

**PERSONNEL POLICY
BASEHOR COMMUNITY LIBRARY**

I. EMPLOYMENT

A. Authority

The information contained in this personnel policy applies to all employees of the Basehor Community 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. This personnel policy is not intended to and does not constitute any sort of contract employment, either expressed or implied.

The Basehor Community Library Board of Trustees (hereinafter referred to as the “Board”) expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means. Amendments or new policies will be effective on dates determined by the Board. Only the Board in consultation with the Director has the authority to change any policy. This policy supersedes all previous personnel policies.

The Board retains the right to direct the administrative staff to supervise and control the workforce; to hire, layoff and terminate personnel; to schedule the staff; to authorize rules and regulations; and to carry out the customary functions of management. The library Director shall be responsible for carrying out the personnel policies of the Board.

B. Employment Relationships

Employees of the Basehor Community Library are “employees at will.”

Either the Basehor Community Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice.

Resignation

As a professional courtesy, the Director should, but is not required to, give six (6) weeks written notice of resignation. Other employees should, but are not required to, give at least two (2) weeks written notice of resignation.

C. Equal Employment

The Basehor Community Library does not discriminate against employees or applicants for employment on the basis of race, color, religion, gender, age, national origin, disability, veteran status, or any other basis prohibited by applicable law. The Basehor Community Library also prohibits any form of discrimination or harassment that is in retaliation for reporting any alleged discrimination.

Nothing in this personnel policy is meant to limit or expand the library'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. Any complaints should be made in accordance with Section E, below.

D. Non-Harassment and Non-Violence Policy

It is the policy of the Basehor Community Library to maintain a learning and working environment that is free from harassment and violence. The Basehor Community Library prohibits any form of harassment based upon race, color, religion, gender, age, national origin, disability, veteran status or any other basis prohibited by applicable law. The Basehor Community Library also prohibits any form of harassment that is in retaliation for reporting any alleged harassment or violence. Violence, of any kind, will not be tolerated in the workplace. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is considered harassment and is prohibited. Additionally, any unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal, visual or physical conduct or communication of a sexual nature that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is also considered to be sexual harassment and is prohibited.

The Basehor Community Library will not tolerate sexual harassment in any form. No employee shall threaten or imply that an employee's refusal 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 disciplinary action.

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

Any complaints concerning harassment or violence should be made in accordance with Section E, below.

E. Discrimination or Harassment

In its effort to prevent discrimination or harassment or violence of any kind in the workplace, the Basehor Community Library will maintain an open-door policy. Any person who believes he or she has been the victim of or has knowledge of

belief of any conduct which may constitute any form of discrimination, harassment or violence should immediately report such behavior or incident to the Director or to the Board if the Director is involved, in writing with the date, location and names of individuals involved. The Director may be reached by telephone at 913.724.2828. If the complaint concerns the actions of the Director, the employee should contact the Board at 913.724.2828. All complaints will be investigated promptly and the investigation will be completed as soon as practicable. No individual who complains of or provides information concerning any alleged discrimination, harassment or violence will be retaliated against for making such complaint. The Basehor Community Library will respect the privacy of the complainant, the individual against whom the complaint is filed and the witnesses as much as possible, consistent with the Library's legal obligation to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. An employee may ask another employee or supervisor to be present at a complaint discussion with any level of management. If either the complainant or the person against whom the complaint has been lodged is dissatisfied with the results of the investigation, he or she may appeal the decision to the Board in writing within ten (10) days of his or her receipt of the decision concerning the complaint.

F. No-Smoking

The Basehor Community Library is designated as a no-smoking institution. (*K.S.A. 21-4009*) Those wishing to smoke must leave the library.

G. Alcohol and Drugs

Employees are prohibited from using, possessing, selling, transferring, purchasing or being under the influence of any alcohol, illegal drugs, intoxicants or controlled substances at any time on library premises, in library vehicles or while on library business.

H. Injury

Any injury, however slight, occurring on the job must be promptly reported to a supervisor, the director, or a board member. This is for the employee's protection under Kansas Worker's Compensation regulations and a requirement under Occupational Safety and Health Act Regulations.

I. United States Citizenship

Only citizens of the United States of America or those individuals who have valid permits to work in the United States are eligible for employment with the Basehor Community Library.

J. Nepotism

Two or more employees who are immediate family members shall not be employed in the library unless the Board has reviewed and approved the proposed

employment of relatives. Immediate family is defined as: a spouse, child, or other relative residing in the employee's household. Other relative includes, but is not limited to, any individual who is related to the employee naturally or by adoption or marriage including a parent, a parent of a spouse, a grand-parent, a grandchild, a sibling, a spouse of a sibling, an aunt or an uncle.

K. Posted Notices

Notices relating to federal, state or local regulations will be posted in the staff hallway. It is the responsibility of each employee to read these notices.

L. Child Labor

The Basehor Community Library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas Statutes.

II. GENERAL EMPLOYMENT INFORMATION

A. Recruitment

Recruitment to fill open positions will be made through open application. Positions may be advertised in: The Basehor Sentinel, NEKLS Newsletter, Kansas State Library, School of Information Management of Emporia State University and professional journals, job services, or other publications as needed.

B. Application Procedures

Applications are submitted in person or by mail to Basehor Community Library, 1400 158th St., Basehor, KS 66007.

C. Interview Procedures

Interviews may be granted to the most qualified candidates. The director will conduct the interview in person.

D. Probationary Period

All employees are hired on a ninety-day trial period. Upon completion of the initial ninety days, an employee may be granted an extension (up to ninety days) if additional time is necessary for achieving satisfactory job performance. If it is found during the trial period that an employee is not adapted to library work, or that for any reason continued employment is not beneficial to both the employee and the library, employment may be terminated by either the employee or the library without further reasons or prejudices.

E. Job Classification (Advertisement Based on Job Description)

1. Full-Time Employee:

One employed to work a normal week of at least 35 hours on a regular and continuing basis or a total of 1,820 hours per year, including all leaves and

holidays. The workweek is any consecutive seven days beginning at midnight Sunday to midnight the following Sunday.

2. **Part-Time Employee:**
One employed to work less than 35 hours per week or 1820 hours per year on a regular and continuing basis as stated in the position descriptions.
3. **Seasonal Employee:**
One employed to work on a regular or recurring basis during a specific season or portion of the year.
4. **Temporary Employee:**
One employed to work on a temporary and/or a limited time basis.
5. **Flexible Time Employee:**
The director may allow an employee to use flexible time when they can do so without affecting the organization or performance of duties within the library (or department).
6. **Volunteers**
A part-time, non-paid position, which does not displace paid staff. The library director or a person appointed by the director should be responsible for the volunteer program, which should include:
 - a) general library orientation and identification of responsibilities
 - b) job induction, which should include an understanding of the responsibilities and the channels of communication
 - c) in-service training
 - d) recognition program for the volunteers

F. Employee Appraisal

The Basehor Community Library has adopted a Code of Service that represents the values of this organization and reflects the library's emphasis on service to the patron. Standards of Performance, developed from this Code of Service, will be used to evaluate an employee's performance. The appraisal period will begin January 1 each year. The appraisal process will include a mid-year review to be completed no later than July 31, and a final evaluation to be completed no later than December 31. The employee's compensation is related directly to the employee's evaluation.

The Board of Trustees will evaluate the director's performance annually. The evaluation will be completed no later than March 31.

G. Changes in Positions

Promotional appointments shall be available to all employees who meet the required training and experience in the job description. Positions will be filled on the basis of merit. Positions may be filled from outside the organization. Positions will be posted and employees may file an application for a posted position.

H. Absence Without Leave

An absence of an employee including an absence for a single day or part of a day without authorization and prior notice is an absence without pay and shall be cause for disciplinary action. If an employee fails to report to work for three consecutive business days without contacting the Basehor Community Library that employee will be deemed to have abandoned the job and resigned from his or her employment. An employee should notify their immediate supervisor at the library in a timely manner if they would be late or unable to work their scheduled hours.

I. Grievance Procedure

A grievance is a complaint involving misuse or misinterpretation of a rule, practice or policy under the personnel rules or board policies. A sincere attempt should be made by the employee's immediate supervisor to resolve any grievance. If a grievance fails to be resolved, the employee may within five (5) working days file a written report with the director or board. The board will make the final decision and a written report plus decision will be put in the personnel file of all involved in the grievance. The existence of these procedures does not alter the employment at-will relationship nor is there any contractual right to these procedures.

J. Confidentiality of Employee Personnel Records

All requests for information about current or former library employees should be referred to the director. The library will comply with right to privacy and Kansas open records statutes, which specify that only hire date, term of employment, position and verification of salary within range can be disclosed. All requests for employment references must be referred to the director and must be submitted on official letterhead stationery by the requesting entity.

K. Staff Attitude and Conduct

The image of the Basehor Community Library is conveyed through the attitudes, appearance, conduct and working relationships of the staff. Each staff member is a public relations ambassador. As a service organization, employees of the library 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 communication with the person or persons involved in the

situation. If necessary, the immediate supervisor or director might assist in finding solutions to the problem.

Staff members should be aware that they do not have to accept verbal abuse from library users. During phone communications, the staff member can politely say that they are not required to listen to abusive language and hang up. If the library user is in the library, they can be referred to a supervisor or politely asked to leave. However, the staff should recognize that this response is acceptable only when there is extreme rudeness or personal attacks.

III. COMPENSATION

A. Authority

It is the policy of the Basehor Community Library board to establish and maintain compensation ranges that are internally equitable, personally motivating and effectively administered.

B. Compensatory Time

Compensatory time may be given to non-exempt employees in lieu of monetary overtime for hours worked in excess of 40 in the workweek at the rate of 1.5 hours for every hour worked over 40 in the workweek.

C. Payroll Procedure

Employees are required to maintain accurate time records noting hours worked, vacation, and sick leave time earned and taken. Employees are paid on the 15th day of the month and the last day of the month. If the payday falls on a weekend or paid holiday, employees will be paid on the preceding workday.

D. Mandatory Deductions (Federal/State)

The following deductions are mandatory:

1. Federal and state income tax withholding
2. FICA (Social Security) *K.S.A. 40-2303 through 40-2307*
3. Medicare for employees hired after March 31, 1986 who are not under Social Security *Public Law 99-272*
4. Kansas Public Employment Retirement Systems (KPERS). An employee who works 1,000 hours or more (17.5 hours/week) and has been employed for one full year is eligible for KPERS if the employer is a member of KPERS. *K.S.A. 74-4901 et. seq.*
5. Worker's Compensation is mandatory if the library's payroll is over \$20,000 *K.S.A. 74-701 et. seq.*

6. As of January 1, 1978, each library or municipality supporting a library has had to provide for the funding of unemployment benefits. *K.S.A. 44-703 through 44-710e.*

E. Administration of Increases

Increases to compensation are a function of the individual's annual appraisal rating. The increase an individual receives is based on their annual performance rating. The Director, based on a budget established by the Board, determines the amount of increase. Compensation increases are awarded in January of each year.

F. Vacation and Leave Without Pay

Vacation time shall be earned beginning with the date of employment under the conditions hereinafter stated. Vacation must be approved by writing in advance. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

Full-time employees (over 35 hours) will receive eighty (80) hours of vacation beginning with their first year of employment, one hundred and twenty (120) hours after five years, and one hundred and sixty (160) hours after ten (10) years.

All vacation time must be taken within the calendar year. Vacation time cannot be carried over from year to year, and accrued vacation time will be paid on a prorated basis if an employee leaves or is terminated.

Part-time employees shall be granted paid vacation days beginning with their first year at the following rate:

- under 10 hours per week: no vacation granted
- 11 – 20 hours per week: 18 hours per year
- 21 – 35 hours per week: 30 hours per year

Part-time employees will receive additional vacation time based on years of employment. After five years, part-time employees shall be granted paid vacation days at the following rate:

- under 10 hours per week: no vacation granted
- 11 – 20 hours per week: 36 hours per year
- 21 – 35 hours per week: 60 hours per year

After ten years, part-time employees shall be granted paid vacation days at the following rate:

- under 10 hours per week: no vacation granted
- 11 – 20 hours per week: 54 hours per year
- 21 – 35 hours per week: 90 hours per year

Vacation accruals begin the pay period following the date of hire or transfer to a full-time or part-time benefit position and is pro-rated until the end of year. New hires or transfers must meet a ninety day waiting period before taking newly accrued vacation time. Accrued vacation hour balances will be maintained for employees transferring between full-time regular or part-time benefit positions. During the calendar year in which an employee completes five (5) or ten (10) years of service, the employee will receive an additional prorated amount of vacation based on the number of days from their service anniversary date through the end of the calendar year.

Vacation accrual starts over January 1, creating a common anniversary date of January 1 for all employees. All vacation time must be taken within the calendar year and cannot be carried over from year to year.

Vacation is earned incrementally throughout the calendar year. Annual vacation days are available at the beginning of each calendar year and employees may take vacation against that amount even though such vacation has not yet been earned. If employment ends, employees may be required to repay any unearned vacation leave they have taken. By using the vacation benefit described in this policy, employees consent to a deduction in pay for any unearned vacation they have taken at the time the employment ends. Refund of vacation time will not be allowed for illness occurring while on vacation.

Employees may request to take leave without pay, depending on their personal situation. Granting the leave is at the discretion of the director, and depends entirely on the circumstances of the Library and the role the employee plays. If leave without pay is approved, it may only be used if all vacation, and sick leave if applicable, is exhausted. For positions that don't include vacation time or sick leave, an employee may take leave without pay as a way to travel or if they are unable to work. Excessive use of leave without pay is not acceptable and may lead to disciplinary action for excessive absenteeism. Failure to return to work at the end of an approved personal leave of absence will be considered a voluntary resignation.

Approved November 10, 2011

G. Health Insurance

The Basehor Community Library carries group health and dental insurance. The Library will pay the cost of health and dental insurance for all eligible Library employees desiring coverage. The employee must pay the additional premium for family members if family coverage is desired. Full-time employees are eligible for health insurance following the 90-day probationary period with a satisfactory job performance. Part-time employees are ineligible.

H. Sick leave

Full-time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other incapacities, occurring either on or off the job. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Sick leave must be earned before it is taken and is awarded on the last day worked in the month.

Sick leave is granted to full-time employees at one (1) day per month and may accrue to twenty-four (24) days. Sick leave is granted to part-time employees working 20 hours or more per week at four hours per month and may accrue to 48 hours. Sick leave will not be paid if an employee quits or is terminated. Sick leave that exceeds three days may require a doctor’s verification.

I. Personal or Extended leave

Any personal or extended leave by full-time or part-time employees is subject to approval by the director, or in the case of the director, by the library board.

J. Bereavement Leave

An employee suffering a death in the family may be granted up to three (3) days leave with pay. This leave applies to the death of a spouse, child, or other relative including but not limited to, any individual who is related to the employee naturally or by adoption or marriage including a parent, a parent of a spouse, a grand-parent, a grandchild, a sibling, a spouse of a sibling, an aunt, or an uncle or other relative residing in the employee’s household.

K. Holidays

The following days shall be paid holidays for employees of the Basehor Community Library:

<u>Holiday</u>	<u>Observed</u>
New Years 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
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Day following Thanksgiving
Christmas Eve Day	December 24
Christmas	December 25
New Year’s Eve	After noon December 31

Any holiday falling on a Sunday shall be observed on the following Monday.

From time to time and for certain reasons, the library board may by motion, designate other days as special holidays on a one-time basis.

Employees will be paid for any of the above holidays that fall on their regularly scheduled workday.

L. Military Leave

Employees called to military service in the Military Reserve or National Guard will receive the period of time on active duty up to thirty (30) days with pay. A schedule of duty time with as much advance notice as possible should be given to the supervisor. An employee may choose one of the following options:

- a) Present military pay to the library and receive full pay from the organization
- b) Use accumulated annual leave and retain the military pay
- c) Take leave without pay and retain the military pay *K.S.A. 48-222*

An employee returning from military leave shall be entitled to restoration to the former position or position of like pay and responsibility. The employee must make application for reinstatement within thirty (30) days after release from active duty. *K.S.A. 73-73123*

M. Civil Leave

An employee shall be given necessary time off with pay for the following:

- d) Jury duty
- e) Court appearances as a witness in answer to a subpoena regarding library business or as an expert witness when acting in an official capacity in connection with the library

Any compensation received from the court by the employee will be turned over to the library.

N. Continuing Education

The Board supports the guidelines in the latest edition of Measurements of Quality, Public Library Standards for Kansas, 1995, which states "Library boards should be committed to the continuous development and improvement of personnel and should include continuing education expenses within library budgets."

To encourage lifelong learning for professional development, the Board encourages staff to participate in LEEP (Library Employee Education Program) sponsored by Kansas State Library, School of Library and Information Management of Emporia State University, and Northeast Kansas Library System. Staff members attending workshops or programs sponsored by the above

institutions will be paid at their regular rate not to exceed 7 hours per day or 35 hours per week when the director authorizes their attendance. In addition, reimbursement will be allowed for the expenses outlined below:

- Registration
- Mileage (at the current Federal standard mileage allowance)
- Toll charges
- Meals (not to exceed \$40 per day)
- Overnight accommodations (not to exceed \$200 per night)

Requests for reimbursement must be accompanied by the appropriate receipts and should be submitted for payment as soon as possible after returning from such travel.

Unless otherwise agreed upon, when the Board or Director requests trustees, Friends, or volunteers to participate in continuing education, these participants shall be reimbursed at the same rate as library staff.

After completion of each level as outlined in A Continuing Education Plan for Kansas Library Personnel, the participating staff member will be awarded a bonus of \$50.00.

Level 1	30 hours of CE credit
Level 2	60 hours of CE credit
Level 3	120 hours of CE credit
Level 4	200 hours of CE credit
Level 5	400 hours of CE credit
Level 6	600 hours of CE credit

Each LEEP enrollment form must be signed by the regional consultant or staff development officer and forwarded to the Kansas State Library. Continuing education hours will be determined by the regional consultant or the staff development officer and will be included on the enrollment form.

O. Tuition Reimbursement

Basehor Community Library full time employees who have completed one (1) or more continuous years of service are eligible to apply for reimbursement of college credit hours tuition fees. The amount of reimbursement available per calendar year (Jan thru Dec) is up to \$1000 per employee. To be eligible for reimbursement the proposed course must be approved by the Basehor Community Library Director prior to commencement of classes. To gain approval the employee must complete Tuition Reimbursement Form Part A. Actual reimbursement is contingent upon prior approval and successful completion of the course(s) with a minimum grade of "B". To gain reimbursement Tuition Form Part B must be completed.

IV. DOCUMENTATION OF PERSONNEL POLICY

A. Approval by Board of Trustees

This policy amended and approved by the Basehor Community Library Board of Trustees September 13, 2007.

President _____

Secretary _____

B. Acknowledgment of Reading Personnel Policy by Applicant

Before becoming an employee of the Basehor Community Library, the applicant must sign a statement acknowledging having read the Personnel policy.

All staff shall read and sign the personnel policy when amended.

PERSONNEL POLICY ACKNOWLEDGMENT

Do not sign your name on this receipt until you have completely read and understood the contents of the Personnel Policy, and have satisfied yourself with any answers to any questions you may have concerning it.

I agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Basehor Community Library or myself. I understand that neither the Personnel Policy nor any other written or oral statements by Basehor Community Library or its representatives are contracts of employment. No employee of Basehor Community Library other than the director or Board of Trustees 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.

I acknowledge that I have read, reviewed, and understand the contents of the Personnel Policy of the Basehor Community Library.

Employee _____

Date _____