) week's notice. Employees resigning from the Library will receive payment for accrued paid time off.

Resigning employees are required to specify the reason for their resignation in writing at the time they serve notice of the resignation. The Library Director reserves the right to conduct an exit interview with resigning employees.

The federal Age Discrimination in Employment Act shall be the policy for library retirement. Normal retirement benefits under KPERS accrue at age 65.

C-5. Personnel Records/Evaluations.

The Library shall establish and maintain a personnel file for each paid full-time and part-time employee including temporary staff. Personnel files shall contain an employee's original application for employment, basic identifying information, employment references, resume, job description, salary and salary change information, performance evaluations, records related to education and training, awards and honors, letters of commendation, disciplinary records, pertinent medical records and any other records deemed necessary to the Library Director.

All requests for information about current or former Library employees should be referred to the Library Director. The Library will comply with right to privacy provisions and Kansas open records statutes which specify that only hire date, term of employment, position and verification of salary within range can be disclosed.

The purpose of performance evaluations and the review process is to promote better communications between employees and supervisors; to improve employees' job satisfaction and productivity; and to provide a basis for the recommendation and granting of merit increases. Performance evaluation and review is a continuous and ongoing process. All employees, particularly new employees and employees new in a position, should receive frequent verbal and/or informal evaluations. The actual performance review interview includes verbal as well as written comments, conducted in private between the employee and the supervisor. Employees are to be rated on the basis of work performed, as measured by the supervisor's observations. Isolated instances of good or poor work should not unduly influence the rating.

C-6. Staff Development and Travel.

The Board of Trustees of the Oskaloosa Public Library supports the continuing education policy of the Northeast Kansas Library System. Library staff, trustees, volunteers and Friends of the Library are encouraged to participate in learning experiences that contribute directly or indirectly to improved Library service.

Library Staff will be paid their regular salary while participating in continuing education. In addition, Library staff shall be reimbursed for mileage at the federal mileage rate and other expenses incurred while participating in continuing education.

When the Board of Trustees request Friends, Volunteers or Trustees to participate in continuing education, these participants shall be reimbursed for mileage at the federal mileage rate and other expenses incurred while participating.

C-7. Position Classification.

Each position shall have a concise descriptive title, a description of the duties and responsibilities and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the Library Board and shall be kept on file in the office of the Library Director.

The Library Board and Library Director shall adopt a pay plan, with minimum and maximum amounts of pay for each class of positions. The pay range assigned to each class of positions shall be periodically reviewed and revised by the Library Board and Library Director.

C-8. Work Week/Timesheets/Pay Periods.

The Library work week begins on Sunday and ends at the completion of work on the following Saturday.

Timesheets will need to be filled by each employee and turned in to the Library Director by the 28th day of each month.

Paychecks will be provided on a monthly basis on or before the first of each month. Pay periods run from the 28th to the 27th.

If you find an error in your pay, please contact the Library Director as soon as possible. The Library reserves the right to correct any such errors in a future deposit.

The Library employs a paid Library Director who works a minimum of 34 hours per week.

C-9. Breaks.

Employees are entitled to an hour lunch break from 11:30A.M. to 12:30P.M. each weekday they are scheduled to work. The Library will close during this hour, and all patrons must be removed from the facility.

C-10. Overtime.

Compensation for authorized overtime work shall be at the rate of one and one-half times the employee's regular rate of pay. Overtime compensation shall be paid not later than the first payday following the pay period in which it was earned. Employees shall

be eligible to receive overtime compensation for all hours worked in excess of their normal work week. Holiday and Vacation days count towards the 40 hour work week, sick time does not count, this includes full-time hourly employees.

C-11. Dress Code.

Shirts: Shirts should project a professional appearance. Shirts with Library related logos are appropriate. Unacceptable attire includes tank top, shirt or blouse which is torn or transparent; and t-shirts or shirts with large logos or slogans.

Slacks: Dress slacks or khakis are preferred. Jeans may not be appropriate for all positions interacting with patrons and the public, however, if approved they are to be neat, clean, and without holes or rips. Shorts and yoga pants are not appropriate.

Skirts/Dresses: Appropriate length is required.

Shoes: For safety reasons, staff who lift and move items should protect feet by wearing closed toe shoes. Flip flops are not acceptable attire.

Caps: visors, hats, and bandanas are not permissible except for employees working outside.

The Library Director is responsible to ensure that employee attire is appropriate to the individual's work activities, and may instruct employees who do not meet the standards of the dress code to take corrective action.

D-3. Sick Leave.

Full-time employees shall be entitled to sick leave with pay for absences resulting from illness, injury, accidents, or other physical incapacity, occurring either on or off the job. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. (Full-time employees are entitled to sick leave with pay for physical examinations.)

- a) Amount of Sick Leave. Full-time employees shall earn 1 day of sick leave for each full month of service.
- b) Accumulation of Sick Leave. No employees shall accumulate more than 12 days of sick leave. Sick Leave cannot be carried over into the next anniversary year without prior permission from the Library Board.
- c) Computing Sick Leave. Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments as taken.
- d) Doctor's Certificate. For sick leave in excess of three (3) work days, the Library Director may require a signed statement from a health care provider verifying the employee's inability to perform his or her assigned duties because of illness prior to compensation being given.

D-4. Funeral Leave.

In case of death of a member of an employee's immediate family (to include only the spouse, children, foster children, mother, father, brother, sister, grandparents or close relatives by marriage of the employee or employee's spouse), full-time employees shall be granted funeral leave not to exceed three (3) consecutive working days. Such leave may be charged against any unused sick or vacation leave, unless the employee elects to take leave without pay.

D-5. Civil Leave.

- a) Civil Leave With Pay. An employee shall be given necessary time off with pay
 - 1) When performing jury duty.
 - 2) When appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the city or library.
 - 3) When performing emergency civilian duty in connection with national defense, or
 - 4) For the purpose of voting when the polls are not open at least two (2) hours before or after the employee's scheduled hours of work.
- b) Civil Leave Without Pay. If an employee is involved in a personal lawsuit either as plaintiff or as defendant in an action not related to his or her duties with the city, the employee may take leave without pay unless he or she elects to utilize any accumulated vacation leave.

ARTICLE D. EMPLOYMENT BENEFITS

D-1. Holidays.

The Library will be closed on the following holidays and all Full-Time employees will receive full holiday pay:

New Year's Day, January 1
Martin Luther King, Jr. Day, third Monday in January
Memorial Day, last Monday in May
Independence Day, July 4
Labor Day, first Monday in September
Veteran's Day, November 11
Thanksgiving Day, fourth Thursday in November
The Friday following Thanksgiving Day
Christmas Eve, December 24
Christmas Day, December 25

When any of these holidays fall on a Sunday, the library will be closed on the following Monday.

D-2. Vacation/Personal Days.

All Full-Time employees shall be entitled to Vacation/Personal Days after six months of normal continuous service.

6 months to 1 year = 40 hours
1 year to 10 years = 80 hours
11 + years = 120 hours

Vacation/Personal Days cannot be carried over into the next anniversary year without prior permission from the Library Board.

Vacation/Personal Days do not count towards overtime pay.

Employees are paid for unused Vacation/Personal Days upon the termination of their employment.

Part-Time employees are entitled to three (3) discretionary days per year in which the employee would be paid for hours normally worked. These can be Holidays or any other normal work day upon prior request and approval by the Library Director.

D-6. Maternity/Paternity Leave.

- a) An employee who is expecting a child may claim and receive maternity/paternity leave in the same manner as provided for sick leave; provided, however, that the employee may elect to utilize any accrued vacation leave if, and to the extent such leave is available. An employee may also take leave without pay in the same manner as listed in section D-8 Leave Without Pay. Maternity/Paternity leave with or without pay, following termination of the pregnancy, shall not exceed a total of 42 calendar days. If medical complications related to the pregnancy exist, the employee may, with the approval of the library board, remain on Maternity/Paternity leave until released by the employee's physician.
- b) Whenever there is substantial and unreasonable risk to the reproductive health of an employee, or to the health of a fetus being carried by a pregnant employee, due to working conditions or environment, and that risk determined by medical evidence is presented to the library board, the library board shall attempt to reduce or eliminate the risk to the employee or fetus through an employment action that is least disruptive to the employee and employer, such as a change in job responsibilities, transfer, or authorized leave of absence.

D-7. Military Leave.

Military duty means training and service performed by an inductee or enlistee in the armed forces of the United States, including time spent in reporting for and returning from such training and service. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard.

- a) Eligibility. Any employee who terminates library service for military duty shall be placed on military leave without pay. Such leave shall extend through 30 days after his or her release from city service. If not accepted for military duty, the employee shall be reinstated to his or her present position without loss of status or reduction in pay. (See K.S.A. 72-213 et seq.)
- b) Restoration. An employee returning from military leave shall be entitled to restoration of his or her former position or a position of like pay and responsibility, provided he or she makes application for reinstatement within 30 days after his or her release from military duty. In addition, the former employee must be physically and mentally capable of performing duties of the position involved.
- c) Vacation and Sick Leave. Upon restoration to library service, all unused vacation and sick leave credits accumulated prior to the military leave shall be restored unless the employee had been paid for unused vacation leave at the time of his or her induction or enlistment.

unless the employee had been paid for unused vacation leave at the time of his or her induction or enlistment.

- d) **Military Training.** Any employee who is a member of any reserve component of the United States armed forces or the National Guard shall be granted military leave, without pay, for a short tour of active duty or field training encampment. Vacation leave with pay may be taken jointly with such military training leave. (See K.S.A. 48-222)

D-8. Leave Without Pay.

The Library Director may grant any employee under his/her supervision an emergency leave of absence without pay for legitimate medical or personal reasons. Such an emergency leave of absence must be of three (3) days or less in duration and assumes that the employee does not have other paid leave appropriate to the situation.

ARTICLE E. OTHER EMPLOYMENT BENEFITS

E-1. Social Security.

Under present social security legislation, a percentage of an employee's pay is deducted with a comparable amount credited to the employee's account through payment by the Library.

E-2. Kansas Unemployment Insurance

All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such law and regulations. The cost of this is paid entirely by the employer.

E-3. Worker's Compensation.

All employees receive the benefits of the Kansas Workers Compensation Act, in accordance with such law and regulations. The cost of these benefits is paid entirely by the employer.

E-4. Retirement Benefits.

KPERS Benefits. All Eligible full-time employees of the library are members of the Kansas Employees Retirement Systems (KPERS) and receive the benefits thereof in accordance with state laws and regulations. Under current law, KPERS members contribute four percent of salary, by payroll deduction. The employer's share is determined by KPERS, and varies annually.

ARTICLE F. ACKNOWLEDGEMENT/RECEIPT

On becoming an employee of the Oskaloosa Public Library, the staff member must sign a statement acknowledging having received and read the Personnel Policies.

Do not sign your name on this receipt until you have completely read and understand the contents of these Personnel Policies.

"I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time. I understand that neither the personnel policies nor any other written or oral statements by the Oskaloosa Public Library or its representatives are contracts of employment.

I acknowledge that I have read, reviewed, and understand the contents of the Oskaloosa Public Library Personnel Policies."

Employee Signature

Date

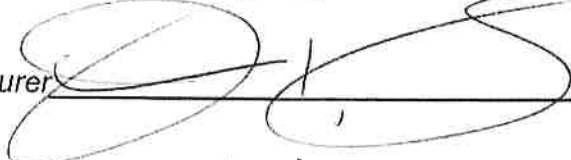
ARTICLE G. APPROVAL OF BOARD OF TRUSTEES

This policy is approved by the Oskaloosa Public Library Board of Trustees on:

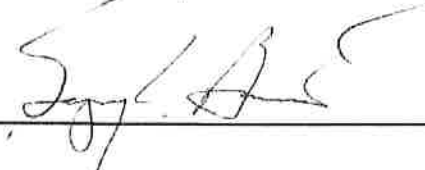
10/3/2017

Chair 

Vice-Chair Sherry Glau

Treasurer 

Secretary Amie James 12/12/17

Board Member 

Board Member Jill Canizales

Board Member Mildred Roberts

