

EMPLOYEE HANDBOOK

Farnsworth Public Library

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This revised Employee Handbook was approved by Farnsworth Public Library's Board of Trustees on February 23, 2010  
as an update of the January 21, 1999 edition of the Farnsworth Public Library Employee Handbook

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# Notice

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This Employee Handbook has been prepared to inform you of Farnsworth Public Library's (also referred to as the "Library") philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee. It is also designed to answer many of your questions about the practices and policies of the Library. Feel free to consult with the Library Director (hereafter referred to as "Director") for help concerning anything you don't understand.

- Farnsworth Public Library, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Handbook at any time without prior notice as business, employment legislation, and economic conditions dictate. Any such action will apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they are not eligible for through actual time spent at work.
- Employees may not accrue eligibility for any benefits, rights, or privileges beyond their last day of employment.
- No one other than the Farnsworth Public Library Board of Trustees (hereafter referred to as the "Board") may alter or modify any of the policies in this Employee Handbook. Any alteration or modification of the policies in this Employee Handbook must be in writing.
- No statement or promise by a supervisor, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

This Employee Handbook supersedes any and all other or previous Farnsworth Public Library Employee Handbooks or other Farnsworth Public Library policies whether written or oral.

# Overview & Expectations

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Farnsworth Public Library believes in creating a harmonious working relationship among all employees. In pursuit of this goal, the Library has created the following employee relations objectives:

- Provide an exciting, challenging, and rewarding workplace and experience.
- Select people on the basis of merit and business needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.
- Compensate all employees according to their effort and contribution to the success of the Library and review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
- Promote employees on the basis of their ability and merit and make promotions or fill vacancies from within the Library whenever practical.
- Provide eligible employees with vacation, sick leave, holidays, health and welfare benefits.
- Assure employees of an opportunity to discuss any issue or problem with the Director. The offended employee may contact the President of the Board only if the complaint is against the Director. Prompt investigation of any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Provide work spaces that are comfortable, orderly and safe.
- Keep employees informed of the progress of the Library and its overall goals and objectives.

Farnsworth Public Library needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and to maintain a good team attitude. How you interact with fellow employees and those whom the Library serves, and how you accept direction can affect the success of the Library. In turn, the performance of one employee can impact the entire service offered by the Library. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. You help create pleasant and safe working conditions at the Library. The result will be better performance for the library overall, and personal satisfaction for you.

You are encouraged to take advantage of opportunities for personal development offered to you. This handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed Farnsworth Public Library expectations.

We believe in direct access to management. We're dedicated to making the Library an organization where you can approach your supervisor or the Director to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality service of the Library. Please communicate with each other and with management.

# Employment

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Farnsworth Public Library is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to the Library as well as yourself and we look forward to having you join us. We carefully select our employees through written applications, personal interviews and background checks with regard to skills, abilities and experience. This selection process helps the Library find and employ people who are concerned with their personal success and the success of the Library; who want to do a job well; who can carry on their work with skill and ability; and who can work well with our library team and our library patrons.

## **Equal Employment Opportunity**

Farnsworth Public Library is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The Library complies with the law regarding reasonable accommodation for handicapped and disabled employees. The Board has issued the following policy stating the Library's views on this matter.

It is the policy of Farnsworth Public Library to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The Library will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The Library will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the Library.

Equal employment opportunity notices are posted in the workroom as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against. Management is primarily responsible for seeing that the Library's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply to everyone. Any employees involved in discriminatory practices will be subject to termination.

## **Employee Background Check**

Prior to becoming an employee of Farnsworth Public Library, a job-related background check may be conducted to protect the Library's interest and that of its employees and patrons. The background check may consist of verification of prior employment, professional reference checks, and confirmation of educational credentials.

## **Immigration Law Compliance**

Offers of employment are contingent on verification of your right to work in the United States. You will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, the Library may be obliged to terminate your employment.

## **At-Will Employment**

Your employment with the Library is at-will. This means that neither you nor Farnsworth Public Library has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Library at any time, with or without reason. Likewise, the Library has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of the Library.

No employee of the Library can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Board.

## **Termination of Your Employment**

Farnsworth Public Library will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from the Library
- Fail to return from an approved leave of absence on the date specified by the Library
- Fail to report to work or call in for three (3) or more consecutive workdays

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Library policies. Since your employment is at-will, both you and the Library have the right to terminate your employment for any or no reason. For more information, also see the section on Termination on page 26 of this Employee Handbook.

## **Orientation**

On your first working day, you will be asked to complete initial employment paperwork. Your supervisor will introduce you to the Director and your co-workers and give you a tour of the building to familiarize you with the Library layout. Please feel free to ask any questions not answered during your orientation.

# Probationary Period Policy

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Your first six months of employment at Farnsworth Public Library are considered a probationary period, and during that period full-time employees will be eligible for benefits described in this Employee Handbook unless otherwise required by law. This period will be a time for getting to know your fellow employees, your supervisor or the Director and the tasks involved in your job position, as well as becoming familiar with the Library's products and services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

During your probationary period, we will evaluate your suitability for employment, and you can evaluate the Library as well. Please understand, however, that completion of the probationary period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and we may choose to terminate your employment at any time, with or without reason.

A former employee who has been rehired after a separation from the Library of more than one year is considered an introductory employee during their first six months following rehire.

# Attendance

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## **Absence or Lateness**

Farnsworth Public Library expects you to be ready to work at the beginning of your scheduled work hours, and to complete your daily tasks by the end of your work day. The Library is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Regular full-time and part-time employees will earn sick leave each month of continuous employment, but temporary employees will not earn sick leave. Sick leave will not be allowed when the illness/injury is due to or incurred while in the employ of others.

If you are unable to report to work or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor. If you're arriving to work late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your supervisor or the Director will be considered a voluntary resignation. If you are absent because of an illness for three or more consecutive days, the Director may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

## **Severe Weather and Emergency Conditions**

In the event of severe weather conditions or other emergencies, the Director may decide to close a facility. If you decide to miss a normally scheduled day of work because of severe weather or hazardous travel conditions, you have the option of taking vacation that day.

## **Meal and Break Periods**

You are entitled to a 15-minute break period for each 4 hours of scheduled work. Breaks may not be joined together to make one 30 minute period or used to make up lost time. If you work 6 hours or more, you are entitled to a 30-minute unpaid meal break (in addition to 15 minute breaks). If you have any questions concerning your work schedule, please ask your supervisor or the Director.

## **Library Meetings**

On occasion, we may request that you attend a library-sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee and attend a meeting held during your non-working hours, you will receive compensatory time.

## **Other Library Business**

At times, we may ask an employee to shop for/purchase supplies or equipment for the Library or Library programs that are not available locally. Employees will be compensated for the time required to make the purchases contingent on the prior approval of the Director.

# Dress Code & Personal Appearance

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Your appearance and grooming contribute to the positive impression you make on our customers. You are expected to be dressed appropriately during working hours or when representing the Library. If your supervisor feels your clothing and/or grooming is inappropriate, you may be asked to leave the workplace. Employees who violate dress code standards may be subject to disciplinary action.

# Open Communication Policy

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Farnsworth Public Library encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an open communication meeting is considered confidential. Retaliation against any employee for appropriate usage of open communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

If you have a complaint with regard to a supervisor or an employment practice or condition, you are encouraged to follow the Library's complaint procedure. This complaint should be filed within 60 days of the occurrence. Following is the suggested process:

- Notify the Director, in writing, of the issue of concern.
- The Director will review and investigate the complaint.
- The offended employee may contact the President of the Board only if the complaint is against the Director.
- The Director makes a decision regarding the validity of the complaint, and discusses the complaint and possible action with the Board's Administrative & Personnel Committee.
- The Director and the Administrative & Personnel Committee decide on corrective action or decide to refer the complaint to the Board.
- The Director notifies the parties involved of the decision of the Administrative & Personnel Committee or the Board.

Successful working conditions and relationships depend upon successful communication. Not only do you need to be aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

We encourage all employees to bring forward their suggestions and ideas about how the Library can be made a better place to work and how our service to the public can be enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. She/he can help you bring your idea to the attention of the people in the organization who may be responsible for implementing it.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Library methods of communication, including this handbook, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and e-mail.

# Code of Conduct

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The success of the Library depends upon the quality of the relationships between the Board, the staff and the general public. The public impression of the Library and their interest and willingness to support us is greatly formed by the library staff. Regardless of your position, you are the Library's ambassador. The more goodwill you promote, the more our patrons will respect and appreciate the Library and its services.

Below are several things you can do to help give patrons a good impression of Farnsworth Public Library. These are the building blocks for our continued success.

- Act competently and deal with people in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner
- Take great pride in your work and enjoy doing your very best

## **Unacceptable Activities**

Note that the following list of unacceptable activities below does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or the Library may terminate the employment relationship with or without reason, and in the absence of any violation of these rules. If you have any questions, please see your supervisor or the Director.

- Failure to report an absence or late arrival; excessive absence or lateness.
- Stopping work or leaving Library premises before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor or the Director.
- Alteration of your own time sheet or records or attendance documents; entering or altering data on another employee's time sheet or records, or causing someone to alter your time sheet or records.
- Dishonesty; falsification or misrepresentation on your employment application, resume or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Library; alteration of Library records or documents.
- Unsatisfactory or careless work; failure to meet performance or quality standards as explained to you by your supervisor or the Director.
- Insubordination or refusing to obey work instructions properly issued by your supervisor.
- Threatening, intimidating or coercing fellow employees on or off the premises at any time.
- Any act of harassment, sexual, racial or other; sexist, racist, ethnic jokes slurs.
- Obscene or abusive language, indifference or rudeness toward any library employee or patron; any disorderly, antagonistic, immoral or indecent conduct on Library premises.
- Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.

- Violation of the Confidentiality Policy; giving confidential or proprietary Library information to other organizations; breach of confidentiality of patron or personnel information.
- Violation of security or safety rules and practices; failure to wear required safety equipment; tampering with safety or security equipment; negligence or any careless action which endangers the life or safety of another person.
- Excessive use of Library telephone for personal calls.
- Sleeping during working hours.
- Smoking in restricted areas or at non-designated times, as specified by Library rules.
- Using one's position or authority for personal or political profit or gain; soliciting or accepting gifts of substantial value, campaign contributions, gratuities, favors, services, promises of future employment, entertainment, loans or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the Library.
- Conducting a lottery or gambling on Library premises.
- Soliciting for any cause during working hours is not permitted. This includes selling merchandise or collecting funds of any kind for charities or others without authorization during work hours, or at a time or place that interferes with the work of another employee on Library premises.
- Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on Library premises, except medications prescribed by a physician which do not impair work performance.
- Possession of dangerous or illegal firearms, weapons or explosives on library property is prohibited.
- Engaging in an act of sabotage; negligently causing the destruction or damage of library property, or the property of fellow employees, patrons, or business associates in any manner.
- Theft or unauthorized possession of Library property or the property of fellow employees; unauthorized possession or removal of any Library property, including documents, from the premises without prior permission from management; unauthorized use of library equipment or property for personal reasons; using library equipment for profit.
- Engaging in any criminal conduct or acts of violence or making threats of violence toward anyone on library premises or when representing the Library; fighting, or provoking a fight on library premises, or negligent damage of property.

### **Disciplinary Actions**

This policy applies to all regular employees. The policy pertains to matters of conduct as well as the employee's competence. An employee who does not display satisfactory performance on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the Library may decide to repeat a disciplinary step.

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner: Oral reminder - Written warning – Suspension – Termination. To ensure that Farnsworth Public Library business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures will apply:

- Step One: Oral Reminder

Your supervisor or the Director will meet with you to discuss the problem or violation to make sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet the Library's expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Your supervisor or the Director will fully document the Oral Reminder. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

- Step Two: Written Warning

If your performance does not improve within six (6) months or if you are again in violation of Library practices, rules or standards of conduct, your supervisor or the Director will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem.

- Step Three: Suspension

Suspension or dismissal is the third step of the Library's disciplinary process. If your performance does not improve within a three (3) month period following the Written Warning, or if you are again in violation of Library practices or Code of Conduct, you will either be placed on a three day suspension or dismissed immediately. Disciplinary suspensions are unpaid. You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, you will be terminated.

### **Crisis Suspension**

If you are accused of any of the actions listed below, or any other action not specified but similarly serious, you will be suspended with pay pending an investigation of the situation.

- Theft
- Falsification of the Library's records
- Failure to follow safety practices
- Breach of Confidentiality Agreement
- Threat of, or the act of, doing bodily harm
- Willful or negligent destruction of property
- Use and/or possession of intoxicants, drugs or narcotics

The Library reserves the right to terminate employment at any time, with or without reason. Additionally, we reserve the right to prosecute any employee for any of the above infractions.

## Confidentiality Policy

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Upon accepting employment with Farnsworth Public Library, you were asked to sign a Receipt & Acknowledgement statement (page 27 of this handbook) which includes a Confidentiality Agreement. Generally, it provides that you will not disclose or use any of the Library's confidential information, either during or after your employment. Your employment with us assumes an obligation to maintain confidentiality, even after you leave the Library's employ.

Additionally, our customers and business associates entrust us with important information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the Library earns the respect and further trust of our Library patrons and business associates.

If someone questions you outside the Library and you are concerned about the appropriateness of giving certain information, you are not required to answer. Instead, refer the request to your supervisor.

No one is permitted to remove or make copies of any Farnsworth Public Library records, reports or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

## Drug-Free Workplace Policy

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It is the goal of Farnsworth Public Library to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, the Library has adopted the following policies:

- The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
- Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
- As an on-going condition of employment, employees are required to abide by this prohibition and to notify, the Director of any criminal drug statute conviction that they receive, in writing and within five (5) days of the violation.
- If you report for duty debilitated through the use of drugs, appropriate personnel action will be taken, up to and including termination.
- If you sell illegal drugs while on duty or in the workplace, you will be immediately terminated from Farnsworth Public Library.

# Harassment Policy

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Farnsworth Public Library intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort—verbal, physical, visual—will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to: race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law. The Library prohibits harassment of its employees in any form by supervisors, co-workers, patrons, or business associates.

Workplace harassment can take many forms. It may be, but is not limited to: words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact violence. Such conduct may result in disciplinary action up to and including dismissal of the employee who harasses others. With respect to non-employees, offending Library patrons and business associates will be asked to leave and not to return.

Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

## **Responsibility**

All Farnsworth Public Library employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their supervisor or the Director. The offended employee may contact the Board only if the complaint is against the Director. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the library to do so.

## **Reporting**

While Farnsworth Public Library encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. Any incidents of harassment from employees or the public must be reported to a supervisor or the Director immediately even if you are not sure the offending behavior is considered harassment. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. However, willfully false statements or allegations made by any individual will not be tolerated, and will result in disciplinary action, which may include termination.

## Policy on Violence in the Workplace

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Farnsworth Public Library has adopted a policy prohibiting workplace violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Library or which occur on the premises will not be tolerated. This includes conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at Farnsworth Public Library, or to create a hostile, abusive, or intimidating work environment for one or several employees.

The prohibition against threats and acts of violence applies to all persons involved in the Library's operation, including but not limited to personnel, patrons and anyone else on the Library premises. Violations of this policy by any individual on Library property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to a supervisor or the Director.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction of, or threatening to, destroy Library property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking
- Unauthorized possession or use of firearms or weapons

## Personal Use of Library Property Policy

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In some instances, employees may be allowed to borrow certain Library tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior management approval. The Library is not liable for personal injury incurred during the use of Library property for personal projects. As a Library employee, you accept full responsibility for any and all liabilities for injuries or losses that occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

## Computer & Electronic Mail Usage Policy

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This policy is to advise those who use Farnsworth Public Library's equipment on the subject of access to and disclosure of computer-stored information, and electronic mail (e-mail) messages created, sent or received by the Library's employees with the use of Library equipment. It also sets forth policies on the proper use of the computer and e-mail systems provided by the Library. Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Farnsworth Public Library needs to be able to respond to requests resulting from legal proceedings that call for electronically stored evidence. The contents of computers and e-mail, properly obtained for some legitimate business purpose, may be disclosed by the Library if necessary within or outside of the Library.

### **Computer Software – Copyright Laws**

The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "It is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117). The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Library employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Farnsworth Public Library licenses the use of computer software from a variety of outside companies. We do not own this software or its related documentation and, unless authorized by the software manufacturer, do not have the right to reproduce it. With regard to use on local area networks or on multiple machines, Library employees shall use the software only in accordance with the software publisher's license agreement. Library employees aware of any misuse of software or related documentation within the system must notify their supervisor or the Director immediately.

### **Electronic Mail**

Library computers and e-mail, should only be used for conducting Library business. Incidental and occasional personal use of Library computers and e-mail systems is permitted when the employee is on break time, but information and messages stored in these systems will be treated no differently from other Library-related information and messages. Although we provide certain codes to restrict access to computers and e-mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information and e-mail messages are to be considered as library records. The Library maintains the right to enter into any of these systems and to inspect and review any and all data recorded in those systems, including e-mail messages left on or transmitted over the Library system. Employees should not assume that such messages are private and confidential.

The Library's e-mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. The e-mail system is not to be used to create any offensive or disruptive messages (see also sections on Harassment and Violence in this handbook). The e-mail system may not be used to send or receive copyrighted materials, proprietary financial information, or similar materials without prior authorization.

Individuals using the Library's computers should have no expectation that any information stored on their computer, whether the information is contained on a computer hard drive, computer disks or other type of data storage will be private. The Library has the right to, but does not regularly monitor e-mail messages. We will inspect the contents of computers or e-mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. Given our right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees. The Director will review any request for access to the contents of an individual's computer or e-mail prior to access being made without the individual's consent.

# Safety

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## **General Employee Safety**

Farnsworth Public Library is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment requires the continuous cooperation of all employees.

If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

## **Safety Rules**

Safety is to be given primary importance in every aspect of planning and performing all Library activities. We want to protect you against occupational injury and illness. Below are some general safety rules to assist you in making safety a regular part of your work.

- Safety is everyone's responsibility. Remind your co-workers about safe work methods. Immediately report any suspected hazards and all accidents to your supervisor.
- Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles. Stack materials only to safe heights. Keep cabinet doors and file/desk drawers closed when not in use.
- Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.
- To prevent slips and tripping, clean up spills and pick up debris immediately.
- Do not stand on a wet floor while using any electrical apparatus. Do not overload outlets. Don't make unauthorized connections or repairs. Use flammable items, such as cleaning fluids, with caution.
- Know where fire extinguishers are and how to use them.

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is the Library's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth. Failure to adhere to these safety rules will be considered serious infractions of safety rules and will result in disciplinary actions.

## **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. Federal law requires that we keep records of all illnesses and accidents which occur during the workday. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected.

The Wisconsin state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

The federal Occupational Safety and Health Administration (OSHA) also provides for your right to know about any health hazards, which might be present on the job. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. If you have any questions or concerns, contact the Director for more information.

## **Security Checks**

The Library may exercise its right to inspect all packages and parcels entering and leaving our premises.

## **Weapons**

The Library prohibits all persons who enter library property from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

## **Fire Prevention**

Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise. Notify your supervisor if an extinguisher is used or if the seal is broken. Extinguishers that are rated ABC can be used for paper, wood, or electrical fires. When fire is spotted, evaluate the situation quickly to determine if evacuation is necessary, or if you can fight the fire using extinguisher. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

If evacuation is necessary:

- Dial 9-911
- Warn co-workers in immediate area of fire
- Staff will check all areas, including rest rooms and storage, at early stages of evacuation
- Handicapped individuals will be taken into an exit stairwell and should be accompanied by one person, until a member of the Fire Department removes the handicapped person
- Elevators are not to be used
- Gathering point will be Main Street.

Once the "ALL CLEAR" is given by the Fire Department, staff may re-enter the library.

## **Security**

Maintaining the security of the Library is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible
- When you leave the Library's premises at closing time make sure that all entrances are properly locked and secured

# Employment Classification

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At the time you are hired, you are classified as full-time, part-time or temporary. In addition, you are classified as either non-exempt or exempt. All other policies described in this Employee Handbook and communicated by Farnsworth Public Library apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your supervisor or the Director.

## **Full-time Employees**

An employee who has successfully completed their Probationary Period (see page 5) and who works at least 40 hours per week is considered a full-time employee. If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

## **Part-time Employees**

An employee who works less than 40 hours per week is considered a part-time employee. If you are a part-time employee with no set hours, you are not eligible for benefits described here, except as granted on occasion, or to the extent required by provision of state and federal laws.

## **Regular Employees**

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full- or part-time.

## **Temporary Employees**

From time to time, the Library may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. Temporary employees are not eligible for benefits described in this Employee Handbook, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees" below) who work more than forty (40) hours during any workweek will receive overtime compensation.

## **Non-Exempt and Exempt Employees**

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week. These employees are referred to as "non-exempt" in this Employee Handbook. This means that they are not exempt from (and therefore should receive) overtime compensation.

Exempt employees are those whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

# Wage & Salary Policies

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It is the Library's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. The Library applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

## **Pay Cycle**

Pay day is normally on every other Thursday for services performed during the two-week period ending the prior Friday. The bi-weekly pay schedule is normally made up of twenty-six (26) pay periods per year. Changes will be made and announced in advance whenever holidays or closings interfere with the normal pay schedule.

## **Paycheck Distribution**

The City of Oconto requires all employees to have paychecks directly deposited into the employees' bank account. Employees will receive bi-weekly payroll vouchers itemizing their wages and deductions.

## **Mandatory Payroll Deductions**

Farnsworth Public Library (City of Oconto) is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your bi-weekly payroll vouchers. The amount of the deductions will depend on your earnings and on the information you furnish the Oconto City Clerk on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Oconto City Clerk immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your bi-weekly payroll vouchers to ensure that it reflects the proper number of withholdings. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever the Library is ordered to make such deductions. If court-ordered deductions are to be taken from your paycheck, you will be notified. The Library acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

## **Time Sheets**

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time sheets. You are responsible for accurately recording your time. No one may record hours worked on another's time sheet. Tampering with another's time sheet is cause for disciplinary action, up to and including possible termination of both employees. In the event of an error in recording your time, please report the matter to the Director or Assistant Director immediately.

## **Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Director or the Assistant Director. He/she will take the necessary steps to research the problem and to assure that any necessary correction is promptly made.

# Benefits

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Farnsworth Public Library offers a comprehensive benefits program for all eligible employees. We reserve the right to modify, add or delete the benefits offered.

- Full-Time Employees are eligible for benefits as soon as you meet the eligibility requirements for each particular benefit. If you elect to participate in the benefit plan, you will pay a pro-rated share of the premiums. Coverage is available to you and your dependents as defined in the benefit summary plan descriptions.
- Part-Time Employees are eligible for only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s). However, you can elect to participate in some plans by paying a pro-rated share of the premiums
- Temporary Employees are not eligible for benefits, unless otherwise determined by the Board.
- Anniversary Date - the first day you report to work is your "official" anniversary date. It is used to compute various conditions and benefits described in this Employee Handbook.

## **Health Insurance**

Full-time employees and their families may choose to be included in the library's group insurance programs offered through the City of Oconto, the agent for the administration of these insurance programs. The programs are selected and may be changed by the City of Oconto as necessary. Eligible employees are provided with insurance pamphlets/handbooks by the City of Oconto, as they become available. Full-time employees participating in the City's health insurance plan will have 10% of the premium deducted from their paycheck (co-pay) on alternate (13 of the 26 annual) pay periods.

According to the Federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with the Library or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Contact the Oconto City Clerk for details.

## **Life Insurance**

If you are a regular employee you may apply for life insurance for yourself through the City of Oconto. Additional insurance is available at the employee's expense.

## **Unemployment Insurance**

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Farnsworth Public Library. Eligibility for Unemployment Insurance is determined by the Wisconsin Department of Workforce Development. Farnsworth Public Library pays the entire cost of this insurance program.

Unemployment Insurance is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the Wisconsin Department of Workforce Development as soon as you become unemployed.

## **Workers' Compensation**

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and protects you in the event of an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness, which is directly related to performing your assigned job duties. Please note, injuries incurred in an accident due to an employee's intoxication or flagrant abuse of work rules may not be covered. This job-injury insurance is paid for by the Library through the City of Oconto. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to the Director immediately. Prompt reporting is the key to prompt benefits; but nothing can happen until your employer knows about the injury. Ensure your right to benefits by reporting every injury, no matter how slight. As soon as the injury/illness is reported, the supervisor, depending upon the extent of the injury, will immediately arrange for the injured employee to receive required medical care including being taken to a hospital if necessary. The supervisor will then question the employee and all witnesses regarding the cause and circumstances of the injury. The supervisor will investigate the cause of the incident to determine corrective action to be taken in order to avoid further injury. The supervisor will prepare the written report giving details and circumstances surrounding the injury or illness.

Although the Library will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages aren't made for the first five days (the first five days are charged to sick leave). Accident reports requiring disability leave, should be supported by the certificate of a licensed physician setting forth the nature and extent of the injury and the probable period of disability. Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work. For details, see <http://www.dwd.state.wi.us/wc/default.htm>

## **Social Security**

The United States government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the Library is required to deduct this amount from each paycheck you receive. In addition, the Library matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits. More information regarding the Social Security Administration can be found at <http://www.ssa.gov>.

## **Retirement Plan**

Farnsworth Public Library/City of Oconto participates in the Wisconsin Retirement System to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. Eligible employees must meet a minimum number of hours worked per year. Participation in the Plan begins on your date of hire. In addition to paying the employer's required payments to the fund, the Library pays the employee's required payment to the fund. If you have any questions about your plan, you should contact the Oconto City Clerk or look at the Wisconsin Retirement System website which can be found at [http://etf.wi.gov/members/benefits\\_wrs.htm](http://etf.wi.gov/members/benefits_wrs.htm).

## **Deferred Compensation Plan**

Library employees may elect to participate in the Wisconsin Deferred Compensation Program, a 457 Plan. It is a supplemental retirement plan that gives the employee the opportunity to reduce current taxes by selecting from a variety of investment options. If you elect to participate in this program, contact the Oconto City Clerk for information about signing up and setting up automatic payroll deductions for this plan. More information can be found at [http://etf.wi.gov/members/benefits\\_def\\_comp.htm](http://etf.wi.gov/members/benefits_def_comp.htm).

# Paid/Unpaid Absences

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## **Holidays**

Regular full-time employees and qualified part-time employees are eligible for holiday pay. The Library will be closed on the following holidays; full- and part-time employees will be paid for the hours they are normally scheduled to work:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

## **Vacations**

Regular full-time employees and part-time employees with specific hours are eligible to accrue vacation on a pro-rated basis. Vacation begins accruing after one year of continuous service. Vacation time will be added at the end of the month of the anniversary of the employee's date of hire. One week of vacation will be awarded following the completion of a full year of continuous service. The one week will be awarded as the average of the number of hours worked per week during the prior 52 week period. At the completion of two (and consecutive) years of employment, the employee will be awarded two weeks of vacation time. This will be computed as two times the average of the number of hours worked per week during the past 52 week period. No more than one week of vacation may be carried over to the next year. The Director will be awarded two weeks of vacation the first year of service and one additional day per year thereafter up to a maximum of twenty days.

## **Vacation Policy**

Vacation must be scheduled in advance with the Director. Every effort will be made to grant your request for vacation at the time you desire. However, vacations cannot interfere with Library operation and therefore must be approved by the Director in advance. If any conflicts arise in requests for vacation, consideration will be given to date of request, seniority, and work coverage. Only accrued vacation can be used. You cannot receive advance vacation.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected. If the leave extends beyond thirty (30) days, vacation will not continue to accrue. Employees may be required to take accumulated vacation leave while on Federal Family Medical Leave.

If you have unused and accrued vacation hours upon the termination of your employment, you will be paid for that time at your regular base hourly rate, as long as you have not taken an unauthorized leave, and have followed the guidelines for resignation as set forth in this handbook.

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed on an individual basis by management.

## **Sick Leave Policy**

Regular full-time employees and part-time employees with specific hours are eligible to accrue paid sick leave on a pro-rated basis. Employees will earn sick leave at the rate of one (1) working day equivalent for each full month of service. A working day equivalent is defined as the number of regularly scheduled hours in a 28 day period divided by 20. Fractions of hours will be rounded to the next highest whole number. The maximum accumulation is the number of hours normally worked in a twenty-eight day period. Temporary and seasonal employees, if any, shall not earn sick leave. The Director will be awarded one day of sick leave per month with a maximum accumulation of 20 days.

If you are a non-exempt employee, you may use your sick leave in units of no less than one half hour at any one time. Please let your supervisor know that you will be absent from work due to illness as early as possible. If you must leave during a workday for health reasons, notify your supervisor. Normally, only accrued sick leave may be taken.

In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to a medical need suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, or sibling.

Farnsworth Public Library may require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

Sick leave benefits shall begin on the first day of absence and continue until the employee returns to work or has used all accumulated sick leave.

If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected. Any accrued sick leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

In the event of an illness or injury, which is covered by Workers' Compensation insurance, this Sick Leave Policy will defer to state statutes.

If you are injured while in the employ of others, Library sick leave will not be allowed.

## **Family and Medical Leave of Absence (FMLA)**

The Library will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

A FMLA leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees are entitled for a total of 12 weeks of unpaid leave per calendar year for use in any combination of the following categories:

- For the birth or placement for adoption of a child. A leave that relates to the birth or adoption of a child must be completed within 12 months of the birth or adoption, if you qualify and are applying under federal law. If you qualify and apply under state law (actively employed for 12 months and worked at least 1000 hours) the leave must begin within 16 weeks of birth or adoption of the child. Under Wisconsin law, if non-consecutive leave is taken, the last increment of the non-consecutive leave must commence no later than 16 weeks after the birth or adoption date.
- For the employee's own serious health condition, with healthcare provider certification of the condition. Also, to care for an employee's spouse, parent, or child with a serious health condition, with healthcare provider certification of the condition and of the employee's need to provide care.

To be eligible for FMLA:

- Employees must have worked for the City of Oconto for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the leave request.
- If you worked more than 1,000 hours but less than 1,250 hours in the past 12 months, you may still be eligible for unpaid leave under the Wisconsin law.

Other considerations:

- Employees may request one or more family care or medical leaves, however, the total amount of leave taken cannot exceed 12 work weeks in any 12-month period. You may request an intermittent leave or reduced schedule leave to care for a seriously ill family member or if you have a serious health condition that warrants such a request.
- Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
- Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.
- If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
- You have the choice to use accrued vacation or other accrued paid time off while eligible under the Wisconsin Family and Medical Leave. While under FMLA, however, you must use any accrued vacation or other accrued paid time off during your family care or medical leave, if requested by the employer.
- If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to the Director.
- In appropriate circumstances, we may require you to be examined by a library-designated physician, at the Library's expense.
- In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.
- Employees shall be required to give 30 days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two weeks advance notification of your intended return date. Failure to do so may delay your return date.

Definitions:

- A child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
- A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.

Continuation of benefits:

- While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Please make arrangements with the Director.

- Other accumulated fringe benefits such as retirement, service credits, sick pay, vacation pay, and the like shall be preserved at the level accrued as of commencement of the leave. These fringe benefits will accrue under the same conditions these benefits accrue under paid or unpaid leave for other purposes.
- The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which she/he is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the state in which you are employed.
- During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.

### **Funeral (Bereavement) Leave Policy**

Up to four working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time and part-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, or brother/sister. In the event of a death in an employee's secondary family (grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, brother-in-law, sister-in-law, niece, nephew, cousin, aunt, uncle or other person who is a blood relative of the employee) may take up to 2 days without loss of pay to attend the funeral. If additional leave is necessary, earned sick leave may be taken and must be approved by the Director.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

### **Jury Duty**

If you are called for jury duty, you must notify your supervisor within 48 hours of receipt of the jury summons. We will permit you to take the necessary time off with pay. Compensation is paid between what you would earn on the job and earn during jury duty. On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Director. This document is issued by the court.

### **Military Leave of Absence**

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

- You show your orders to the Director as soon as you receive them
- You satisfactorily complete your active duty service
- You enter the military service directly from your employment with the Library
- You apply for and are available for re-employment within 90 days after discharge from active duty. If you are returning from up to six months of active duty for training, you must apply within 15 days after discharge.

Employees who serve in U. S. military organizations including Military Reserve and National Guard units may take the necessary time off without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so. You are expected to notify the Director as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

### **Personal Leave of Absence**

In special circumstances, the Library may grant a leave for a personal reason, but never for taking employment elsewhere or becoming self-employed. You should request an unpaid personal leave of absence from the Director. A personal leave of absence must not interfere with the operations of the Library.

A personal leave of absence may be granted for up to 30 days by the Director. Leaves for longer periods of time may be granted, but only with approval of the Board. If your leave is extended for more than 30 days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed upon will result in termination of employment.

If you accept any employment or become self-employed while on a leave of absence from the Library, you will be considered to have voluntarily resigned from employment with the Library as of the day on which you began your leave of absence.

### **Continuation of Benefits**

Farnsworth Public Library will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of 12 weeks while you are on FMLA or personal disability leave of absence.

While you are on any other type of unpaid leave of absence from the Library, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with the Oconto City Clerk to set up a payment schedule.

## **Expense Reimbursement**

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You must have the Director's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of the Library in excess of \$100. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts and it must be approved by the Director. Please submit your expense report or voucher each week, as you incur authorized reimbursable expenses. In order for the Library to keep records and accounting accurate and current, expense reports or vouchers older than two months old may not be honored.

If you are asked to conduct library business using your personal vehicle, you will be reimbursed at the current government mileage rate approved by the City of Oconto.

# Termination

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Farnsworth Public Library operates under the principle of at-will employment. This means that neither you nor the Library has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Library at any time, with or without reason. Likewise, we have the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of the Library.

We would appreciate at least two weeks notice in the event of resignation. Any accrued but unused vacation time will be paid out at the time of employment termination. The City of Oconto does not pay out any accrued but unused sick time at the termination of employment.

## **Insurance Conversion Privileges**

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Farnsworth Public Library or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult the Oconto City Clerk for additional details.

## **Exit Interviews**

In a termination situation, Library management may wish to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have of the Library. During the exit interview, you can provide insights into areas for improvement that the Library can make. Every attempt will be made to keep all information confidential.

## **Return of Library Property**

Any Library property issued to you must be returned to the Library at the time of your termination. You will be responsible for any lost or damaged items. The value of any unreturned property may be deducted from your paycheck.

## **Re-Employment**

Depending on the circumstances, we may consider a former employee for re-employment. Such applicants are subject to the Library's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with us.

## **Reinstatement of Benefits (Bridging)**

If you were an employee of Farnsworth Public Library with at least 12 months of continuous employment, and were rehired within 12 months of your termination date, you may be eligible to continue your benefits at the same level at the time of your termination of previous employment with the Library.

## **Post-Employment Inquiries**

We do not respond to verbal requests for references. In the event your employment with the Library is terminated, either voluntarily or involuntarily, your supervisor may be able to provide a reference to potential employers only if you have signed a release form.

As an employee of the Library, do not respond to any requests for information regarding former employees unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the Director.

# Receipt & Acknowledgement

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On your first day at work you will receive a copy of this page. Please read the following statements, and sign at the bottom and return to the Director for inclusion in your personnel folder.

## **Understanding and Acknowledging Receipt of Farnsworth Public Library's Employee Handbook**

I have received and read a copy of the Farnsworth Public Library Employee Handbook. I understand that the policies and benefits described in it are subject to change at the sole discretion of the Library's Board at any time.

## **At-Will Employment Agreement**

I further understand that my employment is at will, and neither myself nor Farnsworth Public Library has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the Library at any time, with or without reason. Likewise, the Library has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of the Library. No employee of the Library can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Board.

## **Confidentiality Policy Agreement**

I am aware that during the course of my employment confidential information may be made available to me, for instance, Library patron information, employee information, and other related business information. I understand that this information is proprietary of Farnsworth Public Library and must not be given out or used outside of the Library's premises or with non-Library employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or group.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date