

**N**orth **W**est **K**ansas **L**ibrary **S**ystem

# **PERSONNEL POLICY HANDBOOK**

# North West Kansas Library System

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# NorthWest Kansas Library System

## PERSONNEL POLICY HANDBOOK

### SECTION 1

#### PURPOSE

A major ingredient in good library services is an effective, well-qualified staff. This Personnel Policy Handbook is designed to give guidance to the System Director in the selection, training, and dismissal of staff members. It shall also serve as a guide to the System Board and the Executive Committee in the selection, training, and dismissal of the System Director. It shall further serve as a means for the staff members, the System Director and the System Board to understand what is expected of them by the others. These personnel policies are to serve as a means of strengthening communication between staff, System Director and the System Board. These policies shall be applied consistently and equitably.

This Handbook is not intended as and does not constitute a contract of employment, either expressed or implied. The System Board reserves the right to change any of these policies at any time. No one, other than the System Board, has the authority to change these policies. The personnel policies in this Handbook supersede all previous personnel policies.

### SECTION 2

#### GOVERNANCE AND ORGANIZATION

The Northwest Kansas Library System (NWKLS) 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 service;
- approves the officers elected by the Executive Committee; and
- amends the bylaws.

All other duties of governance are vested in the Executive Committee by the Board bylaws. System headquarters staff is organized according to the Chart of Organization.

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## SECTION 3

### STAFFING

#### 3.1 Definitions.

For the purposes of this policy, a professional employee shall be defined as one possessing a Master of Library Science degree and/or who functions as a department head. Nonprofessionals are those employees who do not meet the qualifications for a professional classification. The position of System Director is the only position defined as exempt under the Fair Labor Standards Act (FLSA).

#### 3.2 Job Descriptions.

A job description has been developed for each position on the NWKLS staff.

#### 3.3 Salary.

All starting salaries or wages will be negotiable but will be at least equal to the current federal minimum wage. When economically feasible, annual increases will be given. Factors which will be considered in determining increases are:

- a) available fiscal resources and economic feasibility; and
- b) recommendations of the immediate supervisor and System Director based on the employee's performance evaluation.

#### 3.4 Temporary Personnel.

Temporary personnel may be hired to positions created because of a temporary need, such as summer help or special projects. Temporary personnel, whether full or part time, will not be eligible for any benefits.

#### 3.5 Volunteers.

NWKLS will recruit and utilize volunteers whenever possible for the efficient operation of the System. Volunteers will not be used to replace or reduce hours of the regular staff. All volunteers will be covered on the System's workers' compensation policy.

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## SECTION 4

### EMPLOYMENT

#### 4.1 Hiring Authority.

Appointments to staff positions are made by the System Director in accordance with the power vested in him or her by the System Board. Selection and promotion of staff members shall be based solely on merit. Appointments, promotions, and salary increases shall be made without regard to race, color, disability, sex, age, religion, national origin, or any other basis prohibited by law.

All employees of NWKLS are “employees-at-will.” The System may terminate the employment relationship at any time, with or without cause. Likewise, employees may also terminate the employment relationship at any time, with or without cause.

The Executive Committee will appoint the System Director. Pursuant to K.A.R. 54-1-7, the System Director must be certified by the State Library Advisory Commission.

#### 4.2 Nepotism.

Employment of more than one member of an immediate family is discouraged. In the event two or more members of an immediate family are employed by Northwest Kansas Library System, they shall not work in the same department.

#### 4.3 Training Period.

The first six (6) months of each new employee’s tenure constitutes the training period.

A review of the employee’s performance will be made during the training period. A formal written evaluation of all new employees will be made prior to the end of the training period.

#### 4.4 Performance Review.

The performance evaluation is the formal assessment by the immediate supervisor regarding the quality of work performance. The Executive Committee will evaluate the System Director a minimum of every three years. A new staff member’s first formal evaluation will take place prior to the end of the training period, and reviews will be made at least every other year thereafter.

The report will be discussed between the employee and the supervisor with all persons involved signing the report.

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## 4.5 Resignations.

Resignations are to be made in writing to the System Director. Professional personnel are requested to give twenty (20) working days notice of intended resignation date. Nonprofessional personnel are requested to give a ten (10) working day notice. Accrued vacation time will not be counted in the notification period.

## 4.6 Dismissals.

The System Director shall have the authority to discipline employees for violations of work rules and inefficiency on the job. Discipline may take the form of one or more of the following: verbal warning, written reprimand, additional work or training requirements, demotion, suspension, or termination.

If the employee fails to obey work rules or perform his job efficiently, a meeting may be arranged between the employee, the immediate supervisor, and the System Director. Methods of improving the employee's performance or conduct will be discussed at such a meeting. A meeting is not required, however, before discipline is imposed.

The following offenses shall not be tolerated and shall result in immediate dismissal:

- a) Use of alcohol beverages or illegal drugs at work;
- b) Appearing for work while under the influence of alcohol or illegal drugs;
- c) Willful destruction of Library System property;
- d) Theft of Library System property or funds; and
- e) Failure to obey a direct order of the immediate supervisor.

This list is not exhaustive and other offenses may also result in immediate dismissal. The foregoing does not alter the employment-at-will relationship between NWKLS and its employees.



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## SECTION 5

### GRIEVANCE PROCEDURE

The following procedure shall be used in the event a dispute arises:

- a) The employee presenting the grievance shall seek solution through conversation with the immediate supervisor and shall have the right to have the System Director, if he or she is not the immediate supervisor involved, present at such discussions.
- b) The employee may appeal in writing to the System Director, if he or she is not the immediate supervisor involved. The System Director shall resolve the grievance or advise the grievant why the requested action will not be taken. If the System Director is the immediate supervisor involved or the grievant is not satisfied with the System Director's decision, the employee shall have the right to appeal in writing to the Executive Committee.
- c) The Executive Committee will receive a written statement from the employee explaining the dispute and shall hear the grievance at the next scheduled meeting. Special meetings may be called when the Chairman deems necessary. The decision of the Executive Committee shall be final.

All grievances will be settled promptly by the System Director and the Executive Committee.

## SECTION 6

### LEAVES OF ABSENCE

#### 6.1 Definitions.

For the purposes of leaves and vacations, a day is defined as one regular working day consisting of one-fifth (1/5th) of the total number of hours worked per week.

#### 6.2 Sick Leave.

Full and regular part-time employees who work at least twenty (20) hours per week are allowed paid sick leave. Sick leave is earned at the rate of one twenty-sixth (1/26th) of the annual amount of thirteen (13) normal working days each pay period.

Sick leave accumulates to a maximum of sixty (60) working days.

Sick leave cannot be taken before it is earned (*i.e.*, a month of employment must have elapsed before a day of sick leave is earned and can be taken).

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No accumulated sick leave will be paid at the termination of employment. Sick leave is not to be considered as vacation pay. The minimum amount of sick leave which may be taken is one (1) hour.

## 6.3 Maternity/Paternity Leave.

Maximum two (2) months maternity/paternity leave without pay will be granted. Parents may utilize five working days of accumulated sick leave at the birth of a child. Special arrangements for longer leave periods may be possible under unusual circumstances and with the System Director's approval.

## 6.4 Bereavement Leave.

Leave with pay for purposes of attending the funeral of family members may be granted at the discretion of the System Director.

## 6.5 Jury Duty.

Employees shall be granted leave with pay when required to be absent to serve as a court witness and/or on jury duty. Any employee on a jury panel or serving as a court witness shall return to work for the balance of the day when excused by the court from further attendance.

## 6.6 Military Leave.

All employees of the System, other than temporary employees, who are members of the National Guard, organized reserves or any component part of the military, naval, or air forces of Kansas or the United States, or who may be otherwise inducted into the military service of Kansas or of the United States, shall, when ordered by proper authority to active or federal service, be entitled to a leave of absence without pay from employment for the period of such service without loss of status or seniority.

The System Director may make a temporary appointment to fill any vacancy created by such leave of absence.

Full-time employees on such leave and who have been offered their regular position with the System, shall resume their regular duties after separation from military service provided they have received an honorable discharge. Employees not resuming their duties within thirty (30) days shall be deemed to have resigned.

Those employees who are members of the regular reserve components of the Armed Forces or the National Guard may be granted two (2) weeks leave for active duty training. This leave may be taken as regular vacation leave with pay or as leave without pay.

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## 6.7 Leave Without Pay.

Leaves without pay for study, illness, maternity or other reason may be allowed by the System Director. The decision on whether the absence will be a leave or a resignation with the privilege of reapplying for employment shall depend upon whether or not the workload can be carried on by remaining staff or a temporary substitute can be hired.

## SECTION 7

### FRINGE BENEFITS

## 7.1 Vacations.

Annual vacation time with pay is granted to all full-time employees and regular part-time employees who work at least twenty (20) hours per week. No vacation shall be granted until three (3) months of service have been completed. Nonprofessionals shall accumulate, from the beginning of employment, one twenty-sixth (1/26th) of their annual amount per pay period to a maximum of thirteen (13) days with less than five (5) years of service and to a maximum of nineteen (19.5) days with five (5) or more years of service. Professionals shall accumulate, from the beginning of employment, one twenty-sixth (1/26th) of their annual amount per pay period to a maximum of nineteen (19.5) days with less than five (5) years of service and to a maximum of twenty-five (26) days with five (5) or more years of service.

All vacations are to be scheduled with the System Director to avoid conflicts and to maintain operating efficiency. If a holiday should fall during a vacation period, it is not counted against the vacation allowance.

Any unused vacation accumulated at the time of an employee's resignation shall be given in the form of compensation as if the employee were still on the payroll for that amount of time. Lump sum payments may be made at the discretion of the System Director.

Minimum vacation time which may be taken is one-half (1/2) hour.

## 7.2 Health Insurance.

All full-time and part-time staff members employed a minimum of ninety (90) days are eligible to receive State Health Insurance through Northwest Kansas Library System.

Employees may begin coverage at the beginning of their employment at their own expense.

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## 7.3 Kansas Public Employee Retirement System (KPERS)

KPERS is a state run retirement system that provides tax deductible benefits upon retirement. All employees who work at least one thousand (1,000) hours annually are automatically covered upon employment. Joint contributions by the employee and the System are made at the rate set by KPERS. KPERS also provides life insurance coverage. The employee has the opportunity to purchase the initial year's benefits at his or her option.

In addition to the life insurance provided by KPERS for all KPERS-qualified staff members, all KPERS-qualified staff members may purchase additional optional group life insurance. The cost of such additional optional group life insurance will be deducted from the employee's salary or wages.

## 7.4 Tax Sheltered Annuity.

All staff members may elect to have a portion of their salary or wages, up to the maximum statutory limit, deducted and invested in a tax-sheltered annuity of their choice.

## 7.5 Director's Benefits.

The System Director shall have the right to negotiate benefits with the Executive Committee.

## SECTION 8

### WORK SCHEDULE

#### 8.1 Definitions.

- a) A work week shall consist of forty (40) hours for all full-time employees.
- b) Part-time employees are those who regularly work less than forty (40) hours.
- c) A work week is a one hundred sixty-eight (168) consecutive hour period beginning Saturday at 7:00 a.m. and running until the following Saturday at 7:00 a.m.
- d) A pay period is the time for which an employee is paid. The pay period will be every two (2) weeks.
- e) Exempt employees are those who are not covered by the FLSA by virtue of an executive, administrative, professional or outside sales position. At NWKLS, this is the System Director. All others are covered by the FLSA.

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## 8.2 Breaks.

Staff members shall be entitled to one (1) fifteen (15) minute break for every four (4) consecutive hours worked.

## 8.3 Payday.

Pay checks will be distributed every two (2) weeks on the second (2<sup>nd</sup>) Friday of the pay period or the first (1<sup>st</sup>) working day following.

## 8.4 Fair Labor Standards Act Compliance.

The System will comply with Fair Labor Standards Act (FLSA) regulations on minimum wage and overtime.

Employees will have the right to “flex” their daily schedules so long as the efficiency of the operation is not impaired. Department heads must approve any changes in schedule. The number of hours worked in a day is not regulated by FLSA. An employee may work as many hours in any one day as is desired, subject to the prior approval of the department head. Overtime occurs if the employee works in excess of forty (40) hours in the work week.

It is the right and responsibility of the department head to schedule staff members in the department so that the FLSA limits are complied with and so the department functions effectively. Cash payment of overtime, except as is required by law, will not be made.

Whenever possible, full-time employees who work extra hours on any one day will be given time off within the work week so that their total hours worked do not exceed forty (40) in that week.

When an employee works more than forty (40) hours in the work week, the employee shall earn compensatory time for the hours exceeding forty (40) pursuant to the FLSA at the rate of time and one-half, to a maximum of 240 hours. Compensatory time off may be requested and taken by the employee as desired, unless the System Director determines that the time period requested off would create an undue hardship to NWKLS because of other factors.

Time sheets showing the actual time worked (in numbers of hours) must be submitted to the business office on the last working day of the pay period. Employees will not be paid for time not recorded.

Part-time staff members may work extra hours (up to forty [40] per week). Such extra hours must be approved by the department head prior to the work.

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The System Director may have to work more than forty (40) hours in a work week. These extra hours may be taken off when possible, but do not have to be taken within the work week. As an exempt employee, the System Director does not earn compensatory time as defined in the FLSA.

Travel time for all personnel is counted in the hours worked if the employee is away from Norton on job-related activity, such as meetings.

Sick leave, vacation leave, and other leave is not work time and is not counted in determining whether the employee has worked more than forty (40) hours in the work week. No compensatory time is earned unless the employee actually works more than forty (40) hours in the work week (not counting leave time taken during the week).

## 8.5 Holidays.

Full-time and regular part-time System personnel working a minimum of twenty (20) hours per week are entitled to the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving and the day after
Memorial Day	Christmas Eve Day
July 4	Christmas Day
The employee's birthday	

And either an extra day at Christmas or at New Year's to be scheduled by the System Director so that sufficient personnel are available to carry on business between Christmas and New Year's Day. If a holiday falls on a weekend, the working day closest to it will be given as the holiday.

## **SECTION 9**

### **TRAVEL**

System employees and Board members shall be reimbursed for reasonable transportation, lodging, meals and meeting-related expenses for travel in connection with their System duties. Rate of reimbursement is to be determined annually by the Executive Committee.

#### 9.1 Lodging and Meals.

Reimbursement will be made for actual expenses for meals and lodging up to a maximum of the per diem set by the Executive Committee. (See specifics in NWKLS Procedures)

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## 9.2 Meeting Related Expenses.

All meeting expenses (*i.e.*, registration fees, banquet tickets, etc.) will be paid.

## 9.3 Transportation.

Reasonable transportation expenses will be paid. System employees and Board members using their own vehicles for System-related trips shall be reimbursed at a rate established by the Executive Committee. Mileage will only be paid if mileage expenses are not being paid by another organization. (See specifics in NWKLS Procedures)

## 9.4 Out-of-State Travel.

No staff member may take more than two (2) System paid out-of-state trips annually. The System Director will decide which and how many staff members attend out-of-state conferences, meetings, etc., based upon the availability of funds.

## 9.5 Documentation.

All staff members claiming reimbursement must submit documentation for expenses. The proper form for travel reimbursement must be submitted to the business office prior to the payment of reimbursed expenses.

## 9.6 Other Expenses.

Other expenses may be paid at the discretion of the Board depending on the availability of funds and the relationship of the expenses to the person's System function.

## **SECTION 10**

### **STAFF DEVELOPMENT**

#### 10.1 Attendance at Meetings.

Staff members are urged to become members of professional organizations, such as the Kansas Library Association, Mountain Plains Library Association, and the American Library Association, and to participate in the work of such organizations as job obligations permit. Staff members may receive time off with pay, or expenses, or both for attendance at professional meetings when assigned or approved in advance by the System Director.

Care will be taken to ensure equitable distribution of available funds and their maximum utility to the individual staff members and the System.

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## 10.2 Continuing Education.

Staff members are encouraged to participate in workshops, state meetings, and other opportunities related to improving and maintaining a high degree of competence in their field.

All college courses taken for credit with intended reimbursement must have written consent of the System Director, or Executive Committee if the employee is the System Director, prior to the beginning of the class. Tuition and books for classes taken for college credit will be reimbursed by the System upon satisfactory completion of the course. Attendance at college classes will not be considered work time unless the System Director requires the employee to take the course.

## **SECTION 11**

### **INCLEMENT WEATHER**

The System shall be open for business as long as the System Director deems it safe for employees to travel. In the event the System is closed, the System Director will notify all employees and KQNK. When the System is closed for weather conditions, all employees will be paid in the normal manner. In the event the System is open and an employee cannot get to work due to weather, the employee may choose to take a day of vacation pay, make the time up or take a day of unpaid leave. Time off for inclement weather is not equivalent to holiday leave. All employees are not guaranteed the same number of hours off for inclement weather, dependent upon their schedule.

## **SECTION 12**

### **SMOKING**

In accordance with the Kansas Indoor Clean Air Act (KSA 21-6109 through 21-6116), all NWKLS employees shall adhere to the following policy:

No smoking is permitted anywhere inside or outside (within a 10-foot radius of any doorway, open window, or air intake) of the building housing Northwest Kansas Library System. Smoking is also prohibited in all System vehicles.

No smoking signage will be posted in prohibited areas in accordance with the Kansas Indoor Clean Air Act (KSA 21-6109 through 21-6116).



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## SECTION 13

### GUN

The carrying of any weapon concealed or unconcealed by patrons and staff inside the building housing Northwest Kansas Library System is prohibited and is considered a violation of Kansas State Law (KSA 75-7c10).

In accordance with the Kansas Personal and Family Protection Act (KSA 75-7c10), signage will be posted prohibiting concealed carry at each entrance of the building housing Northwest Kansas Library System, which meets the standards set by KAR 16-11-7 for signage.

## SECTION 14

### USE OF ALCOHOL AND DRUGS

It is prohibited to use, consume or be intoxicated by alcohol and/or controlled substances at work. Any manufacture, distribution, possession, dispensing, sale or transfer of alcohol and/or controlled substances while at work is prohibited. Medically prescribed or physician directed use of controlled substances are exempt from this policy.

## SECTION 15

### RACIAL AND SEXUAL HARASSMENT

Racial and sexual harassment is a violation of the Civil Rights Act of 1964 and the policies of the System. Such harassment creates an intimidating, hostile or offensive working environment not conducive to efficient System operations. Workers violating the policy opposing racial and sexual harassment will be subject to disciplinary action up to and including dismissal.

Any employee who believes that he or she has been or is being subjected to racial or sexual harassment shall promptly report the problem to the System Director or to the Board Chairman if the complaint is against the System Director. All complaints shall be promptly and confidentially investigated, and prompt corrective action shall be taken, if necessary.

## SECTION 16

### AMERICANS WITH DISABILITIES ACT

Discrimination on the basis of disability is a violation of the Americans with Disabilities Act of 1990 and the policies of the System. It is the intent of the System to provide reasonable accommodations to a disabled employee or prospective employee capable of performing the essential functions of a particular position.

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## SECTION 17

### CONFIDENTIALITY OF LIBRARY RECORDS

The System will maintain absolute borrower confidentiality. No information regarding a patron's name, personal information, or borrowing or circulating records shall be made available without a valid process, order or subpoena.

## SECTION 18

### COMMUNICATIONS AND EQUIPMENT USE

System equipment (computers, telephones, fax machines, typewriters, etc.), System accounts (telecommunications, long-distance services, online databases, etc.), and supplies are System property and are provided for the use of library staff for the purpose of conducting and expediting business.

#### 17.1 Computers.

NWKLS computers will comply with federal legal requirements for technology protection measures (filtering software).

All personal use of NWKLS computers, including electronic mail and the Internet, should be done on the employee's own time, taking care not to abuse the online time for which the System is paying. Personal computer use should not interfere with any work-related activity. Computer games are not to be played on library computers on library time.

With the exception of patron and circulation records, no assumption should be made that any information transmitted or stored electronically is confidential or private. System employees should respect the right of others to privacy and not attempt to gain access to any private files or messages not addressed to them. But authorized personnel may find it necessary to access e-mail and related information stored on NWKLS computers for reasons to do with System business or for legal reasons. All employees waive any right to privacy in e-mail messages and computer files on NWKLS computers and consent to the access and disclosure of such files by authorized System personnel.

NWKLS computers may not be used in a way that is disruptive to the operation of the System or offensive to others. The use of e-mail for transmission of information disparaging to others based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs is not permitted under any circumstances. Electronic mail cannot be used to solicit or proselytize others for commercial ventures, religious or political causes, or personal gain.

Staff should not and should not allow anyone else to load or post to System computers or print any material that is illegal, proprietary, which causes harm to the activity of others, or which harasses or threatens, and should not display,

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view or print materials legally defined as child pornography or obscene as per KSA 21-3516, KSA 21-4301 et seq., 18 U. S. C. 1460 et seq., and 18 U. S. C. 225. In addition, staff should not and should not allow anyone else to copy or print any copyright protected materials in any format (Title 17, U. S. C.) or violate any software license agreements.

Violation of this policy may result in discipline up to and including termination.

## 17.2 Telephones, FAX and Copy Machine.

Staff should make personal calls during their own time and be considerate about not tying up the lines for other callers. Personal calls received at the library should be kept brief.

The toll free line is for System business only.

Staff using the System fax machine for personal business will pay the same rate paid by the public. Staff using the System copier for personal reasons will pay the multiple-copy rate, no matter how many copies are made.

## 17.3 Other.

Staff members will supervise the use of any equipment by their family members or any other persons allowed access to System computers. Disposable supplies, such as computer or typing paper or diskettes, used for personal business, will be furnished or paid for by the individual using the equipment. System letterhead and printed envelopes will be used for business purposes only.

## **SECTION 19**

### **EFFECTIVE DATE**

This Personnel Policy Handbook was adopted by the System Board to be effective on and after June 10, 1998, and amended October 10, 2001, January 14, 2004, November 14, 2007, August 13, 2008, November 12, 2008 and January 14, 2009.

# North West Kansas Library System

## NORTHWEST KANSAS LIBRARY SYSTEM

### EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGMENT

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

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

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

I understand that neither this Personnel Policy Handbook nor any other written or oral statements by the Northwest Kansas Library System or its representatives are contracts of employment. This Handbook is effective immediately and supersedes all former personnel policies.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date