



NORTHEAST KANSAS LIBRARY SYSTEM

EMPLOYEE HANDBOOK

Revised June 2012
Approved June 21, 2012

PREFACE

The Employee Handbook will acquaint you with policies, rules, and benefits which apply to all employees of the Northeast Kansas Library System (the System). It is your responsibility to read and be familiar with the contents of this Handbook.

The information contained in the Handbook applies to all employees of the Northeast Kansas Library System. It is presented as a matter of information only and its contents should not be interpreted as a contract between the System and any of its employees. The Handbook is not intended to and does not constitute any sort of contract of employment, either expressed or implied.

The Northeast Kansas Library System expressly reserves the right to change any of our policies without prior notice, including those covered here, at any time. We will notify you of these changes by appropriate means. Amendments or new policies will be effective on dates determined by the System, and you may not rely on policies that have been amended or deleted. No supervisor or manager other than the Executive Committee of the System has any authority to change any policy.

If you are uncertain about any policy or procedure, please confer with the Director.

This Employee Handbook supersedes all previous handbooks and any other employment related policy or procedure which may have been issued on subjects covered herein.

Those provisions of the Handbook that could not by law apply to non-exempt employees do not apply to non-exempt employees.

GOVERNANCE

The Northeast Kansas Library system is established under the authority of K.S.A. 75-2547 et. seq. It is governed by a System Board which has the following duties:

- Adopts the annual budget and plan of services.
- Elects Executive Board members.
- Amends bylaws.

All other duties of governance are vested in the Executive Board by the Board bylaws.

SYSTEM DIRECTOR

The System Director is appointed by the System Executive Board, which reviews and evaluates the System Director's performance. Pursuant to K.A.R. 54-1-7, appointment of the Director must be certified by the State Library of Kansas Advisory Board.

STAFF APPOINTMENTS

Staff appointments are made by the System Director in accordance with the power vested in him/her by the Executive Board.

EMPLOYMENT RELATIONSHIP

Employees of the System are "employees-at-will." The System may terminate the employment relationship at any time, with or without cause, and with or without advance notice. New employees shall be considered to be on a probationary status during the first six months of employment. Prior to the end of that six month period, a probationary performance evaluation shall be conducted. As a result of that evaluation, the employee may be accorded regular employment status, the probationary status may be extended for an additional period of time, or other corrective measures up to and including termination may be taken. The foregoing does not alter the employment-at-will relationship between the employee and the System.

No representative or employee of the System has any authority to enter into any contract or agreement with the System Director concerning the Director's employment except the Executive Board of the System.

EQUAL EMPLOYMENT

The System maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with us will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by law.

Nothing in the previous paragraph is meant to limit or expand the System's obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including, but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals.

UNITED STATES CITIZENSHIP/WORK PERMIT

The System 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.

NO SMOKING

The System is designated as a no smoking office. No smoking is allowed anywhere in the office and employees and visitors who wish to smoke must leave the office.

ETHICS AND CONFIDENTIALITY

It is the policy of the System that all employees and officials are expected to perform duties at the highest levels of ethical conduct and standards, whether codified or not, and to refrain from any course of conduct which might result in, or create the appearance of unethical conduct. That policy requires that system employees:

1. Treat every individual fairly and equally with courtesy and respect and must never discriminate unfairly by dispensing special favors or privileges to anyone, whether for remuneration or not; and should never accept for him/her self or family, favors or benefits under circumstances which might give the appearance to reasonable persons as influencing the performance of his governmental duties.

2. Refrain from making any promise, the performance of which would require him/her to act beyond the proper scope of the duties of his office, or to act in a manner which would or could compromise the integrity of his/her public office.

3. At all times display the highest level of integrity in performing his/her duties and never fail to disclose or report to appropriate officials any corruption wherever discovered.

4. Avoid the appearance of improper influence and refrain from ever receiving, soliciting or accepting gifts, gratuities, favors or anything of value for the employee, or his/his family or others, which is intended or has the appearance or affect of influencing the performance of his duties.

5. Never allow his/her judgment to be compromised by any personal, family or business interest not a part of his/her system service and never act upon any matter in which he/she, or his/her family or business has or may have any financial or beneficial interest.

6. Refrain from ever using any information coming to him/her confidentially in the performance of system duties as a means for making a private profit or gaining benefit for himself/herself or others; and may never reveal any information made known to him/her through his public office which is by law confidential or by custom a protected right of privacy where revealing the information could affect the civil or moral rights of any person. Communications with system members, colleagues, and the general public should never be conducted in a manner that is misleading, false, or likely to damage the confidence and reputation of the system. System business should be conducted in a manner that respects the confidences of system members. However, system employees shall strictly observe the requirements of the Kansas Open Records Act.

SEXUAL HARASSMENT POLICY

The System will not tolerate the sexual harassment of one employee by another. The following employment practices are a part of the policy on sexual harassment:

It is the System's policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be promptly reported to your supervisor or to the Director for investigation and resolution, unless these members of management are the objects of the complaint. In that instance, any such incidents should be reported promptly to the Executive Board Personnel Committee.

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, color, disability, age, or national origin. Any employee who violates this policy will be subject to discipline up to and including termination.

The System 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 having job action taken against them.

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

1. Touching or making improper 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 any level supervisor or to the Director unless these members of management are the objects of the report. In that event, such actions or comments should be reported to the Executive Board Personnel Committee.

In its efforts to prevent discrimination or harassment of any kind, the System will *maintain an open-door policy by which any employee may direct complaints regarding discrimination or harassment to his or her supervisor, or to the next level of supervision above that as appropriate.* All complaints will be promptly and confidentially investigated. The complaining employee will be advised of the results of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination toward another employee will be subject to disciplinary action up to and including termination. Disciplinary action taken is wholly in the discretion of the System. Nothing in this Handbook should be taken in any way as a limitation on the powers of the System to decide what discipline is appropriate under given circumstances. Nothing in the System's Sexual Harassment Policy abrogates or alters the employment-at-will relationship between the System and its employees.

INJURY

Any injury, however slight, occurring on the job must be promptly reported to the employee's supervisor. This action will comply with Kansas Worker's Compensation regulations and the Occupational Safety and Health Act Regulations.

ALCOHOL AND DRUGS

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or illegal intoxicants or controlled substances by employees at any time on the System's premises, or while on business is prohibited.

Employees must not be on System business or on System property or operating System vehicles or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substance. Violation of this policy will result in disciplinary action.

DRUG TESTING

In accordance with the System's policy prohibiting the use or being under the influence of illegal drugs or alcohol, the System will test any employee who exhibits or manifests a condition which would lead the System to believe that the employee is impaired due to drugs or alcohol.

Failure to submit to such drug test will result in discipline up to and including termination. Failure to pass such drug test will result in discipline.

STANDARDS OF CONDUCT AND CORRECTIVE ACTION

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the System and to co-workers. The System maintains an open door to employee concerns and such issues should be addressed first with the director. Should the director be unable to resolve these concerns, they will be referred to the Personnel Committee of the Executive Board.

The image of the System is conveyed through the attitudes, appearance, conduct and working relationships of the staff. Each staff member must act as an ambassador to the public at large and premiere good public relations. As a service organization, employees of the System are expected to be courteous, cooperative and communicative

when assisting the users or working with fellow employees. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem through open, positive, job-related communications with the person or persons involved in the situation. If necessary, the immediate supervisor or director will become involved in finding solutions to the problem.

Violations of standards of conduct will result in one or more of the following forms of corrective action:

- (a) *Verbal Warning.* A verbal warning is an oral reprimand given to an employee by his or her supervisor or department head. A record of the warning shall be recorded in the employee's file.
- (b) *Reprimand.* A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee's file.
- (c) *Training.* Training is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve on the job behavior. Failure to meet the training requirements may result in additional disciplinary actions, up to and including termination.
- (d) *Salary Reduction.* A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.
- (e) *Demotion.* A demotion is the placement of an employee into a position of a lower pay range.
- (f) *Suspension.* A suspension is the removal of an employee from service, with or without pay, for a specific period of time.
- (g) *Termination.* Termination is the removal of an employee from employment with the System.

The foregoing does not represent an exclusive list of disciplinary actions and other forms of corrective action which may be taken. Disciplinary actions are not taken in a prescribed sequential order, but are chosen as the circumstance may dictate and one or more types of disciplinary action may be taken in a particular instance or instances.

The System will not follow a sequential progression of corrective actions and may select the disciplinary action it deems appropriate for the violation in question.

In arriving at a decision for proper action, the following will be considered:

1. The seriousness of the infraction;

2. The past record of the employee;
3. The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in corrective action:

1. Falsifying an employment application, timecard, or personnel or other System document or record;
2. Breach of confidentiality;
3. Unauthorized possession of System property, carrying weapons or explosives, or violating criminal laws on System premises;
4. Disorderly conduct which may endanger any employee or property on System premises;
5. Engaging in acts of dishonesty, fraud, theft, or sabotage;
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees;
7. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned;
8. Unauthorized use of System material, time, equipment, or property;
9. Damaging or destroying System property due to careless or willful acts;
10. Conduct which the System feels reflects adversely on the employee or System;
11. Performance which, in the System's opinion, does not meet the requirements of the position;
12. Engaging in such other practices as the System determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the System, its employees, or clients;
13. Negligence in observing fire prevention and safety rules;
14. Violation of the System's policy on alcohol and drugs;

15. Other circumstances for which the System believes correction action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the System.

Upon termination, an employee may be given severance pay, but that decision will rest in the management's discretion. The System is not obligated to pay any employee severance pay.

Should the employee's conduct result in a recommendation that he/she be terminated, the employee will be informed by the Director. Before his/her actual termination, the employee may submit a written report detailing his/her understanding of the circumstances of his/her termination to the Director. Should the employee then be terminated, he/she may request a meeting with the Personnel Committee of the Executive Committee.

The foregoing does not alter the employment-at-will relationship between the employee and the System.

PERSONNEL RECORDS

Important events in each employee's history with the System will be recorded and kept in the employee's personnel file. Regular performance reviews, change of status records, commendations, corrective action warnings, and educational attainment records are examples of records maintained. His/her personnel files may be available for inspection by the employee after reasonable notice to the Director during regular business hours.

Employees are responsible for notifying the Director of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), since income tax status and group insurance may be affected by these changes. This up-to-date information will enable the System to keep accurate personnel records. This responsibility includes employees on lay-off status or leaves of absence.

MEDICAL RECORDS

Employees should not furnish the System with medical information unless the employee is providing records as part of a requested accommodation or unless the System requests those records. Medical information will be kept by the Director separate from the employee's personnel file.

Employees may be required at any time to submit to a medical exam, at the System's expense and System selection of physician, to determine if the employee is physically and mentally fit for the job that the employee performs or will perform.

DEATH OF AN EMPLOYEE WHILE ON PAYROLL

In *the event of death of an employee* the salary amount due to the employee's estate will be unpaid salary plus compensation for unused accumulated vacation allowance. If death occurred as the direct result of injury sustained while on duty, employee's remedy will fall under the Kansas Workers Compensation Act.

WORK SCHEDULE

The ordinary work week for full-time employees is a forty hour work week. Hours worked shall be calculated based on a work week that begins at 12:00a.m. Saturday and ends at 11:59p.m. the following Friday. If an employee who is not exempt from the overtime provisions of the Fair Labor Standards Act believes he or she must work more than forty hours in a week, he/she must receive permission and approval from the employee's supervisor or the Director. Arrangements for the form of compensation for the hours beyond the forty-hour work week will be made with the Director's input and approval *according to the requirements of the Fair Labor Standards Act*. Except in very exceptional circumstances, hours worked beyond the normal forty hours per *week by non-exempt employees must have the prior approval of the employee's immediate supervisor or the system director*. The same policies shall be in effect for part time employees, whether exempt or non-exempt, who wish to work more hours than the number previously approved. Working unapproved hours beyond a non-exempt employee's ordinary work week may result in disciplinary measures.

Professional staff members are considered exempt from the overtime provisions of the Fair Labor Standards Act, and their job descriptions shall be identified as such. When exempt employees work more than forty hours per week, they shall receive no compensation for such overtime hours worked. However, the employee may adjust his/her schedule of total hours worked within that work week. In the case of part time exempt employees, they shall receive compensation at the regular straight-time rate for hours worked greater than their normal work week up to a maximum of-forty hours per week. Such additional work hours for part time exempt employees must have prior approval in the same manner as provided for non-exempt employees.

Regardless of the status of an employee under applicable law, staff members will complete a monthly time sheet showing the amount of time used to perform System job duties.

OUTSIDE EMPLOYMENT

Outside employment constitutes a System employee holding a second job with another employer, whether paid or unpaid. Outside employment by an employee is permitted only when such outside employment:

- (1) is considered secondary to service with the System;
- (2) does not interfere with the performance of duties for the System; and
- (3) no legal, financial or ethical conflict of interest results from such dual employment.

PERFORMANCE APPRAISALS

The job performance of each System employee will be evaluated at least annually. However, the System reserves the right to initiate a performance appraisal at any time it deems one is necessary.

EMPLOYEE BENEFITS

A salaried part-time employee paid at a fixed annual rate of compensation working half-time or more is allowed proportionate benefits based on full-time allowance. Part-time employees working less than half-time will not be eligible for any benefits except those mandated by federal or state law. Part-time hourly employees are not eligible for vacation or sick leave benefits.

HOLIDAYS

The System will be closed for the holidays listed below. Regular employees, paid at a fixed annual rate of compensation, are paid for these holidays. Hourly employees are paid only for hours on duty.

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

When any of these days falls on Thursday, the System offices will be closed on the following Friday.

When any of these days falls on Sunday, the System offices will be closed on the following Monday.

In addition to the above holidays, employees are entitled to one holiday per year on a day chosen by the employee with approval by the director.

VACATION

ACCRUAL AND USE. Each full-time employee receives annual vacation with pay. Accumulated leave may be taken after six months' service. The annual allowance for various positions is:

Professional, full-time Employees:	20 Work Days
All other full-time employees:	12 Work Days
After 4 years continuous full-time service by full-time employees:	15 Work Days.
After 8 years full-time continuous service by full-time employees:	18 Work Days.

Salaried part-time employees receive a proportionate vacation allowance based on full-time allowance for the position.

Bookkeeping procedures on the last day of each calendar year automatically cancel any accrual in excess of one year's allowance.

When a holiday falls within an employee's vacation, it is not counted as a working day.

An employee who leaves system employment through resignation, layoff or retirement while in good standing and after at least six (6) months service, will receive compensation for unused vacation cumulated, up to a maximum of one year's allowance.

LEAVE OF ABSENCE WITH PAY

A leave of absence with pay is an absence administratively authorized or approved. Such leave be approved by the Director for the following reasons:

PROFESSIONAL MEETINGS. Staff members may receive time off with pay, reasonable and prior approved expenses, or both, for attendance at professional meetings when authorized by the System Director.

DEATH OR ILLNESS IN FAMILY. Leave with pay, up to a maximum of one week if justified by circumstances, is allowed in case of death or very serious illness of a member of the employee's immediate family (spouse, child, parent, brother, sister, mother or father in law, sister or brother in law).

COURT LEAVE AND JURY DUTY. Court leave is an authorized absence from duty without charge to leave or loss of compensation, for the purpose of attending court as a witness or for jury duty.

The System will pay staff members their regular salary during such court or jury service, less the amount received for jury serve or as a witness. If such service pays more than the System salary, no salary will be paid.

EMERGENCY LEAVE may be granted at the discretion of the Director, depending on the circumstances of the particular emergency.

LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay may be granted only after an employee's accrued vacation allowance has been exhausted.

Request for such leave must be presented in writing to, and approved by, the System Director.

Each request will be considered on its own merits.

Leave without pay may be requested for study, such as for a summer semester or one full school term when it will lead to self improvement in such a way as to have a better trained and informed staff member.

Leave of absence without pay will be granted to a member of the National Guard or Armed Forces Reserve when engaged in training or active duty.

No sick leave or vacation benefits accrue during leave of absence without pay except as required by statutes governing the rights of veterans.

MATERNITY/PATERNITY LEAVE

When it becomes necessary for an employee to take maternity/paternity leave, including leave as a result of adoption, she/he may be granted leave for a period of up to three months.

Accumulated sick leave and vacation leave may be utilized as part of the calendar days of leave. Sick time and vacation time earned will continue to accumulate during the period the employee is on sick leave or vacation leave. The employee will earn no sick leave or vacation leave during the portion of the leave which is taken without pay.

For that period of leave which is taken without pay, the employee must make arrangements to pay her/his share of the costs of any fringe benefit programs that he/she is enrolled in. If the employee does not elect to do so, the System will likewise drop its share of those costs.

UNAUTHORIZED ABSENCE

Any unauthorized absence shall be considered absence without pay and may be made grounds for dismissal. An employee who is absent without leave for 3 or more work days is considered to have resigned without notice.

CONTINUOUS LONG-TERM ABSENCE

Any employee who is absent from his/her position for six (6) or more consecutive and continuous months and who can no longer perform the essential functions of his/her position with or without reasonable accommodation may be terminated.

SICK LEAVE

Regular, full-time employees shall accrue sick leave at the rate of one day per month up to a maximum accumulation of 1,000 hours.

A salaried part-time employee paid at a fixed annual rate of compensation working half-time or more is allowed proportionate sick leave based on full-time allowance.

A doctor's statement of confirmation may be required for use of any sick leave taken. Abuse of sick leave privileges shall be grounds for dismissal.

An employee may use sick leave allowance when personally sick or:

For time off in case of illness in the immediate family (spouse, parent or child).

To keep an appointment with a health care provider.

Whenever it is determined that an absence does not warrant the use of sick leave, it shall be charged to annual leave or leave without pay, as appropriate.

When an employee exceeds accrued sick leave allowance during any pay period, the excess will be deducted as time off without pay, or deducted from accrued vacation allowance with employee approval.

FAMILY AND MEDICAL LEAVE

- (a) *Amount of Leave Granted.* Upon request, any eligible employee will be granted up to 12 weeks of unpaid family and medical leave during any 12 month period. Such leave will be available as the result of the birth, adoption or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition or due to a serious health condition or disabling illness of the employee. "Serious health condition" shall be defined as an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment or supervision by a health care provider.
- (b) *Notice.* Eligible employees are required to provide at least 30 days notice of the need for leave for birth, adoption, or planned medical treatment. No notice is required for unforeseen events such as premature birth or sudden changes in the patient's condition that requires a change in scheduled medical treatment. The System also recognizes that parents who are waiting to adopt a child are often given short notice. Notice is waived for employees who face emergency medical conditions or unforeseen changes.
- (c) *Use of Paid Leave.* It is the policy of the System to require employees to expend all paid leave before taking unpaid family and medical leave.
- (d) *Eligibility.* In order to be eligible for family and medical leave, an employee must have worked for the employer at least 12 months and for a minimum of 1,250 hours during the previous year. Where a husband and wife work for the employer, the total number of weeks leave to which both are entitled

will be limited to 12 weeks during any 12-month period. Where leave is requested as a result of a serious health condition, the employee will provide the employer a certification statement issued by a health care provider. Should there be a question of validity of the certification provided by the employee the covered employer, at its own expense, may require an opinion from a second health care provider. Where there is a conflict between the two opinions, the employer may pay for the opinion of a third provider. The opinion of the third provider is binding on both the employee and employer.

- (e) *Restoration.* An employee returning from family leave will be entitled to return to their position or to a position with equivalent benefits, pay and other terms and conditions of employment.
- (f) *Key Employees.* Under certain conditions, employees who are designated as "key" may be denied job restoration rights. These employees must be in the highest paid ten (10) percent of the work force, and their absence must mean a substantial economic loss to the System. Supervisors are urged not to use a "key" person designation unless absolutely necessary. If a person designated as "key" still takes family leave, the System will pay the health care premiums, but no guarantees are made about returning the key employee to the job he or she left. The System will not attempt to recover health care premiums from such employees who do not return to work.
- (g) *Vacation and Sick Leave.* Employees on family leave will not accrue any seniority, vacation or sick leave benefits.
- (h) *Health Insurance Coverage.* The System will continue to provide health care coverage under the same provisions as prior to the leave. Where the employee fails to return from leave, the System can recover the premium(s) that have been paid on behalf of the employee to maintain health care coverage. If failure to return to work is due to the continuation, recurrence, or onset of a serious health condition beyond the employee's control the employee will not be liable for health care premiums paid while on family leave. In such cases, a certification issued by a health care provider will be required.
- (i) *Certification.* Employees must provide certification explaining their own serious health condition or that of a family member in the manner provided for in System operating procedures.
- (j) *Certification for Return to Work.* All employees returning from medical

leave caused by their own illness will be required to obtain medical certification from the System's health care provider that the employee is able to resume work.

- (k) *Reporting Requirements.* Employees on leave status will be required to report their status on a weekly basis. The employee's estimated date of return to work will be communicated to the appropriate System compliance officer or supervisor as far in advance as practical so that scheduling can be facilitated. Supervisors will communicate with employees during the leave to determine the employee's intention to return to work, and they should be informed immediately if the medical condition changes or the employee states that he or she will not be returning to work.

- (l) *Reduced or Intermittent Leave.* The employee and the System may work out an agreement by which leave may be taken intermittently or on a reduced leave schedule. While this would not reduce the employee's 12-week entitlement for the full-year period, it would enable him or her to spread the leave over a longer period of time.

Employees who take intermittent leave may be transferred to another position that would better accommodate a part-time schedule. They would receive equivalent pay and benefits during the temporary transfer.

- (m) *Reduction in Force.* Employees who are on a family or medical leave during a lay-off will be treated in exactly the same way as they would have been treated if they were not on leave. They will not be given preferential treatment because of the leave nor will it be held against them in the layoff selection. They will be recalled to work in the same order as they would have been under normal circumstances.

RETIREMENT

Retirement plans should be discussed with the System Director three months in advance of the anticipated retirement date. A retiring System Director will discuss retirement plans with the System Executive Board six months in advance.

Staff members retiring from system employment on either KPERS or FICA will be compensated for 25% of accumulated sick leave.

ALL FORMS OF COMMUNICATIONS: MAIL, COMPUTER, AND TELEPHONE

All forms of communications are covered by the following policy. Employees should expect to have no privacy rights when sending or receiving communications. The System reserves the right to monitor all communications including e-mail messages. All employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized System members. The System reserves the right to access and disclose the contents of e-mail messages for any purpose. It is recommended that personal business be conducted on personal time, off System premises. Telephone lines are not typically monitored. However, the System reserves the right to monitor calls to and from the System. It is the System's policy for all incoming mail to be opened and distributed to the proper persons.

All communications should be conducted in an appropriately professional style and content. Communications should not contain vulgarities, obscenities, sarcasm, or other inappropriate language. The use of inappropriate language in System communications is ground for disciplinary action. Employees should not post pornographic material from the Internet or similar sources. The System reserves the right to access and disclose and/or delete any documents and employees waive any right to privacy in documents contained on the System's computer system and consent to the access and disclosure of such documents by authorized System members. Personal business shall be conducted on personal time, and shall only be conducted on System premises with the permission and authorization of the director.

Violation of the communications policy is ground for disciplinary action.

EMPLOYEE BENEFITS

Health Insurance. The Northeast Kansas Library System carries group health and dental insurance. The System will pay the cost of a standard package of health and dental insurance for all eligible System employees desiring coverage, including family coverage. Health Insurance coverage for part-time employees working at least 20, but less than 40, hours per week, shall be at the rate required by the health insurance plan. The System will pay the cost of standard vision insurance. Health Insurance coverage for part-time employees working at least 20, but less than 40, hours per week, shall be at the rate required by the health insurance plan

Social Security. An employee's contribution to the Federal Insurance Contributions Act (Social Security) is automatically deducted from the employee's salary check. The System contribution to FICA for each employee is handled through the System Administrative Office.

KPERS. The employee's contribution to Kansas Public Employees Retirement System (KPERS) is deducted from the salary check of each employee who is a member of the system. The System contribution to KPERS for each member employee is handled through the System Administrative Office. Participation of employees working 1000 hours or more is not optional.

Terminating employees: If a terminating employee is going to work for another agency covered by KPERS, the new employer will arrange transfer of membership.

If the employee is not remaining with KPERS, the employee may obtain a withdrawal form from the Administrative Office. This form may be presented at the KPERS office 120 days after termination to receive a refund of the employee's contributions.

Disability Benefits. Both Social Security and KPERS provide benefits to a member who becomes disabled and cannot continue to work. Detailed information and application forms may be obtained in the Administrative Office. The System provides short-term disability coverage for employees.

Worker's Compensation. System employees are covered by state worker's compensation for injuries sustained while on duty. All such injuries must be reported immediately by the employee to the Administrative Office, and a written accident report completed. An employee may use accumulated sick leave or receive worker's compensation for injury sustained while on duty.

Deferred Compensation. An employee may authorize payroll deductions for a deferred compensation plan as approved by the System Executive Board. The system will match employee contributions up to the amount determined by the Executive Board. Currently, that rate is an amount equal to 3% of the employee's gross monthly salary.

PROFESSIONAL ASSOCIATIONS

At the discretion of the Executive Board, full-time employees' membership dues to work-oriented professional societies may be paid by the System, provided such fees fall within the approved budget. No fees will be paid for new employees except those which are approved and become due upon or after employment. Any material received in connection with the employee's membership will remain the property of the System.

A staff member wishing to serve on any committee or other such organization that is related to library services shall request approval in advance from the Director should the activity have the reasonable likelihood of taking up regular work time or should the system be asked to pay for membership fees or other expenses. The Director shall determine whether the activity shall be considered as work time.

TRAVEL

- (a) *Authorization.* All out-of-state travel on official business must be authorized in advance by the Director and/or the Executive Board.
- (b) *Eligible Expenses.*
 - (1) Reasonable expenses will be paid on authorized official System business.
 - (2) *Vehicles.* Policy regarding types of uses of employee-owned vehicles that are reimbursable will be first set by the Executive Board. The use of employee owned vehicles for official travel will be reimbursed at the current federal rate.

Procedures for use of System owned vehicles will be established by the Director.
 - (3) *Reporting.* Receipts for travel expenses shall be turned in to the System for payment. Mileage will be reported on the form and if an employee's vehicle was used, mileage will be paid at the rate stipulated in these personnel policies and guidelines.
- (c) *Meal Expense Reimbursement.* Employees will be reimbursed on a per diem basis according to the policies and rates established for employees of the State of Kansas, subject to exceptions or revisions approved by the Executive Board.

THE NORTHEAST KANSAS LIBRARY SYSTEM

EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

DO NOT SIGN YOUR NAME ON THIS RECEIPT UNTIL AND UNLESS YOU HAVE COMPLETELY READ, UNDERSTOOD THE CONTENTS OF THE HANDBOOK, AND SATISFIED YOURSELF AS TO ANY QUESTIONS YOU MAY HAVE CONCERNING IT.

I acknowledge that I have read, reviewed, and understand the contents of the Northeast Kansas Library System Employee Handbook. I likewise acknowledge that if I had any questions, they have been satisfactorily answered by the System.

I understand that I am an employee-at-will. Accordingly either the Northeast Kansas Library System or I may terminate our employment relationship at any time, either with or without cause, and also with or without advance notice.

I understand that neither these Employee Rules, Policies and Benefits, nor any other written or oral statements by the Northeast Kansas Library System or its representatives, are contracts of employment. No employee of the System except pursuant to authority granted by the Executive Board, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and no such agreement has been made. Such a contract will incorporate the provisions in this Handbook.

Employee

Date

June 21, 2012
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