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INTRODUCTION

The purpose of this policy manual is to inform employees of the benefits, work rules, and procedures of the Library System. Amendments and revisions will be made, whenever necessary, to assure effective administration of the Library System's personnel program. Every three years the Library Director and Library System Administrative Staff will review the personnel manual and make recommendations for revisions.

These policies are intended to provide practical guidance regarding most personnel matters which arise. Those situations not specifically referred to shall be interpreted by the Library Director, with the advice of the members of the Library Administrative Board of Trustees. Such interpretations shall be in keeping with the intent of governing statutes and the purpose of these policies and procedures.

Following Library Policy is a pre-requisite for continuing employment with DRLS. Employees will be notified when changes in policy are made. It is the responsibility of each employee to keep as well informed as possible concerning the organization, resources, policies, procedures, and services of the Library System.

POSITIONS COVERED

All persons employed by Dixie Regional Library System (DRLS) shall be hired under the regulations set forth in the Personnel Selection policies.

Each position in DRLS has specific tasks as explained in job descriptions. In addition, all staff members are expected to perform other duties assigned by the Branch Manager, Director or Assistant Director. All library employment is deemed to be "At Will", as DRLS does not use written contracts.

Since the staff at the Okolona Carnegie Library and Houston Carnegie Library is employed by their cities, some of their personnel policies may differ.

ADMINISTRATION

These rules shall be administered by the Library System upon adoption by the Board of Trustees. Employees not following the policies of this manual will receive a warning; see Appendix V - Employee Disciplinary Report. All employees of the Library System are employed for an indefinite term and nothing contained in these Personnel Policies is in any way intended to limit or restrict the Board of Trustees' complete discretion in hiring, determining compensation and benefits, creating and implementing policies and procedures, and disciplining and discharging employees.

POLICY INTERPRETATION

Library employees should be supportive of the policies and decisions made by the Board of Trustees and Library Administration. Questions concerning the basis and reasons for these policies should be referred first to the employee's immediate supervisor, and then to the Library Director.

THE RIGHT TO PRIVACY

Employees should be aware that desks and other personal spaces provided by the library are still library property, and are subject to search if necessary.

PART I. EMPLOYMENT PROCESS

DRLS will use fair and equitable hiring practices consistent with State and Federal laws and standard employment guidelines.

A. RECRUITMENT/SELECTION TO FILL A VACANCY

The Library System will attempt to fill all positions with the most qualified applicant for the position. Preference will be given to candidates whose education, skills, and work history most closely match the requirements of the position.

B. COMPLIANCE WITH VARIOUS LAWS

Immigration Law Compliance - Only citizens of the United States and those aliens legally authorized to work within the United States are eligible for employment. DRLS does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not done so within the past three years, or if their previous I-9 is no longer retained or valid.

Drug Free Workplace Statement - DRLS libraries comply with all Federal and State regulations regarding drug use while on the job. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, while on the job, is grounds for immediate dismissal. Over the counter medications when taken as directed are permissible. Being under the influence of any unlawful or controlled substance without a doctor's prescription and work release is also grounds for immediate dismissal. Employees convicted of a criminal drug statute must notify the Director within 5 days of such conviction, and may be required (at his/her own expense) to complete an approved drug abuse or rehabilitation program. See the Drug and Alcohol Abuse Policy (Part III, B) for more.

American Disabilities Act (ADA) Compliance Statement - DRLS Libraries will make every economically feasible effort to comply with the Americans with Disabilities Act; both in the area of employment and patron concerns. As concerns are discovered, the Library Board will address each issue; attempting to find a way to accommodate the physically challenged without overtaxing the library's resources.

It is the policy of the Judge George W. Armstrong Library to abide by the regulations of the Americans With Disabilities Act of 1990, and amended 2008. There will be no unlawful discrimination against qualified individuals with disabilities in job applications, procedures, hiring, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

An individual with a disability is a person who has a physical or mental impairment that substantially limits one or more life activities, has a record of such impairment, or is regarded as having such impairment.

A qualified individual with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question. Reasonable accommodations may include, but are not limited to:

- making existing facilities used by employees readily accessible to and usable by persons with disabilities;
- job restructuring, modifying work schedules, reassignment to a vacant position; and

- acquiring or modifying equipment or devices; adjusting or modifying examinations, training materials, or policies; and providing qualified readers or interpreters.

An employer is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the employer’s business. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as an employer’s size, financial resources and the nature and structure of its operation.

An employer is not required to lower quality or production standards to make an accommodation, nor is an employer obligated to provide personal use items such as glasses or hearing aids.

Medical Examinations and Inquiries - Employers may not ask job applicants about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. A job offer may be conditioned on the results of a medical examination or inquiry, but only if the examination or inquiry is required for all entering employees in the job. Medical examinations or inquiries of employees must be job related and consistent with the employer’s business needs.

Equal Opportunity Employer (EOE) Discrimination Statement - DRLS Libraries are equal opportunity employers and do not discriminate on the basis of race, ethnicity, sex, color, age, creed, or religious affiliation. Any employee should report discrimination to the supervisor or Branch Manager and, if needed, should begin the staff grievance procedure as described in this manual.

Sexual or other Harassment Policy - It is the policy of DRLS that harassment will not be tolerated. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship. Violators of this policy are subject to severe discipline, up to and including discharge of the offending employee or employees. Library policy prohibits harassment of any employee or patron by anyone.

Sexual harassment occurs when sexual advances, requests for sexual favors, or any conduct of a sexual nature is made a condition of employment, results in advantages if agreed to or losses if rejected, interferes with job performance, or results in a hostile, intimidating or offensive work environment.

Any complaints or inquiries regarding harassment (sexual or otherwise) should be brought to the immediate attention of any supervisor employed by Dixie Regional Library System. The DRLS will fully investigate such claims promptly, without regard to the identities or positions held by either the complaining employee or the employee charged.

Employees will not be disciplined or discriminated against in any way for sexual harassment inquiries or complaints made in good faith. Employees who purposefully and falsely accuse someone of sexual harassment will be subject to disciplinary action by the DRLS.

While it is impossible to list all types of harassment, they include:

- unwelcome sexual advances
- request for sexual favors
- other verbal or physical contact of a sexual nature
- offensive sexual remarks
- offensive sexual flirtations
- display of sexually suggestive objects or pictures
- verbal comments about an individual's body
- sexually suggestive or offensive dress
- any actions, words, jokes, or comments based on a person's sex, race, ethnicity, age, religion, or any other legally protected characteristic
- any actions, words, jokes, or comments meant to demean another individual

C. PERSONNEL SELECTION POLICIES

In order to give all persons desiring to work for the library system the same opportunity to apply, the Board of Trustees has adopted these procedures in selecting personnel to work in and for the library system.

- All applicants should secure an official application blank from the Headquarters Library in Pontotoc or the Branch with the open position.
- Applicants should fill out the application and return it as instructed.
- The Dixie Regional Library System will not permanently employ a member of the Board of Trustees or any library advisory board in the system. A trustee desiring permanent employment should first resign from the library board and then submit an application in the same manner as all prospective employees.
- The Director will study each application and secure any additional information necessary to give trustees full and accurate data on each applicant. The information will be reviewed for accuracy and references will be checked. The Director will then have the authority to hire applicants with the approval of the administrative board of trustees.
- Local boards will be consulted in hiring of branch managers.

Probationary Period

The probationary period for all employees is the first six (6) calendar months of employment with the Library System. Termination may be initiated by either party during the probationary period. This introductory period is designed as an opportunity to demonstrate ability to achieve satisfactory performance levels on the job, and to determine if the position meets expectations. DRLS uses this period to assess employee capabilities, work habits, and overall performance. Either the employee or DRLS may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

- D. EMPLOYMENT APPOINTMENT AND CATEGORIES:** Staff appointments are made by the Director or his/her designee with final approval by the DRLS Board of Trustees. The Director shall be the administrative officer of the library and all employees shall work under his/her supervision and authority.

Categories:

- **Salaried Employees** – Headquarters staff who work 40 hours per week and Branch Managers who work 20 or more hours per week are salaried and eligible for benefits.
 - “**Full Time**” designates employees working no less than 1040 hours per year, and eligible for State Public Employee benefits and paid vacation/sick leave.
- **Hourly Employees** - Employees working less than 40 hours per week are considered hourly employees. They include:
 - “**Part Time**” - employees working less than 1040 hours per year. Employees working less than 20 hours per week are not eligible for holidays, paid annual or sick leave, and other leaves of absences or benefits.
 - “**Substitutes**” - Part Time employees who work on an "on call" basis.
 - “**Student Assistants**” – Part Time employees paid at the current federal minimum wage rate; not eligible for raises or benefits of any kind.

- **“Temporary Employees”** are those hired as interim replacements or for a specific project; an appointment to any position expected to be six (6) months or less. Temporary employees shall not be eligible for any benefits or leave time.

Classification: **"Exempt"** or **"Nonexempt"** status is based on the duties of the job being performed, not the education level of the individual. Generally, DRLS professional staff are **"Exempt"** and support staff are **"Nonexempt"**. This designation may be changed only through written notification by the DRLS Board of Trustees.

- **Exempt Employees** - are not subject to the provisions of the Fair Labor Standards Act. Examples include executive, administrative, and professional employees; and employees of federal, state, and local governments. Exempt employees are almost always salaried.
- **Nonexempt Employees** - are covered by the provisions of the Fair Labor Standards Act. Nonexempt employees may be salaried or hourly as long as minimum wage standards and overtime regulations are met.

Each employee is designated under each section:

"Full Time" or **"Part Time"**

"Salaried" or **"Hourly"**

"Exempt" or **"Nonexempt"**

Current DRLS positions:

Position	Full time	Part time	Salaried	Hourly	Exempt	Nonexempt
Director	x		x		x	
Assistant Dir	x		x		x	
HQ staff	x		x		x	
Branch Mgr	x		x		x	
Lib assistant I >20 hr	x			x		x
Lib assistant II <20hr		x		x		x
Student worker		x		x		x
Substitutes		x		x		x

E. POSITION CHANGES

Transfer, including Lateral Transfer - Contingent upon the needs of the Library System and the situation that may exist at the time, the Library Director may transfer employees within the same position classification to a lower position classification (without loss of benefits) or to a higher position classification. Employees may submit a request for a lateral transfer (within the same position classification) to the Library Director. When all parties and supervisors are in agreement, the Library Director may approve or deny such request.

Promotions - When there are positions available, any staff member interested in a promotional position must fill out an application and possibly submit to an interview as any other applicant. Staff members must show the experience and ability to accomplish any position for which they apply, and must have the minimum levels of skills and education specified on the job description to be considered for the opening.

F. EMPLOYMENT RECORDS

Access to Personnel Files - DRLS maintains a personnel file on each employee. These are the property of DRLS and access to them is restricted. Only supervisors and management personnel of DRLS who have a legitimate reason to review information in a file are allowed to do so. This file includes such information as the job application, resume, records of training, documentation of performance appraisals, salary increases, leave, etc.

Employment Applications - DRLS relies upon the accuracy of information contained in employment applications, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment. Employment applications for those not hired will be kept on file for 6 months, after which time they will be properly disposed. Applications of those who are hired become permanent part of the personnel file of the employee.

Non-Disclosure Statement - Protection of confidential business information is vital to the interests and success of DRLS. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information.

Such information includes, but is not limited to: Information about the termination of a staff member, patron information including borrowing records, names, addresses or other information about patrons, except under specific court order.

Only the Director, Assistant Director, or the Administrative Assistant may acknowledge dates of employment, position, and salary and wage information regarding employees for the purposes of credit checks, etc. Only the Director is authorized to answer requests for personal references and to respond to court orders.

Termination of Employment - Resignations must be made in writing to the Director, giving one month's notice for salaried / professional employees and two weeks for hourly / non-professional employees.

PART II COMPENSATION AND BENEFITS

A. PAYROLL

Payroll Information - Library employees are paid monthly. Salaried employees are paid one twelfth of their salary each month. Hourly employees are paid according to the hours worked each month. Pay checks may be direct deposited, distributed or mailed to staff members.

Withholding - State and federal law requires that DRLS make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. Social Security taxes are also withheld according to law and medical/life insurance is also deducted from those who participate in those programs. If required by a court, garnishments will also be deducted.

B. SALARIES

Salary Increases - Each year as part of the budget process, any proposed salary increases, merit raises, and position reclassifications for the following year will be reviewed by the DRLS Board of Trustees. Economic circumstances, budget figures projected for the coming year, and evaluation information will be used to determine these increases.

The Library System's fiscal year runs from October 1 through September 30. An employee must begin work at least six months prior to the beginning of the next fiscal year to be eligible for a raise. The Board of Trustees may, but is not required to, grant an across-the-board cost-of-living salary increases.

Merit Raises - Merit raises and their amount will be recommended by the Library Director and considered on a case-by-case basis by the Board of Trustees. The overall average of the most recent annual performance evaluation completed by the employee's Branch Manager, immediate supervisor, or the Library Director will be a determining factor. The decision to grant merit raises rests exclusively with the Board of Trustees.

Outside Employment - Staff may work at employment outside the library as long as it does not interfere with the ability of the employee to perform library duties and presents no conflict of interest with the goals of the library. If such interference does occur, then the employee will be asked to make changes to accommodate the library duties. If performance does not improve, the employee is subject to disciplinary action. Employees may not receive any income or material gain from individuals outside DRLS for materials produced or services rendered while performing their duties as staff members of DRLS.

Pay Corrections - While all reasonable precautions are taken to ensure that the correct amount of pay is received by each employee, errors can and do occur. The discrepancy should be brought to the attention of the Administrative Assistant as soon as possible so that the situation can be reviewed and corrections can be made in a timely manner.

Time Sheets/Time Cards - Accurately recording time worked is the responsibility of each employee. Federal and state laws require the Library System to keep an accurate account of time worked in order to calculate employee pay and benefits. Time worked is defined as the time actually spent on the job performing assigned duties. Employees must document time worked by use of the time clock or a time sheet. (See Appendix I) Notations should indicate when the shift begins and ends, meal breaks, and any other time taken away from the workday. It is not necessary to show regular earned break time. DRLS will only pay for actual time worked as noted on the time cards and branch time sheets. Branch Managers must turn in their time sheets when designated by the Director. Time sheets for hourly

employees should be emailed to the Headquarters' Office on dates designated by the Administrative Assistant.

Lost/Stolen Checks - If an employee loses a library-issued paycheck, he/she is to notify the Administrative Assistant as soon as possible so that payment can be stopped. All library issued checks should be cashed or deposited within 60 days of receipt. Checks not cashed within that time period are subject to a stop payment. The staff member is responsible for any bank fees incurred by the library to stop payment on a stolen check.

C. BENEFITS

Health Insurance - Library System employees who are regularly scheduled to work twenty (20) or more hours per week are eligible to enroll in group health insurance through the State and School Employees' Health Insurance Plan. Premiums for the cost of dependent coverage for active employees are paid through payroll deductions. Health insurance is not mandatory.

Details about health insurance may be obtained by visiting the Mississippi Department of Finance and Administration's website at <http://knowyourbenefits.dfa.state.ms.us>. Employees covered under group health insurance who leave the employment of the Library System have the right to continuation of coverage under the provisions of COBRA (the Consolidated Omnibus Budget Reconciliation Act of 1985).

Life Insurance - Library System employees who are regularly scheduled to work twenty (20) or more hours per week are eligible to enroll in group life insurance through the State and School Employee's Life Insurance Plan. This is a term life policy with face value of two hundred (200) per cent of an employee's annual earnings, rounded to the next higher \$1,000, if not an integral multiple of \$1000. Minimum coverage is \$30,000 and maximum coverage is \$100,000. The employee pays half of premium; the Library System pays the other half. Life insurance is not mandatory.

Dental Insurance - Employees who are regularly scheduled to work twenty (20) or more hours per week are eligible to enroll in group dental insurance. This premium is paid by the Library System. Coverage is available for an employee's spouse and/or dependent children, with the employee paying one hundred (100) percent of the additional premium cost through payroll deductions. Dental insurance is not mandatory.

Other - Employees may choose to have payroll deductions for participation in a Cafeteria Insurance Plan through Colonial Insurance Company offering cancer, disability, accident, supplemental hospital, etc.

Retirement - Employees of the Library System become members of PERS as a condition of employment. The Library System will abide by regulations issued from the Mississippi Public Employees' Retirement System (PERS). PERS contributions are mandatory for employees who are working over 1040 hours annually (**not** less than 20 hours per week **OR not** less than 80 hours per month) and who are in PERS-covered positions. No PERS is paid for temporary employees, even if they are working at a full time position.

Participation is restricted to employees whose wages are subject to payroll taxes and are reported on Form W-2.

A PERS member is vested by earning 8.00 years of PERS service credit. Employees are eligible for retirement at the age of 60 years with a minimum of 4 years of creditable service, or at any age with 25 years of creditable service.

Employees who retire from DRLS may receive pay for all earned but unused personal leave time

up to 30 days or 240 hours. Any remaining unpaid personal leave and unused sick leave will be counted as creditable service for the purpose of the State Retirement System (PERS).

PERS will send a fiscal year membership statement to the employee each year containing data pertinent to contributions paid into the Public Employees' Retirement System. For additional information, contact the PERS at 1-800-444-7377; (601)359-3589; <http://www.pers.state.ms.us>.

Social Security - Every DRLS employee is required by law to participate in the federal Social Security program.

Workers' Compensation Insurance - All DRLS employees are covered by the Mississippi Workers' Compensation Law which provides certain benefits in the event an employee suffers a work related injury or illness. In case of a work related fatality, this Law guarantees the payment of benefits to the spouse and dependents. The benefits in either case are provided at no cost to the employee or their dependents.

Any injury or illness which is work related should be reported to the administrative office as soon as possible so that appropriate medical treatment can be arranged and a report of the injury can be sent to the Workers' Compensation Commission. Within 24 hours of the accident, an **INCIDENT FORM** found at <http://www.mwcc.state.ms.us/forms/1streport.pdf> should be completed by the employee or supervisor. The form should be submitted to the Administrative Assistant who will be responsible for filing the necessary records and reports. A copy of this form is found in Appendix II.

DRLS will not be responsible for payment of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Library System.

The Library System carries a Workers' Compensation Insurance policy to cover all employees pursuant to the Mississippi Workers' Compensation Law (Sections 71-31, et. seq. of the MS Code of 1972, as amended and the rules and regulations there under).

Deferred Compensation Plan - Deferred compensation is a supplemental, voluntary savings plan administered by the Public Employees' Retirement System (PERS) Board of Trustees offering tax advantages to participants. Employees who choose this plan may set aside part of their salary each year. Income tax liability is postponed on that part of the salary until the year in which the employee actually receives the deferred amount. Interest and/or earnings are tax deferred until withdrawal. Interested employees may contact Deferred Compensation at (601) 364-9350 or (800) 846-4551 or the website at <http://www6.ingretirementplans.com/SponsorExtranet/MDCPT/index.html>

D. LEAVE

Time Off Leaves - DRLS recognizes that it is important to provide leave time for various reasons. Leave time allows the employee to conduct family and personal business in the least disruptive way for library services to continue unimpeded. All employees shall be accountable to the Director for annual leave and the Director shall be accountable to the Board of Trustees. All leave, personal and medical is subject to audit.

DRLS policy will follow the sections of Mississippi Code concerning leave, mainly Sections 25-3-93 and 25-3-95.

State of MS rules, as shown in the following Accrual Schedule, applies to staff at these branches: Bruce, Calhoun City, Houlka, Pontotoc, Sherman, and Vardaman. Local restrictions apply at Houston and Okolona. (follow city policies.)

| DRLS Personnel Policies follow MS Code concerning leave, mainly Sections 25-3-93 and 25-3-95. Accrues as follows:

PERSONNEL POLICY

Adopted by DRLS Board 02.05.2015

Leave	40 hour	
Years	Personal	Sick
0-2	144	96
3-7	168	84
8-14	192	72
15+	216	60

Leave	32 hour	
Years	Personal	Sick
0-2	115.2	76.8
3-7	134.4	67.2
8-14	153.6	57.6
15+	172.8	48

Leave	30 hour	
Years	Personal	Sick
0-2	108	72
3-7	126	63
8-14	144	54
15+	162	45

Leave	28 hour	
Years	Personal	Sick
0-2	100.8	67.2
3-7	117.6	58.8
8-14	134.4	50.4
15+	151.2	42

Leave	24 hour	
Years	Personal	Sick
0-2	86.4	57.6
3-7	100.8	50.4
8-14	115.2	43.2
15+	129.6	36

Leave	20 hour	
Years	Personal	Sick
0-2	72	48
3-7	84	42
8-14	96	36
15+	108	30

Personal Leave - Employees begin to earn and accumulate personal leave on the first working day of each month the employee works or receives paid leave. Personal leave is available for the employee's use on the first day of the month after the leave is earned. Part-time and temporary employees accrue personal leave on a pro rata basis. There is no limit to the accumulation of personal leave. DRLS may pay for up to 30 days or 240 hours of personal leave in the event of termination or retirement from employment. All other unused personal leave (above 240 hours) will be transferred to the State Retirement System (PERS).

Personal leave requests are approved at the discretion of the supervisor and Director. Because of the small staff, it is preferable that only one person in public areas should take leave at a time. In the event several staff members request the same period, preference will be given to the earliest request.

Sick Leave – Employees earn and accumulate sick leave after completing one month of continuous service. The leave is available for the employee's use the first day of the month after the leave is earned. The Library System cannot increase the amount of sick leave to an employee's credit, and it is unlawful for the Library System to grant sick leave in an amount greater than was earned and accumulated by the employee. See the schedule for accrual rates.

Whenever possible, employees should notify the library that s/he will be unable to report to work before the time that s/he normally begins work. Notification allows the staff time to adapt and/or call in additional help.

Sick leave may be used for the illness or injury of an employee or member of the employee's immediate family; only after the employee has used one (1) day of accrued personal or compensatory leave (or leave without pay if the employee has none) for each absence due to illness. Sick leave may be used, without prior use of personal leave, to cover regularly scheduled visits for medical, dental, and optical examinations or for continuing treatment for a chronic condition. Immediate family consists of spouse/significant other, parent, children, siblings, grandparents, grand-children, and spousal in-laws.

Any unused accumulated sick leave will be carried over to the following yearly period. There will be no maximum limit to sick leave accumulation. When an employee leaves the Library System, for any reason, the employee is not paid for unused sick leave; unused sick leave is counted as, creditable service for purposes of the retirement system (PERS).

If the employee terminates his/her employment due to the employee's terminal illness, compensation will continue as long as accumulative sick leave lasts. If there is accumulated sick leave at the time of death, such leave is counted as creditable service. There is no statutory authority to pay an employee's beneficiary for unused sick leave.

The library reserves the right to require any employee to bring in a physician's statement of

illness prior to the payment of sick leave time at any time. Failure to comply may result in disciplinary action.

With appropriate documentation, an employee is entitled to use all accrued sick leave for recuperation from illness. In cases of illness or disability exhausting available sick leave, the employee may be allowed to charge the excess days against accumulated annual leave. If all accumulated sick and annual leave has been used, employees may take leave without pay with the approval of the Branch Manager and the Library Director. Family Medical Leave is also available.

Every employee should keep in mind that excessive absenteeism is a factor in evaluating job performance. A poor attendance record could result in a staff member not being considered for promotion and/or pay raises. Continued excessive absenteeism can also result in discharge.

Comments regarding attendance will be included on all performance evaluations. Excessive use of sick leave, not supported by a doctor's excuse or letter and over a continuous period of time, will be sufficient grounds for discharge.

Bereavement/Death in the Family Policy - An employee may use up to three (3) days of earned sick leave for each occurrence of death in the immediate family. The immediate family for such purposes shall include the spouse, parent, child, sibling, grandchild, grandparent, including any of these related as "steps." It extends to any other person living in the employee's home as a part of the family, and ex-spouses, mother or father-in-law, brother or sister-in-law, and son or daughter-in-law. Upon the death of a grandparent-in-law, uncle, aunt, uncle-in-law, aunt-in-law, niece or nephew not living in the same home, an employee may use one (1) sick day for the funeral if the funeral is on a workday. The judgment of the Director is to be relied upon in approving requests for paid time off for the funeral of others not specifically covered by this policy.

Military Leave - Any employee who is in the military reserves, National Guard, or similar military member of the uniformed services are protected by the "Uniformed Services Employment and Reemployment Act (USERRA)"

With few exceptions, military service members are guaranteed reemployment in their civilian jobs after returning from active duty training. Other provisions of USERRA for the employees and employer are:

- Within 90 days of when the employee has completed his or her military obligations, (or after not more than one year of hospitalization after discharge from active duty) the employer shall reinstate the employee to their former position or to a position of like seniority, status and pay.
- Should that employee be unable to perform the duties of their original position due to a disability suffered during their military service, the employer must still offer the employee a position that the veteran can perform in, and which carries approximately the same seniority, status and pay of the previously held position.
- Every reasonable effort will be made to return eligible employees to their previous position or a comparable one.
- Service members must have been released from service under conditions other than dishonorable and must not have been terminated for misconduct while serving on a federal status.
- Accrued vacation time may be used during military leave, but this is not a requirement.
- Can be deployed up to five (5) years before losing right to re-employment,
- If the member was deployed 181 days or more, employer cannot terminate employee after re-employment for at least a year without appropriate cause.
- If a long military absence causes loss of job skills, employee may be entitled to additional training.
- For periods of up to 30 consecutive days, the employee must report back to work for the first full scheduled work period on the first full calendar day following the period of service. After a period of service of 31-180 days, the employee must submit a written or verbal application for reemployment

no later than 14 days after the completion of active duty service. After a service period of 181 days or more, the person must submit an application for reemployment not later than 90 days after completion of active duty service.

- Personal leave, sick leave, and holidays will continue to accrue during a military leave.
- Employee's health and life insurance coverage will continue for a 30-day period with employees paying their normal portions of medical and/or life insurance premiums. For longer periods of active duty the employee is entitled to continued health benefits under the Consolidated Omnibus Reconciliation Act (COBRA) at his/her own expense for up to 24 months.

Life Threatening Illnesses in the Workplace - Employees with illnesses such as cancer, Aids, heart disease, etc., often wish to continue their normal pursuits to the extent their condition allows. DRLS supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, DRLS will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life threatening illnesses to continue to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. DRLS will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Civic Responsibilities - Employees called for Jury Duty or as a witness in court will be granted leave with pay. Staff should notify the Branch Manager, Administrative Assistant, or the Director when called for Jury Duty.

If an employee cannot find time to vote during nonworking hours, DRLS will grant up to 1 hour paid time off to vote. This time should be requested in advance of Election Day so that scheduling can be adjusted.

Holiday Time – Full-time workers are paid their normal pay rate for a paid holiday. Part-time workers who are not scheduled to work on that day of the week will not be paid or otherwise compensated for the holiday. If he/she normally works the day upon which the holiday falls, he/she is paid for the normal number of hours for that day of the week. See Holiday Closings Policy.

Compensatory Time - It is the intent of DRLS that the accrual and use of compensatory time be kept to a minimum. It is the responsibility of supervisors to modify work schedules whenever possible to compensate for additional hours worked. Work in excess of the normal working hours must be approved in advance by the immediate supervisor. Supervisors must provide justification for approval of compensatory time accrual in lieu of a modified work schedule.

Staff members shall be allowed to take earned compensatory leave within 2 pay periods after it is earned, and, only when it will not unduly disrupt the operations of the library.

Accrual of compensatory leave is regulated by the Fair Labor Standards Act (FLSA).

Non-exempt positions - compensatory time rate is one and one-half hours for each hour worked over forty (40) in a work week instead of cash overtime pay. Upon termination, non-exempt employees will be compensated either in time off or financially for unused compensatory time.

Exempt positions – compensatory time rate is straight time (one hour earned for each hour worked). Upon termination, exempt employees forfeit any unused compensatory time.

Exempt positions may receive compensatory time under specific conditions:

- when performing duties of a non-exempt position on an emergency and temporary basis
- when required to work on a designated holiday
- for attendance at functions (i.e. training, workshops, conferences, etc.) if the employee's attendance is mandatory. Compensatory time is also allowable for travel to and from any function or worksite outside of normal working hours that is the result of mandatory attendance. No compensatory time will be earned for functions (training, workshops, conferences, etc.) attended at the discretion of the employee.).

The limit of earned compensatory time under FLSA for library employees is 240 hours.

Unused compensatory time is not eligible for creditable services for the retirement system.

For more information on FLSA: <http://www.dol.gov/WHD/flsa/index.htm>

Emergency Closings - If the library is closed due to emergency or weather related closings, those employees scheduled to work that day will be paid. If the building must be closed for an undetermined amount of time until repairs can be affected, employees will not be paid during that time unless they use vacation time, or are called in to help with the cleanup or repair. See related policy.

Requesting and Reporting Leave - Leave is to be requested from and reported to the director by email with the following in the subject line: last name, date of leave, number of hours, type of leave.

Example: Smith, 4/11/00, 5.5, personal.

Round leave to the quarter hour; report it in decimal format:

15 minutes = .25 ; 30 minutes = .50 ; 45 minutes = .75.

For more detailed instructions, see Appendix III – Leave Reports.

Planned leave: should be reported in advance and is subject to the director's approval. Personal leave will not be approved if it will disrupt the operation of the library.

Emergency leave: employees from all branches are expected to call in as soon as possible to Headquarters, Pontotoc County Library at (662) 489-3960. Emergency leave must be reported by email on the day the employee returns to work.

UNAUTHORIZED LEAVE

Unauthorized leave of any kind will be without pay. If unexcused, the employee shall be subject to disciplinary action. An absence of more than one day without notification to Director (or the Assistant Director in the absence of the Director) will be considered voluntary resignation.

E. FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) was enacted into law on February 5, 1993 and took effect August 5, 1993. FMLA applies to all public agencies, including State, local and Federal employers, and local education agencies (schools) without regard to the number of employees employed. (see 29 CFR 825.104)

The FMLA entitles eligible employees up to a total of 12 workweeks of unpaid, job-protected leave in a 12 month period for specified family and medical reasons and makes it unlawful for any public agency to discharge or discriminate against any person for opposing any practice made unlawful by the Act or for involvement in any proceeding under or relating to the Act. Further, the appointing authority shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise any right provided under the Act.

To be eligible for FMLA benefits, an employee must have worked for a “covered employer” (Dixie Regional Library System) for a total of at least twelve (12) months – whether continuous or not –

and rendered at least 1,250 hours worked – not counting paid or unpaid leave – over the twelve (12) months.

The FMLA does not affect any other federal or state law that prohibits discrimination and does not supersede any state or local law which provides greater and more generous leave rights. Employees may choose to use, **or** DRLS may require the employee to use, accrued **paid** leave to cover some or all of the FMLA leave taken. Employees may choose, **or** DRLS may require, the substitution of accrued **paid** vacation or personal leave for any of the situations covered by FMLA. The substitution of accrued sick or family leave is limited by the employer's policies governing the use of such leave.

The employee's portion of medical and life insurance benefits will be maintained during the leave so long as the employee intends to return and actually does return to work. Benefits, such as personal leave, sick leave, paid holidays, and contributions to the retirement system (PERS) will not continue during the approved FMLA leave. Employees on FMLA leave continue to be responsible for paying any premium co-pays and their spousal or dependant medical benefits.

Reasons for FMLA Leave

A covered employer must grant an eligible employee up to a total of **12 workweeks of unpaid leave** in a 12 month period for one or more of the following reasons:

- for the birth of a son or daughter, and to care for the newborn child
- for the placement with the employee of a child for adoption or foster care, and to care for the newly placed child;
- to care for an immediate family member (spouse, child, or parent -- but not a parent "in-law") with a serious health condition
- when the employee is unable to work because of a serious health condition.

Leave to care for a newborn child or for a newly placed child must conclude within 12 months after the birth or placement.

Spouses employed by the same employer may be limited to a combined total of 12 workweeks of family leave for the following reasons:

- birth and care of a child
- for the placement of a child for adoption or foster care, and to care for the newly placed child
- to care for an employee's parent who has a serious health condition.

Eligible employees may take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. Dixie Regional Library System's eligible employees will be required to substitute certain accrued paid leave for FMLA leave as follows:

- Major medical leave will be substituted for FMLA leave if such leave is to care for a seriously ill family member, or for the employee's own serious health care conditions;
- Personal leave will be substituted for any FMLA qualifying purpose.

Notice and Certification

Eligible employees seeking to use FMLA leave **may** be required to provide:

- 30-day advance notice of the need to take FMLA leave when the need is foreseeable;
- notice "as soon as practicable" when the need to take FMLA leave is not foreseeable ("as soon as practicable" generally means at least verbal notice to the employer within **one or two business days** of learning of the need to take FMLA leave);
- sufficient information for the employer to understand that the employee needs leave for FMLA-

qualifying reasons (the employee need not mention FMLA when requesting leave to meet this requirement, but may only explain why the leave is needed); and,

- if the employer was not made aware that an employee was absent for FMLA reasons and the employee wants the leave counted as FMLA leave, timely notice (generally within **two business days** of returning to work) that leave was taken for an FMLA-qualifying reason.

Leave may be denied if these requirements are not met. In addition, employees of DRLS may be required to provide a second or third medical opinion to support health-related FMLA leave, and may also need to provide medical certification before he/she may return to work if the leave is related to their own health.

Intermittent/Reduced Schedule Leave

The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances:

- when medically necessary to care for a seriously ill family member, or because of the employee's serious health condition.
- to care for a newborn or newly-placed adopted or foster child, only with the employer's approval.

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. Employees may not be required to take more FMLA leave than necessary to address the circumstances that cause the need for leave. Employers may account for FMLA leave in the shortest period of time that their payroll systems use provided it is one hour or less.

Employees needing intermittent/reduced schedule leave for foreseeable medical treatment must work with their employers to schedule the leave so as not to unduly disrupt the employer's operations, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Medical Certification

The Dixie Regional Library System will require medical certification issued by the health care provider of the employee, or the employee's ill family member. The employee must submit to the Headquarters Office medical certification at least fifteen (15) working days after being notified of this requirement. In addition, the Department of Labor has developed an optional form (Form WH-380, as revised) for the employee's or their family members' use in obtaining medical certification from health care providers that meets FMLA certification requirements. This form or another form containing the same basic information may be used. The form requires the following information:

- A certification as to which part of the definition of serious health condition, if any, applies to the patient's condition and the medical facts which support the certification, including a brief statement as to how the medical facts met the criteria or definition;
- The approximate date the serious health condition commenced, and its probable duration;
- Whether it will be necessary for the employee to take leave intermittently or to work on a reduced leave schedule basis;
- If the condition is pregnancy or a chronic condition, whether the employee is presently incapacitate, and the likely duration and frequency of episodes of incapacity;
- If additional treatments will be required for the condition, an estimate of the probable number of such treatments;
- If the patient's incapacity will be intermittent, or will require a reduced leave schedule, an estimate of the probable number and interval between such treatments, actual or estimated dates of treatment if known, and the period required for recovery.
- If medical leave is required for the employee's absence from work because of the employee's own condition, whether the employee:
 - Is unable to perform work of any kind;
 - Is unable to perform any one or more of the essential functions of the employee's

position, including a statement of the essential functions that the employee is unable to perform based on either information provided on a statement from the agency of the essential functions of the position, or if not provided, discussion with the employee about the employee's job functions; or

- Must be absent from work for treatment.
- If leave is required to care for an employee's family member with a serious health condition, whether the patient requires assistance for basic medical or personal needs or safety or for transportation, or whether the employee's presence provides beneficial psychological comfort to the patient or assist in the patient's recovery.

If the employee submits a complete certification signed by the health care provider, DRLS may not request additional information from the employee's health care provider. If, however DRLS has reason to doubt the validity of the certification, it may require, at the agency's expense that the employee obtain the opinion of a second health care provider designated or approved by the agency. Any such health care provider designated or approved shall not be employed on a regular basis by the state.

If the second opinion differs from the original certification, DRLS may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the agency and the employee concerning the information previously certified. The opinion of the third health care provider concerning the information previously certified shall be considered to be final and shall be binding on the agency and the employee.

DRLS may require, at the employee's expense, that the employee obtain subsequent re-certification on a reasonable basis. No second or third opinion on re-certification may be required. As a condition to return to duty, the employee will be required to provide certification from the employee's health care provider that the employee is able to resume work.

Restoration

Employees of DRLS, with the exception of certain highly paid "key employees," are entitled to be restored to their positions after returning to work:

- The employee will be entitled to be restored by the agency to the position held by the employee when the leave commenced, OR the employee will be entitled to be restored to an equivalent position with equivalent benefits, pay status, and other terms and conditions of employment;
- The employee will not lose any employment benefit accrued prior to the date on which leave commenced;
- The employee will not accrue any employment benefits during any period of unpaid leave; and
- The employee will not be entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled to had the employee not taken the leave.

The employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. DRLS must be able to show that the employee would not otherwise have been employed at the time reinstatement is requested in order to deny restoration to employment.

"Key" Employee Exception

Under limited circumstances where restoration to employment will cause "substantial and grievous economic injury" to its operations, an employer may refuse to reinstate certain highly-paid, salaried "key" employees. In order to do so, the employer must notify the employee in writing of his/her status as a "key" employee (as defined by FMLA), the reasons for denying job restoration, and provide the employee a reasonable opportunity to return to work after so notifying the employee.

PART III CONDUCT AND RULES

A. BEHAVIOR

The first responsibility of every Library System staff member is to offer courteous, prompt and efficient service to the public. To accomplish this, every staff member needs the cooperation of every other member. Working well with colleagues is everyone's responsibility.

An unsatisfactory attitude towards the job, co-workers, supervisors or the library itself is grounds for dismissal. As public service employees, all staff are expected to exhibit courtesy and respect to all co-workers and library patrons. Personal problems must not be allowed to affect the work environment. The primary consideration at all times is the prompt and courteous provision of library service to all. It is essential that all library staff work together toward this goal.

Respect for the highest ethical standards is more important than any short-term gain the library or the employee may receive. All employees should act as leaders and their conduct should set an example among their business, personal and professional acquaintances.

Any violations will result in the issuance of an employee warning notice or discharge.

Attitude - Attitudes are the most important facet of each employee's presentation of library service to the public. As such, personal problems and feeling must be kept out of the library. We must be courteous, tactful, and pleasant at all times; treating the most unpleasant patrons as well as we treat our most pleasant ones. That said, no staff member is expected to take abuse from patrons or other staff. Refer upset patrons to the supervisor or Director.

Conduct - The staff owes impartial, courteous service to all patrons using the library. It is important for all members of the staff to remember that in meeting the public they are representatives of the Dixie Regional Library System. If a staff member is rude, careless, or indifferent, the library is blamed for poor service. Service is the primary function of all Branches of the Dixie Regional Library System. There is no better advertising for the library than a satisfied patron.

Patrons deserve alert and interested staff at all times. Any question a patron asks is important. No distinction between patrons may be shown in a tax-supported institution. When directing a patron to the location of a book or other material, take the time to walk the person to the shelf and help them find the material. If the desk is unusually busy, point them in the right direction. Tell them that if they need any help to let you know, and you will assist them as soon as possible.

Loyalty - Staff members are expected to demonstrate loyalty to the Library System at all times. Negative remarks to co-workers or others about the Library System or library staff are always inappropriate. Small disloyalties in conversations or deeds can seriously affect the delivery of quality library service. All employees are expected to discourage the practice of starting or spreading rumors and to refrain from being a party to such actions.

Staff members are encouraged to discuss suggestions about the Library System and any overall job problem with their Branch Manager or supervisor.

Personal Appearance - The personal appearance of employees shall be one that emanates pride and professionalism to correspond with the position held. Extremes of any sort should be avoided, such as shorts, tank tops, and clothing that bares the shoulders or midriff. Tattoos should not be exposed. During business hours, staff is expected to wear clean clothing and present a clean, neat appearance. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc. It is impossible to cover all contingencies of dress, so questionable attire should be cleared in advance with a supervisor or the Director.

Tidiness - Each employee is responsible for cleaning up after him/her self at all times in the library (both in the work space and in the lounge area and kitchen).

Staff Meetings - Will be held at the discretion of the Director. If there is a need for a special meeting, a group of three or more staff members may petition the Director for an emergency meeting. Attendance is mandatory.

Reading - Personal reading is not to be done on library time. Professional reading must never be allowed to interfere with helping patrons, and should be kept to a minimum when at a public service desk.

Phone Calls - Telephones are provided for business purposes. Personal calls should be placed during break times or meal times. Incoming personal calls should be kept to a minimum unless there is an immediate family concern.

Patrons at the desk take precedence over patrons on the telephone. When busy, take the person's name and number and call them back later. Phones should be answered as quickly as possible. When desk personnel are busy, anyone near the phones, or personnel in back offices must answer the calls.

When patrons ask to use our phones, explain to them that our phones are for library business. You can use your own judgment and allow them to use our phones for brief, local, or emergency calls which are to be dialed by the employee. Be sure to explain that you will not always allow them to use our phones, but they can do so this one time.

Punctuality - Each staff member is expected to be at his/her post and working at the assigned time. If a staff member is going to be late, his/her supervisor must be notified as soon as possible.

Conversations - Any conversation that is not concerned with library business is to be kept to a minimum. At **NO TIME** is a patron to be kept waiting while an employee finishes a personal conversation. It is also rude to continue to hold a separate conversation with someone while helping a patron. We must pay attention to the patron on whom we are waiting, not our friends.

Eating and Drinking - Any eating or drinking done by staff members in public areas of the building must be done in a discreet manner. This includes chewing gum and eating candy.

Breaks - Breaks are an employee privilege, not a right, and should not be abused. One 15 minute break is allowed for each 4-hour work period. Breaks may not be "saved" or combined to allow more time for lunch or dinner hours, or to come in early or late. They are designed to allow staff to get away from the eye of the public to relax. Employees will receive a one (1) hour unpaid meal period each day they are scheduled to work eight (8) hours. For a work schedule of over six (6) hours and less than eight (8) hours, a 30-minute unpaid lunch break is authorized. Lunches and breaks should be staggered to assure coverage in public service areas. Staff members in the public service areas may sometimes be delayed in leaving for breaks.

Guest Visitation Policy - To provide for the safety and security of employees and the facilities of DRLS, only authorized visitors are allowed in the work areas of the buildings. Restricting visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Employees are responsible for the safety and conduct of their guests.

Guests should not be in non-public areas unless attended by their host. Guests may accompany a host to the lounge when on break, but it is the host's responsibility to watch over his/her guest's

behavior. Guests should not eat any food that does not belong to them, unless invited to do so.

Guests should not interfere with a staff member's job responsibilities, in either public or non-public areas. It is the employee's duty to determine when he/she has spent too much time with a friend or relative, and to disengage from the person.

Guests should behave within the same rules of conduct as any other patron visiting the library. It is the employee's responsibility to maintain the standards of the library, even if they must correct or chasten a co-worker's guest.

Children of staff members are allowed to use the library as would any other patrons, but should not disturb their parent's work, nor should their presence become habitual. Children should not stay overlong while a parent is on duty. Their behavior must be within the guidelines for patrons.

Computer and Internet Policy

- Staff should check their e-mail each day they work; several times a day as time permits. All staff are responsible for reading and responding appropriately to all information and official communications distributed electronically.
- DRLS recognizes that staff may need to use library computers and internet to conduct personal business occasionally. Use is permissible as long as it does not interfere with the performance of library duties and is done on personal time.
- On library time, staff may not use library computers to conduct business for personal economic gain (soliciting personal business ventures, advertising for personal enterprises, or for communicating with destructive or malicious intent)
- Mass e-mails are not permitted except with the express permission of management.
- No one is to access, upload, download, transmit, or otherwise distribute defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive, illegally discriminatory or other illegal materials, files, etc.
- No one shall violate any local, state, or federal statute, rule, regulation, code, or ordinance.
- Staff should not load private files for storage on library computers. All information stored within any DRLS electronic system is subject to review by administration at any time, and no such information can be considered private.
- No one shall violate copyright, or otherwise use another's intellectual property without prior written approval or proper citation.
- Staff may not commit the library to any unauthorized financial obligation online.
- Attachments to messages sent from the library shall not knowingly contain viruses or other harmful components, nor shall stored files be of such size or nature as to affect the performance of the library's system.
- All passwords, access codes, and/or security levels are the property of the library. Staff members may not use a password, access code, or security level that has not been issued to that person, nor shall staff reveal passwords, access codes, or security levels to others.
- Staff must not misrepresent themselves—by name, age, gender, or job responsibility, nor should DRLS policies, programs or procedures be misrepresented.
- No games are to be played on DRLS computers during work hours, unless directed related to the employee's job responsibility.
- Staff may not use their access to perform tasks outside their departmental duties; patron and bibliographic records may not be altered except by those so authorized. Staff are not to attempt to access and/or change other person's information without their knowledge and permission.

Other - While not inclusive, some infractions of rules of conduct include:

- Theft or inappropriate removal or possession of DRLS property
- Falsification of timekeeping records

- Working under the influence of illegal drugs or alcohol
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace.
- Excessive absenteeism or absence without notice
- Disruptive activity, fighting, or threatening violence in the workplace
- Negligence or improper conduct leading to damage of DRLS or patron owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in Library buildings
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as firearms, in the workplace
- Unauthorized use of telephones, mail system, or other DRLS owned equipment
- Unauthorized disclosure of business or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Violations of this policy will result in disciplinary action as outlined in this manual, and possible prosecution, if the offense so warrants.

B. DRUG AND ALCOHOL ABUSE

To help maintain a safe, productive work environment for the employees of the Dixie Regional Library System and others, the system has adopted a policy of maintaining a work place free of drugs and alcohol abuse. This policy restricts certain items and substances from being brought into the System libraries, prohibits employees reporting to work or working with measurable levels of illegal drugs, alcohol and other controlled substances which affect the employees' ability to perform work safely.

Employees under the influence of drugs or alcohol on the job pose serious problems to the System. Therefore, the Dixie Regional Library System asks for your full cooperation and support in implementing this policy.

Any current employee who feels that he has a drug or alcohol related problem is encouraged to seek professional help. Any employee voluntarily seeking such help will be referred to professional assistance by the Dixie Regional Library System, if requested. Any such action by an employee shall be kept strictly confidential. An employee requesting a leave of absence for drug and/or alcohol rehabilitation, therapy, or other treatment will be required to use earned sick, personal or FMLA Leave.

Rules

- I) Possessing, manufacturing, distributing, dispensing, and/or use of illegal drugs, drug paraphernalia, unauthorized controlled substances and other intoxicants in the System's libraries is prohibited and will result in disciplinary action up to and including probation and/or termination
- II) Reporting to and being at work under the influence of illegal drugs, or unauthorized controlled substances is prohibited. Reporting to, or being at work under the influence of a quantity of alcohol is prohibited. Violation of this rule may result in disciplinary action up to and including probation and/or termination
- III) Legally prescribed drugs which are prescribed by an authorized medical practitioner for current use by the person in possession of the drug do not apply to this policy.
- IV) Any employee who voluntarily reports that he is in violation of this policy will be encouraged by his supervisor to seek professional help to overcome his problem.
- V) Any employee who is found to be in violation of this policy will be subject to disciplinary action up to and including probation and/or termination.
- VI) Conduct constituting grounds for drug testing may also subject the employee to discipline if violations of other System rules and procedures are involved.
- VII) The possession or use of alcohol in the System libraries is strictly prohibited.

Tests and Searches

An employee may, to the extent consistent with applicable law, be requested to undergo a diagnostic test for the use of illegal and nonprescription drugs, alcohol or other substances under any of the following or other circumstances which may be determined by his supervisor.

- 1) Prior to employment.
- 2) If involved in a work place accident or incident which causes injury to the employee or others, or damage to property, or when there is suspicion to believe that the accident or incident has occurred due to drug or alcohol abuse.
- 3) When there is suspicion to believe that an employee is under the influence of illegal drugs, alcohol, unauthorized controlled substances, or other intoxicants while at work, during working hours, or that the employee has reported to work under the influence of illegal drugs, unauthorized controlled substances, alcohol or other intoxicants.
- 4) As part of any periodic medical examination provided or required by the System.
- 5) Upon re-employment following the employee's stay at a rehabilitation center for drug or alcohol abuse.
- 6) As required by applicable government regulations.

The Dixie Regional Library System reserves the right to search any employee, the library buildings, equipment and storage areas for illegal drugs, drug paraphernalia, unauthorized controlled substances, alcohol or other intoxicants. Any employee, who refuses to submit to a drug test, as permitted by law, or search, will be subject to disciplinary action up to and including probation and/or termination.

Cost of Initial Testing

If an employee of the System is requested to submit to a drug test by his supervisor, the cost of that test and the confirmatory test of the same specimen will be paid for by the Dixie Regional Library System.

Application of Policy

This policy shall apply to all employees of the Dixie Regional Library System.

Notification of Authorities

The System will report information concerning possession, distribution, or use of any illegal drugs, unauthorized controlled substances, alcohol or other intoxicants to law enforcement officials, and will turn over to their custody any such substances found during a search of an individual or property. The System will cooperate fully in the prosecution and/or conviction of any violators of the law.

Employees Convicted Of Drug Offenses

Any employee convicted of a criminal drug offense must report said conviction to his Supervisor. Any employee so convicted must satisfactorily complete a drug rehabilitation program and agree to periodic testing any time thereafter. Failure to report such a conviction and/or participate in a drug rehabilitation program will result in disciplinary action up to and including probation and/or termination.

Cooperation with The System

All employees, as a condition of continued employment, have an obligation to cooperate with any System investigation of drug or alcohol abuse in the work place. Failure to cooperate in any such investigation will result in disciplinary action up to and including probation and/or termination.

THIS POLICY IS NONDISCRIMINATORY AND APPLIES EQUALLY TO ALL EMPLOYEES OF THE DIXIE REGIONAL LIBRARY SYSTEM.

C. PROGRESSIVE DISCIPLINE

In order to administer equitable and consistent discipline in the event of unsatisfactory conduct or performance in the workplace, this policy has been put into place. DRLS's best interests lie in ensuring

the fair treatment of all employees, making certain that disciplinary actions are prompt, uniform, and impartial. The purpose of any disciplinary action is not to punish, but to correct a problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

DRLS may use progressive discipline at its discretion. Disciplinary action may call for any of four steps: Verbal Warning, Written Warning, Suspension with or without pay, or Termination of Employment.

Each incidence, depending on its severity and number of occurrences, will dictate which steps are taken. Some circumstances will require one or more steps to be bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

First offense - verbal warning

Repeated offense(s) - written warning

Repeated offense(s) - suspension (with or without pay, to be between 1 day-2 weeks)

Repeated offense(s) - termination of employment

If necessary and possible, written steps or instructions to improve will be given. An evaluation will then be conducted to determine if progress is being made. If little or no progress has been made, the next step will be additional disciplinary action. If no significant change in behavior or attitude becomes apparent, the next step will be additional disciplinary action. Eventually the Director must make a decision whether to continue employment for the individual or to dismiss. Dismissal at that time will be immediate. The employee has the option to appeal his/her case before the Library Board through the use of the Staff Grievance Procedure.

If more than 6 months have elapsed since the last disciplinary action, the process will normally begin again. Certain types of employee problems are serious enough to justify immediate suspension or termination of employment, without going through the usual progressive steps.

Employment termination - Termination of employment is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances of termination of employment. Since employment with DRLS is based on mutual consent, both the employee and DRLS have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Resignation - *voluntary termination of employment initiated by employee.* An employee resignation may be submitted in writing to the Director two weeks prior to the final working date. If an employee misses 3 days of scheduled work without notifying the library, then the library will assume that the employee has voluntarily resigned his/her position.

Retirement - *voluntary termination of employment initiated by employee by meeting age, length of service, and/or any other criteria for retirement from the organization.*

Retirement at age 65 is not compulsory. An employee who wishes may retire (or take semi-retirement, when it is in the best interest of the library or the employee.) S/He may work part time to equal what Social Security will allow. S/He may draw PERS and Social Security at the same time. All other taxes, including social security will be deducted from salary according to federal and state tax laws.

Persons who retire from DRLS will receive all earned but un-used vacation time (pro-rated to the last day of employment).

Any employee who retires and later wants to return to work is not guaranteed his/her position, or a salary at the same rate at which they left to retire.

Dismissal - *involuntary termination of employment initiated by employer.*

An employee whose performance, attitude, or personal philosophy of library service does not meet the standards, requirements, and philosophy of the library will be warned of the inadequacies of his or her performance verbally and/or in written form by his/her supervisor or the Director. The Progressive Disciplinary policy will be followed whenever possible.

Grounds for *immediate dismissal* include fighting, public intoxication, substance abuse, employee theft, harassment, insubordination, or vandalism; on Library time or Library property.

Insubordination is defined as: any action or inaction in direct violation of the policy manual, or a supervisor's orders. Staff members may question any instruction, but, upon being directed to take a certain action after the question has been addressed, the staff member is to do so; with the following exceptions:

- 1) any action or inaction which might cause harm to befall the staff member or another person;
- 2) any action or inaction which violates the staff member's religion; or
- 3) any action or inaction which is immoral or illegal.

It also includes being disrespectful to a supervisor, in word or deed; or challenging the supervisor's authority.

Layoff - *involuntary termination of employment initiated by employer for nondisciplinary reasons.* In the event DRLS must release an individual from service for non-disciplinary reasons, every opportunity will be made to help the individual find continued employment.

Records will be kept and re-instated upon rehire of the individual (if such rehiring takes place within 1 calendar year of layoff). Employees who are laid off will be given preference for any openings which become available during the layoff period (providing the employee fulfills the requirements of the job) on a seniority basis.

Reasons for involuntary terminations are privileged information.

Termination information on individual employees is treated confidentially. DRLS will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee termination information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

No one without a managerial "need to know" is to discuss reasons for termination. Personnel who engage in such discussions, or who share privileged information are hereby notified that they are liable for anything they say, and are violating Library policy by so doing. If asked about the status of such a person, the answer is: "_____ is no longer with the Library." Further inquiries should be sent to the Director.

Staff Grievance/Problem Resolution Policy

This grievance policy provides an employee who believes s/he has a justifiable complaint with a procedure to follow to have the complaint heard by the Director and/or the Library Board.

A **grievance** is defined as any feeling of dissatisfaction or injustice in connection with one's employment situation that is brought to the attention of a supervisor. If an employee disagrees with the established rules of conduct, policies, procedures, or practices, s/he can express this concern through the problem resolution procedure outlined herein. No employee will be penalized, for using this problem resolution procedure. However, knowingly making false reports are grounds for disciplinary action, up to and including dismissal.

This procedure is an open means of upward communication, so no forms or statements involved will be placed in the employee's personnel file. The library Director is the official representative between the library staff and Board of Trustees. S/He must remain accessible and ready to hear suggestions and complaints. The Director cannot act on any problem unless s/he is aware of it, so grievances must be aired as soon as possible.

DRLS supervisors and management will strive to provide an understanding atmosphere. Employees are encouraged to offer positive and constructive criticism, and to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable.

1. When a problem comes up, the grievant should discuss the matter with their supervisor or the director. This should be done within 3 working days of the discovery of the problem.
2. The supervisor or the director will review the problem and any relating policies. If possible s/he will respond through discussion. If not, s/he will respond within 2 working days, after consulting with appropriate management. (This response may be no more than a promise to take the matter up with the next level of authority). The supervisor should document this discussion, including any steps that are to be taken.
3. If no satisfactory solutions can be arrived at through this discussion, the grievant is to approach the Director with the problem. This time the problem should be written out in duplicate, along with what the grievant sees as a satisfactory solution. Both copies will be signed by the Director and grievant, and each will keep a copy.
4. The Director will re-assess the problem and will meet with the grievant again, within 5 working days, to further discuss the options for solutions.
5. If no satisfactory agreement (for all parties involved) can be reached, the grievant may petition, within 3 additional days, for a private consultation with a committee of three Board members and Director.
6. The request for this meeting will be written and include documentation of the previous discussions held between the employee and Director, and the solutions proposed by each. It is to be delivered to the Board of Trustees Chairman before the next scheduled Board meeting by the Director, so that the committee may be chosen to hear the grievance.
7. The committee will set a date and time to examine the evidence presented, hear the testimony of both the Director and grievant, and make a decision on a solution to the problem. The decision of the committee will provide the solution taken to the problem.

Whistle Blower Policy: Any employee who reports a problem or grievance will not be retaliated against, harassed or made to stand out in a negative manner because of the act of reporting. Any retaliation against anyone for making a discriminating / harassment complaint will not be tolerated. It will be investigated and appropriate action taken.

PART IV STAFF EDUCATION AND DEVELOPMENT

A. PERSONNEL PERFORMANCE EVALUATION

The personnel performance evaluation procedure has been designed to identify the contributions and needs of each staff member and to assist in his/her career development. Performance evaluations provide the opportunity to discuss job strengths, job tasks, identify and correct weaknesses, encourage and recognize achievements, and to determine goals, and the best approaches for meeting those goals.

Every employee deserves the courtesy of an honest evaluation that can lead to progress in the desired field of work. Such evaluations are held periodically (annually, if possible) by the Director and supervisors. Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. Supervisors may formally evaluate an employee's performance at any time they deem necessary.

Any exemplary work, as well as deficiencies, will be noted and explained to the employee. For deficiencies, the employee will be told what he/she must do to bring his/her work up to an acceptable level. The employee is then given a reasonable length of time to improve. If performance does not improve, the employee may be subject to further personnel action.

After reviewing the performance evaluation, the employee must acknowledge the review by signing and dating the completed evaluation form. Provision for written employee comments will be included on the evaluation form.

Performance evaluations are considered when raises for the following year are being determined. Copies of performance evaluations will be kept in the personnel files.

B. STAFF EDUCATION

All employees are expected to maintain high standards of service to the public and to work at achieving experience and efficiency in library procedures.

Orientation - The orientation of new employees is to be conducted by the supervisor and includes time with the Administrative Assistant to complete required paperwork. At this time, employees are required to review the personnel handbook and policy notebook.

Staff Meetings - All staff, except Student Workers and Substitutes, are expected to attend staff meetings. Staff are paid for this time at their regular hourly rate. Failure to attend staff meetings may result in disciplinary action. Special circumstances must be approved by the Director.

Training - Employees are expected to participate in various state, regional and local training opportunities. For local training, the library may close and the staff may be required to work hours different from that of their "normal" schedules.

Continuing Education Travel Expenses - DRLS will reimburse employees for reasonable continuing education travel expense incurred while on assignments approved by the DRLS Director. All business travel must have advance approval from the Director for reimbursement purposes. Normal expenses covered: a.) registration b.) mileage at the current state rate c.) subsistence – meals and hotel, not to exceed the current state rate. If there are no funds available for expenses, the Director may give staff permission to attend meetings at their own expense.

Professional Activities - Staff Members are encouraged to join professional organizations such as the Mississippi Library Association and the American Library Association.

APPENDIX I
EMPLOYEE MONTHLY TIME REPORT

Last Name		First Name		Branch		Month and Year	
Day of Month	Time IN	Time Out	Time In	Time Out	Hours Worked	Leave Used	Leave Type
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
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19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
				Totals	Hours	Leave Used	

Employee Signature _____

Date: _____

Supervisor Signature: _____

Date: _____

APPENDIX II
Incident Form – Dixie Regional Library System

*(Please send to the Headquarters office within 72 hours of incident)***Library:** _____ **Location:** _____ **Date:** _____ **Time:** _____**Description of Incident** *(what happened/where/how/etc):* _____

Injuries: _____

Person(s) involved *(Names/Addresses/Descriptions):* _____

Actions Taken: Police Called? _____ Responding officer: _____

Case # _____ Ambulance called? _____ Responder name: _____

Family called? ____ Person ejected from building? _____

Supervisor Notified? _____ *(Name, Date & Time)* _____Other action *(please explain):* _____

Staff member making report - Signature: _____

Injured party - Signature: *(for workman's comp.)* _____**Additional Information:** _____

(Use reverse side of this sheet if necessary)

Date Received at Headquarters Office: _____ Received by: _____

APPENDIX III

LEAVE REPORTS

1. Leave is to be reported to the director by email.
2. Send personal leave reports as soon as you wish to request leave.
3. Send sick leave reports for doctor and dentist appointments as soon as you make the appointments.
4. Send unplanned sick leave reports the first day you are back at work.
5. The leave is reported on the subject line of the email in the following format:

Last Name, Date of Leave, Number of hours, Type of Leave
SUBJECT LINE: Smith, 9/1/08; 8 hrs, sick

For several days at one time:

SUBJECT LINE: Doe, 10/5, 6, 8/08; 24 hrs, personal
BODY: explain how many hours for each day in the email
For example: 8 hrs. each day

To report days in different months on the same email, give the total hours for each month.

SUBJECT LINE: Smith, 8/31, 6 hrs; 9/1, 2, 3/08; 12 hrs, personal
BODY: explain how many hours for each day in the email
For example: 8/31, 6 hrs. ; Sept. 1, 2, 3 – 4 hrs. each day

Round leave to the quarter hour; report it in decimal format:

15 minutes = .25 ; 30 minutes = .50 ; 45 minutes = .75.

6. For leave not taken that has been reported, send a correction with the hours as a negative and the type of leave “not taken.”

SUBJECT LINE: Doe, 10/8/08; -8 hrs., personal not taken

APPENDIX IV**YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

Being a Public Agency, Dixie Regional Library System complies with the FMLA to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. (see 29 CFR 825.104) Employees are eligible if they have worked for at least one year, and at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- to care for the employee’s child after birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; **OR**
- for a serious health condition that makes the employee unable to perform the employee’s job.

At the employee’s or employer’s option, certain kinds of paid leave may be substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Taking a leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.”
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any benefit that accrued prior to the start of an employee’s leave.

UNLAWFUL ACTS BY EMPLOYERS: FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- Any eligible employee may bring a civil action against an employer for violations. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family of medical leave rights.

Family and Medical Leave Request Form

Date: _____

Employee Name: _____ SSN #: _____

Job Title: _____ Supervisor: _____

Under the Family and Medical Leave Act eligible employees are entitled to up to twelve weeks of unpaid, job-protected leave for certain family and medical reasons. When possible, submit this request form to your supervisor at least 30 day before the leave is to commence. When submission 30 days in advance is impossible due to unavoidable circumstances, submit the request as early as is possible. When permitted under state or federal law, employer may deny or postpone leave for failure to give appropriate notice.

ELIGIBILITY

- Counting any periods of time that you worked for DRLS (whether they were consecutive or not) have you worked for a total of 12 months of more?
☐ YES ☐ NO (If "yes," continue to next question. If "no," stop here.)
- During the past 12 months, have you worked at least 1,250 hours?
☐ YES ☐ NO (If "yes," continue to next question. If "no," stop here.)
- Have you previously received medical or family leave? If yes, provide information below:
 Dates of leave: From _____ To _____
 Purpose of Leave: _____
- Have you taken any intermittent leave? ☐ YES ☐ NO
 If "yes" provide details: _____

- Have you taken time off from scheduled hours? ☐ YES ☐ NO
 If "yes" provide details: _____

REASONS FOR REQUESTING LEAVE:

- ☐ Personal serious health condition
- ☐ Serious health condition of: ☐ Spouse ☐ Child ☐ Parent

Name: _____

☐ Birth of a child: Expected delivery date is: _____☐ Adoption or placement of a child for foster care: Scheduled date: _____

Child's name: _____

DATES OF LEAVE REQUESTED:

I request leave from _____ to _____

I request intermittent leave according to the following schedule:

I request a reduced schedule leave according to the following schedule:

The total number of days of leave requested: _____

EMPLOYEE STATEMENT:

I agree to return to work on _____. If circumstances change, I agree to inform the library system director by submitting a NOTICE OF CHANGES IN APPROVED MEDICAL OR FAMILY LEAVE form. I understand that my benefits will continue during my leave and that I will arrange to pay my share of applicable premiums.

Signature: _____ Date: _____

TO BE COMPLETED BY LIBRARY SYSTEM DIRECTOR

Staff member was hired on _____ and started work on _____

Staff member is: ☐ FULL-TIME ☐ PART-TIME

Regular hours are _____ hrs on _____ days of the week for a total of _____ hours per week.

Schedule commenced on _____

Has the workforce been this large for at least 12 months? ☐ YES ☐ NO

How will the staff member's duties and responsibilities be handled during his/her leave of absence?

Employee (name: _____) has previously requested family or medical leave on _____. It was ☐ approved ☐ denied.

If approved, leave was taken from _____ to _____ Total time taken _____

Prior leave requests confirmed by: (name) _____

THIS LEAVE is: ☐ APPROVED

☐ DENIED for the following reason(s):

Name: _____ Date: _____

Title: _____ Telephone #: _____

Request approved /denied by: _____ Date: _____

APPENDIX V

**DIXIE REGIONAL LIBRARY SYSTEM
EMPLOYEE DISCIPLINARY REPORT**

NAME _____ DEPARTMENT _____

DATE OF INCIDENT _____ TIME OF INCIDENT _____

RECOMMENDED ACTION _____ Counseling _____ Warning
 _____ Suspension _____ Termination

NATURE OF INCIDENT

_____ Unexcused Absence	_____ Substandard and/or improper work
_____ Tardiness	_____ Violation of Library rules of conduct
_____ Housekeeping	_____ Improper enforcement of Library policies
_____ Insubordination	_____ Fighting on library premises
_____ Dishonesty	_____ Drug and/or alcohol use on duty
_____ Failure to follow instructions	_____ Destruction of Library property
_____ Idleness or wasting time	_____ Theft
_____ Leaving without permission	_____ Other _____

SUPERVISOR'S REMARKS: _____

EMPLOYEE'S REMARKS: _____

WITNESSES: _____

The above offense(s) have been noted and discussed with the employee. Employee has been allowed to read report and respond. This report will become part of Employee's personnel file.

Supervisor_____
Date_____
Employee_____
Date_____
Director_____
Date

APPENDIX VI**P623. TRAVEL REIMBURSEMENT REQUEST**

NAME: _____

BRANCH: _____

Signature: _____

\$0.00	Transportation _____ 0 miles x 0.575 [effective 1-1-2015]
	Meeting registration fee (include meals provided in the fee)
	Meals (for overnight meetings only)
	Hotel room
	Other (list) _____
\$0.00	TOTAL

Travel from _____ to _____

Date(s): _____

Purpose of trip: _____

Allocate from: Dixie Funds _____ Branch Funds _____

Copies of registration form, receipt or canceled check, meal tickets, and other supporting documents **must** be attached in order to receive reimbursement for fees and meals. Reimbursement will only be given after the meeting. Reimbursement may not be given if the meeting was not attended.

EXACT MILEAGE BETWEEN EACH BRANCH:

Branch	PC	SH	BR	CC	VA	HL	HO	OK
PC	0	15	32	44	37	16	27	25
SH	15	0	47	59	52	31	42	40
BR	32	47	0	12	21	21	34	52
CC	44	59	12	0	9	32	19	40
VA	37	52	21	9	0	23	10	31
HL	16	31	21	32	23	0	13	34
HO	27	42	34	19	10	13	0	21
OK	25	40	52	40	31	34	21	0

APPENDIX VII

Agreement to abide by DRLS Policies

I have read and understand the policies of the Dixie Regional Library System as outlined in the Policy Manual I received on _____. I agree to follow and uphold these policies as long as I am employed by the Dixie Regional Library System.

I have entered into this relationship voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or DRLS can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable state or federal laws. Nothing contained in these policies and procedures is intended to, or shall be interpreted, to create any property right or contract in continued employment.

I acknowledge that I do not have an expectation of privacy in my assigned work station area, including Library provided desks, cabinets, equipment and supplies. This policy also applies to access and disclosure of electronic mail messages sent and received by me on Library computers, the access and research function of the Internet and the use of the Library's automation system and computer systems.

I understand that while I may not agree with every policy, it is my job to follow them as long as I am in the Library's employ, as long as such policies do not violate any state, local, or federal laws.

I understand that the policies herein are subject to change, and that I may have input toward changing any policies with which I disagree by presenting alternatives to the Director for use in developing ever better policies. My input does not automatically mean a change will take place, but it will be considered.

I understand that this handbook is neither a contract of employment nor a legal document. It is my responsibility to read and comply with the policies contained within, and any revisions or changes passed by the Board of Trustees and distributed to me.

I understand that if I do not follow these policies, or amended policies as passed by the Library Board of Trustees, which are given to me as addendum's to this manual, I may be summarily terminated from employment with the Library.

Signed: _____ Date: _____

Typed/Printed name: _____

*****Return a signed photocopy of this form to the Director within 30 days of receiving policy manual.***

Adopted: DRLS Board, 4-14-09

Revised: DRLS Board, 10-11-2011

Revised: DRLS Board, 02-05-2015