BONNER SPRINGS CITY LIBRARY
Personnel Policy Handbook
Approved by Library Board of Trustees on 12/8/2011
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Employment Authority

The information contained in this personnel policy applies to all employees of the Bonner Springs City Library. It is presented as 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 Bonner Springs City Library Board of Trustees 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 of Trustees. Only the Board of Trustees in consultation with the director has the authority to change any policy. This policy supersedes all previous personnel policies.

The Board of Trustees of the Bonner Springs City Library has the ultimate responsibility in personnel matters. The director shall be responsible for carrying out the personnel policies of the Board of Trustees. The Board retains the right to direct the administrative staff to supervise and control the workforce. The Board, in consultation with the administrative staff and in support of the director's recommendations, retains the right to hire, layoff, and terminate personnel, and to authorize rules and regulations.

Employment-At-Will

The Bonner Springs City Library's employment practices operate under the legal doctrine known as "employment at will." Within state and federal employment law, the Library has the right to terminate an employee at any time and for any reason, with or without notice, except that the Library will comply with all state and federal legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal. The Library will attempt to ensure that employee dismissals are not made in an arbitrary or capricious manner. However, this handbook and the personnel policies referenced do not constitute or imply a contract, agreement, promise or guarantee of employment or continued employment. The Library has the right to change these policies at any time and without prior notice to the employees.

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General Policy and Procedure

The Library's policy and goal is to fill vacancies with the most qualified applicants available solely on the basis of merit and qualifications. The Director and other management staff will follow the Library's Employment Procedure and Hiring Policy when recruiting employees. Only the Library Director in consultation with the Library Board may approve deviations from the hiring policy.

Equal Opportunity Policy

The Bonner Springs City Library is an Equal Opportunity Employer. Employees of the Library and applicants for positions are guaranteed an equal opportunity to employment. This means that the Library will not discriminate against a worker or applicant on the basis of race, color, religion, gender, age, marital status, national origin, sexual preference, veteran's status or disability. The Library will make reasonable accommodations for job applicants and employees with disabilities. All recruitment, selection, placement, promotion, transfers and other personnel decisions will be based solely on merit and upon the job related qualifications and abilities of candidates. It is the policy of the Library that work environments shall be free of unlawful discrimination or harassment.

Employment Applications

No individual can be made an offer of employment with the Library without filling out an Application for Employment. If the candidate has submitted a resume in order to apply for an open position, he/she may use the resume to satisfy the Employment and Education Sections of the application, but all other sections must be filled out and the application signed.

Advertisement of Job Openings

Notice of job openings will be posted internally and if not filled internally, will be published externally. A copy of the position job description will be made available from Human Resources to each applicant. Hiring procedures for internal candidates will be the same as those designed for external candidates.

Eligibility for Employment

All applicants (internal and external) are required to complete an employment application form. In determining eligibility for hire, transfer or promotion, the following will be considered: education, experience, attendance, special aptitude, certifications, special training, demonstrated ability, physical ability to accomplish essential functions, knowledge, skill, attitude, and other qualifications that are necessary for performance of the duties of the position. Written

examinations, interviews, background investigation other appropriate assessment methods may be used as a screening device for some positions.

Nepotism/Relationship Policy

It is the policy of the Bonner Springs City Library that two or more employees who are related to immediate family shall not be employed in the library unless the Library Board has reviewed and approved the proposed employment of relatives.

Position Assignment

An employee's assignment to a specific position does not relieve them from the obligation to serve in any other designated position should the need arise. Each employee's interests, as well as his or her knowledge, skills, and abilities will be considered in job placement.

Training Period

The training period shall be regarded as an integral part of the employment process. This period shall be used to closely observe the employee's work, directing the most effective adjustment of a new, transferred or promoted employee to a position, and documenting the progress of the employee in order to establish their ability to continue employment with the Library. At all times during an individual's employment with the Library, the Library has the right and duty to terminate any employee whose performance, or performance potential, is not satisfactory. Every person transferred, promoted, hired or rehired to a position is required to successfully complete a training period of at least 6 months.

As an employee, you should take advantage of this opportunity to learn as much as possible about your job and how it fits into the Library's organization. By making a concerted effort to learn as much as possible during your training period, you will greatly improve your chances of success with the Library.

The training period shall begin immediately upon employment. The training period may be extended if deemed necessary and supporting documentation is provided. Time spent in an acting capacity prior to receiving a permanent appointment to the same classification and department is not considered as time spent in a training period. An employee promoted or transferred prior to completing a training period shall begin a new training period in the new position.

An employee is deemed to be on a training status according to the terms noted above and until an evaluation is conducted by the employee's supervisor. After the evaluation, the employee will either be changed to permanent status, the training period extended, or the employee disciplined or terminated.

POSITION CLASSIFICATION

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General Policy and Procedure

The Library Director recommends all offices, departments and positions to the Library Board normally as a part of the budget process. The Library Board reviews and approves such recommendations as are required to administer and carry out the affairs of the Library. The Library Director, with approval of the Library Board, may revise the plan, as deemed necessary.

Position Categories

All employment positions shall be assigned to one of the following classifications:

Full-time. Employees required to work at least a forty-hour work week on a continuing basis. Full-time employees are subject to all rules and regulations, and are entitled to all applicable benefits described in this Handbook.

Regular Part-time. Employees scheduled to work more than 1,000 hours per year, but less than 2080 hours per year on a continuing basis. Regular part-time employees are subject to all rules and regulations, and are entitled to limited benefits. See the benefits section for details.

Part-time. Employees scheduled to work less than 1,000 hours per year on a continuing basis. Part-time employees are subject to all rules and regulations of the Library and FLSA and are entitled only to Social Security and Worker's Compensation.

Volunteer. Individuals who volunteer their time and do not receive monetary pay. Volunteers are subject to the rules and regulations of the Library.

Temporary/Seasonal. Employees hired for a defined period of time and/or a specific task/function. Seasonal employees work on a regular basis during a specific portion of the year. Temporary/Seasonal employees are subject to the rules and regulations of the Library and FLSA and are entitled only to Social Security and Worker's compensation.

Contract. Individuals hired to work for the Library on a contractual basis, but do not have employee status. Independent contractors are governed by the terms of their contract and not by the rules and regulations outlined in this Handbook, unless specifically incorporated into their contract.

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General Policy and Procedure

The Library Director is responsible for maintaining a uniform and equitable Pay Plan. The Plan shall reflect an equitable relationship among the job classifications based upon a review of prevailing rates for comparable work in peer Library organizations, local private and public wage rates, current cost of living, responsibilities of the position, and the policies of the Library.

Pay Period

All full time and part time employees are paid biweekly, every other Friday. The pay period consists of the two weeks starting on a Saturday and ending two weeks later at midnight on Friday. Paychecks will be distributed every other Friday or the day prior if Friday is a recognized holiday. Except for employees with exempt status under the Fair Labor Standards Act, an employee's annual income is converted to an hourly rate for payroll purposes. Where a regular employee works for a fraction of a pay period, the employee's pay will be adjusted proportionately.

Overtime & Compensatory Time Off

Overtime pay is paid to an eligible employee for each hour compensated in excess of 40 hours worked per week. The hourly overtime pay rate of a non-exempt employee is determined by taking the hourly rate and multiplying it by 1.5. An employee is required to have authorization from their supervisor to work overtime. Approval of the Library Director is required for all overtime pay.

The Library Director has the authority to require the use of compensatory time in the place of overtime pay. Compensatory time off is not transferable between employees. Compensatory time should be taken in one hour increments and should be used within the same week.

The supervisor must approve use of comp time. Approval is based on the daily work load and conditions. The supervisor can also require employees to take compensatory time off.

Any full time employee who works a Sunday will receive compensatory time off of 4.5 hours that must be taken in the same week in the place of overtime pay.

Fair Labor Standards Act (FLSA)

In accordance with the Fair Labor Standards Act (FLSA), the Library has four classes of employees in regard to certain rules and regulations addressing working hours and overtime compensation:

- Non-covered: elected and appointed officials.
- Exempt: professional, administrative, executive (salaried) and seasonal employees.
- Non-exempt: all other employees (hourly)
- Volunteers: Friends of the Library, Teen Interns, Summer Reading volunteers, etc.

FLSA does not require overtime to be paid to employees with an exempt status. Non-exempt employees are paid overtime at one-and-one-half times the employee's regular hourly pay rate (see comments under "Overtime").

Return to Work and Modified Duty Policy

The Library encourages employees to return to the workplace as soon as possible after an injury or debilitating illness. As soon as they are able to return to work with a conditional release from their attending physician, the employee may be assigned to a temporary modified duty assignment in accordance with the Library's modified duty policy.

Generally, an employee's return to work on a modified duty assignment should be by consensus between the employee, the employee's attending physician, and the Library Director. However, if the need for a modified duty assignment is the result of a workers compensation claim, and modified duty is determined to be appropriate as set out below, then the employee will be required to perform the assigned modified duty.

The option of returning to a modified duty assignment will be offered to injured employees where all of the following criteria are met:

(a) doctor's release authorizing the employee to return to a modified duty assignment has been received with an estimated date when normal duty assignment may be resumed.

(b) there is legitimate, productive work that can be achieved by the modified duty assignment. An employee should not be brought back simply to put in time.

(c) the employee's health is improving and there is good probability that they will fully recover.

(d) the employee's modified duty work will not jeopardize their health and safety or the health and safety of others.

With regard to Item (c) above, it is specifically intended that no permanent modified duty positions will be created. Any permanent change in duties and responsibilities or the skills and capabilities for any position is subject to review and approval by the Library Director in consultation with the Library Board. To further emphasize this point, all modified duty assignments shall be subject to a 30-day review to consider renewal by the Library Director.

Refusal to work modified duty may be grounds for dismissal.

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General Policy and Procedure

The Library organization values its employees and takes pride in offering a valuable package of benefits. The level of benefits that the Library provides each employee is dependent upon the position category (full time, part time, etc.) of each job classification and their length of service.

Kansas Retirement Plans

All full time and regular part time employees of the Library are members of the Kansas Public Employees Retirement System (KPERS) and receive benefits in accordance with state laws and regulations. The Library contributes an amount set by KPERS. The employee's contribution amount is set by KPERS. The employee contribution is subject to payroll deduction. Additional information is available from Human Resources.

Deferred Compensation Plans

The Library offers 457-deferred compensation plans for employees to choose from. The programs allow an employee to defer compensation on a pre-tax basis. This pre-tax advantage allows you to defer federal and (in most cases) state income taxes until your assets are withdrawn. Voluntary participation may be handled through payroll deduction so your taxes are reduced each pay period. Some 457-plans allow you to increase, decrease, stop and restart contributions as often as you wish, without fees or penalties. 457-plans offer many advantages, such as reducing your current income taxes while boosting your retirement savings and allowing earnings to accumulate tax-deferred. Please see Human Resources for further information.

Social Security

Social Security is administered by the federal government. Each employee contributes by a set payroll deduction rate. The City also contributes to social security on each employee's behalf.

Health Insurance

All full-time permanent employees are eligible for the Library's health insurance program on the first day of the month following their initial date of employment. Employees may choose from a number of different plans, and should discuss their options with Human Resources.

The Library's policy is to pay part of the health insurance premium costs. The amount paid by the Library will be the same as what is paid by the City of Bonner Springs and is determined annually, during the budget process.

Health insurance is extended to employees who are temporarily disabled and are drawing Workers' Compensation while serving as a Library employee. The Library's portion of the Health insurance premium is paid by the Library while the employee drawing Workers' Compensation is taking paid leave. When paid leave for Workers Compensation discontinues, the Library will pay the Library's share of the employee's health insurance premium for an additional twelve weeks. After that time, the health insurance premium is the employee's full responsibility until he or she returns to work or is no longer an employee of the Library. The Library's portion of Health insurance coverage shall be paid by the Library when an employee is on Family Medical Leave for a maximum of twelve weeks. After twelve weeks, the premium is the employee's full responsibility.

Health Insurance coverage may be changed once a year during open enrollment. Exception is if there is a qualifying event as described below. The employee must notify Human Resources within seven (7) days of the qualifying event. The events are:

1. Marriage
2. Birth of a Child
3. Divorce
4. Dependent Child no longer eligible
5. A dependent child ceasing to be a dependent

Health Insurance, In Lieu of Options

Upon satisfactory proof of other health insurance coverage, excluding Medicare and individual policies purchased in or outside the Affordable Care Act Marketplace or Exchange, full-time employees may elect to have the Library contribute an amount determined allowable by the insurance underwriter to the Library's sponsored dental plan, one of the deferred compensation plans, or optional life insurance plan for the employee or a combination thereof. This benefit is part of the employee's taxable wages and will be included in the "regular rate," which overtime is based on, as defined under the Fair Labor Standards Act. Employees are not entitled to a cash payment in lieu of health care insurance coverage.

Health Insurance, Benefits under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1986)

Per Federal guidelines, COBRA entitles an employee to continued health and dental insurance benefits when a "qualifying event" occurs. For detailed information on COBRA please contact Human Resources. Each employee must notify Human Resources of any change in qualifying event within seven (7) days of the event which are listed below:

1. Employee's divorce or legal separation
2. A dependent child no longer eligible under the health insurance policy
3. Expiration of an employee's leave under FMLA
4. Employee's reduction of hours (no longer full time)
5. Employee's Medicare entitlement
6. Employee termination of employment
7. Employee's death
8. Leave for active service in U.S. Armed Forces for more than 30 days which is covered by the federal veteran's reemployment rights

Dental Insurance

Employees may elect to purchase dental insurance. See Human Resources for additional information.

Life Insurance

The Library provides a term life insurance policy at no charge for each full-time employee on the first day of employment. The Library-paid life insurance benefit under KPERS is equal to 1-½ times the employee's annual salary. Employees may purchase additional life insurance under the KPERS Optional Group Life Insurance Plan at any time. See Human Resources for details.

Death and Disability Benefits

Contributing members of KPERS are eligible for insured death and disability benefits provided by these programs. The death and disability benefit begins on the first day of employment and is paid to the beneficiary(ies) designated by the employee. Upon an employee's death, the beneficiary(ies) designated under the KPERS program by the employee will receive a check from the Library for unpaid hours worked and unused vacation.

Employee Assistance Program (EAP)

The Library has established an Employee Assistance Program (EAP) that is voluntary and confidential. If an employee or family member feels that help is needed *in areas such as substance abuse, family counseling, etc*, they may call (913) 982-8398 in the Kansas City Metro Area, or (800) 624-5544 for an appointment. In certain employee disciplinary situations an employee may be required to attend counseling or assessment through the EAP. Otherwise, this program is provided to employees and their families to help in a wide variety of areas. For additional information, please contact *Human Resources*.

Injury or Illness on the Job

Injured employees and volunteers in need of medical care should report immediately to the Library Director or designated Supervisor. For injuries requiring emergency assistance, call 911 immediately. All injuries are handled through KU MedWest, 7405 Renner Road, Shawnee, KS. The clinic is open Monday through Friday from 7:30 a.m. to 9:00 p.m., Saturday and Sunday, 9:00 a.m. to 4:00 p.m. and should be used for injury evaluations, physical therapy, referrals and employee physicals. Employees with injuries sustained after hours, during the weekend and holidays, should report to the nearest Emergency Room. An accident report must be turned into the Library Director and Human Resources with 24 hours of the injury or the next working day if it happens on a holiday or weekend.

Worker's Compensation

Library employees are covered by Workers Compensation Insurance. Any work-related injury or illness must be reported immediately to the Library Director or supervisor in charge. Injured employees and volunteers must turn in an accident report to the Library Director and Human Resources within 24 hours of sustaining an injury. If the injury is too debilitating for the employee to file the report, the Library Director or designated Supervisor must file an accident report for the employee. For additional information on Workers Compensation, see Human Resources.

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General Policy and Procedure

Employees are expected to be at their work places at the time established by their Supervisor. Leave from this schedule takes many forms, such as vacation, military service, sickness, etc. The Library provides various leave benefits and has regulations for the proper use or application of each type of leave. Employees are required to use any accrued vacation, sick, personal leave, or comp hours when taking time off work, up to the total of their scheduled work time per pay period.

Vacation

Vacation leave shall be accrued from the first day of employment under the conditions hereinafter stated. An employee who works fewer than 12 days in any month shall not accrue vacation leave credit for such month of service, provided the limit of 12 days shall not apply to an employee on FMLA or paid leave. Full time employees are entitled to accrue paid vacation leave according to the following schedule:

Years Continuous Employment	**0-4**	**5-9**	**10-14**	**15+**
Hours earned per month	8	10	12	14

Employees may not accumulate any more than 240 hours of vacation leave. Hours that would have been accumulated in excess of 240 hours will be forfeited. Vacation pay is computed based on the employee's regular wage or salary for a standard work period.

The Library Director will prepare vacation schedules to ensure a minimum of disruption to the Library, and post the schedule after consultation with employees. How these schedules are developed is up to the Library Director. Days of vacation will be applied against scheduled work days only. If a request is submitted for more than 3 weeks, the request must be approved by the Library Board. Vacation must be taken in increments of not less than one-half hour.

Part-time employees who work at least 20 - 30 hours per week on a continuing basis shall receive 4 hours vacation per month for each month of employment. Their maximum accumulation shall be 120 hours.

Permanent part-time employees who work 30 hours, but less than 40 hours per week on a continuing basis shall receive 6 hours vacation per month for each month of employment. Their maximum accumulation shall be 180 hours.

Employees who work less than 1,000 hours per year do not receive vacation leave.

If an employee resigns and is in good standing and has worked for the Library for a minimum of 6 months, they will be paid for accrued vacation time at the employee's regular rate of pay. In case of death, compensation shall be paid to the surviving spouse or the employee's estate.

Holidays

The following are paid holidays observed by the Bonner Springs City Library:

Holiday Closure	Additional Closure
New Year's Day	Library closed at 5:00 on New Year's Eve. Library closed on the following Monday when New Year's Day falls on a Sunday.
Martin Luther King, Jr. Day	
Presidents' Day	
Memorial Day	Library closed on the Sunday before Memorial Day
Independence Day	Library closed at 5:00 on the day before Independence Day. Library closed on July 3rd when Independence Day falls on a Saturday and on July 5th when July Independence Day falls on a Sunday.
Labor Day	Library closed on the Sunday before Labor Day
Thanksgiving Day	Library closed at 5:00 on the Wednesday before Thanksgiving
Day after Thanksgiving	
Christmas Eve	Library closed at 5:00 on the day before Christmas Eve
Christmas Day	Library closed on the following Monday when Christmas falls on a Sunday

And any other day so designated by the Board. The library will also be closed on Easter Sunday but not as a paid holiday.

Full-time employees shall receive 8 hours pay for each holiday or, where necessary to avoid overtime, a floating day of leave to be taken in December or January. Full-time employees regularly scheduled to work both the holiday closure and the additional closure will not be paid more than the other full-time employees but will be expected to adjust their schedule.

Part-time employees shall receive holiday pay based on the number of hours they are regularly scheduled to work that day, regardless of whether the closure is for the holiday itself or for an additional closure, including Easter Sunday. When the library closes early on the day before a holiday, however, part-time employees scheduled to work those evening hours will not be paid but will be expected to adjust their schedule. The regular schedule excludes any shifts scheduled in a rotation and any temporary changes, such as extra hours during summer reading or a schedule changed to accommodate health care.

Sickness

Sick leave shall be accrued from the first day of employment under the conditions hereinafter stated. An employee who works fewer than 12 days in any month shall not accrue sick leave credit for such month of service, provided the limit of 12 days shall not apply to an employee on

Family Medical Leave (FMLA) or paid leave. Earned sick leave cannot be used in the same pay period in which it was earned.

Regular full-time employees earn sick leave according to the following schedule.

Years Continuous Employment (after January 1, 2006)		
	0-4	**5+**
Hours earned per month	8	10

Regular part-time employees who work at least 20 - 30 hours per week on a continuing basis shall earn sick leave at the rate of 4 hours per month for each month of employment.

Regular part-time employees who work 30 hours but less than 40 hours per week on a continuing basis will earn sick leave at the rate of 6 hours per month for each month of employment.

The maximum accumulation of a Full Time and Regular part time employee is 480 hours.

Sick leave shall be charged in increments of not less than one-half hour. To be eligible for paid sick leave, an employee shall notify his or her immediate supervisor about the reason for his or her absence no later than one-half hour after the beginning of the first work day for which sick leave is taken. If an employee becomes ill while working they shall immediately notify their Supervisor (The supervisor should be contacted in person---don't leave a message).

Sick leave is not vacation leave! Improperly claiming sick leave may result in disciplinary action, including loss of pay or dismissal. Sick leave shall only be taken for personal illness or injury, doctor or dentist appointments, or to care for an ill family member or dependent (as defined under FMLA) and approved by the Library Director. The Library Director is responsible for determining the propriety of sick leave requests by their employees. Verification for used sick leave may be required by the Library Director or in the Director's case by the Library Board. No pay shall be granted for sick leave that, if checked, cannot be verified.

Vacation or personal leave shall not be used in place of sick leave unless the employee's sick leave is exhausted. Sick leave must be used if an employee calls in sick.

A physician's certificate may be requested affirming an employee's illness or condition and the employee's fitness to return to work. When the employee is on sick leave in excess of three (3) days, on sick leave for an off-the-job injury, just released from the hospital, or other unusual circumstance such as, but not limited to Worker's Compensation Benefits, a physician's release may be required prior to returning to work. In any circumstance, documentation of sick leave may be required.

When an employee's sick and vacation benefits are exhausted, and the employee continues to be absent to the extent that the departmental functions are jeopardized, the Library Director may recommend to the Library Board dismissal of the employee.

The Bonner Springs City Library does not pay out unused sick leave when an employee leaves or upon retirement.

Injury Leave

Any employee injured as a result of an on-duty injury and approved as a workers compensation injury, is eligible to receive injury leave with pay up to a maximum of 30 calendar days. The pay from the Library will be the difference of Workers Compensation and the employee's salary. If

the employee is unable to return to work at the end of this time, he or she may use any accrued sick or vacation leave.

Bereavement

When a Library employee's immediate family member dies, they may take up to five paid days of bereavement leave when approved by their supervisor. Immediate family includes only an employee's spouse, mother, mother-in-law, father and father-in-law, step-parent, son, son-in-law, daughter, daughter-in-law, step-child, grandparent, grandchild, brother, brother-in-law, sister, sister-in-law. Additional time off may be arranged with approval of the Library Director by charging it against unused accumulated vacation or sick leave or as leave without pay.

Military (USERRA)

Military leave will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. Armed Forces or National Guard. Employees must notify their supervisor in writing of the conditions of any such membership to assist the Library Director in planning staff requirements.

If an employee requests military leave for a short tour of active duty or field training encampment, and the military pay is less than the employee's regular salary, an employee may be compensated for the difference between the military pay and city salary for a period not to exceed 15 working days. The Library will provide health care coverage under the same provisions as existed prior to the leave up to 31 calendar days. After 31 days, the employee may continue health insurance through COBRA for an additional 18 months. Vacation and sick leave will continue to accrue during military leave, not to exceed the maximum amounts as established under the Library's leave policies.

Employees on extended military leave must apply for reinstatement in accordance with state and federal law (USERRA). Please contact Human Resources for further information.

Family and Medical Leave

A) Basic Leave Entitlement. Upon request, an employee will be granted up to 12 weeks of unpaid family and medical leave during any continuous 365 day 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 of the employee. Where possible, employees are required to provide at least 30 days notice before beginning to take leave. The Library will require that any vacation, sick or personal leave hours of the employee be substituted for all or part of the 12 weeks of leave provided under the Family and Medical Leave Act.

B) Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying situations. A special leave entitlement permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period.

C) Eligibility. An employee must have worked for the Library at least 12 months and 1,250 hours during the year prior to the leave request.

When leave is requested as a result of a serious health condition of the employee or family member, the employee must provide the Library with a certification statement issued by a health care provider.

Should there be a question of validity of the certification the Library may, at its own expense, require an opinion from a second health care provider. Where there is a conflict between the two opinions, the Library and employee must jointly pay for the opinion of a third provider, whose opinion shall be binding on both parties.

D) Restoration. An employee returning from family leave is entitled to return to his or her position, or to a position with equivalent pay, benefits, terms and conditions of employment.

E) Vacation and Sick Leave. Employees on family medical leave will continue to accrue vacation and sick leave for the maximum of 12 weeks.

F) Benefits. The City will provide health care coverage under the same provisions as existed prior to the leave. Pension contributions are based on earnings, so if an employee is on unpaid status, pension contributions are not made.

E) Payroll Deductions. Payroll deductions other than health, dental and other insurance in our Cafeteria Plan, are the employee's responsibility. If the employee has any of these Plans, the Library will make payment directly to the provider on behalf of the employee for the maximum of 12 weeks. This amount will then be paid to the Library by the employee. After the 12 weeks, the employee can continue health and dental insurance through COBRA.

For additional information, please contact the Library Director.

Jury and Civic Duty

It is a civic duty to serve on a jury if you are called. While on jury duty, or while serving as a witness as a result of being a Library employee, an employee will receive full pay and benefits from the Library for any time that would normally have been spent at work. Upon discharge by the court, the employee is to report promptly to their supervisor during the normal working day, or if discharged after working hours, then at the beginning of the next work day. Vacation or leave without pay will be used by employees involved in a personal court case not resulting from duties with the Library. An exception is if the employee is subpoenaed for a trial as a witness, then the Library will grant a maximum of two (2) days paid absence. Proper documentation must be provided.

Civic leave with pay will be granted to employees to vote when polls are not open at least one hour before or after the employee's work shift.

A maximum of 2 hours of paid leave may be granted up to twice a year, if approved by supervisor, for blood donations within the City limits.

Inclement Weather

When the Library is closed because of inclement weather, staff will be paid the hours they are regularly scheduled to work with these exceptions:

1. Staff working an adjusted schedule to cover weekend hours will be paid and receive time off according to the adjusted schedule.
2. Staff working an adjusted schedule to cover for a coworker or working an extra shift will be paid according to the adjusted schedule as recorded on the master calendar, with director pre-approval required for extra hours or a change of hours not involving a simple exchange of shifts between coworkers.
3. Staff who have pre-arranged a leave (such as for vacation or a doctor appointment) will receive pay for the pre-arranged leave, not for the weather closure.

4. Staff who call in to report absence on account of weather will not be paid if the library subsequently closes that day, unless other leave (such as vacation) is approved.

Leave of Absence without Pay

All requests for leave without pay will be given to the Director, and will be at the discretion of the Board.

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General Policy and Procedure

The Library has established policies and procedures related to the conduct of its employees. When an individual is selected to become a Library employee, they join a group of good, hard working and conscientious people who have a dedicated interest in serving the community to the best of their ability. As a result, there are certain standards of conduct or behavior that is expected of Library employees, including:

- Respect and courtesy for patrons and other employees.
- Diligence and hard work.
- Teamwork.
- Honesty, integrity, high ethical standards.
- Trustworthiness and loyalty.
- Competence and professionalism.
- An active concern for safety.

Documentation

It is incumbent upon each Supervisor to document occurrences and activities that are in violation of this Handbook or departmental policies and procedures, especially with respect to conduct and behavior. Supervisors should counsel their employees and establish goals to help them change any negative behavior, document their response, and use appropriate discipline if an employee fails to follow directions. Employees must be aware of the consequences of their actions, and the Supervisor must provide written documentation and records supporting any claim of violation, impropriety or insubordination, prior to recommending discipline of the employee. This documentation will be provided to the Library Director to be placed in the employee's personnel file.

Absent Without Leave (AWOL)/Abandonment

All employees shall be at their assigned work places at and during the time assigned by their Supervisor and subject to general and departmental regulations. An employee who is absent without leave is subject to disciplinary action up to and including dismissal. If the employee fails

to return to duty within twenty-four hours, they shall be deemed to have abandoned the position. An employee who abandons a position will not be eligible for payment of accrued benefits or re-employment.

An absence not previously approved by the Supervisor is considered grounds for disciplinary action up to and including dismissal.

Tardiness

An employee that will be late for work for any reason must notify their Supervisor at the first opportunity. Employees who are frequently tardy or are tardy on a regular basis are subject to disciplinary action.

Harassment

Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin and disability. Any act, physical, verbal, or visual that has the effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work atmosphere is prohibited.

The Bonner Springs City Library will not tolerate sexual harassment in any form. No 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. Employees who violate 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 or propositional 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.

Personnel should report immediately any such behavior or incident to the Library Director (or Library Board President should the Director be involved) in writing with date, location, and names of individuals involved. If after the investigation is conducted, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to the Library Board. In its effort to prevent discrimination or harassment of any kind, the Bonner Springs City Library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

Community Relations

The image of the Bonner Springs City 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.

Smoking

The Bonner Springs City Library is designated as a no-smoking institution. Those wishing to smoke must leave the library K.S.A. 21-4009.

Dress and Appearance

Library staff are expected to dress professionally to help maintain the image of the Bonner Springs Library and appropriately based on their job duties. Name tags are to be worn at all times. A tank, tube or halter top is not allowed nor is anything that shows off a bare midriff. Gym shorts are not permitted, but short trousers and Capri pants are fine as long as they come past the knees. T-shirts and sweatshirts with graphics are not allowed unless they are library related, such as summer reading themes, or they are being worn to celebrate a game day or holiday.

Library Assistants or staff who normally shelves materials are permitted to wear jeans. Supervisory staff is asked to limit the wearing of jeans to Fridays and the weekends. Exceptions will be made to these polices under special circumstances, please discuss any issues with the Library Director.

Alcohol & Drug-Free Workplace

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 library premises, in library vehicles, or while on library business, is prohibited. Employees must not be on library business or on library property or operating library vehicles or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotics, or other controlled substances.

Computer Technology Policy

The Bonner Springs City Library provides computer systems for staff conducting Library business. The system should not be used in a way that is disruptive, offensive to others, harmful to morale, or negatively affect an individual's work. All messages composed, sent or received on a staff computer remain the property of the Bonner Springs City Library.

Any transmission or receipt of electronic communication or information via e-mail or the Internet is not to be used to create any offensive or disruptive messages. Among those considered offensive are any messages that contain sexual implications, slander, racial slurs, gender slurs or insults, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability. This is strictly prohibited and may be grounds for disciplinary action.

Employees must conduct themselves appropriately on the Internet and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others. Employees must not knowingly use e-mail or the Internet to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or local jurisdictions in any material way. Use of the Library's resources for illegal activity is grounds for immediate dismissal.

Employees may not access another employee's e-mail or computer files without permission. The computer system is the property of the Bonner Springs City Library and e-mail and Internet access will be monitored and is subject to inspection by the Library's network administrator as approved by the Library Director. Any employee receiving offensive e-mail should report it to the Library Director.

Virus protection software shall be installed on each PC. Unusual malfunctions or virus is to be reported to the Network Administrator or Library Director.

Personal use of staff computers, especially for personal social media activities, should be minimized—ideally, conducted only on breaks or otherwise outside of work hours. Personal use of other electronic devices, including phones, should also be minimized during work hours.

The Library respects every employee's right to free speech, and no construction of this policy statement shall discourage discourse intended to improve working conditions. With regard to the content of personal online postings that relate to the Library and its work, however, the following practices should be observed:

- Do not violate the Patron Confidentiality Statement, signed by every employee, in any online posting. No disparaging comments should be made about a patron, a patron's information needs, or a patron's behavior in the library.

- Avoid personal social media activities that adversely affect the Library or its employees. Examples of such objectionable behavior include remarks, images, or other materials that are disparaging, discriminatory, intimidating, obscene, or malicious with regard to the Library, its work, or its employees.

- If you identify yourself as a Library employee in a personal post, state clearly that the views expressed are yours exclusively and do not represent a position of the Library.

It should be noted that First Amendment protections do not extend to speech pursuant to official duties of public employees. Official Library postings that adversely affect the Library, its employees, or its patrons will not be tolerated, nor will any postings that violate the Patron Confidentiality Statement be tolerated. Such postings may result in disciplinary action and dismissal.

Social Media Principles & Procedures

OUR PURPOSE – *Why do we do social media? What is our goal?*
- To inform and engage our community
- To listen to and respond to our customers
- To market our services, programs, and collections
- To position ourselves as a knowledge leader and essential destination

OUR STRATEGY – *How will we work toward our goals?*
- Promote our events, collections, and services
- Start conversations with our users by asking questions and gathering opinions
- Participate in conversations happening in the community
- Actively listen to what customers are saying and respond appropriately
- Build relationships by passing along content of others - community partners, local bloggers, etc.

OUR CONTENT – *What will we say?*
- News & events (Library, Bonner Springs, book-related)
- Information about collections, services, new features, etc.
- Original content (i.e. reviews, recommendations, etc.)
- Pass along relevant content of others (link to local blogs, retweet, etc.)
- Cross promote our own social media channels (i.e. Tweet about new blog post, etc)
- Responses to questions and comments

OUR TONE – *How will we say it?*
- We will be honest and authentic, not snarky or sarcastic
- We will be respectful to all commenters, positive and negative
- We will say please and thank you
- We will not post anything on social media that we would not say at a service desk

THE BASICS:

- Don't forget to spel chek

- Respond in a timely manner (same day if possible)

- Check back to gauge responses, contribute to conversation, answer questions

- Add photos, videos when appropriate

- If a comment or response is negative, please use a "Triage" approach:
    - If the comment is "I came by yesterday to pick up my holds, but the library was closed for something called "Staff In-Service Day" then an appropriate response might be "*We are so sorry this happened! Each year, we close for one day so that our staff can receive training in order to better serve you. We try our best to inform our customers with physical signage, notices on our website, and through Facebook and Twitter."*
    - If the comment is highly technical in nature or specific to a certain department, refer it to the appropriate person.
    - If the comment is extremely negative, negative about the library in general, or policy-related, please inform the director, who will craft the response.
    - In general, if a comment is negative or needs a highly detailed or technical response, we will attempt to move that conversation to a private channel (email, face to face meeting)

Pecuniary Liability

If an employee causes damage to or loses Library property due to gross negligence, the employee may be required to pay for the damage or loss as determined by the Library Board. Failure to make reimbursement is grounds for dismissal.

Fraud, Waste and Abuse

1. **<u>Definitions</u>:**

Fraud: Intentional deception to deprive the Library of its resources.
Waste: Extravagant and needless expenditure of Library funds or property
Abuse: Intentional, wrongful or improper use of Library resources

Examples of fraud, waste and abuse include, but are not limited to:

- Theft or misappropriation of funds, supplies, property, or other resources
- Improper and wasteful use of resources
- Forgery or alteration of documents
- Unauthorized use of records
- Falsification of reports to management or external agencies
- Improper handling or reporting of financial transactions

- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Willful violation of laws, regulations, or contractual obligations when conducting Library business
- Falsification or unauthorized alteration of time or leave records

2. General Policies

a) This policy applies to all employees. The Library will investigate all allegations of fraud, waste, or abuse. Any employee found to be involved in fraud, waste, or abuse as defined in this policy is subject to disciplinary action, up to and including dismissal, and criminal prosecution when warranted.

b) Employees are responsible for ensuring that resources entrusted to them by the Library are used ethically, prudently, and for their designated purpose.

c) Employees are responsible for reporting fraud, waste, or abuse regarding Library resources, whether by employees or outside parties. When circumstances warrant, employees who fail to report fraud, waste, or abuse are subject to disciplinary action. Employees who knowingly make false accusations are subject to disciplinary action.

d) All employees have a duty to cooperate with investigations of fraud, waste, and abuse. Failure to cooperate may result in disciplinary action, up to and including dismissal.

e) Employees should not discuss the case, facts, suspicions, or allegations with anyone outside the organization or those within the organization that do not have a legitimate need to know unless specifically directed do so by the Library Director or law enforcement.

3. **Fraud Prevention and Detection**

Employees with managerial or supervisory duties are responsible for creating an environment that encourages integrity and ethical behavior. Additionally, these personnel shall establish appropriate controls to help guard against and detect fraud, waste or abuse.

4. Reporting Fraud, Waste, or Abuse

a) **Employee Reporting Requirements.** All employees should report suspected fraud, waste, and abuse to the Director, Assistant Director or Board of Trustees. Employees who suspect or detect such activity must not initiate investigations on their own or alert the suspected individual(s) of an impending investigation.

b) **Departmental and Other Management Reporting Requirements.** Department heads and other management officials must report suspected fraud, waste, and abuse and all allegations of such activity made to them immediately to the Library Director or the Board of Trustees. Management personnel who suspect or detect such activity must not initiate investigations on their own or alert the suspected individual(s) of an impending investigation.

c) **Investigation.** The Library Director and/or the Board of Trustees will conduct necessary investigation into allegations of fraud, waste or abuse. Library legal council or law enforcement will be involved as appropriate.

d) **Retaliation Prohibited Against Employees.** Employees who report fraud, waste, or abuse shall be free of intimidation or harassment when reporting matters of public concern, any person who knowingly and willingly retaliates or takes adverse action against a person for reporting alleged fraud, waste, or abuse, or for cooperating with the investigation of such allegations, is subject to disciplinary action, up to and including dismissal, and criminal prosecution.

4. Recovery of Assets
   The Library will take appropriate action to recover any assets lost as a result of fraud, waste, or abuse.

5. Prosecution Under Criminal Law
   Any person who steals, fraudulently obtains, or otherwise intentionally misuses Library assets, or aids and abets others to do so, or in any way engages in criminal activity with respect to Library property, contracts, or other resources, is subject to criminal prosecution.

Disciplinary Action and Dismissal

The Library Board and/or the director shall have authority to discipline employees for the willful violation of personnel policies. If violations are repeated, the employee may be terminated for cause. Use of alcohol or illegal drugs while at work, refusing to obey a direct order of a supervisor, willful damage of property, gross neglect of duty, and continuous poor relations with peers or the public are some examples of dismissal with cause.

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 through explanation and counseling before it becomes necessary to file a written form. If a grievance fails to be resolved, the employee may within five (5) working days file a written appeal with the director or board. A grievance committee of three, comprised of the director (unless he/she is filing the complaint), a board member and a fellow employee or other board member selected by the filing party shall meet to consider the situation. The committee will prepare a written report to be presented to the 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.

Evaluation of the Library Director

The Director will be evaluated annually by the Board of Trustees. Evaluations will be handed out at the September Library Board meeting and are due back to the Board President at the October Library Board meeting. The Board President will then compile a master evaluation of the Director and will discuss the evaluation at the November Library Board meeting.

VEHICLES & TRAVEL

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General Policy and Procedures

To establish guidelines for use of personal vehicles, reimbursement or pre-funding of travel and training required for business purposes, the following policies are created.

Use of Private Vehicles

1. Use of private vehicles for Library business must be authorized by the Library Director or Supervisor in Charge. Employees should car pool when possible. The Library will reimburse for the use of a private vehicle on Library business at the rate established by the IRS. The appropriate mileage form must be submitted to the Library Director who will submit it at the next Board Meeting for payment.
2. If an employee drives his or her personal vehicle, they accept personal liability for any damage and injury that may occur while using the vehicle. In the event of an auto accident the employee's personal automobile insurance is the first line of defense, and once those limits were exceeded then the Library's insurance would be provided
3. Employees are responsible for tickets or citations issued to them in a personal vehicle.

Vehicular Accidents

If an employee is involved in an accident that results in personal injury or property damage while operating a private vehicle on Library business, take the following steps:

a. Notify the local Police Department immediately.
b. Ask that all parties, property, and concerned persons remain at the scene of the accident until a Police Officer arrives to investigate.
c. Report the accident immediately to the Library Director or Supervisor in Charge, regardless of the size of the accident or time.
d. Do not discuss the accident with anyone at the scene except the investigating Police Officer or Library Supervisory personnel.
e. The employee must provide a copy of the accident report to the Library Director, either that day or the following business day.
f. If there are any injuries due to the vehicular accident, the employee will be required to have a drug and alcohol test.

Single Day Travel and Meal Expenses

Meals

1. Employees may be allowed reimbursement for their travel and meals in the conduct of Library business. For reimbursement, the employee must submit a ***detailed*** receipt (not just the credit card receipt) and expense report, approved by the Library Director.

2. Employees who attend single day conferences or seminars will be reimbursed for meals which are not included as part of the work related conference or seminar.

3. The Library may pay for meals of employees who are not normally required to work through meal times, but are required to work through meal times by their supervisor because of special circumstances.
4. An employee who schedules a meal for the purpose of conducting City business must have prior approval from the Library Director.
5. The cost of alcoholic or cereal malt beverages will not be reimbursed.
6. The Library Director must approve any special circumstances requiring reimbursement.
7. Daily cost of meals will not be reimbursed beyond the IRS per-diem rate. Employees must provide ***detailed*** receipts.

Overnight Travel and Meal Expenses

A. Definitions

Travel Days: The day immediately prior to the conference (or the first day of the conference if the conference begins after noon) and the day immediately following (or the last day of the conference if it ends by 1:00 p.m.), depending on available air flight schedules.
Conference Days: The day the conference begins through the day the conference ends.

B. Procedures

Approval

1. The employee shall forward a Travel Authorization form to the Library Director for approval prior to departure.
2. All approvals are subject to availability of funds.
3. All relevant items must accompany the Travel Authorization Request form including a copy of the conference brochure, personal checks for guest or entertainment activities and/or Requisition form(s).
4. A separate Travel Authorization Request form must be completed for each employee traveling.
5. The Library will not pay additional costs related to a spouse or guests traveling with an employee in conjunction with a business trip. If airfare is involved, the employee must make arrangements to pay for the cost of the spouse or guests airfare, directly to the vendor. The Library will not advance an employee money for a spouse or guests' expenses.

Transportation

1. Employees will use the most economical means available with reasonable consideration given to the time and distance involved. Mileage reimbursement will not be given that exceeds the actual round trip cost of coach airfare. Any travel outside the "Travel" and "Conference" days will be on the employee's personal time.
2. If an employee uses his or her personal vehicle, a mileage allowance at the Library's current per mile rate will be authorized. The employee will submit written record of total mileage.
3. If an employee uses their personal vehicle, no allowance above the normal mileage rate will be made for additional passengers, repairs and vehicle maintenance. Drive sharing is encouraged whenever possible. The Library Director must prior-approve payment for more than one car.

Air Travel

1. Authorization is required for other than coach airfare.

Conference Registration

1. Arrangements should be made far enough in advance so that payment of conference registrations can be made directly to the sponsoring organization as part of the Library's regular claims process.

2. Authorization will be given for payment of basic conference registration and fees and for additional pre-sessions and post-sessions that are clearly a function of the conference. Payment of fees for entertainment activities associated with the conference and for any spouse or guests' expenses will be reimbursed to the Library by personal check or as a deduction on the employee's expense report.

Lodging

1. Authorization for lodging costs will be approved for standard rooms at the suggested conference hotel(s) unless extenuating circumstances prevent staying there.
2. Room sharing should be used whenever possible and appropriate.

Meals

1. Meal allowances are only provided for the "Travel" and "Conference" days.
2. On "Travel" days, only those meals required after travel begins or before travel ends will be reimbursed. Travel beginning before 8:00 a.m. will include breakfast, lunch and dinner; travel beginning between 8:00 a.m. and noon will include lunch; and travel beginning between noon and 5:00 p.m. will include dinner. Travel ending before noon will include only breakfast; travel ending before 5:00 p.m. will include only breakfast and lunch; travel ending after 5:00 p.m. will include breakfast, lunch and dinner.

Miscellaneous Costs

1. Receipts for all authorized costs, including parking fees, business related phone calls, etc. must be turned into the Library Director within 30 days.
2. Rental cars must be authorized in advance as part of the travel request.

General Requirements

1. If an employee travels early or stays later for personal reasons prior to or after the approved conference, all lodging and excess travel costs shall be paid for by the employee

Injury or Illness While Traveling

If an employee is injured or ill, they should report immediately to their Supervisor. For injury or illness that requires emergency assistance, the employee should report to the nearest Emergency Room. If an injury, an accident report must be turned into Human Resources within 24 hours of the injury.

SEPARATION

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General Policy and Procedure

If an employee wishes to resign or retire from his or her position with the Library, they must notify the Library Director of their intent in writing at least two weeks, excluding any vacation, holidays or sick time, prior to the last day at work. If the Library Director wishes to resign or retire, they must give a minimum of 30 days written notification to the Library Board. Notification of intent to resign or retire must be written and signed. All keys, keycards, and equipment issued to the employee must be returned. Failure to comply with the resignation requirements may result in the loss of a part of the employee's separation benefits which include payment for unused vacation.

If an employee is terminated by the Library, they shall receive payment for unused vacation if the employee worked for the Library for more than 6 months. Any employee terminated by the Library shall receive payment for all hours that the employee has worked. All keys, keycards and equipment issued to the employee must be returned.

If an employee is terminated by the Library, the library director may verify, upon request of a prospective employer, the dates of employment of the former employee. Only the director is authorized to disclose this information. Other details of the separation will not be elaborated during a reference check.

Dismissal for Medical Reasons

An employee may be terminated upon the advice of an appointed physician when it is determined that performance of duty is compromised because of physical impairment. The Library reserves the right to require an employee to undergo a medical examination by a physician chosen by the Library whenever there is a question of an employee's fitness to work or when there is reason to fear that a worker's condition might pose safety or health hazards for themselves, other employees, or the public.

The Library recognizes that many employees with life-threatening illnesses desire to lead normal lives, which includes working as long as their health permits. Such employees are encouraged to continue working as long as they are able to fully perform the duties of their position and their illness presents no threat to themselves, other employees, or the public, and does not disrupt the effectiveness or efficiency of the Library. Employees with life-threatening illnesses are entitled to the same benefits as other employees in the organization.

The Library may supply pertinent non-confidential medical information to Supervisors and other employees as warranted when a co-worker has a life-threatening illness. Supervisors and other employees should be aware that continued employment for a worker who has a life-threatening illness may have a therapeutic value and contribute to the individual's remission or recovery process. Supervisors and co-workers with information about an employee's illness should treat all medical information of employees as confidential.

Non-Discrimination Policy

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General Policy and Procedure

It is the Library's intention and goal to provide equal access to employment and equal quality of service to the public.

Policy

It is the Library's Equal Employment Opportunity (EEO) policy that the personnel policies of the organization, as well as the Library's services and regulatory decisions, are provided and administered on the basis of merit and without discrimination against anyone on the basis of race, color, religion, gender, age, marital status, sexual orientation, national origin, veteran's status, or disability. The Library will fully comply with the Civil Rights Act of 1964 (as amended) and the Equal Pay Act of 1963 (as amended).

In the selection process, individuals will be assessed, based on their qualifications and their ability to perform the essential functions of the position, with or without reasonable accommodations. The Library will make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship.

An employee with questions or concerns about any type of discrimination in the work place, is encouraged to bring these issues to the attention of the Library Director or Library Board. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including dismissal.

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BONNER SPRINGS
CITY LIBRARY

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Acknowledgement

The Bonner Springs City Library is committed to providing fair employment and a safe working environment.

As an employee of the Bonner Springs City Library, I affirm that I have received, read and understand the Personnel Policy Handbook adopted by the Library Board.

I am aware that this *Handbook* does not constitute a contract, but is provided for my use in understanding the benefits of employment, expected conduct, and possible disciplinary procedures for violation of policies established by the Library.

Employee's signature: _____ Date: _____

Will be maintained in the employee's Personnel file.