



*Union County Library System
New Albany, Mississippi*

Employee Guide

*Adopted by the
Union County Library System
Board of Trustees*

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

1. PURPOSE OF THIS EMPLOYEE GUIDE

2. LIBRARY DIRECTOR

3. PERSONNEL POLICIES

3.1 Equal Employment Opportunity

3.2 "At Will"

3.3 Immigration Reform and Control Act (IRCA)

3.4 Mississippi Employment Protection Act

3.5 Prohibitions against Harassment

3.6 Complaint Procedures/Investigation of Complaints

3.7 Americans with Disabilities Act (ADA) – Accommodation Requirements

3.8 Age Discrimination Employment Act (ADEA)

3.9 Religion – Accommodation Requirements

3.10 Prohibitions against Retaliation

3.11 Whistleblower Act Protection

3.12 Drug Free Workplace Act

3.13 Violence in the Workplace

4. FAIR LABOR STANDARDS ACT

5. PAYROLL

5.1 Withholdings

5.2 Pay Advances

5.3 Salary Increases

5.4 Outside Employment

5.5 Pay Corrections

5.6 Time Sheets / Cards

5.7 Lost / Stolen Checks

6. BENEFITS

6.1 Health Insurance

6.2 Health Insurance Portability and Accountability Act (HIPAA)

6.3 Life Insurance

6.4 Consolidated Omnibus Budget Reconciliation Act (COBRA)

6.5 Worker's Compensation

6.6 Mississippi Public Employee's Retirement System (PERS)

6.7 Deferred Compensation Plan

6.8 Dental Insurance

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

6.9 STAFF EDUCATION AND DEVELOPMENT

7. HOLIDAYS

8. LEAVE POLICY

8.1 Personal Leave

8.2 Medical / Bereavement Leave

8.3 Worker's Compensation

8.4 Military Leave

8.5 Family and Medical Leave Act (FMLA)

8.6 Civil Responsibility Leave

9. PERFORMANCE APPRAISAL AND REVIEW PROCESS

9.1 Job Descriptions

9.2 Appraisal and Review

10. EMPLOYMENT REFERENCES

11. PUBLIC RECORDS

11.1 Public Access to Information

11.2 Exemptions – Public Records Act Of 1983

11.3 Procedures for Requesting Access to Records

11.4 Cost Reimbursements

12. ETHICS AND CONFLICTS OF INTEREST

12.1 American Library Association (ALA) Code of Ethics

12.2 Disciplinary Offenses

12.3 Conflicts Of Interest and Integrity

12.4 Nepotism

13. EMPLOYEE CONDUCT AND BEHAVIOR

13.1 Tardiness and Leaving Early

13.2 Attitude

13.3 Service

13.4 Loyalty

13.5 Dress and Personal Appearance

13.6 Work Area Tidiness

13.7 Personal Reading, Studying, and Photocopying

13.8 Phone Calls

13.9 Conversations

13.10 Eating and Drinking

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

13.11 Breaks

13.12 Guests and Visitors

14. EMPLOYEE SPEECH

14.1 Statements to the Media

14.2 Posting to Library Blogs, Podcasts, Social Networks, Twitter

14.3 Personal Expression

15. EMPLOYEE USE OF COMPUTERS AND INTERNET POLICY

16. DISCIPLINARY PROCESS

16.1 Disciplinary Action

16.2 Progressive Discipline

16.3 Employment Termination

16.4 Grounds for Immediate Dismissal

16.5 Removal of Staff

16.6 Notice to Employee / Opportunity for Hearing

17. STAFF GRIEVANCE / PROBLEM RESOLUTION

GLOSSARY

APPENDICES

- I. Time Sheet
- II. Request for Leave
- III. Travel Reimbursement
- IV. Daily Travel Reimbursement
- V. FMLA Request
- VI. Disciplinary Report
- VII. Employee Conduct Incident
- VIII. Termination Notice
- IX. Employee Signature

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE



1. PURPOSE OF THIS EMPLOYEE GUIDE

This Employee Guide outlines employment policies for the Union County Library System, hereinafter referred to as the Library.

It is impossible to anticipate every situation that may occur or every policy question that may arise. The Library reserves the right in its sole and absolute discretion to revise, supplement, interpret, or rescind any portion of the Employee Guide as deemed appropriate.

Employees should familiarize themselves with the contents of the Employee Guide and forward any questions regarding content to the Library Director. Each employee is expected to comply with the contents of the Employee Guide.

Mississippi public libraries are authorized to operate by statute as established by the Mississippi Legislature in the *Mississippi Code 1972 Annotated* Title 39, Chapter 3. A link to the *Mississippi Code 1972 Annotated* is available on the website of the Mississippi Secretary of State's Office at http://www.sos.state.ms.us/ed_pubs/mscode/.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

2. LIBRARY DIRECTOR

The Director is an appointee and employee of the Administrative Board of Trustees. Duties and compensation for the Director are established by the Administrative Board of Trustees and the Director may be removed by the Board for cause. The Director shall administer and establish procedures according to policies established by the Administrative Board of Trustees. The Director's duties include: (a) employment of staff with the approval of the Administrative Board of Trustees; (b) prescription of staff duties; (c) removal of staff for cause; (d) preparation of the Library budget; (e) financial and statistical management; (f) periodic reporting to the Administrative Board of Trustees; and (g) other acts necessary for the orderly and efficient administration of the Library System. See *Mississippi Code of 1972, Annotated, §39-3-17*.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

3. PERSONNEL POLICIES

3.1 EQUAL EMPLOYMENT OPPORTUNITY

It is the Library's policy to provide equal opportunity in employment for all individuals regardless of race, color, creed, sex, religion, national origin, age, disability or political affiliation.

3.2 "AT WILL" EMPLOYMENT

Each position in the Library has specific tasks as explained in the job descriptions. In addition, all staff members are expected to perform other duties as assigned by the Director or Branch Manager. All library employment is deemed to be "At Will," as the Library does not use written contracts. The Library or the employee can terminate this employment at will, without any cause, at any time.

3.3 IMMIGRATION REFORM AND CONTROL ACT (IRCA)

The Library only hires persons who are legally authorized to work in the United States. IRCA requires employers to verify the employment eligibility of all new employees. Employees must complete and I-9 form within three (3) days of starting to work. This form is used to verify identity and authorization to work.

3.4 MISSISSIPPI EMPLOYMENT PROTECTION ACT

Pursuant to *Mississippi Code of 1972, Annotated, §71-11-3*, the Library participates in E-Verify, the federal government's voluntary employment verification program. The Library is registered for and utilizes the Department of Homeland Security's E-Verify System by submitting social security numbers of new hires to verify their immigration status and employment eligibility. The E-Verify program is used to verify new hires only after an I-9 form has been completed. The program does not pre-screen applicants or re-verify the employment eligibility of current employees.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

3.5 PROHIBITIONS AGAINST HARASSMENT

The Library is committed to a professional workplace, free from adverse working conditions and all forms of harassment. Harassment is defined as unwelcome conduct based on race, color, sex, religion, national origin, disability and/or age, and is strictly prohibited.

Harassment includes unwelcome conduct by supervisors or coworker that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Enduring the offensive conduct is never a condition of continued employment.

The Library also strictly prohibits harassment in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit concerning a discrimination claim. Retaliation is prohibited against employees who oppose employment practices that they reasonable believe is illegal discrimination. The Library's prohibition again harassment includes, but is not limited to, remarks, slurs, epithets, gestures, physical contact, threats, display or circulation of written or electronic materials, pictures or object derogatory to any person based on the characteristics listed above. The Library strictly forbids this type of behavior. Such will not be any level of the organization.

All employees are encouraged to report unwelcome, harassing conduct by any library employee. Even is the conduct is not directed at the employee, anyone affected by the offensive conduct is encouraged to report the behavior. The Library expressly prohibits any unwelcome harassing conduct and will take appropriate steps to prevent and promptly correct such conduct.

The Library specifically acknowledges that sexual harassment is a form of discriminatory harassment and is strictly prohibited. Sexual harassment will not be tolerated. Immediate and appropriate action will be taken to address violations of this policy.

The victim of the alleged sexual harassment may be a man or a woman and can be the same sex as the harasser. Further, anyone affected by the offensive behavior may be considered a victim, not only the person directly subject to the offensive conduct. No

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

employee of the Library should imply, suggest, or threaten that an applicant's or employee's decision to participate in sexual conduct will have any impact on the individual's employment status, including but not limited to, assignment, compensation, promotion, or other condition of employment.

Sometimes an employee has willingly participated in conduct of a sexual nature, but later wishes the conduct to stop. To claim a hostile work environment, the employee must clearly notify the alleged harasser that the conduct is no longer welcome. The sexual conduct is unwelcome if the employee does not solicit or incite the behavior and regards it as undesirable or offensive. If the sexual conduct continues, the employee should immediately report it. The Library will take immediate and appropriate steps to stop any unlawful harassment.

Sometimes sexual harassment may be found even when sexual activity or language is not at issue. If negative conduct is gender-based and pervasive and directed at an employee because of his/her sex, it may also be considered sexual harassment and is prohibited.

Inappropriate conduct by members of the public. The Library uses filters to block material that is legally proscribed: child pornography, obscenity, and sexually oriented materials defined by *Mississippi Code of 1972, Annotated, §97-5-29*. Employees, may, however, sometimes encounter such materials despite the best efforts of the Library. In such cases, Library employees should follow procedures established by the Director.

Free speech v. conduct. The Library recognizes and encourages public rights to free speech, including the right to receive information in a public library. Employees may encounter materials purchased by the Library or summoned on screen by library patrons that make the employees uncomfortable or upset. Handling and encountering such materials without judgment is part of the work requirement in public libraries. Harassing conduct, on the other hand, is not tolerated. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. The test is whether this conduct explicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

3.6 COMPLAINTS OF HARASSMENT / INVESTIGATION OF COMPLAINTS

Employees are encouraged to communicate directly with one another in order to assure prompt discontinuation harassment found. The Library supports the right of each employee to communicate directly with other employees in requesting that offensive conduct be discontinued. However, informal redress of complaints is not required and the complaining employee may proceed to file a formal complaint in any situation in which informal redress is not feasible or desirable.

No employee or applicant is required to endure workplace harassment. An employee who is unable to resolve the problem or who not wish to discuss the issue with the offending party should report unwelcome harassing conduct immediately to his/her immediate supervisor or to the Library Director. If the immediate supervisor is the alleged source of the harassment, the employee should skip that level of management and report the conduct to the next level supervisor or to the Library Director. The complaint will be immediately investigated and appropriate corrective action will be taken.

If an employee claims the Director is the source of the harassment, the employee should report the conduct to his/her immediate supervisor or to the Chairman of the Library System Administrative Board of Trustees. The Chairman will take immediate steps to investigate the complaint, independent from the Director, and prompt appropriate corrective action will be taken.

In the course of the investigation, the complainant will be requested to submit a written statement describing in detail the alleged harassment and the identity of any individuals that may have relevant information concerning the complaint. A prompt investigation, however, is not contingent on the employee submitting the written statement. In determining whether the conduct is sufficiently severe or pervasive to create a hostile work environment, the Library will evaluate the behavior from the objective standpoint of a "reasonable person." The Library will consider the context in which the alleged harassment took place and examine the behavior using the perspective of a reasonable person's reaction to a similar environment under similar or like circumstances. Corrective

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

action will reflect the severity of the conduct. In all circumstances, the Complainant will be informed of any investigation and the action taken.

3.7 AMERICANS WITH DISABILITIES ACT (ADA) – ACCOMMODATION REQUIREMENTS

The Library will not discriminate against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

An individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities;
- Has a record of such an impairment, or
- Is regarded as having such impairment.

The Library will make a reasonable accommodation for the known disability of a qualified applicant or employee if it does not impose an undue hardship on the legitimate administration of the Library.

Applicants will not be asked about the existence, nature, or severity of a disability. Applicants will be asked about their ability to perform specific job functions. All requests for accommodations and steps to evaluate such request will be documented by the Library Director.

The library strictly prohibits retaliation against any employee or applicant exercising rights granted by the ADA. Also, coercion, intimidation, threats, harassment, or interference in the exercise of any employee or applicant's rights granted under the ADA, or of the encouragement of someone else's exercise of rights granted by the ADA, is strictly prohibited.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

3.8 AGE DISCRIMINATION EMPLOYMENT ACT (ADEA)

The Library does not discriminate on the basis of age and protects applicants and employees forty (40) years of age and older from discrimination on the basis of age in hiring, promotion, discharge, compensation, or terms, conditions or privileges of employment. The ADEA is enforced by the Equal Employment Opportunity Commission (EEOC).

3.9 RELIGION – ACCOMMODATION REQUIREMENTS

The Library does not discriminate on the basis of religion when hiring, terminating, or setting conditions of employment. The Library treats employees and job applicants equally, without regard to religious beliefs and practices, except to the extent a religious accommodation is warranted. For example, the Library will allow employees to wear clothing and ornaments that religious meaning for an individual.

The library will reasonably accommodate an employee's sincerely held religious practices unless doing so would impose an undue hardship on the legitimate administration of the Library. A reasonable accommodation is any adjustment to the work environment that will allow the employee to practice his/her religion. An undue hardship is defined as requiring more than ordinary administrative costs, diminishing efficiency in other jobs, infringing on other employees' job rights or benefits, impairing workplace safety, or causing co-workers to carry an undue share of potentially hazardous or burdensome work. Legally, the library may not provide an accommodation if such conflicts with another law or regulation. Religious expression in the workplace is permitted, unless such imposes or would impose an undue hardship on the Library.

Religious harassment of any employee is prohibited and should be immediately reported to the immediate supervisor or the Library Director. If the immediate supervisor is the alleged source of the harassment, the employee should skip that level of management and report the conduct to the next level supervisor or the Library Director. The complaint will be immediately investigated and appropriate corrective action will be taken. If the Director is the alleged source of the harassment, then the employee will report the alleged harassment to the Chairman of the library System Administrative Board of Trustees or to his/her immediate supervisor who will then be responsible for reporting the behavior to the Chairman. The Chairman will take immediate steps to investigate the

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

complaint, independent from the Director and prompt appropriate corrective action will be taken. Consistent with other policies prohibiting retaliation, no employee will be retaliated against for making a claim of religious discrimination, requesting a religious accommodation, or reporting religious harassment. Retaliation against an employee for participating in way in an investigation, proceeding, or litigation under Title 7 is also prohibited.

3.10 PROHIBITIONS AGAINST RETALIATION

The Library will not dismiss, demote, harass or otherwise ‘retaliate” against an individual for filing a charge of discrimination, participating in a discrimination proceeding, or otherwise opposing discrimination. The same laws that prohibit discrimination based on race, color, sex, religion, national origin, age, and disability, as well as wage differences between men and women performing substantially equal work, also prohibit retaliation against individuals who oppose unlawful discrimination or participate in an employment discrimination proceeding.

In addition to the protections against retaliation that are included in all of the laws enforce by EEOC, the Americans with Disabilities Act (ADA) also protects individuals from coercion, intimidation, threat, harassment, or interference in their exercise of their own rights or their encouragement of someone else’s exercise of rights granted by the ADA.

3.11 WHISTLEBLOWER ACT PROTECTION

A Library employee who reports or provides information to a state investigative body about he/she believes, in good faith, is an improper act by the Library, is entitled Whistleblower protection as described in *Mississippi Code of 1972, Annotated, §25-9-171 et seq.* Employees are protected from reprisal or retaliatory action such as unwarranted letters of reprimand, demotion, reduction in pay, denial of promotion, suspension, or dismissal and denial of employment if such actions were the result of the employee’s whistle blowing activities.

3.12 DRUG FREE WORKPLACE ACT

The Library is committed to providing a drug-free workplace. The Library encourages employees and volunteers to voluntarily seek help with drug and alcohol problems. It is a violation of the Library’s drug-free workplace policy to use or possess alcohol or unlawful

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

controlled substances while on the job or on the employer's premises. It is a violation to report to work under the influence of, or to have ability impaired by alcohol. Pre-employment drug testing may be required of applicants, and positive drug screens will result in an offer of employment being rescinded.

3.13 VIOLENCE IN THE WORKPLACE

The Library is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Library has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of the Library without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a patron, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or the Library Director. This includes threats by employees, as well as threats by patrons, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. The Library will promptly and thoroughly investigate all threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these policies will be subject to prompt disciplinary action, up to and including termination of employment.

The Library encourages employees to bring their disputes or differences with other employees to the attention of his/her supervisor or the Library Director. The Library is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

4. FAIR LABOR STANDARDS ACT

In certain circumstances, when Library operations cannot be fulfilled during regular working hours by staff, employees may be required to work in excess of normal working hours. When possible, advance notification of these assignments will be provided. All overtime worked must first be authorized by the Library Director. The Library will comply with all requirements of the Fair Labor Standards Act (FLSA), not to be confused with the leave provisions contained in the Family and Medical leave Act (FMLA).

The Library Director, with the approval of the Library Administrative Board of Trustees, may designate certain executive, administrative, and professional positions as exempt from the requirements of the Fair labor Standards Act. The Library Director applies the following standards in determining whether employees are designated as exempt or non-exempt from the requirements of the Fair labor Standards Act:

- Executive employees are employees whose primary duty is management of the Library or a recognized department of the Library and who customarily and regularly direct the work of two or more other employees. These employees also are able to make suggestions and recommendations as to the hiring, firing, advancement, or change of status of other employees.
- Administrative employees are employees whose primary duty is the performance of office or non-manual work directly related to the management or general operations of the Library and whose primary duty includes exercise of discretion and independent judgment with respect to matters of significance.
- Professional employees are employees whose primary duty is the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course or specialized intellectual instruction; or requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

5 PAYROLL

Library employees are paid once a month.

5.1 WITHHOLDINGS

State and Federal law requires that the Library make certain deductions from every employee's compensation. Among these are applicable federal and state income taxes. Social Security taxes are also withheld according to law. Medical and Life insurance are also deducted from those who participate in those programs. If required by the court, garnishments will also be deducted.

5.2 PAY ADVANCES

The Library does not provide advances on wages.

5.3 SALARY INCREASES

Each year as part of the budget, any proposed salary increases for the following year will be reviewed and approved by the Library Board of Trustees. Economic circumstances, budget figures projected for the coming year, and evaluation information will be used to determine these increases.

5.4 OUTSIDE EMPLOYMENT

Staff may work at other employment outside the Library as long as the other work does not interfere with the ability of the employee to perform his/her duties and presents no conflict with the goals of the Library. If such interference does occur, then the employee will be asked to change some aspect of his/her schedule to be able to complete the Library duties. If performance does not improve, the employee is subject to disciplinary action. Employees may not receive any income of material gain from individuals outside the Library for materials produced or services rendered while performing their duties as staff members of the Library.

5.5 PAY CORRECTIONS

While all reasonable precautions are taken to ensure that the correct amount of pay is received by each employee, errors can and do occur. In this unlikely event, the discrepancy should be brought to the attention of the Director as soon as possible so that the situation can be reviewed and corrections can be made in a timely manner.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

5.6 TIME SHEETS / CARDS

Accurately recording time worked is the responsibility of each employee. Federal and state laws require the Library Director to keep an accurate account of time worked in order to calculate employee pay and benefits. Time worked is defined as the time actually spent on the job performing assigned duties. Employees must clock themselves in or record times on their monthly time sheet. Time sheets / cards must be totaled and signed by the employee.

5.7 LOST/STOLEN CHECKS

If an employee loses his/her Library-issued paycheck, he/she is to notify the Director so that payment can be stopped. The staff member is responsible for any bank fees incurred by the bank to stop payment on a stolen check. A new check will be issued within three (3) days of notification, if at all possible. All Library-issued check should be cash or deposited within sixty 60 days of receipt. Checks not cashed within that time period are subject to a stop payment.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

6 BENEFITS

6.1 HEALTH INSURANCE

The Library participates in the State and School Employees' Health Insurance Plan. Library employees who work twenty (20) or more hours per week are eligible to participate.

The Library pays the entire premium for "Select" coverage for all eligible active employees' health insurance hired before January 1, 2006, as a Legacy Employee. The Library pays the entire premium for "Base" coverage for all eligible active employees' health insurance hired after the Horizon date of January 1, 2006.

Details about health insurance may be obtained by visiting the Mississippi Department of Finance and Administration's website at <http://knowyourbenefits.dfa.state.ms.us>.

6.2 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 provides for improved portability and continuity of health insurance coverage. HIPAA is designed to combat fraud, waste, and abuse in health insurance and long term care delivery, to promote the use of medical savings accounts, to improve access to long term health care services and coverage, to simplify the administration of health insurance, and for other purposes. Details about HIPAA may be obtained by visiting the state of Mississippi web site at <http://www.hipaa.state.ms.us>.

6.3 LIFE INSURANCE

Library employees who are regularly scheduled to work 20 or more hours per week are eligible to enroll in group health insurance through the State and School Employees' Life Insurance Plan. This is a term life policy with the face value of two hundred (200) percent of an employee's annual earnings, rounded up to the next highest thousand. The minimum amount of life insurance coverage is \$30,000 and maximum amount is \$100,000. The Library pays for half of the premium and the employee is responsible for paying the other half.

6.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Information concerning the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) is given to all new employees. COBRA is available to employees, spouses,

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

and dependent children who participate in the Library's health insurance plan. It provides the right to the temporary continuation of health coverage at the Library's group rates. Under COBRA, the employee or beneficiary pays the full cost of coverage at the plan's group rates. Upon separation of employment, the necessary forms are provided to the employee with COBRA election forms describing said rights.

6.5 WORKER'S COMPENSATION

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

Any injury or illness which is work related should be reported to the Director as soon as possible. Within 24 hours of the accident, and Incident Form found at <http://www.mwcc.state.ms.us/forms/1streport.pdf>)

The Library carries a Worker's Compensation Insurance policy to cover all employees pursuant to the Mississippi Workers' Compensation Law, Sections 71-31, et. *Mississippi Code of 1971, Annotated.*

6.6 MISSISSIPPI PUBLIC EMPLOYEE'S RETIREMENT SYSTEM (PERS)

The Library System will abide by regulations issued from the Mississippi Public Employees' Retirement System (PERS). Employees of the Library System become members of PERS as a condition of employment.

Retirement System participation and coverage is provided to employees in positions requiring employees to work and receive compensation for not less than 20 hours per week OR not less than 80 hours per month. Participation is restricted to employees whose wages are subject to payroll taxes and are reported on Form W-2.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

When a person is first employed, the Library System will furnish that employee with a member information form to establish a membership account. The employee's social security number will serve as a membership number. A fiscal year membership statement will be sent to the employee each year containing data pertinent to contributions paid into the Public Employees' Retirement System. Additional information is contained in the *PERS Member Handbook* which the employer will provide. You may contact the Public Employees' Retirement System at 1-800-444-7377; (601)359-3589 or the website at <http://www.pers.state.ms.us>.

6.7 DEFERRED COMPENSATION PLAN

Deferred compensation is a supplemental, voluntary savings plan administered by the Public Employees' Retirement System (PERS) Board of Trustees offering tax advantages to participants. Employees who choose this plan may set aside part of their salary each year. Income tax liability is postponed on that part of the salary until the year in which the employee actually receives the deferred amount. Interest and/or earnings are tax deferred until withdrawal. Interested employees may contact Deferred Compensation at (601) 3649350 or (800) 846-4551 or the website at: <http://www6.inretirementplans.com/SponsorExtranet/MDCPT/index.html>.

6.8 DENTAL INSURANCE

Library employees who are regularly scheduled to work twenty (20) or more hours per week are eligible to enroll in group dental insurance administered through Guardian. Employees are responsible for paying their own premiums through payroll deductions. Coverage is available for an employee's spouse and/or dependent children, with the employee paying one hundred (100) percent of the additional premium cost through payroll.

6.9 STAFF EDUCATION AND DEVELOPMENT

The Library is committed to providing the opportunity for professional growth through a variety of skills development opportunities in both tradition and emerging Library services in order to meet the needs of Library patrons and the local communities.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Subject to available resources, the Library encourages all staff to make maximum use of training and development opportunities to enhance job-related skills. Employees are required to share acquired knowledge with other Library staff after attending any skills development activity.

Attendance must have prior approval from the Library Director. Staff is considered to be in work status while attending such meetings and may be reimbursed for reasonable registration and travel expenses. Travel expenses are based on state rates for reimbursement.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

HOLIDAYS

The Library observes the ten (10) legal holidays as set for in *Mississippi Code of 1972, Annotated*, §3-3-7, except, the last Monday of April, Confederate Memorial Day. In lieu of Confederate Memorial Day, the Library will observe Good Friday. Addition holidays proclaimed by the Governor will also be observed.

The following have been designated as official state holidays:

January 1.	New Year's Day
Third Monday of January	Martin Luther King, Jr.'s Birthday
Third Monday of February.	Washington's Birthday
Friday before Easter.	Good Friday
Last Monday in May.	Memorial Day
July 4.	Independence Day
First Monday of September	Labor Day
November 11.	Armistice Day (Veteran's Day)
A day fixed by proclamation by the Governor of Mississippi as a day of Thanksgiving, to correspond to date proclaimed by the President of the United States	Thanksgiving Day
December 25	Christmas Day

If any holiday above falls on a Saturday or Sunday, the following Monday is the legal holiday instead.

The Library does not have to observe all state holidays, but it cannot authorize more paid holidays than those authorized by the *Mississippi Code 1972, Annotated*, unless additional days are proclaimed by the Governor as official state holidays. Under its own authority, the Library Board may elect to close the Library on additional days, such as the day after Christmas, without employee compensation. In such cases, the employees

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

may choose to make up the hours missed, claim personal leave time, or take leave without pay.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

8 LEAVE POLICY

8.1 PERSONAL LEAVE

Employees are encouraged to use earned personal leave. Personal leave may be used for vacations and personal business as scheduled by the director and shall be used for illnesses of the employee requiring absences of one (1) day or less. Accrued personal or compensatory leave shall be used for the first day of an employee's illness requiring his absence of more than one (1) day. Accrued personal leave may also be used for an illness in the employee's immediate family*. There shall be no limit to the accumulation of personal leave. Upon termination of employment each employee shall be paid for not more than ten (10) days of accumulated personal leave. (Revised 12/16/2011)

Library employees accrue personal leave at a scheduled rate based on length of service with the Library and number of regularly scheduled work hours per week. See the chart below.

8.2 MEDICAL LEAVE / BEREAVEMENT LEAVE

Medical leave may be used for the illness or injury of an employee or member of the employee's immediate family*, only after the employee has used one (1) day of accrued personal leave for each absence due to illness. Major medical leave may be used, without prior use of personal leave, to cover regularly scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease, as certified in advance by a physician. For the purposes of this section, "physician" means a doctor of medicine, osteopathy, dental medicine, podiatry or chiropractic. (Revised 12/15/2011)

An employee may also use up to three (3) days of earned medical leave for each occurrence of death in the immediate family* requiring the employee's absence from work.

Library employees accrue medical leave at a scheduled rate based on length of service with the Library and number of regularly scheduled work hours per week. See the chart below.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

*Immediate family is defined by the *Mississippi Code of 1972, Annotated, §25-3-95* as: spouse, parent, step-parent, sibling, child, step-child, grandchild, grandparent, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law. Child means a biological, adopted, or foster child, or a child for whom the individual stands or stood *in loco parentis*.

ACCURAL SCHEDULE

Depending on the number of hours worked each week, these charts show the number of hours of leave earned each month.

40 hours per week		
Years	Personal	Medical
0-3	12	8
3-8	14	7
8-15	16	6
15+	18	5

30 hours per week		
Years	Personal	Medical
0-3	9	6
3-8	10.5	5.25
8-15	12	4.5
15+	13.5	3.75

20 hours per week		
Years	Personal	Medical
0-3	6	5
3-8	7	3.5
8-15	8	3
15+	9	2.5

Year begins on the anniversary of the employee's hire date. Accrued hour(s) will not be awarded until after 6 months of employment.

8.3 WORKERS' COMPENSATION

All Library employees are covered by the Mississippi Workers' Compensation Law, *Mississippi Code of 1972, Annotated, §71-3-1 et seq.* which provides certain benefits in the event an employee suffers a work-related injury or illness. In case of a work-related fatality, the law guarantees payment of benefits to the spouse and dependents of the deceased.

Workers' Compensation benefits are provided at no cost to the employee or dependents. For injury / illness, benefits may include payment of all reasonable and necessary medical expenses, as well as, partial compensation for wages lost due to the injury or illness. In certain cases, vocational rehabilitation may also be available.

Wage-loss benefits for injury / illness are not paid for the first five (5) days of disability unless the disability extends fourteen (14) or more days. These benefits are payable at the rate of two-thirds of the employee's average weekly wage. These benefits may also be subject to a weekly maximum set by law.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Workers' Compensation claims are time-sensitive. Employees must report claims within thirty (30) days after the occurrence, subject to statutory exceptions as outlined in the *Mississippi Code of 1972, Annotated, §71-3-35*. Any injury / illness that happens on the job should be reported immediately to the Library Director to ensure appropriate medical treatment is provided and any wage loss benefits due the employee are paid without unnecessary delay.

8.4 MILITARY LEAVE

The Uniformed Services Employment and Re-employment Act of 1994 (USERRA, 39 U.S.C. Sec. 4301-4335), grants re-employment rights, within certain time limits, to soldiers who leave employment to perform military duty and who satisfactorily perform that duty. The right to re-employment is not contingent on whether the orders were voluntary or involuntary.

Re-employment rights will be granted to employees who:

- Provide the Library with advance written or verbal notice of military service;
- Do not have more than five (5) years of cumulative service in the uniformed services while employed by the Library;
- Return to work or apply for reemployment in a timely manner after conclusion of service, and
- Have not been separated from service with a disqualifying discharge or under other than honorable conditions.

Pursuant to *Mississippi Code of 1972, Annotated, §33-1-21*, employees are entitled to fifteen (15) days of paid leave when ordered to military duty, whether the orders were voluntary or involuntary. An employee requesting leave, pursuant to voluntary or involuntary orders, beyond the fifteen (15) days allowed by law is entitled to a leave-of-absence which can be charged against his/her accrued personal or compensatory leave.

If the employee does not have sufficient leave to cover the absence, the leave may be without pay. The employee is entitled to leave-of-absence from his/her respective duties

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

without loss of time, annual leave, or efficiency (performance) rating until relieved from duty.

8.5 FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees who have worked for the Library for at least one (1) year and for one-thousand two hundred and fifty (1,250) hours over the previous twelve (12) months are covered by the Family and Medical Leave Act (FMLA).

In compliance with FMLA, eligible Library employees are entitled to up to twelve (12) weeks of unpaid, job-protected-leave for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- Serious health condition that makes the employee unable to perform the employee's job.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

According to FMLA guidelines, "Continuing treatment" is a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider. The two (2) visits to a health care provider must occur within thirty (30) days of the beginning of the period of incapacity and the first visit to the health care provider must take place within seven (7) days of the first day of incapacity.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

A serious health condition includes more than three (3) consecutive full calendar days of incapacity plus a regimen of continuing treatment and the first visit to a health care provider must take place within (7) days of the first day of incapacity.

During all FMLA leave, the employee's group health coverage will be maintained. Upon return from FMLA leave, the employee will return to the original or equivalent position with equivalent pay, benefits and other employment terms. Use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Time spent performing assigned "light duty" work does not count against an employee's FMLA leave entitlement.

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days notice is not possible, the employee must provide notice as soon as practical. The notice must be consistent with the usual and customary Library procedures for reporting an absence unless there are unusual circumstances.

Employees are required to provide sufficient information for an FMLA eligibility determination to be made. This information will also be used to determine the anticipated timing and duration of the leave. Employees must complete and return, within fifteen (15) days of the first day of leave, one of the following U.S. Department of Labor (USDL) certification forms:

- Serious health condition – USDL Form WH-380-E;
- Care for a covered family member – USDL Form WH-380-F;
- Qualifying exigency for military family leave – USDL Form WH-384;
- Serious injury / illness of covered service member for military family leave – USDL Form-385.

If information provided by the employee or the healthcare provider on the certification form is incomplete or insufficient, the employee will be notified, in writing, as to what information is lacking and given seven (7) calendar days to cure the deficiency.

Employees may be required to provide a new medical certification each leave year for

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

medical conditions that last longer than one year. Recertification may also be required every six (6) months for an ongoing condition resulting in recurring absences.

Eligible employees requesting leave will be informed as to whether said condition/exigency qualifies for FMLA leave. A FMLA-qualifying employee:

- May use FMLA leave intermittently or on a reduced leave schedule when medically necessary or for qualifying exigencies.
- Using FMLA leave intermittently must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Library operations.
- Must also inform his/her supervisor if leave being requested is for a condition/situation for which FMLA leave was previously taken or certified.

The Library applies FMLA leave concurrent with accrued paid leave. This means eligible employees must take or use all personal and medical leave starting the first day of FMLA leave. This also applies to FMLA leave that is taken either intermittently or through a reduced work schedule.

No employee may interfere with, restrain, or deny the exercise of any right provided under the Family and Medical Leave Act. No Library employee may discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Military Entitlement. An eligible employee is entitled to up to 12 week of FMLA leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of any Armed Forces and/or a reserve component of the Armed Forces on covered active duty. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

An eligible employee who is the spouse, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty any time during the five years preceding the treatment is entitled to up to twenty-six

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

(26) weeks of leave in a single twelve (12) month period to care for the service member. The twenty-six (26) week entitlement applies to additional family members (i.e., next of kin) not previously covered for qualifying reasons. This entitlement is not in addition to the twelve (12) week FMLA entitlement for qualifying exigencies.

8.6 ADMINISTRATIVE LEAVE

Administrative leave is discretionary leave with pay, other than personal leave or medical leave, and is authorized under the following conditions:

8.61 Leave with pay will be granted to an employee to answer a subpoena for jury duty or as a witness in a court proceeding. An employee shall be excused only for time required by the courts.

Attendance in court or an official hearing in connection with the employee's official duties will not be considered as absence from duty.

8.62 Leave with pay may be granted in the event of extreme weather conditions or in the event of a manmade, technological, or natural disaster or emergency. Administrative leave may only be granted to an employee scheduled to work at the time of the event.

9. PERFORMANCE APPRAISAL AND REVIEW PROCESS

9.1 JOB DESCRIPTIONS

Each Library position has a written job description that focuses on the essential functions of the job. The job description includes (1) position title and general summary, (2) essential job duties or "functions," (3) nonessential duties, (4) supervisory authority, (5) special working conditions, and (6) minimum qualifications.

9.2 APPRAISAL AND REVIEW

All employees must meet established performance standards. A performance appraisal and review process takes place every three (3) months for every employee in the first year of employment and at least once a year thereafter. The purpose of the appraisal is to improve the quality and quantity of services, develop employee skills, motivate better performance, and increase communication between management and

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

staff members. Informal evaluation of staff takes place throughout the year and will be referenced in the formal Performance Appraisal and Review. The Performance Appraisal and Review Process may be used to identify employees for salary increases, training, and retention or separation on the basis of performance and/or conduct.

At the beginning of the appraisal period, the employee is given the job description for his/her position and specific performance standards for those duties and is informed of any changes in duties and performance standards during the appraisal period. Performance appraisals are administered in a fair and consistent manner with the employee's job performance for the entire appraisal period considered and reviewed.

Employees are informed during the Performance Appraisal and Review session of areas of deficient work performance and needed improvement. Employees are required to cooperate with the Performance Appraisal and Review Process. During the appraisal/review session, the Library Director or Supervisor will document the appraisal and both parties will sign an acknowledgment that the employee's duties and performance were discussed.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

10. EMPLOYMENT REFERENCES

It is the Library's policy to disclose, in response to a prospective employer's request for an employment reference, only the following information about current or former employees:

- The dates of employment;
- Description of the duties performed, and
- Salary information.

All requests for employment references shall be forwarded to the Library Director. The Director is the only one authorized to respond to the request. Responses to employment reference requests will only be given to the appropriate person asking for the information and only after the Library Director has verified the identity of the requestor. Prior to responding to the request, the Library Director shall also verify that the former or current employee is aware of and does not object to the Director's responding to the reference request.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

11. PUBLIC RECORDS

Library employees should be aware that Mississippi law provides for public records to be available for inspection by any person, subject to certain exceptions. Employees routinely create records, such as incident reports, emails, and voice mails that may be subject to inspection according to the *Mississippi Code of 1972, Annotated, §25-61-1 et seq.*

11.1 PUBLIC ACCESS TO INFORMATION

In accordance with §39-5-365, records maintained by the Library which contain information related to the identity of a Library user, relative to the user's use of books and other materials in the Library, are confidential and shall only be released with the express consent of the user or as a result of a court order.

The Mississippi Public Records Act of 1983 states that, unless exempted, all public records held by the Library are declared to be public property, and any person shall have the right to inspect, copy, or mechanically reproduce or obtain a reproduction of any such record in accordance with the procedures outlined below. This also applies to records furnished to the Library by a third party.

11.2 EXEMPTIONS – PUBLIC RECORDS ACT OF 1983

The availability of all records in the possession of the Library shall be subject to the following limitations;

- Personnel records and applications for employment and letters of recommendation of employment. (§25-1-100)
- Test questions or answers which are used in employment examinations. (§25-1-100)
- Records which represent and constitute the work product of any attorney, district attorney or county prosecuting attorney representing the Library and which are related to litigation made by or against the Library. (§25-1-102)
- Records in the possession of the Library which would disclose information about a person's individual tax payment or status. (§27-3-77)
- Appraisal information which concerns the sale or purchase of real or personal property for public purposed prior to public announcement of the purchase or sale. (§31-1-27)

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

- Test questions which are to be used in future academic examinations and letters of recommendations respecting admission to any educational agency or institution. (§37-11-510)
- Records which contain information about the location of any specific archaeological site and which, in the opinion of the Library, upon disclosure thereof, would create a substantial risk of damage or destruction to the historical value of the site. (§39-7-41)
- Records which are not otherwise protected by law, that:
 - Are compiled in the process of detecting and investigating any unlawful or alleged unlawful activity
 - Would reveal the identity of informants
 - Would prematurely release information that would impede the Library's enforcement, investigation, or detection effort in such proceedings
 - Would disclose investigatory techniques
 - Would deprive a person of a right to a fair or impartial adjudication
 - Would endanger the life or safety of any Library personnel
 - Are matters pertaining to quality control. (§45-29-1)

11.3 PROCEDURES FOR REQUESTING ACCESS TO RECORDS

Public access to Library non-exempt records shall be governed by the following procedures;

- **WRITTEN REQUEST** from the individual or duly authorized agent. Requests for public records shall be received and acted upon during the regular business hours. The written request and the envelope must be plainly marked "Request for Public Records." The request should describe in reasonable detail the records sought. The request should include, if possible, a description of the type of records, dates, title of a publication, and other information which may aid in locating records. The request shall specify whether the requestor proposes to access the record by inspection or copying, the date and time for the proposed activity, the number of persons scheduled to participate, and the name, address, and home and office telephone numbers of the requestor.
- **PRODUCTION OF RECORDS OR DENIAL OF ACCESS.** The Library Director shall allow or deny access to the records within seven (7) working days of the receipt of the request. If the records requested are exempt or privileged under

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

the law, the Director shall deny the request and send the requesting individual a statement of specific reasons for the denial. Denials will be kept on file for three (3) years. Individuals provided access to the records may do so within normal working hours under the supervision of staff member. No records, only reproductions, shall leave the building.

- APPEAL OF A DENIAL. In the event a public records request is denied, the requesting individual may appeal the decision using the following procedures:
 - 1) Requesting individual has thirty (30) calendar days from receipt of the Library's response to appeal the denial.
 - 2) The appeal shall be submitted in writing to the Library Director for consideration by the Administrative Library Board of Trustees.
 - 3) The appeal should contain a copy of the original request, the denial, and the justification for reconsideration.
 - 4) The appeal and the envelope shall be plainly marked "Public Records Appeal."
 - 5) The Board shall issue a written decision granting or deny the appeal within sixty (60) working days after the receipt of the appeal unless, after showing good cause, the Board extends the sixty (60) day period. If the appeal is granted, the procedures outlines in "Procedures for Requesting Access to Public Records" shall be initiated. If the appeal is denied, in whole or in part, the decision shall set forth reasons for the denial.

11.4 COST REIMBURSEMENTS

Reimbursement schedule:

- If the query requires more than one (1) hour, \$10.00 per hour, per person may be charged for searching, reviewing, and/or duplicating public records. Any part of an hour shall be charged at the full hourly rate.
- Regular copying fees apply
- A \$5.00 packing and handling fee shall be charged on all requests for copies of public records to be shipped or mailed.
- Mailing costs at the applicable rate.

Prior to complying with a request for public records, the Library shall estimate the anticipated time and charges that may be required, and the requesting individual shall reimburse the Library for the estimated costs. If actual costs exceed

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

estimated costs, the individual shall remit the difference prior to the Library releasing the public records. Cost reimbursements shall apply even if the search is unproductive.

Fees shown herein are subject to change.

12. ETHICS AND CONFLICTS OF INTEREST

12.1 AMERICAN LIBRARY ASSOCIATION (ALA) CODE OF ETHICS

Library staff must not remove or make inaccessible any Library books or other materials that they or members of the public may consider offensive. If a patron complains about an item, including children's items, the matter must be referred to the Library Director.

The Library endorses the Code of Ethics of the American Library Association:

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>

12.2 DISCIPLINARY OFFENSES: REMOVAL OF LIBRARY MATERIALS / DISCLOSURE OF PATRON RECORDS

It is against Library policy and is a serious offense for Library employees to remove Library materials based on offensive or objectionable content, either due to patron complaint or staff sensitivity. Challenges to Library materials must be handled by the Library Director and the Administrative Board of Trustees according to the Library's collection development policy. As such decisions must be in accordance with Article 3, Section 13 of the Constitution of the State of Mississippi and with the First Amendment of the United States Constitution.

Section 39-3-365 et seq. of the *Mississippi code of 1972, Annotated* forbids divulging patrons records to anyone, including law enforcement, unless the Library has express written permission of the respective Library user or a court order has been issued specifying the release of the records. Patron records are defined as records that contain information relating to the identity of the Library user, relative to the user's books or other

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

materials at the Library. Aggregate statistics shown from registration and circulation records, with all personal identification removed, may be released or used by the Library for research, planning, and reporting purposes. The law does not prohibit disclosure for the purpose of collecting overdue books, documents, films, or other items that belong to the Library.

If law enforcement requests patron records, employees must direct the requests to the Library Director or Designee:

Instructions for the Library Director or Designee: The Library may only disclose patron records when proper legal process is followed. Even in a serious criminal case, such as child molestation, the law enforcement officers must, by law, get a court order before the Library can legally disclosed the records.

The office may have a subpoena or a search warrant. A subpoena is not a court order unless it has been signed by a judge. Subpoenas do not require immediate execution (the typical timeframe is five (5) days), and the Director is advised to consult an attorney before responding.

A search warrant is a court order and is immediately executable. The Director is advised to have an attorney available for consultation, by telephone if necessary. If an attorney is unavailable, the recommended procedure for the Director is:

- 1) Verify that the officer is a legitimate law enforcement officer. If you do not know the officer, ask for identification. Assign a staff member to call the law enforcement agency (e.g. FBI field office) to verify. If possible, ask a staff member to take notes on the full encounter.
- 2) Examine the search warrant to assess validity. Make sure the warrant is signed by a judge, applies to the Library's jurisdiction, and has the correct place and date.
- 3) Determine which records are specified by the search warrant.
- 4) Retrieve and the give the specified records to the law enforcement officer. Do not provide additional records, even if the officer verbally requests them.
- 5) Write an incident report with full details of the encounter. It is permissible to take photos or videos. Remember incident reports are public records.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Exigent Circumstances: If law enforcement is in hot pursuit and life or limb is in danger, step back. The Library is not a sanctuary for criminal behavior and only Library patron records are protected by the law. In the event that law enforcement is concerned that patron records are too fragile to wait for a court order (e.g. electronic records that could be purged or paper Internet sign-up records that are routinely shredded), offer to preserve the records for thirty (30) days.

12.3 CONFLICTS OF INTEREST AND INTEGRITY

Library employees are expected and required to:

- Maintain the highest standards of honesty, integrity, impartiality and conduct;
- Avoid any misconduct and / conflicts of interest;
- Be impartial in all decision making and not give unjustified preferences to other staff or patrons;
- Avoid using, or appearing to use, their position for personal gain (other than the remuneration received pursuant to employment) or for family members' personal gain.

No act shall be committed by an employee that could result in the questioning of the Library's integrity. Library employees are required to comply with all state ethics laws regarding conflicts-of-interest, *Mississippi Code of 1972, Annotated, §25-4-101 et seq.*

Associations, dealings, relationships of interests that could affect, or reasonably appear to affect, an employee's objectivity in performing his/her job or in making decisions required of his/her position must be avoided. Any potential conflict of interest or situation that could be reasonable viewed as a conflict must be immediately reported to the Library Director.

A Library employee cannot serve in elected or appointed positions that have decision making authority over the Library. A current Library employee must immediately resign if he/she accepts an elected or appointed position that has decision making authority over the Library.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Employees are not to engage in any activity in either a private or official capacity where a conflict of interest may reasonably exist. Violations of this policy will result in disciplinary action, up to and including termination. In addition to complying with all state laws governing conflicts of interest, employees are also required to comply with all state laws regarding nepotism.

For more detail and updates, see Mississippi Ethics Commission

<http://www.ethics.state.ms.us/ethics/ethics.nsf/>

12.4 NEPOTISM

Nepotism is prohibited by Mississippi state law, *Mississippi Code of 1972, Annotated*, §25-1-53. It is unlawful for any public official or trustee to appoint or employ any person who is paid with public funds, if that person is related to the public official or trustee by blood or marriage within the third degree as computed by civil law.

Nepotism does not apply to any employee who has been with the Library or Library system prior to the time his/her kinsman, within the third degree, becomes director of the public Library system or a member of either an Administrative Board of Trustees or an Advisory Board of Trustees.

In Mississippi, the Guide to Civil Law Degrees of Kinship is as follows:

<u>First Degree</u>	<u>Second Degree</u>	<u>Third Degree</u>
Parents	Brothers	Uncles/Aunts
Spouse	Sisters	Nephews/Nieces
Children	Grandparents	Great-Grandparents
	Grandchildren	

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

13 EMPLOYEE CONDUCT AND BEHAVIOR

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

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

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

Any violations will result in disciplinary action, up to and including dismissal.

13.1 TARDINESS AND LEAVING EARLY

Each staff member is expected to be at his/her post and working at the assigned times, and not just coming in the door. If the staff member is going to be late, he/she must notify the Director as soon as possible. A deduction of 15 minutes will be taken from the employee's time sheet for each five (5) minutes of tardiness, at the Director's discretion.

At the end of each day, every staff member is to stay at his/her post till closing; leaving the workstation to collect personal items or visit the restroom in the last minutes of the Library's open hours is inconsiderate to the other staff and the patrons.

13.2 ATTITUDE

Attitudes are the most important facet of each employee's presentation of Library service to the public. As such, personal problems and feelings must be kept out of the Library.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

We must be courteous, helpful, and pleasant at all time; treating the most unpleasant patrons as well as we treat the most pleasant ones. Be especially aware of your tone of voice and your body language. That said, no staff member is expected to take abuse from patrons or other staff members. Refer such to the Director.

13.3 SERVICE

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

Patrons deserve alert and interested staff at all time. Any question a patron asks is important. No distinction between patrons may be shown in a tax-supported institution. Acknowledge and greet a patron immediately when they approach. Whatever else you are doing takes second place when patrons need your help; avoid making them feel as if they are interrupting you. When directing a patron to the location of a book or other item, take the time to walk the person to the shelf and help them find the item. If necessary, ring the bell to call another staff member to the desk to replace you while you help the patron.

13.4 LOYALTY

Staff members are expected to demonstrate loyalty to the Library System at all times. Negative remarks to co-workers or others about the Library system or Library staff are always inappropriate. Small disloyalties in conversations can seriously affect the delivery of quality Library service. All employees are expected to discourage the practice of starting or spreading rumors and to refrain from being party to such actions. Staff members are encouraged to discuss suggestions about the Library System and any job problems with the Director.

13.5 DRESS AND PERSONAL APPEARANCE

The appearance of Library employees and volunteers reflects directly on how the Library is perceived by the public. Extremes of any sort should be avoided, such as shorts, tank tops, and clothing that bares the shoulders or midriff. Tattoos must be covered. During

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

business hours, staff is expected to wear clean clothing and present a clean, neat appearance. Clothing must not advertise alcohol, illegal acts or substances, or have any sexual content or innuendo. Shoes should be appropriate to the task at hand; rubber flip-flops are not permitted. Excessive amounts of perfume or cologne are to be avoided.

13.6 WORK AREA TIDINESS

Each employee is responsible for cleaning up after him or herself at all times. This includes keeping the work area (especially at the front desk) neat and tidy and keeping the kitchen clean and neat. Each shift at the front desk should straighten up the area before leaving so that the next shift is left with a clean work space. Empty the trash in these areas as necessary.

13.7 PERSONAL READING AND STUDYING, PHOTOCOPYING

Personal reading, studying, writing, and/or class preparation for church or school is *not* to be done on Library time. Making limited amounts of copies and printing from the computer for personal use is allowed; making copies for other organizations, institutions, and/or clubs and groups is not allowed: these copies must be paid for at the current rates.

13.8 PHONE CALLS

Personal calls or texting should be done only during break times. Incoming personal calls should be kept to a minimum unless there is an immediate family concern, and should never be taken in the public area. Cell phones are not allowed at the service desks or public areas.

Patrons who are physically at the desk take precedence over patrons calling on the phones. When busy, take the person's name and number, and call them back later. Phones should be answered as quickly as possible. When desk personnel are busy, other available personnel or personnel in the back office must answer the calls.

When patrons ask to use our Library telephones, politely explain to them that our phones are for Library business. You can use your judgment and allow them to use our phones for brief, local, or emergency calls, which are to be dialed by the employee. Be sure to

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

explain that you will not always allow them to use our phones, but they can do so this one time.

13.9 CONVERSATIONS

Any conversation that is not concerned with Library business is to be kept to a minimum. At no time is a patron to be kept waiting while an employee finishes a personal conversation. It is also rude to continue to hold a separate conversation with someone while helping a patron. We must give full attention to the patron on whom we are waiting. Never comment on another patron while at or near a public desk.

13.10 EATING AND DRINKING

Any eating or drinking by staff members should not be done in public areas. Eating and drinking small snacks or soda may be done discreetly in the back office of the Library. Bottles of water with caps are allowed in public service areas. Meals should be eaten before arriving to work or during designated unpaid meal times.

13.11 BREAKS

Breaks are a privilege, not a right. One 15-minute break is allowed for each 4-hour work period. Breaks may not be “saved” or combined to allow more time for lunch or dinner hours, or to come in early or late. Breaks are designed to allow staff time to get away from the eye of the public to relax. Employees will receive a 1 hour unpaid meal period each day they are scheduled to work 8 hours. For a work schedule of over 6 hours and less than 8 hours, a 30-minute unpaid lunch is authorized. Lunches and breaks should be staggered to assure coverage in public service areas. Staff members in public service may sometimes be delayed in being able to leave for breaks; do not walk away from a patron to take lunch or a break.

13.12 GUESTS AND VISITORS

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

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Guests should not be in non-public areas unless attended to by their host. Guests may accompany their host to the lounge when on break, but it is the responsibility of the host employee to watch over the guest's behavior. Guests should not eat any food that does not belong to them, unless invited to do so.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

14. EMPLOYEE SPEECH

The following policies in no way conflict with the Whistleblower Protection Act with regard to statements to investigatory bodies. The Whistleblower Protection Act does not apply to media statements.

14.1 STATEMENTS TO THE MEDIA

At all times media communications should be rooted in honesty, openness, and accuracy of information. Employees should be knowledgeable on the media topics address and should refer inquiries upward whenever appropriate. Under no circumstances should confidential information be discussed.

14.2 POSTING TO LIBRARY BLOGS, PODCASTS, SOCIAL NETWORKS, TWITTER, ETC.

Official Library blogs, podcasts, photo sites, social network profiles, twitter feeds, etc. are an increasingly effective means of communication with Library users and the larger community. Library staff designated to post on behalf of the Library must adhere to the following guidelines:

- Use a professional voice. Use Standard English spelling and grammar. Avoid use of slang language and abbreviations such as 4now (“for now”);
- Always verify facts before posting;
- Minimize opinions unless specifically authorized by the Library Director;
- Do not post pictures of people, especially children, without written permission. In the case of children, written permission from a parent or guardian is required.

14.3 PERSONAL EXPRESSION

The Library does not interfere with personal expression done outside the Library setting. However, if employees comment on any aspect of the Library in their own personal blogs, twitter, Facebook, e-mail, or other public electronic communities, they must clearly identify themselves as Library employees and include a disclaimer that the views expressed are their own and not those of the Library.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

15. EMPLOYEE USE OF COMPUTERS AND INTERNET POLICY

It is important that each person employed by the Library, whether full-time, part-time, temporary, contractor or subcontractor, understands and acknowledges the Computer and Internet Policy that governs the use of all computers, computer-based communications networks, and all related equipment.

The electronic communications and facility of the Library are government property and by using these facilities, the user acknowledges consent to abide by these policies.

All passwords, access codes, and/or security levels are the property of UCLS. Staff members may not use a password, access code, or security level that has not been issued to that person, nor shall staff reveal passwords, access codes, or security levels to others.

No communications or uses of the information systems resources are to be considered private or confidential and use of such systems may be monitored at any time. The Library prohibits the use of these technology resources in any manner which is disruptive, offensive, harmful to morale, unethical, or illegal under state and/or federal laws. It is the responsibility of each employee to use these resources in a responsible, courteous manner following accepted standards of behavior and etiquette.

Staff should not load personal files for storage on library computers. Such files, as well as all e-mail, instant messaging, or other communication composed, transmitted or received via the Library's computers is considered to be part of the official records of the Library. As such, the information may be subject to disclosure to public records requests or law enforcement agencies should circumstances arise that require such action.

The Library recognizes that staff may need to use library computers and internet to conduct personal business occasionally. Use is permissible as long as it does not interfere with the performance of library duties and is done *only* on personal time.

Any employee or volunteer found violating this policy may be restricted from, or denied, use of the information technology resources of the Library. If an employee or volunteer is

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

found committing unlawful activities, the appropriate law enforcement agency/agencies will be notified.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

16 DISCIPLINARY PROCESS

16.1 DISCIPLINARY ACTION

The Library is committed to ensuring fair treatment of all employees. Disciplinary action shall be applied in steps of increasing severity whenever practical in order to stimulate a change in conduct or performance. The Library adheres to fair and objective procedures and criteria for disciplinary action and is committed to progressive disciplinary action before an employee is dismissed, whenever practical.

Examples of possible progressive disciplinary action prior to dismissal of an employee include a suspension without pay and/or a demotion to a position with less responsibility and/or salary. The Library distinguishes between less serious and more serious actions of misconduct and institutes disciplinary action accordingly. The primary purpose of any disciplinary action is to correct and prevent problems in a timely manner and prepare the offending employee for satisfactory service in the future.

Corrective Action Meetings to address unacceptable conduct are conducted by the Library Director in a timely manner. The Director discusses the specific issue with the employee and direction is given by the Director to the employee concerning the unacceptable conduct. The Director also informs the employee of the potential consequences of any future unacceptable conduct. The issues discussed in the Corrective Action Meeting are documented by the Director and the employee is required to sign the memorandum acknowledging that the meeting took place and the issues were discussed.

16.2 PROGRESSIVE DISCIPLINE

In order to administer equitable and consistent discipline in the event of unsatisfactory conduct or performance in the workplace, this policy has been put into place. The Library Director may use progressive discipline at his/her discretion.

Disciplinary action may call for any of four steps: Verbal Warning, Written Warning, Suspension (with or without pay) and, Termination of Employment.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

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

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

- First offense(s) – verbal warning
- Repeated offense(s) – written warning
- Repeated offense(s) – suspension (with or without pay)
- Repeated offense(s) – termination of employment

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

Certain types of employee problems are serious enough to justify immediate suspension or termination of employment, without going through the usual progressive steps. Examples of such behaviors are found in the staff conduct areas of this manual.

16.3 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization. Below are examples of some of the most common circumstances of termination of employment. Since employment with UCLS is based on mutual consent, both the employee and UCLS have the right to terminate employment at will, with or without cause, at any time.

A letter of resignation should be submitted in writing and addressed to the Director. The letter should include the date the resignation is submitted, the last day of work, and the reason for resignation. Employees will receive their final pay in accordance with applicable state law. A thirty (30) day notice of intent to terminate employment is expected from a professional staff member and two-weeks notice from a support staff member.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Prior to the release of the final paycheck, the employee must have turned in all keys, tools, books, and other library property that may have issued to him. If materials are not returned, the value of the property may be deducted from the final paycheck.

Employee benefits will be affected by termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits, such as Cafeteria Insurance, may be continued at the employee's expense if the employee so chooses.

- RESIGNATION

Voluntary termination of employment initiated by employee

If an employee misses 3 consecutive days of scheduled work without notifying the library, the library will assume that the employee has voluntarily resigned his position.

- RETIREMENT

Retirement at age 65 is not compulsory. An employee who wishes may retire (or take semi-retirement, when it is in the best interest of the library or the employee)

- DISMISSAL

Involuntary termination of employment initiated by the employer

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

- LAYOFF

Involuntary termination of employment initiated by the employer for non-disciplinary reasons

In the event that the Library must release an individual from service of non-disciplinary reasons, every opportunity will be made to help the employee find continued employment. Employees who are laid off will be given preference for any openings which become available during the layoff period (providing the employee meets the requirements of the job) on a seniority basis.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

16.4 GROUNDS FOR IMMEDIATE DISMISSAL

Includes fighting, public intoxication, substance abuse, employee theft, harassment, insubordination, or vandalism on Library time and Library property

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

- Any action or inaction which might cause harm to befall the staff member or another person
- Any action or inaction which violates the staff member's religion
- Any action or inaction which is immoral or illegal

It also includes being rude and disrespectful to the Director, in word or deed, or challenging the Director's authority.

Reasons for involuntary termination are privileged information and will be treated with confidentiality. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

16.5 REMOVAL OF STAFF

The Library Director is responsible for the orderly and efficient administration of the Library and may employ staff with the approval of the Board of Trustees as described in *Mississippi Code of 1972, Annotated, §39-3-1(3)*. The Director also has authority to remove staff for cause. Unacceptable conduct, poor performance, reorganization plans and/or budget restrictions may be considered as cause to terminate the employment of an employee.

In the event a determination is made by the Director to remove an employee for cause, written notice of this decision will be given to the employee. When practical, the notice will be hand delivered to the employee, otherwise the note will be sent certified mail to his/her address on file.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

16.6 NOTICE TO EMPLOYEE / OPPORTUNITY FOR HEARING

An employee is entitled to a written notice of the reason(s) for the termination and a summary of the factual basis for the decision. In accordance with *Mississippi Code of 1972, Annotated, §39-3-18 (3)*, the notice will also inform the terminated employee that he/she may request a hearing before the Administrative Library Board of Trustees to present matters relevant to the reasons given for the termination decision, including any reasons alleged by the employee to be the reason for the action.

The terminated employee has five (5) working days from delivery of the termination notice to request a hearing via written notification to the Director. The Director will inform the Chairman of the Administrative Board of Trustees of the request. The Administrative Library Board of Trustees will send a notice of hearing to the terminated employee informing him/her of the date, time, and location of the hearing.

Prior to the requested hearing, all relevant documentation concerning the termination decision will be provided to the Administrative Board of Trustees. The Director will meet with the Board in executive session to review the documentation and answer questions.

The requested hearing will be held at least five (5) working days after written notice of hearing date. The hearing will be fair and impartial and the terminated employee may be represented by counsel at his/her own expense. The Library Director and attorney for the Board shall also be present at the hearing. The hearing shall be informative and administrative in nature. Attorneys will not be permitted to cross examine witnesses and their participation may be limited by the Chairman, in harmony with the informal and administrative nature of the hearing.

The terminated employee and/or the employee's attorney will be permitted to present matters relevant to the reasons given for the termination decision, including any reasons alleged by the employee to be the reason for the action. The Board shall take the matter under advisement at the end of the meeting and will notify all parties in writing of the decision within ten (10) working days. The decision of the Administrative Board of Trustees is final.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

If the terminated employee does not request a hearing before the Administrative library Board of Trustees, the decision of the Director is final.

17 STAFF GRIEVANCE / PROBLEM RESOLUTION

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

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

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

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

1. When a problem comes up, the grievant should discuss the matter with their immediate supervisor. This should be done within 3 working days of the discovery of the problem.
2. The immediate supervisor will review the problem and any relating policies. If possible s/he will respond through discussion. If not, s/he will respond within 2 working days.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

(This response may be no more than a promise to take the matter up with the next level of authority). The supervisor will document this discussion, including any steps that are to be taken.

3. If no satisfactory solutions can be arrived at through this discussion, the grievant is to approach the Director (who may be also be the immediate supervisor) with the problem. This time the problem should be written out in duplicate, along with what the grievant sees as a satisfactory solution. Both copies will be signed by the Director and grievant, and each will keep a copy.

4. The Director will re-assess the problem and will meet with the grievant again, within 5 working days, to further discuss the options for solutions.

5. If no satisfactory agreement (for all parties involved) can be reached, the grievant may petition, within 3 additional days, for a private consultation with a committee of at least three Board members and the Director.

6. The request for this meeting will be written and include documentation of the previous discussions held between the employee and Director, and the solutions proposed by each. It is to be delivered to the Board of Trustees Chairman before the next scheduled Board meeting by the Director, so that the committee may be chosen to hear the grievance.

7. The committee will set a date and time to examine the evidence presented, hear the testimony of both the Director and grievant, and make a decision on a solution to the problem. The decision of the committee will provide the solution taken to the problem.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Adopted December 10, 2010

Amended/Added March 16, 2012

Section 3.6; Section 17

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Glossary

ADA	—	The federal Americans with Disabilities Act (1990) provides civil rights protections to people with disabilities and guarantees equal opportunity in public accommodations, employment, transportation, state and local government services, and telecommunications. The ADA employment portion applies to employers with 15 or more employees, including state and local governments of any size. For more information, visit http://www.eeoc.gov/types/ada.html .
ADEA	—	The federal Age Discrimination in Employment Act of 1967 protects individuals 40 years of age or older from employment discrimination based on age. ADEA's protections apply to both employees and job applicants. Under ADEA, it is unlawful to discriminate against a person because of his/her age with respect to any term, condition, or privilege of employment, including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training. For more information, visit http://www.eeoc.gov/types/age.html .
Adverse action	—	An action taken to keep someone from opposing a discriminatory practice, or from participating in an employment discrimination proceeding. Examples include: termination, refusal to hire, denial of promotion, or other actions affecting employment. Does not include petty slights, annoyances, negative comments, or comments made regarding an employee's poor work performance or history.
At will	—	An employee subject to termination without cause.
Civil Rights Act of 1964	—	Prohibits job discrimination based on race, color, religion, sex, or national origin. Applies to employers with 15 or more employees, including state and local governments. For more information, visit http://www.eeoc.gov/ .
Constructive discharge	—	Termination of employment brought about by making the employee's working conditions so intolerable, usually through harassment, that employee feels compelled to leave.
Covered individual	—	An employee engaged in protected activity (i.e., opposes unlawful practices, participates in proceedings, or requests accommodations related to employment discrimination based on race, color, sex, religion, national origin, age, or disability). Also applied to individuals who have a close association with someone who has engaged in protected activity.
Disability	—	A physical or mental impairment that substantially limits one or more major life activities. The ADA Amendments Act of 2008 expands definition of "major life activities" to include activities such as reading, bending, and communicating. For more information, visit http://www.eeoc.gov/ada/amendments_notice.html .
Due process	—	Written notice of reasons for termination as well as an opportunity

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

		to respond.
EEOC	—	Equal Employment Opportunity Commission – the federal agency charged with enforcing and administering laws governing discrimination in employment. Works to prevent discrimination based on race, color, national origin, religion, sex, disability, or age in hiring, promoting, firing, setting wages, testing, training, and other terms and conditions of employment. For more information, visit http://www.eeoc.gov/abouteeo/overview_laws.html .
Equal Pay Act of 1963	—	Federal law requiring men and women be given equal pay for equal work in the same establishment. Jobs need not be identical, but must be substantially equal. Job content, not job titles, determines whether jobs are substantially equal. Employers may not pay unequal wages to men and women performing jobs requiring substantially equal skill, effort and responsibility, and are performed under similar working conditions within the same establishment. For more information, visit http://www.eeoc.gov/types/epa.html .
FMLA	—	Family Medical Leave Act (1993) – Federal law allowing private, state, and local government employees up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, such as birth/care of newborn child of the employee, adoption of child by employee, caring for a spouse, child, or parent with a serious health condition, medical leave when employee is unable to work due to serious health condition. 2008 amendment also allows 26 weeks of unpaid, job-protected leave to care for member of Armed Forces, including member of National Guard or Reserves, undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on temporary disability retired list, for serious injury/ illness. The amendment also allows up to 12 weeks of leave for any “qualifying exigency” (pressing situation) arising from active duty of spouse, son, daughter, or parent of employee or their impending call to active duty status. For more information, visit http://www.dol.gov/esa/whd/fmla/ .
FMLA year	—	Twelve (12) month period beginning the first day employee uses FMLA leave.
For cause	—	Appropriate reason for dismissal. Can include conduct or behavior, job performance, or reorganization/budget plans.
Government entity	—	An organized entity which, in addition to having governmental character, has sufficient discretion in management of own affairs to distinguish organization as separate from administrative structure of any other governmental unit.
Harassment	—	Words, conduct, or actions, serving no legitimate purpose— usually repeated or persistent—being directed at specific person that annoy, alarm, or cause substantial emotional distress to said person.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Informal hearing	—	A hearing that is administrative versus judicial in nature. Courtroom rules and procedures do not apply.
Lilly Ledbetter Fair Pay Act of 2009	—	Federal law which allows individual subjected to compensation discrimination under Title VII of the Civil Rights Act of 1964, the ADEA, or the ADA to file a charge within 180 (or 300) days of any of the following: <ul style="list-style-type: none"> - a discriminatory compensation decision or other discriminatory practice affecting compensation is adopted; - individual is subjected to discriminatory compensation decision or other discriminatory practice affecting compensation; or - individual's compensation is affected by application of discriminatory compensation decision or other discriminatory practice, including each time individual receives compensation based in whole or part on such compensation decision or other practice.
Mediation	—	A dispute resolution process involving a neutral third party who tries to help the disputing parties reach mutually agreeable solution.
Pressing situation	—	Situations arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status. Activities include, but are not limited to, arranging for childcare, attending counseling, and making financial or legal arrangements. For more information, visit http://www.dol.gov/esa/whd/fmla/finalrule/MilitaryFAQs.pdf
Protected activity	—	As related to retaliation, includes opposition to practice believed unlawful discrimination, such as complaining about alleged discrimination or threatening to file charge of discrimination; or participation in employment discrimination proceeding, such as filing charge of employment discrimination or cooperating with investigation of alleged discrimination. It is considered retaliation when an employer takes an adverse action against a covered individual because he/she engages in protected activity.
Reasonable accommodation	—	As related to ADA , includes making existing facilities readily accessible to and usable by persons with disabilities; job restructuring, modifying work schedules, reassignment; acquiring/modifying equipment or devices, adjusting/modifying policies, and providing qualified readers or interpreters for known disability of qualified applicant or employee. Exception: if such imposes an undue hardship of operation or finances of employer.
Retaliation	—	Firing, demoting, harassing or otherwise “getting even with” employee for filing charge of discrimination, participating in discrimination proceeding, or otherwise opposing discrimination.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

Undue hardship	—	An action that causes significant difficulty or expense when considered in light of factors such as employer's size, financial resources, and nature/structure of operation.
-----------------------	---	--

UNION COUNTY LIBRARY SYSTEM
Job Description

Job Title: Library Director

Reports to: Library Board of Trustees

Job Summary

Under the direct supervision of the Board of Trustees, the library director performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for Union County, Mississippi.

Primary Responsibilities

- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment.
- Administers personnel policies and procedure for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation.
- Responsible for developing print and non-print collection, including selection, organization, maintenance, preservations, withdrawal, and disposal of materials, either directly or through appropriate delegation.
- Prepares and presents library budget proposals to the library board for approval, and monitors expenditures from the official operating budget.
- Receives and expends library funds according to established guidelines, and maintains up-to-date records showing the status of library finances.
- Confers with the Library Board of Trustees to establish operating policies and to review the library's menu of services.
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Recruits, selects, hires, supervises, evaluates, and terminates, if necessary, library staff in accordance with library policy and state and federal law.
- Prepares Library Board meeting agendas and necessary reports in cooperation with the library board president, and notifies board members of scheduled meetings.
- Maintains knowledge of new developments in the library profession, including technical advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks of the Mississippi Library Commission.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

- Interacts with the appropriate county officials for the maintenance of the library's buildings, furnishings, and equipment.
- Informs and advises the library board as to local, regional, state, and national developments in the library field, and works to maintain communication with other area and state libraries.

Additional Responsibilities

- Selects or directs the selection of materials for all media and all age groups, based on the library's approved collection development policy.
- Classifies and catalogs library materials according to accepted standards and maintains the integrity of the public catalog.
- Advises, consults, and confers with other librarians, professionals, citizens, and community groups.
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award.
- Seeks reimbursement for telecommunications costs through the E-Rate program.
- Maintains inventory of equipment, furniture, and supplies.
- Assists with reference and direct patron services, as needed.
- Works with the Friends of the Library in promoting the library before the community.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services.
- Serves on professional and community committees and groups, as requested, to advance the library and the library profession.

Essential Functions and Knowledge

- Thorough knowledge of principles, theories, and practices of library management and library science.
- Committed to excellence in customer service.
- Strong oral and written communication skills.
- Ability to work independently.
- Ability to organize work for efficient use of time.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to understand and interpret policies, and rules.
- Ability to keep records accurately.
- Ability to interact courteously and effectively with elected and appointed officials, county and city employees, library staff and volunteers, the library's business contacts, and the general public.
- Considerable knowledge of supervision, training, and staff utilization principles.
- Ability to plan, organize, and evaluate the work of employees and volunteers in diversified library activities.

UNION COUNTY LIBRARY SYSTEM EMPLOYEE GUIDE

- Ability to initiate, organize, and follow through on programs, services, and projects.
- Solid knowledge of current trends and developments in the library profession.
- Thorough knowledge of library resources: print, non-print, and electronic.
- Knowledge of library automation.
- Working knowledge of public relations procedures.
- Ability to represent the library at professional and community meetings.

Required Education and Experience

- Master's Degree in Library and Information Science from an American Library Association-accredited institution required.
- At least three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibility