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EMPLOYEE GUIDELINES



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ACKNOWLEDGMENT OF RECEIPT



INTRODUCTION

02.01.00 Welcome to PCCLD

Welcome!

On behalf of your colleagues, we welcome you as a new member of our employee group to the Pueblo City-County Library District and wish you every success here.

We believe that each employee contributes directly to PCCLD's ability to serve our community. We hope you will take pride in being a member of our team.

The Employee Guidelines were developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Guidelines as soon as possible, for it will answer many questions about employment with PCCLD.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!



INTRODUCTION

02.01.01 Important Information About the Employee Guidelines

The Employee Guidelines present some important information to employees regarding Pueblo City-County Library (PCCLD or the Library). The publication is not all-inclusive but is intended to provide you with a summary of some of PCCLD's guidelines. The guidelines provide the basic framework for managing employment decisions and actions.

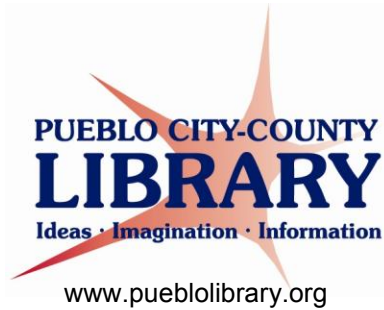
You are responsible for reading and understanding these guidelines. As an employee of PCCLD, you will be asked to sign and return the acknowledgment of receipt found at the end of this publication. If you ever have questions or need additional information, please see your supervisor, the Human Resources Manager or the Executive Director.

As an employee, you have the right to end your work relationship with PCCLD, with or without advance notice for any reason. PCCLD has that same right. This right cannot be waived or altered by the statements or actions of another PCCLD employee or member of the Board of Trustees.

The language used in this publication does not create, nor is it intended to create, a contract of employment, either expressed or implied, between PCCLD and you. All employment agreements or contractual terms binding on PCCLD or any employees must be set forth in a written document, signed by the employee and the Executive Director or President of the Board of Trustees.

The employee guidelines may be revised or updated periodically; when this happens, all previous editions will be superseded by the most current guidelines. No PCCLD representative, or any verbal or written statements made by supervisors, may alter or modify PCCLD's policies and guidelines.

Any recommendations for changes or amendments to the employee guidelines may be proposed and forwarded to PCCLD's Human Resources Department or Executive Director. Following their review, proposed changes may be submitted to the Board of Trustees for consideration. The Board may approve recommended changes for adoption, make amendments to the proposed changes or reject the proposed amendments as it determines such action to be in the best interest of PCCLD. Official changes to the guidelines are posted on the "O" drive. Employees are notified when such changes occur through official communication channels including all employees' e-mails. As such, PCCLD reserves the right to modify, revoke, suspend, terminate or change any or all of the policies and guidelines mentioned in whole or in part, at any time.



INTRODUCTION

02.01.02 Motto, Mission & Vision

Pueblo City-County Library District

Our Motto:

Ideas, Imagination & Information

Our Mission:

We serve as a foundation for our community by offering welcoming, well equipped and maintained facilities, outstanding collections, and well-trained employees who provide expert service encouraging the joy of reading, supporting lifelong learning and presenting access to information from around the world.

Our Vision:

Books and Beyond

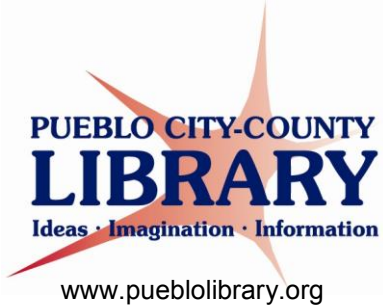
INTRODUCTION

02.01.03 Relations with the Public

Every employee represents PCCLD to our customers and to the community we serve. The way we do our jobs presents an image of our entire organization. The public judges all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to serve our customers. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention we give to members of the public.

Our personal contact with the public, our manners on the telephone, and other forms of communication we have with the public are a reflection not only of ourselves, but also of the professionalism of PCCLD. Positive customer relations not only enhance the public's perception or image of PCCLD, but also help us to fulfill our mission of informing, educating and culturally enriching the community.





INTRODUCTION

02.01.04 The Role of Human Resources

The primary role of Human Resources is in setting the standard for communication and information sharing regarding matters of employment. Human Resources helps to facilitate information exchange and open, honest communication in dealing with employees and management. Human Resources acts as an advisor on policies and procedures to all employees, but is not a decision maker in matters of employment, benefits or policy changes.



INTRODUCTION

02.01.05 Definition of Terms

Employees

Refers to all employees of PCCLD – Previously referred to as “staff”

Supervisor

Refers to the individual the employee reports to as identified by PCCLD’s formal reporting structure, illustrated by the PCCLD organization chart

Supervisor Team

Refers to the team of Library supervisors

Human Resources Department

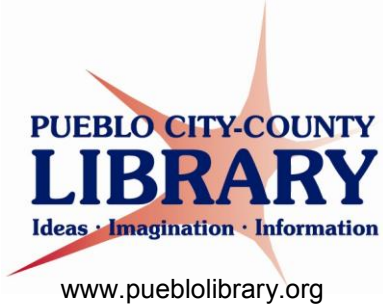
Refers to the Human Resources Manager and other employees assigned to the Department

PCCLD

Refers to the Pueblo City-County Library District

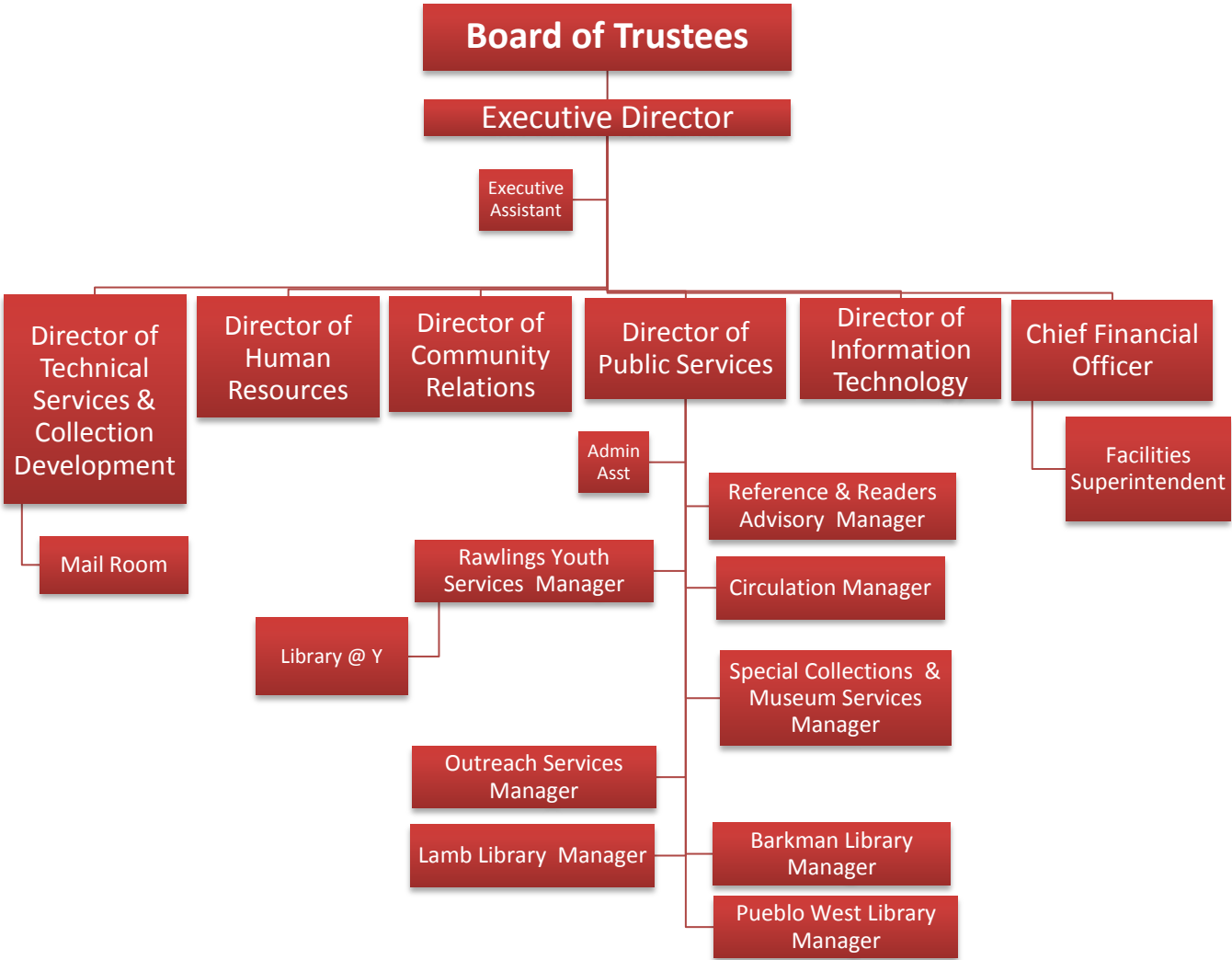
Benefit Year

The 12-month period that begins when an employee first starts to earn vacation time, generally the date of hire. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.



INTRODUCTION

02.01.06 PCCLD Organization Chart





EMPLOYMENT PRACTICES

02.02.00 Equal Employment Opportunity (EEO) Policy

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PCCLD will be based on merit, qualifications, and abilities. PCCLD does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender expression, Armed Forces Reserve or National Guard status or any other characteristic protected by federal, state or local law.

PCCLD makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department, also see [02.03.04 Problem-Solving](#), outlined in this publication. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to the performance improvement process, up to and including termination of employment.

Employees who believe there has been a violation of PCCLD's EEO or retaliation standard should report their concern to the Human Resources Manager.



EMPLOYMENT PRACTICES

02.02.01 Anti-Harassment

PCCLD is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic will not be tolerated. This policy applies to all employees and non-employees such as customers, volunteers, vendors and consultants. PCCLD provides regular anti-harassment training to ensure employees the opportunity to work in an environment free of sexual and other unlawful harassment.

02.02.01.01 Sexual Harassment

PCCLD does not tolerate sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. submission or rejection of the conduct is used as a basis for making employment decisions; or,
3. the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.



EMPLOYMENT PRACTICES

02.02.01 Anti-Harassment

If you experience or witness sexual or other unlawful harassment in the workplace, **report it immediately to your supervisor**, if the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Manager, any member of the Supervisor Team or follow the [02.03.04 Problem-Solving](#) Procedure outlined in the Employee Guidelines. You can raise concerns in good faith and make bona fide reports of misconduct without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent practical to do so without impeding the investigative process, your confidentiality and that of any witnesses and the alleged harasser are protected against unnecessary disclosure. You are informed when the investigation is complete.

Any supervisor who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Manager or any member of the Supervisor Team so it can be investigated in a timely and confidential manner. Anyone found to have violated this policy will be subject to the performance improvement process, up to and including termination of employment.

PCCLD prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in an investigation, please report it immediately to the Human Resources Manager, any member of the Supervisor Team or follow the [02.03.04 Problem-Solving](#) Procedure. The situation will be promptly investigated.



EMPLOYMENT PRACTICES

02.02.02 Disability Accommodation

PCCLD is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and lines of progression. If an employee is transferred as part of the accommodation process, pay is commensurate with the position to which the employee is transferred. Leave of all types is available to all eligible employees on an equal basis.

PCCLD is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability.

This policy is neither exhaustive nor exclusive. PCCLD is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.



EMPLOYMENT PRACTICES

02.02.03 Immigration Law Compliance

PCCLD is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the **Employment Eligibility Verification Form I-9** and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the Form if they have not completed an I-9 with PCCLD within the past three years, or if their previous Form I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal. Refer any questions or complaints to the Human Resources Manager or follow the **02.03.04 Problem-Solving** Procedure.



EMPLOYMENT PRACTICES

02.02.04 Employment Categories

It is the intent of PCCLD to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not create a contractual obligation and the part of PCCLD or commit employees to any specified period of time.

Each employee is assigned to an employment category based on the position held and assigned work schedule as noted below.

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work PCCLD's full-time schedule. Generally, they are eligible for PCCLD's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule, less than 40 hours per week. Regular part-time employees are eligible for some benefits sponsored by PCCLD, subject to the terms, conditions, and limitations of each benefit program, including number of hours regularly scheduled to work; also see, [02.07.00 Benefits Eligibility Overview](#).

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, generally not to exceed 6 months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits (such as Public Employees Retirement Association (PERA) contributions and workers' compensation insurance) are provided to PCCLD temporary employees. Some other PCCLD-sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program. Individuals contracted to provide services through an outside agency are not temporary employees of PCCLD.



EMPLOYMENT PRACTICES

02.02.04 Employment Categories

In addition to the above categories, employees' positions are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

An employees' EXEMPT or NONEXEMPT classification may be changed only upon written notification by PCCLD management. Also see [02.05.03 Overtime](#) and [02.05.07 Compliance with the Fair Labor Standards Act \(FLSA\)](#).



EMPLOYMENT PRACTICES

02.02.05 Employment Policy

PCCLD believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the organization. Each employee, while employed, is hired to make significant contributions to PCCLD. As an Equal Employment Opportunity Employer, PCCLD follows an employment process designed to attract, screen and select candidates for positions regardless of their race, religion, color, sex, disability, age, sexual orientation or national origin, who meet the job requirements established for vacant positions.

Employment Openings

To fill a new or vacant PCCLD position, and prior to a posted opening, the hiring supervisor first submits a request for the Executive Director's review and approval to fill the employment opening. Requests typically identify the position's hours/schedule, status, hiring pay range, reason for the opening and include a current position description. Upon approval, the employment opening request is forwarded to the Human Resources Department to work with the hiring supervisor to finalize the position description, identify selection criteria and initiate recruitment activities.

Recruitment Advertising

Employment opportunity postings are placed on PCCLD's website and distributed to all PCCLD branches for posting on bulletin boards, also see [02.02.09 Job Posting](#). Positions may be advertised externally based upon need and budget requirements. Human Resources is responsible for overseeing postings and for placing all recruitment advertising. Hiring supervisors are required to work with Human Resources to identify any special recruitment websites or advertising instructions and recommendations.

Screening Applicants

Job-related criteria, based on the position's requirements and the hiring department's needs and qualification preferences, are identified jointly by the hiring supervisor and Human Resources. Human Resources screens applications and/or resumes. Those applicants appearing to more closely meet screening criteria are forwarded to the hiring supervisor for further consideration. All applications and resumes of applicants not selected for interviews by the hiring supervisor are returned to Human Resources for appropriate retention. Human Resources is responsible scheduling interviews and for notifying applicants not selected for additional consideration.



EMPLOYMENT PRACTICES

02.02.05 Employment Policy

Employment Interviews

PCCLD follows a structured interview process and encourages hiring supervisors to utilize a group approach by assembling an interview team. The hiring supervisor and interview team identify and compile interview questions, in consultation with Human Resources. Human Resources schedule interviews with selected applicants. After the team completes interviews, results are documented and the interview team provides their input to the hiring supervisor. Both the hiring supervisor and the Executive Director are responsible for making the final selection decision, also see [02.02.07 Selection Process](#).



EMPLOYMENT PRACTICES

02.02.06 Verification of Qualifications

02.02.06.01 Employment Reference Checks

To ensure individuals who join PCCLD are well qualified and have a strong potential to be productive and successful, it is the policy of PCCLD to check the employment references of selected candidates as part of the employment process. Hiring supervisors, in consultation with the Human Resources Department, are responsible for conducting reference checks and documenting results. This information is maintained by Human Resources as part of the employment selection files.

02.02.06.02 Criminal Background Checks

As part of the employment process, applicants are required to submit to a criminal background investigation. In addition, applicants may be extended offers of employment contingent upon submitting to and successfully passing a criminal background investigation.

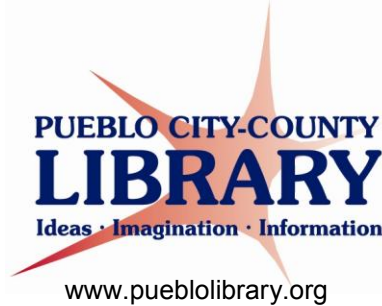
The presence of a criminal conviction does not automatically disqualify individuals from employment with PCCLD. PCCLD reviews the nature of the offense, date and type of job for which the applicant is being considered in determining eligibility for employment. The Executive Director, in consultation with the hiring supervisor and Human Resources Manager makes the final determination regarding employment eligibility.

02.02.06.03 Drivers License / Proof of Insurance

Those employees that periodically drive either the PCCLD vehicle or a personal vehicle while performing PCCLD business, including attendance of offsite functions, are required to possess a valid Colorado driver's license and maintain a driving record acceptable to PCCLD. In addition, employees driving their own vehicles on PCCLD business must provide proof of and maintain automobile coverage at required levels, as identified by PCCLD's insurance carrier.

Employees whose driver's licenses are suspended or revoked must immediately notify their supervisor and the Human Resources Department in writing if the license is essential for their job.

Also see, [02.09.02 Reporting Vehicle Accidents, Moving Violations, Drivers License Restrictions and Revocations](#)



EMPLOYMENT PRACTICES

02.02.07 Selection Process

Once the hiring supervisor makes a selection recommendation to the Executive Director, and the selection is approved, an employment offer may be extended contingent upon the candidate's satisfactory completion of a criminal background investigation. **The Executive Director reviews all hiring recommendations and is responsible for making all final hiring decisions.**

Job Offers

Once Human Resources receives satisfactory results from agencies providing criminal background check information, Human Resources, or the hiring supervisor, notifies the selected candidate to confirm the initial employment offer.

Initial Start Date and Orientation

On the initial start date, supervisors ensure new employees meet with Human Resources to complete required paperwork and a new hire orientation schedule is established and communicated. New employees must complete the necessary paperwork in Human Resources or at their employment location, if arranged in advance. Supervisors complete a [New Hire Checklist](#) with new employees and, as part of the orientation, go through PCCLD's applicable operational policies and procedures and the Employee Guidelines.

All orientation documents are to be returned to Human Resources as well as the original completed [Employment Application](#) and [Form I-9](#), with a copy of supporting I-9 documentation presented, [Form W-4 Employee's Withholding Allowance Certificate](#), and any certifications and licensure information within one week of hire date.

Internal candidates may be retained in their former position for a period of time or transitioned into the new position to accommodate their departure and allow the supervisor to initiate hiring activities, generally for a period not to exceed two weeks.



EMPLOYMENT PRACTICES

02.02.08 Job Descriptions

PCCLD makes an effort to create and maintain accurate job descriptions for all positions within the organization. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a supervisory responsibilities section, a qualifications section (including education and/or experience, skills, knowledge and abilities, and any certification required), a physical demands section, and a work environment section.

PCCLD maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department and the hiring supervisor prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees are expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.



EMPLOYMENT PRACTICES

02.02.09 Job Posting

PCCLD provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills, competencies, education and experience. In general, notices of all regular, full-time and part-time job openings are posted, although PCCLD reserves its discretionary right to not post a particular opening.

Job openings are posted on the employee's bulletin board, PCCLD's website and in the e-mail system, and normally remain open for a minimum of 7 calendar days. Each job posting notice generally includes the dates of the posting period, job title, department, location, hiring range, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 6 months in their current position. Employees who are under a current performance improvement action may not be eligible to apply for posted jobs. Eligibility is determined on a case-by-case basis with the final decision made by the Executive Director. Eligible employees may only apply for those posted jobs for which they possess the required skills, competencies, education and other stated qualifications.

When employees believe they possess the skills, education and experience necessary to fill a job opening, they are encouraged to apply by submitting an [Employment Application](#) form that updates their experience, skills, competencies, education and accomplishments; see PCCLD's website to download a form. Also see [02.02.11 Employment Applications](#). Completed employment applications should be submitted to the Human Resources Department. PCCLD recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career interests and plans. In addition, PCCLD encourages employees to pursue educational interests, including those degree programs that may help them qualify for future position opportunities, also see [02.07.08 Educational Assistance](#). Supervisors are encouraged to support employees' efforts to gain experience and advance within PCCLD. An internal applicant's supervisor may be contacted to verify performance, skills, and attendance. Any employee's limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring supervisor. Other recruiting sources may also be used concurrently to fill open positions in the best interest of PCCLD.



EMPLOYMENT PRACTICES

02.02.10 Transfers and Promotions

Transfers

PCCLD employees who are interested in voluntarily transferring to a new department or branch location are encouraged to discuss their interests with their supervisor and with the Human Resources Department. Voluntary transfers are considered on a case-by-case basis and require the approval of the Executive Director. Generally, only those employees who have completed six months or more of employment with PCCLD are considered for voluntary transfer. Transfer requests may be approved when considered in the best interest of PCCLD by the Executive Director.

When voluntary transfers are considered lateral, that is the employee is moving from one position to another position assigned to the same salary range, employees generally maintain the same rate of pay. Pay implications for other voluntary transfers are discussed with employees in advance of the move. Also see, [02.02.12 Hiring of Relatives](#) and [02.02.09 Job Posting](#).

From time to time it may be necessary for PCCLD to make employment changes to meet service standards, ensure efficient operations and/or address other business issues or requirements, as determined to be in the best interest of PCCLD by the Executive Director. This may require PCCLD employees to be transferred to different positions, assigned to different locations or work schedules, etc. Position status and pay implications for transfers are discussed with affected employees in advance of transfers.

Promotions

While most positions are subject to job posting requirements, there may be times when a supervisor identifies a position as part of a logical career progression and the presence of other qualified internal candidates is highly unlikely, based on review by the supervisor, in consultation with Human Resources. The supervisor may recommend a promotion in lieu of posting a vacancy. Approval is required by the next level supervisor, if applicable, and the Executive Director. As applicable, a pay increase to bring the promoted employee's pay at least to the minimum of the assigned pay range is typically associated with a promotion.



EMPLOYMENT PRACTICES

02.02.11 Employment Applications

All applicants are required to complete an [Employment Application](#) form before an offer of employment is extended, regardless of the availability of a resume. Employment Application forms may be downloaded from PCCLD's website: www.pueblolibrary.org

PCCLD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.



EMPLOYMENT PRACTICES

02.02.12 Hiring of Relatives

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, the following definitions apply:

A **“relative”** is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

A **“dating relationship”** is a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship.

This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved. Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. PCCLD also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions. If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to their supervisor. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, the supervisor, in consultation with the appropriate Supervisor Team member(s), will make a recommendation for the Executive Director's approval on who is to be transferred or, if necessary, terminated from employment.

In cases where a conflict or the potential for conflict arises because of the relationship between employees, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.



EMPLOYMENT PRACTICES

02.02.13 Personnel Files and Records

PCCLD maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Access to Personnel Files

Personnel files are the property of PCCLD, and access to the information they contain is restricted. Generally, only supervisors and management personnel of PCCLD who have a legitimate business-related reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in PCCLD's offices and in the presence of an individual appointed by PCCLD to maintain the files. Current employees may be permitted to have copies of items contained in their file.

Personnel Data Changes

It is the responsibility of each employee to promptly notify PCCLD of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such employee status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.



EMPLOYMENT PRACTICES

02.02.14 Current or Past Employment Verifications

The Human Resources Department responds in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries generally are limited to confirming dates of employment, wage rates, and position(s) held. Generally, a written authorization and release signed by the individual who is the subject of the inquiry is required prior to releasing such data.

Employees receiving requests for employment verifications should direct callers to the Human Resources Department.



EMPLOYMENT PRACTICES

02.02.15 Workplace Accommodation for Nursing Mothers

In compliance with Colorado House Bill 08-1276 – Workplace Accommodations – Nursing Mothers-Break Time article 13.5, PCCLD is committed to protecting the right of nursing mothers to express breast milk in the workplace.

Nursing PCCLD employees shall be granted a reasonable unpaid break or will be permitted to use their paid break time, meal time or both each work day to express breast milk for their nursing child for up to two years following the birth of the child. If a nursing employee elects to use her paid break time or meal time for the purpose of expressing breast milk, no additional break or meal time will be granted.

PCCLD has designated a location as close to the work area as possible other than a bathroom stall at each library district facility for the purpose of expressing breast milk in privacy. Employees wishing to express breast milk at work are required to notify their immediate supervisor as far in advance as is practical so that arrangements can be made to accommodate the need and to ensure that the designated location is vacated at the appropriate times.

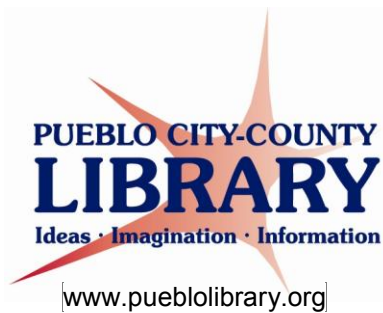
Employees may raise questions or complaints about workplace accommodation for nursing mothers without fear of reprisal. Refer any questions or complaints to the Human Resources Manager or follow the [02.03.04 Problem-Solving](#) Procedure.



EMPLOYMENT PRACTICES

02.02.16 Library Committees

Committees of employees of the Pueblo City-County Library District are formed to do research and make recommendations on potential or planned projects or issues of continuing interest to the organization. Committees consist of individuals from different parts of the organization meeting regularly in specially appointed teams in order to assist PCCLD in fulfilling its mission. The Executive Director or his/her designee has sole authority for appointing PCCLD standing and/or ad hoc committees who work together to achieve goals or carry out special assignments in the interest of PCCLD as determined by the Executive Director or his/her designee. Individual staff members appointed to committee membership are expected to serve in that capacity as a regularly-assigned job duty during the term of their appointment. The library operates under the principles of participatory management and this process is consultative in nature, involving staff and, when appropriate, the public, in committees to assist in making decisions to improve library service or solve library problems. As special issues are identified, the matter is referred to the Executive Director who, at his/her discretion, will insure a charge is drafted and a committee is appointed. While it is understood that committee decisions are not generally binding to PCCLD, it is assumed that individuals are appointed to committees because of their expertise and with respect for their collective judgment.



EMPLOYMENT PRACTICES

02.02.16.G1 Library Committee Guidelines

Following are guidelines for establishing committees and communicating the results of their activities:

As issues of district-wide or special need are identified by individuals or groups within the institution, these are referred to the Executive Director or his/her designee, who will consider the appropriateness of establishing a committee in order to address the matter.

When the Executive Director or his/her designee decides that the committee format is the appropriate manner for addressing an issue, s/he will insure that an initial charge for the committee is drafted that is as clear and comprehensive as possible.

The Executive Director or his/her designee will appoint a chairperson for the committee based upon the subject matter being addressed matched with appropriate individual expertise and ability within the organization.

Each charge will include the purpose of the committee, any appropriate timelines, and the committee role in the decision (i.e., advisory or decision-making.)

If the committee is not empowered to make decisions, the person or group who will make decisions regarding committee recommendations will be identified.

The appointed chairperson will work with the Executive Director or his/her designee to form committees that include members from appropriate areas of the library as the particular issue requires. Committee size normally will be approximately five to ten individuals, although this may vary as the situation dictates. It may be appropriate to identify participants who are not employees of PCCLD to participate on certain committees. All employees will receive notification of committee membership opportunities and supervisors may nominate individuals from within their team to serve on a committee. Individuals interested in serving on a particular committee should speak with their supervisor about serving. Supervisors will be consulted prior to the invitation of individual employees to participate to assure there will not be inordinate scheduling difficulties. The final selection of committee membership is the purview of the committee chairperson and the Executive Director and shall be determined by the purpose of the committee and the ability of individuals to contribute based upon individual scheduling, knowledge and expertise, and/or job responsibility.

The committee appointments and charge will be sent to each committee member and to all members of management (so there will be awareness of issues being focused on throughout PCCLD and an opportunity for management members to have their name placed on a committee mailing list). The

chairperson of the committee will also assure that all employees within PCCLD are notified of the committee's assignment.

Each individual participating on a committee should think of the particular issue in broad terms and to involve others from throughout the organization as needed to effectively carry out their assignment. Committee members will also be referred to these guidelines to insure consistency in communicating their activities.

The Executive Director or his/her designee will meet with the committee at its initial session to clarify the charge. Any significant changes in the charge at this (or any other) time will be approved by the Executive Director and his/her designee and sent to all members of management.

Minutes will be taken and promptly distributed following the meeting to committee members, the Executive Director or his/her designee, and any member of management who requests that they be placed on the mailing list. Included will be the preliminary agenda for the next meeting. The minutes also will be posted on the PCCLD "O" Drive for availability for all employees to review. Distribution of each meeting's summary promptly after its conclusion will greatly enhance the library-wide communication process.

An up-to-date central file of committee members will also be maintained on the PCCLD "O" Drive for review by interested staff. If relevant, these minutes will be shared in affected departments by management members. Minutes should be a brief summary of action taken at the meeting rather than a detailed accounting of all that was said. Important motions, decisions, assignments, etc. should be included.

As meetings are held, it is the chairperson's responsibility to continually ask, "What impact will this have throughout the library?", "Who else needs to be consulted?", or "Who needs to know what is being discussed/proposed?", and to arrange appropriate involvement. Committee members should continually be reminded that they are to think in these broad terms as well.

As committees progress with their work, it is appropriate at key points for the chairperson or the group as a whole to meet with the Executive Director or his/her designee to ascertain progress before final recommendations are made. These meetings can be at the initiative of either the committee or the Executive Director or his/her designee.

Reports and recommendations from committees will be communicated in the same manner as meeting minutes described above.

Following submission of committee reports or recommendations, the Executive Director or his/her designee will report back to the group of any decisions made relevant to the report or recommendations.

For ad hoc committees, when the committee's recommendations are accepted, the Executive Director or his/her designee will send a letter to all committee members thanking individuals for their work to mark the conclusion of the committee's existence.

When decisions are made concerning committee recommendations, all management will be notified that a copy of the report with any additional comments/rationale for decisions will be maintained on the O Drive for broader consultation within the organization.

In order to alert staff members regularly about work being conducted in PCCLD by various committees, all active committees will be listed on the O Drive by the appropriate committee chairperson.



THE EMPLOYMENT RELATIONSHIP

02.03.00 Employee Relations

PCCLD believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors, or to the Human Resources Manager.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that PCCLD amply demonstrates its commitment to employees by responding effectively to employee concerns.



THE EMPLOYMENT RELATIONSHIP

02.03.01 Business Ethics and Conduct

The successful operation and reputation of PCCLD within our community is built upon the principles of integrity and ethical conduct of all employees. Our reputation for service excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of PCCLD is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to PCCLD, its customers, and the general public to act in a way that merits the continued trust and confidence of the public.

PCCLD complies with all applicable laws and regulations and expects its leadership and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Human Resources Department for advice and consultation.

It is the responsibility of PCCLD employees to become familiar with their obligations for maintaining confidential information they may have access to or come in contact with as a result of their employment.

Any use of PCCLD's tax exempt number to make purchases exempt from sales tax must be in accordance with regulatory guidelines. PCCLD's tax exemption number is making purchases for the exclusive benefit of the Library; under no circumstances should it be given out to members of the public or used for personal purchases.

Compliance with this policy of business ethics and conduct is the responsibility of every PCCLD employee.



THE EMPLOYMENT RELATIONSHIP

02.03.01 Business Ethics and Conduct – Employee Responsibilities

PCCLD is committed to and strives to adhere to the principals of the American Library Association's Code of Ethics. Employees are expected to observe the highest standards of conduct, integrity and maintain a high level of professionalism while representing PCCLD. The following broad statements provide a framework to employees' ethical decision-making and behavior:

- Serve the public with respect, courtesy and responsiveness;
- Provide the highest level of services to all library users; responding to all requests in an accurate, unbiased, and courteous manner;
- Uphold the principals of intellectual freedom and resist all efforts to censor library resources;
- Protect library users' rights to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted;
- Recognize and respect intellectual property rights;
- Demonstrate the highest standards of personal integrity, truthfulness and honesty;
- Take responsibility for personal and professional growth to effectively serve our customers, support our programs and the community we serve, encourage the development of co-workers and foster the aspirations of potential members of the library profession;
- Perform all duties without favoritism and without improper influence of private interests, personal beliefs or by family, social or other relationships;
- Make a daily practice of being aware of our responsibility and obligation to be supportive of our co-workers in a truly meaningful and respectful way;
- Respect and comply with the law; avoid engaging in any act that may be detrimental to PCCLD;
- Behave in a manner that promotes public confidence in the integrity of PCCLD;
- Avoid impropriety or any activity that gives the appearance of impropriety;
- Respect, seek to understand and value individual differences, refraining from any form of discrimination against co-workers, customers or others on the basis of their protected status.
- Be open and direct with the community and other interested parties but distinguish between our own personal opinions and PCCLD policy, (Employees may not use their official position to promote or influence partisan politics);
- Avoid any activity that would appear to advance the private interests of employees or others at the expense of library users, co-workers or PCCLD.
- Promote and help maintain a safe work environment for all employees.



THE EMPLOYMENT RELATIONSHIP

02.03.02 Employee Recognition

PCCLD is proud to recognize outstanding performance, significant contributions and long-term service of its employees. Such notable achievements and milestones are periodically recognized by PCCLD through various planned and spot recognition programs of individuals or groups, coordinated by the Human Resources Department. Examples may include, but are not limited to:

- **Service and Commitment to PCCLD**

When employees attain certain milestones in their employment service to PCCLD, formal recognition of their length of service is celebrated. This occurs at the end of each five-year period of continuous full-time or part-time employment. Each employee who reaches a specific milestone receives a special name badge with the following; in either silver or gold:

- 5 year – plain
- 10 year – Ruby
- 15 year – Sapphire
- 20 year – Emerald
- 25 year – Diamond
- 30 year – Gift
- 35 year – Gift

- **Recognition of Outstanding Employee Performance**

- Employee of the Month
- “You are a Shining Star”

- **Honoring Retiring Employees with a recognition event**

Suggestions for Recognition

In addition to the above, employees may propose recognition plans or events for specific areas, programs or locations, consistent with and supportive of the mission and vision of PCCLD. Suggestions should identify:

- Goals and objectives of the recognition plan
- Business reason(s) for the recognition plan
- Nomination process as applicable
- Criteria for determining applicable achievements
- Approval process
- How the plan is to be communicated

Submit recognition ideas to the Human Resources Department for consideration; also see **Employee Suggestions**.

- All recognition activities are subject to the Executive Director’s final approval based on such factors as available funding and other business considerations.



THE EMPLOYMENT RELATIONSHIP

02.03.03 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to assure understanding and promote progress and achievement of established standards and expectations.

A formal performance evaluation is periodically conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct shortcomings, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Generally, performance evaluations are scheduled approximately every 12 months, coinciding with the anniversary of the employee's original date of hire. However, performance evaluations may be conducted at any time, as deemed appropriate by the supervisor.

Performance-based pay adjustments are awarded by PCCLD in an effort to recognize truly superior employee performance. The decision to award such an adjustment is made by the immediate supervisor, and is dependent upon numerous factors, including, but not limited to the information documented by this formal performance evaluation process and the availability of funds as identified in the annual budgeting process.



THE EMPLOYMENT RELATIONSHIP

02.03.04 Problem-Solving

PCCLD is committed to providing a harmonious work environment for employees based on mutual respect and accountability. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives attention and a timely response from PCCLD supervisors and/or members of the Supervisor Team. Such open discussion provides opportunities for constructive criticism, clarification and feedback and can result in mutually beneficial solutions.

Should informal communication with the immediate supervisor fail to resolve the issue to the employee's satisfaction, or if the employee believes the issue is best addressed through a more formal means of communication, an employee may seek clarification or resolution through voluntary use of the **Problem-Solving Procedure**. Detailed information regarding the procedure, forms to use to formally request a review and other helpful information is available on the O Drive or in the Human Resources Department. Example subjects that might make use of the problem-solving procedure include, but are not limited to:

- Complaints of harassment, intimidation, discrimination or retaliation in violation of PCCLD policy
- Application of a policy, procedure or practice
- Concerns over working relationships, conditions or the work environment
- Administration of employee benefits
- Application of pay policies or guidelines
- Issues arising from an employee's performance evaluation
- Actions as part of the performance improvement process other than suspension with full pay or termination

Employees are not penalized, formally or informally, or retaliated against, for voicing a complaint with PCCLD in a reasonable, business-like manner, or for using the problem-solving procedure. This Problem-Solving Procedure is purely voluntary. Therefore, employees may discontinue the formal procedure at any step.

Timely use of the Problem-Solving Procedure is important to properly investigate and address the matter as soon as practical. Consideration may be given to staff members' requests to utilize the Problem-Solving process beyond the stated time limit.*

Employees may complete a [Request for Review](#) form addressing work-related decisions, actions or behaviors directed toward and/or directly affecting the employee within 10 calendar days after the incident occurs.

* refer to the **Problem-Solving Procedure** for additional information



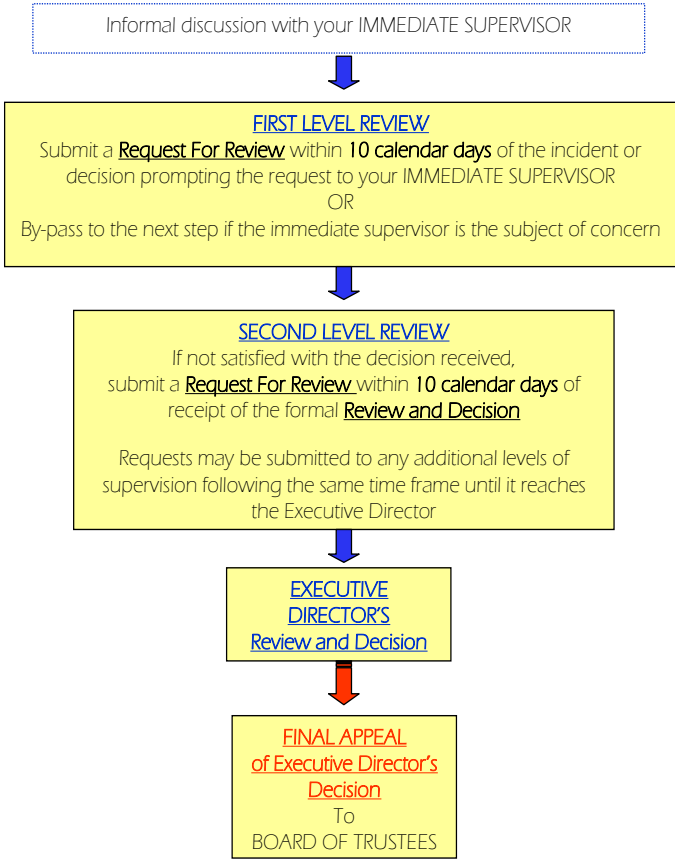
THE EMPLOYMENT RELATIONSHIP

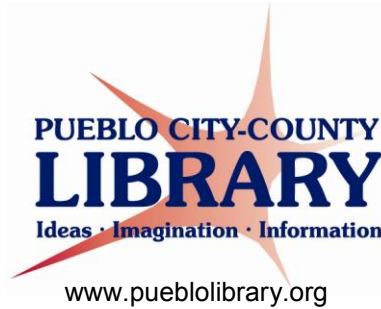
02.03.04 Problem-Solving

Responding supervisors have 7 calendar days from the date the [Request for Review](#) form is considered “received,” as identified by the receiver’s signature and date, to investigate the circumstances and provide written response back to the staff member. If the supervisor does not respond in the 7 calendars days, the request goes immediately to the next level of review.

Review of the supervisor’s decision may be taken to the second level. Requests to the next level must be made in writing within 10 calendar days of receipt of the supervisor’s written response, see [Review and Decision](#) form.

At the employee’s discretion, additional reviews may be requested following the same timeframe, within 10 calendar days of receipt of the formal response, until the matter reaches the Board of Trustees. The Board of Trustees decision is considered final.





THE EMPLOYMENT RELATIONSHIP

02.03.04 Problem-Solving

Employees Reporting to the Executive Director

As a second level of review, employees reporting directly to the Executive Director may appeal the decision of the Executive Director to the President of Board of Trustees within 7 calendar days as the final step in the problem-solving process. Should the problem be with the Executive Director, employees reporting to the Executive Director may make their concern known in writing by contacting the Board President or his/her designated Board Member or Board Committee within 10 calendar days of the action or decision prompting the employee's initial request for review.

CONFIDENTIALITY

Out of respect for the employee making use of the problem-solving process, and to help maintain confidentiality to the degree practical to do so, all employees, including those involved in investigations, are expected to keep the matter confidential, not communicating with anyone other than those with a business need-to-know about their involvement.

Retaliation Not Tolerated

Retaliation against employees making use of this voluntary procedure or employees cooperating with related investigations is strictly prohibited by PCCLD. Any staff believing they are the subject of such retaliation should bring the matter to the immediate attention of the Human Resources Manager. Anyone found to have engaged in retaliation is subject to the performance improvement process, up to and including termination.

Assistance from Human Resources

The Human Resources Department is available to assist employees in making use of the procedure at any step. Human Resources counsels and advises employees, assists in putting problems in writing, visits with employee's supervisor(s), if necessary, and directs employees to the next level of supervision, if available. Otherwise, employees are directed to the Executive Director for review of the problem. Those employees reporting to the Executive Director may be directed to the President of the Board of Trustees.



THE EMPLOYMENT RELATIONSHIP

02.03.05 Performance Improvement Process

PCCLD promotes a shared, collaborative process to support employees in achieving and sustaining performance and conduct that meets or exceeds standards and expectations. Should expectations fall short or when conduct is deemed unacceptable, PCCLD utilizes a Performance Improvement Process. The major purpose of any action taken as part of the performance improvement process is to correct a performance issue, prevent its recurrence, and help prepare employees to achieve and sustain acceptable levels of performance in the future. In many instances, by using the progressive performance improvement process, most employees problems can be resolved at an early stage, benefiting both the individual and PCCLD. However, the performance improvement process can never be guaranteed at PCCLD. Some actions or misbehaviors may be so serious that they can not reasonably be tolerated and, therefore, PCCLD reserves its right to skip any and all actions in the performance improvement process and proceed immediately to termination.

PCCLD's own best interest lies in seeking consistent treatment of all employees and in making certain that performance improvement process is prompt, specific, and impartial.

When determining the appropriate performance improvement action, consideration may be given, but not limited to, such factors as:

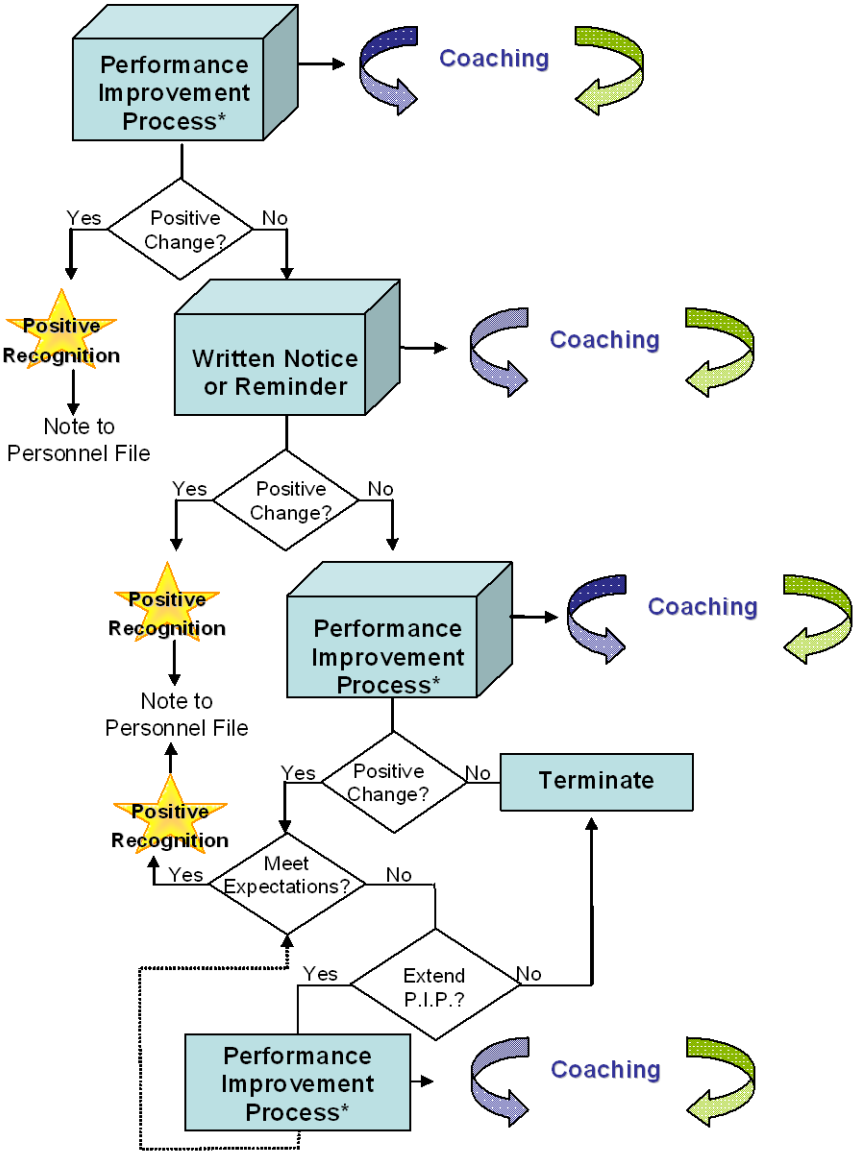
- the seriousness of the problem, offense or deficiency,
- particular facts and circumstances surrounding the situation,
- the length of service and work record of the employee, or
- any past action taken by PCCLD in similar situations, if any.

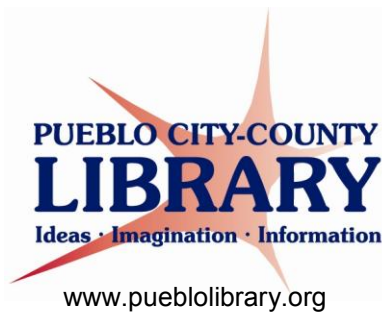
The unique factors of an individual situation are given consideration in determining the appropriate performance improvement action. Similarly, the fact a certain action was taken in one case does not necessarily set a precedent for action in differing cases.

Both supervisors and employees have a vested interest in maintaining an open dialogue to help establish, clarify and revise performance expectations and seek/provide feedback regarding ongoing conduct and performance. When performance falls short of expectations or at any time a matter may require an employee's attention, in the opinion of a supervisor, the performance improvement process may be initiated.

THE EMPLOYMENT RELATIONSHIP

02.03.05 Performance Improvement Process





THE EMPLOYMENT RELATIONSHIP

02.03.05 Performance Improvement Process

Performance improvement actions may take any form, up to and including immediate termination, as deemed most appropriate by PCCLD to correct or eliminate the problem, deficiency or issue. Documentation regarding actions taken as part of the performance improvement process taken becomes part of the employee's personnel file. Examples of common alternatives possibly used in the performance improvement process include, but are not limited to:

Formal Corrective Counseling - Formalized, confidential communication to discuss performance deficiencies, unacceptable behavior or other circumstances requiring the attention and action of employees to resolve a situation. The employee is afforded the opportunity to discuss expectations and correct deficiencies in an effort to avoid the possibility of them becoming more serious. Supervisors document the communication and provide employees with a copy; employees are required to acknowledge having read and received a copy of the documentation.

Written Warning Notice – Written, confidential communication that formally informs employees of performance deficiencies, unacceptable behavior or other circumstances considered serious in nature and/or requiring immediate performance improvement. Written warning notices may also be used when formal counseling has failed to bring about the desired change or sufficient progress to correct the situation. Notices generally identify necessary actions or behavior modification expected from employees to correct problem areas and/or deficiencies and possible consequences should employees fail to meet those expectations. The employee is provided a copy of the notice and is required to provide written acknowledgment that it has been received and read. The signed warning notice is placed in the personnel file.

Suspension With or Without Pay – As a performance improvement measure, employees may be suspended with pay, partial pay or without pay. Generally this action is taken to provide time for employees to consider the serious nature of the situation and/or time for PCCLD to investigate the matter prior to taking appropriate action. Notice of suspension may be provided to employees by the immediate supervisor, in consultation with the Human Resources Manager.

Termination of Employment – Should employees fail to resolve adequately or improve behavior problems, fall short of stated expectations, or at any time employees' performance or actions are considered sufficiently unacceptable or serious in nature, in PCCLD's opinion, employment may be terminated. The decision to terminate employees is made by the Executive Director. Also see, [02.04.00 Separation from Employment](#).



THE EMPLOYMENT RELATIONSHIP

02.03.05 Performance Improvement Process

The performance improvement process options listed in the Employee Guidelines are not all inclusive. Actions may not always be progressive in nature. PCCLD may use any or all performance improvement process options, or repeat or bypass those listed, as determined most appropriate and in the best interest of PCCLD to address the matter.



SEPARATION FROM EMPLOYMENT

02.04.00 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

02.04.00.01 Voluntary Separation

Resignation - voluntary employment termination by an employee to end employment with PCCLD. Although advance notice is not required, PCCLD requests at least two weeks' written resignation notice from all employees. Members of the Supervisor Team are asked, but not required, to provide four weeks' advance written notice. This allows PCCLD an opportunity to consider transition of work responsibilities and to begin recruitment activities to fill the vacancy. Final paychecks are issued on the next available payday concurrent with or following a resigning employee's last day at work. Information regarding benefits is discussed as part of the [02.04.01 Exit Process](#).

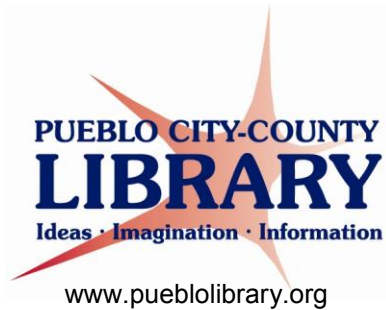
Retirement - voluntary employment termination initiated by employees meeting criteria for retirement as outlined by Public Employers Retirement Association (PERA).

02.04.00.02 Involuntary Separation

Termination of Employment - involuntary separation initiated by PCCLD. Employees are required to return all issued property at the time of termination or make arrangements to do so following the termination at a time acceptable to PCCLD. Final pay, including any earned, unused vacation, is paid to employees on the last day of employment. Before a final termination of employment, an employee may be suspended from work, pending a thorough investigation of the incident or the events leading up to the final termination decision.

Job Elimination - involuntary employment termination initiated by PCCLD for non-disciplinary reasons. PCCLD regularly participates in short- and long-term business planning. As part of that process, optimum use of employee resources to meet changing needs of the organization to serve the community may result in the elimination of positions. When practical to do so, and as determined to be in the best interest of PCCLD, advance notice may be provided. The typical notice period is two weeks. However, employees in some positions, due to the nature of the work, may not be given advance notice; employees are asked to leave their jobs the same day they are notified of the job elimination.

Employees whose jobs are eliminated are encouraged to apply for current open positions for which they meet the specified qualifications.



SEPARATION FROM EMPLOYMENT

02.04.01 Exit Process

Prior to or concurrent with an employee's departure, whenever practical, an exit interview is conducted by the Human Resources Department. The purpose of this meeting is to provide an opportunity to review final compensation and options regarding benefits, including continuation of health and dental benefits; also see [02.07.07 Benefit Continuation \(COBRA\)](#). This also provides employees the opportunity to discuss information that may be helpful to PCCLD to improve the work environment.



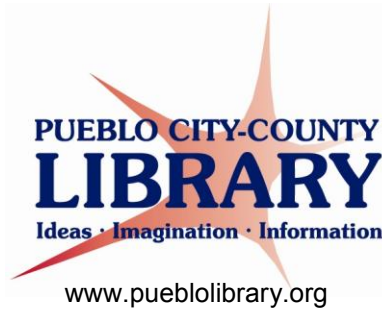
SEPARATION FROM EMPLOYMENT

02.04.02 Return of Materials and Property

Employees are responsible for all PCCLD property, materials, or written information issued to them or in their possession or control. Employees must return all PCCLD property immediately upon request, upon termination of employment or, with approval by the supervisor or Human Resources, to make other arrangements acceptable to PCCLD for returning materials and property. PCCLD may take all action deemed appropriate to recover or protect its property.

Human Resources is responsible for notifying the Information Technology Department of an employee's separation so arrangements can be made to remove user access to e-mail and PCCLD's internal electronic records.

After the immediate supervisor completes the termination of employment checklist, Human Resources reviews the checklist to make sure all PCCLD property is accounted for in the exit process.



SCHEDULING / PAY PRACTICES

02.05.00 Work Schedules

To fully cover hours of operation, public service schedules are usually 9:00 a.m. to 6:00 p.m. or 12:00 noon to 9:00 p.m. Other schedules may be worked by non-public service departments. Actual work schedules are determined, in part, by the assigned position, location and hours of operation among other factors. The assigned work schedule for all regular full-time employees in non-exempt positions is eight hours a day, five days a week. The assigned work schedule for all regular part-time employees is based on the position held.

Supervisors advise employees of the times their schedule normally begins and ends. Employee headcount requirements and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flextime

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job are considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program. Flextime is paid at the regular rate of pay.

Job Sharing

Job sharing is a program where one funded position is filled with two employees who flex their hours within a defined schedule. For example, two employees may be responsible for a 30 hour per week position. Each employee comes to the position with the same qualifications, skills and job knowledge. Both employees are responsible for the 30 hours but can share those hours between each other as each determined based on personal schedules. If an employees wish to be considered for this program, please contact Human Resources for an application and approval form.



SCHEDULING / PAY PRACTICES

02.05.01 Pay Periods and Paydays

PCCLD's established work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

PCCLD employees are paid biweekly on every other Thursday. Each paycheck includes earnings for all work performed through the end of the previous payroll period, less deductions required by law. In the event that a regularly scheduled payday falls on a day off such as an observed holiday, employees receive their paycheck or Advice of Deposit stub, or have access to deposited funds through PCCLD's business bank, on the last day of work before the regularly scheduled payday.

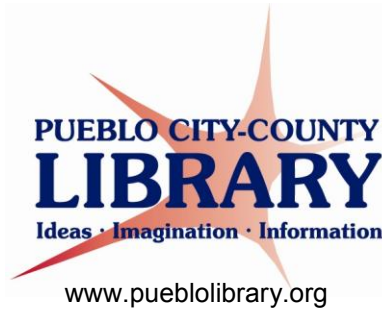
02.05.01.01 Automatic Deposit

For all employees, PCCLD automatically deposits paychecks into account(s) at banks or credit unions as directed by employees. Employees receive an itemized statement of wages when PCCLD makes direct deposits. When employees first sign up for automatic deposit and when changes in accounts are requested, employees receive payroll checks until the account verification process is completed.

In addition to depositing net pay into accounts, employees may elect to have a designated amount of pay deposited into a savings accounts. See the Human Resources Department to complete a [Request for Automatic Deposit](#) form to sign up for this service.

For timely access, and as an added safety precaution, employees who have not enrolled in the automatic deposit program, are provided access their pay through PCCLD's business bank each payday. This service is provided at no cost to employees.

Also see [02.05.09 Administrative Pay Corrections](#).



SCHEDULING / PAY PRACTICES

02.05.02 Break and Meal Periods

Breaks

Each workday, regular full-time and part-time, nonexempt employees are provided with one paid break period of **15 minutes** in length for each **four hour** worked. To the extent practical to do so, break periods are provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted break period time. To assure continuous operational needs are met, employees should contact their supervisor to arrange for coverage as applicable. Employees must coordinate break times with other employees as instructed by the supervisor. Breaks may not be deferred to alter scheduled starting or ending times, nor may they be accumulated.

An employee working an evening shift who is eligible for two paid breaks may be permitted, with advance supervisor approval, to combine the second paid break period to extend the unpaid meal period.

The purpose of break time is to afford the employee some respite from daily work demands. An employee may not forego all or any of the break privileges for the purpose of shortening the workday. If an extended break is needed, the employee is required to notify their immediate supervisor prior to taking the break period.

Meal Periods

All regular full-time employees are provided one unpaid meal period, generally one hour in length. At least one unpaid **30 minute** meal period is generally made available each workday when regular part-time employees work more than **five hours** in an assigned work day. If the work day is no more than six hours, and at least five hours in length, supervisors may approve employees working through the scheduled day without including an unpaid meal period. In no case may a schedule not include at least one 30 minute unpaid meal break when the schedule day is more than six hours. Supervisors schedule meal periods to accommodate operating requirements. Employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time.

Total Shift Length	Entitled to at least 30 minute unpaid meal period?	Supervisor may allow Work-through?
4 Hours	No	N/A
5 Hours	Yes	Yes
6 Hours	Yes	Yes
7 Hours	Yes	No
8 Hours	Yes	No



SCHEDULING / PAY PRACTICES

02.05.03 Overtime

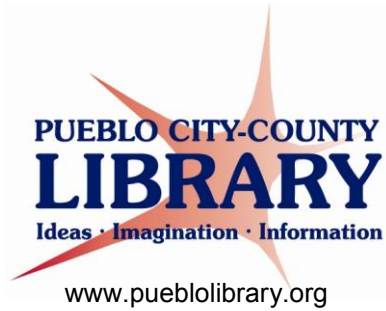
When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When practical to do so, advance notification of these mandatory assignments is provided. However, advance notice may not always be possible. In some instances employees may be sought to volunteer to work overtime hours. Employees must receive their supervisor's prior authorization before working overtime.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour requirements.

Nonexempt employees working more than 12 hours in a workday are paid at the overtime rate for those hours worked beyond 12 in the workday.

Overtime pay is based on actual hours worked in the work week. Overtime is paid at one and one-half times the regular hourly rate of pay. All other paid time off is not included in the overtime calculation. Also see [02.05.07](#) **Compliance with the Fair Labor Standards Act.**

Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor is not tolerated.

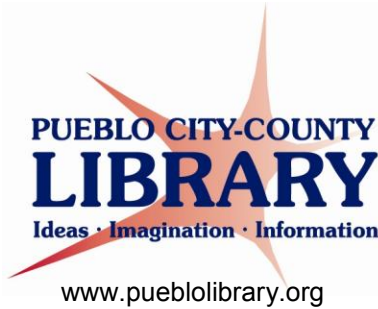


SCHEDULING / PAY PRACTICES

02.05.04 Other Pay

02.05.04.01 Call-In Pay

Should non-exempt employees be called in to work outside their regularly scheduled hours, they are paid for all hours worked at their regular rate of pay, or at the overtime rate if applicable. At a minimum, employees receive a two hours pay or are paid for actual hours worked, whichever is greater.



SCHEDULING / PAY PRACTICES

02.05.05 Timekeeping

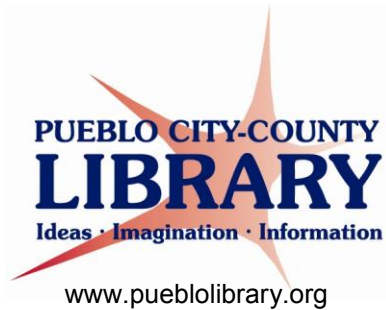
Accurately recording time worked is the responsibility of every employee. Federal and state laws require PCCLD to keep an accurate record of time worked in order to calculate employees pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split schedules or departure and return from work for personal reasons. Overtime work must always be approved by the immediate supervisor before it is performed.

A payroll processing schedule that includes pay periods, due dates for time cards and pay days is produced each calendar year and posted on the O Drive and Employees' Bulletin Boards for reference.

Altering, falsifying or tampering with time records, or recording time on another employee's time record may result in performance improvement action, up to and including termination of employment. Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor. It is the employee's responsibility to sign the time records to certify the accuracy of all time recorded. The supervisor reviews and then signs the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to time records, both the employee and supervisor must verify the accuracy of the changes by initialing time records. Any time reports not submitted in a timely manner are reported to the immediate supervisor for appropriate action.

Exempt employees are required to complete a time record when exceptions to the regular schedule occur, such as reporting use of vacation or sick leave.



SCHEDULING / PAY PRACTICES

02.05.06 Salary Administration

The salary administration program at PCCLD was created to achieve consistent pay practices, comply with federal and state laws, mirror PCCLD's commitment to Equal Employment Opportunity, and offer competitive salaries to the extent that PCCLD's fiscal responsibilities permit within relevant labor markets. Because recruiting and retaining talented employees is critical to PCCLD's ability to carry out our mission, PCCLD strives to pay employees wages that reflect the requirements and responsibilities of the assigned positions, are comparable to the pay received by similarly situated employees in other organizations in the area and compliment PCCLD's total compensation philosophy when wages, benefits and the work culture and environment are considered.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers sharing our labor market. PCCLD periodically reviews its salary administration program and may restructure it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisor or to the Human Resources Department. Human Resources is also available to answer specific questions about the salary administration program.



SCHEDULING / PAY PRACTICES

02.05.07 Compliance with the Fair Labor Standards Act

PCCLD fully complies with the Fair Labor Standards Act (FLSA) and other applicable federal and state wage and hour laws. The FLSA requires a specified minimum wage, requires overtime pay for nonexempt employees, and restricts the employment of minors. The law also requires employers to maintain certain employee records.

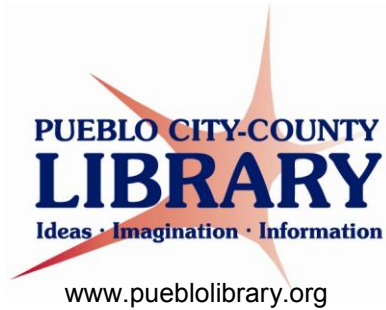
Payment Required For All Working Time

PCCLD classifies employees as either “exempt” or “nonexempt” based on the position held, also see [02.02.04 Employment Categories](#). Nonexempt employees are paid for all hours worked. Nonexempt employees are strictly prohibited from working “off the clock,” even voluntarily. This includes working through designated unpaid meal periods or taking work home to complete. If any supervisor directs a nonexempt employee to work off the clock, or even hints that a nonexempt employee should work off the clock, employees should notify the Human Resources Department immediately.

Eligibility for Overtime Pay

Under the provisions of the FLSA, premium pay for overtime must be paid to nonexempt employees for hours worked in excess of 40 hours in workweek. Vacation time, holidays and other paid time off are considered “hours worked.” Overtime pay must be paid at a rate of 1 and ½ times employees’ regular rate of pay. Exempt employees are paid on a salaried basis and do not receive overtime pay. There are six major categories of exempt positions outlined by the FLSA. Employees with questions regarding whether a position is exempt or nonexempt should contact the Human Resources Department.

Any information on potential violations of FLSA requirements should also be reported immediately to Human Resources.



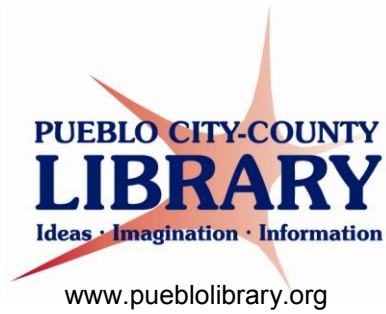
SCHEDULING / PAY PRACTICES

02.05.08 Payroll Deductions and Setoffs

The law requires that PCCLD make certain deductions from every employees' compensation, including those assigned to temporary positions. Among these are applicable federal and state income taxes based on [Form W-4 Employee's Withholding Allowance Certificate](#) completed by employees. PCCLD also deducts employees' contributions to the Public Employees Retirement Association (PERA). PCCLD contributes to PERA on behalf of employees.

PCCLD offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs. For example, employees may authorize payroll deductions for premiums for medical and dental insurance coverage.

Pay setoffs are pay deductions taken by PCCLD, usually to help pay off a debt or obligation to PCCLD or others. Employees with questions regarding pay check deductions or how they were calculated, are encouraged to contact their supervisor or the Human Resources Department to have their questions answered.

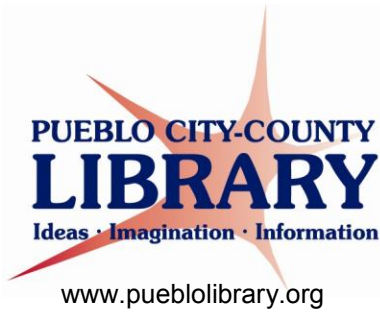


SCHEDULING / PAY PRACTICES

02.05.09 Administrative Pay Corrections

PCCLD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources and/or Finance Department so that corrections can be made as quickly as possible.



TIME OFF BENEFITS

02.06.00 Holidays

Currently, PCCLD grants holiday time off to all employees on the holidays listed below:

- New Year's Day
 - Veterans Day
 - Martin Luther King Jr. Day
 - Thanksgiving
 - Memorial Day
 - Christmas Eve
 - Independence Day
 - Christmas
 - Labor Day
- (Revised: 11-15-2007)*

PCCLD grants paid holiday time off to all regular full-time employees and regular part-time employees who are regularly scheduled to work 20 or more hours each week and employees working less than 20 hours each week who were hired before December 31, 2005. Regular part-time employees hired after December 31, 2005, working less than 20 hours each week are not eligible for paid holiday time. Holiday pay is calculated based on employees' straight-time pay rate (as of the date of the holiday) *(Revised: 04-26-2007)* and their regular work schedule. Refer to the table below.

Regular 20 hour week schedule	4 hours holiday pay
Regular 24 hour week schedule	5 hours holiday pay
Regular 30 hour week schedule	6 hours holiday pay
Regular 40 hour week schedule	8 hours holiday pay

(Revised: 12-10-2009)

A schedule of actual dates of observed holidays when PCCLD is closed is posted each calendar year and made available to employees. If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee is provided holiday pay and not charged for a vacation or sick day.

Should eligible nonexempt employees be required to work on a recognized holiday, they receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday. Eligible exempt employees required to work on an observed holiday may be given an alternate day off with pay at the discretion of the Executive Director.

The Library Board of Trustees may grant additional holiday time off. *(Revised: 11-16-2006)*

Personal Days

In addition to the recognized holidays previously listed, eligible employees receive 3 paid Personal Days each calendar year. New employees starting after January 1st in the current calendar year receive Personal Days on a pro-rated basis for use in their first calendar year of employment. When possible, employees are encouraged to seek prior approval from their supervisor to schedule use of a Personal Day. Part-time employees are eligible for Personal Days on a pro-rated basis. *(Revised: 11-15-2007)*

Paid time off for holidays is counted as hours worked for the purposes of determining overtime.



TIME OFF BENEFITS

02.06.01 **Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All vacations must be scheduled in advance with the immediate supervisor's approval. Vacations are scheduled to ensure adequate coverage in each department and for the overall operational needs of the library. Employees in positions classified as regular full-time and regular part-time are eligible to earn and use vacation time as described below:

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

Regular Full-Time Employees

Vacation Granted Per Year		Length of Service
120 Hours	15 Days*	0 – 5 full years of continuous service
144 Hours	18 Days*	6 – 10 full years of continuous service
168 Hours	21 Days*	11 or more full years of continuous service

* Based on 8 hour workday

Regular Part-Time Employees who work 20 or more hours a week and employees working less than 20 hours each week who were hired before December 31, 2005 earn vacation on a pro-rated basis, calculated by the number of hours actually worked. Those regular part-time employees hired after December 31, 2005 who are scheduled to work less than 20 hours per week are not eligible for vacation benefits. *(Revised 04-26-07)*

The length of eligible service is calculated on the basis of an employee's "benefit year." This is the 12-month period that begins when the employee first starts to earn vacation time, generally the date of hire. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

While employees are encouraged to schedule vacation over an extended period to get the full benefit of this respite period, paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their immediate supervisor. Requests are reviewed based on a number of factors, including the business needs of the department and PCCLD's operational and staffing requirements.



TIME OFF

02.06.01 Vacation Benefits

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Maximum Vacation Accumulation

As stated previously, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the current benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap," two times the maximum vacation granted, (336 hours or 42 Days based on an 8 hour workday), further vacation accrual stops. Once employees bring their vacation balance below this cap, vacation accruals resume with the next available pay period. Under no circumstances are employees permitted to carry a vacation balance above the capped amount.

Upon separation from employment, employees are paid for all unused vacation time earned through the last day of work. PCCLD does not provide payouts in lieu of use of vacation benefits prior to an employees' separation from employment.



TIME OFF BENEFITS

02.06.02 Sick Leave Benefits

PCCLD provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries.

Regular full-time employees currently accrue sick leave benefits at the rate of 12 days per year (one day for every full month of service). Regular part-time employees accrue sick leave benefits on a pro-rata basis. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when employees start to earn sick leave benefits.

Use of Sick Leave Benefits

Eligible employees may use sick leave benefits for an absence due to their own illness or injury, preventative health-related examinations (i.e., medical, dental, optical) or treatments, or those of a child, parent, or spouse of employees. Paid sick leave can be used in **minimum increments of one-half hour**.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their workday if possible. Should the supervisor not be available, employees must speak to another supervisor or employee, as designated by the immediate supervisor. Leave a detailed message and include a telephone number so the call can be returned. It is important for employees to speak to their supervisor anytime they experience an unplanned absence; also see [02.08.00 Attendance and Punctuality](#).

Supervisors must also be contacted on each additional day of absence unless otherwise directed. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. **Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.** Before returning to work from a sick leave absence of 7 calendar days or more, employees must provide a physician's verification indicating they are fit to return to work.

Sick leave benefits are calculated based on the employee's base pay rate at the time of absence. As an additional condition of eligibility for sick leave benefits, employees on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits are used to supplement any payments that an employee is eligible to receive from workers' compensation or PCCLD's long-term disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Further accrual of sick leave benefits, in addition to vacation benefits, is suspended when employees are on continuous leave, paid or unpaid, for more than 30 calendar days.



TIME OFF BENEFITS

02.06.02 Sick Leave Benefits

Maximum Accumulation of Sick Leave

Unused sick leave benefits are allowed to accumulate from one year to the next until the employee has accrued a total of 120 calendar days (960 hours) worth of sick leave benefits; accumulation is capped at a pro-rated amount for regular part-time employees. If employees' benefits reach this maximum cap, further sick leave benefit accrual is suspended until employees have reduced the balance below the limit.



TIME OFF BENEFITS

02.06.03 Medical Leave

PCCLD provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full-time and regular part-time employees may request medical leave only after having completed 12 months of service and have worked at least 1,250 hours in the 12-month period preceding the date of leave. Exceptions to the service requirement may be considered to accommodate disabilities. Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to PCCLD. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within a 12 month period, measured forward from the first day of an employee's leave. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration may be given to a request for an extension. Employees are required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits are provided by PCCLD until the end of the month in which the medical leave begins. At that time, employees become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, benefits are again provided by PCCLD according to the applicable plans. Benefit accruals, such as vacation, sick leave, or holiday benefits, are suspended during the leave and resume upon return to active employment.



TIME OFF BENEFITS

02.06.03 Medical Leave

So that an employee's return to work can be properly scheduled, employees on medical leave are requested to provide PCCLD with at least two weeks advance notice of the date they intend to return to work. When a medical leave ends, employees are reinstated to the same position, and same rate of pay, if it is available, or to an equivalent position for which employees are qualified.

If an employee fails to return to work on the agreed upon return date or is unable to return at the end of the authorized leave, the employee is terminated.



TIME OFF BENEFITS

02.06.04 Family Leave

PCCLD provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Regular full-time and regular part-time employees may request family leave only after having completed 12 months of service and have worked at least 1,250 hours in the 12-month period preceding the date of leave. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within a 12 month period, measured forward from the first day of an employee's leave. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than 30 calendar days. Employees are required to first use any accrued paid leave time before taking unpaid family leave. Married employees couples may be restricted to a combined total of 12 weeks leave within a 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits are provided by PCCLD until the end of the month in which the approved family leave begins. At that time, employees become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits are again provided by PCCLD according to the applicable plans. Benefit accruals, such as vacation, sick leave, or holiday benefits, are suspended during the leave and resume upon return to active employment.

So that an employee's return to work can be properly scheduled, employees on family leave are requested to provide PCCLD with at least two weeks advance notice of the date they intend to return to work. When family leave ends, employees are reinstated to the same position, if it is available, or to an equivalent position for which employees are qualified.

If an employee fails to return to work on the agreed upon return date or is unable to return at the end of the authorized leave, the employee is terminated.



TIME OFF BENEFITS

02.06.05 Military Leave

A military leave of absence is granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Military leave is considered unpaid. However, employees may elect to use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Benefit accruals, such as vacation, sick leave, or holiday benefits, are suspended during the leave and resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Inactive Duty Training / Military Drills

Service in the U.S. uniformed services includes those employees serving as Reservists or National Guard Members. For regularly scheduled training drills occurring over the course of a year, employees may submit one military leave request for the calendar year, provided the schedule remains unchanged. Upon completion of the training, employees are expected to return to work as regularly scheduled.



TIME OFF BENEFITS

02.06.06 Family and Medical Leave Addendum

Employees may take family and medical leave for the following reasons, in addition to standard family and medical leave. Note that the length of time and who is eligible for each type of leave varies. Except as provided below, the provisions of our existing family and medical leave policies are still applicable.

Eligible employees may be entitled to family and medical leave for any qualifying exigency that arises out of the fact that the spouse, son, daughter or parent of an employee is on active duty or has been notified of an impending call to active duty in the Armed Forces. The length of such leave is limited to 12 weeks in the 12-month period selected in family and medical leave policies.

Eligible employees who are the spouse, son, daughter, parent or next of kin of a member of the Armed Forces may be entitled to family and medical leave to care for a service member who incurred a serious injury or illness in the line of duty while on active duty. Such injury or illness must render the service member medically unfit to perform the duties of the member's office, grade, rank or rating. The length of such leave, when combined with other family and medical qualifying leave, is limited to 26 weeks in the 12-month period selected in family and medical leave policies.



TIME OFF BENEFITS

02.06.07 Jury Duty

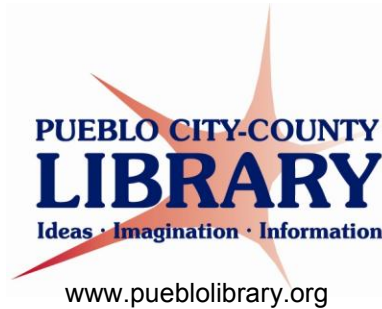
PCCLD recognizes jury duty as a civic responsibility of all employees. When summoned for jury duty, employees receive their regular pay for the first three days of jury duty if normally scheduled to work on those days. Jury duty pay is calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Employees required to serve jury duty beyond three days continue to receive their normal pay from PCCLD for up to 30 days. Any money employees receive from the State of Colorado for service on a jury for up to 30 days must be turned over to PCCLD. Employees cannot receive payment from the State of Colorado and PCCLD for serving on a jury. Employees are expected to turn in payment received for jury service to the Finance Office.

Jury duty leave beyond 30 days is granted without pay. However, employees may receive compensation from the State of Colorado for jury duty beyond 30 days. If available, employees may use any available paid leave benefit, other than sick leave, (such as vacation leave) to receive compensation for the period of this absence.

Employees must provide a copy of the Jury Service Certificate to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

PCCLD continues to provide health insurance benefits for the paid portion of the jury duty absence. Employees may be required to make advance arrangements to pay their portion of insurance premiums for any unpaid jury duty leave. Vacation, sick leave, and holiday benefits continue to accrue during unpaid jury duty leave.



TIME OFF BENEFITS

02.06.09 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Up to 3 days of paid bereavement leave is provided to regular full-time and regular part-time employees to arrange for, travel to/from and attend an immediate family member's funeral.

Bereavement pay is calculated based on the base pay rate at the time of absence; no special pay is included in the payment of bereavement benefits.

PCCLD defines "immediate family" as the employee's:

- Spouse
- Parent
- Child
- Sibling of the employee
- Son- or Daughter-in-Law
- Grandparents
- Grandchildren
- Spouse's parent, child or sibling
- Spouse of employee's child or spouse's child

Special consideration is also given to other relatives or any other person whose association with the employee was similar to any of the above relationships. Supervisors may approve bereavement leave of up to 3 days for such purposes, after consultation with the Human Resources Department. Further, due to special circumstances, some employees may need additional time off. Such requests are considered for approval by the Executive Director, in consultation with the immediate supervisor, on a case-by-case basis.

Employees not eligible for bereavement leave and those needing additional time off, with their supervisors' approval and the Executive Director, as identified above, may use vacation benefits, if available, as necessary to attend funerals or address matters associated with the settlement of estates. Otherwise, unpaid personal leave may be approved.

PCCLD may require employees supporting documentation to approve use of paid bereavement leave.



TIME OFF BENEFITS

02.06.10 Domestic Abuse Leave

An employee who has been employed with the Library for twelve months or more may be entitled to take up to four days leave from work in any twelve-month period if the employee is the victim of domestic abuse, stalking, or sexual assault as set forth in C.R.S. 24-34-402.7, or the employee is a victim of any crime, the underlying factual basis of which has been found by the court on the record to include an act of “domestic violence” as defined in C.R.S. 18-6-800.3(1). An eligible employee may take leave for any of the reasons outlined in this state statute, and the employee meets all other requirements of the statute. These reasons include:

- Seeking a civil restraining order to prevent domestic abuse.
- Obtaining medical care or mental health counseling or both for him or her or for his or her children to address physical or psychological injuries resulting from the act.
- Making his or her home secure from the perpetrator of the act or seeking new housing to escape said perpetrator.
- Seeking legal assistance to address issues arising from the act and attending and preparing for court-related proceedings arising from said act or crime.

Unless it is a case of imminent danger to your health or safety, employees seeking such leave from work must provide appropriate advance notice. Documentation of the need for leave may be required.

Employees may use paid leave of absence, including available leave balances. If no paid leave of absence is available, the leave of absence shall be without pay.



OTHER BENEFITS

02.07.00 BENEFITS ELIGIBILITY OVERVIEW

<i>BENEFIT</i>	Regular Full-Time Employees	Regular Part-Time Employees	
		20+ Hours/Week	<20 Hours / Week
Group Medical and Dental Insurance	X		
AFLAC Coverage: Personal Cancer Indemnity Personal Accident Indemnity Voluntary Indemnity	X	X	X
Life Insurance	X		
Long-Term Disability	X	X	X
Long Term Care Insurance	X	X	X
Vacation Benefits	X	X*	
Sick Leave Benefits	X	X*	
9 Observed Holidays + 2 Elective Personal Days	X	X*	
PERA Retirement Plan	X	X	X
401(k) Plan – PERA	X	X	X
Automatic Deposit of Pay	X	X	X
Credit Union Membership	X	X	X

** Benefits are available on a pro-rated basis when plan qualifications are met*



OTHER BENEFITS

02.07.01 Health Insurance

PCCLD's health insurance plan provides employees and their eligible dependents access to medical, and dental care insurance benefits.

All regular full-time employees 40 of hours each week are currently eligible to participate in PCCLD's health insurance program on the first day of the month following 30 days of continuous employment.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between PCCLD and the insurance carrier. A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify employees for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). See [02.07.07 Benefits Continuation \(COBRA\)](#) for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage is provided in advance of enrollment to eligible employees. Currently, PCCLD pays a portion of the cost of health insurance and employees also contribute to the total cost of coverage. Contact the Human Resources Department for more information about health insurance benefits.

Waiving Health Insurance Coverage

Employees opting not to participate in PCCLD's health insurance plan may be required to provide evidence of other coverage.



OTHER BENEFITS

02.07.02 Life Insurance

Life insurance offers employees and their family important financial protection. PCCLD provides a basic life insurance plan for eligible employees. Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

All regular full-time employees are eligible for coverage on the first of the month following completion of one month's continuous employment. Enrollment forms must be completed prior to the start of coverage. Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between PCCLD and the insurance carrier.

Currently, life insurance coverage is equal to one times the employees' annual salary, rounded up to the nearest \$1,000, with a minimum of \$25,000 and maximum of \$100,000; cost of the coverage is 100% paid by PCCLD.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

Optional Life Insurance Coverage

PCCLD makes optional life insurance coverage available to regular full-time and part-time employees through voluntary enrollment in plans offered through AFLAC insurance. See the Human Resources Department if interested in more information.



OTHER BENEFITS

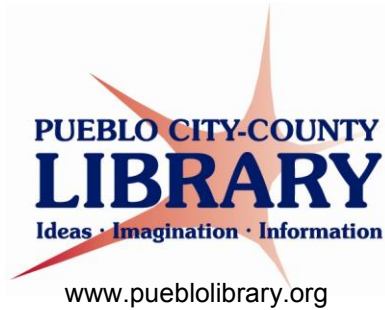
02.07.03 Long Term Care Insurance (LTC)

Eligible employees may enroll in a Long Term Care Program through PERA. Long term care refers to a wide range of personal care, health care and social services for people of all ages who suffer a chronic disease or long-lasting disability. This type of care, often called custodial care, can be provided in a nursing facility, an adult day care center or at home. Most of the cost of long term care is not covered by health insurance plans or by Medicare. The Long Term Care (LTC) Plan is specifically designed to help cover these costs.

All employees who are members of PERA and their eligible family members may apply for coverage at any time. There is no open enrollment period. However, rates for coverage do increase with age, and application approval for coverage may be affected by an applicant's healthcare status.

Insurance covers long term care expenses that result from a loss of functional capacity. The loss of functional capacity must have occurred after the effective date of your long term care insurance.

Details of the LTC benefits plan including benefit amounts, and limitations and restrictions are available by contacting the PERA office or visiting their website: www.copera.org. Employees may also contact the Human Resources Department for more information about LTC benefits.



OTHER BENEFITS

02.07.04 Long-Term Disability (LTD)

Through the Public Employees Retirement Association, eligible PCCLD employees may elect to enroll in a long-term disability (LTD) benefit plan. Long-term disability helps eligible employees cope with an illness or injury resulting in a long-term absence from employment. LTD is designed to ensure a continuing portion of regular income for employees who are disabled and unable to work following a qualifying period.

Eligible employees may participate in the LTD plan subject to all terms and conditions set forth by PERA. Details of the LTD benefits plan, including benefit amounts, limitations and restrictions, are described in the Summary Plan Description. Contact either PERA directly or the Human Resources Department for more information about LTD benefits.



OTHER BENEFITS

02.07.05 Retirement Plan

Public Employees Retirement Association (PERA)

All PCCLD employees are covered by and participate in the Public Employees Retirement Association (PERA). PERA is a substitute for Social Security. Benefits are pre-funded which means employees are required to contribute a fixed amount of their pay while working to the retirement trust funds. This defined benefit plan provides eligible employees with retirement income when plan requirements are met.

Employees begin participation in the plan immediately upon employment; participation is mandatory. **Currently, employees contribute a percentage of their pay to PERA. PCCLD also contributes to PERA.** Information regarding PERA benefits can be found at the PERA website, www.copera.org. Employees may also contact the Human Resources Department.

401(k) Plan

PCCLD employees also have the option of contributing on a pre-tax basis to a 401(k) Savings Plan through PERA as an additional means to provide for potential future financial security for retirement.

Employees are eligible to enroll in the PERA 401(k) Plan upon hire, subject to meeting all Plan terms and conditions, including minimum age requirements.

The 401(k) savings plan allows employees to elect how much salary they want to contribute and direct the investment of their plan account, so it is tailored to meet individual needs.

Because contribution to a 401(k) plan is automatically deducted from gross pay before federal and state tax withholdings are calculated, participating employees save tax dollars now by having their current taxable amount reduced.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 401(k) Plan.

Employees Retirements

Employees planning to retire are asked to give written notification to PCCLD of their anticipated retirement as far in advance of the effective date of retirement as possible; a minimum six months is requested. Notice should be a written statement to the employee's supervisor and a copy to the Human Resources Department so appropriate plans can be made. PERA also requires advance notice of retirement and offers preparation and planning assistance.



OTHER BENEFITS

02.07.06 Section 125 Premium Only Plan

PCCLD provides a plan that allows eligible employees to have pre-tax dollars deducted from their paychecks to pay the employees' share of group insurance premiums for health and dental insurance and certain voluntary benefit plan premiums paid by employees. Enrollment is not automatic and must be elected at the time employees enroll in health and dental plans and/or eligible voluntary benefits and begin paying insurance premiums.

Details of the Premium Only Plan are described in the Summary Plan Description (SPD). Contact the Human Resources Department for more information on the program.



OTHER BENEFITS

02.07.07 Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PCCLD's health plan when a "qualifying event" would normally result in the loss of eligibility of either a covered employee or dependent.

Some common qualifying events include:

- an employee's resignation or termination of employment,
- an employee's divorce, legal separation or death;
- a leave of absence or reduction in an employee's hours that causes employees to be ineligible to continue to participate in PCCLD's health care coverage;
- a dependent child no longer meeting eligibility requirements (i.e., age requirement or change in student status).

Under COBRA, the employee or beneficiary pays the full cost of coverage at PCCLD's group rates plus an administration fee.

Employees Responsibilities

PCCLD provides each eligible employee and covered dependent with a written notice describing rights granted under COBRA when they become eligible for coverage under PCCLD's health insurance plan. The notice contains important information about the employee's rights and obligations, including requirements to notify Human Resources should a qualifying event occur.

Human Resources or the insurance plan administrator provides a written notice to the employees and/or eligible dependents when it learns of a qualifying event that includes information on how to enroll and costs to continue coverage through PCCLD.



OTHER BENEFITS

02.07.08 Educational Assistance

PCCLD recognizes that the skills and knowledge of its employees are critical to the Library's reputation of providing outstanding service. The educational assistance program encourages personal/professional development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within PCCLD.

PCCLD provides educational assistance to all regular full-time and regular part-time employees who have completed one year or more of service, subject to the availability of financial resources within PCCLD's budget. Currently, the maximum educational assistance available for eligible employees is \$1500.00 per calendar year. Flexible schedules may be made available to allow employees to attend required classes. To maintain eligibility employees must remain on the active payroll and not be the subject of a current performance improvement action through completion of each course. Employees under the performance improvement process are not eligible to apply for educational assistance.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. PCCLD has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees are encouraged to discuss their interests in continuing education with their supervisor. In addition, employees should contact the Human Resources Department for more information or questions about educational assistance.

To apply for educational assistance, employees should complete and submit an [Educational Assistance Application/Loan Agreement](#) form available on the O Drive or from the Human Resources Department to their supervisor for review and recommendation to the Executive Director for approval. Forms must be submitted for review and be approved prior to the beginning of class(es). Reimbursement is subject to employees passing course(s) with a final grade of "C" or better. Employees may receive reimbursement for required textbooks, if such textbooks are donated to the PCCLD at the completion of the course.

While educational assistance is expected to enhance employees' performance and professional abilities, PCCLD cannot guarantee that participation in formal education results in automatic advancement, to a different job assignment, or pay increases.

PCCLD invests in employees' educational assistance with the expectation the investment be returned through enhanced job performance. However, if an employee voluntarily separates from PCCLD's employment within six months of the last educational assistance payment, the amount of the payment is considered only a loan. Accordingly, the employee is required to repay the full amount of the original educational assistance payment.



OTHER BENEFITS

02.07.09 Library-Sponsored Training

PCCLD encourages employees to discuss personal / professional development interests with their supervisor. As part of employees performance plans, supervisors may also identify areas to further develop or correct deficiencies through participation in PCCLD-sponsored training. This may include, but is not limited to, in-service training, working with assigned mentors, and temporary project assignments or cross-training opportunities to enhance skills, knowledge and gain valuable experience.

Employees may also have opportunities to attend approved seminars, conferences and workshops. Unless otherwise specified, PCCLD generally pays the full cost of any course fees and associated travel expenses of employees to attend approved training when proper forms and requests for reimbursement are submitted.

All Employees In-Service Training

PCCLD periodically sponsors an “all employees” training to provide timely information and educational opportunities on topics of general interest and importance to everyone. As such, PCCLD may close and/or temporarily modify work schedules to accommodate employees’ attendance. Employees are paid for all hours spent attending all-employees training.



OTHER BENEFITS

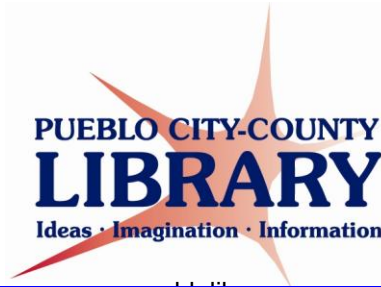
02.07.10 Professional Membership

PCCLD recognizes that employees may elect to join professional associations to remain abreast of best practices in their respective fields. Professional memberships help employees support PCCLD's future planning and direction. As the annual budget permits, PCCLD may approve requests to pay the full or partial cost of annual professional membership each year. All regular full-time and part-time employees must have completed at least one year of employment with PCCLD to be eligible for this benefit.

Interested employees should first discuss professional membership with their supervisor. The association selected must have a direct relationship to the job the employee performs. Employees should submit a written request to the Executive Director for consideration and approval to pay. The request should outline the benefits to be gained by PCCLD as a result of such membership and include the association application. The Executive Director, in consultation with the supervisor, determines priorities and approves or disapproves requests based, in part, on PCCLD's annual budget established for employees' development.

The Executive Director may limit the number of membership fees paid on behalf of employees to any one organization. Membership renewals are not automatic; employees must submit a membership funding request each year. Professional membership funding is subject to annual review, as determined through PCCLD's budgeting process.

The Executive Director determines priorities and approves or disapproves requests based on PCCLD's annual budget established for these programs.



OTHER BENEFITS

02.07.11 Credit Union

PCCLD employees are currently eligible to join the Pueblo City Employees Federal Credit Union. Contact the credit union personally to initiate membership:

Pueblo City Employees Federal Credit Union
225 East Evans
Pueblo, CO 81004
(719) 545-4889

Web Address: www.pcefcu.com

Employees may elect to have a portion of their pay deducted and automatically deposited into established credit union accounts, also see **Paychecks** and [02.05.01.01 Automatic Deposit](#).



OTHER BENEFITS

02.07.12 Employee Assistance Program (EAP)

PCCLD cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), PCCLD provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employees' participation in the EAP is maintained in a confidential manner. No information related to employees' participation in the program is entered into the personnel file.

There is no cost for employees to consult with an EAP counselor. However, the EAP plan may place restrictions on the number of visits offered to eligible individuals, see Human Resources Department for information. If further counseling is necessary, the EAP counselor may outline community and private services available. The counselor may also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if they are ignored. No issue is too small or too large, and a professional counselor is available to help when you need it. Employees are encouraged to contact PCCLD's EAP at any time. Contact information is listed below.

Parkview Health Plaza North
56 Club Manor Drive, Suite 102
Pueblo, Colorado 81003
719-584-4770
www.parkviewmc.com



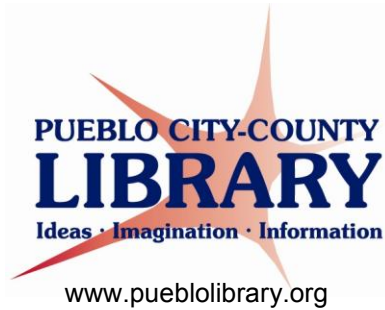
STANDARD OF PERFORMANCE & CONDUCT

02.08.00 Attendance and Punctuality

As an organization serving the public seven days a week, PCCLD relies on employees to be available as assigned to keep our commitment to maintaining public hours as scheduled. Absenteeism and tardiness place a burden on other employees and on PCCLD to responsibly serve the public. PCCLD expects employees to be reliable and to be punctual in reporting for scheduled work.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, employees should notify their immediate supervisor as soon as possible in advance of the anticipated tardiness or absence. If the immediate supervisor is not available, speak to another member of the Supervisor Team. In addition, employees who are unable to talk to their immediate supervisor are to leave a voice mail message and include a telephone number so the supervisor may return the call. Employees should include the anticipated arrival time if calling regarding about tardiness.

Poor attendance and excessive tardiness are disruptive. Either may lead to action as part of the performance improvement process, up to and including termination of employment.



STANDARD OF PERFORMANCE & CONDUCT

02.08.01 Confidential Information

The protection of confidential business information is vital to the interests and the success of PCCLD. Such confidential information includes, but is not limited to, the following examples:

- Customer information
- Personnel matters not subject to the Open Records Act

Employees who improperly use or disclose confidential business information are subject to action as part of the performance improvement process, up to and including termination of employment and legal action, even if employees do not actually benefit from the disclosed information.

Please Note: Certain positions within PCCLD, as a condition of employment, may be required to sign a confidentiality agreement and periodically affirm compliance. Please contact the Human Resources Department for details.



STANDARD OF PERFORMANCE & CONDUCT

02.08.02 Conflicts of Interest

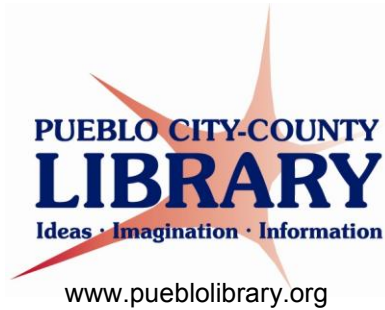
Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which PCCLD wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by PCCLD Administration. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either PCCLD, the employee, or both.

Promotional plans that could be interpreted to involve unusual gain require advance approval of the Executive Director. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PCCLD's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employees is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of PCCLD as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

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

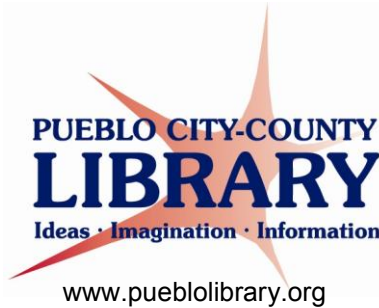


STANDARD OF PERFORMANCE & CONDUCT

02.08.03 Outside Employment

Employees electing to hold outside jobs are encouraged, but not required, to discuss their plans in advance of taking on an additional job. All Employees are expected to meet the performance standards and objectives of their job with PCCLD. Employees are held accountable for meeting PCCLD's scheduling demands, regardless of any existing outside work requirements.

Outside employment or engaging in any business activity for remuneration that constitutes a conflict of interest or the appearance of a conflict of interest is strictly prohibited; also see [02.08.02 Conflicts of Interest](#). Employees may not receive any income or material gain from individuals outside PCCLD for materials produced or services rendered while performing their jobs.



STANDARD OF PERFORMANCE & CONDUCT

02.08.04 Drug and Alcohol Use

It is PCCLD's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on PCCLD premises and while conducting business-related activities off PCCLD premises, no employees may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy are not tolerated.. Employees may be required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the [02.07.12 Employee Assistance Program](#). They may also wish to discuss these matters with their supervisor or the Human Resources Manager to receive assistance or referrals to appropriate resources in the community. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, performance improvement process may request approval to a leave of absence to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all PCCLD policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave does not cause PCCLD any undue hardship; also see [02.06.03 Medical Leave](#).

Under the Drug-Free Workplace Act, employees who perform work under a government-funded grant must notify PCCLD of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Manager without fear of reprisal.



STANDARD OF PERFORMANCE & CONDUCT

02.08.05 Workplace Etiquette

PCCLD strives to maintain a positive work environment where employees treat each other with respect, professionalism and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense dictates an appropriate resolution. PCCLD encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and carry out job requirements.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules subject to the performance improvement process.. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact the Human Resources Department if you have comments, concerns, or suggestions regarding these workplace etiquette guidelines.

- ▶ Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or with your supervisor.
- ▶ Do not engage in gossip, spreading rumors or here-say information. Show respect for others by not speculating about private matters.
- ▶ Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- ▶ Refrain from using inappropriate language (swearing) that others may overhear.
- ▶ Monitor the volume when listening to music, voice mail, or a speakerphone that others can hear.



STANDARD OF PERFORMANCE & CONDUCT

02.08.06 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional service image PCCLD presents to customers and visitors.

During business hours or when representing PCCLD, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom themselves according to the requirements of their position and accepted social standards. This is particularly true if employees' jobs involve dealing with customers or visitors in person. Name tags must be worn to allow the public to easily identify PCCLD employees.

Supervisors are responsible for ensuring employees are appropriately dressed to perform the job assigned employees. If a supervisor feels an employee's personal appearance is inappropriate, he or she may be asked to leave the workplace until able to return properly dressed or groomed. Under such circumstance, employees are not compensated for the time away from work. **Employees should consult with their supervisor if they have questions as to what constitutes appropriate appearance.** Where necessary, reasonable accommodation may be made to a person with a disability or to accommodate religious beliefs.



STANDARD OF PERFORMANCE & CONDUCT

02.08.07 Dress Code

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees during designated casual days at PCCLD. Each Friday, Saturday and Sunday are designated casual days. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from your immediate supervisor.

PCCLD's primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow employees to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business wear include:

- Jeans
- Casual dresses and skirts
- Casual shirts and blouses
- Golf shirts
- Athletic shoes
- Dress sandals
- T-shirts (plain or with acceptable slogans/descriptions only)

Examples of inappropriate clothing items that should not be worn on casual days include:

- Sweatpants
- Tank tops
- Visible undergarments
- Swim shoes or slippers
- Sleeping apparel
- Shorts
- Mini-skirts

If an employee comes to work dressed inappropriately, the immediate supervisor is responsible for asking the employee to return home, change clothes and report back to work for that day worked.



STANDARD OF PERFORMANCE & CONDUCT

02.08.07 Dress Code

On occasion, PCCLD may announce dress-down days where looser, even more informal clothing can be worn in order to allow you to enjoy a special occasion, better tolerate excessive heat conditions, or more comfortably organize your work area. For some, traditional business attire may simply remain a more favored option on casual days. The choice is the employee's. PCCLD hopes and fully expects that casual days help make our workplace more enjoyable and productive.



STANDARD OF PERFORMANCE & CONDUCT

02.08.08 Participation in Political Activities

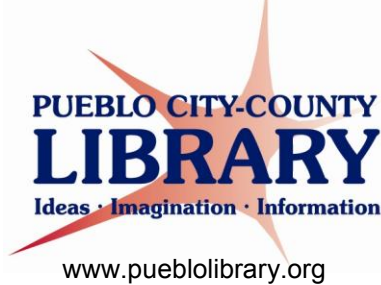
Political beliefs, activities and affiliation is a private matter of employees. No employees or applicants are required to divulge political beliefs as a requirement of employment, nor participate in or make contributions to political parties or groups while on PCCLD work time.

PCCLD employees may engage in political activities only when:

- off duty, outside the regular work schedule
- such activities do not involve use of any PCCLD property, equipment, or supplies
- activities do not interfere with an employee's ability to carry out his or her assigned duties and responsibilities with PCCLD

Employees may not wear their identification badge or other identifying PCCLD clothing while engaged in political activities; also see [02.08.02 Conflict of Interest](#).

Employees who are unsure of a prohibited activity are encouraged to direct their inquiries to the Human Resources Department before involving themselves in political activities.



WORK ENVIRONMENT

02.09.00 Safety & Security / Reporting of Work-Related Injuries & Illnesses

PCCLD is committed to a safe work environment for all employees. As part of new employees' orientation, safety guidelines are reviewed by the supervisor or Human Resources. Employees are expected to become familiar with and follow safe work practices. Employees are also expected to report any unsafe practices, condition or suspicious activity to their supervisor or member of the Supervisor Team.

To ensure employees safety, employees should become familiar with their assigned facility's security procedures and the emergency notification systems including the location of fire alarms, fire extinguishers, exits and safe meeting places in the event of a building evacuation. In the event of an emergency, employees should take appropriate action as instructed, including escorting any customers or visitors out the building to the appropriate location if evacuation is necessary.

Reporting Work-Related Injuries and Illnesses

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. Any

Employees are responsible for reporting an injury immediately to their supervisor.

employees observing an

on-the-job accident that occurs to a fellow employee during work hours must also inform their supervisor and/or the Human Resources Manager. In addition, all accidents involving customers or visitors on PCCLD property must be reported.

Employees must provide written notice by completing an [Accident Report](#) form and submitting it to the immediate supervisor within four working days of a work-related injury or onset of symptoms.

Supervisors are responsible for making sure that all such incidents are reported to the Human Resources Department. Failure to properly report an on-the-job injuries on a timely basis may delay, reduce or possibly eliminate eligibility for coverage of medical treatment and/or compensation through workers' compensation insurance.

Designated Medical Provider

PCCLD has made arrangements with a designated medical provider to evaluate employees and treat any work-related injuries or illnesses. In the event of an emergency or life-threatening situation, contact 911 or seek treatment from the nearest emergency facility. PCCLD's medical provider must be contacted as soon as practical following emergency treatment to coordinate care. Employees may be responsible for the cost of medical treatment if the designated medical provider is not contacted.



WORK ENVIRONMENT

02.09.00 Safety & Security / Reporting of Work-Related Injuries & Illnesses

The Center for Colorado Occupational Medicine Physicians is PCCLD's designated medical provider.

CCOMP
3676 Parker Blvd.
Pueblo, CO 81008
719-253-7150

After seeking medical care for a job-related injury, employees are expected to communicate with their supervisor about any work restrictions and appointments associated with follow-up care. If able to return to work, employees and their supervisor, in consultation with the Human Resources Manager, can determine how best to accommodate work restrictions, arrange time off for medical appointments and other treatment needs. In some instances this may require temporary assignment to an alternative position to accommodate work restrictions or scheduling requirements. Employees are expected to follow the regime of treatment prescribed by the medical provider and maintain regular communication with their supervisor to expedite their recovery.

Return to Work Program

When an injury occurs that impacts the employee's ability to perform the essential work functions of their normal job assignment, a medical evaluation is required. Once the evaluation is completed, and the employee is returned to work, if the return to work has work restrictions, every effort will be made to accommodate the work restrictions. If accommodations cannot be made based on the employee's normal job assignment, a light duty assignment may be made if work is available in the Library District. The Human Resources Department will review all work releases and requests for light duty assignments. For a more detailed description, see the **PCCLD Policies and Procedures Manual**, Section 3.

Facilities Employees Clean-up of Bodily Fluids

In the event a patron, employee, or anyone else is sick or gets hurt and bodily fluids need to be cleaned up, employees are to call the Facilities Superintendent. The first and primary concern when faced with any emergency is to call 911. It is extremely important that employees **DO NOT** clean up the area themselves. The contaminated area should be roped off in some manner to prevent others from coming into contact with bodily fluids until Facilities can properly clean and sanitize the area. If the area that is soiled is in a place where it will affect other customers, coordinate with the Branch Manager to clear the PCCLD facility out and close until it is cleaned. The Facilities Department has someone on call at all times who is trained to safely manage bodily fluids.



WORK ENVIRONMENT

02.09.01 Workers' Compensation Insurance

PCCLD provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Neither PCCLD nor the insurance carrier are liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by PCCLD.

Questions about workers' compensation coverage or assistance with an ongoing claim should be directed to the Human Resources Department.

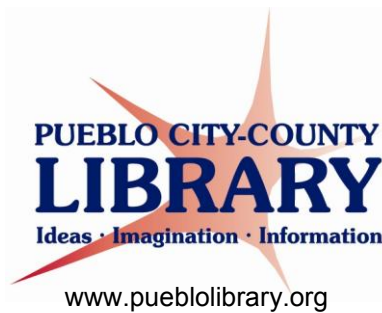


WORK ENVIRONMENT

02.09.02 Reporting Vehicle Accidents, Moving Violations, Drivers License Restrictions and Revocations

Employees whose driver's licenses are suspended or revoked must immediately notify their supervisor and the Human Resources Department in writing if the license is essential for their job.

After calling police or other emergency response authorities, employees must immediately report all automobile accidents that occur while driving on Library business to their supervisor and the Human Resources Department.



WORK ENVIRONMENT

02.09.03 Use of Phone and Mail Systems

Telephones are intended for business use, allowing PCCLD to provide services to our customers. Any personal calls made or received using PCCLD telephones must be kept infrequent and brief. Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse PCCLD for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of PCCLD-paid postage for personal correspondence is not permitted. Employees may not use PCCLD's mailing or street address to accept delivery of personal mail or packages.



WORK ENVIRONMENT

02.09.04 Computer and E-mail Usage

Computers, computer files, the e-mail system, and software furnished to employees are PCCLD property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

PCCLD strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, PCCLD prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. PCCLD purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, PCCLD does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. PCCLD prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Human Resources Department or any member of the Supervisor Team upon learning of violations of this policy.



WORK ENVIRONMENT

02.09.05 Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by PCCLD to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of PCCLD and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of PCCLD. As such, PCCLD reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employees or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create the material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights. Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by PCCLD in violation of law or PCCLD policies is not tolerated. In addition, employees may also be held personally liable for any Internet use violations.



WORK ENVIRONMENT

02.09.06 Cell Phone Usage

Use of personal cell phones is permitted when all calls are kept infrequent and brief. Cell phones should be set to silent ring or vibrate mode whenever possible to minimize disruption to other employees or our customers. Cell phone use must not disrupt services to our customers; employees should place or return calls on breaks or during meal periods whenever possible.

As a PCCLD representative, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Employees with access to a cell phone while in their cars on PCCLD business should remember that their primary responsibility is driving safely and obeying the rules of the road. While driving on PCCLD business, employees must safely pull off the road and come to a complete stop before dialing or talking on the phone or use hands-free equipment.



WORK ENVIRONMENT

02.09.07 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using PCCLD property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles is not tolerated by PCCLD. In some instances, PCCLD may seek reimbursement of costs associated with repair or replacement.

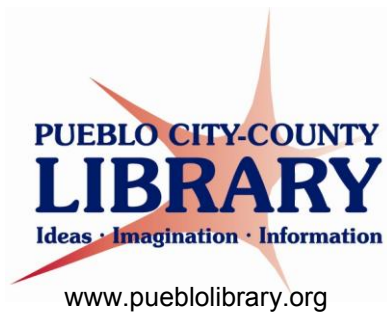
Authorized employees may request use of PCCLD's vehicles for business travel from their supervisor. Employees are encouraged to travel together, using the vehicle whenever possible to minimize costs when attending meetings, conferences or are on other PCCLD business. Human Resources maintains driver's license and insurance information on file to verify if employees meet PCCLD requirements to be authorized to drive PCCLD vehicles.

Also see [02.04.02 Return of Materials and Property](#).

WORK ENVIRONMENT

02.09.07.P1 Vehicle Use Procedures

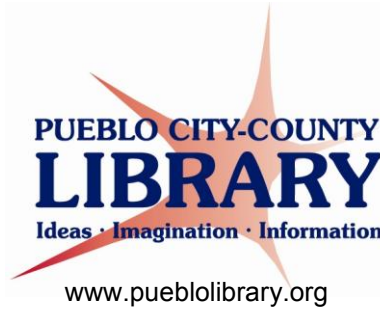
1. Use of vehicle must follow PCCLD policy, and driver must be pre-approved through completion of a form in the Finance Office.
2. Employee can check availability of the van on the Microsoft Outlook public folder titled “Mini-van”. If there is not already a person signed up to use the van, the employee can enter his/her name for the date/time that the van will be needed. Additional information, such as purpose and destination, should also be included on the calendar.
3. The employee can then request a key from the Executive Assistant, Chief Financial Officer or the Facilities staff. The key will be given to the employee based on the following criteria:
 - a. The person must be listed on the Driver’s List as an approved driver.
 - b. The calendar must be checked to make sure that the employee has entered the correct date and time – from initial pick-up of the van to anticipated return.
4. The employee cannot take the van earlier than it has been reserved. If the return will be later, the employee must notify the person from whom the van was checked out.
5. As soon as the van is reserved, the employee should inform Facilities, using the on-line request system, of the date on which the van needs to be fueled up and ready for travel. We purchase fuel through the city on a tax-exempt basis, so early notice is imperative so that we take advantage of that exempt status. If the trip requires purchase of gas before return, the purchase can either be put on a PCCLD P-card or the employee can purchase gas and be reimbursed upon return. Only as much gas necessary for safe return should be purchased.
6. In the event of a breakdown, Facilities should be contacted. Roadside assistance should be obtained, either through use of an employee’s P-card, personal roadside assistance membership, or personal credit card. These charges will be reimbursed promptly upon request. (Many roadside assistance vendors, such as AAA, follow the driver, not the vehicle, so if any occupant of the vehicle has such membership, the assistance would be covered.)
7. Traffic tickets are the responsibility of the employee. PCCLD does not assume responsibility for traffic infractions or parking tickets.



WORK ENVIRONMENT

02.09.08 Smoking

In keeping with PCCLD's intent to provide a safe and healthful work environment, smoking in any PCCLD building is not permitted.



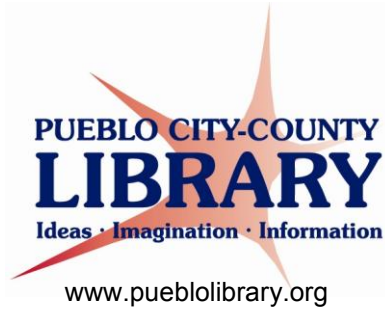
WORK ENVIRONMENT

02.09.09 Emergency Closings

At times, emergencies such as severe weather, fires, flooding, power failures or other unforeseen events can disrupt PCCLD operations. In extreme cases, these circumstances may require the Executive Director or acting director to order the closing of a library location(s). In the event that such an emergency occurs during nonworking hours, the library administration will ask local media organizations to broadcast notification of the library closing. Library District supervisors will notify employees of the closing using an emergency contact procedure.

When operations are officially closed due to emergency conditions, the time off from scheduled work is paid based on the regular work schedule for up to five days. In cases where an emergency closing is not authorized, employees who fail to report for work are not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits or personal days. Should the nature of the emergency extend the closing beyond five days, employees are advised of closure status, including possible temporary work changes, and their pay options.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, nonexempt employees who are required to work are paid at one and one-half times the regular rate of pay. At the discretion of the Executive Director, exempt employees who are called in to work may be approved for time off in recognition of work performed.



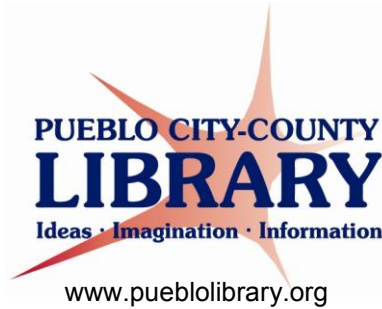
WORK ENVIRONMENT

02.09.10 Visitors in the Workplace

To avoid potential distractions and disturbances family and friends of employees are discouraged from visiting employees during working time. If necessary, visits should be conducted as quietly and quickly as possible.

All visitors on official business with PCCLD Rawlins Main Library may be instructed to check in with the Customer Service Assistant. Such visitors may be met at the front entrance of the library to receive directions or be escorted to their destination if it is in a non-public area.

If an unescorted visitor is observed by an employee in a non-public area on PCCLD's premises, employees should redirect the visitor to a public area, escort the visitor to the intended destination or contact a member of Security and alert them of the visitor's presence. Also refer to "[03.06.01.G1 Guidelines Governing Use of the Library](#)."



WORK ENVIRONMENT

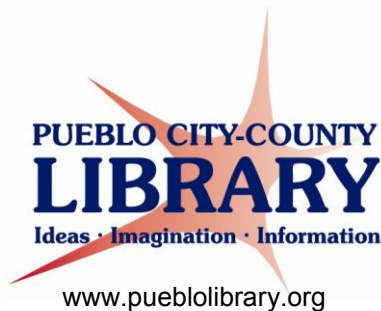
02.09.11 Security Inspections

It is the policy of PCCLD to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, PCCLD prohibits the possession, transfer, sale, or use of such materials on its premises which includes desks, lockers, other storage devices, and PCCLD assigned equipment or property. PCCLD likewise discourages theft or unauthorized possession of the property of employees, PCCLD, visitors, and customers. Authorized employee security inspections are a means by which PCCLD insures a secure work environment.

PCCLD requires the cooperation of all employees in administering this policy.

An employee may be subject to search with or without notice involving desks, lockers, and other storage devices, PCCLD assigned equipment or property, and/or other items within their personal possession in certain circumstances, while on PCCLD owned or PCCLD leased property to the extent allowed by law. During such a search, PCCLD property, in the unlawful or unauthorized possession of the employee, may be confiscated.

To facilitate enforcement of this policy, the Executive Director and/or his/her designee(s), may inspect any employee packages or other belongings on PCCLD's premises. All such inspections shall be conducted by at least two authorized individuals. An employee who wishes to avoid inspection of any articles or materials should not bring such items onto PCCLD's premises. Any search ordered by the Executive Director or his/her designee will be conducted in the least intrusive manner possible.



WORK ENVIRONMENT

02.09.12 Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by PCCLD may not solicit or distribute literature in the workplace at any time for any purpose.

PCCLD recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.) Examples of impermissible forms of solicitation include:

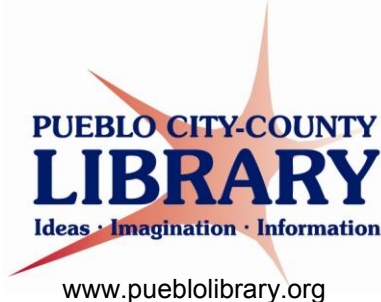
- collection of money, goods, or gifts for political groups
- sale of goods, services, or subscriptions outside the scope of official organization business
- circulation of petitions
- distribution of literature not approved by the district
- solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on PCCLD any employee bulletin board is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings
- PCCLD public announcements
- Payday notice
- Workers' compensation insurance information

If employees have a message of interest to the workplace, they may submit it to the Human Resources Department for approval. All approved messages will be posted by the Human Resources Department.

Also see Posting Notices, found in "[03.06.01.G1](#) Guidelines Governing Use of the Library."



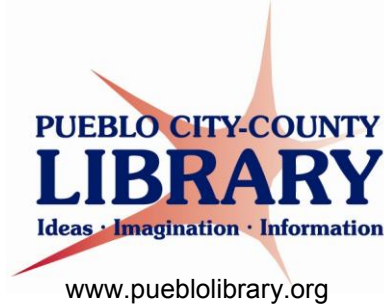
WORK ENVIRONMENT

02.09.13 Life-Threatening Illnesses and Communicable Diseases

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. PCCLD supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, PCCLD will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

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

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department or PCCLD's [02.07.12 Employee Assistance Program](#) for information and referral to appropriate services and resources.



WORK ENVIRONMENT

02.09.14 Workplace Violence Prevention

It is the Pueblo City-County Library District's policy to promote a safe environment for its employees and visitors which is free of harassment, intimidation, threats, or violent behavior. Pueblo City-County Library District will not tolerate any action by employees or others which may be interpreted as one of the following behaviors:

- Acts of intimidation
- Threatening or hostile verbal or physical behaviors
- Stalking
- Physical or verbal abuse
- Comments regarding violence
- Harassment or assault
- Vandalism
- Arson
- Sabotage
- Possession or use of a weapon in the workplace

This list is not all-inclusive, and any other acts deemed inappropriate by management may also be investigated. Other examples of unacceptable behavior may include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. The Pueblo City-County Library District also reserves the right to take action against this type of behavior by an employee, up to and including termination.

Reporting Requirements

Violent, threatening, harassing, intimidating, or other disruptive behavior, including anonymous threats, should not be ignored. Inappropriate comments about violence on Pueblo City-County Library District property or directed at employees of the Pueblo City-County Library District, whether the person is a Library employee or not, should be reported immediately to a supervisor or manager, the Human Resources Manager, and Security (if applicable based on facility).

Supervisors and managers who receive reports should contact the Executive Director's office and Human Resources immediately. If the supervisor is responsible for the behavior, the employee should report the incident to the Executive Director and/or Human Resources. If the employee believes the situation requires immediate action in order to avert a violent situation, the employee should contact the appropriate law-enforcement agency or Security (if applicable based on facility) immediately.



WORK ENVIRONMENT

02.09.15 Workplace Violence Prevention

Investigation

Any reported violation of this policy by an employee may be investigated by Human Resources in conjunction with the Executive Director and appropriate consultants such as Employee Assistance Program representative(s), law enforcement representative(s), and legal counsel.

The role of consultants will be to provide recommendations to the Executive Director on how to proceed in regard to the problem employee and the particular circumstances.

Action Following Investigation

The Pueblo City-County Library District will take appropriate disciplinary action based on the findings of the investigation. An employee whose behavior is determined to be in violation of this policy is subject to disciplinary action, up to and including termination.

Restraining/Protective Order

An employee who obtains a protective or restraining order against a Pueblo City-County Library District employee or another person, which lists Pueblo City-County Library District locations as protected areas, must immediately notify their supervisor or other member of management about the order and its status. A valid restraining order means that the holder must have the physical document in their possession, and the named party must have been served the restraining order.

For a supervisor to take action on an employee's restraining order, the supervisor must see the physical document and verify the following information: Effective dates of the restraining order, date of service of individual, distance limits from a specific address, contact limits (i.e. phone, physical), and signature of the issuing judge. When an employee has a valid restraining order in place, their supervisor will inform the Executive Director, Human Resources, and Security (if applicable based on facility) of the restraining order. In addition, certain individuals in management may be notified on a need-to-know basis which will be determined by the Executive Director. If the restraining order is violated, the authorities will be notified immediately.

If the restraining order does not name another Pueblo City-County Library District employee or identify Pueblo City-County Library District locations, the Pueblo City-County Library District requests and highly recommends notification in order to alert appropriate management personnel in a need-to-know capacity and Security (if applicable based on facility).



OTHER THINGS TO KNOW

02.10.00 Employees' Suggestions

PCCLD employees have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement, increasing service levels or cost-savings ideas. Employees are encouraged to submit their ideas using the suggestion boxes located at each branch. Employees may also submit suggestions directly to their supervisor, a member of the Supervisor Team or to the Executive Director.

A suggestion is an idea that will benefit PCCLD by solving a problem, reducing costs, improving operations or procedures, enhancing patron service, eliminating waste or spoilage, or making PCCLD a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions, also see [02.03.04 Problem-Solving](#).

Suggestions should describe the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. Employees with questions or needing advice about their idea are encouraged to contact their supervisor or the Human Resources Department for help.

The decision to implement suggestions is at the discretion of the Executive Director. As all suggestions are welcome, PCCLD notifies employees of the adoption or rejection of their suggestions as soon as practical following their review. In some instances recognition may be given to employees who submit a suggestion that is implemented.



OTHER THINGS TO KNOW

02.10.01 Employee Celebrations and Events

PCCLD recognizes employees may wish to periodically arrange special social functions at work and/or during regular business hours to celebrate retirements, significant personal milestones or achievements and other special events.

All arrangements for events, other than PCCLD-sponsored functions, are made by The Nesbitt Employee Committee, made up of employee volunteers who plan and coordinate approved celebrations and events such as the annual holiday party.

Social events are to be limited to special occasions only. Branch or Departmental celebrations of birthdays or other personal celebrations should be held in areas not open to the public within PCCLD facilities during meal breaks and should be brief, to avoid continuous disruption of work. In no case may celebrations interfere with service to our customers during public operational hours.

When possible, special celebrations should be arranged at least two weeks in advance, and require prior approval from the appropriate member of the Supervisor Team if the celebration is limited to a specific department or area. The Supervisor Team member is responsible for identifying any special arrangements or staffing changes to accommodate the event and for obtaining advance approval from the Executive Director. Responsible Supervisor Team members should ensure event announcements are made in advance utilizing regular communication channels such as e-mail and bulletin board postings. Such events are generally to be held during meal or break periods and must not result in a reduction in service to our customers in any department, function or branch location.

PCCLD funds are not be available for such functions with the exception of the holiday party, annual picnic or other all employees events approved for funding in advance by the Executive Director. Funding requests should include the business justification for the event.

Employees travel to attend voluntary events is generally not reimbursable by PCCLD; employees may check with the Human Resources Department for guidance.



OTHER THINGS TO KNOW

02.10.02 Conservation / Recycling

PCCLD supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that best utilizes natural resources and minimizes any negative impact on the earth's environment.

Special recycling receptacles in designated employee areas have been set up and are overseen by the Nesbitt Committee to promote the separation and collection of the following recyclable materials at PCCLD:

- Paper
- Aluminum cans
- Printer cartridges

The simple act of placing a piece of paper or can in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution. PCCLD encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- using electronic communications or posting memos for all employees whenever practical
- turning off lights when not in use

Whenever possible, employees of PCCLD are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, PCCLD is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Human Resources Department.



OTHER THINGS TO KNOW

02.10.03 Business Travel Expenses

PCCLD reimburses employees for reasonable business travel expenses incurred while on assignments away from the normal work location. A [Travel Approval](#) form must be completed by employees and submitted to the immediate supervisor for advance approval of any business travel outside the County. Travel to other in-state locations or out-of-state travel also requires advance approval by the Executive Director.

Employees whose travel plans have been approved should make all travel arrangements through the Executive Director's office.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives are reimbursed by PCCLD. Employees are expected to limit expenses to reasonable amounts. Expenses that generally are reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare
- Car rental fees, only for compact or mid-sized cars
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel
- Taxi fares, only when there is no less expensive alternative
- Mileage costs for use of personal cars, only when less expensive transportation is not available
- Cost of standard accommodations in low to mid-priced hotels, motels, or similar lodgings
- Cost of meals, not to exceed the per diem amount established by PCCLD
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare
- Charges for telephone calls, fax, and similar services required for business purposes
- Charges for one personal telephone call each day
- Charges for laundry and valet services, only on trips of five or more days; personal entertainment and personal care items are not reimbursed

Meals and incidental expenses (MI&E) are reimbursed in accordance with current IRS regulations. Using the per diem method for the places of travel is recommended. Please see the Finance Department for more details.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor, if available, or the Human Resources Department. Vehicles owned, leased, or rented by PCCLD may not be used for personal use without prior approval.



OTHER THINGS TO KNOW

02.10.03 Business Travel Expenses

With the Executive Director's prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion does not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from the accompanying family member(s) or companion and any non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 14 days. Out-Of-District expenses are reimbursed using the per diem method in order to minimize record keeping by both employee and the district – no receipts are necessary. If an employee goes over the assigned per diem amounts, these expenses will not be reimbursed.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues. The Finance Department is also available to provide guidance or clarification regarding travel expenses.

PCCLD does not tolerate abuse of the business travel expense guidelines and procedures, including falsifying expense reports to reflect costs not incurred by the employee.



OTHER THINGS TO KNOW

02.10.04 Employee Commute Options

PCCLD recognizes that traffic congestion contributes to air pollution and energy waste. To help reduce congestion and improve air quality, PCCLD encourages employees to utilize public transportation or other commute options as may be practical. Finding alternatives for driving alone to work benefits both employees and the environment.

If at all possible, walking or bicycling to work are the healthiest commute options. These options also have the greatest impact on reducing traffic and the cost of commuting. Bicycle racks are available outside each branch location.

Public Transportation

Public transportation is a commute option that reduces traffic and air pollution. Transit riders eliminate the stress of driving and may even have time to read, sleep, or write while commuting. PCCLD encourages employees to use of public transportation when practical.

Contact the Human Resources Department for more information and assistance with employee commute options.



OTHER THINGS TO KNOW

02.10.05 Parking

PCCLD employees are required to utilize parking spaces further away from PCCLD facilities to allow convenient parking options for customers. Those employees with valid, state issued handicapped parking permits may use designated handicapped parking.

While on PCCLD property, employees are expected to observe all posted speed limits and park only in designated areas. Employees are reminded to lock their vehicles; PCCLD is not responsible for any damage or theft that may occur to personal vehicles.

Employees leaving work after dark are encouraged to do so in groups and/or speak to their supervisor about being escorted to their vehicle anytime safety and security are of a concern. Where available, security guard personnel may be asked to escort employees to their vehicle.

Reserved Parking for Employees Recognition

PCCLD may designate one or more parking spaces for use by employees at various locations for a specific time as part of our recognition efforts and formal programs.



ACKNOWLEDGMENT OF RECEIPT

PCCLD has prepared the Employment Guidelines as a guide to policies, benefits and general information to assist employees during their employment. Neither the Employee Guidelines nor any other PCCLD communication or practice creates an employment contract.

Please read the following statements and sign below to indicate your agreement and acknowledgment:

- ▶ I acknowledge that I have reviewed PCCLD’s Equal Employment Opportunity and Anti-Harassment Policies and understand that conduct in violation of these policies is prohibited.
- ▶ I have received a printed copy, or have been given access to an electronic version of PCCLD’s Employee Guidelines. I understand that I am to become familiar with its contents as it outlines my responsibilities, benefits and organizational guidelines.
- ▶ I understand this publication and the policies, guidelines and procedures described in it are subject to change at the sole discretion of PCCLD at any time. PCCLD may make changes in content or application of its policies as it deems appropriate and in the best interests of the organization electronically posted, reprinted or substituted in this publication. Only the Board of Trustees of PCCLD has the ability to adopt any revisions to the policies in the Employee Guidelines. All such changes will be communicated through official notices. I understand the Employee Guidelines replace all previous Handbooks for PCCLD as of October 1, 2006.
- ▶ I understand that my employment with PCCLD is at will and that nothing in the Employee Guidelines commits me or PCCLD to a specified period of employment; either of us is free to end the relationship at any time. No aspect of the Employment Guidelines creates an express or implied contract of employment between me and PCCLD.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of or have been provided electronic access to a copy of PCCLD’s Employee Guidelines on this date.

Employee Member’s Printed Name

Position

Employee Member’s Signature

Date