**Personnel Policy**

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**Personnel Policy**

1. **Employment**
	1. Authority

 The information contained in this personnel policy applies to all employees of the Wetmore Public Library. It is presented as a matter of information only and its contents should not be interpreted as a contract between the library and any of its employees. This personnel policy is not intended to and does not constitute any sort of contract employment, either expressed or implied.

The Wetmore Public 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 memo or email. 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 the Wetmore Public Library 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 function of management. The library director shall be responsible for carrying out the personnel policies of the board of trustees.

* 1. Employment Relationships

Employees of the Wetmore Public Library are “employees at will.” Either the Wetmore Public Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice.

* 1. Equal Employment

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

Nothing in the previous paragraph 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.

* 1. Non-Harassment Policy

Harassment in 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 creates an intimidating, hostile or offensive work atmosphere is prohibited.

The Wetmore Public 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. Any employee who violates this policy will be subject to having job action taken against them.

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

1. Touching or making improper 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.

Personnel should report immediately any such behavior or incident to the library director (or board member should the director be involved) in writing with date, location, and names of individuals involved. If, after investigation by the director or board member, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority. (board of trustees, human relations commission.) An employee may ask the city or county human relations resource person, another employee, or supervisor to be present at a complaint discussion with any level of management. In its efforts to prevent discrimination or harassment of any kind, the Wetmore Public Library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

* 1. Employment of and Service to the Handicapped

No employee or applicant for employment will be discriminated against on the basis of disability. Reasonable accommodations will be made unless to do so would cause undue hardship.

* 1. No Smoking

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

* 1. Alcohol and Drugs

The use, possession, sale, transfer, purchase, or act of 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 or representing the library at any time is prohibited.

* 1. Injury

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

* 1. United States Citizenship

The Wetmore Public Library intends to hire only citizens of the United States of America or those who have valid work permits. All employees are required to provide proof of citizenship upon demand.

* 1. Nepotism

It is the policy of the Wetmore Public Library that two or more employees who are related to immediate family shall not be employed in the library unless reviewed and approved by the library board.

* 1. Posted Notices

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

* 1. Child Labor

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

1. **General Employment Information**
	1. Recruitment (Job Description Advertisement)

Recruitment to fill open positions will be made through open application. Positions will be advertised locally.

* 1. Job Classification
		1. Full Time Employee:

A person employed to work a 40 hour week for 52 weeks per year.

The Wetmore Public Library has no full time employment positions.

* + 1. Part-time Employee:

One employed to work on a regular and continuing basis as stated in the position descriptions.

* + 1. 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 communications.

c) in-service training

 C. Job Description

The director and/or library board will develop job descriptions based on the following criteria:

* 1. Importance of job description
		1. Means of reviewing job to eliminate discrimination
		2. As documentation should a complaint be filed against you. The Kansas Human Rights Commission Investigative Materials Request asks for “Job Held/Description”
		3. A way to determine qualified individuals
	2. Job description must contain “essential functions” which generally describe the fundamental nature of the job where a limited number of employees are available among whom the performance of the job can be distributed and requires specialized expertise
	3. Determining “essential function” of a job involves: the employer’s judgment; previous job descriptions written before advertising or interviewing applicants for the job; the amount of time spent on the job performing the function; the consequences of not requiring the incumbent to perform the function; work experience of past incumbents in the job; the current work experience of incumbents in similar jobs.
	4. After reading the job description, the potential applicant will need to sign the document indicating that he/she understands the job description

D. Application Procedure

* + 1. An official form must be filled out by the applicant. Forms are available at the library. Forms shall include information regarding residence, training, experience, references and other pertinent information. Applications will be held for a year.

E. Applicant Interview, Based on Job Description

 These guidelines have been prepared to help the director and board of trustees of the Wetmore Public Library conduct fair and objective interviews. The interview should provide as much information as possible about an applicant’s potential to perform the duties of a particular position.

1. Use team approach. It will save time and allow for comparison of the applicant by team members. The interview team may consist of the entire board of trustees.
2. Familiarize the interviewer/s with the position. They must be familiar with the major duties and responsibilities, and the essential knowledge, skills and abilities of the position at entry level. Each interviewer must have a copy of the job description and review it carefully.
3. The selection criteria must be consistent with the complexity and level of the job. Understand the goals of the library as they relate to the position. Criteria may include performance during the job interview, relevant training, education and experience.
4. Prepare questions that are job related and appropriate for the complexity and level of the position.
	1. Open-ended questions are most effective, yielding the greatest amount of information. Ex. What did you like about your last job?
	2. Close-ended questions are helpful at the onset of the interview to obtain certain information or knowledge. Ex. Could you name the five specific applications involved in …?
	3. Probing questions allow the interviewer to delve deeper for needed information. Ex. “Why?” “What caused that to happen?” Or “Under what circumstances did that occur?”
	4. Hypothetical questions as related to the job, for example: “What would you do if…?” or “How would you handle?”
	5. Loaded questions force an applicant to choose between two undesirable alternatives. The most effective way to employ a loaded question is to recall a real-life situation where two divergent approaches were both carefully considered, then frame the situation as a question starting with, “What would be your approach to a situation where…”
	6. Leading questions set up the question so that the applicant provides the desired response. This type of question should not be employed as it does not gain the interviewer any pertinent information.
5. Ask only job related questions. How many children to you have? Does your husband work in our city? These questions do not usually relate to the job qualifications and are not allowed. “Nice to know” questions are not permitted, and lawsuits could result from applicants who are rejected on the basis of irrelevant questions asked by the interviewer.
6. Develop interviewing strategies that are appropriate for the position level and skill requirement. Three different perceptive strategies are:
	1. Situational interviewing: taking a tour of the workplace and asking the interviewee to actually perform some aspect of the job
	2. Behavioral interviewing: The interview is looking for a behavioral pattern. All questions are based on the past with the assumption that the interviewer might get an idea of what action the interviewee might take in the future based on what happened in the past.
	3. Stress interviewing: This strategy calls for the use of tough or negatively phrased questions. The interviewer is trying to keep the candidate off balance while evaluating poise and quick thinking under pressure. This style of interview is NOT suitable if the employee will not face undue stress on the job.
7. Establish a system to combine the best aspects of each form of interview and evaluate the responses.

F. Interview Process

The board of trustees and/or the director will use the following process when interviewing prospective employees.

 Pre-Interview

1. Schedule interview to allow sufficient time for post interview discussion, completion of notes, etc.
2. Interview in a setting that is free from distractions and interruptions.
3. Review applications and resumes provided by the applicants.
4. Provide an accurate position description to each applicant and allow adequate time for reading before the interview begins.

Opening the Interview

1. Review the goals, objectives, and mission statement of the library.
2. Allow the applicant an opportunity to pose questions or seek clarification concerning the position.
3. Explain the interview process to applicant

Questioning

1. Question the applicant according to strategies developed beforehand.
2. Be consistent with all applicants
3. Allow the applicant sufficient time to respond to each question
4. Record any relevant information elicited from the questions

Closing the interview

1. Inform the applicant when the decision will be made and how notification will occur.
2. Confirm the date of the applicant’s availability to begin work.
3. Confirm the applicant’s correct address and telephone number
4. Give the applicant a final opportunity to raise any questions.
5. Obtain all necessary information from the applicant about references.

Post-Interview

1. Review the selection criteria
2. Review and complete notes
3. Avoid prejudgment and discussion of applicants between interviews
4. Rank the application based on selection criteria
5. When possible, decide on a second and third choice in the event the first choice should decline the offer.
6. Document the basis for the final recommendation
7. Notify all applicants interviewed of the results prior to announcing the selection

G. Lawful / Unlawful Questions for Job Interviews

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **EMPLOYMENT INQUIRY GUIDELINES**The Civil Rights Act of 1964, under the provisions of Title VII, does not expressly prohibit the use of any specific interview question. However, both federal and state wage laws prohibit employers from making any pre-employment inquiry which expresses, directly or indirectly, any limitation, specification, or discrimination, because of race, color, religion, national origin or ancestry, sex, disability or age, unless based on a bona fide occupational qualification.  Information obtained through application forms or interviews is presumed to be used by the employer in making selection and assignment decisions.  For this reason, only those inquiries needed to determine an applicant’s eligibility for employment should be made.***For clarification of specific areas of pre-employment inquiries, the following chart has been provided:***

|  |  |  |
| --- | --- | --- |
|  | **ACCEPTABLE INQUIRIES** | **INADVISABLE INQUIRIES** |
| **ADDRESS** | Asking the applicant's address and/or names of persons residing with applicant may be requested for compliance with nepotism policies. | Any inquiries which might indicate the national origin or ethnicity of an applicant, or the relationship of persons with whom the applicant lives. |
| **AGE, DATE OF BIRTH** | Inquiry into age, when age is a legal requirement, is acceptable. | When age is not legally required, questions regarding age must be avoided. |
| **ANCESTRY, BIRTHPLACE, NATIONAL ORIGIN** | None. | Asking about an applicant's lineage, national origin, descent, birthplace, or native language. |
| **ARRESTS** | None. | Any inquiry into number or kinds of arrests. |
| **AVAILABILITY FOR****WEEKEND/EVENING WORK** | Acceptable if a valid business necessity and asked of all applicants. | Any inquiry regarding religious observance. |
| **CITIZENSHIP** | If U.S. citizenship is a legal requirement, inquiry about an applicant's citizenship is permissible. | Any inquiry which would indicate the birthplace of the applicant or the applicant's relatives. |
| **CHILD CARE** | Inquiry into applicant's ability to meet required work schedules. | Any inquiry which would indicate marital status, child care arrangements or pregnancy. |
| **CONVICTION RECORD** | Inquiry into conviction record if job related. | Any inquiry that is not substantially related to applicant's ability to perform job duties. |
| **DISABILITY** | Inquiry into the ability of an applicant to perform the essential job functions of a position.  It is permissible to ask for a demonstration or verbal description of how the applicant would perform essential job duties, if asked of all applicants. | No disability or health related inquiries or medical examinations may be required of an applicant until after an offer of employment has been made. |
| **PHOTOGRAPH** | Requiring an applicant to be photographed for purposes of identification after hiring selection is made. | Any requirement that a photograph be supplied before hiring. |
| **EDUCATION, EXPERIENCE** | Inquiry into education level, academic, vocational or professional schools attended. | Any inquiry which might indicate the national, racial, or religious affiliation of a school or dates of attendance or graduation. |
| **FINANCIAL STATUS,****CREDIT RECORD** | Use of credit reports when hiring new employees, evaluating employees for promotion, reassignment, and retention as long as employer complies with the Fair Credit Reporting Act of 1997. | Inquiries concerning financial stability and/or use of credit reports may be challenged as disparately impacting on and unlawfully discriminating against a legally protected group. |
| **HEIGHT, WEIGHT** | Inquiry is permissible only when the employer can prove that height or weight is directly related to a job requirement. | Any inquiry not related to abilities necessary to perform substantial job duties. |
| **LANGUAGE** | Inquiry into languages an applicant reads, speaks or writes if knowledge of a specific language is a valid business necessity. | Inquiry into lineage, national origin, descent, birthplace, or native language.  Prohibitions against speaking a language other than English on the job unless business necessity has been established. |
| **MARITAL OR FAMILY STATUS** | Inquiry into applicant's ability to meet required work schedules, and/or the ability to travel. | Any inquiry which would indicate marital status, information about children, child care or pregnancy. |
| **MILITARY SERVICE** | Inquiry into education or experience gained that relates to specific job duties. | Any inquiry regarding the type of discharge, or any non-job-related inquiry. |
| **NAME** | Inquiry about other names an applicant has worked under. | Inquiries which might indicate lineage, ancestry, national origin, descent, or marital status. |
| **NOTIFY IN CASE OF EMERGENCY** | Inquiry into name and address of person(s) to be notified in case of an emergency may be requested after hiring selection is made. | Any inquiry into the name/address of relative(s). |
| **ORGANIZATIONS** | Inquiry into organizations are permissible only if they contribute to the applicant's ability to perform the job. | Inquiry into the name of an organization that might reveal the religious, racial, or ethnic affiliation of the organization. |
| **REFERENCES** | Inquiry into names and addresses of an applicant's professional and/or character references. | Any requirement that a specific individual provide a reference for the applicant. |
| **RELIGION** | Informing prospective employees of normal days and hours of work required for the position. | Any inquiry that might indicate the applicant's religious practices or customs. |
| **SEX** | Inquiry is permissible only when the employer has proven that a bona fide occupational qualification exists and that all members of the affected class are unable to perform the job. | Any inquiry regarding the gender of an applicant if no established bona fide occupational qualification exists. |
| **WORKER'S COMPENSATION** | None. | Any inquiry into past workers compensation claims. |

 |

**ANY INQUIRY SHOULD BE AVOIDED WHICH, ALTHOUGH NOT SPECIFICALLY LISTED AMONG THE ABOVE, IS DESIGNED TO ELICIT INFORMATION WHICH IS NOT NEEDED TO CONSIDER AN APPLICANT FOR EMPLOYMENT**

H. Employee Appraisal, Based on Job Description

The director and/or library board will use the following criteria in appraising employee performance:

1. Importance of employee appraisal: Effective performance appraisals can increase productivity, strengthen employee-employer relations and can help employees reach their full potential.
2. Characteristics necessary in appraisals: Format and purpose should be easily understood by all. Performance standards must be established in advance, work related and measureable. Factors unrelated to job must be eliminated. Communication must be promoted up and down the organizational ladder. Written forms used annually.
3. Resignation

Director: a thirty (30) day notice would be appreciated

Part time employee: a two week notice is appreciated

 J. Dismissal and Termination

 The Wetmore Public Library Board of Trustees 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 and/or illegal drugs while at work, refusing to obey a direct order of a supervisor, willful damage to property, gross neglect of duty, continuous poor relations with peers or the public are some examples of dismissal with cause.

 K. 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.

L. 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. The library board will meet to consider the situation. The board will make a final decision and a written report will be put in 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 proceedings.

 M. 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 provisions and Kansas open record 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.

 N. Staff Attitude and Conduct

 The image of the Wetmore Public Library is conveyed through the attitudes, appearance, conduct and working relationships of the staff. Each staff member is a public relation’s ambassador. As a service organization, employees are expected to be courteous, cooperative and communicative when assisting patrons or 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.

III. Compensation

* 1. Authority

It is the policy of the Wetmore Public Library Board of Trustees to establish and maintain compensation schedules that are internally equitable, personally motivating and effectively administered. NEKLS libraries are expected to pay no less than the current Federal minimum wage per hour.

* 1. Compensatory Time

Compensatory time should not be given, as all positions of the Wetmore Public Library are part-time positions.

* 1. Payroll Procedure

Employees are required to maintain accurate time records noting hours worked, vacation, and sick leave time earned and taken.

Employees are paid the on or before the 1st business day of the month. If the first falls on the weekend employees will be paid prior.

* 1. Mandatory Deductions (Federal / State)

*The Library Board is aware that K.S.A. 12-16, 102 gives authority to establish a library employee benefit fund. The Board must request the governing body of the municipality to levy for this fund which is separate from and in addition to the general library levy.*

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 System (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.
5. Worker’s Compensation is mandatory if the library’s payroll is over $20,000. K.S.A. 44-505.
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.
	1. Annual Leave
7. Terms of annual leave
	1. Annual leave shall be earned beginning with the date of employment under the conditions hereinafter stated. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.
	2. Full- time employees 35+ hours per week will receive 5 days of vacation after their first year of employment, 10 days after two years. All vacation time must be taken within the calendar year. Vacation time cannot be carried over from year to year, and accrued time **will be** paid if you leave or are terminated.
	3. Part- time Directors will receive vacation time based upon percentage of time worked as compared to the full-time employee.(The amount of hours worked in a week is how many hours you will receive per year. Ex 15 hours/week 15 hours vacation/year) 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 if you leave or are terminated.
8. Sick Leave

Full and part time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other incapacitates, occurring either on or off the job. No employee shall be permitted to use sick leave for any period spent of unauthorized leave. Full and part time employees are entitled to sick leave with pay for physical examinations and dental work if they have provided at least one day’s notice to the library director. Sick pay must be earned before it is taken and is awarded on the last day worked in the month.

* 1. Family and Medical Leave Act of 1993
	2. All eligible employees of the Wetmore Public Library are entitled to a total of twelve (12) weeks of leave during any 12 month period for one or more of the following reasons: 1) the birth of a child, 2) placement of child for adoption, 3) caring for a spouse, child or parent with a serious health condition or 4) the serious health condition of the employee.
		1. A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The director or board may require an employee to provide a doctor’s certification of the serious health condition. In order for employees to be eligible for this benefit, they must have worked for the Wetmore Public Library at least twelve (12) months and a minimum of 1250 hours in the last 12 months.
	3. The Wetmore Public Library will continue the employee’s health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any. If the employee chooses not to return to work for any reason other than a continued serious health condition, the Wetmore Public Library may reserve the right to recover from the employee premiums that the Wetmore Public Library paid for the employee’s health coverage.
	4. Under the act, an employee can take the 12 weeks of leave intermittently for a serious health condition. (i.e. take a day periodically when needed or use the leave to reduce the work week or work day) resulting in a reduced work schedule.
	5. If employees have accumulated paid leave for less than 12 weeks, they may take the rest as unpaid leave to supplement the paid leave. The Wetmore Public Library may require the employee to use up all paid vacation or other paid leave before taking unpaid leave. However, employees will not be required to use sick leave, if any, for time off because of a birth, adoption or foster placement.
	6. When the employee plans to take leave under the act, the employee is required to give his/her supervisor 30 days’ notice or, if this is not possible, as much notice as is practical.
	7. Bereavement Leave

Employees suffering a death in the family will be granted up to seven (7) days leave with pay. This leave applies to the death of a spouse, child, or other relative residing in the employee’s household, parents and parents of spouse, grandparents, grandchildren, brothers, sisters, aunts, uncles, spouses of brothers and sisters of employee and spouse.

* 1. Holidays

The following days shall be paid holidays for employees of the Wetmore Public Library.

 New Year’s Day January 1

 Presidents Day Third Monday in February

 Memorial Day Last Monday in May

 Independence Day July 4

 Labor Day First Monday in September

 Columbus Day Second Monday of October

 Veterans Day November 11

 Thanksgiving Day Fourth Thursday in Nov

 Friday after Thanksgiving Fourth Friday in Nov

 Christmas Eve Day December 24

 Christmas Day December 25

 New Year’s Eve December 31

From time to time and for certain occasions, the library board may by motion, designate other days as special holidays on a one-time basis. If a holiday falls on a Saturday/Sunday then days can be observed Friday/Monday.

* 1. 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:

1. Present military pay to the library and receive full pay from the organization.
2. Use accumulated annual leave and retain the military pay
3. Take leave without pay and retain the military pay

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

* 1. Civil Leave

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

1. Jury duty
2. Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the library.
	1. Inclement Weather
		1. The Wetmore Public Library will close for inclement weather if the school districts around us close for the day. (Jackson Heights)
	2. Continuing Education
		1. The Wetmore Public Library Board of Trustees supports the guidelines in *Measurements of Quality, Public Library Standards for Kansas, 1992*, 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 of the Wetmore Public Library encourages staff to participate in LEEP (Library Employee Education Program) sponsored by the Kansas State Library, School of Library and Information Management at Emporia State University, and Northeast Kansas Library System. Programs sponsored by these institutions plus college courses, professional conferences, community sponsored programs, and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills or social issues of concern to libraries are eligible for LEEP credit.

Unless otherwise agreed upon, library staff will be paid their regular salary while participating in continuing education. In addition, library staff will be reimbursed for continuing education expenses as outlined:

Registration \_\_\_\_\_\_\_\_

Mileage\_\_\_\_\_\_\_\_\_\_\_\_

Meals\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overnight accommodations\_\_\_\_\_\_\_\_\_\_\_

Unless otherwise agreed upon, when the library 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 recognition as outlined in *A Continuing Education Plan for Kansas Library Personnel,* the participating staff member will be awarded a bonus of $\_\_\_\_\_\_\_\_\_\_\_\_\_.

 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 for non-MLS staff (30 of which must be “Basic Library Management” instruction)

 LEVEL 6 600 hours of CE credit for MLS (50 of which must be available for college credit)

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

 **ACKNOWLEDGEMENT OF READING**

**PERSONNEL POLICY BY APPLICANT**

Before becoming an employee of the Wetmore Public Library, the applicant must sign a statement acknowledging having read the Personnel Policy.

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 Wetmore Public Library or myself.

I understand that neither the personnel policy nor any other written or oral statements by the Wetmore Public Library or its representatives are contracts of employment.

No employee of The Wetmore Public 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 Wetmore Public Library Personnel Policy.

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 Employee

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 Date