



# Wright Memorial Public Library

## Employee Manual



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# About Wright Library

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## Introduction

This Employee Manual has been developed to assist employees in answering questions they may have regarding their employment at the Wright Memorial Public Library (also referred to in this document as the Library). Please read this manual carefully, as employees are responsible for knowing and understanding its contents. Topics in this Manual are not intended to be all-inclusive, but should serve as a general reference.

This Manual is intended for informational purposes only. This handbook, Library practices, or other communications do not create an employment contract. It does not contain all of the information you will need during the course of your employment. Employees will also receive information through various written notices as well as verbal communication.

**Employment-At-Will:** Employment with Wright Memorial Public Library is voluntary and is subject to termination by the employee or the Library at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the Library's employees.

The Library Board of Trustees may modify, revoke, suspend, terminate, or change any or all of its plans, procedures, programs, policies, including those in this manual and in the formal documents, in whole or in part, at any time, retroactively or prospectively, with or without prior notice to employees, with the sole exception being the Library's policy of equal employment opportunity. The Library may also implement new or different plans, procedures, programs, and policies should it choose to do so at any time. The Library's interpretation of any of its plans, procedures, programs and policies, both in this manual and in the formal documents, is final and binding.

At no time is a supervisor or other Library employee or member of the Board of Trustees authorized to vary any policy contained herein by verbal means.

## Organization of the Wright Memorial Public Library

Wright Memorial Public Library is a School District Library, governed by a seven-member Board of Trustees appointed by the Oakwood Board of Education. The Bylaws of the Board of Trustees are available in the Administrative Office and on the WMPL website.

According to the Ohio Revised Code, legal responsibility is vested in the Board, which is the policy-making body of the Library. The Board's responsibilities include selection and appointment of the Director and Fiscal Officer; promotion of Library interests; securing of funds adequate for the Library's program; and control of Library funds, property, and equipment. Subject to existing statutes and ordinances, it has power to determine the rules and regulations governing Library service and personnel.



Regular meetings of the Board are typically held the third Monday of the month as scheduled and are open to the public.

See the **Appendix** for the Library's Organizational Chart.

## **History of the Wright Memorial Public Library**

An Oakwood School Library was mentioned in 1913 in the *Oakwood Village Record*. In 1916, the Board of Education passed a resolution to organize the Oakwood Library. It was housed in a Harman School classroom, included books for both adults and children, and was open only a few hours a week.

At the end of 1923, John R. Fletcher, president of the Board of Trustees, deeded the Library a building at 45 Park Avenue. That building, called the "Library House" or the "Park Avenue Library" was a big improvement over the school room, but by 1928 it was already overcrowded. Orville Wright was appointed to the Board in 1934, serving for the next 12 years.

In 1937, the Library Board of Trustees placed a \$40,000 bond issue on the ballot for a library building to be built in a park named for Katharine Wright, Orville and Wilbur Wright's sister. The land was leased from the city for \$1 per year for 99 years, renewable. Orville Wright offered \$100 to underwrite the cost of the campaign to pass the bond issue. The Oakwood Garden Club suggested the name Wright Memorial Library in honor of the three Wrights, and the Board of Trustees approved. The building opened February 14, 1939.

A new wing was added in 1964 to house an additional 8,000 volumes and air conditioning was installed. In 1972, floor space was doubled to 13,800 square feet. The project enlarged the Children's Department and areas of publicly accessible shelving, and added a meeting room, magazine storage area, book processing department, and employee lounge.

Overflowing book shelves, deterioration of the building itself, and increased demand for audiovisual materials led to an addition of 9,850 more square feet and a complete remodeling in 1983. An audiovisual room, a new children's room, and a meeting room with a capacity of 75 were the major additions.

Library use continued to increase. In 1991, the Audiovisual Department converted to open shelving and Wright Memorial Public Library introduced the computerized catalog. Automation increased the speed and efficiency of repetitive tasks, including many behind-the-scenes library jobs, freeing more employee time for individualized service to patrons.

In 1997, the Library introduced OPLIN – the Ohio Public Library Information Network – which provides Internet resources for public libraries throughout the state. Also new in 1997 was the Electronic Notification System, which electronically calls to notify patrons when they have items on hold or overdue. The Library's website was launched in 1999. In 2002, Wright Memorial Public Library became the first library in the area to offer a virtual reference service. EBooks were added in 2003. The Library joined the Ohio eBooks project in 2005 and began offering downloadable audio books. Wireless Internet access was provided for patrons in 2007. In 2014, the Wright Memorial Public Library building on Far Hills Avenue celebrated its 75th birthday and was awarded the honor of being added to the National Register of Historic Places.



In 2018, the Library’s historic reading rooms and other parts of the original 1939 building were renovated utilizing \$500,000 in private gifts. In 2022, the Library completed a \$5 million renovation that repaired infrastructure, improved efficiency and accessibility, and enhanced learning spaces for all ages. The project included a 300 SF two-story addition, with a Park Entrance vestibule and a Conference Room overlooking Katharine Wright Park. A pollinator sun garden was planted in 2022, and a native shade garden was planted in 2023, both utilizing grants and volunteers for maintenance.

## Directors of the Wright Memorial Public Library

March 1917 – February 1918	Miss Snivly
March 1918 – September 1918	Miss Lillian Smith
October 1918 – September 1919	Miss Burnett
November 1919 – December 1923	Miss Gretchen Smalley
January 1924 – May 1924	Mrs. Aimee Clunet
June 1924 – December 1924	Miss Jane McMaster
January 1925 – March 1927	Mrs. Nell Gunter (Librarian-Custodian)
April 1927 – February 1939	Miss Jane McMaster
July 1939 – June 1952	Miss Catherine Hadelier
July 1952 – April 1965	Mrs. Eva Leach
July 1965 – July 1989	Mrs. Thelma P. Yakura
September 1989 – December 2003	Ms. Antoinette L. Walder
December 2003 – July 2013	Mrs. Ann Snively
July 2013 – February 2014	Mrs. Debra Schenk (interim)
February 2014 – August 2015	Mr. Travis Bautz
August 2015 – January 2016	Mr. Stephen Maag (interim)
January 2016 – Present	Mrs. Kristi J. Hale

## Funding of the Wright Memorial Public Library

The Wright Memorial Public Library is funded primarily through state tax revenue. Four libraries in Montgomery County share the county’s portion of the state fund through a formula which takes into account a number of measures including library use and need. In 2012, the citizens of Oakwood passed a 1.5 mill, five year, operating levy for continued support of the Library. In 2017, the 1.5 mill levy was renewed for a continuous period. In 2020, Oakwood citizens passed an additional 1.5 mill continuous levy. This accounts for approximately 40% of WMPL’s annual funding, with 56% from state funding.



# Administrative Policies

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## Vision Statement

To enrich minds and transform lives.

## Mission Statement

To provide diverse opportunities for lifelong learning, personal growth, education, and enjoyment, in the heart of Oakwood.

## Values

Empathy	We seek to understand, and we respond with care and respect.
Community	We are an inviting and inclusive place where people come together.
Curiosity	We connect people to worlds of learning and wonder.
Trust	We act with honesty and integrity.
Impact	We make a difference in the lives of individuals and the community.

## Clientele Served

The Wright Memorial Public Library is open to anyone who provides a verifiable Ohio address at which they can receive notices.

## Intellectual Freedom

The Wright Memorial Public Library vigorously supports the rights to intellectual freedom as articulated in position papers adopted by the American Library Association, copies of which are available via the ALA website.

## Public Records and Records Retention Policies

Please refer to the Public Records and Records Retention policies in the Public Policy Manual.

## Privacy

*Updated by the Library Board of Trustees on May 20, 2024*

Desks, storage areas, computers, email systems, Internet access, voice mail, and computer or other electronic programs and other Library assets are considered Library property and resources. Therefore, employees should have no expectation of privacy when using these items. The Library may inspect its property at any time, regardless of to whom the property is currently



assigned. See also Personal Use of Facilities and Equipment and Acceptable Use of Library Technology policies for information specific to the use of library property and technology.

In addition, the Public Records Act of the State of Ohio mandates that all records of the Library that meet the definition of “public records” are public unless they are exempt from disclosure under Ohio and Federal law, such as under the exemption in ORC 149.43 that prohibits the Library from releasing or disclosing patron library records or patron information (see also Public Records Policy in the Public Policy Manual and Confidentiality of Patron Information in Employee Manual). Information stored on any Library asset or system is the property of the Library and subject to the Public Records policy and the Records Retention policy. Library staff should be aware that all written and electronically recorded materials used in Library related business regardless of communication method may be considered public records. See Personnel Records policy for information about the Ohio Public Records Act as it relates to Personnel Records.

## **Environmentally Responsible Paper Purchasing**

*Approved by the Library Board of Trustees on May 20, 2024*

The Library recognizes that paper, like all products, has an environmental impact at all stages of its lifecycle, including forest management, manufacture of pulp and paper, paper distribution and disposal. The Library also recognizes that paper has unique sustainability features:

- Its main raw material, wood fiber, comes from a renewable and natural resource-trees.
- Paper is recyclable.
- The paper industry promotes sustainable forest management.

Therefore, the Library supports, to the extent feasible and affordable, the purchase of recycled, environmentally preferred copy paper stock products in order to minimize the environmental impacts relating to library work.

### **Administrative Procedures and Strategies**

The Library supports sustainable forest management practices by purchasing certified paper products based on recognized forest certification schemes, such as FSC and SFI, to ensure that the origin of all fiber is known and legal and products are made with recycled content. Symbols to look for include:



A list of all paper stock purchased from vendors will be made. The Library’s performance will be measured by the percent that “Green paper purchases” represent all purchases. As a green certified business, the Library is required to:

- Purchase 100% of its office copy paper with 30% PCW-post consumer waste,
- (Or) purchase 50% or more of total office copy paper with Sustainable Forestry Initiative (SFI) certification,





- (Or) purchase 30% or more of total office copy paper with Forest Stewardship Council (FSC) certification.

Determination of option taken will be based on best value provided to the Library. The Fiscal Officer or Administrative Coordinator will be responsible for selecting and purchasing paper products that meet the standards set forth in this policy. A yearly update on products purchased per this policy will be provided annually to staff at a regular staff meeting.

## **Recycling**

*Approved by the Library Board of Trustees on May 20, 2024*

In an effort to dispose of waste responsibly and minimize the environmental impact of Library waste, the Library and its employees shall implement and maintain a recycling program to recycle all of the following materials: office paper, metal cans and cups, empty aerosols, cardboard, newspaper, magazines, cartons, plastic bottles, jugs, tubs and cups, glass bottles and jars, or anything listed by the Library's recycling service as accepted items (<https://www.rumpke.com/for-your-home/recycling/acceptable-items>). The Library will maintain a recycling system that is easy to use and involves, when necessary: property management, the recycling and garbage company, and janitorial staff. The Library also commits to maintaining successful waste prevention efforts.

### **Administrative Procedures and Strategies**

The Library will educate all employees on the Library's new recycling policy and explain the importance of recycling for the organization and the environment. They will also educate employees as to how the recycling process will work and state the clear goals that the Library wants to achieve. New employees will be informed about the Library's recycling policy and instructed as to how to comply with this policy as they start their employment.

The Library will put in place all necessary infrastructures (recycling bins, boxes, signs, etc.) to make the recycling process as easy as possible to carry out. The Administrative Services Coordinator or their designee will oversee the program.

All Library employees will be responsible for sorting recyclable paper, cans, bottles, etc. by placing them in the correct bins as indicated. All items must be clean and empty. The Administrative Services Coordinator or their designee will be in charge of all communication between the Library and the recycling company or waste services company. The Library will be committed to providing clear instructions to all employees as to how the recycling system will work and facilitating the recycling process through clearly marked recycling bins. Recyclable materials will be picked up by the Library's recycling company weekly.



# Employment Policies

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## Hiring

Notices of job openings are posted as staffing needs warrant. Job postings will include a description of the job, the qualifications required, and the salary. All persons who meet the minimum qualifications/requirements stated for the position may submit an application in writing.

The Library may advertise positions in any way it deems appropriate.

## Equal Employment Opportunity

It is the policy of the Library to provide equal employment opportunities to all people without regard to race, age, handicap/disability, religion, ancestry, color, national origin, citizenship, veteran/military status, genetic information, sexual orientation, gender, gender identity, pregnancy or any other characteristic protected by federal, state, or local law. This policy applies to all phases of the employment relationship, including recruitment, job upgrades, promotions, job transfers, reductions in hours, and termination.

The Library will provide reasonable accommodation to employees who are qualified individuals with a disability so they may perform their essential job functions, as long as it does not cause undue hardship for the Library. Employees who believe they need a reasonable accommodation should request accommodations from the Director. All requests received will be evaluated individually and responded to appropriately. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

### Genetic Information:

The federal Genetic Information Nondiscrimination Act of 2008 (GINA) restricts employers from requesting or requiring genetic information, except in limited circumstances. Accordingly, employees should not provide any genetic information when responding to requests for medical information. Genetic information includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproduction services.

Any applicant or employee who feels that he or she has been the victim of discrimination should contact the Administrative Services Coordinator or Library Director immediately. If, for any reason, an employee or applicant prefers not to discuss the issue with either of these individuals, the employee is encouraged to report the issue to the Personnel Committee of the Board of Trustees. No reprisal, retaliation, or other adverse action will be taken against any



employee who in good faith reports discrimination or assists in the investigation of any such matter. See also **Workplace Harassment/Discrimination** policy.

## **Background Checks**

Prior to beginning work, volunteer service, or during employment as deemed appropriate by the Library, the Library may conduct a detailed reference/background/credit/criminal check of an applicant or employee. All offers of employment, volunteer service, or continued employment at the Library are contingent upon the results of a Bureau of Criminal Identification (BCI) and/or Federal Bureau of Investigations (FBI) fingerprint check.

## **Job Classifications and Descriptions**

Current job classifications and descriptions are available in the Administrative Office.

## **Categories of Employment**

Employees are defined as full-time, part-time, and substitute.

### Full-time employees

Employees hired prior to January 2013 are considered full-time when working a normal workweek, in accordance with an established schedule, of 37.5 hours per week (1,950 hours per year). Employees hired after January 2013 are considered full-time when working a normal workweek, in accordance with an established schedule of 40 hours per week (2,080 hours per year) on an annual basis.

### Part-time employees

Employees are considered part-time when working a normal workweek, in accordance with an established schedule, of less than full-time hours as defined above.

### Substitute employees

Substitutes are employed as necessary to meet the immediate or temporary staffing needs of the Library. Substitute employees are not guaranteed a minimum level of work per week. They are called and scheduled on an as-needed basis. However, Substitute employees are required to work a minimum of 35 hours per quarter, unless those hours were not offered or available, in order to remain an employee of Wright Library.

Requests for an exception to the minimum quarterly requirement must be made to the Library Director under special circumstances, such as the employee's serious medical condition, to care for a family member with a serious medical condition, or to take military or educational leave. Substitute employees who fail to meet the minimum quarterly requirement and do not have an approved exception will be terminated.

A complete list of **Job Classifications and Job Descriptions** is available from the Administrative Office.



## Employment of Relatives

Immediate family of employees of the Library, members of the Wright Memorial Public Library Board of Trustees, the Board of Education, and the County Budget Commission, as well as those who become part of the immediate family of those persons (i.e., through marriage), may not directly or indirectly supervise one another or work within the same department. That is, no member of the immediate family may work in a position that may create an actual or perceived conflict of interest or a position that gives an actual or perceived opportunity to influence the salary or career progress of another member of the immediate family.

Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household. Employees may not be hired without written approval of the Director.

Employees, Board or Commission members, who become related are treated in accordance with these guidelines. If the resulting relationship conflicts with the restrictions in this policy, efforts shall be made to resolve the conflict through reassignment. If reassignment is not feasible, one of the employees may resign within three months of the creation of the relationship. If neither employee voluntarily resigns, the Library will terminate the employment of one of them at the end of the three-month period.

## Fair Labor Standards Act Classifications

*Updated by the Library Board of Trustees on May 20, 2024*

It is the Library's policy and practice to accurately compensate employees in compliance with state and federal laws. The Library will promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Fair Labor Standards Act (FLSA).

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and benefit eligibility. These classifications do not guarantee employment for any specified period of time and can change with job duties or as stated in the Fair Labor Standards Act. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Library.

### Administrative Procedure

Under the provisions of the Fair Labor Standards Act (FLSA), employees are broadly classified as follows:

1. **Non-exempt:** A non-exempt employee is one who is subject to the overtime provisions of the FLSA and is typically paid on an hourly basis.
2. **Exempt:** An exempt employee in general is not entitled to overtime pay and is paid on a salary basis.

### Non-exempt Employees



Employees who are not exempt from the overtime provisions of the FLSA and whose actual hours worked are more than 40 per week are compensated for the extra hours worked. The hours over 40 are compensated at time-and-a-half. All overtime must be pre-approved by the Director.

All non-exempt employees must accurately record hours worked, including time to prepare for programming responsibilities required on the job. Non-exempt employees may not “volunteer” at the Library.

Non-exempt employees may not work from home without prior approval from their Department Coordinator and the Director. If approval is granted, specific hours must be set in advance and these hours will be included in their regular weekly/bi-weekly schedule.

#### Exempt Employees

Administrators, Department Coordinators, and certain other positions that require advanced training or degrees are considered EXEMPT from overtime. At WMPL, the Director, Fiscal Officer, Department Coordinators (Administrative, Operations, Adult, Youth, and Technical Services), and full-time librarians are exempt, unless the salary of those filling the positions does not meet the salary level requirement as defined in the Federal Labor Standards Act .

#### Safe Harbor

In keeping with the Fair Labor Standards Act, the Library pays exempt staff their full salary for any workweek in which they perform work, regardless of the number of days or hours worked, subject only to deductions that are permitted by law.

Examples of allowable salary deductions include:

- Absence from work for one or more full days for personal reasons other than sickness or disability not covered by vacation or floating holiday hours
- Absence from work for one or more days due to sickness or disability if the employee has exhausted all their sick leave hours
- To offset amounts employees receive as witness fees, or for military pay
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions
- For the weeks in which an employee takes unpaid leave under the Leave of Absence policy
- The first and last week of employment in the event that the employee works less than a full week
- For penalties imposed in good faith for infractions of safety rules of major significance
- For any full workweek in which the employee performs no work and has exhausted all leave hours

Library employees should review their pay stubs when they receive them to ensure they are correct. If an employee believes that an improper payroll practice, such as an improper deduction from an exempt salary, has occurred, the employee should immediately report this information to the Administrative Services Coordinator, Fiscal Officer, or the Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will promptly be reimbursed for any improper deduction.



## **Immigration Reform and Control Act**

In accordance with the Immigration Reform and Control Act of 1986, Wright Memorial Public Library requires all newly hired employees to furnish, within three working days of hire date, documented proof of identity and eligibility to work in the U.S.

## **Introductory Period**

The first six months of service constitutes an introductory period for employees. At least once throughout this period, the supervisor will generally discuss with the employee specific strengths and weaknesses and make recommendations for further improvement, with both the supervisor and employee completing the introductory period review. The supervisor will forward the completed document to the Administrative Services Coordinator.

The Library is not obligated to retain an employee throughout the introductory period if job performance is not satisfactory and there is little evidence that further training would rectify the situation.

New employees may be given a performance review after 60 days, and again after six months, and may be terminated if performance is not satisfactory for any reason. This process of summary termination does not preclude termination for any reason prior to 60 days or six months, nor does it end. It remains within the discretion of the Director throughout the employee's tenure.

At the end of the introductory period, the supervisor recommends either retention or termination of the employee. The decision to accept recommendations rests with the Director. The recommendation does not constitute an employment contract. Neither completion of the Introductory Period nor a favorable recommendation alters the employment at-will status of the employee.

## **Performance Appraisal System**

Performance appraisals are designed to ensure the best possible service for Library patrons by continuously improving employee performance. The process is an opportunity for supervisors and employees to discuss job-related tasks, goals, skills, and to acknowledge accomplishments and performance.

It is the intention of the Library to evaluate all employees annually in the fall. Completed performance evaluations are to be signed by the employee and the supervisor. By signing the evaluation form, the employee indicates that she or he has read and discussed it with the supervisor, but not necessarily that the employee agrees with the evaluation. The employee also may attach written comments to the evaluation form; all such comments will be read and initialed by the Director and then placed with the written review in the employee's file.

## **Personnel Records**

*Updated by the Library Board of Trustees on May 20, 2024*



Personnel records are maintained for all employees of the Library. The Public Records Act of the State of Ohio (sometimes referred to as “Ohio Sunshine Laws”), as they relate to public libraries, mean that some personnel records may become public during a public records request.

In addition to the employee’s original job application, three types of materials are kept in personnel files:

1. Tax and retirement information
2. Materials related to job performance and disciplinary action
3. Educational material such as transcripts

No employee should disclose any personnel information obtained from personnel records concerning another employee. All requests for information about current or past employees such as financial credit, employment verification, or references shall be forwarded to the Director.

Anonymous materials should not be placed in an employee’s file. Copies of documents placed in the file pertaining to work performance must be given to the employee. The employee may write a response to any material in the file; the response will be reviewed by the Director and attached to the file copy of the material.

All employees may inspect their personnel files. Files are available during Administrative Office business hours by making arrangements with the Administrative Office. Files may not be removed from the Administrative Office. The Administrative Office will provide photocopies of documents in the file upon request for the cost of copying.

It is the responsibility of each employee to provide written notification in case of a change of name, address, telephone number, number of dependents, emergency contact person, or other changes of status.

## **Transfers**

A transfer is a change from current position to a different position at the same level without an increase in salary and without a disruption in anniversary date or length of service status. Transfers are made whenever feasible or necessary to meet the needs of the Library. Transfers are discussed in advance with the employee concerned in order to explain the reasons for the move and, whenever possible, to give consideration to the employee’s wishes.

## **Reductions in Workforce**

The Board of Trustees may determine if it is necessary to reduce the hours worked or terminate the employment of some employees. In such a situation, as much advance notice will be given as possible. An explanatory statement will be provided for use in seeking another position.

In some cases, the best interests of the Library may warrant discontinuance of an activity. If such action results in the elimination of a position, effort will be made to transfer the affected employee. If a transfer cannot be arranged, notice will be given as early as is practicable. An explanatory statement will be provided for use in seeking another position.



## **Separation of Employment**

*Updated by the Library Board of Trustees on May 20, 2024*

The Board of Trustees of the Library recognizes that there are different reasons staff separate employment from the Library. It is the policy of The Board to ensure that employee separations, including voluntary and involuntary separations and separations due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace. Upon separation of employment, employees are entitled to any compensation owed as outlined in this and other Library policies.

An employee who decides to resign should give as much advance notice as possible. Two weeks written notice is requested from non-exempt employees and four weeks from exempt employees. The Department Coordinator should be informed first; then a written notice should be submitted to the Director.

The Library reserves the right to accept a notice of resignation and to accelerate that notice and make a resignation effective immediately, or on any date prior to the intended last day of work that the Library administration deems appropriate. In such instances, an employee will be paid only until the last day of active employment.

Upon separation of employment, employees will be paid at their current rate for accrued, unused vacation leave per the Vacation Policy.

A separation due to death of an employee is effective the date of death. Any compensation or vacation leave payout due shall be made to the spouse or estate of the deceased as provided in the Vacation Policy.

Upon notice of separation, access cards, keys, Library credit card , and name tag must be returned. All property of the Library must be returned on or before the last day of employment. Staff members are personally responsible and liable for the return of library equipment. If library equipment is not returned on the last day of employment, then the staff member is responsible for the replacement costs of those items.

## **Complaint Procedure/Problem Resolution Process**

The purpose of the problem resolution process is to obtain solutions to working condition issues and concerns. The process is designed to promote remediation at the lowest possible level.

Efforts should be made to resolve an issue, problem, or concern through discussion between or among the complainant, the respondent, and the Department Coordinator(s), within five business days of the disputed event if practicable. If any party is not satisfied with the outcome of the discussion, he or she may give an oral presentation to the Director. The Director shall give a response in writing to all concerned parties within five business days if practicable. If the Department Coordinator is a party to the dispute, the issue will be presented to the Director. If the Director is a party to the complaint, the issue will be presented to the President of the Board.





No employee will be subjected to retaliation for having made good faith use of the problem resolution process, nor will a bias be shown toward any employee who files a good faith complaint. Filing a complaint shall not impact opportunities for promotion, transfer, training, salary increases, or performance evaluations. All deliberations and discussions relating to the complaint shall be treated with confidentiality by all parties with the reasonable bounds of the investigation. This complaint procedure is not available for complaints concerning wages/salaries, discipline, or terminations.



# Wage and Salary Administration

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## Wage and Salary Changes/Wage and Salary Schedule

The Library maintains a schedule of job classifications and wage/salary ranges. Wages and salaries are in large part determined by the size of the Library budget. Increments depend on the availability of funds. Individual increases are not guaranteed each year. Increases are based on demonstrated competence, performance, availability of funds, and shall be made at the discretion of the Library administration and Board.

Any changes take effect beginning with the first day of the first full pay period of the calendar year.

## Work Hours/Workweek

Non-exempt employees may not exceed the number of hours of their regular workweek including overtime, unless pre-approved by the Director or his/her designee. All employees should be at their stations ready for work at the time indicated by the schedule.

Evening, Saturday, and Sunday hours may be required of any employee.

Vacation or sick leave hours may not be used in calculating overtime.

The burden of making arrangements to accommodate a schedule change is on the employee who wishes the change, not on his/her Department Coordinator. An employee who wishes to make a change must do so by mutual agreement with another employee and with the prior approval of the appropriate Department Coordinator.

## Flexible Time

With prior approval by the Department Coordinator, full-time employees may be scheduled hours according to the following “flex-time” guidelines:

1. Working hours are between 7:30 a.m. and 9 p.m.
2. Unless specifically scheduled at another time, core hours are 9 a.m. to 5 p.m. For full-time staff, at least four hours within that time period are to be scheduled every work day.
3. Work must be performed in time blocks of at least one hour.
4. The maximum number of hours which a Department Coordinator may approve for an employee to work in one day is 10.
5. Flex-time is always straight time, hour for hour; employees may not schedule compensable overtime.
6. Exceptions to these rules must benefit the operation of the Library, and must be approved in advance by the employee’s Department Coordinator and the Director.



## **Time Sheets**

Exempt employees must keep a daily record of paid leave taken during the week.

Non-exempt employees must keep a daily record of actual hours worked on time sheets provided by the Library. To the nearest 15 minutes, employees are to record the time the workday started, time left for lunch, time returned from lunch, and time the workday ended. Absences for which employees are to be paid should be recorded with the reason for the paid absence.

## **Payroll**

Pay periods begin on Sunday and run for two weeks. Employees are paid on the following Thursday. Payment is made by direct deposit. Employees may designate up to three accounts for their deposit.

## **Meal Breaks**

Employees may take a meal break of at least one half hour if they are scheduled to work more than five consecutive hours. Meal breaks are scheduled by Department Coordinators. Meal breaks for non-exempt employees are unpaid and must be duty-free. Employees under the age of 18 are required to take meal breaks according to rules specified by the Fair Labor Standards Act. Details are available in the Administrative Office.

## **Rest Periods/Breaks**

Employees may take one paid fifteen-minute break for each four hours worked in a day. Anyone working less than four hours does not receive a rest period. Employees working a full day may take two paid 15-minute breaks. Rest periods may not be combined, accumulated, added to meal breaks, or used to leave early. Breaks are scheduled by Department Coordinators or other person in charge for the shift.

Employees under the age of 18 are required to take breaks according to rules specified by the Fair Labor Standards Act. Details are available in the Administrative Office.

## **Unscheduled Closings**

The Director, or designate, has the authority to close the Library due to emergency or special temporary conditions. If it becomes necessary to close the Library due to weather or other short-term emergency conditions, employees scheduled to work during the hours the Library is closed usually will be compensated at their regular rate.

If employees choose to leave early due to weather or other emergency conditions and the Library is not closing, any time not worked may be taken as vacation, compensatory time, unpaid time, or be made up at the discretion of the Director.



# Employee Benefits

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## **Insurance – Health, Life, Dental**

Full-time employees are generally eligible for health, life, and dental insurance. They may choose to purchase life, vision, and other voluntary insurance through the Library that their own expense. Availability and details of current insurance plans are available in the Administrative Office.

The Library reserves the right to amend, modify, alter, or terminate these plans at any time. The Library is not responsible for insurance coverage of individuals whom its carrier refuses to cover.

Upon termination of employment, most employees who were covered by the group health plan become eligible to choose to continue health benefits under COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985).

Part-time employees are not eligible for health or dental insurance, but those working a normal workweek, in accordance with an established schedule of at least 20 hours per week, may choose to purchase life, vision, and other voluntary insurance through the Library at their own expense.

Substitute employees are not eligible for insurance.

## **Types of Leave**

### **Bereavement/Funeral Leave**

Full-time employees will be granted up 3 paid work days to attend the funeral of a member of the immediate family. Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household.

Should more than three days be needed, or should time off be needed for the death of persons other than members of the immediate family, time off may be taken as vacation time or sick leave if available.

For part-time employees, leave without pay may be granted upon the death of a member of the immediate family.

In the event of a death during an employee's vacation or absence due to illness, the amounts of time outlined above may be charged against bereavement leave instead of vacation time or sick leave.

If schedules permit, unpaid time may be allowed during a scheduled workday to attend funerals of Board members, employees or retired employees, and members of their immediate families.



## Holidays

*Updated by the Library Board of Trustees on May 20, 2024*

Full-time employees are paid for ten holidays on which the library closes: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, and New Year's Eve. If one or more of these holidays fall on a Saturday or Sunday, the staff member will receive floating holiday hours on the first of the month that the holiday occurs.

Full-time employees also receive two floating holidays each year in compensation for Presidents Day and Veterans Day. These floating holidays accrue on March 1 and September 1 for employees employed as of those dates.

All accrued floating holiday hours must be used before March 1 and September 1 or they will be forfeited. Floating holidays do not accrue as vacation days. Floating Holiday hours are not paid out at termination.

Part-time employees and substitutes do not receive holiday pay or floating holiday hours.

## Jury Duty

*Updated by the Library Board of Trustees on April 15, 2024*

A Library staff member will be paid for jury duty up to the number of hours normally scheduled at the library. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, an employee must notify their supervisor and provide them with a copy of the jury summons. Upon dismissal by the court, the staff member shall coordinate with Library Administration regarding return to work.

Personal expenses incurred while serving on a jury, such as parking fees, meal costs, etc., are the responsibility of the staff member. Income received from performance of jury duty will be retained by the staff member to help defray such expenses.

## Leave Without Pay

Full-time employees are expected to work the full number of hours agreed upon each year except for time off for vacation, floating holidays and approved leaves of absence.

Employees who are not eligible for paid time off may request unpaid time off, or Leave Without Pay. Requests for Leave Without Pay should be submitted in advance in writing to the supervisor. Requests should be submitted at the earliest possible time, generally no less than one week but no more than three months in advance.

Leave Without Pay requests will be approved when practical, based on the expected needs of the Library on the date(s) requested and the amount of Leave Without Pay scheduled for the employee that year. In general, it is expected that part-time employees will maintain a minimum of 85% attendance rate.



## Leave of Absence

It is the policy of the Library to grant eligible employees an extended leave of absence (LOA) from the Library under certain circumstances.

Employees are eligible for LOA if they have completed at least one year of service with the Library, and may be granted a LOA upon approval by the Library Director. When possible, requests for a LOA should be submitted in writing to the Library Director 30 days prior to commencement of the leave or at the earliest date possible.

The following types of leave will be considered under the LOA policy:

- Birth or care of a newborn child of an employee immediately following the child's birth
- Placement with the employee of a child for adoption or foster care immediately following child's move into their care
- To care for an immediate family member (spouse, child, or parent) with a serious health condition
- To take medical leave when the employee is unable to work because of a serious health condition

The maximum length of a leave of absence is 12 weeks within a 12-month period. Employees shall use any accrued sick and/or vacation time off until balances are exhausted with the balance of the leave (if applicable) unpaid time off.

Leave for an employee's serious health condition or for care of employee's spouse, child or parent must be supported by a health care provider's written certification. The certification must include dates and duration of treatment and a statement of medical necessity. Physician documentation must also state the date that the employee is able to return to work. Employees must present written certification of the serious health condition within 15 days of the request from the Library. Failure to provide certification may result in a denial of leave.

Employees who are covered under the Library's group insurance plan are responsible for paying their portion of the insurance premiums while on leave.

Employees returning from a LOA will be reinstated to their same job or one of similar status and pay, provided the Library's circumstances have not changed to the extent that it would be unreasonable to provide reinstatement. If an employee fails to return to work at the conclusion of an approved LOA, the employee will be considered to have resigned.

An approved LOA will not affect seniority, except that employment time and paid time off benefits do not accrue during any unpaid portion of the LOA.

## Military Leave



The Library complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

## Religious Observances

For employees who have religious observances on days other than holidays observed by the Library, the Department Coordinator, upon request, shall review the schedule. If granting time off will not detrimentally affect Library services or pose an undue hardship, time off will be provided to the employee. Department Coordinators shall also, whenever possible, allow those employees to make up the lost time.

## Sick Leave

*Updated by the Library Board of Trustees on May 20, 2024*

It is the policy of the Library to provide sick leave to all full-time employees for periods of time away from work. Employees are not permitted to use any sick leave hours until such time as the leave is displayed on the employee paycheck stub.

All full-time employees begin accruing paid sick leave on their employment date and may begin using earned sick leave time immediately.

Sick leave allowance for full-time employees is 15 days per year.

Annual Sick Leave Accrual Rates and Allowable Maximum Accumulation (Pre-2013)		
DAYS EARNED	HRS/PAY PERIOD	MAXIMUM
15	4.33	960

Annual Sick Leave Accrual Rates and Allowable Maximum Accumulation (After 2013)		
DAYS EARNED	HRS/PAY PERIOD	MAXIMUM
15	4.62	960

The cap on sick leave is a maximum of 960 hours.

Sick leave is to be used for an employee's illness, for medical and dental appointments that cannot be arranged on the employee's own time, and for absence due to illness in the employee's immediate family for which the employee's presence is needed. Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household.



If the employee does not have enough accumulated sick leave to cover an illness, vacation time and floating holidays shall be used. If all paid leave is exhausted, the employee may be eligible for a leave of absence without pay (see Leave of Absence policy). If all these avenues have been exhausted, employment may be terminated.

The Director, Administrative Services Coordinator, and/or the Department Coordinator may request a physician's certificate to substantiate use of sick leave. A physician's statement is required for absences of 5 consecutive work days or longer, and should include a return-to-work date. If such certification is not provided within 5 business days, the employee may be terminated. A physician's statement for 5 consecutive days of absence may be waived at the discretion of the Director to accommodate specific public health issues.

Sick leave is not to be construed as a form of compensation. Rather it is intended to protect the income of the employee due to illness or injury serious enough to prevent the employee from reporting for work. Abuses of the sick leave benefit will not be tolerated and may lead to disciplinary action up to and including termination.

A new employee hired by the Library from another Ohio public employer shall be credited with the unused balance of his or her accumulated sick leave, not to exceed 240 hours, from the previous employer provided that no more than 30 days have elapsed since the employee left the previous employer and provided that the employee was not compensated in any way for the sick leave being credited by the Library. The credited sick leave may be used any time after the employee has completed 240 work hours for the Library.

Employees retiring from active service under the Ohio Public Employee Retirement System after five or more years of service with the Library will receive pay for one fourth (25%) of their unused sick leave at the time of retirement. The payment shall be based upon the employee's rate of pay at the time of retirement and shall eliminate all sick leave reserve hours unused by the employee at the time payment is made.

Part-time and substitute employees do not receive sick leave pay.

### Catastrophic Sick Leave

A full-time employee who is experiencing a serious health condition that will exhaust his or her paid leave may make a request for donated sick leave. Requests are subject to approval by the Director.

Full-time employees who have accumulated more than 75 hours of paid sick leave may donate a portion of that paid leave to a full-time employee who has exhausted his or her own leave benefit and needs more paid time off.

Sick leave donation is for an employee's own serious health condition, or a serious health condition of a member of his or her immediate family. Immediate family is defined as spouse, sibling, parent, grandparent, child, grandchild, aunt, uncle, cousin, in-law or step equivalents, wards, guardians, or any other person living in the same household.





The recipient employee must have worked for Wright Memorial Public Library for at least six months.

The recipient employee must provide a signed doctor's statement.

The donation is strictly voluntary. All donations are strictly confidential and in no instance will the donors' names be revealed without their approval.

The sick leave being transferred will have already been accrued and will not be in excess of half of the leave that will be earned during the current year.

Such a donation must leave the donor with a sick leave balance of at least 75 hours at the time of the donation.

Any donated sick leave hours shall be usable by the recipient employee at the exact number of hours, regardless of any pay differential between the two employees.

After the leave donation has been charged against the donor's account it is irrevocable and thus cannot be withdrawn. The leave donation program shall be administered on a pay period by pay period basis. Employees using donated leave shall be considered in "active" pay status and shall accrue leave and be entitled to any benefits to which they would be entitled. Leave accrued by an employee while using donated leave shall be used if necessary, in the following pay period before additional donated leave may be received. Donated leave shall be considered sick leave but shall never be converted into a cash benefit. If in any pay period there are no hours donated, the employee must either return to work or be placed on unpaid leave.

See appendix for applicable **Sick Leave Donation** forms.

## Vacation

All full-time employees begin accruing paid vacation time on their employment date and are eligible to use earned vacation after 13 pay periods of employment. Employees who are dismissed or resign within the first 13 pay periods of employment will not receive pay for unused vacation. Upon termination of employment, employees who have worked at least 13 pay periods will receive payment for all earned, unused vacation at the employee's current rate of pay.

Vacation requests should be submitted at the earliest possible time, generally no less than one week but no more than three months in advance. Vacation requests shall be reviewed by supervisors and weighed against other scheduling needs of the Library. In the event that granting multiple leave requests would detrimentally affect Library services, the Library reserves the right to limit the number of leave requests granted for a specific day.

The cap on vacation accumulation is one and a half times the annual vacation each employee receives. Once the cap is reached, vacation time is no longer accrued each pay period.



Full-time employees at the level of Librarian and above receive 22 working days of vacation per year.

Full-time employees below the level of Librarian receive vacation according to the following chart.

The change to the next higher accumulation rate takes effect on the employee's hiring anniversary date.

EFFECTIVE PRE-2013 =

Annual Vacation Accrual Rates and Allowable Maximum Accumulation (pre-2013)					
YEARS WORKED	DAYS EARNED	HRS/PAY PERIOD	REGULAR	0.5	TOTAL
0-5	10	2.885	75	37.5	112.5
6	11	3.173	82.5	41.25	123.75
7	12	3.462	90	45	135
8	13	3.75	97.5	48.75	146.25
9	14	4.039	105	52.5	157.5
10	15	4.327	112.5	56.25	168.75
11	16	4.62	120	60	180
12	17	4.904	127.5	63.75	191.25
13	18	5.192	135	67.5	202.5
14	19	5.481	142.5	71.25	213.75
15	20	5.769	150	75	225
16	21	6.058	157.5	78.75	236.25
17	22	6.346	165	82.5	247.5

EFFECTIVE 2013 AND AFTER =

Annual Vacation Accrual Rates and Allowable Maximum Accumulation (After 2013)					
YEARS WORKED	DAYS EARNED	HRS/PAY PERIOD	REGULAR	0.5	TOTAL
0-5	10	3.08	80	40	120
6	11	3.38	88	44	132
7	12	3.69	96	48	144
8	13	4	104	52	156
9	14	4.31	112	56	168
10	15	4.62	120	60	180
11	16	4.92	128	64	192
12	17	5.23	136	68	204



13	18	5.54	144	72	216
14	19	5.85	152	76	228
15	20	6.15	160	80	240
16	21	6.46	168	84	252
17	22	6.77	176	88	264

Part-time employees and substitutes do not receive vacation with pay.

### Vacation Credit for Prior Public Service

The Ohio Revised Code §9.44 requires that prior public employment in Ohio and any political subdivision of the state be considered as prior service credit for the purpose of calculating vacation leave.

Employees will be asked upon hire if they have prior public service in the State of Ohio. If the employee has prior public service, he/she will be asked to complete a verification form, which will be sent to the prior public employer for confirmation.

The following criteria must be met:

- Must be eligible for vacation leave under the current WMPL vacation policy
- Must not have retired under any state-offered retirement plan (including OPERS)
- Prior service will be counted if the service that was performed would have earned the employee vacation credit under WMPL policy

Once prior public employment is confirmed, the employee will receive the service credit. All vacation leave, earned or credited, is subject to WMPL’s Vacation Policy. The anniversary date of employment for the purpose of computing the amount of the employee’s vacation leave, unless deferred pursuant to the appropriate law, ordinance, or regulation, is the anniversary date of such prior service.

### **Ohio Public Employees Retirement System (OPERS)**

*Updated by the Library Board of Trustees on May 20, 2024*

Participation in OPERS is mandatory in lieu of Social Security. The Library will pay the employer’s portion of the employee’s salary as required by OPERS and the employee will pay their portion as defined by OPERS.

Further information is available in the Library’s Administrative Office.

### **Professional Development**

#### Professional Affiliations



Employees are encouraged to join professional organizations such as the American Library Association (ALA) and the Ohio Library Council (OLC). Compensation may be provided for employees to attend association meetings and job-related seminars or workshops. Such attendance and compensation must have the prior written approval of the Director.

Participation on Professional Committees – Employees may be asked to serve on a local, state, or national committee for the Library or other job-related professional organization (i.e. Ohio Library Council, American Library Association, etc.). In order for committee work to be performed on Library time and to qualify for complete or partial reimbursement of expenses, the employee must be a member of the organization, the role/contribution must be determined to be relevant to the employee’s job, and the employee must request permission in advance from the Library Director prior to accepting the position. The request shall include an estimated time commitment, duration of position, travel and release time required, and any additional obligations. Factors such as budget, benefits to the Library, and staffing needs will be weighed to determine whether or not to approve the request.

## Reimbursement of Travel Expenses

*Updated by the Library Board of Trustees on May 20, 2024*

The Library reimburses registration fees, supplies, lodging, food, parking, transportation, and gratuities (up to 20%) for attendance at conferences, meetings, seminars, or workshops that have received prior written approval of the Director. No reimbursement is made for alcoholic beverages, non-food related tips, personal telephone calls, faxes or electronic mail message charges, or other personal needs.

### **Administrative Procedure**

All expenses must be documented by detailed printed receipts. The Director may set limits on daily expenditures at conferences and meetings based on the U.S. Government Services Administration (GSA) Per Diem Rates for Travel within the Continental United States, or establish other limits as needed. Reimbursement requests must be submitted within 30 days of the event.

Mileage reimbursements are made for pre-approved meetings, and travel conducted on behalf of the Library, outside of travel time to/from work, in a given workday. Mileage reimbursement for travel in a privately owned vehicle will be at the Internal Revenue Service allowable rate per mile. Mileage reimbursement requests for conferences, seminars and workshops must be submitted within 30 days of the event. Mileage reimbursement requests for ongoing meetings and errands must be submitted at the end of each quarter. If Library funds are not available, mileage reimbursement requests may be declined. Mileage will be reimbursed monthly when funds are available.

Expense Reimbursement Forms are available on the shared file drive. The Library is exempt from state sales taxes. Other unavoidable local taxes (e.g., lodging, meals, car rental, etc.) on



travel and business-related services are allowable and reimbursable. Reimbursement requests received after the stated submission deadlines are not reimbursable.

Non-exempt employees who are required to attend meetings or training that require travel must follow FLSA guidelines for recording time worked (see examples below). In general, the time spent traveling to and from work is excluded from hours worked. However, any time spent traveling during the workday, as part of an employee's principal activities, will be counted as hours worked.

- Example: Mary leaves home at 7:30 a.m. and reports to work at 8 a.m. At 9:30 a.m., Mary travels 15 minutes to a workshop on behalf of the Library. She attends the workshop from 10 a.m. to 11:30 a.m., and returns to work at the Library at 11:45 a.m. The 30 minutes Mary spent traveling to and from the workshop count as hours worked. The 30 minutes she spent commuting to work do not count as hours worked.
- Example: Similar situation, but Mary's workshop is from 3 p.m. to 4:30 p.m., and Mary drives directly home (about a 30-minute drive) after the workshop rather than returning to the Library. In this case, the 15 minutes Mary spent traveling to the workshop count as hours worked, but the 30 minutes she spent driving from the workshop to home are considered commuting time and do not count as hours worked.

When an employee is sent out of town for one day and returns that same day, all time spent traveling to and from that assignment is compensable work time. However, a non-working meal period and time spent traveling to and from the employee's home to the point of departure are not counted as hours worked.

- Example: Nicki and Mary are asked by the Library to attend a one-day conference in Lexington. They each drive separately to the Library in the morning in their own cars, arriving at 7 a.m. They drive together to Lexington in Mary's car, arriving at the conference at 9 a.m. The conference lasts from 9 a.m. to 5 p.m., with lunch from noon to 1 p.m. They drive back to the Library after the conference, arriving at 7 p.m. They each then drive their own car home. All of the time from 7 a.m. to 7 p.m. counts as hours worked, except for the one-hour meal period, unless it was a conference working meal. The time they spent driving between home and the point of departure (the Library) would not be compensable.

When an employee is sent out of town and requires an overnight stay, any time spent traveling that corresponds to the employee's normal working hours is compensable time. This includes hours traveled on days the employee normally does not work (e.g., Sunday). If an employee travels during a time that he or she would not normally be working, the time is not counted as hours worked. Meal time is not compensable.



- Exception: If the employee is the driver rather than the passenger, all time spent driving is compensable, regardless of when it occurs.
- Exception: Any time spent performing work during travel time (e.g., working on a plane) is compensable, regardless of when it occurs.
- Example: Joe normally works Monday through Friday, 8 a.m. to 5 p.m., but travels out of town on a flight leaving at 6 p.m. and arrives at his destination at 9 p.m. Joe would not be paid for these three hours because they do not correspond to his normal working hours. However, if Joe travels out of town on any day of the week (including Saturday and Sunday) on a flight leaving at 2 p.m. and arriving at 5 p.m., he would be paid for those three hours because they correspond to his normal work hours.

Example: Same situation, but Joe drives his car from 6 p.m. to 9 p.m. instead of flying. Joe would be paid for those three hours because he was the driver and not a passenger.

## Retirement

*Updated by the Library Board of Trustees on May 20, 2024*

An employee retires rather than resigns when the employee is eligible for retirement benefits as specified in the Ohio Public Employees Retirement System (OPERS) guidelines in effect at the time of the employee's decision to resign. Under OPERS, which covers public library employees, the years of service credit required for retirement benefits are determined by the Ohio legislature.

Employees retiring from active service under the Ohio Public Employee Retirement System after five or more years of service with the Library may receive pay for one fourth (25%) of their unused sick leave at the time of retirement. The payment shall be based upon the employee's rate of pay at the time of retirement and shall eliminate all sick leave reserve hours unused by the employee at the time payment is made.

Since the provisions of OPERS may be changed at any time by the Ohio legislature, employees are urged to contact OPERS well in advance of retirement for information regarding benefits. Consult an OPERS professional or the OPERS website for additional information.

## Work-Related Injuries/Workers' Compensation

The Library, as required by law, contributes to the Ohio Workers' Compensation Fund which provides insurance for employees injured in the course of, and arising out of, their employment. All injuries occurring while an employee is on duty must be reported to the Administrative Office and brought to the attention of the Director as soon as feasible.



An incident report should be filled out and filed with the Administrative Office immediately or as soon as feasible but not more than 48 hours after the incident. The Ohio Bureau of Workers' Compensation provides **First Report of an Injury** forms, which are available online and in the Administrative Office as needed.



# Employee Ethics

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## Confidentiality of Patron Records

*Updated by the Library Board of Trustees on May 20, 2024*

Ohio Revised Code Sec. 149.432 provides that Library records containing user information are confidential and are not open to the public. This includes (a) information the Library requires an individual to provide in order to be eligible to use Library services or borrow materials; (b) information that identifies an individual as having requested or obtained specific materials or materials on a specific subject; or (c) information that is provided by an individual to assist a Library staff member to answer a specific question or provide information on a particular subject.

Library staff are not authorized to divulge Library records, formal or informal, containing patron information including:

- Patron names, contact information, or other registration data
- Details, nature, or purpose of information or materials requested or used by a Library patron.

Allowable exceptions include:

- A parent, guardian, or custodian of a minor under 18 may see the child's Library record by providing a photo ID, the child's library card number,
- With the consent of the individual who is the subject of the record or information
- For Library administrative purposes: for example, patron record information is available to employees of the Library for use in the ordinary conduct of Library business. In addition, patron information may be shared with outside parties or vendors in order to provide and maintain patron services not owned by the Library, such as automation vendors or agencies utilized in the collection of overdue materials and outstanding fees.

Except as outlined above, any request to examine or obtain patron information shall immediately be referred to the Director. Library records containing patron information shall not be made available to anyone except under the written order of the Director, such orders having been issued pursuant to a proper legal process, order, or subpoena under the law. Further, the Library reserves the right to resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

The Director or their designee may provide patron identity, if known, in order to report suspected criminal activity on Library property to law enforcement, or upon request from a law enforcement officer who is acting in the scope of their duties and who is investigating a matter involving public safety in exigent circumstances. However, other user information shall not be released to law enforcement without proper legal process, order, or subpoena under the law





For more information, see the Library’s Public Policy Manual section on “Confidentiality of Patron Records.”

Any problems or conditions relating to the privacy of a patron’s Library records or usage that are not specifically covered in the policy statement shall be referred to the Director.

## Ohio Ethics Law

Library employees are public employees and as such are subject to the Ohio Ethics Law and related statutes. Each employee will receive a copy of the Ohio Ethics Law for review, and will sign an **Acknowledgement of Receipt of Ohio Ethics Law** form.

## Gifts to Employees

Ohio Ethics Laws prohibit public employees, including all employees of the Library, from accepting gifts of “substantial value” in exchange for or in consideration of services as public employees. While the law does not state what dollar amount constitutes “substantial value,” Ohio Ethics Commission advisory opinions have suggested that a single modest lunch or a coffee mug do not constitute gifts of substantial value.

## Ohio Fraud Reporting Law

Library employees are required by state law to report suspected cases of fraud. Wright Library is hereby providing information to its employees of the Ohio fraud-reporting system, in accordance with Ohio Revised Code section ORC 117.103(B)(1)(3),.

The auditor of state maintains a system for the reporting of fraud, including misuse and misappropriation of public money by any public office or public official. This system allows Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state’s website, or the United States mail to the auditor of state’s office.

Auditor of State’s fraud contact information:

Telephone: 1-866-FRAUD OH (1-866-372-8364)

US Mail: Ohio Auditor of State  
Special Investigations Unit  
88 East Broad Street  
PO Box 1140  
Columbus, OH 43215

Website: [www.ohioauditor.gov](http://www.ohioauditor.gov)

Any employee who files a complaint with the Ohio fraud reporting system is protected against certain retaliatory or disciplinary actions, ORC 124.341.



## Solicitations for Sales or Contributions

Employees either while on duty, or while on the Library premises when not on duty, are prohibited from soliciting other employees or the public in any way, including sales or contributions for non-profit (charitable) organizations or purposes, with the following exceptions:

1. Contributions for established charities approved by the Board of Trustees.
2. Collections for employee gifts for personal reasons such as retirement, illness, and other activities as approved by the Director.
3. Solicitations which specifically support the interests of this Library or libraries in general, as approved by the Director.

Employees may passively solicit other employees for contributions or sales by making information available in the employee lounge. No transactions related to such requests may take place in public areas or in work areas or while employees are on duty.



# Employee Conduct

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## Standards for Employee Conduct

All employees are expected to work together as part of a team to accomplish the goals and mission of the Library. Prompt, courteous, efficient, and effective service to all patrons of the Wright Memorial Public Library is expected and required of all Library employees. Such service includes politeness, civility, approachability, and discretion in the provision of information as correct, complete, and timely as is reasonably possible.

All employees are expected to exercise self-restraint and demonstrate emotional maturity, tact, and sensitivity in dealing with the public and with co-workers.

Employees of Wright Memorial Public Library are, while on duty, representatives of the Library. The Board of Trustees and Library administration do not take official positions in matters of a religious, socially controversial, or political nature, except in cases where the Board of Trustees may determine that an issue directly affects the welfare of the Library. Therefore, in order to avoid the appearance of representing an official position of the Library, employees may not, while on duty, wear, display, or distribute buttons, signs, or literature of a religious, socially controversial, political, or commercial nature.

## Absence

An employee who will be unexpectedly absent or late for work for any reason must notify the Library. Employees are encouraged to call in as soon as they know they will not be able to work their scheduled shift, but should always call at or before their scheduled start time. If calling before the Library is open, staff may leave a message at 294-7171. Otherwise, they should contact their Department Coordinator or acting supervisor for the day.

For unplanned absences of more than one (1) day, an employee must stay in regular contact with his or her Department Coordinator, i.e. by calling each day for most absences, and at intervals mutually agreed upon by employee and supervisor for extended illness. A physician's statement is required for absences of five (5) consecutive work days or longer.

Absences without proper notification shall be considered unexcused and will be considered sufficient grounds for disciplinary action up to and including termination. Unexcused absences of three (3) consecutive working days or more will be considered voluntary abandonment of employment without written notice, and the employee will be terminated as of the end of the third consecutive day of absence.

Extended leave of absences may be granted to employees under certain circumstances, as outlined in the **Leave of Absence** policy.



## Attendance and Punctuality

Punctuality is essential to the smooth functioning of the Library. Employees are expected to be at their work stations and ready to undertake the day's tasks promptly at the time their work day is scheduled to begin, and they are expected to remain at their work assignments for the full work shift except for meal breaks and rest periods.

Consistent attendance is important for Library operations to function well. The employee's immediate supervisor may review absences with their employee if their attendance falls below expected standards without a serious health issue. Typically, full-time staff are expected to maintain an attendance rate of at least 96%. Staff who are not eligible for paid time off are expected to maintain a minimum attendance rate of 85%. See also the **Absence** policy and **Sick Leave** policy.

## Discipline

*(Updated by the Library Board of Trustees December 18, 2023)*

Acceptable employee performance and conduct is necessary for the orderly operation of any business and for the benefit, protection, and safety of persons and property. Misconduct by employees will not be tolerated. Any employee who engages in any act the Library administration views as inappropriate or detrimental to the interests of the Library, its employees, its visitors, and anyone else with whom it does business may be disciplined, up to and including termination.

The following are some examples of behavior that is not appropriate in connection with an employee's work:

- Physical and/or mental abuse, threats, disrespectful behavior, or mistreatment of any person, including fellow employees, on the grounds of the Library
- Excessive absenteeism, tardiness, no call/no show
- Solicitation, regardless of how subtle, of gifts, tips, or loans from vendors, patrons, or other third parties
- Acceptance of gifts of substantial value from patrons or vendors
- Unauthorized possession or inappropriate use of Library property, patrons' property, or co-workers' property
- Insubordination or lack of cooperation
- Failure to follow instructions of, or to perform work requested by a Department Coordinator or the Director
- Release of confidential information to an unauthorized person
- Sleeping or loitering on the job during work time or leaving the premises or assigned work areas during normal shift hours without authorization
- Engaging in outside business activities or personal work while on duty
- Disregard of safety rules or sanitation practices
- Possession, consumption, use or abuse, or being under the influence of illegal drugs, controlled substances, or alcohol on Library premises or while performing services for the Library. For purposes of this policy and for the sake of clarity, marijuana is considered



to be an illegal drug, as it is considered such under federal law.

Fighting, horseplay, gambling, or disorderly conduct

- Electronic recordings of workplace conversations
- Neglect of duty, laziness, or incompetence
- Dishonesty, including falsification of employment applications forms, time records, Library records, the omission of pertinent information or giving false testimony in connection with the job, or false claims for employment-related insurance benefits
- Possession of firearms or other unauthorized weapons on the premises or while performing services for the Library
- Conducting outside work of a criminal, dishonest, or immoral nature which would reflect unfavorably on the Library
- Acts detrimental to the morale of other employees, patrons, and other third parties
- Conduct regarded as immoral, improper, or inappropriate in a work group
- Unacceptable work performance
- Violation of other Library policies and procedures

These rules certainly are not all-inclusive. Moreover, the following forms of discipline may be taken when, in the Library administration's discretion, it is appropriate: oral reprimand, written reprimand, suspension without pay, and/or termination. The above-listed disciplinary measures are not exhaustive and do not obligate the Library to administer discipline on a progressive basis. The Director or a designee, in her/his sole discretion, may impose the level of disciplinary action she/he deems appropriate in any situation, up to and including termination. Nothing set forth in this "Discipline" section alters, or should be construed to alter, the at will employment relationship as defined in this manual.

## **Driving Personal Vehicles on Work Time**

*(Approved by the Library Board of Trustees on May 20, 2024)*

Only employees whose driver's licenses have been properly forwarded to the Library's insurance carrier may receive mileage reimbursement for using a personal vehicle on Library-related business.

Employees are not permitted to operate personal vehicles on Library business when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication. An employee must notify a supervisor or the Director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges, or is involved in an accident while on Library-related business.

An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on Library business will be required to pay for the ticket (violation).

## **Drug-Free Workplace**

It is the policy of the Board of Trustees of the Wright Memorial Public Library to create and maintain a drug-free environment in the workplace, as required by the Drug-Free Workplace Act



of 1988. The use of controlled substances\* is inconsistent with the professional and responsible behavior expected of employees, subjects all employees, patrons and visitors to Library facilities to unacceptable safety risks, and undermines the Library's ability to operate effectively and efficiently.

Therefore, employees of the Wright Memorial Public Library are strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance on Library property or while conducting Library business off the Library's premises. Such unlawful conduct is also prohibited during non-working time to the extent that it:

1. Impairs, in the opinion of the Director, the employee's ability to perform his/her job.
2. Affects the Library's reputation or threatens its integrity, also in the opinion of the Director.

Employees who violate any aspect of this policy are subject to disciplinary action that may include dismissal. Employees may be required, at the Director's discretion, to participate in and successfully complete a drug-abuse treatment or rehabilitation program as a condition of continued employment.

\*Controlled substances are identified in Schedules I-V of Section 202 of the federal Controlled Substances Act. They include, but are not limited to, marijuana, cocaine, heroin and morphine, as well as barbiturates and amphetamines.

## **Infectious Disease Control**

*(Adopted by the Board of Trustees May 18, 2020)*

Wright Library is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Wright Library will take proactive steps to protect staff and patrons of the Library in the event of an infectious disease outbreak. During a disease outbreak, the Library will strive to operate effectively and ensure that all essential services are provided to the extent practicable and that staff and visitors are safe. In the case of a severe public health crisis, such as a pandemic, the Library will comply with all public health orders from local, state, and federal governments. The Library will also consult with local, state, and federal health officials and modify, reduce, or discontinue services as needed in the interests of public and employee health.

### Terms

An infectious disease is defined by the Centers for Disease and Prevention (CDC) as "an illness caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply, and can cause an infection." Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2, COVID-19, and tuberculosis. According to the CDC, an infectious disease is called a pandemic when a new (novel) virus emerges that is able to infect people easily **and** spread from person to person in an efficient and



sustained way. Pandemics are of particular concern because very few people will have immunity, treatment protocols may be unclear, and a vaccine might not be widely available.

#### Preventing the Spread of Infection in the Workplace

Wright Library will maintain a clean facility, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

Library leadership, including the Director, Fiscal Officer, department Coordinators, and Community Engagement Specialists, will monitor and coordinate events around an infectious disease outbreak, and will create work rules that could be implemented to promote safety through infection control.

The Library will ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the library. At a minimum, employees will be expected to:

- Frequently wash hands with hot, soapy water for at least 20 seconds. Always wash hands before leaving the restroom and before and after eating.
- Use alcohol-based hand sanitizer as needed.
- Cover mouth and nose with bent elbow or tissue when coughing or sneezing, and dispose of the used tissue in a trash receptacle immediately.
- Avoid touching any part of the face, specifically eyes, nose, or mouth.
- Clean shared surfaces and equipment often, using a disinfecting cleaning solution or soap and hot water.
- Keep physical contact to a minimum, avoid handshakes.
- Regularly disinfect commonly touched surfaces, such as counters, desks, tables, doorknobs, railings, keyboards, mice, telephone handsets and drinking fountains.

Visitors to the Library will be encouraged to follow procedures to protect the health of employees, other patrons of the Library, and their families, and to support community efforts to control the spread of the infectious disease. The Library may deny access to members of the public who appear to be ill and refuse to leave, or who refuse to comply with reasonable and lawful requests.

The Director may establish procedures to follow during any health crisis that are tailored to the individual circumstances of the infectious disease.

#### Staying Home When Ill

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms of illness, such as fever, cough, shortness of breath, sore throat, body aches, headache, chills and fatigue, or any other symptoms specified by the Centers for Disease Control and Prevention (CDC) for a current infectious disease outbreak.

During an infectious disease outbreak, employees may be asked to conduct a daily health self-assessment to confirm that they have no symptoms of illness. Employees who report to work ill will be separated from other workers and may be advised to go home.

In general, the CDC recommends that people with an infectious illness, such as the flu, remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or



signs of a fever without the use of fever-reducing medications. Library Administration may refer employees to disease-specific CDC guidelines during a specific disease outbreak.

#### Requests for Medical Information and/or Documentation

As stated in the Sick Leave policy, if an employee is out sick or shows symptoms of being ill, it may become necessary to request information from the employee and/or the employee's health care provider to confirm the employee's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for the employee to return to work.

#### Confidentiality of Medical Information

Wright Library will treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, first aid and safety personnel, and government officials as required by law.

If an employee is confirmed to have an infectious disease that could pose a health risk to other employees, Wright Library will inform fellow employees of their possible exposure to the illness in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Employees exposed to a co-worker with a confirmed infectious disease should refer to CDC guidance for how to conduct a risk assessment of their potential exposure, monitor themselves for symptoms of illness, and stay home if they are sick.

#### Flexible Work Arrangements

Unless otherwise notified, the Library's normal attendance and leave policies will remain in place. Employees who believe they may face challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Employees with a high-risk medical condition may want to notify their supervisors so that they can make every effort to reassign them to duties that have minimal contact with people. If the employees cannot be reassigned to duties that will reduce contact with others, are concerned about their risk of exposure in the workplace, or will be in crowded conditions while commuting to work, they may be allowed to use sick leave or take a leave of absence to stay home from work. See Sick Leave policy and Leave of Absence policy.

Some employees may request or be encouraged to work from home during an infectious disease outbreak. However, not all positions will be eligible, and telework requests will be handled on a case-by-case basis.

#### Social Distancing Guidelines for Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Wright Library may implement social distancing guidelines to minimize the spread of the disease. Employees and patrons identified as being sick will be required to leave the premises. Other best practices include:

*Avoid Person to Person Contact*





As much as possible, business should be conducted by telephone, online conferencing, or e-mail, even when participants are in the same building. If a face-to-face meeting is unavoidable, meeting time should be minimized and take place in a large meeting room, spaced at least 6 feet from each other. Direct contact, such as shaking hands, should be avoided.

Staff should not congregate in work rooms, break rooms, or other areas where people socialize. Certain communal areas may be limited to the amount of people permitted in the room at a time. Meals and drinks should be brought from home and consumed away from others (avoid lunchrooms and crowded restaurants).

Public transportation should be avoided, or accessed early or late to avoid rush-hour crowding on public transportation.

Alternate schedules may be assigned with staggered start times to reduce the number of employees in the building at any given time.

Nonessential travel should be eliminated, and nonessential meetings, gatherings, workshops and trainings canceled or postponed.

#### Changes in Library Services and Operations

Wright Library leadership will consult with local, state, or federal health officials to determine appropriate service changes in response to an infectious disease outbreak. Services will be modified, reduced, or temporarily suspended, or discontinued in accordance with the severity of the outbreak and the risk to public health, and may include, but are not limited to:

- Suspending public use of meeting rooms
- Cancelling programs
- Closing some service points and turning off equipment to maintain a distance of six feet between people
- Limiting number of people in the building
- Reducing hours of operation

In the most severe outbreaks, it may be necessary to close the library to the public. In such instances, employees will be notified immediately.

## **Parking**

Parking is available on neighborhood streets surrounding the Wright Memorial Public Library. As parking spaces are limited, employees are expected to save premium spaces for Library patrons whenever possible.

## **Professional Appearance**

The public often judges employees by their outward appearance. Personal appearance, attire, and conduct should project the best possible image. Employees are expected to wear clothing that is neat and clean and behave in a manner that is businesslike and appropriate for their job duties.



Employees are expected to be groomed in a manner consistent with community standards and their position in the Library, with personal hygiene (avoidance of body odor) being essential. Any employee appearing for work, whose dress and/or especially hygiene are identified by management as inappropriate or unsafe for any reason, will be asked to leave without pay and to return acceptably attired. Should an employee have any questions regarding acceptable attire, he or she should see his or her Department Coordinator.

## **Public Relations/Media Contacts**

The Library Director and the President of the Board of Trustees are the officials in charge representing the Library to the media.

The Director or a designated employee member shall have the responsibility for coordinating the public relations and public informational activities of the Wright Memorial Public Library.

### Media Contacts

- a. Contacts with the media will be arranged for the Library by the Director or her/his designee.
- b. Contacts made by the media with the Library will be directed to the Director without comment.
- c. The president of the Board of Trustees or his/her designee will speak for the Library Board.
- d. Letters to the editor designed to officially speak for the Library will not be submitted by Library employees without prior approval of the Director.

### Speaking Engagements

The Director must be notified of speaking engagements made by Library employees on behalf of the Library prior to the event. Department Coordinators may approve any speaking engagements by their employee.

### Promotional Library Materials

Library promotional and informational materials such as handouts and brochures designed to be distributed to the public will meet standards of quality established by the Library. Department Coordinators will be responsible for seeing that such materials produced by or for their departments meet Library standards of quality. The Director has final approval prior to publication.

### Emergency Situations

- a. In an emergency situation, official statements to the public and media will be made by the Director or his/her designee, the President of the Library Board, or a Department Coordinator placed in charge of the Library.
- b. To ensure accuracy and consistency, if it is necessary for other Library employees to provide the public with information, the message to be conveyed will be provided to them by the Director, his/her designee, the President of the Library Board or a Department Coordinator placed in charge of the Library.



- c. In the event that the Library has to be closed due to weather or other emergency situation, the Director, Fiscal Officer, Administrative Services Coordinator, or a Department Coordinator placed in charge of the Library will contact designated media outlets.

## Smoking

Smoking is not permitted in the building or immediately outside the entrances.

## Social Media

The Library recognizes the value and importance of social media to engage with constituents. Social media shall be used as part of the Library's overall communication strategy to develop connections with the Library through two-way conversations with constituents.

### Definition

For the purposes of this policy, "social media" includes all means of communicating or posting information, such as words, pictures, videos or any other content on the Internet, such as Facebook, Twitter, YouTube, LinkedIn, Instagram, blogs, message boards, podcasts, product review sites, online forums, or any other site where information can be uploaded or posted.

### Staff Rights

The Library recognizes that employees have rights to free speech which are protected under the First Amendment, which include the right to use social media for self-expression on their own non-working time. Furthermore, the Library will take no measures without cause to bypass security or privacy settings of a social site to see employee content that is not publicly available.

### Expectations for Staff

The following expectations ensure that employees are aware of the implications of engaging in social media that reference the Library and/or the employee's relationship with the Library and its products/services. These expectations are intended to guide staff's personal online activities where staff may refer to the Library, its services, or its patrons. Following these expectations will help the organization and its members maximize productive use of social media, protect the Library's reputation, and avoid organizational and personal liability.

1. Adhere to Ohio Ethics Law. All staff members are subject to Ohio Ethics law as found in Chapters 102 and R.C. 2921 of the Ohio Revised Code and should conduct themselves, at all times, in a manner that avoids favoritism, bias and the appearance of impropriety. Employees shall not engage in conduct or activity that may raise questions as to their honesty or the Library's impartiality, standards or reputation or otherwise cause embarrassment to the Library.
2. Adhere to Ohio's Privacy Laws. All staff members must protect patron privacy in accordance with ORC §149.432.
3. Use Good Judgment. Anything you post that can potentially tarnish the Library's image will ultimately be your responsibility. The Library respects your right to use social media for personal purposes but urges you to exercise sound judgment and common sense.



4. Be a Scout for Compliments and Criticism. Even if you are not responsible for the Library's formal social media presence, you are one of its most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about the Library that you believe are important, please forward them to the Community Engagement Department and Library Director.
5. Let Library Administration Respond to Negative Posts. If you come across negative or disparaging posts about the Library, avoid the temptation to react yourself. Pass the post(s) along to the Community Engagement Department and Library Director, who will respond to the posts as the Library's spokesperson and ensure that a consistent message is delivered on behalf of the Library.
6. Be Conscious When Mixing Your Business and Personal Lives. Don't allow social media to adversely affect your job performance. Online, your personal and business personas are likely to intersect. The Library respects the free speech rights of employees but please remember that information posted online becomes widely accessible and easily forwarded. While the content you post may be intended for friends and family, it may be viewed by customers, colleagues and supervisors. It is the Library's expectation that employees will NEVER post:

- Non-public information of the Library (including confidential and/or sensitive information)
- Discriminatory statements or sexual innuendos regarding co-workers, management, customers or vendors
- False, defamatory statements regarding the Library, its employees, customers, competitors or vendors

Engaging in the aforementioned can result in disciplinary action, up to and including termination.

7. Own Your Comments. Consider adding a disclaimer on posts that denotes comments are yours alone and do not necessarily reflect the opinions of Wright Memorial Public Library. Even with this disclaimer, please be aware that taking public positions online that are counter to the Library's interests might cause conflict and disharmony among co-workers. Furthermore, employees are never to impersonate the organization without authorization, make statements on behalf of the organization without authorization, or make statements that can be construed as establishing your organization's official position on a policy or issue.
8. If you make a mistake, correct it. If you post content that violates Library policy or the law, act quickly to make it right. Also, proceed honorably and inform the Director of your actions so that the Library may be aware of and prepare for potential consequences.

#### Expectations for Online Spokespeople

The Library assigns staff members to post to, maintain and monitor social networking sites. Employees wishing to use social media for work-related purposes shall start the process with the Community Engagement Department and their supervisor to best determine how the use of social media fits into the Library's overall approach to communications and marketing, and to ensure coordination with existing online strategies. In addition, they should adhere to these principles:

1. Follow Ohio and Library ethics standards and all Library policies. Employees using any social media for work-related functions are bound by the Library Technology policy, Ohio Ethics and Privacy laws, and other policies.



2. Represent the Library appropriately. As a Library representative, it is important that your posts convey the same positive, customer focused spirit that the Library instills in all its communications. Be respectful of all individuals, races, religions and cultures.
3. Be Transparent. Always disclose your name and affiliation with the Library when responding to someone online. Do not use aliases or otherwise deceive people. Because of the necessity for open records and transparency, Library employees using social media to communicate Library messages may only do so using Library accounts.
4. Respect the privacy of others. Never identify a customer or co-worker in an online posting without his or her prior written permission. A form is available for this purpose.
5. When in doubt, do not post. Staff are personally responsible for their words and actions, wherever they are. As online spokespeople, you must ensure that your posts are completely accurate and not misleading, and that they do not reveal non-public information of the Library. Exercise sound judgment and common sense, and if there is any doubt, DO NOT POST. In any circumstance in which you are uncertain about how to respond to a post, consult the Director or the Community Engagement Department.
6. Give credit where credit is due. If you are using another party's content, make certain that they are credited for it in your post and that they approve of you utilizing their content. Do not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions.

Know that the Internet is permanent. Once information is published online, it is essentially part of a permanent record, even if you “remove/delete” it later or attempt to make it anonymous.

## Telecommuting

*Approved by the Library Board of Trustees on May 20, 2024*

In general, Library employees will predominantly work onsite. However, the Library administration recognizes the need for staff to work remotely on occasion. Telecommuting allows employees to work at home, or in an alternative location, for all or part of their workweek. The Library considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a Library-wide benefit, and it in no way changes the terms and conditions of employment with the Library.

### **Administrative Procedure:**

Telecommuting can be informal, such as working from home for a short-term project, or a formal, set schedule of working away from the office for an extended time. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement. Any work from home must be approved in advance by the Director or, in the case of short-term telecommuting, by the employee's supervisor.

### Short Term Telecommuting

Temporary telecommuting arrangements may be approved by the Director or an employee's supervisor for circumstances such as inclement weather, pandemics, work life balance, special projects, or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the library.



### Extended Telecommuting

Any extended telecommuting arrangement will be on a trial basis, with the length of the arrangement being set and managed by the Director. Any extended telecommuting arrangements may be discontinued at will or at any time upon the request of either the telecommuter or the library. Every effort will be made to provide advance notice of such change in order to accommodate commuting, childcare, and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

- A. *Eligibility* - Individuals requesting formal telecommuting arrangements must be employed with the Library for a minimum of 6 months of continuous, regular employment and must have a satisfactory performance record. However, the Director may waive this requirement if it is in the best interest of the Library to do so.

Before entering into any extended telecommuting agreement, the employee and supervisor, with the assistance of the Director, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability - The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities - The supervisor and Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, and if so, for what time period.
- Workspace, schedule, and equipment needs - The employee and supervisor will review the work schedule, physical workspace, and the appropriate location for the telework.
- Tax and other legal implications - The employee must consult with the Fiscal Officer to determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and supervisor agree and receive approval from the Director, a draft telecommuting agreement will be prepared and signed by the employee, supervisor, and Director.

B. *Evaluation*

- Evaluation of telecommuter performance during an extended telecommuting period will include regular interaction by phone and e-mail between the employee and the supervisor, and weekly face-to-face or virtual meetings to discuss work progress and problems.
- If the employee and the supervisor wish to extend the telecommuting agreement beyond the approved period, the employee and supervisor should complete an oral evaluation of the arrangement and follow up with a written overview of the employee's performance.
- The Director will use the written evaluative overview to consider recommendations for continuance or modifications of the telecommuting



agreement.

### *C. Equipment*

- On a case-by-case basis, the Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software and other office equipment) for each telecommuting arrangement.
- Equipment supplied by the Library will be maintained by the Library. Equipment supplied by the employee, if deemed appropriate by the Library, will be maintained by the employee. The Library accepts no responsibility for damage or repairs to employee-owned equipment. The Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Library is to be used for business purposes only. The telecommuter is responsible for all Library property received and must agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Library property will be returned to the Library, unless other arrangements have been made.
- The employee will establish an appropriate work environment within his or her home or alternate location for work purposes.
- The Library will not be responsible for costs associated with the setup of the employee's home office, including internet connectivity, remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

### *D. Security*

- Consistent with the Library's expectations of information security for employees working at the office, telecommuting employees are expected to ensure the protection of customer information and the Library's network from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, multi-factor authentication when accessing the Library's network, and any other measures appropriate for the job and the environment. See the Acceptable Use of Library Technology policy for additional guidelines about Library workstation and personal device use from home.

### *E. Safety*

- Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the library's workers' compensation policy. Telecommuting employees are responsible for notifying Library Administration of such injuries as soon as practicable, along with completing incident reports and First Report of Injury forms.
- Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective



telecommuters are encouraged to discuss expectations of telecommuting with family members prior to beginning to telecommute.

*F. Time Worked*

- Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Library's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the Director. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

## **Weapons**

*Updated by the Library Board of Trustees on May 20, 2024*

Firearms, handguns, or other weapons are prohibited in the Library. During working hours or while conducting Library business, employees are strictly prohibited from possessing any firearm or weapon in the Library building. This policy applies to all employees and other persons entering the Library building at all times regardless of whether the employee or person is licensed to carry the weapon.

The Library prohibits anyone from brandishing or using normal everyday items not considered a weapon by the State of Ohio or United States Government as a weapon. These items could be, but not are limited to, furniture, books, knives, or other cutting instruments.

The only exceptions to this policy are police officers and law enforcement officials or other persons who have been given consent by the Library to carry a weapon into the building.

## **Workplace Harassment/Discrimination**

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

Harassment consists of unwelcome conduct, whether verbal, nonverbal, written, pictorial, or visual, that is based on any characteristic protected by law, when that conduct affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. This conduct includes slurs, epithets, or other degrading or offensive remarks or jokes. The Library will not tolerate harassment or discrimination. The Library will promptly investigate claims of harassment and discrimination and will take prompt and appropriate action against anyone who harasses or discriminates against another in violation of this policy.

Sexual harassment is one type of harassment and includes unwelcome sexual advances, requests for sexual favors, and unwelcome verbal, nonverbal, written, pictorial, visual or physical conduct or contact of a sexual nature.





Unwelcome verbal, nonverbal, written, pictorial, visual or physical conduct or contact of a sexual nature includes, but is not limited to:

1. Offering employment benefits, such as favorable assignments, reviews, promotion, or the like, in exchange for sexual favors.
2. Denying or threatening to deny employment benefits for rejecting sexual advances.
3. Unwanted sexual advances, propositions, flirtations, or repeated unwanted requests for or efforts to make social contact.
4. Verbal conduct of a sexual or gender-based nature, such as using sexually degrading, vulgar, or discriminatory words to describe an individual; making sexually suggestive comments about an individual's body; discussing sexual activity; or making derogatory, sexual, gender-related or discriminatory comments, slurs, taunts, jokes, or epithets.
5. Non-verbal conduct of a sexual or gender-based nature, such as whistling, unwelcome staring, or leering; displaying sexually suggestive, gender-based, or discriminatorily-based objects, pictures, videos, posters, or cartoons; making sexual, derogatory, obscene, or discriminatory gestures; or giving, sending, or circulating sexual, derogatory, obscene, or discriminatory letters, e-mail messages, social media messages or postings, voicemail messages, gifts, notes, or invitations.
6. Unwelcome physical conduct of a sexual or gender-based nature, such as touching, patting, pinching, brushing the body, or impeding by blocking an individual's movements.

Harassment on any basis (race, sex, age, disability, etc.) exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; women can harass other women. Offenders can be managers, supervisors, co-workers, or non-employees such as clients or vendors.

It is the Library's policy to provide all employees with a workplace that is free from all forms of harassment or discrimination. Anyone who is the object of such conduct or who observes such activity should immediately report the matter to his/her Department Coordinator or any other member of the Library's supervisory team or to the Director without fear of reprisal, regardless of who originates or participates in the harassment (employee or non-employee) and regardless of whether it is verbal, written, visual or physical conduct. If, for any reason, an employee prefers not to discuss the issue with any of these individuals, the employee is encouraged to report the issue to the Personnel Committee of the Board of Trustees.

No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports harassment or discrimination or assists in the investigation of any such matter. The Library will not tolerate any retaliatory conduct or false accusations of harassment or



discrimination, and any such acts will result in disciplinary action, up to and including termination.

Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced (often within 24 hours) and will include direct interviews with involved parties and, where necessary or appropriate, with employees who may be witnesses or have knowledge of matters relating to the complaint. All employees are expected to cooperate in any investigations of wrongdoing. Failure of any employee to cooperate in an investigation is grounds for disciplinary action, up to and including termination.

After a thorough investigation, the Library will take appropriate corrective action, up to and including termination, to resolve the matter. The parties of the complaint will be notified of the findings and resulting actions.

Members of the public who engage in harassing or discriminatory conduct may be denied access to Library buildings and programs.

## **Acceptable use of Library Technology**

*(Updated by the Library Board of Trustees on May 20, 2024)*

Library resources such as computers and network infrastructure are provided to staff for work-related use. The Library acknowledges that incidental personal use of employee workstations may occur. This is allowable only when kept to a minimum and only to the extent that such usage has no adverse impact on job performance, device functioning, or patron experience. Employees should have no expectation of privacy with regard to any data stored on or sent to/from Library-owned devices and networks. Other Library staff, supervisors, administrators, or approved IT support specialists may inspect data on Library devices and systems at any time, regardless of to whom a device or data storage location is currently assigned. All information stored on any Library-managed device or system is considered Library property and may be considered a public record [see also Privacy and Public Records policies].

This policy applies to any Library technology, including:

- Desktop, laptop, and other computers and computer networks
- Any type of electronic devices purchased by or donated to the Library
- Any software licensed or subscribed to by the Library
- Telephone systems
- Facsimile, printing, and copying equipment
- Email systems
- Online platforms and accounts created using an @wrightlibrary.org email address
- All other similar technologies and systems devised now or in the future that are offered to users
- All data and metadata stored within such systems including backup media

### Rules of Use for Technology Equipment and Electronic Communications

- All electronic files needed by staff members for Library business should be maintained on one of the network file servers—either on a shared file server or individual user network drive—not on the local hard drive of any equipment nor unauthorized cloud storage services.



- Local drives are not backed up, so local hard drive data may be lost in the event of hard drive failure, device theft, or workstation replacement.
- Cloud storage services not managed by the Library can be lost in the event of an employee departure or password loss, running the risk of losing access to needed information.
- Email accounts are provided by the Library for conducting Library business and should not be used for personal or private communications. Data stored or exchanged through Library-provided accounts is neither private nor protected; use may be monitored and content may be considered public record. Library employees shall not use their personal email for Library business.
- Staff personal devices shall not be plugged into any Library-owned equipment or systems, unless specifically authorized. Only computers or other hardware which have been configured or authorized by the Technical Services Coordinator may be physically plugged into data ports throughout the Library building.
- Staff may access the staff network *wirelessly* from their own personal device [see Guidelines for Remote Work and Personal Devices for more information].
- Non-employees may not have access to any Library device, system, or network other than those designated for public use, unless explicitly authorized by the Director or Technical Services Coordinator. Staff should not grant, and should immediately report, any non-employee access to staff workstations or non-public systems, including staff wifi network and data ports.
- Patron supplied personal devices, including USB flash drives, should never be connected to any staff workstation or device. Only devices intended for public use, such as public computers and public print hardware, are protected against the risk of introducing malicious software to the staff network.
- Staff members are responsible for maintaining the strength and security of any passwords or other authentication methods associated with Library resources. Passwords may not be shared or transferred to another individual, including other staff members, without authorization from a supervisor.
- Staff shall comply with all applicable laws, such as copyright, contractual obligations, such as software licenses and Library policies.

#### Guidelines for Remote Work & Assigned Laptop Workstations

Staff may be issued portable laptops or devices. Whether using this device to work remotely or on-site at the Library, staff are advised to use only their work-assigned computer for Library work, and to keep it safe and secure, not only to protect Library property and network security, but also to safeguard patron privacy. Do this by:

- Always locking devices when walking away from them, so they can only be accessed with proper authentication
- Using a strong, secure, unique password which is not posted on or near the device
- Following current procedures for VPN use and multi-factor authentication

#### Guidelines for Remote Work & Personal Devices

Some occasions may arise where it is necessary for a staff member to conduct library business from a non-library owned device, such as checking email from a personal phone or computer. These occasions should be kept to a minimum, and any time doing so must be considered work time.



Staff members using non-library owned devices must continue to take patron data security into account. Accessing work emails which may contain patron information from an unsecured device, or one shared with a family member, can lead to unacceptable patron privacy violations.

In situations where it is necessary to use a personal device for work purposes, the following guidelines apply:

- Do so only on a device used with good digital hygiene practices
  - Make sure operating system and software is up to date
  - Uninstall unused applications/extensions
  - Use only securely encrypted wifi networks
  - Use basic anti-malware protections
  - Be aware of what data is stored locally on your device vs. a remote server, to minimize the need for cleanup
- Make sure the device and/or relevant application is always locked when not in use, and protected from use by others via one or more of the following authentication methods:
  - Strong, unique password not in use elsewhere, and not shared with anyone else
  - Biometrics (e.g. fingerprint, face recognition)
  - Hardware security key (e.g. Yubikey)
  - Passkey authentication
- Do not store work files on a personal device, personal account, or other storage location not managed by the Library:
  - In situations where it is unavoidable to download work files, do so only temporarily. Be sure to clean up by permanently deleting the local download file afterward.
  - This is especially essential in case any documents, email attachments, or messages may contain patron data, which is protected by state law.

#### Disciplinary Action

Violations of this policy may result in disciplinary action up to and including termination.

## **Personal Use of Facilities and Equipment**

*Updated by the Library Board of Trustees on May 20, 2024*

Employees may be issued or allowed the use of Library property or resources such as keys, access cards, computers and other electronic devices, email, etc. Employees in possession of Library equipment are expected to protect equipment from loss, damage, theft, or unauthorized use, and to use it in an appropriate manner. Upon separation of employment, employees are required to turn in all Library property prior to the last day worked [see also Separation of Employment policy].

#### Keys & Access Cards

In order to protect the security of Library buildings and property, and for employee safety, the distribution of keys and access cards to employees or other parties is limited and restrictive. The Director has specific responsibility for issuing keys. Upon separation from Library employment, employees are required to return all assigned keys and access cards.

#### Telephone



Employees may receive and make brief local telephone calls during work hours; calls longer than three minutes should be made during break periods. Personal phone calls are not to be made while an employee is at a public service desk.

Any personal long distance calls that must be made during work hours should be made using a personal telephone calling card or cell phone or charged to the employee's home telephone. In case of emergency, when a long distance call must be made or received and cannot be charged to a personal telephone, the employee must notify the Fiscal Officer in writing of the date and time of the call, the telephone number, and the place to/from which the call was made. The employee will then be charged for the call.

Additional employee privileges and restrictions:

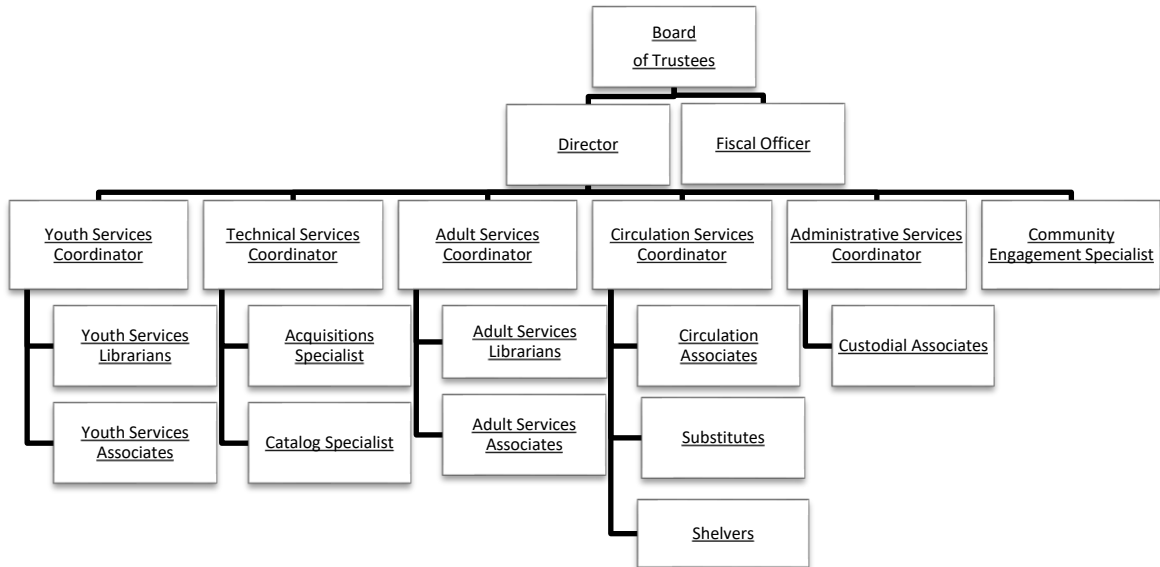
1. "Fine free" status on borrowing Library materials: employees' Library cards are designated as "fine free," and employees are not charged for overdue materials. All other borrowing policies apply. Employees may not borrow new materials before they have been cataloged and processed. Employees may not borrow materials that have been requested by patrons and should use the request system as any other Library patron would. Employees are expected to use this privilege in a reasonable manner and not to the detriment of Library services. Abuse of the "fine free" status may result in loss of this privilege and/or disciplinary measures up to and including termination.
2. Employees may schedule the Library meeting room for Library employee social events. Personal use of the meeting room for themselves or for groups to which they belong must be in compliance with the Meeting Room Use Policy.

All visitors, including former employees and families of employees, are expected to enter the building during "closed" hours only if accompanied by an employee with management authorization. At other times, visitors are expected to enter the building through the public entrances. Visitors may use the employee lounge when accompanied by a current employee.



# Appendixes

## Organizational Chart



# Wright Memorial Public Library

## ANNOUNCEMENT

In accordance with the Sick Leave Donation Policy, the Library Director is hereby notifying all staff that donations of sick time hours are needed by the employee listed below. This employee has met all the conditions outlined in the Sick Leave Donation Policy and has given written permission for this announcement to be circulated.

If you would like to donate, please complete the sick leave donation form and send it to the Administrative Office as soon as possible.

**Recipient Employee Name**

**Hours Needed**

\_\_\_\_\_

\_\_\_\_\_

Director's signature \_\_\_\_\_

Date \_\_\_\_\_



# Wright Memorial Public Library Sick Leave Donation Form

Name \_\_\_\_\_ Date \_\_\_\_\_

A sick leave donation must leave the donor with a sick leave balance of at least 75 hours at the time of the donation.

The sick leave being transferred will have already been accrued and will not be in excess of half of the leave that will be earned during the current year – 60 hours for 40 hour/week employees; 56 hours for 37.5 hour/week employees.

**Worksheet**

- a. **Accrued sick time = \_\_\_\_\_ hours**
  
- b. **Line “a” minus 75 hours = \_\_\_\_\_ hours available for donation**  
(Note: not to exceed 60 hours for 40 hour/week employees or 56 hours for 37.5 hour/week employees.)

I wish to donate \_\_\_\_\_ hours of my paid leave time to:

\_\_\_\_\_

Employee Receiving Donation

I understand that:

- All donations are nonrefundable and shall not be re-credited to the donor.
- Donating hours does not guarantee that I will receive donated hours if I need them at a later time.
- There is no monetary value attached to the hours I donate.

My donation is strictly voluntary.

I wish my donation to be (check one)

- Anonymous.
- Shared with recipient.

I authorize the Administrative Office to transfer accrued sick leave time as indicated above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Wright Memorial Public Library**





## **Wright Memorial Public Library Request for Donation of Sick Time**

In accordance with the Sick Leave Donation Policy, to receive sick leave donation I realize I must meet the conditions listed in the policy, such as:

1. Having been employed by Wright Library for at least six months.
2. Having exhausted my own sick and vacation time benefits.
3. Submitting a signed letter from my attending physician verifying that I will be unable to perform my job duties during the time for which I am requesting donated leave.

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I would like to request a donation of sick time. I give my permission for the Library Administrative Office to circulate an announcement to staff that I am requesting a sick time donation.

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Employee signature/date

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Supervisor approval/date

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Director approval/date

