

North Olympic Library System Human Resources Policies

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SECTION 1: INTRODUCTION

1.1 Welcome Statement

Adopted by Library Board of Trustees
01/24/2013

Welcome to North Olympic Library System (NOLS). We hope your employment here will be a source of great personal and professional satisfaction. In selecting you as a NOLS employee, we are demonstrating our confidence in your ability to provide exceptional service to customers throughout Clallam County. NOLS values its employees and the many contributions they bring to the Library team.

This is NOLS' first Human Resources Policy Manual. This edition of the HR Policy Manual SUPERSEDES AND REPLACES all prior Human Resources and Personnel Policies adopted by the NOLS Board of Trustees. The policies established within this document provide basic instructions to be followed with respect to practices and matters related to employment with the North Olympic Library System. It is to each employee's advantage to be familiar with these policies and all employees are expected to do so. A policy manual cannot cover every situation, so it is important that employees raise questions with their supervisors or the Human Resources Specialist about matters that are not dealt with here.

These policies apply generally to the employees of NOLS. Some policies by their terms either do not apply or apply differently to Union and Non-Union employees. These policies apply to all employees, including those covered by a Collective Bargaining Agreement, to the extent the policies and procedures are consistent with the terms of such agreement or where the collective bargaining agreement is silent on the subjects covered by these policies and procedures.

Neither this Manual, nor the policies or benefits described in this document should be construed as any type of contract between NOLS and its employees.

NOLS reserves the right to amend, supplement or rescind any of these policies, as it deems appropriate in its sole discretion. As policies are revised, updates will be posted on the NOLS Y-drive and on the payroll system NOLS@Work. Please keep this information readily available and familiarize yourself with updated material promptly so your knowledge of these policies is current at all times.

Strategic Initiatives for 2012-2014

NOLS will assign top priority to the following strategic initiatives, and will work with community partners to achieve them.

- Provide education and enrichment opportunities for people of all ages, especially young children.
- Empower people to make the most of library resources.

- Foster creative social interaction by being the Third Place.
- Provide library facilities that are safe, comfortable, convenient, pleasant and energy-efficient.
- Respond nimbly to community needs.
- Support local workforce development.
- Support development of local economies.

1.2 Purpose of Policy Manual

Adopted by Library Board of Trustees
01/24/2013

The North Olympic Library System (NOLS) has prepared this employee policy manual to help employees understand how the Library works, our history, values, culture, and goals. In providing this policy manual to employees, the Library Board of Trustees and the Library administration believe NOLS employees will feel more comfortable knowing what is expected of them.

Employees are to incorporate the information outlined in the policy manual in their day-to-day job performance, while striving to meet the Library's values and goals, and serve the public.

The contents of these policies do not constitute an expressed or implied contract, nor are the policies a promise of continued employment with any employee. Nor is it a guarantee of a particular process under any particular set of circumstances. It is merely an informational summary of the guidelines and standards by which NOLS intends to operate. The Library reserves the right to change these policies and procedures anytime, and will notify employees and the appropriate labor representatives of such changes.

1.3 Scope of Policy Manual and Scope of Authority Revisions

Adopted by Library Board of Trustees
01/24/2013

The policies set forth in this manual apply to all Library employees and to those individuals who volunteer their services to the Library.

Volunteers are essential to the success of the Library and are always welcome as long as their performance and behavior align with the conduct as defined in the employee policies manual, specifically the Volunteer Policy, Section 3.10.

In cases where these policies conflict with any local, state or federal law, the terms of the law, and its underlying rules or regulations shall prevail. In all other instances, the policies set forth in this policy manual shall prevail.

Except as otherwise provided, NOLS Board of Trustees and the Director of the Library are responsible and thus have the authority to enforce the policies as outlined in this policy manual.

The policies and procedures outlined in this manual may be changed or discontinued at any time with or without notice.

Notices of new policies and changes in NOLS policies will be posted on the payroll system NOLS@Work and will be sent to the NOLS email address on file for each employee.

I. Administration

The Board of Trustees has the sole authority to make changes in policy except under special circumstances when the Library Director can make the changes, of which the Board will be promptly advised.

1.4 Glossary of Terms

Adopted by Library Board of Trustees
01/24/2013

A.D.A.: Americans with Disabilities Act.

Temporary reassignment: A current employee, assigned to fill an open position, who temporarily “acts” in the place of a regular appointment.

Administrative leave: A leave authorized at the discretion of the Library Director. It may be used in extraordinary circumstances not covered by other defined leave benefits.

Anniversary date: The first day of the month following the employee’s hire date or the employee’s move to a different salary range. For example, an employee hired on May 14 has an anniversary date of June 1. An employee promoted on October 1 has an anniversary date of November 1.

At-will employee: An employee who is not covered by a collective bargaining agreement or other employment contract. At-will employees can be separated at any time and for any reason by either the employee or the employer. At-will positions include Assistant Director, Administrative Services Manager, HR Specialist, Accounting Specialist, Shelver, Processor, and all On-call employees.

C.B.A.: Collective Bargaining Agreement; the agreement between represented employees and the employer.

Classification: The designation of a position to an appropriate class based on the overall duties, complexity, level of responsibility and level of authority of that position. A class consists of one job or a group of jobs placed in a prearranged set of pay ranges.

C.O.B.R.A.: Consolidated Omnibus Budget Reconciliation Act.

Demotion: Voluntary or involuntary reduction or downward change to an employee's position classification level or salary grade due to a position reclassification, reorganization, or other factor.

Domestic partner: A partner of the opposite sex where one partner is aged 62 or older, or a partner of the same or opposite sex, where the partners have signed a domestic partnership declaration to qualify for employment benefits, or who have registered with the Washington Office of the Secretary of State as a "state-registered domestic partnership" under Washington Law.

Exempt employee: An employee classified as executive, administrative, professional, or other position classifications excluded from the overtime provisions of the Washington Wage Act and/or the Fair Labor Standards Act (FLSA).

F.L.S.A.: Fair Labor Standards Act.

F.M.L.A.: Family and Medical Leave Act of 1993.

Full-time employee: An employee who is regularly scheduled to work thirty seven and one half (37.5) hours per work week.

Grievance: A formal complaint of a union employee regarding terms or conditions of employment as covered in the collective bargaining agreement.

Immediate family: An employee's spouse, domestic partner, parent, child, father-in law, mother-in-law, brother, sister, grandparent, grandchild, son-in-law, daughter-in-law and individuals for whom the employee is current legal guardian. Some benefit providers use a narrower definition.

Immediate family (for FMLA): An employee's spouse, child, or parent, but not a parent "in-law".

Intern: A student or a recent graduate who is undergoing supervised practical training on a voluntary, non-paid basis for a defined period.

Manager: An employee who has responsibility for the management of a branch library or department.

Marital status: The legal status of being married, single, separated, divorced or widowed.

Non-exempt employee: An employee eligible for overtime pay under the provisions of the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (MWA).

Non-regular part time employee: An at-will part-time employee regularly scheduled to work fewer than 20 hours per week and who is not entitled to employment benefits.

On-call employee: An employee who works only when called in, and who is not budgeted or scheduled to work regular hours.

Part-time employee: An employee regularly scheduled to work less than thirty seven and one half (37.5) hours per week.

Payroll period: A monthly time period beginning on the first day of each month, and ending on the last day of each month.

P.E.R.S.: Washington State Public Employees Retirement System.

Personal day: Paid time that an employee is permitted to take off work. Personal days not used during the year they are accrued are lost. Formerly known as “floating holidays”.

Position description: A written document describing the essential functions of a position, which includes a summary statement, duties and responsibilities, and/or other critical features such as qualifications, working conditions, and physical/mental requirements inherent in the position.

Probation: A represented employee’s initial period of employment in a new position, wherein the supervisor can ascertain whether the employee will be able to satisfactorily perform the duties of the position. A represented employee’s probationary period concludes on the last day of the sixth month following the anniversary date.

Promotion: Reassignment of a current employee to a position in a higher classification.

Prorate: To compute a percentage of benefits received by a benefitted employee working twenty two and one half (22.5) to thirty seven (37) hours per week by using the ratio of budgeted part-time hours to full-time status of thirty seven and one half (37.5) hours per week.

Reclassification: The reassignment of an employee, either upward or downward, from one classification to another.

Regular full-time employee: An employee who is budgeted for and works a regular schedule of 37.5 hours per week, is hired for an indefinite period and is entitled to employment benefits.

Regular part-time employee: An employee who is budgeted for and works a regular schedule of between 20 and 28 hours per week, is hired for an indefinite period and is entitled to employment benefits. Part-time employees working a schedule which normally requires less than 70 hours per month shall be defined as ineligible for membership in PERS.

Salary range: Levels on the salary schedule to which positions are assigned. Each range consists of steps. Increases are computed based on Step 1 so that step-to-step differentials are maintained.

Salary schedule: The arrangement of positions, classifications and salary ranges covering all NOLS positions.

Salary step: An incremental increase within the salary range of the classification.

Separation: The conclusion of NOLS employment, either voluntarily by the employee or upon the decision of NOLS.

Sexual orientation: heterosexuality, homosexuality, bisexuality, and gender expression or identity. As used in this definition, “gender expression or identity” means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth. RCW 49.60.040(26).

Sick leave: Paid time when an employee is permitted to be off from work because of temporary illness, accident or disability on the part of the employee or an illness, accident or disability on the part of a member of the employee’s immediate family.

Split shift: A workday consisting of two separate periods of work separated by any non-compensated time other than a normal meal or rest period.

Standard work week: Regularly scheduled work hours per week.

Step: An increase in an employee’s rate of pay from one level to the next on the salary range for the employee’s position.

Supervisor: One who directly assigns, directs and evaluates the work of other employees.

Temporary employee: An employee hired to work a full-time or part-time schedule for a defined period not to exceed five (5) consecutive months. Employees hired in temporary positions may be classified as exempt or non-exempt depending upon job responsibilities.

Termination: Separation from employment as determined by NOLS.

Transfer: Assignment of a current employee to a different position within the same classification, or assignment to a different work location within the same classification.

Vacant position: A regularly staffed position that is not currently filled.

Vacation: Paid time when an employee is permitted to be off work. Vacation time is accrued by employees based on years of service.

Work week: A consecutive seven-day period from midnight Sunday through the following midnight Saturday.

Y-rating: A pay rate which exceeds the maximum step on the salary range of the employee’s classification.

Acknowledgement of receipt of *Human Resources Policy Manual* for at-will employees

I acknowledge with my signature below that I have received a copy of NOLS *Human Resources Policy Manual* and that if I have questions about the content of the policies or my responsibility for adhering to the policies that I should contact NOLS' Human Resources Specialist.

I understand that the *Human Resources Policy Manual* contains important information about NOLS policies, that I am expected to read the *Human Resources Policy Manual* and familiarize myself with its contents, and that the policies apply to me. I understand that NOLS may change, modify, suspend, or cancel any of the published policies at any time and will notify me according.

I understand that I may end my employment relationship at any time and for any reason, with or without notice, with or without cause, and that NOLS has the same right.

I acknowledge that neither NOLS nor I have entered into an employment agreement for a specified period of time, that only the Library Director may make any employment agreement with me, and that any such agreement must be in writing, signed by myself and the Library Director.

Employee's Signature

Date

Employee's Name (print)

Acknowledgement of receipt of *Human Resources Policy Manual* for represented employees

I acknowledge with my signature below that I have received a copy of NOLS *Human Resources Policy Manual* and that if I have questions about the content of the policies or my responsibility for adhering to the policies that I should contact NOLS' Human Resources Specialist.

I understand that the *Human Resources Policy Manual* contains important information about NOLS policies, that I am expected to read the *Human Resources Policy Manual* and familiarize myself with its contents, and that the policies apply to me. I understand that NOLS may change, modify, suspend, or cancel any of the published policies at any time and will notify me according.

Employee's Signature

Date

Employee's Name (print)

SECTION 2: EMPLOYEE SELECTION

2.1 Filling Vacancies

Adopted by Board of Library Trustees
01/24/2013

NOLS strives to recruit and select employees who possess the essential job qualifications, skills, and abilities that will best serve the Library and its patrons.

A Request for Criminal History information will be performed for all new hires. New hires are required to complete and sign an Authorization to Conduct a Pre-Employment Background Check form.

A credit check may be conducted for positions having access to cash registers, pay stations or the Library's finances. Credit checks must be performed in accordance with the requirements of federal and state law. *RCW 19.182.020*

1. Internal job applicants

Whenever a job opening occurs in any job classification, Library administration will send the job announcement to all employees via email. All employees may apply for any vacant position.

2. External job applicants

The Library is committed to selecting highly qualified job applicants that reflects the diversity of the communities we serve. When appropriate, vacancies will also be announced to the public in a fashion reasonably designed to attract diverse and qualified applicants.

3. Administration

The Library Director is responsible for administering this policy.

2.2 Equal Employment Opportunity

Adopted by Library Board of Trustees 3/25/1992
Revised 01/24/2013

NOLS shall provide equal opportunity to all employees and applicants for employment and promotion regardless of race, color, religion, creed, national origin, age, sex or sexual orientation, life style, marital status or presence of any sensory, mental, physical disability or any other protected class, unless of a bona fide occupational qualification in accordance with state and federal law.

It is the policy of NOLS to use an individual's full potential. NOLS will hire those individuals who are best qualified, with full consideration given to equal opportunity for everyone. In those situations where a reasonable accommodation is necessary, NOLS will follow the applicable laws and the ADA guidelines for essential job elements and other factors in facilitating the employment process.

NOLS will not tolerate harassment, unwanted or offensive comments, jokes or any other inappropriate behavior that is based on an employee's status as a member of a protected class or protected activities.

The guidelines that follow are to ensure that NOLS will adhere to Equal Employment Opportunities regulations when selecting job applicants, considering an employee for promotion or transfer, during the employee's performance evaluation process, when determining whether an employee will be approved to participate in training, and when applying policies and procedures.

1. Applicant recruitment

- a. Employment application procedures shall apply equally to all employees and applicants for employment.
- b. Job opportunity information shall be equally available to all employees and applicants.
- c. The "Equal Opportunity Employer" lines shall be included in all employment and advertising.

2. Employee placement, promotion and transfer

- a. Nothing in NOLS' position classification and pay practices shall prevent any employee from requesting consideration for promotion and transfer opportunities.
- b. All employees shall be informed of Library procedures and practices concerning promotion, transfer and rates of pay.

3. Employee performance appraisal program

- a. All employees shall be encouraged to participate equally in the employee performance evaluation program.
- b. All employees shall be informed of the criteria by which their performance is evaluated.

4. Training

All employees shall be included in and represented in Library training programs.

5. Rules, practices and progressive corrective action

All employees shall be advised of policies and procedures governing rules, practices and corrective action necessary to maintain the standards of performance and conduct required by NOLS.

All branch managers, department heads and supervisors are expected to ensure that this policy is implemented in all areas of Library and all employees shall be expected to cooperate to fulfill NOLS commitment and objective of equal opportunity for all.

6. Administration

The Library Director shall be responsible for the administration of this policy.

2.3 Employment of Relatives (Nepotism)

Adopted by Library Board of Trustees
01/24/2013

The purpose of this policy is to ensure that situations where the possibility of favoritism or conflicts of interest might exist are avoided if possible. Thus, NOLS's policy is to not hire, transfer or promote employees who are immediate family members into situations or positions where the possibility of favoritism or conflict of interest might exist. The intent of the policy is to ensure that the work place is free from conflict of interest, or any real or perceived sense of favoritism; however, the intent of the policy is not to discriminate in any way against individuals based on marital status or other protected classes.

For the purpose of the policy, "immediate family members" is defined as follows: spouses, domestic partner, parents, step-parents, grandparents, spouse or domestic partner's parents, employee's sibling, step-siblings, children, step-children, or other members of an employee's immediate household.

Applicants will not be hired nor will employees be promoted or transferred into a position in which the following may occur:

- a. When one party will have authority to supervise, promote, terminate or discipline the other;
- b. When one party will handle confidential material that will inevitably lead to improper or inappropriate access to the confidential material by the other that cannot be avoided without undue hardship to NOLS ;
- c. When one party will be responsible for auditing the work of the other; or
- d. When other circumstances exist that might lead to potential conflict among the individual employees or may result in a conflict between the interest of one or both parties and the best business interests and needs of NOLS.

When a relationship defined above as an "immediate family member" occurs during employment, the two employees may remain in their positions provided they are not in conflict with the restrictions stated in this policy. If a conflict is created by the relationship, NOLS may initiate the transfer of one of the employees or take other steps to eliminate or substantially reduce the real or potential conflict of interests.

If a suitable transfer/change in position is not available, the Library may, based on business necessity, terminate one of the employment relationships.

I. Administration

The Library Director is responsible for administering this policy.

2.4 Authorization to Work in the United States

Adopted by Library Board of Trustees
01/24/2013

NOLS follows the laws and regulations relating to the Immigration Reform and Control Act of 1986 (IRCA) as administered by the United States Citizenship and Immigration Services (USCIS).

I. Anti-discrimination statement

In accordance with IRCA, NOLS will treat all people equally when:

- a. Announcing a job;
- b. Taking applications;
- c. Performing interviews;
- d. Making job offers;
- e. Verifying the individual's authorization to work;
- f. Hiring the individual; and
- g. Terminating the individual's employment.

When processing an applicant's or employee's completion of an I-9 Form, the Library will not discriminate against an applicant or an employee and will refrain from:

- a. Requiring that employee produce or show specific documents;
- b. Asking to see employment authorization documents before an individual accepts a job offer;
- c. Refusing to accept a legitimate document, or refusing to hire an individual, because a document will expire in the future;
- d. Refusing to accept receipt of an Employment Authorization Document which is acceptable for Form I-9 purposes; and
- e. Demanding a specific document when re-verifying that an employee is authorized to work.

2. Employment Practices

An I-9 form may be downloaded from the government website: <http://www.uscis.gov>. In accordance with federal law the Library is required to verify, within the first three (3) days of employment with the Library, that the new employee is legally eligible to work in the United States. The Library must require that each new employee complete an I-9 Form, and present acceptable identification as outlined in the procedural guidelines in Appendix A.I: Forms.

The Library will maintain completed I-9 forms and relevant documents of proof of identification in a confidential file separate from any other employment files or documents. These documents may be presented for inspection by representatives from the Department of Homeland Security.

I-9 forms and supporting documents will be retained for three (3) years after an employee's separation from Library employment in accordance with the federal law.

In those instances when a former employee is being rehired, if it has been more than three (3) years since the employee worked for NOLS, the employee will be required to complete the I-9 form and provide proof of identification in accordance with federal law.

3. Administration

The Library Director is responsible for administering this policy.

2.5 Probationary Period

Adopted by Library Board of Trustees
01/24/2013

Probation applies only to employees represented by a collective bargaining agreement and not to at-will employees. At-will employees do not serve a probation period and may be released from employment with NOLS at any time, with or without cause.

1. Employee probation

A represented employee will serve a probationary period concluding on the last day of the sixth month following the anniversary date. The supervisor and employee will complete a performance review upon the employee's completion of probation, assessing the employee's performance to date and the progress made on the training plan.

The probationary period will be extended only in those instances when the employee was absent for medical leave or similarly protected leaves in accordance with applicable laws.

If the employee does not successfully complete the probationary period the employee may be released from the position with the Library at the discretion of the supervisor and the Library Director without proof of cause from the Library.

Employees who successfully complete their initial probationary periods may only be released from employment for cause.

2. Probationary period – promotion and lateral transfer

NOLS employees who are promoted to or are granted a lateral transfer are to serve a six (6) month probationary period commencing with the effective date of the promotion or transfer.

Should the employee be unsuccessful in meeting the performance expectation of the new position or find the position unacceptable, he/she may request a voluntary reduction to his/her former position and pay if such a position is available. In those instances when the former position is not available, the employee may be placed in a vacant position, if available, for which the employee is qualified.

If no position is available, the employee will be released from employment and placed on a reinstatement list in accordance with the Layoff and Reinstatement policy.

3. Administration

The Human Resources Specialist and the Library Director are responsible for administering this policy.

2.6 Driver's License and Insurance Requirements

Adopted by Library Board of Trustees
01/24/2013

As part of the job requirements for certain NOLS positions, an employee may be required to hold a valid Washington State Driver's License and/or a combination endorsement. An employee using a Library vehicle or his/her personal vehicle while conducting NOLS business is required to maintain viable vehicle insurance and provide proof of such annually to the Library Director.

1. Employee responsibilities

If an employee's driver's license is revoked, suspended or lost, or is in any other way not current, valid, and in the employee's possession, the employee shall promptly notify his/her immediate supervisor and will be immediately suspended from driving duties.

Employees required to drive as part of their job shall not resume driving until they provide proof of a valid, current driver's license and insurance to the Library Director.

Depending on the duration of the license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, up to and including termination.

2. Administration

The employee's immediate supervisor, branch manager, NOLS' Human Resources Specialist and the Library Director are responsible for administering this policy.

SECTION 3: GENERAL EMPLOYMENT PRACTICES

3.1 Employment Is For an Indefinite Duration

Adopted by Library Board of Trustees
01/24/2013

NOLS is fortunate to have a very diverse group of employees who are responsible for providing services to the Library's service communities. NOLS employees bring different levels of work experience, professional expertise, and skills to the NOLS workplace.

Nevertheless, employment with NOLS is for an indefinite duration and may be terminated for any lawful reason. At-will employees may be terminated without prior notice.

Nothing in this policy or any of the Library policies is to be construed as a promise or contract for continued employment.

I. Administration

Only the Library Director has the authority to enter into an employment agreement with any employee. The Board of Trustees shall have the authority to enter into a contract with the Library Director, who shall serve at the pleasure of the Library Board.

3.2 Employee Personnel File

Adopted by Library Board of Trustees
01/24/2013

The Library shall maintain a personnel file for each Library Employee. The personnel file will contain the employee's job application materials and information about the employee's record of past and current job classifications and salaries, training records, letters of appreciation and commendation, performance evaluations, and any discipline issued.

Any information about the employee's medical status and employment verification (I-9) will be maintained in files separate from the employee's personnel file in accordance with applicable laws.

I. File access and review

The employee's personnel file is the property of the Library District and is a confidential document. The management and oversight of the personnel file will be conducted with a degree of confidentiality consistent with Washington law, except as required by law or legal process. The employee's supervisor or prospective supervisor within NOLS may review an employee's personnel file but will be required to sign the Personnel File Review form (Appendix A.1). Any and all other access to an employee's personnel file will be permitted only to those

with a legitimate business need in the interest of the employer or upon written authorization of the employee.

Any individual, other than authorized Administration staff, reviewing the employee's personnel file will sign the review sheet which will be maintained in the personnel file for the duration of the employee's employment and for seven years after the employee's separation from Library employment.

An employee may review his/her personnel file by scheduling an appointment with the Library Director, or designee in writing. The employee may review the file in the presence of the Library Director or designee in the Library's administrative offices.

An employee shall have the opportunity to submit rebuttal or corrective information in accordance with State law. (RCW 49.12.250).

2. Copy Request

A current or former Library employee may request and receive one copy of each document contained in the official personnel file not more than once annually, for which the Employer may charge the employee the actual cost permitted by public records laws of Washington. Any other party requesting a copy of the personnel file will be charged the current copying fee.

3. Administration

The Library Director or his/her designee is responsible for managing all employment-related files.

3.3 Employee Use of Bulletin Boards

Adopted by Library Board of Trustees
01/24/2013

NOLS employees will find important information about NOLS and their employment posted on the bulletin board(s) located in each branch library and on NOLS@Work. The bulletin boards are to be used for official NOLS business only, such as the required posting of employees' legal rights, including information about equal employment opportunity laws and wage and hour laws.

Only branch managers, department heads, supervisors, the Human Resource Specialist, Assistant Library Director, and the Library Director are authorized to post information on NOLS employee bulletin boards. Branch managers or department heads may choose to designate bulletin board space for employees to share information that may not be work-related.

Employees are responsible to read the information on employee bulletin boards periodically. No other information may be posted on the NOLS employee bulletin board(s).

I. Administration

Branch managers and the Human Resource Specialist are responsible for administering this policy.

3.4 Layoff and Reinstatement

Adopted by Library Board of Trustees
01/24/2013

NOLS recognizes the many vital contributions that its employees provide to the community. Regrettably, the business function of the Library is directly affected by an ever changing economic environment and demand for service. A reduction in the number of staff may occur based on a reduction in funding, lack of work, or impending budget changes.

When identifying the positions and employees that will receive layoff notices the Library will consider the affected employee's length of service, provided the employee possesses the required job skills and abilities.

Before laying off employees, the Library will generally take steps to release temporary and on-call employees first, when it makes operational sense to do so in the Library's discretion.

The Library generally will not use volunteers to fill the positions of employees displaced during the layoff.

I. Notification process

The Library will strive to give the employees affected by a layoff a minimum of two weeks of advance notice. During the advance notice period, a regular full time employee represented by a bargaining unit will be provided with sixteen (16) hours of paid leave time to conduct a job search. A regular part-time employee represented by a bargaining unit will be provided with a portion of sixteen (16) hours, pro-rated according to the number of hours per week the employee is budgeted and scheduled to work.

A laid-off employee will be permitted to use and/or exhaust his/her accrued vacation leave while on layoff. Alternatively, the affected employee may choose to receive a one-time cash out of all accrued vacation time.

While on layoff, the employee will maintain his/her balance of sick leave for the duration of the period of layoff, however, the employee will not accrue sick or vacation time or other benefits while on layoff status.

While on layoff status, the affected employee may self-pay the full cost of medical and dental insurance premiums in accordance with Consolidated Omnibus Budget Reconciliation Act (COBRA).

2. Reinstatement list

Employees will remain on a reinstatement list for the classification to which they are assigned or a lower assigned classification for which they are qualified for a period of 24 months, during which time they will be eligible for recall to work.

Employees will be recalled to duty based on their job status, e.g. full-time, part-time, seniority, and their possession of the necessary job skills and abilities.

The laid-off employee is responsible for providing the Human Resources Specialist with his/her current contact information, including mailing address, email address and phone number(s).

Once notified of being recalled from layoff, the affected employee is responsible for promptly notifying the Library of receipt of the notification and their intent to report to duty.

The employee must return to work within 10 working days of being called back to work. Failure to respond within 10 days will result in the employee being removed from the reinstatement list.

Notification will be done by phone or email and confirmed by written letter sent to the last known address on file. The employee may request an extension for reporting back to work in excess of the 10 days by submitting a written request to the Library Director. The Library Director will make such determinations based on the business needs of the Library.

Employees may decline reinstatement during the 24 month period without loss of seniority placement.

Upon reinstatement to NOLS employment, the employee's seniority and accrued sick leave will be restored.

3. Removal from reinstatement list

An employee will be removed from the reinstatement list at the conclusion of a 24 month period and will be notified of their removal from the list by written letter sent to the last known address on file.

4. Administration

Once the decision has been made that layoffs are necessary, NOLS Human Resources Specialist is responsible for overseeing the process of notifying employees and maintaining the bumping and reinstatement lists at the direction of the Library Director.

3.5 Leaving the Library

Adopted by Library Board of Trustees
01/24/2013

1. Resignation

The Library requests that an employee give written notice to their supervisor when they plan to leave employment with the Library or resign from a position. Non-exempt employees should give a minimum of two weeks of notice while exempt employees are expected to give a minimum of one month's notice.

The Employee separating from the Library is responsible for returning all Library equipment on or before the last day in the workplace.

2. Retirement

Employees may retire when they satisfy the requirements of the Washington State Personnel Retirement System (PERS). The Library has no influence or control over PERS.

A PERS I employee's accrued and unused vacation and sick leave benefits payable upon resignation or retirement in total shall not exceed two hundred forty (240) hours. (RCW 41.50.150)

3. Sick leave payments upon separation.

Upon retirement, resignation or death, twenty (20) percent of accrued but unused sick leave shall be paid to employees in good standing who have at least five years of continuous employment, including time spent on official layoff status in accordance with State law. This section does not apply to PERS I employees for retirement purposes.

4. Processing out

When leaving the Library for any reason other than termination due to misconduct, the employee shall meet with the Human Resources Specialist to complete any necessary paperwork and return any Library equipment they have in their possession such as keys, NOLS credit card, documents, as well as passwords to computer systems and security systems.

During the meeting with the HR Specialist, the employee may review his/her personnel file and request copies of any documents therein or submit any rebuttal or corrective statements to the information contained in the personnel file as outlined in the Personnel File policy located in Section 2.

The separating employee may be invited to an exit interview with the Library Director.

5. Waiver and hold harmless release

At the time of the employee's separation from the Library, he/she may sign a *Release and Hold Harmless Waiver* that authorizes the Library to release information to prospective employers about his/her job performance while employed at NOLS.

6. Administration

The Library Director is responsible for administering this policy.

3.6 Personal Appearance

Adopted by Library Board of Trustees
01/24/2013

North Olympic Library System employees represent the Library to every patron who comes through the door. It is the responsibility of all staff members to represent the Library to the public in a manner that is courteous, efficient and helpful. Employee dress, appearance and personal hygiene should contribute to a positive work experience, enable a professional and respectful approach to interactions with staff, patrons, volunteers and others, and take into consideration the safety aspects of the work environment.

Clothing is to be appropriate for a professional environment, clean, neat, and in good repair. Employees are to maintain personal hygiene that is reasonably pleasant to be around and considerate of others. Body odor, including excessive perfume, may be offensive or harmful to staff members and the public and should be avoided.

I. Administration

Supervisors are responsible for ensuring that employees meet the above guidelines.

3.7 Secondary Employment

Adopted by Library Board of Trustees
01/24/2013

An employee may engage in off-duty employment that is not inconsistent, incompatible, or in conflict with the employee's duties in NOLS service and that will not adversely affect the performance of the employee while at NOLS.

A full-time or regular part time employee who is employed by another employer in addition to NOLS is required to notify his/her supervisor and the Library Director of such employment if it may be inconsistent, incompatible, or in conflict with this Policy. If this secondary employment violates this policy, the employee will be asked to eliminate the conflict of interest. Failure to report possible conflicting employment may be grounds for disciplinary action.

I. Administration

The Library Director is responsible for administering this policy.

3.8 Solicitation and Distribution

Adopted by Library Board of Trustees
01/24/2013

The Library recognizes that many worthwhile charitable causes, fundraising events and various enterprises of a commercial or potential nature exist in the region served by the Library. However, participation in such activities by Library employees may seriously detract from NOLS' responsibility to provide library service to the public on an equal basis, may constitute a hardship on individual staff members, and may lead to ill feelings on the part of Library patrons. It is the policy of the Library that solicitation of funds, sales of tickets or goods, distribution of literature and solicitation of membership in any organization, other than the annual campaign for the United Way, on Library premises or during working time are strictly prohibited unless prior permission is granted by the Library Director or designee.

Employees will continue to be afforded the opportunity to support many worthwhile causes through participation in United Way. Participation of employees in United Way shall continue to be strictly on an individual and voluntary basis.

I. Administration

The Library Director is responsible for administering this policy.

3.9 Employment Verification for Current and Former Employees

Adopted by Library Board of Trustees
01/24/2013

NOLS Administration staff will provide employment verification and pertinent employment information about current and former NOLS employees to prospective employers, lending institutions and other authorized agents upon request, on the condition that written permission has been obtained from the employee in question. References or other job related information regarding current and former employees may also be provided by NOLS Administration staff or authorized supervisors on the condition that the employee has given written permission to do so.

I. Employee notification

The Library will notify the employee or the former employee upon receipt of the employment verification request. The employee or former employee may inspect the written request for employment verification, his/her personnel file, and the information being prepared for release in accordance with Washington state law RCW 49.12.

Before such information can be released to a prospective employer, the employee or former employee must sign and submit a *Release of Employment Information* form, acknowledging they have been notified of the employment verification request and that they have reviewed the

information that was released to the prospective employer. Employees or former employees who are aware that a request for their employment verification may be forthcoming are encouraged to provide the signed *Release* form to the Human Resources Specialist in advance of the request.

The employee may submit rebuttal or corrective information to any information contained in the file prior to the information being released. Such information will be included in the released information.

2. Content of released information

When specifically requested by an authorized agent, the Library will release information about current or former employees' work history to include:

- a. Dates of employment;
- b. Positions held; and
- c. Current or last salary

An employer who discloses information about a former or current employee to a prospective employer, or employment agency as defined by RCW 49.60.040 at the specific request of that individual or employment agency, is presumed to be acting in good faith and is immune from civil and criminal liability for such disclosure if the disclosed information relates to:

- a. The employee's ability to perform his or her job;
- b. The diligence, skill or reliability with which the employee carried out the duties of his or her job; or
- c. Any illegal or wrongful act committed by the employee when related to the duties of his or her job.

NOLS will retain a written record of the identity of the person or entity to which information is disclosed under this section for a minimum of two years from the date of disclosure. The employee or former employee shall have a right to inspect any such written record upon request and any such written record shall become part of the employee's personnel file, subject to the provisions of RCW 49.12.

3. Letters of recommendation

A current or former employee may request a letter of recommendation from his/her supervisor, the Library Director or Assistant Director. The employee making the request must provide the name and contact information of the person to whom the letter should be sent, and complete and submit a signed Waiver or Hold Harmless release. The employee will be provided a copy of the letter. Letters of recommendation written by supervisors other than the Director or his/her designee must be approved in advance by the Director or designee. Unless a specific exception is made by the Library Director or designee, NOLS does not provide "To Whom It May Concern" letters because such letters do not speak to the employee's suitability for a particular job.

4. Administration

The Library Director is responsible for administering this policy.

3.10 Volunteers and Interns

Adopted by Library Board of Trustees
01/24/2013

There are occasions when the Library will use volunteers to supplement work performed by regular employees and to perform specific tasks which are limited in scope. The need for a volunteer will be determined on a case-by-case basis by the Branch Manager or Department Head in consultation with the Volunteer Coordinator. The Branch Manager/Department Head will gain input from the employee(s) responsible from supervising the volunteers in order to determine specific tasks, and scheduling and training requirements. Volunteers are not paid, nor do they receive any benefits or any sort of compensation. NOLS employees, including on-call employees, cannot work as NOLS volunteers. Members of the NOLS Board of Trustees cannot serve in any volunteer capacity other than as a Trustee.

A request for criminal history information will be performed for all new volunteers. New volunteers are required to complete and sign an Authorization to Conduct a Pre-Employment Background Check form.

Supervisors will work with the Volunteer Coordinator to prepare job descriptions that identify tasks to be performed by volunteers, however, the tasks assigned to volunteers cannot consist of the essential functions of any position that is represented by the Union. Volunteers shall not displace any current member of the bargaining unit or reduce the hours that a current represented employee works. The Union will have access to the names of volunteers, job descriptions and assignment locations.

Internships may occasionally be offered to students or recent graduates, particularly those in library science programs. Interns must sign an agreement acknowledging that he/she is not entitled to wages for the time spent in the internship. Internships must provide training similar to that delivered in an educational environment. The internship experience must be designed for the benefit of the intern and interns' work must not primarily provide benefit to NOLS. Interns do not displace regular employees, and must work under close supervision of existing staff. An intern is not necessarily entitled to a job at the conclusion of the internship.

I. Administration

The Library Director is responsible for administering this policy.

SECTION 4: DISCRIMINATION AND HARASSMENT

4.1 Discrimination, Harassment, Sexual Harassment, and Retaliation

Adopted by Library Board of Trustees
01/24/2013

It is the policy of the North Olympic Library System that every employee and volunteer is to have a workplace that is free from discrimination, harassment, and retaliation. The Library seeks to eliminate and prevent harassment as well as to alleviate any effects such harassment may have on the working conditions of employees, volunteers and the workplace as a whole. Harassment against an employee or volunteer, whether sexual, racial, or due to an individual's membership in a protected class, generates a harmful working atmosphere and is strictly forbidden.

I. Definitions

Discrimination is providing employment opportunities, creating discriminatory working conditions, or using discriminatory evaluative standards when making employment decisions if the basis of that discriminatory treatment is, in whole or in part, on an employee's or volunteer's membership in a protected class which includes: race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information, marital status, veteran status or other protected status.

Harassment is verbal or physical conduct that is designed to threaten, intimidate or coerce an individual because of his/her membership in a protected class. To be considered harassment under the terms of this policy, the harassment must be severe or pervasive and must unreasonably impair the ability of the targeted individual to perform his/her job.

Examples of harassment include unsolicited remarks, gestures or physical contact, display or circulation of written materials that are directed at an individual because of his/her membership in a protected class.

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis of employment decisions, or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- a. Is made explicitly or implicitly a term or condition of employment;
- b. Is used as a basis for an employment decision; or
- c. Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Examples of sexual harassment may include but are not exclusive to:

- a. Verbal: sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, repeated unwelcome requests for dates; verbal abuse or joking that is toward an individual that is sex oriented and considered unwelcome; using profane or foul language;
- b. Nonverbal: distribution, display or discussion of any written or graphic material, including calendars, posters, screen savers; viewing pornography; sending text messages that are sexual in nature; or
- c. Physical: unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, intentionally brushing against someone's body in an obvious manner, kissing, fondling, or forced sexual interaction.

Retaliation is behavior directed at the complainant or witnesses in a manner that is hostile or otherwise discourages anyone from making a complaint of discrimination or harassment or engaging in other forms of protected activities. Retaliating against an individual for exercising their rights under this policy is strictly prohibited and is a separate violation of this policy. This includes any retaliation for inquiring about rights under this policy, or reporting or complaining about possible violations, or assisting in a complaint investigation, including providing truthful information about a possible violation. Retaliation is strictly prohibited and any Library employee (or volunteer) found to have engaged in such behavior may be disciplined up to and including termination.

Examples of retaliation may include altering the complainant's work schedule although a change was not previously scheduled, gossiping about the complainant, alienating or openly ignoring the person, excluding the person from important meetings or having access to critical information, and other behaviors as defined by state law.

2. Filing a discrimination, harassment, or retaliation complaint

Any NOLS employee or volunteer who feels he/she has been harassed or are aware of harassment occurring in the workplace is strongly encouraged to report the behavior to the Library Director. An employee who feels he/she has been harassed by the Library Director is strongly encouraged to report the behavior to the Chair of the Library Board of Trustees.

Complaints of discrimination or harassment against the Library Board of Trustees should be directed to the Clallam County Board of Commissioners.

Any employee who believes that s/he is or has been the subject of discrimination and/or harassment has the obligation to use the Library's complaint procedure as described below:

- a. If the employee is comfortable in talking with the offending coworker, in an attempt to stop the problematic behavior, they are encouraged to do so by having a frank conversation in which they describe the offensive behavior and ask the offender to stop the offensive behavior;
- b. If such a conversation is not practicable or has been ineffective, the employee should discuss his/her concerns with the Library Director or his/her designee;
- c. If the frank conversation and discussion with the Library Director fails to cause an end to the discrimination or harassment, the employee will need to file a complaint in

writing, identifying the individual or individuals engaged in the behavior and describing in as much detail as possible the offensive behavior;

- d. If the employee is uncomfortable in filing a written complaint, the Library Director or his/her designee will identify an investigator who will interview the employee and summarize the content of the complaint as described during the in-person interview, and provide the interview summary to the employee to review and to note any necessary changes. The employee is required to sign the written complaint. The investigator will provide the interview summary to the Director or designee, or if the charge of discrimination or harassment is against the Director, to the Chair of the Library Board. The investigator will provide the employee with a copy of the interview summary.

3. Investigation into complaint

The Library Director or designee will thoroughly investigate all reports of discrimination, harassment, or retaliation and take appropriate steps to stop any incidents of harassment or retaliation in a timely manner.

In response to a complaint of discrimination or harassment, the Library will take steps to ensure that the complainant and witnesses are not retaliated against while in the workplace. All employees, as a condition of employment, are required to cooperate truthfully with any investigation into discrimination, harassment, or retaliation. The Library will take appropriate steps to maintain the confidentiality of the complaint by keeping the information limited to those who need-to-know or as dictated by law. The Director or investigator will summarize the results of the investigation in an investigative report. The investigator will conclude the investigative report outlining the facts of the investigation and how the facts support, or fail to support, the allegations of misconduct.

Should the Library Director be found, after an investigation, to have violated this policy, the matter will be forwarded to the Library Board of Trustees. Should a member of the Library Board of Trustees be found to have engaged in discrimination or harassment, the matter will be forwarded to the Clallam County Board of Commissioners.

4. Violation of Policy

An employee or volunteer found to have engaged in harassment, discrimination, or retaliation in violation of this policy will be subject to discipline, up to and including termination.

5. Administration

The Library Director and the Library Board of Trustees are responsible for managing this policy.

4.2 Disability, Serious Illness, and Accommodation

Adopted by Library Board of Trustees
01/24/2013

NOLS is committed to equal employment opportunity for qualified employees and applicants with disabilities, and to reasonably accommodate an employee's disability as provided in the federal, state, and local laws against discrimination and the Americans with Disabilities Act. A reasonable accommodation depends on the specific circumstances involved.

Reasonable accommodation may include adjustments to an employee's work schedule, a modification of workspace or equipment, reassignment or other adjustments that permit a qualified employee with a disability to perform the essential functions of the job without causing or creating an undue burden or hardship to NOLS's operations.

I. Request for Accommodation

An employee with a physical or mental impairment that substantially limits the employee's ability to perform the essential duties of the position may need an accommodation that would enable the employee to perform such duties. The employee is responsible for notifying his/her supervisor or the Human Resources Specialist of the need for an accommodation.

An employee's accommodation request triggers an interactive process between NOLS and the employee. The purpose of the interactive process is to determine if the employee's condition meets the definition of a disability, and if so, whether a reasonable accommodation is available that would enable the employee to perform the essential duties of the job without presenting an undue hardship to NOLS. The employee requesting an accommodation should notify NOLS in writing. As part of the interactive process, the employee may be requested to sign authorizations releasing medical information concerning the employee's medical condition, provide medical documentation/medical records, and to continue to cooperate on an on-going basis with the Human Resources Specialist during the interactive process.

NOLS may request that the employee cooperate in all ways to undergo a fitness for duty medical evaluation with the employee's personal physician and/or a physician selected by NOLS to determine the nature and extent of the employee's disability and the extent, if any, of the employee's abilities and limitations related to the disability. In addition, NOLS may seek medical guidance in order to determine if the employee's mental or physical impairment presents a direct threat to the employee or others while performing the essential duties of the job. Once all relevant information has been received during the interactive process, NOLS will be the determiner of the existence of any reasonable accommodation that may enable the employee to perform the essential duties of the job and/or if such an accommodation would eliminate or minimize the direct threat posed by performing such job duties. NOLS may take other action regarding employee accommodation, as appropriate, in accordance with state, federal or local laws.

NOLS will treat all medical information received regarding the employee's physical and/or mental condition and the need for accommodation as strictly confidential except to the extent

other employees need to know to evaluate the feasibility of an accommodation or to make the necessary arrangements to implement the job modifications.

2. Administration

The Library Director will approve any disability related accommodation. The Human Resources Specialist will monitor the accommodation process and consult with the employee's immediate supervisor when appropriate.

SECTION 5: WHISTLEBLOWER COMPLAINTS

5.1 Reporting Improper Governmental Action

Adopted by Library Board of Trustees
01/24/2013

The Library will comply with the Washington State Whistleblower Act as identified in RCW 42.41. The purpose of the Whistleblower Act is to encourage government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good-faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subjected to retaliation for having made such reports.

Employees are strongly encouraged to report a complaint as soon as possible and at least within twelve months of becoming aware of a possible infraction.

I. Definitions

Improper governmental action means any action by a local government officer or employee:

- a. That is undertaken in the performance of the officer's or employee's official duties, whether or not the action is within the scope of the employee's employment; and
- b. That is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. (RCW 42.41.020)

Improper governmental action does not include personnel actions including but not limited to employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of the local government collective bargaining and civil service laws, alleged labor agreement violations, or reprimands. (RCW 42.41.020)

Retaliatory action is defined as:

- a. Any adverse change in a local government employee's employment status, or the terms and conditions of employment including denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unwarranted and unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, transfer, reassignment, reduction in pay, denial of promotion, suspension, dismissal, or any other disciplinary action; or
- b. Hostile actions by another employee towards a local government employee that were encouraged by a supervisor or senior manager or official. (RCW 42.41.020)

2. Reporting procedure

A NOLS employee who becomes aware of improper governmental action should raise the issue, if they are comfortable in doing so, with their immediate supervisor. If not comfortable in reporting the matter to their immediate supervisor, the employee may report it to the Library Director or the Chair of the Library Board of Trustees.

NOLS will keep confidential the name of the person filing the complaint unless the complainant agrees to release his/her name in writing, or release of the complainant's identity is required by law or reasonably necessary to investigate the complaint.

The employee should submit a written statement stating in detail the basis for his/her belief that improper governmental action has occurred. The employee should provide specific details including dates of the improper governmental action, what occurred, and the names and contact information of witnesses that may have knowledge of the improper governmental action. If the employee has any relevant documentation in support of the complaint, copies of this documentation should be included in the complaint.

In the case of emergency, when the employee reasonably believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the Library Director, the Chair of the Library Board of Trustees, the local county prosecutor, or the State Auditor's office.

3. Investigation

NOLS shall take prompt action to investigate the allegations of improper governmental action.

After the investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, but will not necessarily have access to any personnel actions taken as a result of the investigative findings. Upon completion of the investigation, the Library will take action to correct the improper governmental action should it exist.

All employees and members of the Board of Trustees are required to participate in the investigation and are responsible for providing truthful information.

4. Protection against alleged retaliatory action

It is unlawful for any NOLS official or employee to take retaliatory action against an employee as a result of the employee making a whistleblower complaint in good faith in accordance with the provisions of state law. Should an employee believe he/she has been retaliated against for making a whistleblower complaint, the employee must file a complaint no later than (30) days after the occurrence of the alleged retaliatory action. Such a complaint may be filed with the Library Director, the Chair of the Library Board of Trustees, or one of the following state agencies: Washington State Labor and Industries at www.lni.wa.gov, the Washington State Human Rights Commission at www.hum.wa.gov or the Washington State Auditor's Office at www.sao.wa.gov.

Employees are accountable for making a good-faith attempt to follow the Library's reporting procedures when reporting improper governmental action. An employee found to have made such a complaint in bad faith may be disciplined up to and including termination.

5. Administration

The Library Director and Library Board of Trustees are responsible for ensuring the Library's compliance with this policy.

The Library Director is further responsible for implementing the protections of this policy and assuring that employees learn of this policy, its procedures and its protections, by ensuring that the policy and procedures are:

- a. Permanently posted where all employees will have reasonable access to them;
- b. Made available to any employee upon request; and
- c. Provided to all newly-hired employees.

Branch managers, department heads and supervisors are responsible for ensuring that this policy and its procedures are fully implemented within their areas of responsibility.

SECTION 6: CLASSIFICATION

6.1 Classification of Employees

Adopted by Library Board of Trustees
01/24/2013

NOLS will maintain appropriate classifications of employees to ensure that all legal requirements are maintained and so as not to discriminate against employees in the terms of benefits and compensation in accordance with federal and state laws. NOLS will classify employees in accordance with the definitions of classification as follows.

1. Position Descriptions

Each position within the Library will have on file a completed position description that reflects the objective of the job, the level of skill required to perform the assigned job duties, the duties essential to the job, the degree of responsibility inherent in the position, the level of accountability of the position, and the reporting relationships of the position.

It is the responsibility of Administrative Services and/or the supervisor to initiate the appropriate action and to assure that a current job description is prepared. When the duties and responsibilities of any position change significantly, the position description shall be revised accordingly and the position reevaluated into the appropriate salary range, if necessary. An employee may initiate a possible position description revision, as well, by bringing recommended revisions to the attention of his/her supervisor.

Current job descriptions shall be provided to each employee periodically, and particularly when his/her job description is modified.

The Library Director is responsible for reviewing requested evaluations of existing positions or the establishment of new positions. This responsibility includes evaluating the particular position duties, ranking the position against established positions, and assignment of the position to an appropriate salary range in the Classification Plan. The staff members affected will then appropriately be reclassified and a salary range adjustment will be made if applicable.

2. Administration

The Library Director shall be responsible for the administration of this policy.

6.2 Working Out of Class

Adopted by the Library Board of Trustees
01/24/2013

Due to a vacant position or extended absence, or other operational need, a library employee may be assigned to perform some or all of the responsibilities of a position in a higher classification. This most commonly occurs when an employee's supervisor is on vacation or extended leave.

I. Compensation – Duration of Out-of-Class

When the employee is assigned a majority of the duties of a higher classification for five (5) working days or more, he/she shall be paid at the rate of pay which reflects at least five percent (5%) more than his/her current Range/Step. The employee is responsible for working with his/her supervisor to ensure a Personnel Action form is completed and submitted to the Human Resources Specialist in advance of the out-of-class assignment.

Prior to an employee functioning in a higher level position, the need for an out-of-class status must be approved by the Library Director.

2. Administration

The Human Resources Specialist will monitor out-of-class assignments. The Library Director is responsible for administering this policy.

6.3 Voluntary Classification Reduction

Adopted by Library Board of Trustees
01/24/2013

An employee may request a voluntary reduction in classification.

I. Request for reduction

If a position that an employee has held before, or a position in a lower classification, is vacant and the employee meets the minimum qualifications for that position, the employee may request to be assigned to the vacant position. Such a request must be made in writing and submitted to their supervisor. The request will be forwarded to NOLS' Human Resources Specialist who in turn will forward the request to the Library Director for approval. If the recruitment for the vacancy has not yet begun, the employee will be given consideration prior to beginning the recruitment. If recruitment for the position is already underway, the employee will be considered along with other applicants for the vacancy.

If a voluntary reduction in classification is approved, the employee's starting salary in the new position will be such that the range corresponds to the employee's new classification, and the step is closest to but not greater than the employee's most recent salary in his/her previous

position. A voluntary reduction changes the employee's anniversary date, but it does not cause a change in the hire date.

Once the voluntary reduction in classification is approved, the employee is not eligible to return to the previous classification until a vacancy occurs at that classification, at which point the employee may apply for the vacant position. An employee who has accepted a voluntary reduction in classification may request additional classification reductions according to the procedures in this policy.

2. Administration

All voluntary reductions must be approved by the Library Director or his/her designee.

SECTION 7: COMPENSATION

7.1 Compensation Plan

Adopted by Library Board of Trustees
01/24/2013

NOLS is public tax-supported institution. The Library's ability to pay salaries depends upon annual revenue and budgeted expenditures established by financial conditions within Clallam County.

It is the policy of the Library to maintain a Compensation Plan designed to pay salaries that are equitable internally; that is, salaries which are in a proper relationship of worth to all other positions within the Library. It is also the policy of the Library to pay salaries which compare reasonably with other similar libraries and local public employers for comparable positions, within budget limitations, and with full consideration for the public the Library serves.

The necessity of changing a staff member's assigned position classification, modifying the content of a position description, or updating salary ranges or other elements of the salary plan may arise due to the assumption of new library services, the elimination of existing services, the expansion or contraction of existing services, and changes in the Library's organization or operating methods.

The Compensation Plan will be reviewed on a regular basis to verify the adequacy of position descriptions, the proper allocation of the positions to salary ranges, and to assure that staff members are properly compensated.

The Compensation Plan includes the salary schedule designated in the most recent Collective Bargaining Agreement(s) (CBA(s)). The salary schedule covers exempt, nonexempt, represented and at-will employees.

Coverage under the Compensation Plan includes all positions as defined in the Classification Plan and as outlined in the Classification of Employees Section (Section 6) of the *HR Policy Manual*.

I. Starting salary and proficiency increases

New staff members will normally be hired at Step A on the salary schedule. However, with prior approval of the Library Director, a new staff member may be hired at a salary level above Step A when experience, training or proven capabilities warrant, or when employee market conditions require a higher starting salary.

Progression to the next step normally occurs annually, upon a satisfactory performance evaluation, with the new rate of pay effective beginning on the anniversary date. A move to the next step may sometimes occur after the successful completion of the probationary period,

generally when that arrangement was negotiated as part of hire, or when extraordinary performance warrants a step increase at that time. In that case the new rate of pay will be effective upon completion of the probationary period.

Standard or negotiated step increases require approval of the Library Director or designee.

In the event that a staff member is on “Need for Performance Improvement” status the date he or she is scheduled to receive a step increase, such increase shall not be implemented until the date the staff member is removed from such status. No salary increase shall be payable for any period of time a staff member is on “Need for Performance Improvement” status.

Upon promotion to a position in a higher salary range, the employee’s anniversary date will change to correspond to his/her appointment to the new position. The next step increase, if the employee is not already at Step E, shall occur effective with the new anniversary date, providing the employee has received a satisfactory performance evaluation.

Employees who are Y-rated are not eligible for step increases until the range has increased to the staff member’s actual salary via annual COLA increases or salary schedule restructuring.

Special step increases may be recommended by a supervisor in the event an employee has maintained an exceptionally sustained high level of overall job performance that should be formally acknowledged. Special step increases require approval of the Library Director.

2. Administration

Supervisors, with the approval of the Library Director, have the authority to recommend the actual salary to be paid to an employee within the procedures, guidelines and plans set forth in this policy. Supervisors will continually monitor work flow and working conditions.

Recommendations concerning individual staff members will be based on performance, capability, experience, training, and other relevant qualifications.

The Library Director shall be responsible for the administration of this policy.

7.2 Overtime and Compensatory Time

Adopted by Library Board of Trustees
01/24/2013

Vacant positions, temporary absences or demand for service may require non-exempt employees to work beyond their budgeted work schedules. Non-exempt full-time employees represented by a collective bargaining agreement (CBA) are entitled to compensation for overtime in accordance with CBA agreement and the Fair Labor Standards Act. Non-exempt part-time employees who are required to work beyond their budgeted work schedule are not scheduled for more than 37.5 hours per week.

Non-exempt full-time employees working in an excess of forty (40) hours per week will be paid at a pay rate that equals one and one-half (1.5) times the employee’s regular rate of pay. The

employee may choose compensatory time at the rate of one-and-one-half (1.5) hours for every hour of overtime worked, instead of overtime pay. An employee is not required to work overtime and may decline without negative consequences.

Employees who are exempt from FLSA are not eligible for overtime or compensatory time.

I. Administration

All supervisors and managers are responsible for managing this policy.

7.3 Paydays and Deductions

Adopted by Library Board of Trustees
01/24/2013

I. Paydays

The Library pays employees monthly, on the tenth of each month. Paychecks are for salaries and wages earned during the previous month. All employees are required to participate in automatic deposit of their paychecks into authorized bank accounts. If a designated payday falls on a Saturday, Sunday or holiday, the paycheck for that payday will be deposited on the preceding business day.

Any errors in any employee's pay shall be corrected on the next paycheck, provided said error(s) are reported by the employee to the supervisor and Administrative Services at least five (5) business days prior to the end of the pay period. This reporting deadline is designed to allow processing time and failure to meet it will not result in forfeiture of an employee's right to claim an adjustment at a later date. In some situations, additional time may be needed to investigate and verify the error.

2. Deductions

Some regular deductions from the employee's earnings are required by law; other regular deductions are specifically authorized by the employee. NOLS will withhold from the employee's paycheck those deductions required by law and any voluntary regular deductions authorized by the employee, applicable union contract, or statute. The Library will deduct other contributions and/or payments upon written employee authorization, subject to approval by the Library Director and the capabilities of the Library's payroll processing system.

Upon written employee authorization, union dues will be deducted from the employee's salary as authorized, provided: an employee has made voluntary written application requesting the deduction; the respective bargaining representative has certified the amount of dues owing; and, the bargaining representative has agreed to indemnify the Library against any and all claims, demands, suits or other forms of liability which may arise out of or by reason of action taken or not taken by the Library for the purposes of complying with any of the provisions of this payroll deduction for dues.

7.4 Payroll Records

Adopted by Library Board of Trustees
01/24/2013

NOLS official payroll records are kept by the Administration Department. Each employee shall submit to his or her supervisor on a monthly (or as designated by Library Administration) basis, an electronically approved work record, reflecting all hours worked, leave taken and overtime worked. An employee's approval on his/her work record constitutes his/her verification that the time reported as worked or paid leave taken away from work was in accordance with the policies of the Library and all time has been recorded accurately. All employee time records must be reviewed and electronically approved by the supervisor. Branch managers and department heads are responsible for reviewing payroll records of employees in their branch or department, even if those records have been reviewed and approved by the direct supervisor. The Library Director or Assistant Director shall sign or electronically approve work records for department heads and branch managers. The Assistant Director or Administrative Services Manager shall sign or electronically approve work records for the Library Director.

7.5 Compensation for Work Related Travel Expenses

Adopted by Library Board of Trustees
01/24/2013

The intent of this policy is to provide guidelines to employees, volunteers, and the Board of Trustees [hereafter referred to as NOLS representatives] when required to travel on official library business. All work related travel is to be done in the most economical and efficient manner.

When appropriate, NOLS representatives are to consider as an alternative to travel such options as: teleconferencing, video conferencing, video recordings, carpooling, using public transportation if available, and coordinating travel with nearby agencies that may be traveling to the same conference, workshop, training, or meeting.

1. Compliance with Americans with Disabilities Act

When a NOLS representative is required to travel on the behalf of the Library and has a disability, NOLS will make every effort to accommodate the needs of the individual even when such travel may result in slightly more expensive travel costs. All disability related accommodation requests for travel will be done on a case-by-case basis. Examples of such accommodations may include the need for additional fees to accommodate a wheelchair on an airplane, or the need to provide auxiliary aids so an employee that has a vision or hearing impairment may travel.

2. Authorization for travel related to work related training events

Any individual that must travel on the behalf of NOLS must receive prior authorization for travel from their supervisor, their branch manager, or the Library Director when such travel is

related to attending continuing education events, seminars, workshops, conferences, or conventions. The individual requesting permission to travel must submit a Travel Authorization Form or, when permitted, a written request for travel, to the supervisor. Requests must also be approved by the NOLS management team.

3. Covered travel expenses and reimbursement

NOLS representatives traveling on behalf of NOLS will be reimbursed for travel expenses to include: lodging, meals, transportation, and miscellaneous travel expenses such as parking. For lodging, meals and incidentals, the per diem rates shall be based on 75% of the per diem rates as determined by the Washington Office of Financial Management Travel Regulations.

No expenses will be reimbursed without submittal of a Travel Voucher and an original, itemized receipt or other proper travel documentation.

Whenever possible a NOLS employee should use a NOLS vehicle for work-related travel. Authorized use of a personal vehicle when a library vehicle is not available will be reimbursed at the then-current IRS mileage rate. Authorized use of a personal vehicle when a library vehicle is available will be reimbursed at 70% of the current IRS rate for mileage reimbursement.

4. Travel expenses not covered

The following types of travel related costs shall not be reimbursed: alcoholic beverages, the cost of daily commute between the employee's official work station and official residence, personal expenses, entertainment expenses, transportation for non-library business, personal telephone calls, tips in excess of 15%, and any other costs associated with personal business.

5. Work Day Compensation while attending work related training

Any NOLS representative attending a Library related meeting, conference, or workshop will be paid up to 7.5 hours per day for each day. Employees are to attend a full schedule of workshops or training activities for each day they are in attendance at work related training events. If the actual hours in attendance are less than 7.5, employee will be compensated for actual hours worked.

Travel time to and from work related training events will be compensated at employee's normal rate for actual time spent in travel.

6. Conference participation

While in attendance at any training, conference or work related meeting, the NOLS representative is responsible for representing the Library with professionalism and conduct that does not discredit NOLS.

7. Administration

Branch managers and the Library Director are responsible for overseeing this policy.

7.6 Reimbursement for Local Travel

Adopted by Library Board of Trustees
01/24/2013

Generally the intent of travel reimbursement is that employees are reimbursed for travel from one assigned work location to another assigned work location, but not when they travel from home to any work location. The amount of reimbursement is based on the NOLS-established actual mileage figure between the branches and the current IRS-approved mileage reimbursement rate. The amount of paid time is based on the actual time spent traveling.

When several members of one branch must attend a meeting or activity at an alternate branch or work site, they are expected to car pool. Mileage will be reimbursed only for the number of carpool vehicles necessary to accommodate the number of employees making the trip. The amount of the reimbursement will be based on the actual round trip distance between the two branches, or between an agreed upon central meeting place, and the alternate work site, provided the meeting place for the carpool is closer to the alternate work site than the primary branch. An employee choosing to drive or carpool from home or a different location is not eligible for mileage reimbursement.

The Director or Assistant Director may authorize mileage reimbursement to be paid to an individual employee for travel between home and an alternate work site under certain specific circumstances. These include:

- a. The travel is required by the employee's job assignment;
- b. There is no other vehicle, for which NOLS will be paying mileage reimbursement, also traveling between the two work locations at the same time;
- c. The timing of the meeting and/or the location of the employee's home, relative to the time and location of the alternate work site, is such that it would be highly illogical or burdensome to require the employee to first travel to his/her primary work site (for example, the employee lives in Joyce, has a primary work site in Port Angeles, and needs to arrive in Forks for an 8 a.m. meeting);
- d. Permission of the Director or Assistant Director has been granted in writing in advance of the travel.

I. Administration

The Administrative Services Manager is responsible for administering this policy.

SECTION 8: EMPLOYEE CONDUCT

8.1 Code of Conduct

Adopted by Library Board of Trustees
01/24/2013

The continued success of the Library is dependent upon employees working effectively together. It is the policy of the Library that certain rules governing conduct are clearly defined. It is also NOLS policy that any corrective action taken regarding employee performance is fair and consistent. NOLS is also committed to ensuring the rights of all employees are recognized and protected.

Violation of or failure to abide by the following rules of “applied common sense” shall be cause for discipline or other corrective action, up to and including termination of employment, depending on the severity of the situation and the nature of the conduct in question. The following list contains examples only and is not exhaustive.

- a. Failure to carry out a work-related instruction given by a supervisor;
- b. An unauthorized absence;
- c. Willful violation of Library policies, regulations and rules specified in the policies or otherwise specified officially, including the abuse of sick leave;
- d. Disclosing confidential information regarding the library or library patrons, employees or the Board of Trustees;
- e. Malicious or careless (negligent) acts which result in personal injury, property damage or expenses;
- f. Disorderly physical and/or verbal conduct or threatening, insulting or abusive behavior toward other employees or Library patrons;
- g. Unfitness to work as a result of consumption of drugs or alcohol. This includes hallucinatory drugs or other medication including those approved by a medical provider;
- h. Testing positive for or being impaired or affected by alcohol, marijuana or any controlled or illegal substances during working hours or any other violation of NOLS’ drug and alcohol policy;
- i. Reporting to work while taking a lawfully prescribed controlled substance or over-the-counter medication without obtaining a recommendation in writing from a health care provider, if the substance is affecting the employee’s ability to work safely;
- j. Failure to report an employee or patron accident or injury to a supervisor;
- k. Unauthorized distribution of literature or solicitation of employees or customers on Library premises during working time;
- l. Misusing library communication systems, including electronic mail, computers, Internet access and telephones;
- m. A knowing or intentional violation of the Library’s Ethics Policy (Policy 8.6);
- n. Bullying;
- o. Acts of violence;
- p. Engaging in conduct that reflects negatively on the Library;

- q. Failure to perform assigned duties or performance of duties in an unsatisfactory manner;
- r. Engaging in sexual or other unlawful harassment or bullying of or discrimination toward another employee;
- s. Falsifying or altering any library record or report, such as an employment application, medical report, production record, time record, expense record, absentee report or other official library documents;
- t. Any other activity or behavior which the Library Board of Trustees has determined to have a detrimental effect on the operations of the Library; and
- u. Other offenses of comparable gravity.

In those instances when an employee engages in unprofessional behaviors, such as those outlined above, which impair the employee's ability to perform his/her assigned job tasks in accordance with Library's performance standards and expectations, the Library will take disciplinary action to achieve correction and to avoid reoccurrence of similar behavior. The severity of the disciplinary action will be based on the severity of the behavior, the nature of the conduct in question and the employee's overall work history. The determinations of the underlying facts and the appropriate level of discipline or corrective action under the circumstances are the sole discretion of NOLS.

I. Administration

The Director, all managers and supervisors are responsible for administering this policy.

8.2 Bullying

Adopted by Library Board of Trustees
01/24/2013

NOLS employees are in the business of providing library services to Clallam County. Bullying creates a sense of fear and uncertainty within the workgroup which negatively impacts the work place by reducing productivity and causing poor morale. Bullying behavior is directed at an individual for the purpose of intimidating others into submission. This is behavior that is contrary to the Library's overall mission, thus such behavior is prohibited.

All NOLS employees are expected to treat their colleagues and patrons with dignity and respect and not engage in bullying behavior as defined in the following paragraph.

I. Definition

Bullying is defined as inappropriate behavior, direct or indirect, whether conveyed verbally, physically, or otherwise, that targets one or more individuals for the purpose of intimidating or threatening that individual. Bullying behavior is in violation of NOLS' values and Code of Conduct, and is prohibited behavior. Examples of employee behavior that may be viewed as bullying include:

- a. Frequent unwarranted or invalid criticism directed at one specific individual;

- b. Blame without factual justification;
- c. Unjustified singling out an individual from the rest of the work group;
- d. Excluding an individual from social activities that take place at work, without reasonable justification;
- e. Shouting at or otherwise humiliating an individual;
- f. Excessively monitoring or micro-managing the work of one individual more than the work of others performing at a satisfactory level;
- g. Assigning work with unrealistic expectations or deadlines; or
- h. Physically intimidating another individual.

2. Violation of bullying policy

NOLS will not tolerate bullying behavior from any employee or volunteer. An employee that feels a supervisor or coworker is bullying him or her, is encouraged to ask the offender to stop the behavior if comfortable in doing so.

If an employee feels that a co-worker is being bullied by a colleague or supervisor, the employee is encouraged to suggest to the co-worker that he or she ask the offender to cease the behavior.

If the employee is uncomfortable in talking with the perceived bully, or has been unsuccessful in getting the bullying behavior to stop, he or she is encouraged to report the problematic behavior directly to the employee's immediate supervisor. If the perceived bully is the employee's supervisor, the employee is encouraged to speak to the Library Director.

When reporting an incident of bullying behavior, the targeted employee should be prepared to provide sufficient detailed information about the offensive behavior including: the dates and times the bullying occurred; the words and/or actions that the perceived bully used to intimidate or threaten the target party; behavior that resulted in the individual feeling fearful; and the names of others who witnessed the bullying behavior.

3. Investigation

NOLS will initiate an investigation into any complaint made by an employee that alleges he/she has been bullied in the workplace.

Any NOLS employee that is found to have acted to bully others in the workplace will be disciplined up to and including termination.

4. Administration

The Director, all managers and supervisors are responsible for managing this policy.

8.3 Gossiping

Adopted by Library Board of Trustees
01/24/2013

NOLS employees are in the business of providing library services to Clallam County. Gossiping is an activity that can drain, distract and down-shift employee job satisfaction. In order to maintain a professional workplace, NOLS is committed to making the workplace atmosphere gossip-free.

All NOLS employees are expected to treat their colleagues and patrons with dignity and respect and not engage in gossip as defined in the following paragraph.

1. Definition

Gossip is defined as rumor or talk of a personal, sensational, or intimate nature. A *gossiper* is a person who habitually spreads intimate or private rumors or facts. Gossip can be spread through talking or writing, and writing includes email. Gossip almost always involves a person who is not present. Gossip can consist of unwelcome and/or negative criticism of another person. Gossip often is about conjecture that can injure another person's credibility or reputation.

2. Maintaining a gossip-free workplace

In order to maintain a gossip-free workplace, NOLS employees are expected to:

- a. Not speak of or insinuate about another person when that person is not present unless it is to compliment or reference work matters.
- b. Refuse to participate when another mentions a person who is not present in a negative light. Change the subject or voice their commitment to not gossip.
- c. Choose not to respond to negative email or use email to pass on private or derogatory information about any employee, volunteer, Board member, Friends of the Library member or patron of the Library.
- d. Refrain from speaking derogatorily about co-workers to other co-workers, both on and off the job site.
- e. Use proper channels to report to a person in authority any first-hand knowledge of another employee's unethical, incorrect, or disruptive job performance.

3. Administration

The Director, all managers and supervisors are responsible for managing this policy.

8.4 Credit Card Usage

Adopted by Library Board of Trustees
10/29/2009

The North Olympic Library System's One Card program has been established to provide a convenient, efficient, means to purchase commodities from vendors and reduce costs associated with the purchasing process. NOLS has opted to use the US Bank procurement card (One Card) program offered on Washington State Contract No 03907. This program is the only procurement (credit) card authorized for NOLS use unless otherwise authorized by the Library Director.

The One card program is a commercial credit card account that offers a number of unique controls that do not exist in a traditional credit card environment. These controls ensure that the cards are used only for specific purchases and within specific monthly dollar limits. In addition, verification of all charges on each month's bill by each cardholder and by the Library Director or his/her designee is required before the bill is submitted for payment.

The program is designed to empower authorized employees to purchase items needed for Library business and for travel, and is an enhancement to the purchasing process and a delegation of the purchasing authority. The use of a One Card is a privilege that has been granted to selected employees. Certain responsibilities are associated with this privilege.

The Administrative Services Department is responsible for the management and oversight of the program and ensures that all Library employees follow all state and local laws, rules and policies relating to purchasing function. Each branch manager and department head is responsible for the management of One Card accounts in his/her department so as to insure that One Card is used responsibly and in accordance with NOLS policy.

1. One Card to be used for business purposes only

The One Card is to be used only for Library business transactions and must not be used for personal purchases under any circumstances. Failure to comply with this restriction will result in revocation of the cardholder's One Card and may result in disciplinary action and/or criminal prosecution.

2. Authorized users

Only regular full time and part time employees of the North Olympic Library System may be issued a One Card. If a cardholder's name appears on the card, only that person is authorized to use that card. Employees are not permitted to allow anyone other than the cardholder to use the card to make purchases.

3. One Card purchases subject to purchasing laws and policies

The One Card does not replace requirements to comply with existing state and local laws, and Library regulations and policies regarding purchasing and/or travel. It is designed to be an enhancement to the purchasing and payment process.

4. Transaction limits

The maximum credit limit on a One Card will not exceed five thousand dollars (\$5,000). One Card users must be aware that the monthly transaction limit is function of the billing cycle of the One Card and is not necessarily the same as a calendar month. If a card is “maxed out”, new credit will become available only in the normal processing cycle in which the monthly bill is received, reconciled, approved and paid.

Each purchase may be comprised of multiple items, but the total cannot exceed the transaction limit assigned to the One Card. Cardholders must comply with NOLS’ purchasing policies and procedures when using the One Card, and authorized One Card users will be required to sign a statement verifying that they have been provided this policy. Questions regarding NOLS’ purchasing policies and/or specific uses of the One Card should be directed to the Administrative Services Manager.

5. Obtaining a One Card

Issuance of a One Card must be preauthorized by the Library Director. Cardholders must sign a Cardholder Agreement Form when they obtain their new card. Agreements are maintained by the Administrative Services Manager.

6. Appearance of card

All One Cards issued will have “North Olympic Library System” embossed on the second line of the card. The first line will reflect the cardholder’s name.

7. Authorized card use

One Cards may be used for any vendor that accepts VISA credit cards. Cardholders must comply with NOLS’ purchasing and travel policies and procedures when using the One Card. Examples of appropriate uses include purchases of library materials, supplies, equipment and services, approved conference/training fees and travel expenses.

8. Loss or theft of One Card

Cardholders, card users and One Card custodians are responsible for card security and are required to report real or suspected loss, fraud or theft of the One Card immediately to US Bank Customer Service at 800-344-5696, the Administrative Services Manager, and their supervisor.

9. Important contact information

Administrative Services Manager: 360.417.8500 x7710

US Bank 24-hour customer service: 800.344.5969

10. Unauthorized or inappropriate card use

Examples of unauthorized use include, but are not limited to: allowing another individual, including other members of NOLS staff, to use the card; personal purchases of any kind; cash advances through banks or ATMs; cash refunds; employment agencies (temporary help); meals

when the cardholder is not in travel status; and purchases that violate established NOLS standards or policies. Any unusual activity or charges from an outside source that occurs on a card must be immediately reported to the Administrative Services Manager and the cardholder's supervisor for resolution.

Unauthorized use by a cardholder may result in revocation of the card and/or other disciplinary action. Cardholders shall be personally responsible for any unauthorized expenditures and will be required to repay expenditures that are considered in violation of these policies. NOLS reserves the right to cancel any One Card at any time for violation of these policies.

11. Returns and Exchanges

The cardholder is responsible for contacting the vendor when goods, equipment, or services purchased with the One Card are not acceptable (incorrect, damaged, defective, etc.) and for arranging a return for credit or exchange. If items are returned for credit, the cardholder is responsible for obtaining a credit receipt from the vendor and retaining that receipt with the supporting documentation. If items need to be exchanged, the cardholder is responsible for returning the items to the vendor and obtaining a replacement as soon as possible. In case there are problems, the cardholder should also retain all paperwork relating to returns and exchanges until the next statement is received and processed.

12. Dispute process

Each cardholder is responsible for resolving any disputed item directly with the vendor. If resolution is not possible, the employee must call the Administrative Services Manager or US Bank Customer Service (800.344.5696) to inform them of the dispute and follow up with written documentation within sixty days (60 days) of the first statement on which the disputed transaction was charged. US Bank will send a letter acknowledging the dispute. This letter, which may request additional information on the dispute, is to be signed and returned to US Bank.

13. Receipts and payment notices

One Card purchases have the same documentation and voucher requirements as any other NOLS purchase. The cardholder making a purchase must retain the original receipts for all transactions. Receipts must be attached to each cardholder statement in the order that they appear on the statement. Cardholders are responsible for submitting all receipts along with the statement as soon as possible after the statement is available. If a cardholder has lost or misplaced a receipt, he is responsible for obtaining a copy of the receipt from the vendor or cardholder will be responsible for payment of all transactions that do not have proper documentation.

If the merchant or vendor cannot provide a duplicate receipt to take the place of a receipt that has been lost or misplaced, the cardholder will be required to pay for the items. If the receipt should reappear after payment has been made by NOLS, the cardholder may submit an expense reimbursement claim.

In cases where a receipt is not available for services that are directly billed to the One Card such as monthly subscription charges, other documentation acceptable to the Auditor must be provided.

The Administrative Services Manager will review all instances of lost receipts. Repeat occurrences may result in suspension of the One Card.

One Card accounts must be kept current to avoid interest and/or finance charges. No statement should include finance charges or late fees. Failure by an employee to submit proper documentation of purchases in a timely manner that results in interest and/or finance charges is a violation of this policy. Interest and/or finance charges may be assessed against the employee as part of a disciplinary action.

14. One Card account maintenance

Changes to a cardholder's name should be immediately reported in writing to the Administrative Services Manager.

15. Separation from NOLS employment

The cardholder must submit the One Card issued to them and all receipts pending the next statement to the Administrative Services Manager at the time of separation from the Library. The card will be cut in half or shredded by the Administrative Services Manager, and US Bank Customer Service will be notified.

16. Cancellation or revocation of One Card

Employees or supervisors will notify the Administrative Services Manager immediately when a One Card is to be cancelled or revoked. The Administrative Services Manager will cut it in half or shred it and notify US Bank Customer Service.

17. Administration

The Administrative Services Manager is responsible for administering this policy.

8.5 Limits to Personal Business Conducted on Duty

Adopted by Library Board of Trustees
09/24/2009

As a matter of public ethics, NOLS employees are prohibited from furthering personal interests or realizing financial benefits as a result of employment with the North Olympic Library Systems.

Except as specifically provided below, NOLS employees are expected to refrain from conducting personal business during working hours. Employees may not make personal use of the Library facilities, equipment, materials, services, privileges or other resources, except as

specifically provided in this policy. Inappropriate or excessive personal use of NOLS resources may result in disciplinary action, up to and including termination.

1. Library employees as Library patrons

This policy is not intended to restrict the right of NOLS employees to use Library services, resources and facilities to the same extent as such services and facilities are available to the public. Library employees are subject to the same borrowing privileges and responsibilities as other Library patrons.

Library employees must refrain from handling their own patron account transactions (payments, charges, waives). Check-in of materials borrowed by Library employees should be conducted according to standard practices in the branch (i.e. the materials should be placed in the designated “book return” location for that branch/library and routinely processed by assigned staff).

Personal use of Library services and facilities (such as use of public internet stations, copiers, printers, fax machines, rental of library meeting rooms, etc.) by employees is subject to the same conditions as applied to other members of the public.

2. Personal telephone calls

Library telephones are intended for official library business only. However, infrequent personal use of telephones is authorized to conduct personal matters that necessarily must be handled during the business day, for example, arranging for automobile repair, critical communications with family members, etc.

Personal telephone calls while on duty should be limited to only those which are absolutely essential. All calls should be kept as brief as possible. This applies to both incoming and outgoing calls regardless of whether made on Library phones or personal cell phones.

When at all possible, outgoing personal calls should be made during rest or lunch breaks, from a telephone which is not located in a public area of the Library.

Personal long distance calls must be made using a personal cell phone, or charged to an employee’s home number, calling card or credit card.

3. Personal email

The NOLS e-mail system is intended for official library business only. Infrequent personal use of NOLS e-mail is authorized only for brief communications such as receipt of messages and response to correspondents who may not be aware that the NOLS e-mail address is not a personal e-mail address. Employees are expected to redirect such communications to a personal e-mail account, and may respond briefly in order to do so.

All e-mail distributed within the Library (to NOLS employees or distribution groups) must be related to Library business or specifically authorized by the Library Director.

Passing discriminatory jokes or statements is prohibited. Under no circumstances should e-mail be used to criticize another employee or member of the public.

NOLS e-mail communications, as with any other written communication created on the job, are considered public documents. All e-mail communications are classified as official business and are the property of NOLS. Employees and volunteers have no privacy interests in such communications. As such they are subject to monitoring by NOLS and possible disclosure under state and federal law.

4. Personal use of Library computers

The ability of NOLS employees to effectively access the information and resources available on the Internet contributes to the efficiency of NOLS and furthers the Library mission and strategic goals; therefore moderate personal use of Library computers is authorized under the following provisions:

- a. Personal use of the Internet must not interfere with the performance of normal work duties.
- b. Personal usage should be of reasonable duration and whenever possible should be done during the employee's personal time such as lunch or rest breaks.
- c. Inappropriate uses of the Internet include, but are not limited to: display of photographs, screen savers or text that could be offensive to members of the public or other staff; non-business chat rooms and discussion forums; private commercial activities such as e-commerce, shopping or operating a private business; and other uses incompatible with public service.
- d. Using NOLS systems to access the Internet constitutes consent to monitoring. Any information collected in the monitoring process may be legitimately reviewed by NOLS, and is a public record that may be released for public scrutiny. Users have no privacy expectation concerning the records of their on-line activity.
- e. Access to some websites may be blocked, or blocking of certain types of files may be necessary to maintain network performance and prevent virus attacks. Downloading applications for other than NOLS business is not permitted.

5. Personal printing, copying, mailing, and faxing

Employees may make limited personal use of non-public photocopiers and computer printers and may send personal faxes, however, such copies/prints/faxes must be paid for at the same rates that apply to other members of the public.

Payments for personal printing/copying/faxing must be made to and recorded by a staff member other than the employee him/herself, who is authorized to accept such payments in that branch.

Employees may put outgoing personal mail in the Library's outgoing mailbox as long as the Library is not charged for the postage. Employees may receive mail, express mail, or parcels at the Library when such receipt is approved in advance by the Employee's supervisor, and providing such receipt does not adversely affect other employee's work or incur costs for the Library.

In all of the above cases, personal business should be of reasonable amount and duration and whenever possible should be done during the Employee's personal time such as lunch or rest breaks.

8.6 Professional Ethics

Adopted by Library Board of Trustees
01/24/2013

NOLS employees are public servants and as such are expected at all times to conduct themselves in a professional, ethical, and courteous manner and refrain from any activity that is, or may be perceived to be, a conflict of interest. Failure to meet the Library's professional ethics standards may result in disciplinary action up to and including termination of employment.

One way for the Library to hold the respect, trust and confidence of the communities we serve is through the creation and enforcement of ethical guidelines for the conduct of employees. Thus it is the policy of NOLS to uphold, promote, and demand the highest standards from its employees for personal integrity, truthfulness, honesty and fairness in carrying out their duties.

Employees are to avoid any act of impropriety including but not limited to, unauthorized possession or access to Library property and/or confidential information, dishonesty, impropriety or the appearance of impropriety, or the use of their District position or authority for personal gain or in breach of public trust.

1. Gifts

Employees shall not ask for or receive any additional personal compensation, personal gifts, loans, discounts on goods or services nor are they to accept any other things in value, over and above their salary and benefits, for performing their official duties.

Gifts of nominal value, such as an honorarium or gifts of food for the entire workgroup during holidays or other special occasions, are allowed as long as they do not constitute a conflict of interest.

2. Conflict of interest

A conflict of interest occurs when an individual's private interest conflicts with, or appears to conflict with, the best interest of NOLS. Accordingly, no conflict of interest, either real or perceived, can be allowed between the public's trust and private or personal interests.

3. Preferential treatment

Preferential treatment occurs when an employee personally benefits because of his/her employee status with the Library, or when an employee's endorsement of a product or business results in others benefiting. As an example, an employee is not permitted to recommend a particular piece of computer software, manufacturer of an electronic book,

where to purchase a book, get photocopies, or make personal recommendations about a specific company.

In addition, employees of the Library are expected to follow the Circulation Policy and will not receive any special privileges different from the public. This includes loan periods, holds, overdues, fines and suspensions.

4. Policy violation

An employee that fails to comply with this policy may be disciplined up to and including termination.

5. Administration

The Library Director is responsible for managing the Library's Ethics policy.

8.7 Incompatible Personal Activities

Adopted by Library Board of Trustees
01/24/2013

An employee will not engage in any off-duty employment or activity that is inconsistent, incompatible or in conflict with the employee's NOLS duties. The Library Director and Assistant Director have responsibility for determining which activities are inconsistent, incompatible, or in conflict with NOLS duties. Examples of prohibited activities include, but are not limited to:

- a. The use of NOLS time, facilities, equipment, or supplies for private gain or advantage;
- b. The use of influence of an employee's position for private gain or advantage; or
- c. The direct or indirect solicitation or acceptance of any gratuities, loans, gifts, merchandise, meals, beverages, or any other thing of value for private gain or advantage in connection with or resulting from an employee's official position. Nor will employees use their official position to obtain privileges not otherwise available to them.

During an employee's workday, an employee shall devote their time, attention, and efforts to the duties and responsibilities of the employee's position.

8.8 Political Activities

Adopted by Library Board of Trustees
01/24/2013

There are no restrictions on the right of employees to participate off-duty in political activities or in exercising the personal freedoms of speech and assembly. Employees shall not, however, disturb other employees during their work periods. The use of library facilities by NOLS employees for political activity is prohibited during work hours. NOLS employees who are

seeking public office or advocating for or against a ballot measure shall not use his/her standing as a NOLS employee to influence another person or persons for political purposes.

No library employee shall use or authorize the use of any NOLS facilities for the purpose of lobbying, or assisting a campaign for election of any person to any office, or for the promotion of, or opposition to, any ballot proposition. Library facilities include, but are not limited to, use of buildings, supplies, machines, computers, Internet, Intranet, vehicles, telephones, and lists of library customers.

NOLS takes no position on election or ballot issues except when such election and/or ballot issue impacts or affects the Library and/or its services.

8.9 Progressive Discipline

Adopted by Library Board of Trustees
01/24/2013

This policy establishes a protocol for working through and resolving employee behavior and conduct issues that negatively impact library service and negatively affect the workplace. Generally, discipline should be progressive in nature and is intended to encourage the employee to correct his/her conduct or behavior. This policy on progressive discipline is for guidance of supervisory personnel only.

The Library recognizes that each disciplinary decision and termination must be judged on its own particular facts. Fairness and common sense dictate that these unique situations will be reviewed and decided in the context of surrounding circumstances. Discipline may be initiated for various reasons, including, but not limited to insubordination or violation of the Library's policies. The severity of the disciplinary action generally depends on the nature and severity of the offense and the employee's overall work record, and may range from one or more verbal notices to termination.

I. Factors considered prior to implementing progressive discipline

The Library will consider a number of factors when considering discipline. They include, but are not limited to:

- a. The seriousness of the offense;
- b. The number of offenses committed;
- c. The results of a fair and impartial investigation;
- d. Consideration of any mitigating circumstances;
- e. The employee's prior work history; and
- f. Consideration as to whether the proposed discipline is proportional to the seriousness of the offense.

The determinations of the underlying facts and the appropriate level of discipline or corrective action under the circumstances are at the sole discretion of NOLS.

2. Steps in progressive discipline

Generally, progressive discipline proceeds as follows:

- a. Verbal notification: In the case of a less serious offense or unacceptable trend in behavior and/or conduct, under normal circumstances an employee shall be notified verbally at least once by his or her supervisor of the problem to be resolved and the need for correction. Verbal reprimands are only issued with prior approval from the Library Director or designee. A supervisor may or may not choose to make notation of a verbal warning part of the employee's personnel file. If the verbal warning has been noted in the employee's personnel file, the warning shall be removed from the file after six (6) months if no further incidents relating to the same issue(s) occur.
- b. Written notice: If the problems or offenses continue after the employee is given verbal notification, a written notice may be issued, and a copy placed in the employee's personnel file. Written notices are only issued with prior approval from the Library Director or designee. An employee may be given a written notice without a previous verbal notification if the facts in the instance warrant such action. The written notice shall be removed from the employee's file after one (1) year if no further incidents relating to the same issue(s) occur.
- c. Suspension without pay: An employee whose unacceptable conduct is not resolved following verbal and written notices may be suspended for up to four weeks without pay or benefits. The employee's supervisor will determine the length of the suspension in consultation with the Library Director or designee. If the supervisor, manager or Director believes a situation exists requiring the suspension of an employee, the supervisor, manager or Director shall thoroughly document the reason for such action, explaining how the employee's continued presence at the work site could be detrimental to the Library or cause public harm. The employee will be given written notice prior to the suspension.

Suspension without pay may be implemented without imposition of a verbal and written notification if the employee misconduct is egregious enough to warrant such action or in other severe circumstances. Prior approval by the Director or designee is required before a suspension is implemented.

The employee will be offered an informal opportunity to meet with the Director or designee to discuss the charges and the facts on which the charges are based, offer defense and mitigation and correct any misunderstandings of fact. The employee may provide information at this meeting verbally or in writing. The Director or designee will establish a reasonable deadline for receiving additional information from the employee, and the Director or designee will carefully consider this information before deciding whether a suspension without pay should be imposed. Upon consideration of the entirety of the circumstances, the Director or designee shall send a letter to the employee explaining the findings and the action to be taken. The employee shall be notified either by hand-delivering the letter, or when the employee is not available, by certified mail to the employee's last known address.

The record of a suspension shall be removed from the employee's personnel file after three (3) years if no further incidents relating to the same issue(s) occur.

- d. Termination: Should an employee fail to adequately respond to verbal and written notifications of unsatisfactory conduct, or in the event of an extremely serious offense, the employee's employment may be terminated. The employee will be given written notice prior to termination.

If the misconduct is egregious enough, termination may be implemented without imposition of verbal and written notifications or suspension.

Prior approval by the Director or designee is required before a termination is implemented. The employee will be offered an informal opportunity to meet with the Director or designee to discuss the charges and the facts on which the charges are based, offer defense and mitigation and correct any misunderstandings of fact. The employee may provide information at this meeting verbally or in writing. The Director or designee will establish a reasonable deadline for receiving additional information from the employee, and the Director or designee will carefully consider this information before deciding if termination should be imposed.

Upon consideration of the entirety of the circumstances, the Director or designee shall send a letter to the employee explaining the findings and the action to be taken. The employee shall be notified either by hand-delivering the letter, or when the employee is not available, by certified mail to the employee's last known address.

3. At-will employees excepted

Nothing in this policy modifies NOLS's employment at-will policy. Therefore, unless otherwise provided, at-will employment may be terminated for any lawful reason at any time, with or without notice.

4. Administration

The Library Director shall be responsible for the administration of this policy.

8.10 Use of NOLS Vehicles and Use of Personal Vehicles to Conduct Library Business

Adopted by Library Board of Trustees
01/24/2013

It is the policy of the Library to provide vehicles for business use, to allow employees to drive on Library business, and to reimburse employees for business use of personal vehicles according to this policy. Library-owned or leased vehicles shall be used exclusively for the conduct of Library business.

Unless otherwise authorized by the Library, only employees and/or qualified volunteers holding valid Washington State Driver's License and/or combination endorsement, if applicable, and who are insured by the Library's insurance carrier, will be allowed to operate Library vehicles.

1. Library-owned vehicles

Employees approved to drive a Library vehicle to conduct Library business are required to inform the Library Director of any change that may affect either the employee's legal or physical ability to drive or to continue to be insurable.

Passengers will be transported in Library vehicles only to the extent that their conveyance is directly related to official business.

Per Washington law, no smoking is allowed in Library-owned or leased vehicles, and all occupants must wear a seat belt. A child transported in a Library vehicle must be placed in approved child-safety seats. If a child is being transported, at least two adults are required to accompany the child.

Employees are to operate Library vehicles in a safe manner and maintain the security of the vehicle and its contents. Employees are also personally responsible for any driving infractions or fines incurred while operating the Library vehicle.

At no time is an employee to operate a Library-owned vehicle or any personal vehicle while conducting Library business, if using, consuming or under the influence of alcohol, illegal drugs, or prescription or over-the-counter medication that may adversely affect the employee's ability to drive.

2. Employee's use of personal vehicle

Employees who use their personal vehicles for approved business purposes will receive mileage reimbursement at the IRS rate in place at the time of travel. Employee is required to maintain auto liability coverage as required by state law and provide proof of the insurance to the HR Specialist annually.

3. In event of an accident, theft, or damage

Employees are to immediately report any accident, theft, or malicious damage involving a Library vehicle to their immediate supervisor and to the Library Director, regardless of the extent of damage or lack of injuries. In addition, the Employee is to complete a Washington State Accident Report Form.

The Library report and the State Accident Report are to be completed and filed with the supervisor no later than the next business day if circumstances require.

Employees are to cooperate fully with law enforcement and insurance authorities in the event of an accident involving an employee using their personal vehicle while conducting Library business or a Library-owned vehicle.

4. Administration

The Library Director is responsible for administering this policy.

See also Policy 14.8: Vehicle Safety.

8.11 Computer Security Awareness and Acceptable Use

Adopted by Library Board of Trustees
04/26/2012

1. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at NOLS and is intended to protect the employees and NOLS. Inappropriate use exposes NOLS to risks including malware attacks, compromise of network systems, services and data, and legal issues. This policy applies to employees, contractors, consultants, temporary employees, and all other workers at NOLS, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by NOLS.

NOLS is committed to protecting all employees, partners and the Library from illegal or damaging actions by individuals, either knowingly or unknowingly. Computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and any other access to digital resources are the property of NOLS. These systems are to be used for purposes serving the interests of the Library, its partners and its customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every NOLS employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2. General Use and Ownership

- a. While NOLS administration desires to provide a reasonable level of privacy, users should be aware that the data they create on Library systems remain the property of NOLS. Employees should not store personal information on Library-owned devices. NOLS cannot guarantee the confidentiality of employees' personal information stored on any network device belonging to NOLS.
- b. Employees are responsible for exercising good judgment regarding the reasonableness of "personal use". NOLS administration and/or individual departments are responsible for creating guidelines concerning personal use of NOLS hardware, software and systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor.

- c. For security and network maintenance purposes, authorized individuals within NOLS may monitor equipment and audit networks and systems at any time.

3. Security and Proprietary Information

- a. The information contained on NOLS systems should be classified as either confidential or not confidential. Examples of confidential information include but are not limited to: patron information, personnel records, employee information and employee lists. Employees should take all necessary steps to prevent unauthorized access to confidential information.
- b. Library staff will not accept identifying information from library users beyond what is required to create library user accounts.
- c. Authorized users are responsible for the security of their passwords and accounts. Users must keep passwords secure; system and user level passwords should be changed every 90 days. Users may not share accounts, other than those accounts that are specifically designated for sharing to explicitly authorized users.
- d. All PCs, laptops and workstations that are not physically secure or consistently monitored must be secured with a password-protected screensaver with the automatic activation feature set at 3 minutes or less.
- e. Only Library staff, and explicitly authorized contractors, consultants, temporary employees and volunteers are allowed to log on to Library staff computers.
- f. Library staff must secure their workstations by logging off or locking the desktop when the workstation will be unattended or unmonitored for longer than 3 minutes.
- g. Because information contained on portable computers is especially vulnerable, special care must be exercised. Laptops must be protected in accordance with IT Department security standards.
- h. All hosts used by the employee, which are connected to the NOLS Internet/Intranet/Extranet, whether owned by the employee or NOLS, shall be continually executing approved virus-scanning software with a current virus database, and shall have a personal firewall correctly configured and turned on.
- i. Library staff must follow recommended IT Department security procedures and use extreme caution when accessing Internet resources and when opening e-mail attachments, which may contain viruses, malware or other hazardous code.
- j. Only NOLS email accounts may be accessed on Library staff computers, unless personal email access is specifically authorized by the Library Director. Employees' personal email accounts may be accessed on the Library's public access computers.

- k. Postings by employees from a NOLS email address to mailing lists or newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of NOLS, unless posting expresses an official NOLS policy or position.

4. Unacceptable Use

Under no circumstances is an employee of NOLS authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing NOLS-owned resources. The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

5. Specifically Prohibited System and Network Activities

- a. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by NOLS.
- b. Aside from legal "fair use", unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which NOLS or the end user does not have an active license.
- c. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- d. Revealing account passwords to others or allowing use of NOLS accounts by others. This includes family and other household members.
- e. Using a NOLS computing asset to actively engage in procuring or transmitting material that is in violation of applicable sexual harassment or hostile workplace laws.
- f. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties.
- g. Circumventing user authentication or compromising security of any host, network or account.

Email and Communications Activities

- a. Sending unsolicited email messages, including advertising material to individuals who did not specifically request such material (email spam).
- b. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- c. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

- d. Unauthorized use, or forging, of email header information.
- e. Representing NOLS in public communications without authorization.

6. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

7. Administration

The Library Director has responsibility for administering this policy.

SECTION 9: JOB PERFORMANCE

9.1 Employee Performance Evaluation Program

Adopted by Library Board of Trustees
01/24/2013

The continued success of the Library is directly related to the effectiveness and continued development of the staff. It is the policy of the Library to provide a program to annually appraise the performance of employees in writing and in accordance with defined, job-related criteria. NOLS is committed to maintaining a partnership with its employees based on strong communication. This partnership is demonstrated in the performance evaluation process by giving employees a voice in their own performance evaluations. Employees are encouraged to complete self-evaluations, which become part of the official evaluation document. Employees are also encouraged to assess their own success in achieving their annual work plan goals, and to propose work plan elements for the upcoming evaluation period. Supervisors take into account all of the information that employees provide as part of their self-evaluations and work plans. A performance evaluation is not considered complete until the supervisor and employee have held a conference to discuss the evaluation and the evaluation documents are signed by the supervisor and employee and submitted to the Administration Department.

If an employee is eligible for a step increase, a satisfactory evaluation must be completed and filed prior to the employee's anniversary date. Failure to complete the evaluation on time may jeopardize the timely implementation of the employee's step increase.

1. Performance evaluation for new employees

The work performance of a new regular employee and existing employees who have been placed on probation because of a promotion shall be evaluated by the supervisor during the sixth month of continuous employment. Shelters, On-call employees and other employees who work fewer than 22.5 hours per week will generally not be evaluated at the six-month point.

The six-month performance appraisal introduces the new employee to the Performance Evaluation Program and provides an initial evaluation of the staff member's progress and overall level of performance since the date of hire. It determines whether the employee is released from probationary status and it provides the employee with an evaluation of his/her work performance prior to attaining regular employment status. It also provides an opportunity for the supervisor and employee to develop the first annual work plan.

2. Performance evaluation for regular employees

In the month prior to the employee's anniversary date, the supervisor shall annually appraise the work performance of a regular employee to provide clear feedback on his or her performance and to any guidance needed to improve performance where needed.

3. Performance evaluation forms

Performance evaluation forms provide defined performance factors to ensure that all employees are evaluated according to the same criteria and to ensure continuity for subsequent performance appraisals. The employee is given the opportunity to evaluate him or herself according to the same criteria considered by the supervisor. The supervisor gives consideration to the employee's self-evaluation in writing the supervisory appraisal, and the employee's self-evaluation becomes part of the final evaluation document.

4. Work plans

As part of the performance evaluation process the employee and supervisor jointly prepare an annual work plan for the employee. A work plan provides a vehicle for setting performance goals, completing projects and attaining professional development objectives. Work plans do not cover basic, routine or ongoing job responsibilities. Rather, they identify specific, measurable performance and training objectives to be met over the upcoming 12-month period. The supervisor and employee each develop a work plan for the employee and as part of the evaluation conference, they agree upon the objectives to be included in the work plan for the next 12-month period. The performance evaluation process also calls for the supervisor and employee to individually evaluate, in writing, the employee's success in attaining the work plan for that evaluation period.

5. Performance evaluation process

The supervisor is responsible for writing an evaluation that clearly describes the employee's performance during the evaluation period and recognizes the employee's strengths and achievements. The supervisor's evaluation shall include information based in part on periods of direct observation of the employee (i.e. employee leading a program, interacting with a customer, operating NOLS equipment etc.). The evaluation will take into consideration the quality and quantity of work completed or produced during the evaluation period. The supervisor may also include observations by others referencing demonstrations of positive and/or negative performance by the employee.

The evaluation must also clearly describe any performance areas that require improvement, include examples of problem performance areas, and provide suggestions for how the employee can implement improvements in those areas. Problem performance areas should be investigated by the supervisor and observed when possible by the supervisor. Problem performance issues should be dealt with at the time they occur. If after initial correction the problem ceased to occur, then it should not be part of the evaluation except to note that the employee responded to feedback and improved. Any problem performance areas that appear in the evaluation document must have been previously discussed between the supervisor and employee.

In general, the steps followed in completing a performance evaluation are:

- a. The employee completes his/her self-evaluation and evaluation of his/her annual work plan, and proposes work plan items for the upcoming twelve (12) months, and submits the material to his/her supervisor.

- b. The supervisor writes the evaluation and an assessment of the employee's success in achieving his/her work plan, and proposes a work plan for the upcoming twelve (12) months.
- c. The supervisor submits the draft supervisory evaluation to the Library Director or designee for review. Performance evaluation forms must be approved by the Library Director or designee prior to the supervisor/employee conference. Evaluation forms are reviewed to ensure consistent appraisal standards have been applied throughout the Library and that those standards are reasonable and desirable.
- d. A private conference is arranged by the supervisor so that the supervisor and employee can discuss the evaluation and jointly determine the work plan for the upcoming evaluation period.
- e. At the conclusion of the conference the employee and supervisor sign the evaluation and work plan forms.
- f. The supervisor submits the completed evaluation packet to the Library Director for his/her signature. The evaluation then goes to the HR Specialist, who makes a copy for the employee and files the original in the employee's personnel file.

Employees are encouraged to sign the performance evaluation document at the conclusion of the evaluation conference. Signing the evaluation does not mean the employee agrees with everything stated in the evaluation. An evaluation is still considered complete even without the employee's signature. Employees may submit written comments pertaining to the performance evaluation at any time. The employee's written comments will be attached to the evaluation form and will become a part of that document.

The performance evaluation form for Shelves, On-call employees and other employees working fewer than 22.5 hours per week is shorter and simpler than that for regular employees, requiring less narrative on the part of the supervisor.

6. Special performance evaluation conditions

If an employee has remained in the same classification during an appraisal period but has reported to more than one supervisor during that period, whenever possible the current supervisor shall solicit input to the evaluation from the previous supervisor(s). The performance evaluation conference shall be conducted by the employee's present supervisor.

Special evaluations may be initiated by a supervisor between normally scheduled evaluations to either acknowledge exceptional performance or to initiate a formal process to help the employee address serious job performance problems. Special evaluations must be approved by the Library Director or designee before they are presented to and discussed with the employee.

7. Administration

The Library Director shall be responsible for the administration of this policy.

9.2 Coaching and Counseling

Adopted by Library Board of Trustees
01/24/2013

Non-disciplinary coaching or counseling discussions, where feasible, are encouraged in order to provide an opportunity for an employee and his/her manager or supervisor to identify performance areas needing improvement by the employee. This coaching or counseling discussion can include verbal (non-documented) discussions, formally written (documented) work improvement plans and/or memos describing performance expectations. Written documentation which arises out of a coaching or counseling discussion may be placed in the employee's personnel file. An employee's failure to follow through with any written expectations/action plans could be grounds for formal progressive corrective action up to and including termination.

I. Administration

The Library Director has responsibility for administering this policy.

9.3 Work Improvement Plan

Adopted by Library Board of Trustees
01/24/2013

When an employee's job performance fails to meet established standards in one or more essential performance areas, after normal coaching and guidance by the supervisor, the supervisor will prepare a written Work Improvement Plan (WIP) and discuss it with the employee. Implementation of a Work Improvement Plan may be done instead of a work plan during the employee's annual performance evaluation. If the performance problems become serious during the evaluation period, a Work Improvement Plan can be implemented at any time. The WIP shall discuss in detail the performance area or areas that fail to meet Library standards and provide examples of the performance deficiencies. The WIP will also discuss in detail the performance improvements that the employee needs to make in order to bring her or his performance up to acceptable standards, and it shall establish a reasonable time frame within which the improvements need to be made. There should be no information discussed in the WIP that has not already been brought to the employee's attention through normal workplace coaching, guidance and direction.

The Library Director or his/her designee shall work with the supervisor as needed to develop the Work Improvement Plan, and shall approve it prior to its presentation to the employee. The original copy of the Work Improvement Plan shall be issued to the employee by the supervisor and thoroughly discussed in a conference called for that purpose. The employee is required to sign and date a copy of the WIP indicating that he or she has received it and has had the opportunity to discuss it. A copy is placed in the employee's personnel file. Employees may submit written comments pertaining to the WIP. The employee's written comments will be attached to the WIP and will become a part of that document.

At the conclusion of the time period established in the WIP, the supervisor will prepare a follow-up report and share it with the employee. The follow-up report must be approved by the Director or designee before it is shared with the employee.

Once the employee has brought his or her job performance up to satisfactory standards, a memo to this effect will be written by the supervisor to the employee and a copy of the memo will be placed in the personnel file.

I. Administration

The Library Director has responsibility for administering this policy.

9.4 Progressive Corrective Action

Adopted by Library Board of Trustees
01/24/2013

When an employee's performance fails to meet established standards and expectations through coaching, counseling and the evaluation process, progressive corrective action may be applied. Progressive corrective action is intended to guide the employee to bring his/her performance up to acceptable standards. This policy on progressive corrective action is for guidance of supervisory personnel only.

I. Factors considered prior to implementing progressive corrective action

The Library will consider a number of factors when considering corrective action. They include, but are not limited to:

- a. The breadth, impact and duration of performance problems;
- b. Consideration of any mitigating circumstances;
- c. The employee's prior work history; and
- d. Consideration as to whether the proposed corrective action is proportional to the seriousness of the performance deficiencies.

The determination of the performance areas requiring improvement and the appropriate application of corrective action are at the sole discretion of the employer.

2. Steps in progressive corrective action

Generally, progressive corrective action proceeds as follows:

- a. Coaching session: When the supervisor becomes aware of a performance problem or potential performance problem, the supervisor may employ an informal coaching session to make the employee aware of the issue and clarify the performance expectations in that area. One or more coaching sessions may occur, based on the situation at hand. The supervisor may provide written documentation of the discussion to the employee as further assistance to making the necessary changes in performance. Generally, records of coaching sessions are not placed in the employee's personnel file. Records of coaching sessions may be placed in the personnel file at NOLS' discretion. If so, they will be removed once the performance issue is resolved.

- b. Counseling session: A counseling session is generally more formal than a coaching session. The supervisor makes an appointment to talk with the employee about the performance area(s) needing improvement, and at the meeting the supervisor provides examples of the problems and suggestions for making the necessary improvements. The supervisor will generally provide written documentation of the problem(s) and recommended corrective action. The recommended corrective action should, when possible, contain objective goals. Records of coaching or counseling sessions may be placed in the personnel file at NOLS' discretion. If so, they will be removed once the performance issue is resolved.
- c. Written notice of corrective action required: If the performance problem(s) persist following at least one coaching and at least one counseling session, a written notice of required corrective action may be issued, and a copy placed in the employee's personnel file. Written notices are only issued with prior approval from the Library Director or designee. The written notice shall contain documentation of the problem areas to be addressed and recommended corrective action. The written notice of corrective action shall be removed from the employee's file if the performance issues remain resolved for one (1) year.
- d. Work Improvement Plan (WIP): An employee whose job performance is not resolved following coaching, counseling and a written notice may be placed on a Work Improvement Plan (see Policy 9.3). An employee who, during a five (5) year period and while serving in the same job series (Customer Service Specialist, Librarian, Facilities Technician, etc) is placed on more than two (2) Work Improvement Plans because he/she is unable to demonstrate sustained satisfactory job performance may be subject to termination.
- e. Unpaid administrative leave: Depending on the nature of an employee's performance problems, the Library may place the employee on non-disciplinary unpaid administrative leave pending a determination regarding safety, health and/or customer service issues.

Prior approval by the Director or designee is required before unpaid administrative leave is implemented. The employee will be offered an informal opportunity to meet with the Director or designee to address the charges and the contemplated action(s). The employee may provide his or her information verbally at this meeting or in writing. The Director or designee will establish a reasonable deadline for receiving additional information from the employee, and the Director or designee will carefully consider this information before deciding whether an unpaid administrative leave should be imposed. Upon consideration of the entirety of the circumstances, the Director or designee shall send a letter to the employee explaining the findings and the action to be taken.

As deemed appropriate by the Library and depending on the particular circumstances, an employee on unpaid administrative leave will be required to remain away from Library premises, may be required to turn over Library property (e.g., keys and security cards), and may be required to be available to the Library as needed during regular work hours. Unpaid administrative leave is not a routine step in the progressive corrective action process, but it can be used, when circumstances warrant, at NOLS' sole discretion.

- f. Termination: Should an employee's job performance fail to adequately respond to coaching, counseling, a written notification and a Work Improvement Plan, the employee's employment may be terminated.

Prior approval by the Director or designee is required before an employee is terminated. The employee will be offered an informal opportunity to meet with the Director or designee to address the charges and the contemplated action(s). The employee may provide his or her information verbally at this meeting or in writing. The Director or designee will establish a reasonable deadline for receiving additional information from the employee, and the Director or designee will carefully consider this information before deciding whether the employee's employment should be terminated. Upon consideration of the entirety of the circumstances, the Director or designee shall send a letter to the employee explaining the findings and the action to be taken.

If the performance problems are egregious enough, a termination may be implemented without imposition of verbal and written notifications or suspension. The employee shall be notified either by hand-delivering the letter, or when the employee is not available, by certified mail to the employee's last known address.

If, at any time during the progressive corrective action process, or at the conclusion of this process, the employee's work performance deteriorates further, progressive discipline may be commenced. The criteria to be considered prior to the implementation of progressive discipline should be taken into account. See *Policy 8.9: Progressive Discipline*.

3. At-will employees excepted

Nothing in this policy modifies NOLS's employment at-will policy. Therefore, unless otherwise provided, at-will employees may be terminated for any lawful reason at any time, with or without notice.

4. Administration

The Library Director shall be responsible for the administration of this policy.

SECTION 10: HOURS AND ATTENDANCE

10.1 Attendance and Punctuality

Adopted by Library Board of Trustees
01/24/2013

Punctual and consistent attendance is a condition of employment and is considered an essential job function for all NOLS employees. Employees are expected to arrive at work as scheduled, to be ready to work their scheduled work shift at the time the shift starts, and to perform productive work for the Library throughout their work shifts. Supervisors are expected to keep track of their staff's attendance and to promptly bring any punctuality and attendance problems to the attention of employees immediately.

Each employee is responsible for maintaining an accurate record of his or her attendance. Employees unable to work or unable to report for work on time are to notify their supervisor as soon as possible, ordinarily before the work day begins or within thirty (30) minutes after the employee is scheduled to start work. Absent extraordinary circumstances, other employees are not allowed to handle this responsibility for the absent employee and should not be asked to do so. Employees must also notify and obtain permission from their supervisor for any early departures or absences during the work day. If an absence continues beyond one day, the employee is responsible for reporting in each day, unless other arrangements have been approved in advance by the employee's immediate supervisor or Administrative Services. If the supervisor is unavailable, the employee may leave a message with the supervisor's designated representative, stating the reason for being late or unable to report for work.

An employee who is absent without authorization or notification on a scheduled work day is subject to disciplinary action, up to and including termination.

An employee who is absent without notification or authorization for three (3) consecutive scheduled work days normally shall be considered as having abandoned his or her job and may be terminated. Employees may also be disciplined up to and including termination for failing to report to work without notice or with insufficient notice, for excessive absenteeism or tardiness, or for other attendance and tardiness problems.

If an employee's regular attendance is impacted by a medical condition, the affected employee is expected to notify his or her supervisor or the Director, and to discuss whether a family medical leave or temporary change in their work schedule is appropriate. Failure to do so may provide the Library with reasonable grounds for disciplinary action based on violation of these attendance requirements.

Employees are to report to work at the time scheduled, and are expected to be ready to begin their shifts on time. An employee's repeated incidents of tardiness results in colleagues and patrons being inconvenienced. A pattern of tardiness is negligent and disrespectful behavior.

An employee that has demonstrated an inability to report to work on time may be disciplined up to and including termination.

I. Administration

The Library Director is responsible for administering this policy.

10.2 Work Schedules and Relief Periods

Adopted by Library Board of Trustees
01/24/2013

I. Work day and work week

The workweek begins at 12:01 AM on Monday and concludes at midnight the following Sunday. The normal weekly work schedule for full-time employees shall consist of five (5) seven and one-half (7.5) hour days, excluding the normal meal periods. Work schedules for regular part-time employees consist of either twenty-two and one half (22.5) hours or twenty-eight (28) hours, generally worked over a three to five day week. Whenever possible, regular full-time and part-time employees shall receive two (2) consecutive days off during each seven (7) day period. Non-regular part time employees, such as Shelves and On-call employees work fewer than 20 hours per week.

2. Posting of work schedules

Work schedules may vary from day to day and week to week specific to starting and ending times. The Library will post work schedules not less than one week prior to the beginning of each calendar month. Work schedules will be posted in the employee's work area at a designated location such as a bulletin board. Schedules may also be posted on the Library Intranet or Y drive.

Although not always feasible, the Library will work to accommodate schedule adjustments requested by employees when it is operationally feasible and there is no adverse impact on Library operations.

Once work schedules have been posted they shall not be changed, except in emergency situations to maintain service to the public. Any changes in schedules that have been proposed among co-workers must be approved by the supervisor.

3. Relief periods

In accordance with state law, each non-exempt full-time employee shall receive two (2) fifteen (15) minute, or one (1) thirty (30) minute relief period in each day's work schedule, except when emergencies prevent the taking of such relief periods. Supervisors and employees should strive to stagger scheduled relief periods such that library operations are not impaired.

Where permitted by applicable law, employees may add their relief periods to their meal period or take them at the end of their work shifts if approved in advance by the individual's

supervisor. The Library Director or his/her designee may temporarily or permanently override the supervisor's approval if it is determined that this schedule is detrimental to the productivity of the branch or the department, or creates an unsafe or unhealthy work schedule for the employee.

Part-time employees shall receive one (1) fifteen (15) minute relief period for each three (3) consecutive hours worked. Such relief period shall occur approximately midway through the employee's shift. Supervisors and employees should strive to stagger scheduled relief periods such that library operations are not impaired.

4. Meal Periods

Anytime a non-exempt employee works more than five (5) consecutive hours, he/she shall receive a thirty (30) minute scheduled uninterrupted unpaid meal period. Employees required to work beyond their regular schedule may be entitled to additional meal periods, and should discuss the issue with their supervisor. Any time a non-exempt employee works seven and one-half (7.5) consecutive hours or more, he/she shall receive up to a maximum of one (1) hour uninterrupted unpaid scheduled meal period, at the employee's option. Prior approval from the supervisor is required to insure that Library operations are not adversely affected.

5. Administration

The Library Director is responsible for administering this policy.

10.3 Flex time

Adopted by Library Board of Trustees
01/24/2013

When it is advantageous to NOLS and to the employee, non-exempt full-time employees may work more than thirty seven and one half (37.5) but not more than forty (40) hours per week without requiring overtime or compensatory time. This time worked in excess of thirty seven and one half (37.5) hours per week but not more than forty (40) hours per week are called flex time. Flex time worked during any week must be offset by the same number of hours not worked elsewhere during the same week. Flex time must be approved in advance by the employee's supervisor. An employee's abuse of flex time will result in the cancellation of an employee's ability to work a flex schedule.

Employees who are exempt from FLSA are not eligible to accrue or use flex time.

10.4 Unscheduled call-backs

Adopted by Library Board of Trustees
01/24/2013

All employees are subject to call back in emergencies or as needed by the Library to provide necessary services to the public. A refusal to respond to a call back is grounds for disciplinary action, including possible termination. Non-exempt employees called back to duty will be paid their appropriate rate of pay for hours worked, including overtime if applicable. Non-exempt employees required to respond to an unscheduled call-back by physically reporting to the work site shall receive a site fee of one hour at his/her current rate of pay, plus a guaranteed minimum compensation of one (1) hour at his/her current rate of pay. All rules governing overtime, holiday pay and Sunday pay shall apply.

FLSA-exempt employees who are called back to work are not eligible for additional pay, compensatory time or overtime.

10.5 Unscheduled Library Closures

Adopted by Library Board of Trustees 2/28/2008
Revised 01/24/2013

I. Reporting to work

It is the intent of NOLS that all libraries shall be open and in operation during established working hours. Employees should make a reasonable effort to report to work on a timely basis. Should conditions exist which would prevent employees from reporting to work, it will be the employee's responsibility to contact his or her supervisor to indicate anticipated absence from work or late arrival to work.

During times of inclement weather, natural or man-made disaster or other emergencies, NOLS will endeavor to continue to provide library services. Therefore, unless the Library notifies employees otherwise, employees are expected to make every reasonable effort to report to work without endangering their personal safety.

Any employee unable to report to work as a result of emergency or extreme weather conditions will be given the option of using any form of accrued leave excluding sick leave, or taking time off without pay for time missed if all other leaves are exhausted. The employee shall promptly advise his/her supervisor, as in any other case of late arrival or absence. Unauthorized absences may be subject to discipline. Under exceptional circumstances, with the approval of the supervisor and Library Director, an employee's request to make up the lost time within the pay period may be granted.

2. Workplace Closures

NOLS may close any or all library facilities and cease operations on any regular work day or portion of a work day, on account of extreme weather conditions, natural and man-made

disasters, emergencies that threaten employees' welfare or safety, failure or defect in the supply of power or other utilities, strike or other labor trouble, civil disturbance, acts of civil or military authorities, budgetary shortfall, inability to safely staff the branch, or for any other reason, whether similar or dissimilar to the above. Any employee who does not work his or her regularly scheduled hours due to such closure will be given the option of using accrued flex time, any form of accrued leave except sick leave, or taking time off without pay for time missed.

3. Administration

The Library Director is responsible for administration of this policy.

SECTION 11: TRAINING AND PROFESSIONAL DEVELOPMENT

11.1 Membership in Professional Organizations, Conference Attendance and Professional Development

Adopted by Library Board of Trustees
01/24/2013

North Olympic Library System aspires to provide a stimulating and supportive work environment where staff members can be successful, enjoy their work, and be recognized for their efforts on behalf of the Library. NOLS encourages:

1. Professional organizations

NOLS supports employee participation in professional, job-related organizations that enhance knowledge and skills and contribute to furthering the goals of NOLS. With prior approval, use of work time may be allowed for participation as an active member, organization officer, or board or committee member in a job-related organization. When the Library budget and other travel and training priorities allow, reasonable travel expenses may also be paid.

2. Conference attendance

Library employees who attend conferences, meetings or training seminars on work time and/or with all or part of registration and travel costs paid by NOLS will be expected to provide a summary report to colleagues and to share the information gained with those colleagues who would benefit from the information. Department heads and branch managers who attend conferences, meetings or training seminars are expected to incorporate information gained into in-house training programs.

Prior approval by the employee's supervisor must be received before attendance at any training session or conference. Attendance at any training session or conference outside of western Washington must be approved in advance by the Library Director or designee.

3. Professional development and training

The Library recognizes that a trained workforce is more efficient, more productive, and more prepared to provide quality service(s) to the customers and communities we serve.

Generally, branch managers and department heads are responsible for identifying training needs and recommending employees for special training programs, or providing identified on-the-job training. Employees are encouraged to further their personal and professional education in order to enhance their job performance and work productivity, as well as increase their potential for upward mobility. Prior approval to attend a workshop, conference, or other training activity must be obtained from the appropriate supervisor and/or manager.

Employees attending training programs, sponsored or required by the Library, during regularly scheduled work hours are compensated at their regular rate of pay. As funding permits, registration costs may be paid or reimbursed by the Library for required or sponsored training activities. For training held away from the Library, employees are eligible for reimbursement for travel, meals, and lodging expenses consistent with the Library's travel and reimbursement policies.

4. Administration

The Library Director is responsible for the administration of this policy.

11.2 Tuition Reimbursement

Adopted by Library Board of Trustees
01/24/2013

Upon the approval of the Library Director, reimbursement may be granted for a formal study course from an accredited school, college or university provided the course is related to the employee's work and will increase his or her knowledge, skills and abilities to perform the work. Time spent in attendance at these courses shall be considered the employee's personal time. If approved by the Library Director, the affected employee's work schedule may be altered so the course does not occur during his/her regularly scheduled working hours. Partial or full reimbursement of the cost of tuition may be made upon approval of the Library Director. Books and supplies will be at the expense of the employee. Employees may be eligible for tuition refunds by meeting the following conditions:

- a. He/she must be a regular full-time or regular part-time NOLS employee;
- b. Prior to enrollment, the Library Director and the employee's supervisor must have approved the employee's course choice and educational institution;
- c. Application for tuition reimbursement must be made within sixty (60) days following the completion of the course of study;
- d. Employee must complete the course with a minimum grade of "C" or equivalent; and
- e. Funds to reimburse the employee for tuition must be available in the current NOLS budget.

I. Administration

The Library Director is responsible for the administration of this policy.

11.3 Employee Training Obligation

Adopted by Library Board of Trustees
01/24/2013

NOLS may require an employee to submit a signed statement agreeing to remain for a reasonable specified time in the service of NOLS as a condition of reimbursement for tuition/training expenses. Employees who fail to remain employed by NOLS for the specified

time period shall reimburse NOLS for the monies given him/her on the basis of that agreement. The decision of whether to require such a reimbursement agreement is subject to the sole discretion of the Library Director. Relevant factors may include, the duration of the employment, the nature and relevancy of the course of study to be undertaken, the correlation of the course of study to the employee's current and potential positions and the employee's overall work record and history.

I. Administration

The Library Director is responsible for the administration of this policy.

11.4 All-Staff Day

Adopted by Library Board of Trustees
01/24/2013

Once each year, North Olympic Library System holds an all-staff day. The Library is closed to the public and employees attend a one-day session that may consist of meetings, training, workshops and discussion groups. Attendance at all-staff day is mandatory for all employees. Excused absences must be approved by the Library Director. All-staff day is a straight seven and one half (7.5) hour work day. Travel time and mileage will not be paid for all-staff day.

I. Administration

The Library Director is responsible for the administration of this policy.

SECTION 12: EMPLOYEE ABSENCES AND LEAVES

12.1 Paid Administrative Leave

Adopted by Library Board of Trustees
01/24/2013

Depending on the nature of the performance or incident, the Library may place an employee on non-disciplinary paid administrative leave pending an investigation and a determination regarding safety, health and/or discipline issues. As deemed appropriate by the Library and depending on the particular circumstances, an employee on administrative leave shall be available to the Library as needed during regular work hours, may be required to turn over Library property (e.g., keys and credit cards) or may be required to remain away from Library premises. Administrative leave is paid leave.

I. Administration

The Administrative Services Manager is responsible for the administration of this policy.

12.2 Bereavement Leave

Adopted by Library Board of Trustees
01/24/2013

In the event of the death of a close family member, an employee may take up to three (3) days of paid bereavement leave per occurrence. The Library may request that the employee provide proof of death and/or of the employee's relationship with the deceased. Such proof may consist of a death certificate, birth certificate, marriage certificate, certification of domestic partnership, or published obituary.

I. Definition

For the purposes of this policy, a *close family member* is defined as a spouse or domestic partner; a child; a parent, step-parent, or parent in loco (someone who has acted in the role of parent); a sibling, grandparent or grand-child.

When circumstances require an employee to take more than three days' leave for the death of a close family member, the employee may request additional time off from his/her supervisor. If Library operations will not be adversely affected and the supervisor approves the additional leave, the employee may use some of his/her accrued sick leave, provided the employee has a minimum of 90 hours of sick leave.

2. Administration

The Administrative Services Manager is responsible for administering this policy.

12.3 Court-related Leave

Adopted by Library Board of Trustees
01/24/2013

An employee called for jury duty or to serve as a witness at a court proceeding shall receive regular pay less jury duty reimbursement (allowance for meals and transportation expenses excepted) in the county of residence, or in their official capacity as a Library employee in any federal, state, or local court of law. If excused from jury duty on a working day, the employee shall contact his/her supervisor for a work assignment.

Court-related leave with regular pay is allowed only when:

- a. The employee is required to serve as a juror or witness in a matter other than one personal to the employee; or
- b. The employee serves on a day which would have been a regularly scheduled work day.

Court-related leave is not allowed for matters in which the employee is a litigant, such as a petitioner, respondent, plaintiff, or defendant, except in incidents of domestic violence in accordance with RCW 49.76 or when the employee volunteers for jury duty.

An employee may request to take accrued vacation leave for personal court-related matters and is responsible for filing the appropriate leave paperwork with his/her supervisor.

I. Administration

The Administrative Services Manager is responsible for administering this policy.

12.4 Domestic Violence Leave

Adopted by Library Board of Trustees
01/24/2013

The Library recognizes that a victim of domestic violence, sexual assault, or stalking may need to take personal time to meet with law enforcement personnel, a legal advisor, or to arrange for a safe place to live. In accordance with Washington's Domestic Violence Leave law, a Library employee may take leave of absence for a reasonable time to attend to personal and legal needs relating to domestic violence as identified below.

I. Definitions

- a. Domestic violence in this policy has the same meaning as in RCW 26.50.010:
 - Physical harm, bodily harm, assault, or the infliction of fear of household members;
 - Sexual assault of one family or household member by another; or
 - Stalking of one family or household member by another family or household member.
- b. Stalking in this policy has the same meaning as stated in RCW 9A.46.110, and is defined as occurring without lawful authority

- A person intentionally and repeatedly harasses or repeatedly follows another person; and
- The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person; and
- The feeling of fear is one that a reasonable person in the same situation would experience under all the circumstances; and the stalker either:
 - 1) Intends to intimidate, harass or frighten the person, or
 - 2) Knows or reasonably should know that the person is intimidated, harassed or afraid.

2. Criteria for taking leave in cases of domestic violence

An employee may take a reasonable amount of paid leave to attend to activities relating to themselves or a family member who is a victim of domestic violence, sexual assault or stalking. For the purpose of this policy, the term “family members” has the same meaning as in RCW 49.90.010 and means any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, grandchild or a person the employee is dating or with whom the employee is a domestic partner.

- a. The employee may choose to use accrued paid vacation or sick leave, or leave without pay in order to:
 - Seek legal or law enforcement assistance or remedies to ensure health and safety of the employee or the employee’s family members;
 - Seek treatment by a health care provider for physical or mental injuries, or to attend to health care treatment for a victim who is a member of the employee’s family;
 - Obtain, or assist a family member in obtaining services from social services programs;
 - Obtain, or assist a family member in obtaining counseling; or
 - Take steps to increase the safety of the employee or the employee’s family members, specifically including relocation and participation in safety planning.
- b. Employees are responsible for giving as much advance notice as possible for the need to take leave. Leave requests must be supported with one or more of the following:
 - A police report indicating the employee or employee’s family member was a victim of domestic violence, sexual assault, or stalking;
 - A court order providing protection to the victim;
 - Documentation from a healthcare provider, clergy, or attorney;
 - An employee’s written statement that the employee or the employee’s family member is a victim and needs assistance.

3. Benefits

The Library will continue to pay the employer’s portion of the employee’s health and other insurances for up to ninety (90) days regardless of whether the employee is paid or unpaid leave.

While on leave without pay, a Library employee will not be entitled to accrue additional paid sick or vacation leave.

4. Confidentiality

The Library will make every effort to maintain the confidentiality of an employee who takes Domestic Violence Leave, and will not disclose information regarding the leave unless necessary for operational or safety reasons, or in accordance with the applicable law.

5. Administration

The Administrative Services Manager is responsible for administering this policy.

12.5 Donated Sick Leave

Adopted by Library Board of Trustees
01/24/2013

NOLS employees are a caring community. When an employee exhausts his/her paid sick leave due to a chronic illness or condition or an accident or health crisis on the part of the employee or a member of the employee's immediate family, those employees who have a large balance of accrued sick leave may donate some of their leave to the employee in need.

The employee whose paid time-off hours are depleted or about to become depleted may submit a written request to the Library Director or designee, asking NOLS to solicit sick leave donations on the employee's behalf.

An employee may donate a portion of his/her accrued sick leave (in hours) to the recipient employee by submitting a written note to the Library Director or designee, specifying the name of the recipient employee, the donor's sick leave accrual balance, and the amount of hours to be donated.

I. Policy provisions

The Library Director or designee may approve or deny a request for donated sick leave based on his/her consideration of the following facts:

- a. The nature of the extended illness or injury causing a prolonged absence from work and consequent substantial loss of income by the recipient who has depleted earned benefit hours;
- b. Any history of excessive use and abuse of sick leave by the recipient such that permitting donations would compromise the Employer's short-term disability program (sick leave) by prolonging paid leave when the circumstances warrant retirement or long-term disability status rather than short-term disability as a bridge to recovery and the anticipated end date of the medical emergency;
- c. Verification of an employee's medical emergency by the treating physician may be required.

The Director or designee shall have the authority to approve donated sick leave by a prospective donor based on the following criteria:

- a. The prospective donor's history of sick leave use;
- b. The current amount of that individual's accrued leave;

- c. The amount of leave estimated to be needed by the prospective recipient.

The Library Director or designee may suspend or end the donation program when it appears the recipient has enough leave to carry them through the current need or event.

All donations are transferred on an hour-for-hour basis, and shall not be subject to any salary conversions. Donated sick leave added to the recipient's leave bank shall be paid at the recipient's current rate of pay. Donors must be left with a minimum of twelve (12) days of sick leave after their donation is made. Donors lose any right to the leave they donated. If the recipient employee does not exhaust all of the donated leave, donors lose all rights to regain the leave they donated.

Recipients who do not use all of the donated sick leave for the current illness or condition will keep all donated leave, and this leave will be available to them as needed in the future. However, employees who have received donated sick leave hours will not receive payment for any hours donated that remain unused at the time of resignation or retirement.

The Human Resources Specialist will notify all donors of the decision to either accept or decline their donations, and will complete the proper paperwork for each donation.

The Employer reserves the right to permit only enough sick leave donations to cover the recipient's current needs. Additional donated sick leave may be approved by the Library Director or designee subject to the factors listed above, and the Director or designee may determine the quantity of donated leave, if any, to be restored to donors based on a change in circumstances or reduced need on the part of the recipient.

2. Administration

The Library Director or designee is responsible for administering this policy.

12.6 Family Medical Leave Act (FMLA), Family Leave Act (FLA) and Family Care Act (FCA)

Adopted by Library Board of Trustees
01/24/2013

The Library provides leaves of absence to eligible employees in keeping with the requirements of the federal Family and Medical Leave Act (FMLA) and Washington State's Family Leave Act (FLA) and Family Care Act (FCA). Under these laws an eligible employee is entitled to paid leave, unpaid leave, or a combination of leaves for certain qualifying events. The Library retains the right to place the employee on the appropriate federal or state leave in conjunction with accrued paid leave until unpaid leave commences. The provisions below are summaries only of each law. For more detailed information, employees should contact the Human Resources Specialist.

I. Family Medical Leave Act (FMLA) - federal law

A Library employee who meets the eligibility criteria of having worked one thousand two hundred fifty (1,250) hours within the last twelve (12) months prior to the first day of the leave may take up to twelve (12) weeks of leave to care for him or herself or a family member with a serious health condition. "Worked time" excludes any vacation or sick leave the employee has used within the last twelve months. An employee who is represented by a collective bargaining agreement is required to use his/her accrued sick leave, and compensatory time immediately upon being placed on FMLA leave. The employee's accrued sick leave will be applied to the FMLA leave until it is exhausted, after which the balance of the leave will be taken as leave without pay. An employee may also choose to use his/her personal days and/or accrued vacation leave during FMLA leave, prior to taking leave without pay.

An employee requesting to use FMLA for the purposes of childbirth or adoption of a child must use the entire twelve (12) weeks of FMLA within one year of the first day of his or her FMLA leave.

Definition of terms under FMLA and in accordance with the collective bargaining agreement are as follows:

- a. Child: A biological, adopted, foster child, stepchild, legal ward, or a child of an employee standing *in loco parentis* who is under eighteen (18) years of age.
- b. Parent: Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood *in loco parentis* to the employee when the employee was a "son or daughter" as defined by FMLA. This term does not include parents "in law".
- c. Serious health condition: An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care, or continuing treatment by a health care provider, or which involves a period of incapacity of three (3) or more days absence from work and necessitates continuing treatment by a health care provider, or any period of incapacity due to pregnancy or prenatal care.
- d. Spouse: Spouse means a husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized.

Family Medical Leave Act leave will run concurrent with Worker's Compensation Leave and Family Leave Act except when the illness is due to pregnancy. In the case of the latter, the FLA begins once the child is born or is adopted.

Employees on FMLA leave will continue to receive coverage under the healthcare plan(s) in which the employee was enrolled at the time leave commenced. The Library shall make premium payments at the same level as were made prior to the leave commencement. Employees on FMLA, FLA or FCA leave will be responsible for paying their portion of all health plan premiums.

2. Family Leave Act (FLA) - Washington state law

FLA (RCW 49.78) allows eligible employees leave from work for certain medical reasons, for birth or placement of a child, and for the care of certain family members (including registered domestic partners) who have a serious health condition. The benefits of FLA are built on the

existing similar benefits available under FMLA in that the leave is unpaid, the employee may take up to twelve (12) weeks of leave for illness of self or family member, must have worked for the Library for twelve (12) months prior to the leave commencing, and must have worked one thousand two hundred fifty (1,250) hours within that twelve (12) month period.

The employee must take any accrued paid leave simultaneous with the FLA and FMLA.

In case of pregnancy, an employee is eligible for disability leave under FMLA and may use paid accrued leave for the period of sickness/temporary disability due to pregnancy. This is generally six to eight weeks. Once the child is born, the employee may be eligible for the full twelve (12) weeks of FLA.

3. Intersection of leaves of absence for pregnancy disability

FLA must run after any pregnancy disability leave has ended. A female employee who qualifies for FLA may have at least 18 weeks of total leave, which is more than that provided by FMLA. FLA and pregnancy disability leave may not run concurrently, but FMLA will run concurrent with both FLA and pregnancy disability leave. If an employee is eligible for both FLA and pregnancy disability leave, the employee will be eligible for more leave under the two state laws together than the leave provided under FMLA. FLA is also available for qualified registered domestic partners whereas FMLA is not.

Additionally, an employee using the FMLA “qualifying exigency related to deployment” or acting as a military caregiver will not be using benefits under FLA, so such employees could qualify for an additional twelve (12) weeks of leave under FLA after exhausting their twelve (12) weeks of FMLA leave.

4. Family Care Act (FCA) – Washington state law (RCW 49.12.265)

All employees with accrued **paid** leave such as sick, vacation, holiday, or compensatory time may take FCA leave to care for a family member with a serious health issue. Family member is defined as spouse, registered domestic partner, child, parent, parent-in-law, grandchild or grandparent. “Child” includes a child under the age of eighteen (18) years, and an adult child with a disability.

FCA may be used for an employee to take care of a pregnant spouse or a registered domestic partner, during and after childbirth.

5. Requesting FMLA or FLA

- a. Notice: When the need for FMLA/FLA leave is foreseeable, the employee is required to give his/her supervisor at least thirty (30) days notice or provide notice as soon as practicable once the need for leave becomes known.
- b. Medical Certification Required: Any employee requesting Family and Medical Leave must submit a written request to his/her supervisor, and attach or produce the official FMLA medical certification form completed by a licensed medical practitioner as noted below. The form is available from the Library’s Human Resources Specialist.

Medical certification shall be submitted not later than fifteen (15) calendar days after the application is made. If the leave was foreseeable, failure to provide the medical certification within the required fifteen (15) days after application shall be cause to deny Family and Medical Leave until such time that acceptable medical certification is provide or obtained.

If the validity of the claim is disputed or unclear, the Library may require the employee to obtain a second opinion by a provider of the Library's choice and at the Library's expense. In the event of a dispute between the two providers, the Library may require the opinion of a third provider jointly selected by the Library and the employee, the cost of which will be borne by the Library. The opinion of the third party shall be binding.

6. Automatic implementation of FMLA

Even in the absence of a written request from the employee, if an eligible employee notifies the Library of an illness or health condition that could qualify for FMLA or FLA coverage, NOLS will initiate the appropriate FMLA notice and related paperwork and any time off will be designated as FMLA leave unless NOLS receives credible medical information that the employee does not qualify for FMLA leave.

7. Approval of leave

All requests for Family and Medical Leave require the approval of both the employee's supervisor and the Library Director.

8. Conclusion of leave

Should the employee fail to return to work at the conclusion of authorized Family and Medical Leave, the Library shall be entitled to recover from the employee any premiums paid for maintaining health coverage under this section, unless the reason is the continuation, onset or recurrence of a serious health condition. An employee will accrue paid leave while on paid status. An employee on unpaid status will not accrue paid leave.

9. Reinstatement from FMLA

In accordance with the collective bargaining agreement, an employee returning from FMLA or FLA shall be reinstated to the following, providing the employee meets the minimum qualifications for the position in question:

- a. The same or equivalent position as was held by the employee when the leave commenced, or;
- b. A position with equivalent benefits and pay at a workplace within twenty miles of the employee's workplace when leave commenced.

If the Library's circumstances have so changed that an employee cannot be reinstated to the same or equivalent position, the employee shall be reinstated to any vacant position for which the employee is qualified, unless business necessity has dictated otherwise or the employee declines the reinstatement.

An employee may take FMLA or FLA intermittently in amounts no less than the minimum amount that can be processed in accordance with existing payroll and timekeeping processes.

10. Voluntary quit upon failure to return

An employee who fails to return from a FMLA leave or a leave of absence without pay by the end of the period authorized, or who accepts full-time work with another employer while on FMLA leave, unless otherwise approved by the Library, shall be considered to have voluntarily resigned without notice and therefore they forfeit their reinstatement and separation rights unless the employee requests some form of reasonable accommodation. In that event, the Library will commence an interactive process to determine if any reasonable accommodation exists that would enable the employee to return to work without creating an undue hardship on the Library.

11. Administration

The Administrative Services Manager is responsible for administering this policy.

12.7 FMLA and Military Caregiver Leave

Adopted by Library Board of Trustees
01/24/2013

1. Service Member FMLA

An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member is entitled to a total of twenty six (26) workweeks of **unpaid** leave during a single twelve (12) month period to care for a covered service member with a serious illness or injury incurred in the line of duty while on active duty, or which existed prior to active duty but was aggravated by service in line of duty while on active duty.

2. Qualifying Exigency Leave

An eligible employee may take up to (twelve) 12 work weeks of FMLA leave for any qualifying exigency related to the overseas deployment of an employee's spouse, son, daughter, or parent who is a member of the active or reserve component of the Armed Forces, including National Guard. This type of leave is only available when a member of the active or reserve component of our Armed Forces is deployed to a foreign country. This leave does not provide for any additional weeks of FMLA leave.

3. Covered Service Member

A "covered service member" includes a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the active or reserve component of the Armed Services at any time during the five (5) year period preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy.

Military Caregiver Leave is measured forward from the first day leave is used and ends twelve (12) months later.

12.8 Holidays and Holiday Compensation

Adopted by Library Board of Trustees
01/24/2013

The following holidays have been designated by the Board of Trustees and will be observed annually by NOLS:

- a. New Year's Day
- b. Martin Luther King's Day
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veterans' Day
- h. Thanksgiving Day
- i. Christmas Eve Day
- j. Christmas Day

1. Calculating paid holiday time

Full-time employees will be paid for 7.5 hours of time at their regular current rate of pay for each paid holiday. Part-time employees will be paid for a pro-rated portion of a 7.5 hour day for each paid holiday, depending on their budgeted hours per week. For example, a 28 hrs/wk employee will be paid for 5.75 hours of time at their regular current rate of pay. If a part-time employee's normal work day is more than 5.75 hours, they may elect to take accrued vacation to make up the difference, or with supervisor's approval, they may make up the additional hours elsewhere during the work week in which the holiday falls.

2. Holiday pay

Non-exempt represented employees who are scheduled to work on a library-designated holiday shall receive double (2x) their regular straight-time rate of pay for each hour worked. Non-exempt full-time employees may choose to receive double (2x) compensatory time instead of pay.

3. Holidays that fall on Sunday

In the event the official date of a library-designated holiday falls on a Sunday, the following Monday shall be observed as the Library holiday.

4. Holidays that fall on an employee's regular day off

In the event a holiday falls on an employee's regularly scheduled day off, an accrued holiday will be credited to the employee. Accrued holidays must be taken with the advance approval of the supervisor and must be used within (30) days of the day the holiday was accrued.

5. Religious holidays

NOLS recognizes the rights of employees to observe religious holidays. An employee may make advance arrangements with his/her supervisor to take a day off for a religious holiday.

The employee may use accrued vacation time, a personal day, leave without pay, or when operationally feasible for NOLS, to make up the time provided the time is made up during the work week in which the holiday occurs. Employees are encouraged to notify their supervisors well in advance of religious holiday needs.

6. Administration

All supervisors and employees are responsible for managing this policy.

12.9 Leave of Absence Without Pay

Adopted by Library Board of Trustees
01/24/2013

The Library acknowledges there are occasions when an employee needs a leave of absence that is otherwise unprotected leave, without pay (LWOP), to attend to personal affairs, or as part of a disability-related accommodation. An employee may request LWOP via the payroll system NOLS@Work. Every effort will be made to grant LWOP requests from employees, however, it is the Library's policy for the supervisor and the Library Director or designee to consider LWOP requests on a case-by-case basis. In the case of a disabled employee, the Library will process such a request as part of the interactive process.

Factors considered when deciding whether a LWOP request can be approved include: the impact of the employee's absence on library operations; the Library's ability to rearrange work responsibilities to mitigate the impact of the employee's absence; the length of the leave requested, and the severity of the employee's need.

Due to service demands and the impact of an extended absence on the other members of an employee's work group, leaves without pay of longer than 6 months will not be approved unless extraordinary circumstances exist.

If a disability accommodation is associated with the LWOP request, the Library may require current medical information from the employee's treating medical providers to support the need for such leave. If necessary, the Library may request the employee attend a fitness for duty evaluation with a physician of the Library's choosing, at the Library's cost, to assist in the interactive process and the employee's need for accommodation, including extended leave of absence. If the employee fails to cooperate in the interactive process and/or in the fitness for duty medical evaluation, the Library will discontinue the attempt to assist the employee and the request for LWOP may be declined.

I. LWOP approval and denial

LWOP requests will be reviewed and approved on a case-by-case basis at the discretion of the Library Director or designee, in consultation with the employee's supervisor, and taking into account the current operational needs of the Library and as noted above. When approving a LWOP request, the Director or designee will specify the approved length of time for the leave. If the approved leave is for an employee represented by the collective bargaining agreement,

the Director's approval will also reflect whether or not the employee's job can be held for him/her pending his/her return to work. If the Library is unable to hold the position for the employee's return, the employee may withdraw the request for LWOP without penalty.

An employee on LWOP may also be concurrently on a FMLA or FLA leave. In these cases, the rules for FMLA/FLA eligibility and record-keeping will apply.

2. Accrued time and health benefits

An employee requesting leave without pay must use all accrued vacation leave prior to commencing LWOP. If the LWOP is because of a disability accommodation, the employee must use all accrued sick leave prior to commencing the LWOP. While on LWOP an employee will not accrue sick, vacation, or holiday leave. LWOP time consisting of thirty (30) consecutive workdays or more will represent an interruption in continuous service and may impact retirement plan contribution levels.

While on LWOP, an employee may self-pay the employer's portion of his/her health insurance premiums by paying the total premium prior to the first day of each month. If the employee fails to pay the necessary insurance premiums prior to the first day of the month, NOLS may terminate the employee's insurance coverage within 30 days of the first day of the month that the premium was due. The Administrative Services Manager or Human Resource Specialist will coordinate the continuation of insurance coverage with an employee on leave without pay.

3. Return from LWOP

Whenever possible, an employee returning from LWOP shall be reinstated to his/her former position, or an equivalent position, unless operational necessity has dictated otherwise. In the event the employee is returning from LWOP because of a disability, the employee may not be required to compete for the former position, if available, in accordance with applicable law.

4. Administration

The Library Director is responsible for administering this policy.

12.10 Military Leave and Family Military Leave

Adopted by Library Board of Trustees
01/24/2013

I. Military leave

Any Library employee who is a member of the Washington National Guard or any branch of the U.S. Armed Services, in an active or reserve status, will be granted military leave in accordance with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA), Family Military Leave, RCW 38.40.060.

2. Provisions of military leave

- a. An eligible employee is entitled to a paid military leave of absence for a period not to exceed twenty-one (21) days working days, either for active duty or military related training, during each federal fiscal year beginning October 1 and ending September 30 of the following year. The employee will continue to be paid his/her regular salary or wages while on Military Leave and will continue to accrue any paid benefits such as vacation and sick leave.
- b. The employee is required to give the Library as much notice as possible after receiving receipt of official military orders. The employee must provide a copy of the military orders to the Library and complete the appropriate leave paperwork.
- c. Military leave beyond the twenty-one (21) days of paid time off will be taken as unpaid leave unless the employee elects to use accrued vacation, compensatory time or other available paid time off during the period of unpaid military leave.
- d. While on military leave the employee will retain his/her seniority and will be eligible for salary increases, continuous service benefit increases, and any adjustments in vacation accrual rates based on seniority.
- e. NOLS will make every effort to reinstate an employee returning from military leave to his/her original position or an equivalent position. The Library is not required to maintain the employee's position vacant or to offer the employee employment if the employee is absent on Military Leave more than three (3) years.

3. Family military leave

Any regular employee working an average of 20 hours or more per week and whose spouse is being called into active duty for the Armed Forces, National Guard or Reserves, or who will be, or is, deployed during a period of military conflict, is entitled to up to fifteen (15) days of unpaid leave of absence from work per year. "Spouse" includes registered domestic partner of either sex. An employee may use any accrued paid leave such as sick, vacation, or compensatory time concurrent with any part of the Family Military Leave.

4. Provisions of family military leave

- a. The employee may take the fifteen (15) days of leave before the deployment of the military spouse or when the military spouse is on leave from deployment.
- b. For each new deployment, the employee may take Family Military Leave.
- c. The employee must give his or her supervisor notice of the intent to take Family Military Leave within five (5) business days of receiving official notice of the call or order to active duty or deployment, or within (5) business days of official notice of the military spouse's upcoming leave from deployment.
- d. Additional leave may be available under the Family and Medical Leave Act for qualifying exigencies and to care for injured service members.

5. Administration

The Library Director is responsible for administering this policy.

12.11 Personal Days

Adopted by Library Board of Trustees
01/24/2013

In addition to vacation time, NOLS provides four (4) personal days per calendar year to each regular full time employee. Regular part time employees are granted personal days on a pro-rated basis. For example, a 28 hrs/week employee is given three personal days per calendar year. Personal days may not be carried over from one calendar year to the next, and are lost if not used within the calendar year in which they are given.

An employee wishing to use a personal day must get prior approval from his/her supervisor. The approval process for personal days is the same as that for vacation time.

During an employee's first year of employment, personal days are given on a pro-rated basis, determined by the number of weeks remaining between the date of hire and the end of the year. For example, a full time employee who starts work on July 1 will receive two personal days which can be used after the employee has been on the payroll for at least thirty (30) days and before December 31 of that year.

I. Administration

All supervisors and employees are responsible for administering this policy.

12.12 Pregnancy Disability Leave

Adopted by Library Board of Trustees
01/24/2013

I. Pregnancy Disability Leave

An employee may take an unpaid leave of absence for a pregnancy- or childbirth-related disability. The employee may use any accrued vacation, sick leave or personal day time for this purpose, in accordance with Family Medical Leave Act (FMLA). Pregnancy Disability Leave and Family Medical Act leave will run concurrently.

Once birth has occurred, the employee is eligible to take Family and Medical Leave (FMLA) if he or she so chooses.

2. Leave request and administration

- a. The Employee shall notify his/her immediate supervisor at the earliest possible date of the need for pregnancy disability leave. Notification shall include a certification from the employee's or the employee's spouse or partner's health care provider outlining the medical necessity for pregnancy disability leave and estimating the duration of the leave. Only regular employees are eligible for Pregnancy Disability Leave.
- b. If the employee's need for pregnancy disability leave extends beyond the date originally estimated by the health care provider, the request for an extension shall be supported

by an updated certification from the health care provider explaining the medical necessity for such extension and estimating the expected duration.

- c. With the expiration of any accrued paid leave, the employee will be placed on unpaid Pregnancy Disability Leave.
- d. Upon return from pregnancy disability leave, an employee shall be reinstated to the same or equivalent position from which he/she took the leave, except that his/her right to reinstatement is no greater than if he/she had been actively working. An employee who takes additional paid leave or unpaid leave after pregnancy disability leave and prior to returning to work is subject to the reinstatement provisions of those leave programs.
- e. An employee who fails to return to work from pregnancy disability leave and who does not qualify for or is not granted additional leave shall be considered a voluntary quit.

3. Limited duty assignment

An employee may submit a request to the Library Director to be considered for a temporary limited duty assignment when the employee wants to continue working prior to or instead of taking pregnancy disability leave, but who is unable to perform the full duties of her position in a safe and satisfactory manner as determined by her medical provider.

Any limited duty assignment will be granted provided there is viable work to be performed, the limited duty assignment is limited in duration to the disability associated with pregnancy, and the limited duty assignment does not constitute a promotion.

4. Administration

The Library Director is responsible for administering this policy.

12.13 Return to Work

Adopted by Library Board of Trustees
01/24/2013

1. Returning to work with no restrictions

Before being allowed to return to work, an employee who has been away from work for longer than five (5) days due to an injury or illness will normally be required to provide a written statement from the appropriate medical personnel certifying that the employee is able to resume his or her job duties, or specifying any limitations on his or her performance of any duties of the position.

2. Returning to work with restrictions or limitations

When the employee returns to work with restrictions or limitations placed on his/her ability to perform the job, the employee is required to obtain written documentation from the appropriate medical personnel regarding the restrictions and limitations the employee must observe. In most cases, the Return to Work form is the best way for the medical provider to articulate the employee's limitations and restrictions and their duration. If additional or different documentation best suits the employee's condition, the employee may choose to

forego the Return to Work form. However, it remains the employee's responsibility to provide to NOLS with written certification from his/her medical provider that clearly describes the restrictions and limitations and their duration. It is also the employee's responsibility to fully understand the certification.

If an employee experiences an accident, illness or condition that imposes medical restrictions on the employee's ability to do his/her job tasks as usual, even if the employee has not been absent for more than five (5) days, a written statement from the appropriate medical personnel will be required.

3. Reasonable accommodations will be sought

When restrictions or limitations on an employee's ability to perform the job exist, NOLS, in cooperation with the employee and any medical personnel, will determine if there are any reasonable accommodations that it can make to enable the employee to return to work and perform the essential functions of his or her job.

4. Physical examination may be required

The Library may require a physical examination at Library expense, performed by a physician or physicians of its choice, to determine when the employee can return to work and if he/she is capable of performing the duties of the position. This requirement applies to all employees who have been unable to perform their duties for an extended period of time, whether their injury was initially work-related or not.

5. Administration

The Administrative Services Manager will be responsible for administering this policy.

12.14 Sick Leave

Adopted by Library Board of Trustees
01/24/2013

All full-time employees, including those on probation, shall accrue seven and one-half (7.5) hours of sick leave per month without limitation. Part-time employees, including those on probation, shall accrue sick leave at a rate that is pro-rated according to the number of hours the employee is budgeted to work per week, without limitation.

Probationary employees are eligible to use sick leave during the probationary period, once they have been on the payroll for thirty (30) days

I. Qualifying events

Sick leave shall be paid at the employee's regular base hourly rate of pay, when leave is permissible in accordance with the Family Medical Leave Act (FMLA) definition of medical absences, as follows:

- a. Bona-fide illness or injury which incapacitates the employee from performing normal duties; or
- b. Incapacity due to pregnancy and recovery from pregnancy; or
- c. Medical or dental care of the employee provided that the employee makes a good faith effort to schedule appointments to minimize or avoid interference with work;
- d. Any health condition affecting a covered employee's child under the age of 18 which requires treatment or supervision including;
 - 1) Medical conditions requiring medication which cannot be self-administered; or
 - 2) Medical or mental health conditions which would endanger the child's safety or recovery without the presence of a parent or guardian; or
 - 3) Any condition warranting preventive health care such as physical, dental, optical, or immunization services when a parent must be present to authorize such care; or
 - 4) Any other circumstances which would constitute a permissible use of sick leave for the employee, including conditions authorized for coverage under the FMLA.

2. Notification

An employee who is unable to report to work on time is responsible for notifying his/her immediate supervisor, preferably by phone, as soon he/she realizes he/she not be able to report to work. Except in extreme emergency, the notice shall be at least 15 minutes before the start of the employee's scheduled work shift, and earlier if possible. In many cases public service can be adversely impacted by an employee's unscheduled absence. Therefore some supervisors may establish additional reporting requirements for employees calling in sick. Employees are expected to follow any additional reporting requirements for his/her particular work group.

If an employee is absent from work for more than one day due to sickness or other qualifying event, the employee is expected to make contact with his/her supervisor each day of the absence unless other arrangements are made to the satisfaction of the supervisor.

3. Verification and documentation from medical provider

An employee who is absent from work for five (5) or more consecutive scheduled work days is required to provide a completed and signed NOLS Return to Work Authorization form from a medical provider that releases the employee to return to work. An employee who is absent from work for more than five (5) consecutive scheduled work days without medical authorization may be subject to disciplinary action up to and including termination.

4. Administration

The Library Director or designee is responsible for administering this policy.

12.15 Vacation Leave

Adopted by Library Board of Trustees
01/24/2013

New employees who are represented by a CBA must satisfactorily complete a probationary period to be entitled to the use of accrued vacation leave. No vacations may be taken during the first six (6) months of employment without prior approval of the Library Director. Vacation leave accrues at the end of each pay period and may not be used before it accrues.

Regular part-time employees will receive vacation on a pro-rata basis, according to hours the employee is budgeted. Temporary, on-call employees and non-benefitted employees are not eligible for vacation leave. Employees do not accrue vacation or sick leave benefits during a leave of absence without pay.

Each Branch Manager and Department Head is responsible for scheduling his/her employees' vacations without undue disruption of branch or department operations. Leave requests should normally be submitted a minimum of two weeks prior to taking vacation leave. A supervisor may deny a request for vacation usage because of work demands or may cancel a vacation leave in case of an emergency. Any disputes in vacation usage may be informally taken to the Branch Manager or Department Head and his/her determination shall be final.

1. Accrual of vacation leave

Regular full-time employees accrue vacation leave according to the following schedule of continuous service with the Library.

Years of Continuous Service	Hours Accrued per Year	Days Accrued per Year
1-9	112.50	15
10-15	165.00	22
16 or more	187.50	25

Part-Time employees accrue vacation leave according to the same schedule of continuous service as a full-time employee, except that the accrual rate shall be pro-rated based on the number of hours budgeted per week for that employee.

The Library Director may authorize vacation leave accrual for a new employee above entry-level rates.

2. Vacation accrual cap

Since paid vacation time is only of benefit to the employee if taken, any accrued vacation time in excess of 225 hours for full-time employees, 135 hours for 22.5 hours per week part-time employees, and 169 hours for 28 hours per week part-time employees that is not taken by the end of any calendar year shall be lost unless the Library Director or designee determines that it has been necessary to delay the employee's vacation due to work requirements.

Any employee who desires to carry over more than two hundred twenty five (225) hours of unused vacation time for full-time employees, one hundred thirty five (135) hours of unused vacation time for 22.5 hours per week part-time employees, or one hundred sixty-nine (169) hours of unused vacation time for 28 hours per week part-time employees, from one calendar year to the next must receive the prior approval from the Library Director. Failure to request the carry-over of vacation time will result in the automatic loss of that time. The Director or designee will consider requests to carry-over vacation time on a case-by-case basis. Criteria taken into account when considering whether a vacation time carry-over request should be approved include the employee's history of vacation use and carry-over and the work load demands of the employee over the year.

3. Vacation accrual during probationary period

Employees who are in probationary status shall accrue vacation time, but vacation cannot be taken until the employee has successfully completed the probation period.

4. Payment for unused vacation time upon separation from employment

An employee who has completed probation and who resigns with a minimum of two (2) week written notice or is terminated shall be paid his/her accrued but unused vacation time through the date of separation. Eligible employees whose employment is terminated by reduction in force, resignation, dismissal or retirement, and who have accrued vacation leave shall be paid for unused vacation leave as established in this Manual. In the event of an employee's death, payment shall be made in accordance with the provisions of RCW 49.48.120 pertaining to payment on employee's death.

5. Rate of pay

All vacation time paid shall be at the employee's current straight-time rate of pay.

6. Vacation scheduling

An employee may request vacation time but prior approval of the supervisor should be secured before concrete plans are made. Whenever choices of vacation time conflict within a work group, the supervisor will generally approve vacation requests on a first-come, first-served basis. Generally only one individual from a work group will be given vacation approval at any time.

An employee shall not be permitted to work and receive vacation compensation simultaneously.

7. Changing vacation time in event of illness

An employee, who, while on paid vacation time, suffers a disability or illness which requires confinement to home and is under the care of a physician may apply in writing for sick leave to be substituted for vacation time beginning on the first day of confinement. Vacation pay and sick leave pay shall not be payable for the same period of time.

8. PERS I cap

A PERS I employee's accrued and unused vacation and sick benefits payable upon resignation or retirement in total shall not exceed two hundred forty (240) hours. (RCW 41.50.150)

9. Administration

The Library Director is responsible for administering this policy.

SECTION 13: EMPLOYEE BENEFITS

13.1 Employee Benefits

Adopted by Library Board of Trustees
01/24/2013

The Library will offer its employees opportunities to participate in group insurance and benefit programs in accordance with the Library's resources and legal requirements. Benefits may vary in relation to any employee's status.

Benefit	Commences	Availability
Medical insurance	First day of the month following the anniversary date	Regular full time employees; regular part-time employees on pro-rata basis
Dental insurance	First day of the month following the anniversary date	Regular full time employees; regular part-time employees on pro-rata basis
Life insurance	First day of the month following the anniversary date	Regular full time and regular part-time employees
Vision insurance	First day of the month following the anniversary date	Regular full time and regular part-time employees
Employee Assistance Program (EAP)	First day of the month following the anniversary date	Regular full time and regular part-time employees
Health and wellness reimbursement	Hire date	Regular full time employees; regular part-time employees on pro-rata basis
Continuous Service Benefit	First pay period following the completion of the eighth year of continuous service	Represented regular full-time employees; represented regular part-time employees on pro-rata basis

Employees who are reclassified, promoted, laterally transferred or otherwise change classification while remaining employed by NOLS without an interruption in service shall retain their original hire date. If their classification changes, the anniversary date will change to the first day of the month following the date of promotion.

I. Administration

The Library Director shall be responsible for the administration of this policy.

13.2 COBRA Rights

Adopted by Library Board of Trustees
01/24/2013

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires most group health plans, including the plan that NOLS offers, provide a temporary continuation of group health coverage that otherwise might be terminated. Upon an employee's termination from Library employment or upon commencement of an unpaid leave of absence, at the employee's option and expense, the employee may be eligible to continue health insurance benefits to the extent provided under the federal COBRA regulations. An administrative handling fee may be charged to the employee or his/her dependents who elect to exercise their COBRA continuation rights.

I. Administration

The Administrative Services Manager is responsible for administering this policy.

13.3 Disability Benefits and Workers Compensation

Adopted by Library Board of Trustees
01/24/2013

I. Workers compensation (L&I)

All employees are covered by the Washington State Workers' Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, Washington State Worker's Compensation Insurance will pay the employee for work days lost and related injury or illness medical costs. All job-related accidents and injuries must be reported immediately to the employee's supervisor. Branch managers and department heads are responsible for directing an injured employee to seek immediate medical treatment if necessary, and shall be responsible for ensuring, as soon as physically possible, that the injured employee completes the Washington State Labor and Industries claim form and the Library's Injury/Accident Report form. The supervisor is required to complete the supervisor portion of the Injury/Accident report form.

Unless otherwise required by State law, the procedure for worker's compensation time loss payment/reimbursement will be as follows:

- a. If the job-related injury or illness requires the employee to be absent from work, and the employee is otherwise eligible, the Library will grant that employee Family Medical Leave, which is further discussed in Section 12 of these policies. Family Medical Leave is unpaid; however, the employee is required to utilize any accumulated paid leave, such as sick leave pay and vacation pay leave. Sick leave may only be used consistent with the Sick Leave policy and generally only available for leaves related to the employee's own illness or injury, or for any leave for a family member's illness or serious health condition. Once sick leave pay is exhausted and the employee is still required to be on

leave, the employee shall utilize, floating holiday or accrued vacation leave pay for the employee's own serious health condition, parental leave and qualifying exigency leave.

- b. If the job-related injury or illness requires the employee to be absent from work for more than three (3) consecutive days, State Industrial Insurance (Worker's Compensation) will begin to pay time loss compensation for hours not compensated through Family Medical Leave, as referenced above. This compensation varies according to a set formula based on marital status and number of dependents.

Employees cannot use sick leave or paid vacation and receive worker's compensation at the same time, because this results in a "double payment." To avoid a double payment, the employer will issue a check for the difference between the employee's regular rate of pay and the time loss benefit payment. Generally, the employee will not suffer an income loss while receiving worker's compensation benefits so long as the employee has a paid leave balance available to supplement the difference between state benefits and compensation for normal working hours.

When an employee who has received sick leave or paid vacation to cover a work-related injury or illness, later receives a worker's compensation time loss check, he/she must turn the check over to Administrative Services. Failure or refusal to repay NOLS for any duplication of benefits as required by this policy will be considered fraudulent and may subject the employee to discipline, including termination. Based upon the employee's hourly rate and the amount of worker's compensation time loss received, the Administrative Services Manager will determine the amount of leave to be bought back. The HR Specialist will notify an employee when all available sick leave and/or vacation leave has been used. Once sick leave or other forms of accrued leave are exhausted, an employee who remains on workers compensation will keep additional worker's compensation time loss payments until he/she is able to return to work or the employee's condition can no longer be accommodated through medical leave or light duty options. If an employee's condition appears to have lasting or potentially permanent impacts on the employee's ability to perform essential functions of their job, he/she may request information on job openings within the Library they are otherwise qualified to perform. Job retraining programs are also available through the Department of Labor and Industries. When it appears the employee will be medically unable to return to work, and no options for reasonable accommodation or other job opportunities have been found, an employee who can no longer perform the essential functions of their position will be subject to medical termination.

In special circumstances, where the Library is able to fill the position temporarily, an employee may apply for a leave of absence under provisions of these policies. Granting such a request will be the decision of the Library Director and will take into account the best interests of the Library, the length of the leave, Library services that will be impacted and other appropriate considerations. Such extended leave periods are within the discretion of the Library Director and will be evaluated based on the specific facts presented and full consideration of the Library's needs.

2. Return to work

See Policy 12.13: Return to Work.

3. Continuation of benefits

An employee receiving Workers Compensation time loss benefits continues to accrue vacation leave and sick leave for up to six (6) months. The Library also continues to pay the employer's portion of health insurance premiums, provided the employee continues to pay his/her share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Library Director makes an exception in accordance with the provisions of federal and state law and Library policy. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits, unless that time frame exceeds the period provided under COBRA.

4. Administration

The Administrative Services Manager is responsible for administering this policy.

13.4 Unemployment Benefits

Adopted by Library Board of Trustees
01/24/2013

Library employees may qualify for State Unemployment Compensation after termination from NOLS employment depending on the reason for termination and if certain qualifications are met. Employees who voluntarily quit are often not eligible for these benefits, but some exceptions exist, such as the geographic relocation of the employee's spouse. Gross misconduct is also grounds for denying these benefits. Employees are encouraged to check with the State Employment Security Department <http://www.esd.wa.gov/uibenefits/> for or additional information.

I. Administration

The Library Director is responsible for administering this policy.

13.5 Employee Assistance Program

Adopted by Library Board of Trustees
01/24/2013

Recognizing the value of its employees' well-being, NOLS has contracted with an agency to provide support for employees who may experience problems which affect the physical, mental and/or spiritual well-being of the employee or employee's family. The purpose of the Employee Assistance Program (EAP) is to provide an opportunity for employees or their family members to confidentially discuss problems and concerns affecting employees' lives. EAP staff provides assistance in addressing problems involving family and/or personal relationships or relationship

problems at work, legal and financial issues, or problems involving alcohol or other types of substance abuse. The program is paid for by the Library and provides up to three meetings per event with a counselor to assess an employee's needs, develop a plan of action and/or provide the employee with problem-solving referrals. The cost of any referral to another resource is the responsibility of the employee or family dependent, although these costs may be covered by the employee's health insurance. Employees' use of the EAP is confidential to the extent Washington State Law allows, unless the employee or family member signs a release specifically authorizing the sharing of information.

When work performance problems are identified and cannot be corrected by the employee's supervisor or department director through normal corrective action, an EAP referral may be made by the Library. Compliance with such referrals is voluntary, however employees are strongly encouraged to follow them. If the performance problems in question continue, whether or not the employee has attended the recommended EAP, the Library may take other action including possible termination. The existence of non-work related personal problems does not release the employee from the responsibility to perform his/her job responsibility satisfactorily. Participation in the EAP will not jeopardize an employee's professional status, job security or promotional status. Utilization of the EAP agency during normal working hours will be subject to the use of sick leave. If sick leave has been exhausted, the employee may use accrued vacation leave or personal days, or may request unpaid leave pursuant to Policy 12.9.

The employee and his or her family may choose to use the agency's services independently without a referral by the Library. The self-initiated contact between the employee, his or her family and the agency will be confidential and records are not accessible to NOLS. Coordination of medical benefits for counseling or referral assistance by EAP, beyond those services provided under NOLS' contract with the EAP agency, is determined by the medical plan covering the individual employee. Questions concerning insurance coverage may be referred to the Human Resources Specialist.

I. Administration

The Library Director is responsible for administering this policy.

13.6 Health and Wellness Reimbursement

Adopted by Library Board of Trustees
01/24/2013

All regular full-time and regular part-time employees are eligible for reimbursement, in accordance with IRS requirements and other applicable laws, for medical and alternative care expenses, physical therapy, acupuncture, prescription drugs, physical exercise programs, co-pays and patient expenses for medical, dental and vision expenses on the part of the employee or his/her dependents.

Health and wellness reimbursements for regular part-time employees are pro-rated based on the number of hours the employee is budgeted for and regularly scheduled to work.

Health and wellness reimbursements for new employees are paid on a pro-rated basis during their first year of employment, based on the percentage of weeks worked during the year. Reimbursements for employees in their final year of employment are also paid on a pro-rated basis, based on the percentage of weeks worked during the year. Health and wellness reimbursements overpaid to a separating employee will be withheld from the employee's final paycheck.

Due to IRS regulations, employees who choose a high-deductible consumer-directed medical health plan cannot receive reimbursement for medical-related expenses, but may receive reimbursement for dental expenses.

13.7 Continuous Service Benefit

Adopted by Library Board of Trustees
01/24/2013

Continuous Service Benefit (CSB) premiums shall be paid monthly, to employees represented by a CBA, beginning with the first full pay period following the employee's completion of eight years of continuous service. CSBs are paid in addition to salary and are paid to represented employees according to a schedule set forth in the CBA. CSBs for represented regular part-time employees are awarded on a pro-rata basis, based on the number of hours the employee is budgeted and scheduled to work per week.

Continuous Service Benefits for regular full-time and regular part-time are capped at twenty five (25) years of continuous service.

13.8 Retirement Benefits

Adopted by Library Board of Trustees
01/24/2013

NOLS makes contributions on behalf of all eligible employees to the Social Security System, in addition to those contributions made by the employee through FICA payroll deductions. All regular full-time and eligible regular part-time employees are also covered under the Public Employees Retirement System (PERS). Eligibility, benefit levels and contribution rates for each PERS plan are determined by the State of Washington.

Employees intending to retire are asked to notify the Human Resources Specialist of their intent at least three months prior to the date of the planned retirement.

I. Administration

The Library Director is responsible for administering this policy.

SECTION 14: SAFETY AND HEALTH

14.1 Accident Prevention and Safety

Adopted by Library Board of Trustees
01/24/2013

It is the Library's intent to provide safe working conditions for its employees. Every employee is responsible for maintaining a safe work environment and following safety rules. Employees shall promptly report all unsafe or potentially hazardous conditions to their supervisor. The Library will make every effort to remedy problems as quickly as possible.

The Library encourages the promotion of accident prevention and safety education at regular workgroup and work team meetings and meetings of the Safety Committee. Employees in certain jobs or when performing certain tasks, operating equipment or as otherwise instructed, are required to wear appropriate footwear and use personal protective equipment provided by the Library, such as safety vests/glasses, hearing protection, gloves and/or hard hats. Employees are prohibited from removing guards or other protective devices from machinery and equipment or in any way tampering with or disabling safety measures. Violations of safety requirements may result in discipline, up to and including termination.

In case of an accident involving personal injury or damage to property regardless of how minor or if a motor vehicle is involved in a collision of any kind, any involved employees shall immediately notify their supervisor and the Administrative Services Manager. In any accident that results in property loss or bodily injury, it is the Library's policy to test the employee for drugs or alcohol use, to confirm that the use of drugs or alcohol was not a factor in the accident. In addition, no NOLS employee is permitted to engage in conduct after an accident or injury occurs, that will negatively impact the Library's or law enforcement's investigation of the accident.

I. On-the-job employee injuries

Employees are to report each on-the-job injury or illness to their immediate supervisor regardless of the degree of severity. As soon as possible after an accident or occupational illness is discovered, the employee must complete the Library's Personal Injury/Accident Report form and submit it to Administrative Services within twenty-four (24) hours. If applicable, the employee is responsible for completing the Washington State Labor and Industries claim form. Supervisors are required to complete the supervisor portion of the Library's accident report form. Should the injury require attention beyond basic first aid, the employee should have his or her treating physician complete the applicable portion of the Washington State Labor and Industries claim form. Injured employees must submit physician time loss certification to the Human Resources Specialist or the Administrative Services Manager, and if absent from work for more than seven (7) days, contact the Human Resources Specialist at least once per week or as otherwise required to keep the Library informed of their condition, progress and intent

to return to work. The injured employee's supervisor shall immediately forward the original completed L&I claim form to the Administrative Services Manager.

2. Accidents and incidents involving a third party

Employees shall report any work-related accidents involving a third-party personal injury and/or damage to public/private property or equipment, regardless how minor, to their immediate supervisor and the HR Specialist using the *Incident Report* form or the *Employee Accident* or *Employee Injury Report* form, depending on the nature of the incident or accident. Such report shall be made as soon as possible, but in no event later than one (1) hour following such accident. So that an accident may be timely reported, the initial report may be given verbally. Accident report forms are available from supervisors or Administrative Services. A written accident report shall be completed by the employee as soon as possible, and, unless the employee is medically unable, no later than twenty-four (24) hours following the accident, or sooner if required by the employee's supervisor or Administrative Services.

Employees shall compile any reports requested by their supervisor and/or Administrative Services. In the case of a vehicular accident, the employee shall immediately notify the law enforcement agency having jurisdiction, which shall determine whether or not an accident investigation and/or police incident report is necessary. If required, a State Motor Vehicle Collision Report shall be completed by the employee.

3. Blood borne pathogens

Since being exposed to a blood borne pathogen may lead to sicknesses such as hepatitis, HIV or malaria, and because NOLS wishes to assure its employees a safe and healthy work environment, it is the policy of the Library to comply with all statutory obligations for the prevention of exposure to blood borne pathogens. Employees should familiarize themselves with safety procedures relating to blood borne pathogens as posted on local bulletin boards and follow them at all times. Failure to comply with these procedures will result in discipline up to and including termination.

4. Administration

The Administrative Services Manager is responsible for administering this policy.

14.2 Communicable Diseases

Adopted by Library Board of Trustees
01/24/2013

Employees with life threatening illnesses or communicable diseases are treated the same as all other employees. They are permitted to continue working as long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves or their co-workers. NOLS will work to preserve the safety of all of its employees and reserves the right, to the extent allowed by law, to reassign employees or take other job actions, including discharge, when a substantial and unusual safety risk to fellow Library employees or the public may exist.

I. Administration

The Administrative Services Manager is responsible for administering this policy.

14.3 Drug-free Workplace

Adopted by Library Board of Trustees
01/24/2013

Based on the federal Drug-Free Workplace Act of 1988, the manufacturing, distribution, dispensation, possession or use of alcohol or unlawful drugs, including marijuana on Library premises or during work hours by NOLS employees is strictly prohibited. Employees also must notify NOLS within five (5) days of any conviction for a drug violation occurring in the workplace or during work hours. Violation of this policy can result in disciplinary action, up to and including termination. Failure to successfully complete a rehabilitation program is grounds for termination.

14.4 Drug and Alcohol Use

Adopted by Library Board of Trustees
01/24/2013

NOLS recognizes alcoholism and drug abuse have an adverse effect on job performance and public safety. The Library's policy on substance abuse reflects its concern for the well-being of the employee and the safety of other employees and members of the public.

The North Olympic Library System strictly prohibits the possession, consumption, sale, distribution, or being under the influence of, alcohol or controlled substances in the workplace or during work time. When employees are on the job, they are expected to be free from any impairment or substance which would contribute to an injury, accident, property damage, or interfere with productivity. They are to be free of illegal drugs or potentially impairing levels of legal substances. In short, all employees are expected to be "drug- and alcohol-free" and "fit for work."

The possession and use of medically prescribed and over-the-counter drugs during work hours is permissible, provided the prescription drugs are specifically prescribed by an authorized health care provider for the use of that employee and use of prescription or over-the-counter drugs complies with the recommended dosage and usage. An employee who needs to use or be under the influence of prescription or over the counter drugs while at work, must inform his or her supervisor of such usage if the employee knows, or the prescribed or over-the-counter drug contains a warning notice, that use could impair the employee's ability to perform his or her job safely and effectively or could endanger others. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working while using the medication.

1. Availability of rehabilitation or treatment

As part of the Library's Employee Assistance Program (EAP), employees who are concerned about alcohol or drug use are encouraged to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Library is committed to assisting employees who voluntarily come forward to overcome substance abuse problems, on the condition the employee utilizes the EAP before the performance problems occur. In recognition of the sensitive nature of these matters, all discussions between the employee and the EAP provider will be kept confidential. Employees who seek advice or treatment prior to a performance problem will not be subject to retaliation or discrimination. Continued poor performance or failure to successfully complete an assigned rehabilitation program, however, may be grounds for discipline, up to and including termination. Also, if a disciplinary course of action has already begun before an employee requests assistance through EAP, NOLS may continue on that disciplinary course, and if termination occurs, access to the EAP services may terminate.

2. When job performance is affected

Although the Library is concerned with rehabilitation, disciplinary action may be taken when an employee's job performance is impaired because the employee is under the influence of, or affected by the use of, drugs or alcohol. The Library may discipline or terminate an employee who possesses, consumes, sells, purchases, distributes or uses alcohol or controlled substances (other than those legally prescribed) during work hours. The Library may also discipline or terminate an employee who reports for duty or who works under the influence of, or is affected by, alcohol or controlled substances. An employee may be required to submit to alcohol or controlled substance testing when the Library has reasonable suspicion the employee is under the influence of controlled substances or alcohol. Employees involved in accidents which require medical attention or result in a non-trivial amount of property damage may be subject to a drug and/or alcohol screen. Refusal to submit to Library-requested testing may result in immediate disciplinary action, up to and including termination.

3. Prohibitions

- a. The unauthorized use, sale, distribution, purchase or possession of alcohol or controlled substances at the work site or during work hours is prohibited and shall be grounds for discipline up to and including dismissal.
- b. The use of Library property or the employee's position within the Library to make or traffic intoxicants, illegal drugs or controlled substances may be grounds for discipline, up to and including termination.
- c. Any other use, possession or trafficking of intoxicants, illegal drugs or controlled substances in a manner which is detrimental to the interest of the Library may be grounds for discipline up to and including discharge.
- d. Reporting to work (including overtime call-outs) under the influence of alcohol or drugs, or any substance which impairs an employee's mental or physical capacity, will not be tolerated. Under no circumstances will an employee be allowed to operate equipment or drive a motor vehicle when it reasonably appears an employee's ability to do so is impaired. Any employee using medication or prescribed drugs which may impair job performance shall report this fact in writing to his/her supervisor.

4. Supervisor responsibilities

If a supervisor has reasonable grounds to believe an employee is under the influence of alcohol or drugs when reporting for work or during the work shift, the supervisor has an obligation to verify the employee's condition and relieve the employee of his/her duties. The supervisor should seek the opinion of at least one additional supervisor, manager or department head, whenever practical.

The possibility of NOLS or supervisor liability exists if an employee who is under the influence of alcohol or drugs is allowed to remain working, operate or drive vehicles or equipment on the job or drive a private vehicle from the work site. An employee who is believed to be under the influence of alcohol or drugs should not be allowed to operate equipment or drive a vehicle, including a private vehicle, until it is determined the employee possesses the ability to safely operate the equipment or drive a vehicle. If an employee is impaired, a supervisor should transport or arrange transportation of the employee to a medical facility or the employee's home, as appropriate.

A supervisor and/or branch manager/department head who observes a continuing decline in an employee's job performance or attendance is encouraged to refer the employee to the EAP when usual supervisory actions have failed to yield improvement. In cases where other management methods have failed to improve an employee's job performance, the supervisor has the option to mandate an employee's participation in a structured screening and treatment program as an alternative to dismissal for unacceptable job performance. The employee's compliance with recommendations by the EAP is voluntary. Use of the program is confidential and does not replace normal disciplinary procedures for unsatisfactory job performance.

5. Notification requirement

Employees must notify the Library Director or his/her designee of any criminal drug conviction for a violation occurring in the workplace or during work hours within five (5) days after the conviction. Appropriate disciplinary action shall be taken against the employee with respect to the conviction, up to and including termination. If the employee is not terminated, participation in an approved drug abuse assistance or rehabilitation program may be required. The supervisor is required to document the referral and other actions taken.

6. Drug and alcohol testing

The Library may require an employee to submit to appropriate tests, including urinalysis, to confirm the existence of alcohol or prohibited drug or substance in his or her system when:

- a. The Library has a "reasonable suspicion" the employee may be under the influence of, or affected by, drugs or alcohol while on duty; and/or
- b. The employee, is involved in a workplace or work-time accident which results in a fatality or injury, or results in a non-trivial amount of property damage, or in which the employee is cited under state or local law for a moving traffic violation.

"Reasonable suspicion" may include, but is not limited to credible information that an employee may be affected by drugs or alcohol, bizarre behavior in the workplace, a change in productivity,

repeated tardiness or patterned absences, contemporaneous observations by a supervisor or another person or upon an employee's admission to having consumed or used drugs or alcohol.

An employee's refusal or failure to permit such tests upon the Library's request is cause for disciplinary action, up to and including termination.

7. Administration

All managers and supervisors are responsible for administering this policy.

14.5 Use of Prescribed Drugs

Adopted by Library Board of Trustees
01/24/2013

The Library is committed to ensuring that employees perform their assigned job duties in a safe manner and encourages employees to take the necessary steps to ensure their own well-being.

I. Reporting use of prescribed drugs

NOLS employees responsible for operating Library equipment, a NOLS vehicle or their personal vehicle while performing their assigned job duties must report to their immediate supervisor if they are taking a prescribed medication with a warning label to not operate machinery or a motor vehicle while taking the drug.

At the time of the notification, the employee may submit a written request to the Human Resources Specialist for a job accommodation. Any accommodation request must include a medical notification from the employee's licensed medical provider. The notification must identify the employee's medical limitations and the estimated duration of the limitation.

All job accommodations will be reviewed on a case-by-case basis by the employee's supervisor and the Library Director or designee. Approval will be granted based on the employee's work history and when reasonable accommodation can be made without adversely impacting library operations.

Any information about the notification process and subsequent accommodation request will be limited to those who need-to-know and with the utmost confidentiality in accordance with the law.

2. Administration

All managers and supervisors are responsible for administering this policy.

14.6 NOLS Response to Pandemic Events

Adopted by Library Board of Trustees
9/24/09

This policy addresses strategies for screening and preventing the transmission of pandemic influenza, should employees become ill with a pandemic influenza strain. It is intended to be consistent with the guidance issued by the Centers for Disease Control and Prevention and will be updated as CDC guidance changes. Therefore, employees are expected to comply with the current and future guidelines.

I. Rationale

The rationale for the use of additional precautions for pandemic influenza as compared with human influenza include the following:

- a. The risk of serious disease and increased mortality from a highly pathogenic pandemic influenza may be significantly higher than from infection by seasonal influenza viruses.
- b. Each human infection represents an important opportunity for a pandemic influenza strain to further adapt to humans and gain the ability to transit more easily among people.
- c. Reduced human-to-human transmission of pandemic influenza is essential to conserve community medical resources and assure access to hospital care for life threatening illness.

2. Employees and volunteers with suspected or probable pandemic influenza restricted from work

Suspected or probable Pandemic Influenza cases involving NOLS employees and volunteers will be restricted from work as soon as identified and will be asked to follow guidelines supplied by the Clallam County Health Department, Washington State Department of Health and the CDC.

Suspected or probable Pandemic Influenza cases involving NOLS employees and volunteers must be medically cleared upon resolution of symptoms with and according to the guidelines from the Clallam County Health Department before returning to work. Under no circumstance will an employee or volunteer be allowed to return to work without such medical release.

Any employee or volunteer arriving from a Travel Advisory Area must contact the Clallam County Health Officer for medical clearance before arrival at NOLS facilities. Appropriate screening for symptoms must take place prior to arrival on NOLS premises for any purpose. A Travel Advisory Area is an area designated by the CDC where disease is occurring, and where non-essential travel is discouraged. The risk for the traveler is considered to be much higher because of community transmission or inadequate containment in a Travel Advisory Area.

It is the intent that employees will be given every opportunity to use all of their paid leave during this time so as to not reach the point of leave without pay. It remains within the

discretion of the Library Director to approve paid leaves on a case-by-case basis to best respond to the needs caused by the pandemic at the time of the problem.

3. Pandemic event response implementation

Steps to be implemented as the severity of the pandemic event increases, as directed by public health authorities:

Level 1: Heightened respiratory hygiene and hand washing/hand sanitizing precautions are in effect. All coughs and sneezes must be covered, hand sanitizer and hand washing is to be used throughout the day and before eating.

Level 2: Employees who come to work with symptoms of fever and/or coughing and/or sneezing are requested to go home or are required to wear a mask while at work. If they go home, their sick leave or vacation leave bank will be charged.

Level 3: Employees and others living in employees' households are encouraged to be vaccinated against Influenza. The Library will pay for employee vaccinations received at the Library's request.

Level 4: Employees who come to work with symptoms of fever and/or coughing and/or sneezing will be sent home. Their time will be charged to paid administrative leave for that day and sick leave for any subsequent days.

Level 5: Employees who are sharing households with persons who are ill will not be allowed on NOLS premises. Their time will be charged to sick leave, vacation, flex time or leave without pay.

Level 6: When a state of emergency is declared by the Clallam County Health Officer or the Board of Commissioners, NOLS will comply with all directives issued by Clallam County.

Level 7: When a state of emergency has been declared, vaccination is mandatory. Proof of vaccination will be required before any employee may report to work. Employees who are not vaccinated will not be allowed to work until they are vaccinated or until the vaccination mandate has been lifted. Such employees must use sick leave, vacation leave, flex time or leave without pay.

Level 8: When a state of emergency has been declared, all employees will be sent home and not allowed to return to work until the state of emergency is lifted or appropriate direction is issued by the County Health Officer or the Board of Commissioners. All NOLS facilities will be closed during this time. Employees must use sick leave, vacation leave, flex time or leave without pay.

14.7 Tobacco Use Prohibited

Adopted by Library Board of Trustees
01/24/2013

In accordance with Washington State law, RCW 70.160.030, smoking is not allowed in any NOLS facilities or within twenty five (25) feet of any entrance to any NOLS building. Further, the Library prohibits employees, volunteers and patrons from using tobacco products of any type on Library premises, while operating Library equipment, while in a Library vehicle, or while representing the Library in an official capacity.

I. Administration

All managers and supervisors are responsible for administering this policy.

14.8 Vehicle Safety

Adopted by Library Board of Trustees
01/24/2013

As required by Washington law, anyone operating or riding in Library vehicles must wear a seat belt at all times.

Any employee operating a Library vehicle, or using a motor vehicle for Library business, must be at least 18 years of age and have a valid driver's license.

As part of the requirements for certain Library positions, an employee may be required to hold a valid Washington State Driver's license and/or hold a valid commercial driver's license (CDL) and continue to meet all the requirements for maintaining such licenses. If such an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her supervisor and immediately suspend driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination. An employee's failure to notify his/her supervisor of such a license suspension, revocation or other license disqualification may also result in disciplinary action, up to and including termination.

Periodic checks of employee's driver's licenses through visual and/or formal State Department of licensing review checks may be made by supervisors or Administrative Services. Employees who do not hold a valid driver's license must not operate a NOLS vehicle until such time as a valid license is obtained.

I. Administration

All managers and supervisors are responsible for administering this policy.

See also Policy 8.10: *Use of NOLS Vehicles and Use of Personal Vehicles to Conduct Library Business.*

14.9 Violence Prevention

Adopted by Library Board of Trustees
01/24/2013

NOLS will not tolerate violence in the workplace by employees, volunteers or patrons. Employees who violate this policy shall be subject to prompt and appropriate discipline up to and including termination of their employment. In addition, the employee may be subject to penalties or criminal charges under Washington State law.

I. Definitions

Workplace violence is defined as threats or threatening behavior that may be demonstrated in the workplace as follows:

- a. Assault – a physical or verbal attack;
- b. Physical harassment – a threat to do harm to another individual’s physical or mental health or safety, with the intent to alarm the targeted individual, including but not limited to physical gestures of hitting, stabbing, or cutting one’s throat, obscene phone calls, stalking, or unlawful coercion;
- c. Verbal assault or harassment – a verbal threat toward persons or property, the use of vulgar or profane language toward a person, disparaging or derogatory comments or slurs, offensive sexual flirtations and proposition, verbal intimidation or name-calling; and
- d. Visual harassment – posters, cartoons, publications, including electronic; drawings or similar materials that are intended to be derogatory or offensive, or threatening, other than those necessarily encountered during the normal course of working in the Library with patrons using the Internet and/or library materials that might be considered offensive by the individual employee.

Workplace is defined as the building, work area where the principle part of the work is performed, parking lots or any location where NOLS employees conduct official Library business.

Dangerous weapons are defined as any devices or implements designed, intended or used as an instrument for inflicting bodily injury including, but not limited to, firearms, swords, spears, javelins, knives, daggers, switchblades or any other edged or pointed cutting blade in excess of 3 inches in length; bows, bats, sticks, saps, brass knuckles or any similar striking or clubbing implement; explosives and explosive devices, and any device discharging a chemical designed or intended to incapacitate persons.

Legal protection is defined as a restraining order as directed by the Court that prohibits a potentially violent perpetrator from having contact with the intended victim. Any NOLS

employee that has secured a restraining order is encouraged to disclose information about the restraining order to the Library Director or designee so security measures can be taken to protect the individual, his/her colleagues, volunteers and Library patrons.

Fit-for-duty shall mean a medical or psychological exam of an employee that is conducted by a licensed health provider when an employee's behavior threatens to harm others and causes the Library to question the employee's ability to function in a safe manner in the workplace. (Need Fit-For-Duty form in Appendix)

Administrative leave is defined as temporary removal of an employee from the workplace without loss of pay, benefits, or employment status. After a threat or incident of violence, an employee may be placed on Administrative Reassignment until it is determined the employee is safe to return to work, the investigation into the alleged misconduct is adequately investigated, or the workplace has been prepared for the employee to re-enter.

2. Policy Provisions

- a. Any employee who commits or threatens to commit an act of workplace violence on NOLS property will be placed on administrative leave until the act of violence is investigated and appropriate steps have been taken to reduce the risk that any further incident of violence may occur.
- b. Any employee found to have committed an act of violence on or off duty, and on or off NOLS premises may be required to undergo a Fit-For-Duty examination by a licensed medical provider of the Library's choice and expense, to determine whether the employee poses any safety risk to him/herself, other employees, volunteers or patrons before the Library will consider the return of the offending employee.
- c. NOLS employees are prohibited from bringing onto Library facilities or property, or having on their person, any form of dangerous weapon. Dangerous weapons are defined in Section I of this policy.
- d. Any NOLS employee who is victimized by an act of violence will be provided support in the form of education, assistance from the Employee Assistance Program, and leave from work in accordance with applicable laws.

3. Reporting an Incident of Violence

Any NOLS employee who is a victim of violence in the workplace, has been threatened with an act of violence, has witnessed a threat or incident of violence, or has witnessed the presence of a dangerous weapon in or on Library property, is responsible for immediately reporting the matter to their supervisor.

Should the threat or act of violence pose immediate risk of harm to others (i.e., the employee is in the workplace), any employee or supervisor should call 911 immediately, and then contact the Library Director or designee.

If there is no immediate danger, the supervisor is still responsible for reporting the threat or act of violence to the Library Director or designee in the form of a completed Incident Report. The Director will determine next steps, including contacting local law enforcement.

4. Investigation

Any incident of a threat or act of violence is to be investigated by an individual selected by the Library Director or designee, who in turn will notify the applicable law enforcement agency. The criminal nature of the act of violence will be determined by law enforcement.

Separate from the criminal matter, the Library will investigate any incident of violence that occurs on Library property or in a location where library service is provided. During the investigative interview, the Library will respect the employee's procedural rights per labor law.

An employee found to have violated this policy is subject to disciplinary action up to and including termination.

No NOLS Board member or employee will retaliate against an employee that makes a good faith report about workplace violence.

5. Administration

All managers and supervisors are responsible for the administration of this policy.

APPENDIX I: FORMS

APPENDIX II: POSITION DESCRIPTIONS