

Personnel Policy Presentation Notes

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Richland County Personnel Manual

Sidney-Richland County Library

This manual is complemented by the Library Personnel Manual. It is important for employees to review both manuals.

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**SECTION 1
GENERAL**

1.1 WELCOME!

On behalf of myself, the Sidney-Richland County Library Board of Trustees, and your new colleagues, I welcome you to the Sidney-Richland County Public Library (SRCL) and wish you every success.

I believe each employee contributes directly to the library's success or failure through their own commitment to public service.

This manual is designed:

- to provide a general understanding of our personnel policies
- to describe some of the library's rules, regulations, expectations, programs and benefits available to eligible employees.
- to acquaint staff members with the SRCL and to provide information about working conditions, employee benefits, and policies affecting employment
- to describe employee responsibilities

Our objective is to provide a work environment that is conducive to both personal and professional growth. Please familiarize yourself with its content as soon as possible. No manual can anticipate every situation or answer every question about employment. If you have any questions about a policy or procedure, please don't hesitate to ask me for clarification.

After having read this manual, please sign the "Acknowledgement and Receipt of Handbook" and return to me within your first 30 work days of receiving the manual.

We all hope your experience here will be challenging, enjoyable and rewarding.

Sincerely,

A handwritten signature in black ink that reads "Kelly Reising". The signature is written in a cursive, flowing style.

Kelly Reising, SRCL Director

1.2 INTRODUCTION AND DISCLAIMER

STATEMENT OF POLICY:

An interesting and challenging experience awaits employees of the Sidney-Richland County Library (hereinafter referred to as SRCL). We have prepared this handbook to answer some of the questions concerning the SRCL and its policies. Please read it thoroughly and retain it for future reference.

SCOPE:

These Personnel Policies shall apply to all SRCL employees. In the event of conflict between these rules and any collective bargaining agreement, Richland County, the SRCL resolution or rule, or state or federal law, the terms and conditions of that contract, rule or law shall prevail. In all other cases, these policies shall apply.

In the event of the amendment of any resolution, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

The SRCL specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall create a vested contractual right in any employee or to limit the power of the SRCL Board of Trustees to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

This employee handbook supercedes all previous personnel policies and management memos which may have been issued on subjects covered herein. If you are uncertain about any policy or procedure, please check with the Library Director (hereinafter referred to as Director).

1.3 RESOLUTION

RESOLUTION. 2/27/07

A RESOLUTION TO ADOPT THESE PERSONNEL POLICIES AND ADDENDAM
SUPERSEDING ALL OTHER PERSONNEL POLICIES AND AMENDMENTS
WHEREAS, the SRCL Board of Trustees desires to establish uniform policies and procedures for personnel administration;

NOW, THEREFORE, BE IT HEREBY RESOLVED that these Personnel Policies and

Addenda be adopted, effective March 2007
Revised and Updated May 2012
Revised and Updated January 2018

1.4 ORGANIZATION, DELEGATION OF AUTHORITY, AND PURPOSE

SRCL Board of Trustees is a five member appointed board. Three members are appointed by the Richland County Commissioners and two are appointed by the City of Sidney Council. (Montana Codes Annotated 22-1-308). The SRCL Board of Trustees submits an annual budget to the City of Sidney and Richland County for the necessary funds for the operation of the SRCL.

Under MCA Code 22-1-309 the SRCL Board of Trustees is the policy-making body of SRCL and has exclusive control of the expenditure of the public library funds. The SRCL Board of Trustees shall establish total strength, position classifications and salary ranges for all SRCL staff. The SRCL Board of Trustees shall establish, change or revise personnel policies as needed to meet the needs of the organization.

The SRCL Board of Trustees shall hire and set compensation for an SRCL Director. The SRCL Director shall make policy recommendations and implement the policies of the SRCL Board of Trustees. The SRCL Director is authorized by the SRCL Board of Trustees to hire, make work assignments, promote, discipline and fire employees in accordance with the directives of the SRCL Board of Trustees. (MCA 22-1-310)

PURPOSE:

The SRCL Board of Trustees has the responsibility for setting standards and policies to ensure a work force that can carry out the functions required by the SRCL Board of Trustees. The purpose of these policies shall be to provide uniformity and consistency within the SRCL. The policies shall be based on the following objectives:

- To recruit, select, and advance employees on the basis of their knowledge, education, skills and abilities
- To provide equitable and adequate compensation for all employees
- To recognize good performance, reward excellent performance and correct inadequate performance in a fair and timely manner
- To ensure a safe workplace
- To recruit staff that shall be able to carry out the directives of the SRCL Board of Trustees
- To ensure fair treatment to all applicants and employees

Last Reviewed: March 2007

Reviewed: January 2012

1.5 CITY OF SIDNEY-RICHLAND COUNTY LIBRARY CONTRACT [SEE ALSO SRCL POLICY GOV-1]

According to the City of Sidney-Richland County Library contract item #1, all SRCL staff shall, effective July 1 2004, *be considered Richland County employees for purposes of payroll and benefits*. Therefore, the SRCL Board of Trustees directs all SRCL staff to follow Richland County Personnel Policies which concern *payroll and benefits* to include the following;

- In the Policy Manual, all references to department, it is the Sidney-Richland County Library
- In the Policy Manual, all references to department head, it is the SRCL Director

The contract was updated and renewed July 1, 2009 for five years and will expire June 30, 2014.

Refer to Richland County Personnel Manual

| | |
|--|-------------------------------------|
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| Accident/Injury Reporting | Section 7 |
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| Dismissal for Cause | Section 10 |
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Reviewed: March 2007

Revised: May 2012

1.6 EQUAL EMPLOYMENT OPPORTUNITY

PURPOSE: To inform management and employees of the provisions of the various discrimination laws

STATEMENT OF POLICY [See Also Richland County Personnel Policy Manual, Section 14]:

The SRCL is an equal opportunity employer. The SRCL does not refuse employment or discriminate in compensation or the other terms, conditions and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, or political beliefs. Any applicant for employment with the SRCL or employee, who believes he or she has been subjected to discrimination, including harassment, based upon any of these factors, should immediately contact the SRCL Director. If one of the parties involved in the harassment is the SRCL Director, the Chair of the SRCL Board of Trustees shall be contacted.

Pre-employment Inquiries

Except as may be required by the reasonable demands of a position (a bona fide occupational qualification) or compliance with a lawful affirmative action plan or government reporting or record-keeping requirements, the SRCL will not elicit information concerning race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, or political beliefs from applicants for employment.

The SRCL will obtain information required for tax, insurance, social security, compliance with garnishment or immigration laws or other legitimate business purposes after employment.

Pre-employment Physical Examinations

The SRCL may require pre-employment medical examinations only when necessary to determine ability to perform the physical duties of a particular position. Any pre-employment medical examination will be job-related.

The SRCL will require a pre-employment medical examination only after a conditional offer of employment has been made to a job applicant and only when the following requirements are met

- All applicants for the same position are subjected to the examination regardless of disability.
- The results of the examination are maintained on separate forms and in separate files and are treated as confidential, except that supervisors and managers may be informed regarding necessary restrictions and accommodations and safety personnel may be informed if a disability might require emergency treatment.
- The results of the examination will not be used to refuse employment or to make a distinction in employment unless a medical evaluation establishes inability of the particular applicant to safely and efficiently perform the duties of the position with reasonable accommodation, if necessary.
- Background checks are required.

Nepotism

[See Also Richland County Personnel Policy Manual, Section 4]

The SRCL does not discriminate against applicants or employees based upon marital status unless required to do so by the reasonable demands of the position (a bona fide occupational qualification). Compliance with Section 2-2-302 and 2-2-303 MCA, which prohibit nepotism in hiring and appointment, is not discrimination. Marital status includes whether a person is married, divorced, separated or single and the identity and occupation of a person's spouse.

Equal Pay

The SRCL does not pay any employee less than an employee of the opposite sex for work involving substantially equivalent skill, effort, and responsibility and which is performed under similar working conditions unless the disparity is based upon a factor other than sex.

Disability

Reasonable Accommodation

The SRCL does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment due to physical or mental disability. When the SRCL becomes aware of any physical or mental disability which prevents an otherwise qualified applicant or employee from performing a job, prior to refusing employment or making a distinction in terms, conditions or privileges of employment because of the disability, the SRCL will assess whether any reasonable accommodation would allow the person to perform the job. An accommodation which creates an undue financial hardship on the SRCL or which endangers health or safety is not a reasonable accommodation. The SRCL will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job.

Any otherwise qualified applicant for employment or employee with a disability who requires reasonable accommodation may inform the SRCL Director of the nature of the disability and the accommodation requested. If the applicant is applying for the SRCL Director position he/she will inform the Chair of the SRCL Board of Trustees. Employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

Communicable Diseases

Communicable diseases, including AIDS, are physical disabilities. The SRCL will not discriminate against any applicant for employment or employee based upon communicable disease unless required to do so by the reasonable demands of the position. Prior to making any distinction based upon communicable disease, the SRCL will evaluate:

- The nature of the risk
- The duration of the risk
- The severity of the risk
- The probability that the disease will be transmitted and cause harm.

The SRCL will evaluate these factors after obtaining the medical judgments of public health officials.

Maternity

The SRCL does not discriminate against any applicant or employee in hiring or in the terms, conditions and privileges of employment based upon pregnancy, childbirth, or related medical conditions.

The SRCL will not terminate any employee due to pregnancy or childbirth.

The SRCL will grant a request based upon the Family Medical Leave Act.

The SRCL will not require any employee to take a mandatory maternity leave for an unreasonable length of time. If absenteeism due to pregnancy becomes excessive or if a pregnant employee is incapable of performing normal job duties, the SRCL may require the employee to take maternity leave until the employee is capable of performing normal job duties on a regular basis. Prior to requiring maternity leave, the SRCL will assess whether the SRCL can make any reasonable accommodation which will allow the pregnant employee to continue to work.

The SRCL will reinstate an employee who has taken a reasonable leave of absence for maternity to her original job or to an equivalent job with equivalent pay and accumulated seniority and other benefits.

An employee requiring maternity leave shall provide the SRCL with reasonable notice of the expected date of leave. An employee returning from maternity leave shall provide the SRCL with reasonable notice of her intent to return to work. When the SRCL receives notice of intent to return to work, the SRCL will reinstate the employee as soon as reasonably possible.

Religion

The SRCL will make reasonable accommodation for religious beliefs. Any otherwise qualified applicant for employment or employee who requires reasonable accommodation may inform his or her immediate supervisor or the SRCL Board of Trustees of the religious accommodation required. All employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and shall not release the information to anyone who does not have the right or need to know.

Reviewed: March 2007

Reviewed: January 2012

1.7 ORIENTATION

PURPOSE: To provide a process for an introduction and adjustment to new employees

Orientation of the SRCL Director

The SRCL Board of Trustees shall provide an effective orientation for a new SRCL Director to assure that the SRCL Director understands:

- the policies and processes related to the daily operation of the SRCL
- reporting and budgetary requirements that assure accountability and compliance with the law
- the expectations of the SRCL Board of Trustees in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient SRCL Board of Trustees' meetings
- rules and requirements for state certification and any assistance which is provided by the SRCL to acquire and maintain appropriate certification

Orientation of the Staff

The SRCL Director shall be responsible to see that each new employee is given an orientation. This orientation shall cover the responsibilities of the position, an overview of SRCL's mission, goals, objectives, policies and any other pertinent matters.

Orientation for all SRCL Staff shall include Richland County Personnel Policies that affect the job benefits offered by Richland County. New employees must sign up with the Richland County Payroll Clerk.

All staff will sign the Acknowledgement Receipt Form (Addendum) as having read the SRCL Personnel Policy Manual and the sections of the Richland County Personnel Policy Manual that pertain to the SRCL.

Reviewed: March 2007

Reviewed: January 2012

SECTION 2
PERSONNEL ADMINISTRATION AND PAYROLL

2.1 PERSONNEL APPOINTMENTS AND POSITION DESIGNATIONS

PURPOSE: To establish a policy detailing employment categories for SRCL employees

STATEMENT OF POLICY:

All SRCL employees shall be assigned by the SRCL Board of Trustees to one of the following employment categories (Section 2-18-601 MCA):

Permanent

“Permanent” means an employee, assigned as permanent, which has attained or is eligible to attain permanent status. Permanent employees may be assigned as either full-time (normally working forty (40) hours per week) or part-time (normally working less than forty (40) hours per week).

Seasonal

“Seasonal” means an employee, assigned as seasonal, who performs duties of a seasonal nature. Seasonal employees may, at the discretion of the SRCL, be recalled without the loss of benefits accrued during the preceding season. Seasonal employees may be assigned as either full-time (normally working forty (40) hours per week) or part-time (normally working less than forty (40) hours per week).

Temporary

“Temporary” means an employee, assigned as temporary, who performs temporary duties or permanent duties on a temporary basis for a period of time not to exceed twelve (12) months. Temporary employees are not permanent employees, are terminated at the end of the employment period, and are not eligible to become permanent employees without a competitive selection process. Temporary employees may be assigned as either full-time (normally working forty (40) hours per week) or part-time (normally working less than forty (40) hours per week).

Short-term

“Short-term” means an employee, assigned as a short-term worker, who works at an hourly rate of pay established by the SRCL. Short-term workers may not work for a SRCL department for more than ninety (90) days in a continuous twelve (12) month period. They are not eligible to become permanent employees without a competitive selection process.

Substitute

Person hired for a temporary time frame (one day or for an extended period of time), who work under direct supervision of trained, permanent SRCL staff. The SRCL substitute will perform the everyday duties of the normal staff members

Reviewed: March 2007

Revised: May 2012

2.2 JOB CLASSIFICATION, SALARIES AND RAISES

PURPOSE: To establish guidelines for equitable pay

STATEMENT OF POLICY:

A Classification and Salary Schedule may be used by the SRCL Board of Trustees. The plan is subject to regular revision so that it remains equitable for both the SRCL and the staff. While salaries will reflect to some extent the economic realities of the area, they will predominantly be based on the levels of responsibility, experience and education required of the position.

The SRCL Board of Trustees shall review wages no later than June 30 of each year for the upcoming year's budget. At the SRCL Board of Trustees' discretion, with consideration for performance reviews, budgetary limits, and cost of living changes, wages may be adjusted at this or any time.

Salary advancement within a job classification shall be based solely on the basis of merit and not the passage of time. All increases in an employee's pay shall be based on performance. Additional compensation may be considered for a Lead SRCL Staff employee for performance of additional supervisory or managing duties not normally associated with the job description.

Promotion shall be defined as an increase in pay when a pre-defined qualification for the increase has been met such as certification, education or experience.

Reviewed: March 2007

Revised: May 2012

2.3 RECRUITMENT AND EMPLOYMENT PROCESS

[SEE ALSO RICHLAND COUNTY EMPLOYEE MANUAL, SECTION 4:

PURPOSE: To establish a policy and procedure for recruiting, hiring and promoting employees

STATEMENT OF POLICY:

It is the policy of the SRCL to recruit, select, and promote personnel without regard to race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap or national origin, except where a bona fide occupational qualification is reasonably necessary to a SRCL operation.

The following procedures should be adhered to in filling positions:

- A. Requests to fill all vacancies, whether through internal or external recruitment, shall be carried out by the SRCL Director. The SRCL Director will notify the SRCL Board of Trustees of the vacancy and the plan going forward with the staff position. The SRCL will also notify the Richland County Clerk and Recorder's Office. The selection process will be coordinated by the SRCL Director. The SRCL Director, the SRCL Board of Trustees, and a representative from the Richland County Clerk and Recorder's Office will be on the selection committee. Other appointments to the committee will be made by the SRCL Director and SRCL Board of Trustees Chair.
- B. A job description shall be reviewed or created. A useful guide is the series of job descriptions prepared by the Montana Association of Counties that contain essential functions of positions

for the Americans with Disabilities Act purposes or the Montana State Library job descriptions for public library employees.

- C. A determination of minimum education and experience qualifications for the position should be established. These qualifications are normally expressed as the number of years and types of education and experience, which are necessary to allow a person hired to perform the specific duties of the job.
- D. The SRCL Director, with the approval of the SRCL Board of Trustees, will develop the selection strategy for application review, determination of testing methodology, administration of tests and scoring, and reference check criteria. The selection strategy should be developed in advance of the job posting, including questions, model answers, assignment of test weights, and total points and minimum passing scores. In the case of the SRCL Director position, the SRCL Board of Trustees will develop the selection strategy. The SRCL Director has the authority to hire.
- E. Selection strategy may include one or more of the following devices:
 - SRCL applications / supplemental questionnaires
 - Written, oral and/or performance tests
 - Assessment centers, job simulation or job performance exercises
 - Final interviews
 - Reference checks (It is suggested that only the top applicant should have his/her
 - References checked. The reference check should be used to verify work history and academic records.
- A background check and a security check through the Richland County Law and Justice Center will be required of all SRCL positions because of their close involvement with children, and other vulnerable populations.

Reasonable accommodations shall be made for disabled applicants to allow participation in the selection process.

SRCL and Richland County Preference
[See Also Richland County Policy 4.3.1]

The SRCL may recruit for vacant positions internally before recruiting externally. Positions will be posted internally for at least five (5) working days. The appointing authority may fill a vacancy by promoting or transferring a SRCL employee who is qualified to fill the vacancy. This section does not require the promotion or transfer of a SRCL employee to a vacant position. The appointing authority may advertise a vacant position and consider all applicants regardless of whether a qualified SRCL employee has requested promotion or transfer.

The SRCL may also recruit externally. The SRCL reserves the right to reject any and all applications for the position and re-advertise if there are not sufficient qualified applicants.

Applications for a posted position will not be accepted after the published closing and/or receipt date.

POINT PREFERENCE MCA CODE

39-29-102. Point preference or alternative preference in initial hiring for certain applicants -- substantially equivalent selection procedure.

- (1) Subject to the restrictions in subsections (2) and (3), whenever a public employer uses a scored procedure, an applicant for an initial hiring, as defined in 39-30-103, must have added to the*

applicant's score the following percentage points of the total possible points that may be granted in the scored procedure:

- a. 5 percentage points if the applicant is a veteran; and*
 - b. 10 percentage points if the applicant is a disabled veteran or an eligible relative.*
- (2) A veteran, disabled veteran, or eligible relative may not receive the percentage points provided for in subsection (1) unless the person:*
 - a. Is a United States citizen; and*
 - b. Meets the minimum qualifications required for the position. If no applicant meets the minimum qualifications and the public employer fills a training position, veterans' preference must be applied.*
- (3) A disabled veteran who receives 10 percentage points under subsection (1) (b) may not receive an additional 5 percentage points under subsection (1) (a).*
- (4) Whenever a public employer uses a selection procedure other than a scored procedure, the public employer shall give preference to a disabled veteran, eligible relative, or veteran, in that order, over any non-preferred applicant holding substantially equal qualifications, as defined in 39-30-103.*
- (5) The preference under this section may include a guaranteed job interview for a veteran who meets the required qualifications for the position and has requested a preference by rule or ordinance. The guarantee of a job interview is not part of the preference claim that may be enforced as provided in 39-290194.*

Job offers shall be made in writing by the SRCL Board of Trustees and/or the SRCL Director. A job offer should specify whether the job is permanent, temporary, seasonal, or a short-term position and whether the job is full or part-time. The offer should also specify the position, title, grade, salary, work location, starting date and hours of work.

Reviewed: March 2007

Revised: May 2012

2.4 NEPOTISM

[SEE ALSO RICHLAND COUNTY PERSONNEL POLICY MANUAL, SECTION 4.5]

PURPOSE: To comply with the Montana nepotism laws

STATEMENT OF POLICY:

It is SRCL policy that no member of the SRCL Board of Trustees or the SRCL Director shall hire or appoint any person related or connected by consanguinity within the fourth degree or by affinity within the second degree to any position in the SRCL.

A person connected within the fourth degree of consanguinity includes: parent, child, grandparent, brother or sister, grandchild, great grandparent, uncle or aunt, nephew or niece, great grandchild, great-great grandparent, great uncle or aunt, first cousin, grand nephew or niece, and great- great grandchild.

A person connected within the second degree of affinity includes: father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparent-in-law, brother-in-law (wife's or husband's brother) and his wife, sister-in-law (wife's or husband's sister) and her husband and husband or wife of grandchild.

Reviewed: March 2007

Reviewed: January 2012

2.5 CONFLICT OF INTEREST

PURPOSE: To establish a conflict of interest policy for the employees of the SRCL

STATEMENT OF POLICY:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Such a conflict occurs when an employee is in a position to influence a decision which may result in a personal gain for the employee or for a relative as a result of SRCL's or Richland County's business dealings. For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship is similar to such.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms, however, if such employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that such is disclosed to a supervisor or the SRCL Director immediately, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which SRCL does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the SRCL or Richland County.

Reviewed: March 2007

Reviewed January 2012

2.6 BACKGROUND CHECK

PURPOSE: The SRCL serves as a safety net for many vulnerable populations in Richland County.

STATEMENT OF POLICY:

The SRCL recognizes the role staff play in assisting patrons and providing confidential resources and information. As a result of this sacred trust placed in the library and its staff, all employees and volunteers will be required to complete a background check as of December 14, 2017. Employees and volunteers will be vetted for suitability by successfully passing the National Service Criminal History Check (NSCHC), which is comprised of the National Sex Offender Public Website check, and a statewide criminal history repository check, and a finger-print based FBI criminal history repository check.

Required checks will be initiated on or before the first date of service. Favorable results of the NSCHC are required for continued work with the SRCL. Both employees and volunteers must be accompanied until favorable results from either the statewide criminal history check or the fingerprint-based FBI criminal history repository check are received and determined to be cleared to work with vulnerable populations.

All job descriptions and job opportunity ads (either in print or electronically generated) will clearly state the background check requirement. This requirement will also be noted during the interview process. Those who refuse to complete a background check will be ineligible to volunteer or work for the SRCL.

The following procedure will take place with all new employees and volunteers:

- *Upon Offer:* The employee or volunteer will be notified by the SRCL Director or designee upon hire that the offer is contingent upon successfully passing the NSCHC.
- *On Or Before First Day of Service:* Applicants will receive a copy of this policy and will be required to sign an acknowledgement receipt of the policy. The "Acknowledgement Receipt of Background Check Policy" form is included in the Appendix.
- *Initiation of The NSCHC:* The SRCL Director or designee will verify the applicant identity through a government-issued photo identification such as a valid driver's license or passport and obtain a photocopy. The Library Director or designee will contact the Richland County Law and Justice Center to set up an appointment to complete the FBI fingerprint-based check.
- *Accompaniment:* As stated, all employees and volunteers must be accompanied by a staff member until favorable results from either the statewide criminal history check or the fingerprint-based FBI criminal history repository check are received and determined to be cleared to work with vulnerable populations. A "Documentation of Accompaniment" Form is included in the Appendix.
- *Record Retention:* All records will be kept in the employee's permanent personnel file at the Richland County Clerk and Recorder's Office. All volunteer background checks will be kept on file in the Library Director's office. No unauthorized person will be allowed access to the sealed files. Background checks will not be disseminated to anyone, including the applicant specified in the file.

2.7 PROBATION PERIOD

[SEE ALSO RICHLAND COUNTY PERSONNEL POLICY MANUAL, SECTION 5]

PURPOSE: To establish policy and procedure for probation period for new employees and current employees who transfer to new positions

STATEMENT OF POLICY:

Employees, including transferred or promoted employees (except temporary employees and short-term workers), in full-time or part-time positions must serve a twelve-month period of probation. Short-term workers and temporary employees are continually on probation.

During the established probationary period, the SRCL reserves the right to terminate the probationary employee's service on the basis of unsatisfactory performance or for reasons deemed sufficient by the SRCL. An employee, whose work or actions are unsatisfactory, should be terminated as soon as possible. Early termination saves the SRCL time and dollar investments and saves the employee possible embarrassment and frustration. A terminated probationer shall be notified in writing by the SRCL Director. The probationer should be given the notification of the dismissal at least 14 days prior to the termination of the initial employment period. The SRCL Board of Trustees will notify the SRCL Director if he/she is on probation. A copy of the notification shall be retained in the personnel file.

Evaluations may be conducted during the probation period to assess performance and to advise the employee of expectations regarding performance. If the employee successfully completes the probation period, he/she shall be informed in writing by the SRCL Director. In the case of the SRCL Director, notification will come from the SRCL Board of Trustees.

Under unusual circumstances, the probationary period may be extended in writing.

If a transferred or promoted employee fails to satisfactorily complete the new probationary Period, the employee shall revert to his/her former position, if the position is unfilled and a selection process has not begun. If the former position has been filled or the selection process has begun, the employee is eligible to apply for other available positions which are posted or advertised pursuant to the SRCL recruitment and hiring process. The employee shall receive no preference in the selection process. A promoted or transferred employee reverted to his/her former position shall not be required to serve a new probation period. A promoted or transferred employee reverted to another position shall be required to serve a new probation period.

If a situation arises during an employee's probationary period for which a leave is granted, the time off will not be considered as time worked.

Probationary employees will receive all SRCL paid benefits available to Richland County workers immediately upon hiring. However, there are eligibility policies for new employees for any earned vacation and sick leave (See Also Richland County Personnel Policy Manual, Sections 19 & 20).

Annual leave cannot be earned while the employee is on leave without pay status.

If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked. However, the probationary period will be extended by the number of days taken as leave of absence.

Health insurance coverage is available. See the Richland County Clerk & Recorder for forms, any waiting periods, etc.

Reviewed: March 2007

Reviewed: January 2012

2.8 PERFORMANCE APPRAISAL

[SEE ALSO RICHLAND COUNTY PERSONNEL POLICY MANUAL, SECTION 8]

PURPOSE: To provide an optional performance appraisal system for use as part of documentation in personnel decisions

STATEMENT OF POLICY:

There may be regular performance appraisals, from time to time, of permanent and seasonal Full-time and part-time employees.

The primary purpose of an employee performance appraisal system is to provide the opportunity for the employee and the SRCL Director to discuss the employee's job performance during the preceding evaluation period and to communicate job goals and objectives. Performance evaluations may be used to assist in decisions affecting promotions, demotions, dismissals, layoffs, reemployment, salary increases and training. Completed appraisal forms shall be placed in the employee's personnel file.

A special evaluation may be completed whenever there is a change either upward or downward in the employee's performance.

If the employee disagrees with an appraisal, the employee has the right to submit, within ten (10) working days of receipt of the appraisal, a written rebuttal, which will be attached to the appraisal document.

Reviewed: March 2007

Reviewed January 2012

2.9 POSITION DESCRIPTIONS

PURPOSE: To provide for job descriptions for all SRCL positions.

STATEMENT OF POLICY:

Position descriptions and job specifications shall be maintained for all permanent full-time, permanent part-time, temporary, seasonal and short-term worker positions.

The position description does not constitute an employment agreement between the SRCL and employee. It is subject to change as the needs of the SRCL and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omissions of specific statements of duties do not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee's position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the SRCL Director.

Last Revised: March 2007

Reviewed: January 2012

2.10 OUTSIDE EMPLOYMENT

PURPOSE: To establish guidelines and procedures for SRCL employees with outside employment.

STATEMENT OF POLICY:

The SRCL should be the primary job for regular employees. Employees shall not, directly or indirectly, maintain employment outside the official hours of duty, if such outside employment conflicts with the interest of the SRCL or interferes with the ability of the employee to discharge job duties in full. Outside employment may be determined to be a conflict of interest if it interferes with or affects the performance of normal job duties with the SRCL; is conducted or solicited on SRCL time; any SRCL or Richland County-owned equipment or facilities are used to perform an outside interest; or the nature of duties with the SRCL places the employee in a position to exercise influence which may enhance any outside employment interest.

Reviewed: March 2007

Reviewed January 2012

2.11 TIME SHEETS / PREPARATION OF PAYROLL

PURPOSE: To establish guidelines for preparation of employee time sheets and SRCL payrolls.

STATEMENT OF POLICY:

Time Sheets will follow Richland County Procedures.

Time sheets are to be completed by all employees. The time sheet shall include:

- Employee name
- Pay period
- Hours to be compensated, broken down on a daily basis into hours worked
- Holiday time
- Sick leave
- Compensatory time
- Vacation
- Leave without pay, etc.
- Employee signature
- SRCL Director's signature

Paychecks will be distributed to the SRCL Director or designee of the SRCL Director, unless other arrangements have been pre-approved. An employee's paycheck may be released to the employee's spouse, designated family member, or another person only if authorized in writing by the employee. Employees are encouraged to enroll in direct deposit. Enrollment forms and information can be obtained from the Richland County Payroll Clerk.

Payroll records shall be maintained by the Richland County Clerk and Recorder's Office.

Reviewed: March 2007

Reviewed January 2012

2.12 EMPLOYEE PERSONNEL RECORDS

PURPOSE: To establish procedures and responsibilities for the maintenance of employee personnel records

STATEMENT OF POLICY:

- A. Establishment of procedures and responsibilities for the maintenance of personnel records
 1. The SRCL Director is responsible for establishing and maintaining an official personnel file for each SRCL employee.
 2. All employee personnel records are confidential and access is restricted, except for an employee's title, dates and duration of employment and salary.
 3. Access to the files will only be allowed if the SRCL Director or a designated individual finds that the merits of public disclosure overrides the individual's right to privacy.
 4. Each employee is responsible for the verification of information contained in the personnel file through periodic audit. The SRCL Director or designee or SRCL Board of Trustees Chair must be present when the file is audited.

5. No materials in a personnel file may be removed from the SRCL Director's office.
 6. Employees are responsible to notify the SRCL Director as soon as possible of any changes to their personal information such as addresses, phone numbers, and person to call in an emergency.
- B. Identification of information to be included in the employee's personnel file
1. The following permanent documents are retained in the folder throughout the association of an employee with the SRCL:
 - a. Employee application and resume
 - b. Job description
 - c. Job performance ratings and evaluations
 - d. Education/training information (staff are encouraged to maintain their own education/training files)
 - e. Documentation of disciplinary action or warning of same
 - f. Information of a confidential nature pertaining to medical information. (This information is retained in a separate file which is available only to the employee and the SRCL Director.) Withholding information is kept by the Richland County Clerk and Recorder's Office.
 2. The following temporary personnel documents have limited retention of three (3) calendar years or less unless otherwise provided pursuant to labor agreement.
 3. Administrative correspondence relating to leave / vacation requests
- C. All other administrative documents of limited informational life span.
- D. Establishment of procedures for the release and accessibility of information and audit of the personnel files.
1. Personnel must treat as confidential all employee information except for requests to verify information relating to job title, department, salary, and dates of employment.
 2. Access to information contained in the personnel file will be limited to the SRCL Board of Trustees, SRCL Attorney (City of Sidney or Richland County), the SRCL Director, the individual employee, the employee's attorney, or attorney representing the SRCL regarding employment matter.

Reviewed: March 2007

Reviewed January 2012

2.13 COMMUNITY WORKERS

PURPOSE: To establish a policy for Community workers in the SRCL

STATEMENT OF POLICY:

The SRCL will attempt to provide duties for community service workers whenever there are persons who need to work such hours. These may include School to Work Programs, Action for Eastern Montana, or persons given community service by the legal system. The SRCL also reserves the right to turn away such workers when there is no suitable work or if there is any question as to the suitability of the worker.

Community workers will follow the same personnel policies as SRCL employees.

Specific information as to the work hours, entity responsible for the community worker, entity responsible for insurance coverage, Worker's Comp etc, must be on file at the SRCL.

Community workers assigned by the court shall be supervised by the organization's dedicated supervisor or designee plus the SRCL Director or designee of the SRCL Director. In the case of probation supervision will be shared between the Community Service Supervisor or Probation Officer or designee, and the SRCL Director or designee.

Reviewed: March 2007

Revised: January 2012

2.14 VOLUNTEERS

PURPOSE: To establish a uniform policy for SRCL volunteers.

STATEMENT OF POLICY:

The SRCL welcomes and encourages members of the community to volunteer their time and talents to enrich and expand SRCL services. Volunteers are expected to conform to all policies and procedures and are selected and retained for as long as the SRCL needs their services. Volunteers may be used for special events, projects, and activities or on a regular basis to assist staff. Services provided by volunteers will supplant, but not replace, regular services, and volunteers will not be used in place of hiring full or part-time staff. Volunteers may apply for paid positions under the same conditions as other outside applicants. In accordance with labor laws and the policies of SRCL, paid staff may not volunteer their services to the SRCL except with written permission from the SRCL Director.

The SRCL does not accept any liability for the health or safety of the volunteer for actions which are the volunteer's own doing. Volunteers will be registered with the Richland County Health Department RSVP program for insurance purposes.

Reviewed: March 2007

Revised: February 2012

SECTION 3 EMPLOYEE BENEFITS

3.1 INSURANCE COVERAGE

PURPOSE: To ensure that employees are informed of the insurance coverage available to them.

STATEMENT OF POLICY:

- All permanent full time and half time employees and dependents are eligible to participate in a group medical benefit plan and health flex plan provided by Richland County.
- The Richland County may make a determination each as to the specified dollar amount it elects to pay off the benefit plan.
- Specific benefits of the plan and eligibility requirements are available from the Richland County Clerk & Recorder's Office.
- The Richland County conducts reviews of the benefit plan and may choose different plans or plans from different companies based on its findings.

Reviewed: March 2007

Revised: January 2010

Reviewed March 2012

3.2 SICK LEAVE AND FUNERAL LEAVE

[ALSO SEE RICHLAND COUNTY PERSONNEL POLICY MANUAL, SECTION 20]

PURPOSE: To establish guidelines to comply with Montana law concerning qualifications, accrual and use of sick leave.

STATEMENT OF POLICY:

Refer to Richland County Personnel Manual, Section 20.

3.3 SICK LEAVE FUND

[ALSO SEE RICHLAND COUNTY PERSONNEL MANUAL, SECTION 21]

PURPOSE: To establish a sick leave fund and to provide for direct grants of sick leave to employees suffering an extensive illness or accident.

STATEMENT OF POLICY:

A sick leave fund is established to allow SRCL employees to share accrued sick leave between employees and the pooling of sick leave. Shared and pooled sick leave may be available to a qualifying employee who suffers an extensive illness or accident. Refer to Richland County Personnel Manual, Section 21.

3.4 ANNUAL VACATION LEAVE

[ALSO SEE RICHLAND COUNTY PERSONNEL MANUAL, SECTION 19]

PURPOSE: To establish guidelines to comply with Montana law on qualification, accrual and use of annual vacation leave. The Time Off Request Form is included in the Addendum portion of this manual.

STATEMENT OF POLICY:

Refer to Richland County Personnel Manual, Section 19.

3.5 MILITARY LEAVE

PURPOSE: To provide for military leave of absence with pay for training or encampments and to provide for reinstatement

STATEMENT OF POLICY:

Refer to Richland County Employee Manual, Section 22.

3.6 JURY DUTY OR WITNESS LEAVE

[ALSO SEE RICHLAND COUNTY PERSONNEL MANUAL, SECTION 22.2]

PURPOSE: To establish guidelines for jury duty and for witness leave

STATEMENT OF POLICY:

Also Refer to Richland County Employee Manual, Section 22.

SRCL employees shall be eligible to serve as a witness or on jury duty when properly subpoenaed or summoned.

An employee who receives notice of jury duty or witness service must notify the SRCL Director or designee as soon as possible in order that arrangements may be made to cover the position. The SRCL Director shall notify the SRCL Board of Trustees.

An employee on authorized jury duty or witness leave shall receive his/her normal daily wage. The employee shall collect all fees and allowances payable as a result of serving on jury duty or as a witness and forward the fees to the Richland County Payroll Clerk.

If an employee elects to charge juror or witness time off against annual leave or compensatory time, the employee shall not be required to remit to the SRCL any fees or allowances paid by the court.

A part-time employee will receive prorated compensation for those hours the employee is scheduled to work.

Employees are to return to work after jury duty, although no more than the regularly scheduled number of hours for both jury duty and work shall be required. If excused as a juror, the employee is expected to contact the SRCL Director and report to work as instructed.

3.7 MATERNITY LEAVE

[ALSO SEE RICHLAND COUNTY PERSONNEL MANUAL, SECTION 15]

PURPOSE: To provide a policy for the uniform administration of maternity leave, according to the Family Medical Leave Act (FMLA).

STATEMENT OF POLICY:

Employees may request the use of annual vacation leave, sick leave, compensatory time, other appropriate paid leave, or leave without pay.

Under Montana Law, it is unlawful for an employer to:

- A. Terminate a woman's employment because of her pregnancy
- B. Refuse to grant an employee a reasonable leave of absence for such pregnancy
- C. Deny an employee who is disabled as a result of pregnancy any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by her employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform her employment duties
- D. Require that an employee take a mandatory maternity leave for an unreasonable length of time. Maternity leave shall be treated the same as any other leave, except that eligibility for maternity leave shall not require employment for any specified period of time.

3.8 LEAVE OF ABSENCE WITHOUT PAY

PURPOSE: To establish procedures by which an employee may request a leave of absence without pay.

STATEMENT OF POLICY:

Requests for leave of absence without pay shall be in writing not less than seven (7) calendar days in advance of the leave date, and shall state specifically the reasons for the request, the date desired to begin the leave and the date of return. Requests don't usually exceed 60 days. The request shall be submitted by the employee to the SRCL Director. The SRCL Director or SRCL Board of Trustees shall make a decision based upon the best interest of the SRCL, giving due consideration to the reasons given by the employee and the requirements of any applicable state and Federal laws.

The SRCL Director and or SRCL Board of Trustees may grant a permanent, temporary or seasonal full-time or part-time employee a leave of absence without pay not to exceed ninety (90) calendar days. An extension of the approved leave, not to exceed ninety (90) calendar days may be approved by the SRCL Director. No sick leave, holiday annual vacation benefits or any other fringe benefits shall accrue while an employee is on leave of absence without pay. An employee may continue to participate in the Richland County insurance plan, however, 100% of the premiums are to be paid by the employee in a manner prescribed by the Plan Administrator. *(Refer to Richland County Family and Medical Leave for situations involving the Family and Medical Leave Act of 1993.)*

Upon expiration of the approved leave of absence, the employee shall be reinstated to the same class and rate of pay, unless otherwise mutually agreed to by the SRCL and the employee.

Employees who fail to return to work on the next working day following the expiration of the approved leave are subject to disciplinary action including termination [See Also Richland County Personnel Manual, Section 16.4]

Reviewed: March 2007

Reviewed: January 2012

3.9 FAMILY AND MEDICAL LEAVE

PURPOSE: To provide a procedure for use of Federal Family and Medical Leave Act (FMLA) benefits for SRCL employees.

STATEMENT OF POLICY:

Refer to Richland County Employee Manual, Section 15.

3.10 HOLIDAYS AND BENEFITS

[ALSO SEE RICHLAND COUNTY PERSONNEL MANUAL, SECTION 18]

PURPOSE: To provide guidelines for administration of the Montana law on Holidays.

STATEMENT OF POLICY:

Legal holidays shall be observed by SRCL employees without loss of pay.

Including Addendum C. Resolution

Holidays:

January 1 (New Year's Day)

Third Monday in January (Martin Luther King Jr. Day)

Third Monday in February (President's Day)

½ day Good Friday

Last Monday in May (Memorial Day)

July 4 (Independence Day)

½ day for Richland County Fair, 1st Week of August

First Monday in September (Labor Day)

Second Monday in October (Columbus Day)

State General Election (Congressional, Gubernatorial, or Presidential Elections)

November 11 (Veteran's Day)

Fourth Thursday in November (Thanksgiving Day)

Day after Thanksgiving

December 25 (Christmas Day)

Applies to full time employees working 8 hr. shifts.

Fair and Good Friday if worked pay 1 ½, too.

The "4 hr." Fair time for 8 hr. employees was added to make Resolution 95-13 at 20 hr. annual benefit to equalize benefits with the Road Department crews that work 10 hrs a day.

3.10.1 DEFINITIONS As used in this sub-chapter, the following definitions apply:

1. Full-time employee” means, as provided in 2-18-601, MCA “an employee who normally works 40 hours a week.”
2. Holiday” means a legal state holiday as provided in 1-1-216, MCA. A holiday begins at midnight and ends at 11:59 p.m.
3. “Holiday benefits” means the employee works a regular rate up to eight hours or equivalent paid time off up to eight hours paid to an eligible employee when the State of Montana observes a legal state holiday.
4. “Normally works” means the employee works a regular schedule which is anticipated to last longer than one pay period. A regular schedule is a work schedule set by the agency for which an employee is either expected to work or uses approved leave.
5. “Part-time employee” means, as provided in 2-18-601, MCA “an employee who nor “Premium pay” means compensation paid to an employee covered by the Fair Labor Standards Act (FLSA) at 1 ½ times the regular rate only for hours worked on a holiday.

3.10.2 HOLIDAY BENEFITS AND ELIGIBILITY REQUIREMENTS

1. An eligible employee shall receive holiday benefits for legal state holidays. This benefit is paid time off or pay at the regular rate. Holiday benefits shall not exceed eight hours per holiday.
2. Holiday benefits are calculated based on an employee’s regular schedule. For purposes of this policy, changes to an employee’s schedule which extend beyond one pay period are changes to the regular schedule. An employee’s regular schedule may be changed in ways including:
 - a. a change initiated by the SRCL Director, or
 - b. a change initiated by an employee and approved by the SRCL Director or designee including, but not limited to, requests to work fewer hours on an ongoing basis, or requests to use leave without pay by itself or in combination with accrued paid leave.
3. An employee must be in a pay status either the last regularly scheduled working day before or the first regularly scheduled working day after a holiday is observed to be eligible to receive holiday benefits.
4. An employee shall not be eligible to receive holiday benefits if:
 - a. the employee is a new employee and begins work on the day after a holiday is observed; or
 - b. the employee is reinstated or re-employed following a reduction in force, returns to work following a leave of absence without pay or more than one pay period or a disciplinary suspension, or is called back to seasonal or temporary employment on the day after a holiday is observed.
5. A short-term worker, as defined in 2-18-101, MCA is not eligible to receive holiday benefits.

Reviewed: March 2007

Reviewed January 2012

3.11 OVERTIME AND COMPENSATORY TIME

[SEE ALSO RICHLAND COUNTY PERSONNEL MANUAL, SECTION 6]

PURPOSE: To establish guidelines for the recording, use and auditing of overtime and compensatory time

STATEMENT OF POLICY

Refer to Richland County Personnel Manual, Section 6.

3.12 WORKERS' COMPENSATION

[SEE ALSO RICHLAND COUNTY PERSONNEL MANUAL, SECTION 20.8]

PURPOSE: To inform employees of workers' compensation coverage and benefits

STATEMENT OF POLICY:

Richland County and the SRCL provide every employee with wage supplement and medical benefits for work-related injury or disease covered under the Montana Workers' Compensation Act or the Occupational Disease Act.

Every work-related injury should be reported immediately to the injured employees SRCL Director or SRCL Board of Trustees and Richland County Clerk & Recorder's Office, and be reported by Montana State law, within thirty (30) calendar days after the occurrence to the SRCL Director.

Benefits for compensable injuries are governed by Montana State law, and include wages, medical, hospital and related services and other compensation.

Wage loss benefits begin after a six (6) day waiting period. Employees may use accrued annual or sick leave benefits to cover wage loss during the six-day waiting period.

Criminal proceedings may be initiated against a person who obtains or assists in obtaining workers' compensation benefits to which the person is not entitled.

3.13 RETIREMENT PLAN

PURPOSE: To inform employees of participation in the Public Employees Retirement System

STATEMENT OF POLICY:

To provide all SRCL employees with a designated retirement plan funded with contributions from Richland County, City of Sidney, the SRCL and the employee.

Public Employee's Retirement System (P.E.R.S.): The SRCL and the employee each contribute a percentage based on the employee's gross wages (the exact percentage and regulations are designated by the P.E.R.S. Division and are explained in booklets available at the Richland County Clerk & Recorder's Office). Each new full-time permanent classified SRCL employee is subject to P.E.R.S. membership on the first day of employment. Permanent part-time employee's contributions are optional and will be prorated.

Reviewed: March 2007

Reviewed: January 2012

3.14 PROFESSIONAL DEVELOPMENT

PURPOSE: To establish guidelines for professional development

STATEMENT OF POLICY:

The SRCL shall foster and promote training and development of employees to improve the quality of service, allow for career development within the SRCL, and provide skills necessary to meet current and

future SRCL employment needs. The SRCL Board of Trustees encourages the attendance of professional meetings, workshops, conferences and classes, in so far as time and budget permit.

All staff who have, at least one year of service with the SRCL can request professional development reimbursement.

The SRCL will maintain membership in such professional organizations as are deemed of benefit.

The SRCL Director and/or the SRCL Board of Trustees will consider requests for leaves of absence in order to take a course or other training opportunities. Course and workshop fee reimbursement is available to permanent staff and part-time staff with prior approval. The amount of reimbursement will be determined by such factors as the cost of the course, total funds available, degree of relevance to the job and previous reimbursement received.

Staff is encouraged to receive Montana State Library Voluntary Certification. The fee for the certification shall be paid by the SRCL.

Time spent at professional development training shall neither be considered as lieu or overtime. A reporting of attendance shall be made to the SRCL Board of Trustees.

The SRCL may require an employee to receive training. Any such training will be at no cost to the employee.

Employees will be required to attend all in-service training unless excused by the SRCL Director.

Reviewed: March 2007

Reviewed January 2012

3.15 LONGEVITY

PURPOSE: To inform staff of the SRCL longevity plan through Richland County

STATEMENT OF POLICY:

Employees begin receiving longevity pay once they have worked 5 years.

Longevity pay for salary/full time employees is as follows (paid in May & November) When leaving employment longevity pay will be prorated.

5 years - \$0.50 = \$86.67/month
10 years - \$1.00 = \$173.34/month
15 years - \$1.50 = \$260.00/month
20 years - \$2.00 = \$346.67/month
25 years - \$2.50 = \$433.34/month

Any break in service/employment voids longevity.

Anyone who doesn't work 20 hours or more a week is not eligible.

Added: May 2012

SECTION 4 WORK RULES

4.1 GUIDELINES FOR APPROPRIATE CONDUCT

PURPOSE: To establish a policy to inform the SRCL Board of Trustees and employees of behavior and conduct which is prohibited and can lead to disciplinary action

STATEMENT OF POLICY:

As an integral member of the SRCL team, employees are expected to accept certain responsibilities and adhere to acceptable business practices. This not only involves sincere respect for the rights and feelings of others but also demands that in public life employees refrain from any behavior that might be harmful to self, co-workers, and/or the SRCL, or that might be viewed unfavorably by the public at large.

Employee conduct reflects on the SRCL. Employees, consequently, are encouraged to observe the highest standards of professionalism at all times.

Listed below are types of performance, behavior and conduct which are prohibited. This list should not be viewed as being all-inclusive. Types of performance, behavior and conduct the SRCL considers inappropriate and which shall lead to disciplinary action (**possible immediate termination**) include, but are not limited to, the following:

1. Falsifying employment or other SRCL or Richland County records or making false statements
2. Violating the SRCL's Equal Employment Opportunity Policy
3. Violating the Montana Code of Ethics (Section 2-2-101 MCA)
4. Establishing a pattern of absenteeism or tardiness
5. Use of SRCL or Richland County equipment, vehicles, supplies, time or facilities for private purposes
6. Reporting to work intoxicated or under the influence of non-prescriptive drugs
7. Violating the Drug Free Work Place Act including, but not limited to, testing positive for drug use
8. Bringing or using alcoholic beverages on Richland County property or using alcoholic beverages while engaged in SRCL business away from SRCL property.
9. Fighting or causing or performing violent acts in the workplace.
10. Theft of property from SRCL employees or the SRCL
11. Possessing unauthorized firearms on SRCL/Richland County premises or while on SRCL business
12. Disregarding safety or security regulations
13. Engaging in insubordination
14. Failing to maintain the confidentiality of SRCL information
15. Operating Richland County vehicles or equipment while under the influence, as defined in Section 61-8-401 MCA
16. Failing to perform duties in a satisfactory manner
17. Using offensive conduct, gestures or language towards the public, SRCL officials or other employees
18. Abusing break times and/or lunch periods
19. Misrepresenting travel expenses
20. Possessing or using alcohol or non-prescription drugs in Richland County vehicles or private vehicles being used for SRCL business
21. Failing to operate SRCL/Richland County equipment safely or in the proper manner
22. Abuse of or failure to properly maintain SRCL/Richland County equipment or property

23. Any other act, failure to act, or negligence which is injurious to the SRCL, SRCL employees or the general public.

Violations of the above standards or other SRCL, state or federal rules, or conduct which is injurious to the SRCL's interests or its employees' interests, shall result in disciplinary action which can include written or oral warnings, suspension, demotion, termination * or other appropriate discipline.

In all cases, an employee subject to disciplinary action shall be informed by the SRCL Director of the alleged violations and employer's evidence and the employee shall be allowed to present his/her side of the story and evidence orally and/or in writing before discipline, if appropriate, is imposed.

If the disciplinary decision is termination, the SRCL Director shall, at discharge or within seven (7) days of the date of discharge, notify the discharged employee of the existence of the SRCL's "Complaint Resolution Procedure" and provide the discharged employee with a copy of the "Procedure 8.1".

Reviewed: March 2007

Reviewed December 2011

4.2 DRUG FREE WORKPLACE

PURPOSE: To comply with the Federal Drug Free Workplace Act

STATEMENT OF POLICY:

In 1988 Congress passed a variety of anti-drug legislation which included the Drug-Free Workplace Act (DFWPA). This Act requires that agencies and individuals, who receive Federal aid or who contract with the Federal government, adopt specific policies regarding the illegal possession and use of controlled substances. To comply with this Act, the SRCL has adopted the following policy.

All SRCL employees are absolutely prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace. "Controlled substances" are defined in schedules I through V of Section 812 Title 21, United States Code. Examples of controlled substances include illegal narcotics, cannabis, stimulants, depressants and hallucinogens.

SRCL employees must abide by this Policy as a condition of employment and violations of this Policy will result in disciplinary action up to and including termination. The SRCL may also require employees who violate this policy to satisfactorily participate in a drug-abuse assistance or rehabilitation program as a condition of continued employment.

Any employee convicted of violating a criminal drug statute in the workplace or while conducting official SRCL business must inform the SRCL Director of such conviction within five (5) days after the conviction. The supervisor must inform the SRCL Director of any such communication immediately.

It is the responsibility of staff to ensure that prescribed medication side effects do not interfere with their assigned duties. They are responsible for notifying the SRCL Director of any side effects of any medication.

Reviewed: March 2007

Reviewed: December 2011

4.3 HOURS OF WORK

PURPOSE: To establish a policy setting uniform hours of work for employees

STATEMENT OF POLICY:

Except as otherwise provided by labor agreement, the normal working hours for employees is eight (8) hours. This does not include personnel engaged in shift work. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

Daily attendance records may be maintained by the SRCL Director, including date and time absent and reason for absence. Tardiness or other attendance irregularities shall be cause for disciplinary action.

Hours for employees may vary from the normal office hours established above due to the nature of the work. Variances must be approved by the SRCL Director, with concurrence of the SRCL Board of Trustees.

Nothing in the Policy limits the SRCL from establishing or changing work schedules as necessary for the successful operation of SRCL programs.

Unable to Work

If an employee is unable to be present at the time of their shift, the employee must contact the SRCL Director (if the SRCL Director is out of town, also contact the other staff person working) before the work day begins. Failure to contact the SRCL Director is considered unauthorized absence and may result in disciplinary action. Habitual tardiness or unexcused absence will result in disciplinary action or discharge. In the event of unavoidable absence, the SRCL must be informed as soon as possible.

Breaks/lunch

Breaks are a privilege not a right of employment. In order to adequately staff the SRCL and keep within budgetary costs, the regular workday is a straight eight hour day with no breaks. The normal break from the morning and afternoon has been combined to make a paid half hour lunch or dinner break. Staff may be called upon to help with patrons during this time. Break time shall not be used to shorten the work day.

Reviewed: March 2007

Reviewed: January 2012

4.4 PERSONAL APPEARANCE

PURPOSE: To establish general guidelines related to personal appearance of SRCL employees

Statement of Policy:

Public image plays an important role in developing and maintaining support for the SRCL. In order to maintain a public image consistent with a professional organization, it is expected that each staff members' dress and grooming will be appropriate for a business environment and keeping with his/her work assignment. Jeans are allowed as long as they do not have tears or holes. Health and safety standards must also be considered in dressing for work.

Clothing and accessories must be neat and clean, and should not draw inappropriate or disruptive attention to the individual. Staff members working with the public should be dressed for a business setting. Occasionally, the SRCL Director will allow more casual attire for special work projects. Shorts,

halter tops, too revealing of tops or hip hugging pants, or bare feet are never allowed. T-shirts or other attire that promote political causes, campaigns or causes may not be worn. Obscenities, euphemisms, or slang words for foul language and foreign phrases that could be interpreted inappropriately are also not permitted. To follow being dressed for a business setting, open toe sandals may be worn if feet are properly manicured/painted or worn with socks. Feet and sandals must look & be appropriate for a public work place. No flip flops.

Staff working in public areas may not wear radio or MP3 headphones. Questions regarding appropriate attire or exceptions to the dress code must be directed to the SRCL Director.

Tattoos, piercings or body jewelry may be required to be covered or removed.

Acceptable dress is at all times under the discretion of the SRCL Director or designee.

If an employee reports for work improperly dressed, the SRCL Director will communicate to the employee the appropriate attire and may instruct the employee to return home to change. The employee will not be compensated during such time away from work, and repeated violations of this policy will result in disciplinary action.

Reviewed: March 2007

Revised: July 2013

Revised: February 2017

4.5 WORK RULES

PURPOSE: To establish uniform work rules for staff

STATEMENT OF POLICY:

1. *Conversations:* Any conversation which is not concerned with SRCL business is to be kept to a minimum. This includes conversation with other staff members and/or patrons. 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.
2. *Food:* Any eating or drinking done by staff in public areas is to be done in a discreet manner.
3. *Reading:* Personal reading is not to be done on SRCL time. Professional reading must never be allowed to interfere with helping patrons.
4. *Phones:* Phones are provided for business purposes. Personal calls should be placed during break time or meal times if possible. Staff should try and avoid incoming personal calls and then keep them as short as possible. Staff should take personal calls on phones away from the front desk. Personal calls must be charged to phone cards unless there is an emergency. The SRCL Director must be informed of the call. It is the employee's responsibility to ensure that no costs to the SRCL results from personal calls.
5. *Customer Service Desk:* Patrons at the desk take precedence over patrons on the phone. When busy, take the person's name, number and call them back later.
6. *Tidiness:* Each employee is responsible for keeping their work area clean and tidy. Staff members should clean up after themselves in the workplace and the back room and use of the microwave and refrigerator.
7. *Guests:* Guests are the responsibility of the employee and must behave within the same rules of conduct as any other patron visiting the SRCL. Guests may not interfere with a staff member's job responsibilities. Guests should not be in non-public areas unless attended to by their hosts.

8. *Children of Employees at the Work Site (or children in their care):* Children of employees at the work site, or children in their care, are subject to the existing “SRCL behavior policy” and the “children’s safety policy” already in place. While employees are on the job, their children are not to be in the immediate working area.
9. *Private Space:* The SRCL reserves the right to search, without employee consent, all areas and property in which the SRCL or Richland County maintains control or joint control with the employee. This shall apply only to lockers, desks or other space for storage that are owned or leased by the SRCL or Richland County. The SRCL or Richland County may notify the appropriate law enforcement agency that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the Richland County
10. *Staff Use of Materials or Equipment:* Staff must exercise extreme caution in the access and use of materials and equipment placed in their trust. SRCL employees are prohibited from using SRCL facilities, equipment, supplies, or other resources for personal use, except to the extent that such resources are available to the public. SRCL materials or equipment taken for personal use must be checked out if they are to be removed from the SRCL or if the item(s) will be kept away from the normal location for more than normal circulation times. Large quantities of material should not be held out of the collection for extended periods for staff use. Violation of any part of this policy may be considered theft of property or services and subject to disciplinary or legal actions.
11. *Sales & Solicitation:* Employees may not solicit other employees during work time nor may employees distribute non- work related literature in work areas at any time.

Reviewed: March 2007

Revised: May 2012

4.6 INCLEMENT WEATHER OR EMERGENCY CLOSURE

PURPOSE: To provide a procedure when the SRCL must be closed due to weather or emergency.

STATEMENT OF POLICY:

Employees are expected to make every possible effort to report to work, even under adverse conditions. If an employee is unable to report to work because of weather, that employee is responsible for informing the SRCL Director. The employee should notify the SRCL Director as soon as possible so that the SRCL Director has time to find another staff person to cover the shift. If this occurs, employees may request vacation time, take the time off without pay or make-up the time missed with the approval of the SRCL Director.

If an employee requests to leave in order to get home due to inclement weather, vacation time shall be used. If the employee has no vacation accrued then sick leave and if no sick leave accrued then leave without pay.

The SRCL may be closed due to inclement weather or other unusual circumstances such as lack of heat, water damage, fire or other disaster like events. Employees shall have the option of using vacation or sick leave or leave without pay for the effected time. The closure will be determined by the SRCL Director, Trustees or the Richland County Disaster and Emergency Services Coordinator.

Reviewed: March 2007

Reviewed: January 2012

4.7 POLITICAL ACTIVITY

[SEE ALSO RICHLAND COUNTY PERSONNEL MANUAL, SECTION 27]

PURPOSE: To establish a policy for the staff concerning political activity

STATEMENT OF POLICY:

The ultimate authority of the SRCL staff is the SRCL Board of Trustees. As public employees, staff should use good judgment in monitoring and controlling their political activity.

Employees may engage in political activities on their own time. However, (jurisdictional authority) limits the employees' right to express their political opinion during work hours. Prohibited activities include but are not limited to wearing campaign or political buttons, distributing campaign literature, except as provided in the distribution of free materials in the Collection Policy, and expressing political opinions while on work time. T-shirts or other attire that promotes a particular issue, person or cause are not appropriate (See also in this manual, Dress Code, Section 4.4).

Reviewed: March 2007

Reviewed May 2012

4.8 HARASSMENT

[SEE ALSO RICHLAND COUNTY PERSONNEL MANUAL, SECTION 28]

PURPOSE: To provide a healthy work environment in which all individuals are treated with respect and dignity.

DEFINITION: Harassment is defined as any persistent unwelcome behavior which directly or indirectly adversely affects or threatens to affect a person's job security, prospect of promotions or earnings, work conditions, mental or physical health or opportunity to secure a position.

STATEMENT OF POLICY: The SRCL will not tolerate, condone or allow harassment by any employees, SRCL patrons or other non-employees who conduct business with the SRCL (Patron conduct policy). All employees and SRCL users have the right to work in an environment free from all forms of harassment and discrimination based on race, color, sex, religion, age, disability, marital status, national origin, sexual orientation, convictions or arrests and /or military service. Harassment is serious employee misconduct and the SRCL will take immediate action to remedy all reported instances. An employee violation can lead to discipline up to and including termination and or criminal prosecution. Harassment is a prohibited form of discrimination under state and federal employment law.

Prohibited Activity

No employee shall either explicitly or implicitly ridicule or belittle any person. Employees shall not make offensive or derogatory comments to any person either directly or indirectly.

Sexual Harassment

Sexual harassment of employees and any other persons is prohibited. It is the SRCL's policy to provide employees with a work environment free of sexual harassment.

Sexual harassment includes unwelcome verbal or physical conduct of a sexual nature when:

- Submission to the conduct is implicitly or explicitly made a term or condition of employment
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual, or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment also includes harassment directed toward a person because of gender.

Examples of prohibited sexual harassment include, but are not limited to:

- Propositions or pressure to engage in sexual activity
- Sexual assault
- Repeated intentional body contact
- Repeated sexual jokes, innuendos, or comments
- Constant staring or leering
- Inappropriate comments concerning appearance
- Display of magazines, books, or pictures with a sexual connotation
- Pattern of hiring or promoting sex partners over more qualified persons
- Any harassing behavior, whether or not sexual in nature, directed toward a person because of the person's gender, including, but not limited to, hazing employees working in nontraditional work environments.

Retaliation

The SRCL will not retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, filing a discrimination complaint, testifying or participating in any other manner in a discrimination proceeding.

Reviewed: March 2007

Reviewed: May 2012

4.9 LAWSUITS AGAINST THE SRCL

[SEE ALSO RICHLAND COUNTY PERSONNEL MANUAL, SECTION 26]

PURPOSE: To alleviate misrepresentation of the SRCL's position and possible impairment of due legal process in the satisfaction of suits against the SRCL.

STATEMENT OF POLICY:

When an employee is approached by a legal process server, they should refer the server to the Richland County Attorney. The SRCL Director and/or their designee must also be contacted immediately. Should an authority not be available and the employee is required to accept served papers, it is the employee's priority to locate and forward the information to either of the authorities listed without opening or reading the documents.

No employee shall discuss aspects of any legal situation that is subject to or is currently involved in a lawsuit or hearing without first consulting with the SRCL Director, Richland County Commissioners or Richland County Attorney. Likewise, if an employee is approached for a press release or news quote, refer all contacts to the SRCL Director or Richland County Attorney.

Reviewed: March 2007

Reviewed: May 2012

4.10 SAFETY AND SECURITY

[SEE ALSO RICHLAND COUNTY SAFETY MANUAL]

PURPOSE: To establish a safe and secure work environment.

STATEMENT OF POLICY:

It is the policy of the SRCL and Richland County that the health, safety and welfare of its employees is a primary concern. Accident prevention is important to both the SRCL/Richland County and its employees.

Each employee is expected to obey safety rules, use standard safe working practices and use and maintain protective equipment and to exercise caution in all work activities.

All staff shall report unsafe working conditions to the SRCL Director without fear of reprisal. Unsafe working conditions will be given immediate attention.

All employees are required to alert the SRCL Director regarding any security concerns. Staff working in the building during off-hours, are responsible for maintaining the security of the building and for leaving the building secure.

Only authorized visitors are allowed in the employee work areas (behind the circulation counter, back room). Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

Reviewed: March 2007

Reviewed: May 2012

4.11 ACCIDENT, INJURY, AND INCIDENT REPORTING

[SEE ALSO RICHLAND COUNTY PERSONNEL MANUAL, SECTION 7]

PURPOSE: To establish a policy for accident/ injury/incident reporting

STATEMENT OF POLICY:

If an accident or injury or incident occurs on SRCL or Richland County property, to the SRCL Director and the Richland County Clerk and Recorder's Office immediately. This includes patrons, staff and anyone else who may have an accident on SRCL or surrounding Richland County property.

If the accident, injury or incident involves a staff person the Richland County Clerk and Recorder's Office will have the pertinent forms to complete and file. If the accident, injury or incident involves a patron, forms can be located in the SRCL Procedures Manual (Incident Form - _Patron Behavior or Incident Form Patron Injury or Accident). Other incidents, such as an angry patron being abusive to

staff, shall be reported using the accident/injury/incident report form (See procedures Manual). The SRCL Director will keep the report in case of further legal action. A Medical Return to Work may have to be completed if the Accident/Injury/Incident involves a staff person.

Reviewed: March 2007

Reviewed: May 2012

4.12 CONFIDENTIALITY

PURPOSE: To inform employees of the SRCL Confidentiality policy

STATEMENT OF POLICY:

Protection of confidential business information is vital to the interests and success of the SRCL. Employees who improperly use or disclose confidential business information of the SRCL or Richland County will be subject to disciplinary action including termination 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 SRCL Director, SRCL Board of Trustees or Richland County Payroll Clerk may acknowledge dates of employment, position, salary and wage information regarding employees for the purpose of credit checks, etc.

Only the SRCL Director, SRCL Board of Trustees or the Richland County Clerk and Recorder's Office is authorized to answer requests for personal references and to respond to court orders. The majority of requests will be referred to the Richland County Clerk and Recorder's Office.

Reviewed: March 2007

Reviewed: May 2012

4.13 STAFF MEETINGS

PURPOSE: To facilitate staff communication

STATEMENT OF POLICY:

Staff meetings will be held at the discretion of the SRCL Director

Full-time employees that are required to attend outside of their normal working hours shall receive compensatory time off. Part-time employees may receive compensation or compensatory time.

Attendance is compulsory unless an absence has been excused by the SRCL Director.

Tardiness or unexcused absences may result in disciplinary action.

Reviewed: March 2007

Review: May 2012

4.14 USE OF RICHLAND COUNTY VEHICLES

[SEE ALSO RICHLAND COUNTY DRIVING MANUAL]:

PURPOSE: To provide a procedure for use of Richland County Vehicle

STATEMENT OF POLICY:

SRCL Staff may use Richland County Vehicles for work related travel. Staff must follow Richland County Vehicle Policy and Procedures for use.

(See Richland County Policy Manual)

Reviewed: March 2007

Reviewed: May 2012

4.15 ABSENCE WITHOUT AUTHORIZATION

PURPOSE: To provide a procedure for employees being absent without authorization

STATEMENT OF POLICY:

Absence is the failure to report for work and/or to remain at work as scheduled. It includes late arrivals and early departures as well as absence for an entire day. Regular and punctual attendance is essential for efficient operations. If an employee does not know in advance that they will be absent or unavoidably late, they should contact SRCL to ensure the SRCL Director and/or their designee, and the staff are notified. Failure to request advance approval or to report an absence as described above may result in disciplinary action. An employee who fails to call in for three successive days to report such absences may be considered to have voluntarily terminated employment with the SRCL. Such absence may be approved retroactively by the SRCL Director by a subsequent grant of leave, with or without pay, when extenuating circumstances exist.

Employees with above average absenteeism may be required to document the reasons, including providing a doctor's certificate or other evidence and verification. Upon returning to work from an unexcused absence, the employee must report to the SRCL Director and disclose the reason for the absence. If the reason is not acceptable, it may result in disciplinary action.

Reviewed: March 2007

Reviewed: May 2012

4.16 ELECTRONIC COMMUNICATIONS

PURPOSE: To establish guidelines for the use by SRCL staff of the computer hardware and software, email accounts, and Internet access provided by the SRCL to its staff to improve the performance of their duties and to support their continuing education and professional development.

STATEMENT OF POLICY:

1. Use of Computer Hardware and Software

- 1.1. Only software that has been approved by the SRCL Director and for which the SRCL holds appropriate license or other rights to use may be installed on SRCL computers. All requests to install software on SRCL computers, including "shareware" or World Wide Web browser "plug-in" programs, should be referred to the SRCL Director.

1.2. All staff shall use third party software in accordance with the rights licensed to the SRCL by the software vendor. No staff member shall make, permit, or authorize any other person to make any unauthorized copies of any software under any circumstances.

1.3. The primary use of SRCL computer hardware and software should be for work-related purposes. Staff members may make limited personal use of these SRCL resources on off duty time or breaks, so long as the amount of usage does not interfere with the performance of staff duties.

1.4. Because computers and software are SRCL resources, the SRCL reserves the right and may exercise such right to inspect or monitor all computer usage and files. The staff should be aware that there is no right of privacy in any file created or stored using SRCL computer equipment or software.

1.5. Any employee who determines that there may be a misuse of software should notify the SRCL Director.

2. Use of Accounts, Email Accounts and Internet Access

2.1. The SRCL furnishes email accounts and Internet access to its staff as communications and research tools to assist them in their work. The primary use of these tools should be for work-related purposes.

2.2. The SRCL currently furnishes email accounts through the Richland County and Internet access to its staff through the SRCL connection. Each staff member is responsible for all activity in his or her account, and is expected to comply with all policies and regulations of the ISP in using such account.

2.3. Because staff email accounts and Internet access are a SRCL resource, the SRCL reserves the right and may exercise such right to monitor all email or Internet messages and use. Staff should be aware that there is no right of privacy in any messages sent or received through an email account or in Internet use through a SRCL account. If a Richland.org e-mail account is being used, Richland County may monitor the e-mail.

2.4. Staff may make limited personal use of other email accounts and Internet access, so long as such use does not interfere with the performance of staff duties, and the use is otherwise consistent with this policy. Use of SRCL/Richland County email accounts for personal fundraising or profit-making activities is not permitted.

2.5. Staff usage of email accounts and Internet access should comply with the SRCL's acceptable use guidelines for patrons. Use of email accounts and Internet access must also comply with all applicable laws, whether local, state, or federal, including without limitation laws prohibiting improper distribution of copyrighted materials, harassment or disparagement of others, access to obscene works, or improper or unauthorized access to computer networks.

2.6. When using their accounts, the staff should take reasonable precautions to avoid introducing computer viruses or causing other disruptions to computer system security and performance. No staff member shall intentionally compromise or attempt to compromise the security, integrity or performance of the computer hardware and network used by the SRCL.

2.7. Any person receiving a request for disclosure of email, Internet by subpoena or otherwise,

shall refer such request to the SRCL Director for appropriate handling.

2.8. Staff will follow current security measures (refer to current procedures and guidelines) regarding computer and network passwords.

2.9 Upon leaving SRCL employment, staff must include in their exit procedures; that all SRCL software, hardware, files and passwords remain in the SRCL unharmed.

2.10 If using a Richland.org Richland County e-mail account, staff must also abide by Richland County e-mail use policies.

3. Disciplinary Measures

3.1. Violations of this policy shall be subject to discipline, up to and including discharge. Abuse of email accounts or Internet access may result in the loss of the account. Any illegal activity involving the SRCL's Internet resources or equipment may be subject to prosecution by the appropriate authorities.

3.2 Deliberate sabotage of SRCL computer networks, hardware, software, files, passwords and email will result in prosecution by the proper authorities.

Reviewed: March 2007

Revised: May 2012

4.17 SOCIAL NETWORKING

PURPOSE: The Sidney-Richland County Public (SRCL) endorses the use of carefully chosen social media tools as an important enhancement to communication, collaboration and information exchange between SRCL staff, SRCL users and the general public. Social media use by libraries can provide streamlined, cost-effective marketing and outreach, as well as foster a sense of community between the SRCL and its users.

This policy establishes the SRCL's position on the usefulness and selection of social media models and provides guidelines for employees and compliance with other Richland County and SRCL policies. The SRCL recognizes that technology advancements are continuous and that new tools will emerge which have useful application in the SRCL setting; thus, this policy addresses social media in general, and not specific programs, websites, or technology platforms.

STATEMENT OF POLICY:

A. Summary

The primary mission of the SRCL is to provide an "open door" to exploration and lifelong learning, through free access to shared resources and programs that entertain, enlighten and educate." Social media tools provide a potentially valuable method to assist in this mission.

Social media tools employed by the SRCL will be selected to enhance or provide more cost-effective means to deliver such SRCL functions as:

- Community outreach, marketing and publicity
- Education of the community in the use of SRCL resources
- Reader's advisory services
- Information and reference services
- Book discussion groups
- Reading readiness activities for pre-school children

- Reading incentive programs for all ages
- Cultural and educational programming
- Advertisement of volunteer opportunities available at the SRCL
- Additional SRCL-related uses that may be explored or expanded upon as deemed reasonable by SRCL administration.

SRCL social media offerings are intended to create a welcoming and inviting online space where SRCL users will find useful and entertaining information. In some forums, users may be able interact with SRCL staff and other SRCL users, as detailed in section III D. below.

B. Legal Compliance

- All SRCL-related communication through social media must be conducted in accordance with the SRCL *Electronic Communication and Information Systems Usage Policy (Section 4.15)*, the *Harassment Policy (Section 4.8)*, and the *Discrimination in the Work Place Policy (Section 1.6)* and/or other applicable SRCL/Richland County policies.
- SRCL social media sites shall adhere to applicable federal, state, and local laws. This includes any applicable open records requirements. Any content maintained in a social media format that is related to SRCL business is public record. Content must be able to be managed, stored, and retrieved to comply with applicable laws.

C. Establishment of Sites- SRCL social media sites must be approved by the SRCL Director. The SRCL Director shall be responsible for determining who is authorized to use social media on behalf of the SRCL and for designating appropriate access levels with the Richland County Information Systems Director.

D. Terms of Service (TOS)-Employees using social media to communicate on behalf of the SRCL should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of social media. Employees should consult the most current TOS in order to avoid violations. If the TOS contradict any SRCL/Richland County policy, then the SRCL Director and or the SRCL Board of Trustees will determine whether the use of that form of social media is appropriate.

E. Content of Posts and Comments- Employees using social media to communicate on behalf of the SRCL should be mindful that individuals who view such communication may believe any statements made are on behalf of the SRCL or Richland County; therefore, employees should use discretion before posting and commenting. Once these posts or comments are made they can be seen by anyone and may not be able to be “taken back.” Communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared. Great care should be given to screening social media communication made on behalf of the SRCL/Richland County as improper posting and use of social media tools may result in disciplinary action. Employees should not use SRCL social media sites for political purposes, to conduct private transactions or engage in private business activities.

F. Privacy-Employees should have no expectation to privacy while using the Internet on any SRCL system or facility on or off premises. The SRCL reserves the right to actively monitor current content and review past content. The SRCL also reserves the right to restrict and/or remove any content that is deemed in violation of any applicable policies and/or laws.

G. Conduct on Personal Social Media Sites- Personal social media sites must remain personal in nature and be used to share personal opinions. Employees must maintain a distinction between sharing personal and official SRCL or Richland County views.

H. Use of Disclaimers- When operating personal social media sites, employees should use a disclaimer to ensure that stated views and opinions are that of the employee and not of the SRCL or Richland County. A disclaimer is required when:

- Referring to work done by the SRCL/Richland County;
- Commenting on any SRCL/Richland County-related matters;
- Reposting comments made by others on any SRCL/Richland County-related matter;
- Providing a hyperlink to the SRCL or Richland County website; or
- Creating or referencing forums on SRCL or Richland County-related topics. Examples include, but are not limited to, twitter hashtags or Facebook groups.

I. Personal Use of SRCL and Richland County Electronic Systems and Services- Employees should refer to the SRCL *Electronic Communication and Information Systems Usage Policy (4.16)* for information regarding authorized personal use of SRCL and Richland County electronic systems and services. Employees may not use their SRCL email account or password in conjunction with personal social media sites.

J. Comments- Employees may be subject to discipline for comments that are threatening, slanderous, or detrimental to other employees, the SRCL/Richland County, or anyone associated with or doing business with the SRCL/Richland County.

K. Violations- Failure to comply may result in disciplinary action, up to and including termination. Unlawful use, based on the level of the offense, may result in referral for criminal prosecution.

L. Review and Revision- the SRCL Board of Trustees reserves the right to rescind and/or amend this, and all SRCL policies, at any time.

SECTION 5 EMPLOYEE SEPARATION

5.1 VOLUNTARY TERMINATION, RESIGNATION, OR RETIREMENT

PURPOSE: To specify notification dates for employee voluntary termination, resignation, or retirement.

STATEMENT OF POLICY:

Voluntary Termination/Resignation

Employees desiring to voluntarily terminate their employment relationship with the SRCL should notify the SRCL at least two weeks in advance of their intended termination. The notice should preferably be given in writing to the SRCL Director. The SRCL Director should give thirty days' notice to the SRCL Board of Trustees. Proper notice generally allows the SRCL sufficient time to calculate all accrued overtime (if applicable) as well as other payments to which the employee may be entitled and to include such payments in the final paycheck.

Failure to comply with the notice requirement may be cause for denying future employment with the SRCL.

Retirement

Employees who plan to retire are urged to provide the SRCL with a minimum of one month's notice. This will allow ample time for the processing of appropriate retirement forms. A retired employee may allow ample time for the processing of appropriate retirement forms. A retired employee may continue Richland County health insurance coverage, providing the premium amounts are paid in accordance with policies and procedures established by the Richland County Plan Administrator. The entire cost of coverage is paid by the retiree.

Upon termination, the employee shall complete an exit interview before he/she receives his/her final paycheck. At that time, any SRCL property, such as keys, equipment etc. must be returned.

Reviewed: March 2007

Reviewed: May 2012

5.2 REDUCTION IN WORK FORCE

[SEE ALSO RICHLAND COUNTY PERSONNEL POLICY, SECTIONS 11 & 12]

PURPOSE: To establish policy and procedure for reductions in the SRCL workforce

STATEMENT OF POLICY:

If a reduction in the SRCL work force becomes necessary, consideration will be given to the programs to be carried out by the SRCL. Temporary, seasonal and short-term workers within the classification and department(s) affected by the reduction in force will be terminated before any permanent employees will be laid off.

Permanent employees within the same classification and department will be retained, giving consideration to the general employment history of the employee with the SRCL. The general employment history may include qualifications, experience, capabilities and disciplinary actions. If no documental difference in employment history can be determined, an employee's length of continuous service with the SRCL will be used as the criterion for retention, with the most senior employee being retained. "Continuous service" means that the employee's service has not been interrupted by a

termination of employment. An employee who has been reinstated shall not be credited with previous service time regardless of the length of the break in service.

The forgoing procedure will be utilized in all cases unless a performance appraisal system is being used. If a performance appraisal system is being used, a veteran, disabled veteran, or eligible relative whose performance has not been rated unacceptable shall be retained over other employees with similar job duties and qualifications and the same length of service. A disabled veteran with a service-connected disability of 30% or more shall be retained over other veterans, disabled veterans, and eligible relatives with similar duties, qualifications and length of service. (Section 39-29-111 MCA)

Employees should be provided with notice of the reduction in force as much in advance of the reduction as is possible.

In the event the SRCL decides to staff the position as it had prior to the reduction in force, individuals who have been laid off shall have a preference for recall to the position they were removed from for a period of one calendar year from the effective date of lay off. In the event the SRCL decides to fill the position within the one calendar year period, the laid off individual will be sent a written notice at their last known address. The individual shall have five (5) working days to respond to the written notice. If the individual fails to respond or declines the recall, the individual shall have no further recall rights.

Reviewed: March 2007

Reviewed: May 2012

SECTION 6
EMPLOYEE PRIVILEGES

PURPOSE: To inform staff of certain privileges

STATEMENT OF POLICY:

Members of the staff are entitled to certain privileges while employed at SRCL. Any or all such privileges may be revoked by the SRCL Director or the SRCL Board of Trustees if abused. These include the privilege to:

1. Purchase books and other materials at a discount through the SRCL.
2. Pay no processing fees for damaged or lost materials. However, employees will be responsible for the replacement cost.
3. Pay no fees associated with the cost of fax or copies.
4. Pay no fines for overdue materials when such materials are returned in good condition.
5. Use of Electronic communications such as e-mail during non-work hours.

Reviewed: March 2007

Reviewed: May 2012

SECTION 7
TRAVEL [SEE ALSO RICHLAND COUNTY PERSONNEL MANUAL, SECTION 25]

PURPOSE: To provide a policy for the uniform administration of travel

STATEMENT OF POLICY:

1. All travel by employees requires the approval of the SRCL Director or the SRCL Board of Trustees.
2. All expenses incurred for travel are to be paid by employees with their personal funds, except for air fare, travel and other expenses which can be directly billed to the SRCL, unless approved in advance by the SRCL Board of Trustees. The personal funds used for expenses incurred will be reimbursed upon return. Travel expense must be accompanied with receipts for every item charged before reimbursement will be paid.
3. Air fare travel advances may be requested no later than seventy-two hours before the date of departure. Prior SRCL Board of Trustee authorization must be requested and approved.
4. For all employees who travel on SRCL business within the State of Montana, and use their own vehicle, mileage reimbursement will be based on current State rates.
5. Travel outside the State of Montana shall be reimbursed at the actual round trip coach rate air fare (receipt required), if not paid in advance. If personal automobile is used reimbursement will be paid on the basis of the prevailing mileage allowance rate, or coach air fare, whichever is less.
6. Hotel accommodations shall be reasonable and shall be reimbursed at actual and necessary cost, consistent with facilities available and in proximity of the location of the conference or business meeting attended. Employees shall request Richland County/State of Montana government rates. Where double or multiple occupancy occurs, the official or employee may only claim the actual and necessary costs of his/her single occupancy. (Receipt required).

**1-0340.25 IN-STATE TRAVEL - LODGING REIMBURSEMENT RATES AT ACTUAL COST
SUBJECT TO FEDERAL PER DIEM CAP**

*Except as provided for in section 1-0340.30, you are eligible to be reimbursed
your actual out-of-pocket lodging expenses,*

***not to exceed the federal per diem room rate for the location involved,
plus the taxes on the allowable cost, for any location in Montana.***

(See MACO at MT.gov)

7. A per diem for meals and miscellaneous subsistence expenses shall be based on current State rates for employees who travel on SRCL business within the State of Montana. All costs incurred shall be substantiated by proper receipts. Actual costs may be reimbursed but must be accompanied by all receipts for consideration. The per diem for meals and miscellaneous subsistence expenses for employee who travel outside of the State of Montana on SRCL business shall be based on current rates set by the state for travel outside of Montana.
8. Gratuities will be reimbursed using 10% as a guideline with a maximum of 15% if required by the vendor.

9. If meals are included in tuition or registration fees, or if only a fraction of the day is authorized for travel, the per diem or expense allowance will be reduced accordingly.
10. Employees, upon returning from authorized travel, must settle their travel accounts within five (5) working days by completing a Travel Claim Form with all proper receipts attached. (See the SRCL Director for a Travel Claim Form).
11. An advancement may be issued to cover the costs of meals, mileage, registration lodging and other travel expenses. Requests must be made on the proper forms. (See the SRCL Director for Requests/Forms).

Reviewed: March 2005

Revised: May 2012

SECTION 8
COMPLAINT RESOLUTION, DISCIPLINARY ACTION, GRIEVANCE, OR DISCRIMINATION

8.1 COMPLAINT RESOLUTION PROCEDURE

PURPOSE: To establish a policy and procedure to resolve employee complaints involving the interpretation of these policies or an alleged violation of these policies, which is to be used in all situations except for discrimination complaints. **(For complaints alleging discrimination, employees should use the Grievance Procedure Policy, Section 8.3)**

STATEMENT OF POLICY:

To ensure effective working relations, it is important that misunderstandings or conflicts are resolved before serious problems develop. Most incidents resolve themselves naturally; however, if a situation persists which is covered by this Policy, the employee is free to present the matter to the SRCL Director by using the following procedure. An employee must begin Step 1 of the procedure within thirty (30) calendar days of his/her knowledge of the situation.

Step 1

The employee shall informally discuss the situation and relevant evidence with the SRCL Director.

Step 2

If the situation is not resolved after the discussion with the SRCL Director, the employee may, within five (5) working days of the Step 1 discussion, submit a written summary of concerns and relevant evidence to the SRCL Director. The SRCL Director will review the matter and will normally advise the employee in writing of the decision within fifteen (15) working days of the date the written summary was presented.

Step 3

If the employee is dissatisfied with the Step 2 decision, the employee may, within five (5) working days of the receipt of the written decision from the SRCL Director, present a written summary and evidence regarding the matter to the SRCL Board of Trustees for review.* The SRCL Board of Trustees will review the matter and will normally advise the employee in writing of its decision within thirty (30) working days of receipt of the written summary and evidence. The SRCL Board of Trustees' decision shall be final.

The SRCL does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the SRCL from taking disciplinary action against an employee, up to and including termination, when circumstances such as those enumerated in the "Guidelines for Appropriate Conduct Policy" are present.

**If the complaint involves a disciplinary termination, the employee may request a hearing before the SRCL Board of Trustees.*

Reviewed: March 2007

Reviewed: May 2012

8.2 CORRECTIVE DISCIPLINARY ACTION

PURPOSE: To establish a uniform procedure of disciplinary action for employees

STATEMENT OF POLICY:

It is the policy of SRCL that employees who fail to perform their jobs in a satisfactory manner or engage in misconduct shall be subject to disciplinary action.

Discipline shall be conducted in accordance with the principles of good cause and due process. Progressive discipline shall be applied when appropriate however, specific disciplinary action will be determined by the severity of the misconduct, the employee's disciplinary record, and any other relevant criteria.

Informal disciplinary action may include:

- coaching and counseling
- oral reprimand

Formal disciplinary action may include:

- written reprimand or warning notice
- suspension (with or without pay)
- demotion
- termination

Employees have the right to grieve or follow the complaint resolution procedure and appeal all formal disciplinary actions imposed.

PROCEDURES

All formal disciplinary actions shall be approved by the SRCL Director or the SRCL Board of Trustees if the misconduct concerns the SRCL Director. Prior to imposing such discipline. The SRCL Director and Trustees are encouraged to refer employees to assistance programs, whenever appropriate, as an alternative to or in conjunction with, disciplinary action. At the request of the SRCL Director, a member of the SRCL Board of Trustees will be present during disciplinary meetings or hearings with employees.

It is the responsibility of the SRCL Director, a Trustee or supervisor to maintain accurate and complete documentation of all formal and informal disciplinary actions, including the employee behavior that leads to such discipline.

An employee may be suspended, demoted, or terminated immediately and without prior notice for certain types of misconduct including, but not limited to: insubordination, theft, drinking of or being under the influence of alcoholic beverages, drugs, or narcotics while on duty, physical misconduct, abusive or criminal behavior, or abandonment of duties.

WARNING NOTICE

The supervisor may issue a warning notice when the violation is so serious that it requires punitive discipline, but not so serious as to warrant suspension or termination.

A warning notice shall specify what performance deficiency or violation has occurred, what the employee must do to correct the deficiency or violation and in what time period, and what further action will be taken if the employee does not improve or correct the performance or behavior.

The employee shall have the right to make written response.

Written warning notices which do not result in suspension, demotion, or dismissal may be removed from the employee's personnel file after eighteen months from the date of issuance, provided that there has been no subsequent disciplinary action. Current employees may request removal of such letters in writing to the SRCL Director or in the case of the SRCL Director the Trustees.

SUSPENSION

Suspension is the temporary separation of an employee from Richland County service for disciplinary reasons or pending the outcome of an investigation involving the employee. A suspension may be paid or unpaid.

An employee placed on suspension shall receive notice specifying the total length of the suspension, what violation or unacceptable behavior occurred or may have occurred. Action will be taken if the employee does not make the correction or improvement.

When it is necessary to immediately remove the employee from the work place, suspension may be initiated by oral notice followed by a written suspension notice.

The employee has the right to make written response which is to be filed with the suspension notice in the employees file.

DISCIPLINARY DEMOTIONS

Demotions for cause may be appropriate in order that employees whose work has not been satisfactory, but who do not deserve dismissal, may be retained and assigned less difficult work. An employee may be demoted by the SRCL Director when the employee cannot or will not satisfactorily perform the duties in the employee's present position. Written notifications of demotions stating the reasons why shall be furnished to the employee.

TERMINATION

A probationary employee may be terminated in accordance with Section 2.6 of these policies.

A regular employee may be terminated when other forms of discipline fail or when the violation is so serious that it demands that the employee be removed immediately from the job.

The employee shall be given a written termination letter setting forth the reasons for the termination and the effective date. The employee shall have the right to make a written response.

Final payment for wages shall be in accordance with Richland County Policy.

Last reviewed: March 2007

Reviewed: May 2012

8.3 GRIEVANCE/DISCRIMINATION CLAIM

PURPOSE: To establish a uniform procedure for the investigation of charges of discrimination

STATEMENT OF POLICY:

Definition: A discrimination claim is defined as any claim by an employee, job applicant or any other person who believes they have been unjustly treated on the basis of race, color, sex, religion, national origin

1. Employees who believe they (or another staff member) have been subjected to a violation of the equal employment policies should immediately report the incident to the SRCL Director. In those cases where the complaint concerns the actions of the SRCL Director the employee shall present the complaint to the SRCL Board of Trustees.
2. Any employee who receives a report of a violation of these policies shall promptly notify the SRCL Director and/or SRCL Board of Trustees.
3. The SRCL Director shall promptly notify the SRCL Board of Trustees, investigate the complaint, and make a factual report to the SRCL Board of Trustees as soon as practical after receiving notice of the alleged violation. The investigation shall include, but not necessarily be limited to, interviewing as many persons as possible who have knowledge of the matter and reviewing any relevant documents. The factual report and final decision shall remain confidential and be disseminated only to persons having a right to know, which outweighs the privacy rights of the persons involved.
4. If the results of the investigation establish that there is insufficient evidence to find that a policy violation occurred, the SRCL Board of Trustees will inform all parties involved that the matter is concluded. If the results of the investigation establish that a policy violation occurred, the SRCL Board of Trustees will take appropriate action, including, but not limited to, disciplinary measures pursuant to the SRCL's Work Rules Policies (Sections 4 and 8.2).
5. In the case of discrimination based on disability, an ADA coordinator may be involved.
6. Neither the SRCL nor any employee will retaliate against any employee for filing a discrimination grievance or for participating in any way in a grievance procedure.

Reviewed: March 2007

Reviewed: May 2012