

# **FLORIDA PUBLIC LIBRARY**

## **PERSONNEL POLICY**

**Adopted by the Board of Trustees  
December 5, 2016  
Effective January 1, 2017**

**FLORIDA PUBLIC LIBRARY PERSONNEL POLICY**

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**Florida Public Library  
4 Cohen Circle  
Florida, NY 10921-1514**

### **Policy Statement**

The Board of Trustees is the governing body of the Florida Public Library, elected by the residents of the Florida Union Free School District, and is responsible to the District. The following shall constitute this Library's statement of Personnel Policies and Procedures to be followed in all matters relating to personnel.

The Board of Trustees employs the Library Director and the Library Director is empowered, upon consultation with the Board of Trustees, to employ the staff. The chief administrator of the Library is the Director, who is responsible for carrying out Library policies and who has general charge of the Library and the persons employed therein. The Board of Trustees formulates Library policies and sees to it that these Library policies are administered by the Director. The Director and Personnel Committee shall review this policy as needed and make recommendations for any necessary revisions to the Board of Trustees.

The staff consists of salaried and hourly employees. References should be made to job descriptions for further details. Employee work hours are assigned by the Director. Hourly employees are paid based on the number of hours worked. Rates of pay and pay periods for all employees are set by the Board of Trustees.

Library hours of operation may be changed from time to time and are so posted.

Consumption of food and drink is limited to the staff room. Smoking is prohibited.

### **Section A. - Recruitment and Employment**

- I. Employment Classification:** Employees of the Florida Public Library become New York State Civil Service employees upon hire. Positions are classified by the Orange County Department of Personnel as either: Competitive or Non-competitive.
- a. Candidates for full-time Competitive positions at the Library are hired through Civil Service recruitment procedures. Selection of a candidate for a position is made from the appropriate Orange County eligibility list.
  - b. In the event that an eligibility list is not available or candidates from the appropriate list have declined the position, the Library advertises locally and/or regionally for candidates to fill vacant positions. Upon hiring by the Library, the candidate then becomes a provisional employee of the Library and the Orange County Department of Personnel. The provisional employee will be scheduled to take the required Civil Service eligibility test at the earliest possible date. In accordance with Civil Service regulations, the Library must hire a candidate from the top three candidates listed on the eligibility list created by this examination. The Library makes every attempt to ensure that the incumbent candidate is eligible for hiring from this list.
  - c. Part-time positions at the library are either Competitive or Non-competitive depending upon the classification assigned by the Orange County Department of Personnel. Candidates for part-time competitive positions must follow the procedures as outlined above for full-time competitive positions.
  - d. Part-time non-competitive positions are filled by advertising locally.
  - e. Employees in part-time non-competitive positions are encouraged by the Library to seek competitive positions. The Library encourages its employees to seek promotion and will make every attempt to aid the employee in his effort to secure full-time competitive status should a position become available.
  - f. The Florida Public Library shall provide equal opportunity employment for all qualified persons in accordance with federal and state legislation.

**II. The Library employs both Professional and Paraprofessional employees. These designations are defined as:**

- Professional: a Librarian who has completed a Masters of Library Science degree and who holds a New York State Public Librarian Certification.
- Paraprofessional: a Library employee whose job responsibilities do not require a Masters of Library Science degree.

**III. Disqualification:**

Fraud, misrepresentation, concealment or dishonesty on the part of the candidate in his application or in the course of examination shall disqualify the candidate for employment.

**IV. New Employee Probationary Period:**

New employees hired in competitive class positions serve a probationary period as established by Civil Service regulations. New employees in non-competitive class positions serve a probationary period of at least six months. During the probationary period, the employee is given training and guidance. His/her performance is subject to close examination. At the end of the six month period, the employee will receive a written evaluation from the Director. If the employee receives a marginal evaluation at that time, the probation period may be extended for a period of no more than three months or the employee may be dismissed at the discretion of the Director (upon consultation with the Board of Trustees) without right of appeal.

**V. New Employee Orientation:**

During the employment process, each new employee shall be given a copy of his/her job description and a copy of this Personnel Policy. Both should be thoroughly reviewed and each employee will be required to sign the job description as well as a statement verifying that she/he has read the Personnel Policy.

**VI. Status:**

Each employee shall be designated as one of the following:

- a. Regular full-time salaried employees shall be those employed on a continuing basis to work a normal full-time schedule (35 hours per week.)
- b. Regular part-time employees shall be those employed on a continuing basis to work less than 35 hours per week and are paid by the hour.
- c. Temporary employees shall be those employed for special projects, vacation relief or emergency situations of limited duration. Limited duration is understood not to exceed six months without the approval of the Director and the Board of Trustees.

**VII. Performance Evaluations:**

The primary purpose of the Employee Performance Evaluation is to inform employees how well they are performing and to offer constructive criticism on improvement of work performance. Performance evaluations are also considered in decisions affecting salary advancement, promotions, placement, and dismissal.

- a. Each employee shall receive a written evaluation not less than once a year. The evaluation is made by the Director and may be reviewed by the Board of Trustees of the Library.
- b. In the event an employee receives a marginal evaluation, the Director may institute a schedule of more frequent evaluations for such employee.
- c. Employees may request more frequent informal evaluations from the Director.
- d. The Director shall be evaluated each year or more often at the discretion of the Board of Trustees.

## Section B. – Wages and Compensation

### I. Wages

Predetermined entry wages and increases are submitted to the Board of Trustees by the Director for approval. The estimated hourly rates and wage increases will be reviewed on an annual basis prior to preparation of the budget and before the beginning of the new fiscal year. Increases for all but new employees will begin with the first pay period in the new fiscal year.

Effective as of the adoption date of this policy, the following pay ranges and hourly rates are in effect:

#### Full-Time, Salaried Positions

Director	\$50,000 - \$70,000
Librarian I	\$35,000 - \$55,000
Library Assistant*	\$27,300 - \$40,040
Principal Library Clerk	\$26,390 - \$36,400
Senior Library Clerk	\$25,480 - \$32,760
Library Clerk	\$23,660 - \$30,940

#### Part-Time, Hourly Wage Positions

Library Assistant*	\$15 - \$22 per hour
Library Clerk	\$13 - \$17 per hour
Page	Set annually by the Board
Library Clerk (Substitute)	Set annually by the Board
Maintenance (as needed)	\$10 per hour

\*Includes Library Assistant (Children's Services)

### II. Additional Compensation

Additional compensation may be awarded to staff members at the discretion of the Board of Trustees.

## **Section C. – Hours of Work and Work Rules**

### **I. Hours of Work:**

The standard work week for full-time, salaried employees shall be 35 hours. The standard work week for part-time employees shall be 20-34 hours. It is understood that responsibilities may require additional hours of work over and above the normal work day. Work in excess of the normal work week must be approved in advance by the Director. An equal amount of compensatory time may be granted only within the same pay period as the overtime worked.

- a. The employee must fill out a time sheet upon arrival at the Library and upon departure from the Library.
- b. Break time and meal time are at the discretion of the Director. No staff member may be asked to work more than five consecutive hours without a meal break of at least thirty minutes, which is not normally paid work time. Any staff member who works four consecutive hours is entitled to a fifteen minute break, which is paid work time. Breaks shall be scheduled when the employee has ensured that adequate desk coverage is available in his/her absence.
- c. Employees whose primary responsibility is to provide service to the public shall be required to work evenings and weekends equitably with other staff as required by the individual job description. These positions are defined as Director, Librarian I, Library Assistant, Library Assistant (Children's Services), Principal Library Clerk, Senior Library Clerk, Library Clerk and Page.
- d. Library Clerk (Substitutes) shall work a minimum of twice a month in order to maintain their library skills and knowledge.



## **II. Work Rules:**

In order to conduct the orderly and efficient operation of the Library, it is necessary that certain work rules be established. Work rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, maintain uninterrupted service and to protect the health and safety of the Library's good will and property.

The following work rules shall be applicable to all library employees. The rules are not intended to be all inclusive and the Board of Trustees may establish additional rules to ensure effective operation of the Library:

- a. The Board of Trustees of the Library designates the Director to be responsible for the overall administration of the work rules.
- b. Work hours are scheduled by the Director.
- c. Employees must be on time and ready to work when scheduled.
- d. Any leave of absence from work must be approved, in writing and in advance, by the Director.
- e. In an emergency situation, an employee is expected to notify the Director as soon as possible, stating the reason for failure to report.
- f. It is not permissible for staff to bring children to work. The employee is expected to call and advise the Director if he/she cannot come to work and request leave-time. At the Director's discretion, the appropriate paid or unpaid leave shall be granted.
- g. Employees shall:
  - Be responsible for, and shall not misuse, Library property, records or other materials in their care, custody and control;
  - Deal with the public in a courteous and professional manner at all times;
  - Notify the Director whenever there is a change in personal data;
  - Not restrict or interrupt the work or interfere with the work of others;
  - Not neglect their duties and responsibilities or refuse to perform assigned work;
  - Not falsify records, reports or claims of illness or injury;
  - Report to work neat and clean, dressed in suitable attire for his/her duties.

### **III. Dress Code:**

Employees who have contact with the public represent the Library in their appearance as well as by their actions. The properly attired employee helps to create a favorable and professional image for the Library. The following standards are to be maintained:

- a. Employees are expected to dress in a manner that is normally acceptable in business establishments. The wearing of suggestive attire or of jeans, shorts, beachwear, T-shirts and similar items of casual attire is not permitted as they do not present a businesslike appearance.
- b. Hair should be clean, combed and neatly arranged.
- c. Pages may wear jeans, but should be neatly dressed.
- d. The Director should set an example for employees.
- e. If an employee reports to work improperly dressed or groomed, the Director will instruct the employee to return home to change clothes, or take other appropriate action.
- f. Repeated violations of these standards will be cause for disciplinary action.

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**IV. Personal Calls and Use of Cell Phones:**

Personal phone calls and text messaging are to be confined to break time or meal time in the staff room. Personal calls or text messaging should not be made, nor received, in public areas of the Library. Cell phones must be silenced during work hours and kept out of view at work stations and when on the Library floor. For long distance calls, cell phones or phone cards should be used. If a personal call is to be charged to the Library's account, the date, the number called, and the name of the employee placing the call shall be recorded in the logbook for the staff room telephone. Employees will reimburse the Library for personal calls upon the Director's request.

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**Section D. - Leave**

By definition, “leave” is any authorized absence during regularly scheduled work hours that has been approved by the Director and Board of Trustees. Leave may be authorized with or without pay. Absence without permission is considered to be unauthorized absence.

Leave shall be granted on the basis of the work requirements of the Library and whenever possible, on the personal wishes of the employee. When planning leave, the employee shall submit a written Request for Leave form as soon as plans are known and obtain written approval before finalizing plans.

**I. Leave With Pay:**

**a. Vacation**

Vacation days for all employees are not accumulative and must be used by December 31, with the exception of newly hired employees. Vacation days are scheduled by written request and at the discretion of the Director. Use of individual vacation days is not encouraged. Vacation days shall be accrued monthly according to the schedule below.

Following a six-month probationary period, full-time salaried staff are allowed vacation days to be taken consecutively or in part according to the following schedule:

Completion Of:	1 – 2 years employment	3 – 6 years employment	7 - 9 years employment	10+ years employment
Paid Vacation:	10 days	15 days	20 days	25 days

Following a six-month probationary period, hourly employees, who work a minimum of twelve hours per week, will be allowed one of their work weeks for paid vacation time. At the end of each additional three years of employment, one additional day of paid vacation time will be allowed to a maximum of ten days.

Completion of year of employment:	1 – 3 years employment	4 – 6 years employment	7 – 9 years employment	10 – 12 years employment	13 – 15 years employment	15+ years employment
Paid Vacation:	1 work week	1 work week + 1 day	1 work week + 2 days	1 work week + 3 days	1 work week + 4 days	1 work week + 5 days

Vacation will be prorated for new employees according to the date of hire and the following schedule:

Date of hire	January 1 – February 29	March 1 – October 31	November 1 – December 30
Paid Vacation for current calendar year	Full vacation time allowed	50% of vacation time	No vacation time for calendar year of hire date.

For new hires only: The above vacation time may be carried over to the following calendar year. However, that vacation time must be used by April 30<sup>th</sup>.

Provisional employees will be granted vacation time in accordance with their positions, if the term of provisional employment exceeds six months for a new employee, or if the employee has become provisional because of a promotion requiring the scheduling of a new Civil Service examination.

Upon retirement or termination, an employee is entitled to be paid for vacation time which has accrued since January 1.

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### Holidays

The following paid holidays shall be granted to full-time salaried employees: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. If the holiday falls on a Saturday or Sunday, the employee shall receive the paid day off on another day within the same pay period.

Any full-time salaried employees who regularly work Sundays shall be paid for Easter when the Library is closed.

**c. Emergency closing due to natural or environmental causes**

The Library does not normally close for inclement weather and makes every effort to remain open. The Library may be closed under severe circumstances by the Director or the designated person in charge. Regularly scheduled employees will be paid for the hours they would have worked in such circumstances. Staff will not be required to make up the time or to take the time as vacation leave.

Time missed by an employee absent from work due to weather when the Library remains open will be deducted from the employee's pay or vacation leave.

Employees will be notified of changes in hours of operation due to environmental causes through the use of a calling chain initiated by either the Director or the designated person in charge.

e. Bereavement Days

Employees are eligible to receive three bereavement days in the event of the death of an immediate family member (spouse, child, parent, sibling, grandparent, in-law or domestic partner) upon notification to the Director. Additional days may be granted at the discretion of the Board of Trustees.



f. Conferences

The Board encourages the Library Director and staff to attend library conferences and workshops and to participate in committees of RCLS, OLA and other library organizations if it can be done without disruption of Library routines. Money is provided in the budget for this purpose. An allowance for travel at the rate allowed by the Internal Revenue Service is granted for one car to a workshop, conference or professional meeting. Attendance at any conferences, workshops or meetings which involve expenditures above the allocated budget must be approved in advance by the Board of Trustees.

g. Sick Leave

Each full-time employee, after a probationary period of six months, will be eligible to receive ten sick days per year. No more than thirty working days may be accumulated.

After a probationary period of six months, each part-time employee who works a minimum of twelve hours per week, will be eligible to receive four sick days leave per year. No sick days will be accumulated for part-time employees. Sick days for part-time staff are paid on the basis of the number of hours the employee was scheduled to work on that day. Sick pay does not apply to unscheduled days.

Sick time will be prorated for new employees hired during the year. If the hire date is February 1, or earlier, full sick time will be allowed. If the hire date is November 1, or later, no sick time will be allowed. All other dates qualify for an appropriate percentage of sick time allowance.

In unusual cases, a one time grant of up to five days (full-time) and four days (part-time) additional sick leave may be granted an employee at the discretion of the Board of Trustees.

Sick leave is not reimbursable at retirement or termination.

The employee may be asked to provide a doctor's note upon return to work.

h. Jury Duty

Employees will continue to receive their normal library wages or salary while on jury duty. The reimbursement for travel also belongs to the employee.

h. Compensatory Time

Compensatory time may be granted to Library employees at the discretion of the Director as long as it does not interfere with Library routines.

## **II. Leave Without Pay**

### **a. Family and Medical Leave**

Full-time salaried employees who have worked at the Library for at least one year, and for at least 1250 hours over the previous twelve months, are eligible to take up to twelve weeks of unpaid, job-protected leave during the calendar year for any of the following family or medical reasons:

- For the birth and care of the newborn child of the employee;
- For the placement with the employee of a son or daughter for adoption or foster care;
- To care for the immediate family member (spouse, child, or parent) with a serious medical condition;
- To take medical leave when the employee is unable to work because of a serious health condition.

The request for family or medical leave must be made in writing thirty days prior to the commencement of the leave, except where emergent circumstances warrant shorter notice, and be favorably endorsed by the Director and approved by the Board of Trustees before becoming effective. The Board may require the employee to provide medical certification supporting the leave due to a serious health condition affecting the employee or immediate family member. All vacation and sick leave must be used before this leave is approved.

During the course of an unpaid leave, seniority shall be retained, but benefit time shall not accrue during the period of unpaid leave. Group health coverage will continue if the employee chooses to maintain coverage and reimburse the Library while on leave.

b. Leave of Absence

A leave of absence without pay shall be granted by the Board of Trustees to full and part-time employees only when it will not cause undue hardship for the Library. The employee's interest will be considered when the employee's record reveals a higher than average contribution to the Library and when it is desirable to retain the employee. Such leave shall not exceed six months without permission of the Board of Trustees.

At the expiration of the leave of absence without pay, the employee shall be reinstated in the position she/he vacated or in another vacant position for which she/he is qualified.

Vacation and sick leave shall not accrue during a leave of absence without pay. During the unpaid leave, the employee shall reimburse the Library for health care coverage if the employee chooses to maintain coverage.

Failure on the part of the employee to report to work promptly at the expiration of the leave of absence without pay may be cause for dismissal.

Time spent on a leave of absence is not considered in the calculation of annual evaluations and increases in pay. The annual evaluation and consideration of a pay increase will be delayed for the amount of time equal to the time spent on a leave of absence.

c. Military Training and Service

A full-time salaried employee who is required to make annual training tours of duty in connection with military reserve activities is entitled to serve this duty as leave without pay for a period not to exceed fourteen calendar days per calendar year and shall be entitled to the same or similar position upon returning from duty.

In the event an employee is called to Active from Reserve Status, she/he will be entitled to serve his/her obligation to the United States. All stipulations as provided for a Leave of Absence shall apply to this type of leave.

d. Unauthorized Absence

An employee who is absent from Library duty without authorization shall receive no pay for the duration of the absence and may be subject to dismissal. It is recognized that there may be justifiable extenuating circumstances for unauthorized absence and due consideration shall be given each case.

**Section E. – Termination**

I. Resignation

It is expected that an employee who plans to resign will notify the Director as far in advance as possible, but no less than fourteen days calendar days prior to the last day of work. A full-time employee who resigns after completing more than a year of employment shall receive, if not already received, all paid vacation earned to the date of resignation.

II. Termination

Procedures for disciplinary and termination actions are in accordance with Orange County Civil Service Rules and Regulations.

## **Section F. – Sexual Harassment**

The Florida Public Library affirms its commitment to non-discrimination and recognizes the responsibility to provide all employees with a work environment that is free from intimidation and sexual and/or gender harassment. It is the law, and therefore the policy of the Library, that harassment on the basis of sex or gender is unacceptable conduct in the work place and is not and will not be tolerated. The Board of Trustees prohibits all forms of sexual harassment by employees or members of the public on library premises.

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any harassment directed at another person solely because of that person's gender or sex is considered sexual harassment. The policy also applies to same-sex sexual harassment, as well as harassment by members of the opposite sex. Examples of conduct that may constitute sexual or gender harassment are:

- Written and/or verbal contact such as sexually suggestive or obscene letters, notes, invitations or comments, unwelcome sexual propositions, graphic statements about a person's body, remarks or innuendoes with a sexual or demeaning implication, threats, slurs, epithets, jokes about gender-specific traits, suggestions or demands for sexual involvement which may include implied or explicit threats concerning one's job status, or employment condition.
- Physical contact such as intentional touching, patting, pinching, brushing against another's body, impeding or blocking movement, touching oneself in a sexual manner in front of another person, assault or sexual abuse including forced contact.
- Visual contact such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.
- Other harassment of a non-sexual nature that is engaged in due to the gender, age, religion, race, creed or national origin of the individual.

The Board of Trustees acknowledges that in determining whether sexual harassment has occurred, the perspective of the complainant, as well as the alleged harasser's conduct and/or intention should be evaluated.



An employee who believes she/he has been subjected to sexual harassment shall report all such incidents of such conduct to the Director through the formal complaint procedures established by this Policy. In the event that the Director is the alleged harasser, the complainant shall report his/her complaint to the Library Board of Trustees. All such reports will be held in the strictest confidence.

Upon receipt of a formal complaint, the Director will conduct a thorough investigation of the charges and notify the Board of Trustees within forty-eight hours of the commencement of the investigation. However, if the Director has knowledge of, or has reason to know of any alleged harassment, the Director is obliged, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based on the Director's investigation, immediate corrective action will be taken, up to and including the termination of the alleged harasser's employment in accordance with legal guidelines. Sanctions may include written warnings or reprimands to be placed in the employee's personnel file, counseling, suspension from work, or dismissal. It is the law, and therefore the policy of the Library, to prohibit any retaliatory behavior against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed and that the complainant and/or witnesses have not suffered retribution.

In the case of sexual harassment by a non-employee on library premises, immediate and appropriate corrective action shall be taken by the Director or the designated staff member in charge. All acts taken to address sexual harassment issues shall be reported to the Director to be documented and kept on file. The Board of Trustees shall be informed promptly of any such acts.

The Director shall discuss the topic of sexual harassment and the contents of this Policy with all employees, express the Board of Trustee's condemnation of such conduct and explain the sanctions for harassment.

**Sexual Harassment Complaint Form**

Date:

Name:

Job Title:

1. What happened (objectively state details)
2. Who was involved? (include witnesses)
3. Where did it take place?
4. When did it take place?
5. Why do you think this situation constitutes sexual harassment?
6. What remedy are you seeking?
7. Please list the names of anyone you feel should be interviewed, in the process of the investigation, to provide useful information.
8. Have you received a copy of the Library's Policy on Sexual Harassment?  
Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to disciplinary action. I understand that this incident will be investigated, but this form will be kept confidential to the highest degree possible.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**- For Administrative Use -  
Investigation of Sexual Harassment Complaint**

Date of investigation of complaint:

Date of final report:

Date copy of report sent to employee:

Action taken:

Date of follow-up conference with employee:

Results:

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Section G. – Drug and Alcohol Abuse**

It is the policy of the Library to prohibit the use, sale, or dispensing of drugs and narcotics on its premises. This Policy covers all controlled substances, alcohol, and any legal drugs which impair an employee's ability to perform his/her job. The Board of Trustees recognizes the harmful effects of drugs and narcotics and will not tolerate the employment of drug addicts or users.

An employee reporting to work under the influence of drugs or alcohol, will not be permitted to enter the Library's premises. If an employee is discovered under the influence while on the job, he/she will be required to leave the premises and will be escorted home.

An employee bringing controlled substances to work, using them on Library premises, or dispensing or selling any controlled substances will be subject to disciplinary action, including dismissal (See Section E.)

The Director, observing behavior patterns on the part of an employee which may indicate drug or alcohol abuse, may arrange to have the employee examined by a physician at the Library's expense.

An employee who is determined to be a drug addict or alcoholic shall be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until a release from a proper authority is presented to the Director certifying the employee's rehabilitation.

An employee who is determined to be a drug addict and who uses, dispense or sells drugs following the completion of a rehabilitation treatment program will be subject to disciplinary action, including dismissal.

An employee who has completed a rehabilitation treatment program for alcohol abuse will be subject to disciplinary action, including dismissal, in the event he/she reports to work under the influence of alcohol or if his/her work becomes impaired because of the abuse of alcohol.

## **Section H. – Grievance Procedures**

The Board of Trustees recognizes that an effective means of resolving difficulties which may arise reduces potential areas of serious grievance and maintenance of open channels of communication requires a reasonable and effective Grievance Procedure.

### **Step 1:**

The aggrieved party shall present his/her grievance to the Director within fifteen days of the alleged infraction. A written summary of the nature of the grievance(s) shall be signed, dated and submitted to the Director.

### **Step 2:**

The Director shall meet with the aggrieved party within five days of the receipt of the grievance. The Director shall have ten working days following the meeting to render a written determination of his/her findings to the aggrieved party. If the grievance is not satisfactorily resolved at this Step, the aggrieved party may within five working days following receipt of the Director's determination, request that the grievance be submitted to the Personnel Committee of the Board of Trustees.

### **Step 3:**

The Director will within five working days of the receipt of any such request submit to the Personnel Committee a report setting forth the Grievance, the nature of the alleged violation and the decision he/she has rendered. The Personnel Committee will review the case at an Executive Session of a Special Board Meeting to be held with two calendar weeks of the receipt of the appeal. The aggrieved party will be invited to attend the meeting or he/she may make written comments regarding the Director's report. The decision of the Personnel Committee will be rendered to aggrieved party in writing within ten working days of the meeting.

### **Step 4:**

In the event that the aggrieved party is not satisfied with the determination of the Personnel Committee, he/she may within five working days after the receipt of the Personnel Committee's determination, request that the Grievance be presented to the Board of Trustees as a whole. The Chair of the Personnel Committee will within five working days of the receipt of such a request, submit a report to the president of the Board of Trustees setting forth the Grievance, the nature of the alleged violation and the decision that was rendered. The Board of Trustees will review the Grievance at an Executive Session of a Special Board Meeting within thirty days of the receipt of said report. The aggrieved party will be invited to attend this meeting, however he/she may only make written comments regarding this report. The decision of the Board of Trustees will be rendered in writing to the aggrieved party within ten working days of the meeting. The decision made by the Board of Trustees is final and not subject to appeal.

### **Section I. – Requests for Information About Library Users**

Library records are confidential by law and it is the responsibility of all staff members and volunteers to protect the privacy of library users at all times. The only exception shall be that upon request, parents and guardians shall be informed of overdue and lost materials borrowed by children, for whom they are legally responsible, on a Florida Public Library juvenile borrower's card.

Any other requests for personally identifiable information about library users, including requests by agents of federal, state, and local law enforcement agencies, shall be referred by the staff to the Director. If approached by an agent or officer, staff members should immediately ask for identification and then immediately refer the agent or officer to the Director.

A court order is necessary for a law enforcement agency to compel cooperation, to seek information for an investigation or to require answers to questions, other than the name and address of the person speaking to the agent or officer. If the agent or officer persists, or makes an appeal to patriotism, the Director should explain that, as good citizens, the library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law. All staff members and volunteers shall be familiar with the Library's Policy on Confidentiality of Library Records.

### **Section J. - Health Benefits**

The Library provides health benefit coverage for full-time, salaried employees. The Director is the plan administrator. An employee is eligible for coverage on the first of the month that falls 60 days after the date of hiring. Coverage by the Library begins during the plan's next open enrollment period. The percentage of the employee's share of the expense will be determined annually by the Board and deducted from each paycheck.

The Director shall write to each employee 30 days before the start of the new health contract year with information on the cost of coverage. All employees must respond in writing, no less than 14 days before the start of the new contract, to enroll in the plan or to decline coverage.

In the event that employees decline coverage, the Board, at its discretion, will provide each of these employees with an equal health care buy back reimbursement at the end of the fiscal year.

If a covered employee wishes, at any time during the year, to drop coverage, written notice must be given to the Director at least 30 days before the proposed date on which coverage will stop.

**Section K. – Retirement Plan**

The Library provides a 401K retirement plan for full and part-time employees over age twenty-one. The director is the plan administrator. An employee is eligible to join the plan after six months of continuous employment from the date of hiring and may choose to contribute any amount, up to the legal limit, from his/her paycheck. Pre-tax deductions of the designated contribution shall be made by the Library's payroll service. The employee is responsible for managing any changes to his/her contributions through an online account. The Library shall provide a matching contribution, the percentage amount to be determined annually by the Board of Trustees.



**Appendix I. – Job Descriptions**

**LIBRARY PAGE**

**JOB DESCRIPTION:** The work includes shelving of library materials, shelf maintenance, and performing minor clerical tasks. Provides simple directions to patrons. May be asked to perform simple physical tasks to support library programs or procedures. The work is performed under direct supervision and requires no prior knowledge of library procedures, as employees are trained on the job. Does related work as required.

**RESPONSIBILITIES:**

Sorts, shelves, relocates and searches for library materials;  
Reads shelves for accuracy of order, re-shelving materials as needed;  
Provides simple directional information to patrons;  
Clears study tables and keeps furniture in order;  
Dusts or cleans materials;  
Assists patrons in use of technology;  
Does simple mending of library material;  
Assists in preparation of displays;  
Operates simple library/office equipment;  
Performs other duties as directed by the Library Manager or person in charge.

**QUALIFICATIONS:**

Courtesy, good judgment, accuracy and orderliness;  
Ability to understand and carry out simple oral and written directions;  
Ability to sort material in alphabetic or numeric order;  
Ability to lift objects such as books, supplies and files.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

Completion of eighth grade.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**LIBRARY CLERK**

**JOB DESCRIPTION:** The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required as on the job training is provided. Work is performed under direct supervision of higher level clerks or Library Manager. May supervise Pages and Volunteers. Does related work as required.

**RESPONSIBILITIES:**

- Arranges or files materials according to library filing rules;
- Maintains and repairs library materials;
- Performs routine searches of and updates to computer records;
- Issues borrowers' cards according to library procedures;
- Performs routine circulation, reserve and overdue functions;
- Keeps accurate records and statistics as required;
- Operates office machinery such as photocopiers, fax machines or computers;
- Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library materials;
- Assists and advises patrons in use of the library;
- Attends staff meetings;
- Participates in training sessions and OLA meetings;
- Performs other duties as assigned by the Library Manager or person in charge.

**QUALIFICATIONS:**

- Courtesy, tact and initiative in dealing with staff and public;
- Working knowledge of office terminology, procedures and equipment as applied to library clerical work;
- Ability to keep accurate records and statistics;
- Ability to understand and follow oral and written directions.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

Graduation from high school or possession of a high school equivalency diploma.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

## **SENIOR LIBRARY CLERK**

**JOB DESCRIPTION:** The work involves the performance of moderately complex library clerical tasks and assisting patrons with both use of the library collection and general policies/procedures of the library. This class requires a greater degree of autonomy than Library Clerk, moderate job complexity and supervisory responsibility. Work is performed under the general supervision of the Library Manager. Supervision is exercised over Library Clerks, Pages and Volunteers. Does related work as required.

### **RESPONSIBILITIES:**

Provides information to the public on library policies and procedures;  
 Reviews filing and other work of Pages and Clerks;  
 Maintains departmental work schedules and compiles data for statistical reports;  
 Maintains interlibrary loan records;  
 Inspects returned library material for damage;  
 Assigns and reviews work of subordinate staff;  
 Arranges or files materials according to library filing rules;  
 Performs routine searches of and updates computer records;  
 Issues borrowers' cards according to library procedures;  
 Performs routine circulation, reserve and overdue functions;  
 Keeps accurate records and statistics as required;  
 Operates and troubleshoots office machinery and computers;  
 Answers the telephone and takes messages;  
 Calls patrons to deliver messages or information on library materials;  
 Assists and advises patrons in use of the library;  
 Attends staff meetings;  
 Participates in training sessions and OLA meetings;  
 Performs other duties as assigned by the Library Manager or person in charge.

### **QUALIFICATIONS:**

Courtesy, tact and initiative in dealing with staff and public;  
 Good knowledge of office terminology, procedures and equipment as applied to library clerical work;  
 Ability to keep accurate records and statistics;  
 Ability to understand and follow oral and written directions;  
 Ability to plan, coordinate and supervise the work of others.

### **EDUCATION AND/OR EXPERIENCE REQUIRED:**

Graduation from high school or possession of a high school equivalency diploma and one year of library clerical experience.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

## **PRINCIPAL LIBRARY CLERK**

**JOB DESCRIPTION:** The work involves responsibility for library clerical operations requiring advanced knowledge of library techniques and routines. Work is performed under the general supervision of the Library Manager with wide leeway allowed for the exercise of independent judgment and decision making in regard to library routines, staff and users. Supervision is exercised over Library Clerks, Pages and Volunteers. Duties involve coordinating the work of part-time Library Assistants. Does related work as required.

**RESPONSIBILITIES:**

Supervises and trains clerical employees and troubleshoots difficult clerical problems;  
 Supervises interlibrary loan procedures;  
 Supervises the operation and troubleshooting of library machinery and computers;  
 Maintains staff work schedules and verifies attendance on daily timesheets;  
 Assigns and reviews work of subordinate employees and volunteers;  
 Designs and oversees distribution of publicity, flyers, newsletters, etc.;  
 Requisitions and purchases supplies;  
 Assists and advises patrons in use of the library;  
 Keeps accurate records and statistics as required;  
 Prepares reports as requested by various agencies and the Board of Trustees;  
 Prepares library exhibits and displays;  
 Issues borrowers' cards according to library procedures;  
 May plan and conduct library programs;  
 Coordinates and attends staff meetings;  
 Participates in training sessions and OLA meetings;  
 Performs other duties as assigned by the Library Manager or person in charge.

**QUALIFICATIONS:**

Courtesy, tact and initiative in dealing with staff and public;  
 Thorough knowledge of library clerical routines;  
 Good knowledge of principles and practices of library service;  
 Good knowledge of automated library systems as they apply to clerical functions;  
 Ability to design and compose desktop publications;  
 Ability to work independently;  
 Ability to plan, coordinate and direct the work of others.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

- A) Completion of 60 credit hours at a regionally accredited or New York State registered college or university and one year of library clerical experience; OR
- B) Graduation from high school or possession of a high school equivalency diploma and three years of library clerical experience; OR
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**LIBRARY ASSISTANT**

**JOB DESCRIPTION:** The work involves performance of paraprofessional librarian or specialized non-librarian duties. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of the Library Manager. Does related work as required.

**RESPONSIBILITIES:**

Assists Library Manager in providing reference service and readers' advisory;  
 Assists patrons with technology;  
 Performs a triage function, funneling reference questions requiring interpretation to the Library Manager or central reference department;  
 Assists Library Manager with cataloging and collection development;  
 Creates public relations materials such as press releases or calendars of events;  
 Prepares research and completes forms relative to grant proposals;  
 Prepares library exhibits and displays;  
 Schedules programs and conducts tours, book talks, and multi-media programs;  
 Operates and troubleshoots office equipment and computers;  
 Creates and conducts library and community outreach programs;  
 Recommends policies and procedures;  
 Requisitions and purchases supplies;  
 Assists and advises patrons in use of the library;  
 Attends staff meetings;  
 Participates in training sessions and OLA meetings;  
 Supervises other staff;  
 Performs other duties as assigned by the Library Manager or person in charge.

**QUALIFICATIONS:**

Courtesy, tact and initiative in dealing with staff and public;  
 Good attention to detail and ability to follow procedures consistently;  
 Good knowledge of public relations skills;  
 Working knowledge of basic computer systems procedures, e.g. start-up, desktop publishing, PC set-up;  
 Ability to recognize the titles of and retrieve basic reference sources as requested by patrons;  
 Ability to do research at a user level;  
 Ability to operate and troubleshoot office equipment;  
 Ability to express ideas clearly and accurately both orally and in writing;  
 Ability to read and comprehend written material;  
 Ability to carry out assignments independently.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

### **LIBRARY ASSISTANT (CHILDREN'S SERVICES)**

**JOB DESCRIPTION:** The work involves responsibility for planning and conducting programs for children and youth. Requires aptitude to operate independently within prescribed responsibilities. The work is performed under the general supervision of the Library Manager. Supervision may be exercised over Pages and Volunteers. Does related work as required.

#### **RESPONSIBILITIES:**

Plans and implements programs for pre-school, school-age and young adults;  
 Assists children and young adults with reference searches and readers' advisory;  
 Assists patrons with technology;  
 Assesses needs and development of children's and youth collections and makes recommendations for purchases;  
 Creates public relations materials such as press releases or calendars of events;  
 Prepares reports as required;  
 Prepares research and completes forms relative to grant proposals;  
 Operates and troubleshoots office equipment and computers;  
 Creates and conducts library and community outreach programs;  
 Recommends policies and procedures;  
 Requisitions and purchases supplies;  
 Assists and advises patrons in use of the library;  
 Attends staff meetings;  
 Participates in training sessions and OLA meetings;  
 Supervises other staff;  
 Performs other duties as assigned by the Library Manager or person in charge.

#### **QUALIFICATIONS:**

Courtesy, tact and initiative in dealing with staff and public;  
 Good knowledge of library materials and techniques;  
 Good attention to detail and ability to follow procedures consistently;  
 Good knowledge of public relations skills;  
 Working knowledge of basic computer systems procedures, e.g. start-up, desktop publishing, PC set-up;  
 Ability to work with children and youth on a group or individual basis;  
 Ability to recognize the titles of and retrieve basic reference sources to serve children, youth and families;  
 Ability to operate and troubleshoot office equipment;  
 Ability to express ideas clearly and accurately both orally and in writing;  
 Ability to read and comprehend written material;  
 Ability to carry out assignments independently.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

Graduation from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. Bachelor's degree in liberal arts, elementary education, or English and one year of experience planning and conducting programs for children; OR an Associate's degree in liberal arts, early childhood or a closely related field which prepares candidate to work with children and three years' experience planning and conducting programs for children.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**LIBRARIAN I**

**JOB DESCRIPTION:** This position involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of the Library Manager. Direct supervision is exercised over other library personnel. Performs related work as required.

**RESPONSIBILITIES:**

Provides reference and readers' advisory services and instruction to library users;  
Performs original cataloging and classification and record editing;  
Performs collection development by recommending titles for purchase and/or deletion;  
Recommends policies and procedures;  
Compiles bibliographies and functions as a subject specialist;  
Performs online database searches, and search training;  
Serves as a liaison for library services to community groups or other libraries;  
Designs and produces public relations and library instruction materials;  
Researches, prepares and submits grant proposals;  
Prepares statistical and/or narrative reports, memoranda and correspondence;  
Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;  
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and by reading professional materials;  
Coordinates and attends staff meetings;  
Performs other duties as directed by the Library Manager.

**QUALIFICATIONS:**

Courtesy, tact and initiative in dealing with staff, public and board;  
Good knowledge of modern principles and practices of library science;  
Good knowledge of online database systems;  
Good knowledge of bibliographic tools and sources;  
Good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist;  
Good knowledge of modern library organizations, procedures, policies, aims and services;  
Skill and accuracy in the performance of technical library tasks;  
Ability to perform as team member in the planning and implementation of programs;  
Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly;  
Ability to carry out library policies and procedures;  
Ability to read and comprehend library literature and research;  
Ability to express ideas clearly and accurately both orally and in writing;  
Ability to plan, coordinate and supervise the work of others;  
Ability to carry out assignments independently.



**EDUCATION AND/OR EXPERIENCE REQUIRED:**

MLS/MLIS degree from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted educational practices.

**SPECIAL REQUIREMENT:**

Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

## **LIBRARY MANAGER/DIRECTOR**

**JOB DESCRIPTION:** This position involves responsibility for all aspects of library administration. The work involves carrying out library policy as determined by the library board and standard practice. Also works with library system personnel in planning and implementing library services. Direct supervision is exercised over other library personnel.

### **RESPONSIBILITIES:**

Administers collection development, including acquisition and weeding of library materials;

Performs informational, reference and referral services and directs questions to the central library or system, as appropriate;

Recommends building repairs and alterations to the board;

Oversees the care and maintenance of the library property;

Plans, conducts and supervises library programs;

Works with system librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;

Recommends changes or additions in library services to the board;

Recommends the annual budget to the board;

Promotes efficiency of service to the public and for operation within budgeted appropriations;

Prepares grant proposals and directs grant projects;

Administers personnel policies established by the board;

Recommends appointments, promotions and disciplinary actions;

Conducts and schedules staff meetings and training;

Attends library system workshops and professional meetings;

Plans and implements public relations programs;

Represents the library at community and group meetings;

Works with cooperating agencies, government officials and community groups to promote the library;

Other projects as appropriate.

### **QUALIFICATIONS:**

Courtesy, tact and initiative in dealing with staff, public and board;

Working knowledge of library services and procedures;

Working knowledge of library materials and their use;

Ability to use electronic resources;

Ability to carry out library policies and procedures;

Ability to train library staff;

Ability to plan, coordinate, and supervise the work of others;

Ability to exercise leadership and motivate others;

Ability to establish effective working relationships with community organizations;

Ability to express oneself clearly both orally and in writing to groups and individuals;

41.

Skill and accuracy in the performance of library duties.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department as following acceptable educational practices. Two years of previous library employment; strong management experience.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

**Appendix II. - Timesheet**

Name \_\_\_\_\_ Pay Period Beginning \_\_\_\_\_  
 (please print) Pay Period Ending \_\_\_\_\_

Day	Date	In	Out	In	Out	Hours	Leave	Other
Sun	____/____/____	____	____	____	____	____	____	____
Mon	____/____/____	____	____	____	____	____	____	____
Tues	____/____/____	____	____	____	____	____	____	____
Wed	____/____/____	____	____	____	____	____	____	____
Thur	____/____/____	____	____	____	____	____	____	____
Fri	____/____/____	____	____	____	____	____	____	____
Sat	____/____/____	____	____	____	____	____	____	____

Sun	____/____/____	____	____	____	____	____	____	____
Mon	____/____/____	____	____	____	____	____	____	____
Tues	____/____/____	____	____	____	____	____	____	____
Wed	____/____/____	____	____	____	____	____	____	____
Thur	____/____/____	____	____	____	____	____	____	____
Fri	____/____/____	____	____	____	____	____	____	____
Sat	____/____/____	____	____	____	____	____	____	____

Please sign when completed.

Total Hours \_\_\_\_\_  
 Regular \_\_\_\_\_  
 Vacation \_\_\_\_\_  
 Holiday \_\_\_\_\_  
 Sick \_\_\_\_\_

I hereby certify that the foregoing record of hours worked is correct.

\_\_\_\_\_  
 Signature

**Appendix III. – Request for Leave**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Reason \_\_\_\_\_

Make-up Date/Time \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director's Signature \_\_\_\_\_

Date Approved \_\_\_\_\_

-----

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Reason \_\_\_\_\_

Make-up Date/Time \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Director's Signature \_\_\_\_\_

Date Approved \_\_\_\_\_

**Appendix IV. - Request for Reimbursement**

Name \_\_\_\_\_ Date \_\_\_\_\_

**Date** \_\_\_\_\_ **Mileage** 32 x **Rate** \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**Reason/Destination** RCLS

**Date** \_\_\_\_\_ **Mileage** \_\_\_\_\_ x **Rate** \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**Reason/Destination** \_\_\_\_\_

**Date** \_\_\_\_\_ **Mileage** \_\_\_\_\_ x **Rate** \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**Reason/Destination** \_\_\_\_\_

**Total Budget Line for Mileage (5300) \$** \_\_\_\_\_

***Attach Receipts:***

**Vendor/Item(s) Purchased** \_\_\_\_\_ \$ \_\_\_\_\_  
Children's Programs \_\_\_\_\_ Adult Programs \_\_\_\_\_ Teen Programs \_\_\_\_\_ Other Budget Line \_\_\_\_\_

**Vendor/Item(s) Purchased** \_\_\_\_\_ \$ \_\_\_\_\_  
Children's Programs \_\_\_\_\_ Adult Programs \_\_\_\_\_ Teen Programs \_\_\_\_\_ Other Budget Line \_\_\_\_\_

**Vendor/Item(s) Purchased** \_\_\_\_\_ \$ \_\_\_\_\_  
Children's Programs \_\_\_\_\_ Adult Programs \_\_\_\_\_ Teen Programs \_\_\_\_\_ Other Budget Line \_\_\_\_\_

**Vendor/Item(s) Purchased** \_\_\_\_\_ \$ \_\_\_\_\_  
Children's Programs \_\_\_\_\_ Adult Programs \_\_\_\_\_ Teen Programs \_\_\_\_\_ Other Budget Line \_\_\_\_\_

**Total for Budget Line Children's Programs (5240)** \$ \_\_\_\_\_  
**Total for Budget Line Adult Programs (5241)** \$ \_\_\_\_\_  
**Total for Budget Line Teen Programs (5247)** \$ \_\_\_\_\_  
**Total for Other Budget Line:** \_\_\_\_\_ \$ \_\_\_\_\_  
**Total for Other Budget Line:** \_\_\_\_\_ \$ \_\_\_\_\_

**Total Reimbursement Requested \$** \_\_\_\_\_  
(Add mileage + receipts)

**Director's Signature** \_\_\_\_\_

**Appendix V. – Emergency Contact Information**

**To be signed and dated by the employee and placed in his/her personnel file and updated annually or at the Director's request.**

Name of Emergency Contact \_\_\_\_\_

Telephone Numbers:

Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Name of Emergency Contact \_\_\_\_\_

Telephone Numbers:

Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Employee signature \_\_\_\_\_

Date \_\_\_\_\_

**Appendix VI. – Personnel Policy Confirmation**

**To be signed and dated by the employee and placed in his/her personnel file.**

I confirm that I have read and understand my Job Description and the Florida Public Library Personnel Policy adopted December 5, 2016, effective January 1, 2017.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_



