

SECTION 100: DEFINITIONS

Orig Date: 08/06/1998

Last Rev:

Subsection .000: Definitions

Acting Employment

A short-term appointment of a current employee to a position of a higher classification.

A.D.A.

An acronym for the Americans with Disabilities Act which affects employment.

Anniversary Date

Each year's anniversary of the date on which an employee began his/her most recent continuous term of employment.

C.O.B.R.A.

An acronym for Consolidated Omnibus Budget Reconciliation Act which affects health care benefits.

Compensated Time

Time for which an employee is paid, including hours worked and paid leave.

Compensatory Time

Time off at the rate of one (1) hour for each hour worked over 45 in a week, for exempt employees.

Demotion

Involuntary reduction or change in an employee's position or position classification level and salary range due to a position reclassification, reorganization, or other factor.

Emergency

Any occurrence which deviates from normal library procedures or schedules and requires an administrative decision.

Exempt

Regular full-time employees who are scheduled to work the District's established normal workweek on a regular basis and may be required to periodically or routinely work long or irregular hours to fulfill the responsibilities of their position. Exempt employees are excluded from overtime pay provisions of the Federal Fair Labor Standards Act. Exempt status may be executive, administrative, or professional as defined by FLSA.

F.L.S.A.

An acronym for the Fair Labor Standards Act.

F.M.L.A.

An acronym for the Family and Medical Leave Act of 1993 which affects leave of absence.

Full-Time Employment

Employment which totals forty (40) hours of work per workweek.

Grievance

A complaint of an employee regarding working conditions.

Hours Worked

All time an employee is required to be on duty.

Longevity Leave

Leave granted immediately prior to the termination date of an employee retiring from PERS Plan I in lieu of payment for that portion of unused sick leave accrued during the twenty-four month consecutive period used to calculate average final compensation for pension purposes.

New/Promoted Employee

An employee, newly hired or continuing, who is new to a position and who has not yet completed the District's orientation/introductory period.

Nonexempt

Employees scheduled to work the District's normal workweek on a regular basis and who are eligible for overtime pay provisions of the Fair Labor Standards Act.

Nonstandard Workweek

Irregular or intermediate hours worked by exempt employees, the nature of whose duties commonly or frequently preclude successful job completion in standard workweeks over a prolonged period.

Orientation/Introductory Period

An approximate six-month trial period of employment following initial hiring by the Library District or following promotion to a position in a higher classification which may be extended for a length not to exceed an additional six months. The successful completion of this period should not be construed as creating a contract or guaranteeing employment.

Overtime

Hours worked in excess of forty (40) hours in a workweek by nonexempt staff. In compensation for hours of work, overtime compensation will conform to provisions of the Federal Fair Labor Standards Act.

Part-Time Employment

Work of less than forty (40) hours is not eligible for overtime compensation and will conform to provision of the Federal Fair Labor Standards Act.

Pay Differential

Hourly compensation in addition to salary for nonexempt employees in some positions with guaranteed hours.

Pay Status

On the active payroll of the Library District. Time during which an employee is excused from work because of holidays, sick leave, vacation leave, other paid leave, or compensatory time off will be considered as time worked for payroll purposes and will be counted, in addition to regular work hours, as compensated time for the purpose of computing a forty (40) hour workweek.

Payroll Period

A consecutive four-week period beginning on a the 21st through the 20th of the following month.

P.E.R.S.

An acronym for the Washington State Public Employees Retirement System which affects benefits.

Position Description

Written statements representing the level of skill and degree of responsibility, qualification, working conditions, and physical/mental requirements inherent in the position.

Promotion

Movement of a current employee to a position with a higher position classification and salary range.

Prorate

Compute percentage of benefits received by an employee less than forty (40) hours per week by using the ratio of regularly scheduled hours to forty (40) hours.

Qualified Individual

Referring to Americans with Disability Act, an individual with a disability who with or without reasonable accommodation can perform the essential functions of the employment position that the individual holds or desires.

Regular Employment

Granted to employees who have successfully completed the orientation/introductory after which they are eligible for vacation leave or leave of absence.

Regular Position

A position which was not created for a specified time period. It may be salaried, part-time or full-time.

Regularly Scheduled

The number of hours of work budgeted and scheduled for a position, exclusive of overtime.

Salaried Employment

Regularly-scheduled employment, eligible for employee benefits.

Salary Range

The minimum to maximum range of salary established for each position.

Salary Step

An incremental increase within a salary range of the salary scale.

Split Shift

A workday consisting of two separate periods of work, separated by any non-compensated time other than a normal meal period.

Standard Workweek

Forty (40) hours of work per workweek.

Supervisor

One who directly supervises the work of other employees.

Temporary Employment

Employment for full-time or part-time positions which are needed for only a limited duration (normally less than 3-6 months). Employees hired in temporary positions may be classified as exempt or non-exempt depending upon job responsibilities.

Terminal Leave

Use of accrued vacation, sick leave, or personal leave days after a terminating employee's last day of actual work.

Section 100.000: Definitions

Termination

Separation from employment, either voluntary or involuntary.

Transfer

Movement of a current employee to a different position within the same position classification or salary range.

Vacant Position

A position that is not currently filled by an employee, due to a new position, employment termination, or unpaid leave.

Workweek

A consecutive seven-day period from midnight Sunday through the following midnight Saturday, totaling 40 hours.

SECTION 200: EMPLOYMENT

Orig Date: 01/01/82

Last Rev: 04/14/98

Subsection .000: Employment

200.010 Employment - Director

The Director is appointed by the Board of Trustees and shall serve at its pleasure.

200.020 Employment - Other Staff

The Director is responsible for the employment and termination of all personnel, in accordance with policies established by the Board of Trustees.

200.030 Employment - Prohibition of Discrimination

The Stevens County Library District is an Equal Opportunity Employer. All employment, promotions and work assignments in the Library District shall be made on the basis of merit and fitness without regard to race, color, religion, ancestry, national origin, sex, age, marital status, availability for military service, or disability as defined by law.

200.040 Employment - Authorization to work in the United States

The Stevens County Library District shall follow the most recent regulations relating to the Immigration Reform and Control Act of 1986 published by the United States Immigration and Naturalization Service in making all employment decisions.

200.050 Nature of Employment

All employees of the Stevens County Library District are hired for an indefinite period of time. THE EMPLOYMENT RELATIONSHIP BETWEEN THE EMPLOYEE AND STEVENS COUNTY LIBRARY DISTRICT CAN BE TERMINATED BY THE EMPLOYEE OR THE DISTRICT WITHOUT NOTICE, AT ANY TIME, REGARDLESS OF THE TIME AND MANNER OF PAYMENT OF WAGES AND SALARY, WITH OR WITHOUT CAUSE. No library representative other than the Director has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

The Personnel Policies are a set of employment guidelines and not a binding contract. Stevens County Library District may modify any of the Policies at any time without prior notice.

SECTION 200: EMPLOYMENT

Orig Date: 08/06/1998

Last Rev:

Subsection .100: Employment - Hiring Procedure

200.100 Employment - Hiring Procedure

The Director is responsible for developing and implementing a hiring procedure in accordance with policies established by the Board of Trustees.

200.110 Employment - Duration

All employees are employed for no definite time period.

SECTION 200: EMPLOYMENT

Orig Date: 08/06/1998

Last Rev:

Subsection .200: Employment - Regular and Orientation/Introductory

200.200 Employment - Regular Positions - Orientation/Introductory Period

1. Those who are hired to fill a regular position shall serve an orientation/introductory period of approximately 1,040 hours (six months) of work for full-time positions and a prorated number of hours for part-time positions. This orientation/introductory period will provide the District with the opportunity to observe a new employee's work, to train and aid the new employee in adjusting to the position and to terminate any employee whose performance fails to meet required standards. It may be extended for up to an additional six months upon approval of the Director.

An employee is not eligible for vacation leave or a leave of absence during this orientation/introductory period, except as allowed by the Director. The term of a leave of absence will not apply to fulfilling the orientation/introductory period.

The successful completion of this period should not be construed as creating a contract or guaranteeing employment for any specific duration.

2. An employee who is transferred to a different position with substantially different duties but within the same position classification or who is promoted to a position with a higher classification shall serve an orientation/introductory period as described in (1) above. However, the employee will remain eligible for vacation leave and unpaid leaves of absence.
3. Each employee in the orientation/introductory period shall be evaluated after one, three, and six months of employment following normal District performance evaluation procedures. If the introductory/orientation period is extended, performance evaluation frequency during that time shall approved by the Director.
4. The employment status for an employee in the orientation/introductory period is moved to regular upon approval of the supervisor after successful completion of the six month orientation/introductory performance evaluation.

SECTION 200: EMPLOYMENT

Orig Date: 08/06/1998

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Subsection .300: Employment - Acting

200.300 Employment - Acting

1. Acting employment is short-term employment of a current employee in a position of a higher classification due to the absence of another employee.
2. Acting employment in a position of higher classification is authorized by the Director for a specified time period of not less than one month.
3. An employee shall not achieve regular employment status in the higher classification. Upon termination of the acting employment, the employee shall resume his/her regular position, employee benefits and salary, including salary step and benefit increments which may have accrued.
4. Refer to Policy 300.500 for compensation information.

SECTION 200: EMPLOYMENT

Orig Date: 08/06/1998

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Subsection .400: Employment - Temporary

200.400 Employment - Temporary

1. Temporary employment is limited-term employment of a non-employee to fill a position which is temporarily vacant or to fill a limited-term staffing need.
2. All temporary employment shall be for a time period specifically designated by the Director and may be extended beyond the designated time period only by the Director.
3. Normal District hiring procedures need not be followed in hiring temporary employees as temporary employment does not lead to regular employment status.
4. Temporary employees appointed for less than six complete months will be evaluated after two months service and upon termination from employment. Those appointed for a longer term will be evaluated according to normal District procedures.
5. A temporary employee shall receive the normal rate of pay for the position and those employee benefits required by law.
6. A temporary employee hired for 3-6 months in a 20-40 hour per week position will:
 - a. accrue sick leave.
 - b. participate in the Public Employees Retirement System if hired into an eligible position.
7. Temporary employees whose position is extended beyond six months or hired for six months or more will receive all other employee benefits appropriate to the position.
8. A temporary employee may be terminated with or without cause and without the right of hearing, after being given one full day's notice prior to the effective date of termination or equal pay in lieu of notice. An employment termination may be done at the option of the District at a date other than that stated when the employee was originally hired.

SECTION 200: EMPLOYMENT

Orig Date: 08/06/1998

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Subsection .500: Employment - Transfer of Present Employee

200.500 Employment - Transfer of Present Employee

1. If necessary for efficient operations, the District may transfer an employee to a different position of the same classification at the same or at a different location. An employee so transferred retains regular employment status, is not required to serve an orientation/introductory period and receives the same rate of pay and employee benefits.
2. An employee may request a transfer to a vacant position that is the same as that held but in a different location or having a different work schedule, or to a different position within the same classification.
 - A. The position's supervisor may accept a transfer request at his/her discretion.
 - B. A transfer within the same position title requires no orientation/introductory period and results in no change in pay rate or employee benefits.
 - C. A transfer to a different position title but within the same classification requires the employee to serve a normal orientation/introductory period but results in no change in pay rate or employee benefits.

SECTION 200: EMPLOYMENT

Orig Date: 08/06/1998

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Subsection .600: Employment - Promotion of Current Employee

200.600 Employment - Promotion of Current Employee

1. It is the policy of the Library District to encourage employees to apply for positions of a higher classification. Recognition is given to previous experience with the District when evaluating their applications against outside applicants.
2. The promotion of a current employee of the District to a new position with a higher classification shall be made at the step on the new salary range representing a five percent salary increase for the employee.
3. A current employee receiving a promotion shall serve an orientation/introductory period as described in Section 200.200, 2: Appointments - Regular Position - Orientation/Introductory Period.
4. For the effect of a promotion on employee anniversary dates, see Section 300.600: Salary - Anniversary Date.

200.610 Employment - Temporary Promotion

1. Current District employees may be temporarily promoted to a position of a higher classification which is temporarily vacant or to fill a limited-term staffing need.
2. All temporary promotions shall be for a time period specifically designated by the Director and may be extended beyond the designated time period only by the Director.
3. Normal District hiring procedures need not be followed in temporarily promoting an employee as temporary promotion does not lead to regular employment status.
4. The employee temporarily promoted to a new position with a higher classification shall be moved to the step on the new salary range which represents at least some increase for the employee; vacation accrual rate will be adjusted if the new position has a higher accrual rate.
5. An employee temporarily promoted to a position with a higher classification will have performance reviews at 1 and 3 months.
6. The temporary promotion will not affect the employee's anniversary date or ability to use accrued leave.

SECTION 200: EMPLOYMENT

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Subsection .650: Employment - Demotion of Current Employee

200.650 Employment - Involuntary Demotion

Circumstances under which an employee's position classification and salary range may be reduced include but are not limited to a change in position duties requiring a downward reclassification and transfer of an employee to a different position of a lower classification at the same or at a different location due to reorganization or reduction in force.

1. An employee so demoted retains regular employment status and is not required to serve an orientation/introductory period.
2. If an employee is being compensated at a rate of pay higher than the top step of the salary range for the reclassified or new position, the employee's salary will be frozen at that level until the salary level for that position has increased to an amount greater than the existing salary.

SECTION 200: EMPLOYMENT

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Subsection .700: Employment - Same Family

200.700 Employment - Same Family

It is the District's policy not to hire, transfer or promote relatives of employees into situations where the possibility of favoritism or conflict of interest might exist. Relatives are defined as immediate family to include: spouses, parents, grandparents, in-laws, brother, sisters, sons, daughters, or members of an employee's household.

Applicants will not be hired nor employees promoted or transferred into the same library, department or job under the following situations:

1. When one relative would have authority to supervise, promote, terminate or discipline the other.
2. When one relative would be responsible for reviewing and/or evaluating the work of the other.
3. When other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the District's interests and their own.

SECTION 200: EMPLOYMENT

Orig Date: 08/06/1998

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Subsection .810: Employment - Flexible Work Schedules (Flextime)

200.810 Flexible Work Schedules (Flextime)

1. When an employee and supervisor agree the employee's effectiveness at work will be maintained or improved, a request for a flexible work schedule may be approved if flextime is suited to the position and the department or library.
2. **WORK SCHEDULE WINDOW:** The director will approve a window of days and hours during which employees may schedule a flexible schedule, which may vary by facility. This window will consider employee safety and security issues.
3. **CORE TIME:** Supervisors may establish work hours when all employees in the department/library must be present unless on approved leave.
4. **WORKWEEK:** Employees are responsible for working their assigned hours each week, unless on approved leave. Part-time employees are not authorized to work more than forty hours in any week unless they are approved for overtime.
5. **ELIGIBILITY:** Flextime is not appropriate or feasible for all positions, libraries, or departments. Eligibility for flextime will depend upon an assessment of whether an employee's proposed work schedule will enable the employee to fully meet performance expectations. Employees in the orientation/introductory period will be required to work during the standard hours for the department or library.
6. **APPROVAL:** Flextime is extended as a privilege, the continuation of which depends on employee's meeting all job expectations while on the new schedule. The Manager/ Supervisor will approve schedule changes, the frequency with which employees can change schedules and the coordination of schedules within the department or library. Flextime arrangements may be revoked at any time if an employee's supervisor judges that an employee is not performing adequately or if flextime schedules interfere with productivity.

SECTION 300: COMPENSATION

Orig Date: 08/06/1998

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Subsection .000: Classification & Compensation

300.010 Classification and Compensation Plan

1. **POLICY STATEMENT:** It is the policy of the District to attempt to maintain an Employee Classification and Salary (Compensation) Plan designed to pay salaries that are equitable internally; that is, salaries which are in a proper relationship of worth to all other positions within the District. It is also the policy of the District to attempt to pay fair salaries which take into account comparisons with similar libraries, salaries in the local area for comparable positions, and the District's budget.

The necessity of changing an individual position's assigned classification, or of modifying the content of a position description or other elements of the plan may arise due to the assumption of new library services, the expansion or contraction of existing service, or changes in organization or operating methods.

Consequently, the plan and its application may be reviewed to verify the adequacy of position descriptions and to help assure that employees are properly classified.

2. **COVERAGE:** The plan consists of two compensation structures; a NONEXEMPT and an EXEMPT salary structure. Coverage under the plan includes all position classifications established by the District.
3. Provision of the plan relating to exempt and non-exempt positions, minimum wages paid, hours worked, and overtime compensation shall comply with the Federal Fair Labor Standards Act and related Department of Labor regulations.

300.020 Classification & Compensation Plan - Administration

1. **ADMINISTRATIVE PROVISIONS:** The administration of this plan is the responsibility of the Library Director as established and authorized by action of the District Board of Trustees and will be administered in accordance with the spirit and intent of the Employee Classification and Salary Plan.

Supervisors have the authority to recommend to the Library Director the actual salary to be paid an employee within the procedures, guidelines and plans set forth in this policy provided such recommendation is based on the actual job responsibilities being performed by the employee and on the individual's performance, ability, experience and other relevant qualifications.

2. **EMPLOYEE RECLASSIFICATIONS:** It is the Director's responsibility to assure that each employee is properly classified and receiving the proper salary. When an employee is reassigned to and working a majority of the time in a higher, lower, or otherwise different classification than that in which presently classified, a request for reconsideration of classification will be initiated by the employee and supervisor, and decided upon by the Director.
3. When a position is reclassified, the salary shall be at the first stop on the new range which represents a five percent salary increase for the employee. If, in the judgment of the Director, duties and responsibilities of the reclassified position warrant, reclassification at a higher step within the new salary range may be recommended.

3. POSITION DESCRIPTION CHANGES: When the duties and responsibilities in any position change significantly, the position description will be revised accordingly and the position considered for reclassification into the appropriate salary range—up or down.

It is the responsibility of the supervisor to contact the Director to request the position classification be reconsidered.

The Director will have final approval for all position description changes involving a reclassification of the position to a new salary range.

SECTION 300: COMPENSATION

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Subsection .100: Salary

300.100 Salary - Entrance

New employees normally will be hired at STEP A of a particular classification. However, with prior approval of the library Director, a new employee may be hired at a salary above STEP A when experience, training, or proven capability warrant or when employment market conditions require a higher starting salary.

300.110 Salary - Exempt - Compensation

1. Full-Time: A full-time employee's compensation is based upon the salary step attained on the salary range established for the position and is computed on a monthly salary.
2. Part-Time: Part-time employees will not be classified as "exempt."

300.115 Salary - Nonexempt - Compensation

1. Full-Time: A full-time employee's compensation is based upon the payroll period's compensated time and the salary step attained on the salary range established for the position.
2. Part-Time: A part-time employee's compensation is prorated based upon the ratio of hours of compensated time to those required for full-time employment for the same position and salary step attained on the salary range established for the position.

SECTION 300: COMPENSATION

Orig Date: 08/06/1998

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Subsection .200: Salary - Overtime Compensation

300.200 Salary - Overtime Compensation

1. Overtime must be approved in advance by the Director, except for emergencies. In the case of an emergency, notification must be not later than the following working day.

Overtime shall be paid in accordance with the Federal Fair Labor Standards Act (FLSA) and Department of Labor regulations. Should any part of this policy be in conflict with the overtime payment provisions of the FLSA, then the FLSA will prevail.

2. Definitions used to determine overtime:
 - A. Full-Time Employees: Overtime for full-time employees shall be considered as those hours worked in excess of 40 hours per workweek.
 - B. Time off for holidays, vacation, illness, or other paid leave will be counted as compensated time each week for payroll purposes but shall not be counted as hours worked for overtime pay computation.
3. Compensation:
 - A. Overtime compensation pay rates for nonexempt employees are based upon the actual hours worked. When more than 40 hours are actually worked during a workweek, the rate of pay for overtime shall be one and one-half times the regular rate.
 - B. Part-time employees will be compensated for time worked over their regular scheduled hours up to 40 hours per week at straight time. Time worked over 40 hours in a week will be compensated at the rate of time and a half.
 - C. Exempt employees are designated as working a non-standard workweek and are exempt from this section and the Fair Labor Standards Act overtime pay provision.

SECTION 300: COMPENSATION

Orig Date: 08/06/1998

Last Rev:

Subsection .300: Exempt Classifications Compensatory Time, Terminal Pay

300.300 Exempt Classifications Definitions as stated in the Fair Labor Standards Act

1. Executive Exempt
 - a. Primary Duty: Manages a department or enterprise 50% or more of the time.
 - b. Supervision: Customarily and regularly directs work of two or more employees.
 - c. Authority: Has the authority to hire or fire or recommend hiring and firing; or whose recommendations on these and other actions affecting employees is given particular weight.
 - d. Discretion: Must customarily and regularly exercise discretionary powers.
 - e. Nonexempt work: Must be less than 40% of the weekly hours.
2. Administrative Employees
 - a. Basic Definition: In order for an employee to be employed in a bona fide administrative capacity, all the following tests must be met:
 - (1) Primary Duty (generally 50% or more of time): Performs office or non manual work relating to management policies or general business operations of the employer or the employer's customers, or regularly and directly assists a proprietor or an executive or administrative employee, or works under only general supervision along specialized or technical lines, requiring special training, experience, or knowledge, or executes, under only general supervision, special assignments and tasks;
 - (2) Discretion: Customarily and regularly exercises discretion and independent judgment, as distinguished from using skills and following procedures, and must have the authority to make important decisions; and
 - (3) Nonexempt Work: Nonexempt work performed by administrative employees in retail or service establishments must be less than 40% of their weekly hours; for other establishments, nonexempt work performed by administrative employees is limited to 20% of their weekly hours.
3. Professional Employees

This exemption includes the learned, the artistic, and the teaching professions. A professional employee must meet all these tests to be exempt:

 - a. Basic Definition
 - (1) Primary Duty (generally 50% or more of time): Performs work requiring knowledge of an advanced type in a field of science or learning, customarily obtained by a prolonged course of specialized instruction and study; or work that is original and creative in character in a recognized field of artistic endeavor and the result of which depends primarily on the employee's invention, imagination, or talent; or teaches, tutors, instructs, or lectures in the activity of imparting knowledge and is employed and engaged in this activity as a teacher certified or recognized as such in the school system or institution by which he or she is employed; or
 - (2) Other Duties: Performs work predominantly intellectual and varied (not routine) which cannot be standardized in point of time; and
 - (3) Discretion: Consistently exercises discretion and judgment; and

Section 300.300 Exempt Classifications, Compensatory Time, Terminal Pay

- (4) Nonexempt Work: Limited to 20% of a professional employee's weekly hours worked.

300.310 Compensatory Time

Exempt employees normally work a forty (40) hour workweek/one-hundred-sixty (160) hours per pay period. However, from time to time, exempt staff members may be required to work additional hours to complete their assigned duties and responsibilities. Exempt employees will receive "compensatory time off" at the rate of one hour off for each hour worked in excess of one-hundred-eighty (180) hours worked in a pay period. Such compensatory time may be taken in forty (40) or less hour increments with the advance approval of the supervisor and may be used as an additional holiday, to extend a vacation, etc. Compensatory time may not be carried over from one calendar year to the next, and employees will not be paid for unused compensatory time at the time of termination of employment.

An exception to the one-hundred-eighty (180) hours compensatory time benchmark is holiday time. When exempt employees work on a holiday they may take compensatory time for the entire time worked.

300.320 Salary Reduction Guidelines for Exempt Employees

Employees exempt from the overtime requirements of the Fair Labor Standards Act shall not have their predetermined salary reduced during a workweek in which they performed any work except for major violations of safety rules of major significance intended to prevent serious danger to the workplace, to other employees, or to the public. Accrued sick leave and vacation or personal leave time will be used for absences of a day or more. Exempt employees will not have their salaries reduced for less than a full day absence.

300.330 Compensatory Time - Terminal Pay

Upon resignation or termination, an exempt employee shall not be entitled to any payout of unused Compensatory time.

SECTION 300: COMPENSATION

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Subsection .400: Compensation for Work-Related Travel

300.400 Compensation for Work-Related Travel

Each employee is expected to travel to and from the regularly-assigned worksite for a normal workday and workweek with no payment for travel. Other work-related travel approved by the supervisor will be compensated as follows:

1. Employees traveling for business purposes during a workday will be paid their normal salary for travel time within the workday.
2. Employees who are required to routinely travel between facilities on District business and use their personal vehicles will receive a monthly mileage allowance. The monthly allowance will be based upon actual monthly mileage which is reported at least two times per year.

300.410 Compensation for Approved Meeting, Conference, Workshop Time

1. Approved attendance at meetings, conferences, workshops, etc., is considered an employee's worktime and will be calculated as the actual time spent in attendance. If the activity is within the county, travel time will be allowed and compensated as defined in section 300.400. If the activity is outside the county, nonexempt employees will be compensated for actual travel time in accordance with Fair Labor Standards Act regulations.
2. Such approved attendance should be scheduled into the normal workweek so overtime compensation (see Section 300.200: Salary - Overtime Compensation) is not required.

SECTION 300: COMPENSATION

Orig Date: 08/06/98

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Subsection .500: Salary - Acting Employment

300.500 Salary - Acting Employment

An employee accepting acting employment shall be paid and receive employee benefits based upon the salary range to which the position is assigned, at the first step which represents a five percent salary increase.

SECTION 300: COMPENSATION

Orig Date: 08/06/98

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Subsection .600: Salary - Anniversary Date

300.600 Salary - Anniversary Date

The employee's anniversary date is the date on which an employee began his/her most recent continuous term of employment within a position classification, except for unpaid leaves of absence (see Section 300.610, below).

300.610 Salary - Anniversary Date - Leave Without Pay

Following leave without pay, an employee's anniversary date will be determined as follows:

1. Leave without pay of five working days or less - anniversary date stays the same.
2. Leave without pay for more than five working days - anniversary date is advanced in an amount equal to the duration of the leave, in accordance with Section 300.600, Salary - Anniversary Date.

300.620 Salary - Step Advancement on Anniversary Date

1. Progression beyond STEP A will normally occur annually upon the satisfactory completion of the associated performance evaluation with the increase effective on the anniversary date of employment in the employee's present position.
2. Employees at the maximum step of a salary range will receive no additional step increases and will not advance to a higher salary range.
3. The step increase shall be effective for the complete payroll period in which the anniversary date occurs.

SECTION 300: COMPENSATION

Orig Date: 08/06/98

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Subsection .700: Salary - Promotion

300.700 Salary - Increase on Promotion

Upon promotion to a position assigned to a higher classification, the employee shall be placed at the step of the new salary range which results in a salary increase of at least five percent.

300.710 Salary - Anniversary Date - Promotion

Upon promotion to a position with a higher classification, the employee's anniversary date will be changed to the date at which the promotion is effective, according to section 300.600, Salary - Anniversary Date. Step increases will occur annually on the new anniversary date.

300.720 Salary - Concurrence of Promotion & Anniversary Date

When the date of promotion and the anniversary date coincide, the step increase, if applicable, shall be paid prior to the promotional increase. (See 300.620, item #3).

SECTION 300: COMPENSATION

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Subsection .800: Employee Benefits

300.800 Employee Benefits - Eligibility

All employees shall be eligible for employee benefits and leave (See Section 400) as approved by the Board of Trustees based on position status and number of regularly-scheduled work hours.

BENEFIT	POSITION STATUS NEEDED FOR ELIGIBILITY	MIN # OF SCHEDULED HOURS PER WEEK NEEDED FOR ELIGIBILITY
Social Security	Any	Any
Industrial Insurance	Any	Any
Dental Insurance	New or Promoted Employee during Orientation/Introductory Period Regular, Acting	20
Medical Insurance	New or Promoted Employee during Orientation/Introductory Period Regular, Acting	20
Vacations	Regular/Promoted/Acting	Any
All Other Paid Leaves (Sec. 400)	New or Promoted Employee Orientation/Introductory Period Regular, Acting	Any
Retirement	Any	Determined by P.E.R.S Requirements
Unemployment Comp	Any	Determined by State Requirements

300.810 Employee Benefits - Paid - Computation

1. Full-time employees shall have the maximum amount of all approved employee benefits paid by the District.
2. Part-time employees shall receive paid employee benefits computed at the ratio of hours worked to those required for full-time employment, except those for which vendors have other requirements.
3. Only the employee's benefits shall be paid by the District. If an employee wishes to provide coverage for a dependent and a vendor allows coverage, such coverage shall be at the employee's cost.

300.820 Employee Benefits - Post-Termination

Under provisions of the Congressional Omnibus Budget Reconciliation Act of 1986, employees and/or spouses and dependents of employees may continue to purchase medical insurance coverage after they have left Library District employment or after divorce or separation from the employed spouse.

SECTION 300: COMPENSATION

Orig Date: 08/06/98

Last Rev:

Subsection .850: Pretax Medical and Dental Benefit Plan

1. DEFINITIONS

The following definitions shall apply to the Stevens County Rural Library District's Pretax Medical and Dental Plan:

- 1.1 "Benefit Election Form" shall mean the form provided by the Plan Administrator to Employees for the purpose of joining the Pretax Benefit Plan.
- 1.2 "Benefit Election Period" shall also mean the month of open enrollment during each Plan year subsequent to the year of hire. Benefit Election Period shall also include the normal orientation/introductory period following employee's date of hire.
- 1.3 "Compensation" shall mean an Employee's basic salary, overtime, and paid leave.
- 1.4 "Insurance Plan" shall mean the Stevens County Rural Library District's medical and dental insurance plans which are available to employees.
- 1.5 "Plan Administrator" shall mean the person or persons responsible for the administration of the insurance plan.
- 1.6 "Plan Year" shall mean the twelve-month period beginning January 1 and ending December 31.

2. ELIGIBILITY

- 2.1 Employees shall be eligible to participate in the pretax Benefit Plan commencing on the date the Employee becomes eligible for coverage under the Insurance Plan and ending on the earlier of the date the employee ceases to be eligible or terminates employment..

3. PARTICIPATION

- 3.1 Each employee who is eligible for medical and dental insurance coverage may participate in the Pretax Benefit Plan by completing a Benefit Election Form within the Benefit Election Period.
- 3.2 A Benefit Election Form once filed will remain in effect until the earlier of (a) the Employee's ineligibility for coverage under the Insurance Plan for whatever reason; and (b) the filing of a new Election Form. An Election made (or deemed made) is irrevocable for the Plan Year. Changes can be made by reason of if there are changes in an employee's family status which include but are not limited to birth of a child, marriage, and divorce and are allowable under the District's medical and dental insurance plans.
- 3.3 The Employee's election shall state whether s/he shall participate in the Insurance Plan as Employee; Employee and Spouse; Employee, Spouse, and Children; or Employee and Children. The premium shall reduce the Employee's Compensation throughout the Plan year by allowing employees to pay for medical and dental premiums with pre-tax dollars.
- 3.4 If no Benefit Election Form is filed by the Employee, the Employee shall be deemed to have not accepted the Pretax Benefit Plan.
- 3.5 An Election Form shall become effective for the Plan Year (or remainder of the Plan Year) following the end of the Benefit Election Period. If a change is made as provided in section 3.2, it will be effective on the first day of the month following the filing receipt of the new Benefit Election Form.

Section 300.850: Pretax Medical and Dental Benefit Plan

4. BENEFITS

- 4.1 The Pretax Benefit Plan's nontaxable benefit shall be the portion of the Employee's total cost of coverage of the Insurance Plan allocated to Employees in accordance with normal personnel practices in effect during the Plan Year.
- 4.2 Compensation for employees participating in the Insurance Plan shall be reduced by the amount of premium costs of the Insurance Plan(s). The maximum benefit available to an Employee will be the sum of monthly premium costs attributable to family coverage while eligible.

5. ADMINISTRATION

- 5.1 The Plan Administrator shall have general responsibility for the administration and interpretation of the Pretax Benefit Plan.
- 5.2 The Plan Administrator shall establish procedures and provide for the keeping of records of all actions taken in accordance with his/her duties.
- 5.3 The duties, claims determinations, and liability of the Plan Administrator shall be determined by the terms of the Insurance Plan.

6. AMENDMENT AND TERMINATION

- 6.1 The District's Board of Trustees reserves the right at any time to amend, suspend, or terminate the Pretax Benefit Plan, in whole or in part and for any reason, and to adopt any amendment or modification thereto.

7. GENERAL LIMITATIONS AND PROVISIONS

- 7.1 Nothing contained in the Pretax Benefit Plan shall give any Employee the right to be retained in the employment of the Employer or affect the right of the Employer to dismiss any Employee. The adoption and maintenance of the Pretax Benefit Plan shall not constitute a contract between the employer and any Employee for consideration for, or an inducement to or condition of, the employment of any Employee.
- 7.2 All notices, statements, reports, and other communications from the Plan Administrator to any employee or other person required or permitted under the Pretax Benefit Plan shall be deemed to have been duly given when delivered to, or when mailed by first-class mail postage at his address last appearing on the records of the Plan Administrator.
- 7.3 The Pretax Benefit Plan and all rights thereunder shall be governed by and construed in accordance with the laws of the State of Washington and the United States.

Attachment:

IRS Code Section 125 Election Form for the Medical and Dental Pretax Benefits Plan

Stevens County Rural Library District
IRS CODE SECTION 125 ELECTION FORM
FOR THE MEDICAL AND DENTAL PRETAX BENEFITS PLAN

I, _____,
(employee)

___ do authorize and direct

___ do not authorize

Stevens County Rural Library District to reduce my salary in the amount necessary to pay for my medical and dental insurance premium payroll deductions. Such reductions considered as elective contributions under the Plan, shall commence with my paycheck dated _____. I further authorize additional reductions in the event that the cost of coverage under any insurance is increased during the Plan Year.

The selection will remain in effect until a subsequent election form is filed.

I understand that a selection on this form does not necessarily include me for coverage under any insurance. In most instances an application for insurance must also be completed.

This election form will remain in effect and cannot be revoked or changed during the Plan Year, unless the revocation and new election are on account of and consistent with a change in family status (e.g., marriage, divorce, death of spouse or child, birth or adoption of child, and termination of employment of spouse).

Date: _____ Signature of
Employee: _____

Social Security Number: _____

Date: _____ Accepted by
Employer: _____

Note: All Capitalized terms are defined in the PLAN documents.

SECTION 400: LEAVE

Orig Date: 08/06/98

Last Rev:

Subsection .000: Holidays

400.010 Holidays - Designation

Holidays designated by the Board of Trustees are:

NEW YEAR'S DAY	January	01
MEMORIAL DAY	May	Last Monday
INDEPENDENCE DAY	July	04
LABOR DAY	September	First Monday
THANKSGIVING DAY	November	Fourth Thursday
CHRISTMAS DAY	December	25
PERSONAL HOLIDAYS (5)	Employee Requests	Dates

400.015 Personal Holidays

1. An employee may select five (5) personal holidays each calendar year and the supervisor may grant the days provided the number of employees selecting a particular day off does not prevent the District from providing an adequate level of service.
2. The personal holidays must be taken during the calendar year or entitlement to the days will lapse.
3. The entire personal holiday must be taken on one day and cannot be taken a few hours at a time.
4. An employee who is eligible to take a personal holiday and who terminates employment will be given credit for personal holidays according to length of employment. An employee who has already taken a greater than allowable number of personal holidays, as of the termination date, will have his/her final paycheck reduced by the amount paid for the excess personal holidays.

400.020 Holidays - Observance

1. Holidays designated by the Board of Trustees will be observed by the Stevens County Rural Library District.
2. Whenever a holiday falls on a Sunday, the following Monday will be observed as a holiday.
3. Other Religious Holidays: Time off for individuals to observe religious holidays may be granted at the discretion of the Director upon request of the employee. Personal holidays or vacation leave must be used for this purpose.

400.025 Holidays - Compensation - Accrual

It is the intent of this section to insure that every eligible employee enjoys the benefits of time off for holidays observed by the Library District.

1. All eligible employees shall be compensated for designated holidays on a prorated basis, with eight hours allowed for a full-time position.

If an employee is scheduled to work on a holiday and the employee's compensated time with holiday time exceeds the number of regularly scheduled workweek hours, the excess compensated time, up to the amount allowed for a designated holiday, will be added to the Section 400.000: Holidays accumulated vacation leave.

400.030 Holidays - Occurring During Paid Leave

A holiday occurring during an employee's vacation, sick leave, or other paid leave, shall be considered as holiday time and shall not be charged against that employee's accrued paid leave, EXCEPT when such holiday occurs during terminal leave.

SECTION 400: LEAVE

Orig Date: 08/06/98

Last Rev:

Subsection .100: Vacation Leave

400.100 Vacation Leave - Accrual

1. Full-Time: Full-time employees who are in pay status for fifty percent or more of a payroll period shall be credited with the following rates of vacation leave:
 - A. Exempt employees shall begin accruing vacation at the rate of 15 days (120 hours) per year prorated over all payroll periods to the nearest one-hundredth of an hour. An additional ½ day (4 hours) of vacation leave per year shall be accrued for each year of employment to a maximum rate of 22 days (176) hours per year.
 - B. Nonexempt employees shall begin accruing vacation at the rate of 12 days (96 hours) per year prorated over all payroll periods to the nearest one-hundredth of any hour. An additional ½ day (4 hours) of vacation leave per year shall be accrued for each year of employment, to a maximum rate of 20 days (160 hours) per year.
2. Part Time: Vacation leave for all part-time employees shall be allowed under the same conditions as for full-time non exempt employees and shall be accrued and computed on a prorated basis based upon the regular weekly hours. Additional vacation leave is not earned for “extra” or “substitute” hours which a part time employee may work.
3. Employees Who Do Not Accrue Vacation: Employees with temporary appointments of less than six months shall not be eligible to accrue vacation leave.
4. Posting: Vacation Leave will be posted to an employee’s account at the end of each payroll period in which the vacation hours are earned.
5. Maximum Accrual:
 - A. The maximum accrual of vacation hours for a full-time employee shall be 240 hours. The maximum accrual for part-time employees shall be prorated based upon regularly scheduled hours for the position. The maximum accrual will be reviewed on the employee’s anniversary date. If the accrued vacation leave is beyond the maximum allowed by regularly scheduled weekly hours, the balance will be decreased to the allowable maximum and the employee will not be compensated for the extra hours.
 - B. Employees may have administratively approved vacation accruals which exceed the maximum accrual for their current regularly scheduled weekly hours at the time of annual review due to a change in their schedule, reduction of regularly scheduled weekly hours, or inability to take vacation leave due to an administrative request. The employee will have one (1) year from the date of the personnel action to reduce the leave accrual to the maximum accrual for their current regularly scheduled weekly hours.
6. Vacation leave hours shall continue to accrue during the time an employee is absent on any paid leave or compensatory time off but shall not accrue during leave without pay.

Section 400.100: Vacation Leave

400.105 Vacation Leave - Accrual - Hire Date - Anniversary Date

1. The date for beginning vacation accrual and accrual advancement will be the hire date.
2. If the employee was hired in a position not eligible for vacation benefits and is promoted or transferred to a position eligible for vacation benefits, the date for beginning vacation accrual will be the anniversary date for the new position.
3. If any employee is promoted or transferred to a position with a higher vacation accrual rate, the anniversary date will change and the new anniversary date will then be used to determine vacation accrual.
4. If the employee is transferred or demoted to a position with a lower vacation accrual rate, the anniversary date will change and the new anniversary date will then be used to determine vacation accrual.
5. Vacation accrual rate shall advance, on an annual basis, to the next increment for the full payroll period in which the employee's hire or anniversary date occurs, which ever is appropriate until the maximum accrual rate for the position is reached.

400.110 Vacation Leave - Allowance

1. Delayed Use: No employee shall use or be compensated for earned vacation leave until satisfactory completion of the orientation/introductory period and appointment to regular employment status. EXCEPT
 - A. Employees in both orientation/introductory period and regular employment status may use vacation leave which has accrued as compensation for holiday time as soon as it has been earned.
 - B. Employees who are in an orientation/introductory period because of a transfer or promotion may use accrued vacation leave.
2. Vacation leave may be used in minimum units of one hour.
3. See also the section of this policy titled "Sick Leave - Allowance" (Section 400.210).
4. See also the section of this policy titled "Leave Without Pay" (Section 400.500).
5. See also the section of this policy titled "Holidays - Occurring During Paid Leave" (Section 400.030).
6. See also the section of this policy titled "Leave Due to Inclement Weather" (Section 400.320).
7. See also the section of this policy titled "Military Training Leave - Paid" (Section 400.315).

400.120 Vacation Leave - Reporting

1. All requests for regular vacation leave shall be made in writing to the supervisor and must be approved in advance of the effective date.
2. In granting requests for vacation leave, the supervisor shall give due regard to the needs of the employee, but may not be able to grant the vacation leave dates requested by an employee due, for example, to staffing needs.

400.130 Vacation Leave - Terminal

When an employee separates from employment by reason of resignation, layoff, dismissal, retirement, or death, unused accrued vacation shall be compensated by a single payment up to the maximum accrual for their regularly scheduled weekly hours. NOTE: The maximum accrual is 240 hours for a full time employee: EXCEPT, that any employee who terminates employment before the expiration of the orientation/introductory period shall not be compensated in either

payment or time off for accrued vacation leave. Vacation leave which has accrued as compensation for holiday time shall be compensated by a single payment.

SECTION 400: LEAVE

Orig Date: 08/06/98

Last Rev:

Subsection .200: Sick Leave

400.200 Sick Leave -Accrual

1. Full-Time: 12 days/96 hours of sick leave will be granted each year. Sick leave is accrued each payroll period in which an employee (except a temporary employee employed for less than three months) is in pay status for the complete payroll period.
2. Part-Time: Sick leave for salaried part-time employees (except temporary employees employed for less than three months) will be allowed under the same conditions as for full-time employees and will be prorated.
3. Nonaccrual: Employees with temporary appointments of three months or less will not be eligible for sick leave.
4. Posting: Sick leave will be posted to an employee's account at the end of each payroll period in which the sick hours are earned.
5. Maximum Accrual: There will be no maximum accrual of sick leave hours. However, payment for accrued sick leave upon termination or retirement will be computed using a maximum accrual of 960 hours for full-time employees and the appropriate prorated amount for part-time employees.
6. Sick leave hours will continue to accrue during the time an employee is absent on any paid leave or compensatory time off, but will not accrue during leave without pay.

400.210 Sick Leave - Allowance

1. First Use: Sick leave may be used after completion of the first payroll period in which an employee has been in full pay status.
2. Sick leave with pay will be granted to the extent of accumulated hours when an employee is required to be absent from work for one of the following reasons:
 - a. Injury, illness, medical or dental care of the employee.
 - b. Injury, illness, medical or dental care of the employee's immediate family members. Family members are defined as spouses, parents, grandparents, in-laws, brothers, sisters, sons, daughters, or members of an employee's household.
 - c. Disability of the employee, including disability due to pregnancy or childbirth, or for a father to attend to his wife or children while the mother is disabled due to pregnancy or childbirth.
3. If an employee is absent for illness in excess of the employee's accrued sick leave, the excess will be charged to the following in the order listed:
 - a. Any earned compensatory time.
 - b. Any accrued vacation leave.
 - c. Leave without pay. (see Family and Medical Leave Policy: Section 400.610-640)
4. Sick leave may be used in minimum units of one hour.

Section 400.200: Sick Leave

5. See also the section of this policy titled "Holidays - Occurring During Paid Leave" (Section 400.030).
6. See also the section of this policy titled "Bereavement Leave - Allowance" (Section 400.310).

400.220 Sick Leave - Workmen's Compensation - Adjustments

1. An employee will file an application for workmen's compensation in accordance with state law for a period of absence from work due to injury or occupational disease resulting from Stevens County Library District employment.
2. An employee may elect to receive only time loss compensation rather than utilize any available sick leave.
3. Should an employee elect to receive both time loss compensation and paid sick leave, sick leave may be used only to the following extent: total number of hours which would have been charged to sick leave, minus the number of workmen's compensation fund hours paid, so that compensation per day does not exceed normal compensation.
4. If any employee has no sick leave accumulated, the words "vacation leave" may be substituted for "sick leave" above.
5. Until eligibility for workmen's compensation is determined by the Department of Labor & Industries, the Library District may pay full sick leave and vacation leave only to the extent that the employee has accumulated such hours.

400.230 Sick Leave - Reporting

1. An employee will report sick leave as follows:
 - a. The absence will be reported to the employee's supervisor at the beginning of the absence.
 - b. Employees should be advised to contact the Director to determine if employee absence qualifies for Family or Medical leave.
2. If any employee's use of sick time does not seem justified, the District may require a medical certificate from a licensed physician explaining the reason for the absence and certifying that the employee is able to resume work.

If the employee has been hospitalized or absent from work in excess of three consecutive working days, the employee may be required to provide his/her supervisor with information including but not limited to (1) a doctor's certification regarding the employee's inability to work and the anticipated period of recovery to verify eligibility for sick leave benefits and/or leave of absence status; (2) a doctor's certification regarding the employee's continuing inability to work and status on a reasonable basis but no more often than every thirty (30) days; (3) a written statement from the employee confirming the employee's intent to return to work; and (4) a doctor's certification that the employee is able to return to work and specifying any limitations imposed. The District may, at its own expense, require a second opinion from a physician or health care provider of its own choosing to verify the employee's inability to work or the employee's ability to return to work or the nature of limitations imposed.

Section 400.200: Sick Leave

3. Misrepresentation of any material fact in connection with paid sick leave by any employee may result in suspension or discharge by the Director.
4. If an employee has a short-term disability and is ready to return to work, the District may require a medical certificate from a licensed physician certifying the employee is able to work in his/her

assigned position without accommodation. If accommodation is required, see District policy Section 600.010-030.

400.240 Sick Leave - Rate of Pay

Employees using sick leave hours will be paid their normal rate of pay while on sick leave only to the extent that such sick leave hours have been accumulated.

400.250 Sick Leave - Terminal Pay

1. Accrued sick leave will be paid upon voluntary resignation or layoff to an employee who has a minimum of thirty-six (36) full months of paid Library District employment preceding such termination and meets the following conditions:
 - a. The minimum employment period was continuous and unbroken by resignation, layoff, retirement, or dismissal.
 - b. An unpaid leave of absence neither breaks the continuous employment period nor applies toward the minimum.
2. With at least three (3) years, but less than fifteen (15) years service, compensation will be given for 33.3% of accrued sick leave up to 960 hours. With at least fifteen (15) years service, compensation will be given for 50% of accrued sick leave up to 960 hours.
3. The entire payment will be made at one time and will not be carried through to subsequent pay periods.

400.260 Sick Leave - Reimbursement - PERS Retirement

1. If retiring, as defined by the Washington Public Employees Retirement System, employees will receive compensation for unused, accrued sick leave in a manner that does not result in excess compensation as defined by RCW 41.50.150 "Payment of Excess Compensation" and House Bill 1102 (Chapter 221, Laws of 1997).
2. Compensation for those in PERS PLAN I will be given as follows:
 - a. Payment will be made on the percentage basis described in Paragraph 2, section 400.250 (above), in a single payment with the last paycheck for that portion of unused sick leave earned outside of the twenty-four (24) consecutive month period used by the Department of Retirement Systems to calculate average final compensation (AFC) for pension purposes.
 - b. Using a "first in, first out" basis from the beginning of employment, that portion of unused sick leave earned during the twenty-four (24) consecutive month period used to calculate the AFC will be used as paid leave on the percentage basis described in Paragraph 2, section 400.250 (above).
 - c. The earned paid leave will be taken immediately preceding the employee's termination date. The employee's actual retirement date will be at the conclusion of the paid leave. During this leave, the employee will receive all benefits but will not accrue vacation or further sick leave.

Section 400.200: Sick Leave

-
3. For those in PERS PLAN II, compensation for all unused sick leave will be made on the percentage basis described in Paragraph 2, section 400.250 (above), in a single payment with the last paycheck.

400.270 Maternity Leave

Employees will be granted leave for absences associated with pregnancy or childbirth. A pregnant employee may work as long as, and return as soon as, her doctor states she may work.

Following delivery, the employee must have a written authorization from her physician stating that she is able to resume working. An employee on maternity leave is required to first use available paid sick leave and, second, available vacation pay. Any additional leave required, if any, will be unpaid. Maternity leave may also fall under FMLA (Family and Medical Leave Act: see Policy 400.600). Maternity leave will be allowed as follows:

1. For time off prior to delivery requested in conjunction with a doctor=s statement indicating inability to work; and
2. For time off following delivery not to exceed six (6) weeks unless additional time is requested and supported with a doctor=s statement indicating inability to work.

The employee=s physician=s statements will be used in determining the beginning and ending dates of the period of time that the employee is sick or temporarily disabled, i.e., unable to work, because of pregnancy or childbirth. Leave in excess of six (6) weeks following childbirth will be granted only when the period of actual disability (inability to work) relating to childbirth extends beyond six weeks. In that case, leave will continue until the end of the actual period of disability. If the employee returns to active, full-time employment at the end of the six weeks of leave or at the end of the actual period of disability relating to childbirth, if that extends beyond six weeks, the employee will be permitted to return to the same job, or similar job of at least the same pay. Business necessity may require departure from this policy. If the employee elects leave for longer than the actual period of disability, and that leave extends beyond six weeks after childbirth, the employee=s return to employment will be at the District=s sole discretion.

Maternity leave requires a letter of intent be given to the employee=s supervisor stating: (1) At what point in the pregnancy the employee intends to stop working; and (2) whether the employee plans to return to work following the baby=s birth and, if so, when she will return. This allows a structured time frame for the employer to schedule for a replacement. The letter of intent should be submitted not later than the beginning of the sixth month of pregnancy.

SECTION 400: LEAVE

Orig Date: 08/06/98

Last Rev:

Subsection .300: Other Paid Leave

400.300 Jury Duty Leave

1. The Director may authorize leave with pay to permit an employee to serve as a member of a jury.
2. An employee who receives compensation for such duties shall be paid by the District only in the amount which represents the difference between the employee=s regular salary and the compensation received for time absent, unless an employee performs his/her regular duties. The employee may retain any travel reimbursement.

400.305 Bereavement Leave

1. Upon the death of the spouse, father, mother, foster parent, guardian, brother, sister, child, foster child, grandparents, grandchildren, or household member of the employee, or the death of relatives (as previously mentioned) of the spouse of the employee, a maximum of thirty-two (32) hours (equivalent to four 8-hour working days) of bereavement leave may be used, subject to the approval of the supervisor.
2. This leave may be extended by use of accrued vacation or sick leave.

400.310 Military Training Leave

1. Partially paid leave, not to exceed fifteen (15) calendar days in any one calendar year shall be allowed an employee ordered to active duty training in:
 - a. Any National Guard unit.
 - b. United States Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve.
2. Such leave shall be in addition to any vacation leave to which an employee might otherwise be entitled.
3. An employee who receives cash compensation for such duties from the military shall be paid by the Library District only in that amount which represents the difference between the employee=s regular salary and the compensation received for the time absent, unless the employee also performs his/her regular duties. The employee shall retain travel reimbursement, if any, received from the military unit.

400.315 Leave Due to Inclement Weather or Other Conditions

1. Absence due to an employee=s inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather, or any natural disaster shall be made up during the same work week with the permission of the supervisor or taken as vacation leave, EXCEPT:
2. If District facilities are closed because of any of the above conditions, in accordance with District policy, regularly scheduled employees shall be paid for the time they were scheduled for work during the closure to a maximum of three (3) calendar days.

SECTION 400: LEAVE

Original Date: 08/06/98

Last Rev: 06/19/14

Subsection .400: Rest Periods & Meal Breaks

400.400 Rest Periods

Each non-exempt employee must take one fifteen (15) minute rest period for each four (4) hours worked. Exempt employees are also entitled to a similar rest period but are not required to take them. Rest periods must be scheduled as near as possible to the midpoint of the work period, unless the nature of the employees work allows intermittent rest periods equal to 15 minutes during each four hours of work.

Employees may be called back to duty while on a rest period or intermittent break. If this happens, they must resume their break time at a less-busy moment, such that the total of break time in four hours of work totals fifteen (15) minutes.

Rest periods are intended to serve as a break in the workday and thus are not cumulative and cannot be used to shorten the normal workday.

400.401 Meal Breaks

- a. No non-exempt employee shall be required to work more than five (5) consecutive hours without taking an unpaid meal break of thirty (30) minutes, during which the employee is relieved from duties, unless the employer requires the employee to act in the interest of the employer at the prescribed worksite. In this case, the meal period is considered hours of work and is paid and no additional thirty (30) minute break is required. Unpaid meal breaks will be scheduled at the discretion of the employer.
- b. An exempt employee working more than five (5) consecutive hours is entitled to an unpaid meal break of at least thirty (30) minutes during which the employee is relieved from duties, unless the employer requires the employee to act in the interest of the employer at the prescribed worksite. In this case, the meal period is considered hours of work and is paid and no additional thirty (30) minute break is required. Unpaid meal breaks will be scheduled at the discretion of the employer.
- c. Employees working three (3) or more hours longer than an eight hour day shall take a thirty (30) minute lunch break prior to or during the overtime period.
- d. An employee may waive a meal period, at any time, with the employer's consent.

SECTION 400: LEAVE

Orig Date: 08/06/98

Last Rev:

Subsection .500: Leave Without Pay

400.500 Leave Without Pay

1. Leave without pay, to a maximum of 12 months, may be granted by the Director upon approval of an employee's when such leave will not operate to the detriment of the service of the Library District.
2. Leave without pay will be granted only after all vacation leave has been exhausted.
3. Condition of Leave: Leave without pay will be considered for the following circumstances:
 - a. Continuing education opportunities.
 - b. Military leave in excess of fifteen (15) days, as described in section 400.315, "Military Training Leave."
 - c. Care of domestic partner, grandparent, or the parent of a spouse.
 - d. Extended medical or family leave.
(see Family and Medical Leave Policy 400.600: 630-640)
 - e. Employees not eligible for family or medical leave.
 - f. Other unusual circumstances requiring an absence.
4. Leave without pay should be requested in writing as far in advance as possible and expected duration must be indicated.
5. No benefits accrue during a leave without pay which exceeds five (5) days duration, and the employee's anniversary date will be adjusted by the length of the leave.
6. Eligible employees will be responsible for group health and life insurance premiums, unless otherwise required by State or Federal law. Payments will be made to the District by the first of the month. Insurance benefits will be terminated if there is failure to pay premiums.
7. At the Director's sole, an employee may be allowed (1) to return either to his/her original position or (2) to the next available position for which the employee is qualified at the end of the leave of absence. The decision depends upon the particular position in question, the length of the leave, and the operational requirements of the District.
8. Leave without pay may be granted under other circumstances as required by State or Federal law.

Section 400.600: Family and Medical Leave Act

EXHIBIT A

Medical Leave Certification Form

(To be completed by health care provider.)

1. Employee's name: _____
2. Patient's name (if different from employee): _____
3. The attached sheet describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition¹ qualify under any of the categories described? If so, please check the applicable category.

(1) ___ (2) ___ (3) ___ (4) ___ (5) ___ (6) ___, or none of the above ___

4. Describe the medical facts that support your certification, including a brief statement on how the medical facts meet the criteria of one of these categories:

- 5.a. State the approximate date the condition commenced and its probable duration (and also the probable duration of the patient's present incapacity² if different):

- b. Will it be necessary for the employee to work only intermittently or on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)?

Yes No

If yes, give the probable duration: _____

- c. If the condition is chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated² and the likely duration and frequency of episodes of incapacity².

- 6.a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments: _____

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if know, and period required for recovery, if any:

¹ Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

² "Incapacity," for purposes of the FMLA, is defined to mean inability to work, attend schools, or perform other regular daily activities due to the serious health condition, treatment for it, or recovery from it.

- _____
- _____
- b. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments:

- c. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

- 7.a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind? Yes No

- b. If able to perform some work, is the employee unable to perform at least one of the essential functions of the employee's job (the employee or the employer should supply you with information about the essential job functions)? Yes No If yes, please list the essential functions the employee is unable to perform:

- c. If neither a. nor b. applies, is it necessary for the employee to be absent from work for treatment? Yes No

- 8.a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs, safety, or transportation? Yes No

- b. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery? Yes No

- c. If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need: _____

(Signature of Health Care Provider)

(Type of Practice)

(Address)

(Telephone Number)

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule:

(Employee Signature)

(Date)

A “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity³ or subsequent treatment in connection with, or as a consequence of, such inpatient care.

2. Absence Plus Treatment

- a. A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity² relating to the same condition) that also involves:
- b. Treatment⁴ two or more times by a health care provider, a nurse, or physician's assistant under direct supervision of a health care provider or by a provider of health care services (e.g., physical therapist) under order of, or on referral by, a health care provider; or
- c. Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment⁵ under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to pregnancy or for prenatal care.

4. Chronic Conditions Requiring Treatments

A chronic condition that:

- a. Requires periodic visits for treatment by a health care provider or a nurse or physician's assistant under the direct supervision of a health care provider.
- b. Continues over an extended period of time (including recurring episodes of a single underlying condition): and
- d. May cause episodic incapacity rather than a continuing period of incapacity² (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity² that is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment from, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Nonchronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery from them) by a health care provider or a provider of health care services under order of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury or for a condition that would be likely to result in a period of incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment, such as

³ "Incapacity," for the purposes of the FMLA, is defined to mean inability to work, attend schools, or perform other regular daily activities due to the serious health condition, treatment for it, or recovery from it.

⁴ Treatment includes examinations to determine if a serious condition exists and evaluations of the condition.

⁵ A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include taking over-the-counter medications such as aspirin, antihistamines, or salves and bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider

cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

Section 400.600: Family and Medical Leave Act

EXHIBIT B

Response to Employee Request for Family or Medical Leave

(Family and Medical Leave Act of 1993)

DATE: _____

TO: _____
(Employee's name)

FROM: _____
(Name of appropriate employer representative)

SUBJECT: Request for Family/Medical Leave

On (date) _____ you notified us of your need to take family/medical leave due to:

- the birth of a child, or the placement of a child for adoption or foster care; or
- a serious health condition that makes you unable to perform the essential functions of your job: or
- a serious health condition affecting your spouse, child, parent, for which you are needed to provide care.

You notified us that you need this leave beginning on _____ and that you expect leave to continue until on or about _____.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; or (2) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: (check appropriate boxes: explain where indicated)

1. You are eligible not eligible for leave under the FMLA.
2. The requested leave will will not be counted against your annual FMLA leave entitlement.
3. You will will not be required to furnish medical certification of a serious health condition. If required, you must furnish certification by _____ (insert date) (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.
4. You may elect to substitute accrued paid leave for unpaid FMLA leave. We will will not require that you substitute accrued paid leave for unpaid FMLA leave. If paid leave will be used the following conditions will apply: (Explain)

- 5.a. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows:

- b. You have a minimum 30-day grace period in which to make premium payments. If payment has not been made timely, your group health insurance may be canceled, or, at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.
- c. We Γ will Γ will not pay your share of the premiums for your health, dental, and life insurance while you are on leave.
6. You Γ will Γ will not be required to provide medical certification prior to being restored to employment. If such certification is required but not received, your return to work may be delayed until such certification is provided.
- 7.a. You Γ are Γ are not a “key employee” as described in FMLA Policy 400.630, #8. If you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.
- b. We Γ have Γ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us. (Explain a. and/or b. below.)

8. You Γ will Γ will not be required to furnish us with periodic reports of your status and intent to return to work every 30 days while on FMLA leave.
9. You Γ will Γ will not be required to furnish recertification every 30 days relating to a serious health condition. (Explain below, if necessary.)

Section 400.600: Family and Medical Leave Act - Exhibit B

(Employer Representative Signature)

(Date)

SECTION 400: LEAVE

Orig Date: 08/06/98

Last Rev:

Subsection .600: Family and Medical Leave Act

400.600 Leave - Family and Medical Leave Act

400.610 Purpose

To set forth the District's policy for providing leaves of absence, including pregnancy leave, to eligible employees in accordance with the federal Family and Medical Leave Act of 1993.

400.620 Policy

It is the policy of the District to provide eligible employees with an unpaid leave of absence from work in the following circumstances:

The birth of a child and in order to care for and bond with such child.

For placement with the employee of a son or daughter for adoption or foster care and to care for and bond with the child after placement.

To care for a child, spouse, or parent who has a serious health condition.

Because of the employee's own serious health condition which renders the employee unable to perform the functions of his or her position.

400.630 Procedure

1. *Eligible Employees.* To be eligible for a leave under the Family and Medical Leave Act, an employee must have been employed by the District for at least twelve (12) months at the time the leave is requested (these twelve months need not have been consecutive) and have completed at least 1,250 hours of service with the District during the twelve-month period preceding the leave request.
2. *Leave Entitlement.* Eligible employees are entitled to a total of twelve (12) workweeks of leave during any twelve-month period for one or more of the following:
 - The birth of a child and in order to care for and bond with such child.
 - For placement with the employee of a son or daughter for adoption or foster care and to care for and bond with the child after placement.
 - To care for a child, spouse, or parent with a serious health condition.
 - Because of the employee's own serious health condition which renders the employee unable to perform the functions of his or her position.
3. *Leave Duration.* Leaves may be taken for up to twelve (12) workweeks during a "rolling" twelve-month period which is measured backward from the date an employee uses any Family and Medical Leave Act leave. Where two spouses are both employed by the District, their aggregate leave will be limited to twelve (12) workweeks during any twelve-month period, except in the case of their own serious health condition or to care for their spouse or child, in which case both spouses will be eligible for the twelve (12) weeks of leave during the twelve-month period.

4. *Leave Requests: Employee Notice Requirements.* Eligible employees requesting leave must provide at least thirty (30) days advance notice before leave is to begin, or if the need for leave is unanticipated, as much advance notice as practicable; normally, notice must be given within one or two business days of when the need for the leave becomes known. For an employee's own serious health condition or that of a family member, an employee on leave must notify the District every thirty (30) days of the status of the condition and intent to return to work. Employees must, where feasible, provide the District reasonable notice of their intent to return to work. In all cases, when a decision is made by the employee not to return to work, the employee must notify the District immediately.

The written request for leave is to be submitted to the Director and supervisor. Employees will receive written notification of leave status and requirements from the Director. (see Exhibit B)

5. *Leave Conditions.*

- a. Birth of a child; adoption; to care for foster child. Leave for such purposes must be taken in consecutive workweeks and must be completed within the twelve (12)-month period following the birth of the child or placement of the child with the employee for adoption or foster care.

At the discretion of the District, leave for these purposes may be permitted to be taken by the employee on an "intermittent basis," or alternatively, the employee may be permitted to work on a reduced-leave schedule (i.e., a reduced workweek or reduced workdays).

Employees requesting leave for one of these purposes must provide the District with thirty (30) days' advance notice of leave, except that if the birth or placement requires leave to begin in less than thirty (30) days, employees should provide as much advance notice as is practicable.

- b. Leave to care for a child, spouse, parent, or for the employee's own serious health condition. Employees may take leave for these purposes on a consecutive basis or intermittently, or the employee may request to be placed on a reduced workweek or reduced workdays.

If an employee requests an intermittent or a reduced-leave schedule that is foreseeable based on planned medical treatment, the District may require the employee to transfer temporarily to an available alternative position, for which the employee is qualified, to better accommodate the recurring periods of leave that the employee will require. Employees transferred in such circumstances will receive equivalent pay and benefits.

Employees requesting leaves for these purposes must make a reasonable effort to schedule the treatment, either for themselves or for their child, spouse, or parent, so as not to disrupt unduly the District's operations. In this connection, the employee should endeavor to secure the approval of his or her own or covered family member's health care provider to reasonably schedule the treatment to avoid such disruption.

Employees requesting leave for these purposes must provide thirty days' advance notice of leave, or if treatment is required in less than thirty days, as much advance notice as practicable.

6. *Certification Requirements.* The District requires certification from a health care provider substantiating the employee's leave request. Anytime an employee expects to be or is absent for more than five (5) consecutive work days as the result of his or her own serious health condition (including pregnancy), the employee will be required to submit a medical certification. Certification requirements differ according to whether the leave is for the employee's own serious health condition or that of a covered family member. The District's medical certification form fully explains what information is required. When an employee foresees the need for leave and has provided at least thirty (30) days notice, the District will request certification before the

leave begins. The employee must provide certification within fifteen (15) calendar days of the District's request. Failure to provide certification on a timely basis may delay the leave. (See Exhibit A)

The District may require a second, and in some cases a third, medical opinion, at the District's expense, depending upon the circumstances. During the course of the leave, the District may under certain circumstances require additional medical recertification every thirty (30) days. In addition, if the circumstances giving rise to the need for leave have changed significantly, or if the District has reason to doubt the validity of the stated reason for the absence, the District reserves the right to request recertification at any time.

Where the leave is for the employee's own serious health condition, the District will require medical clearance indicating that the employee can return to work and perform the essential functions of his or her position, with or without reasonable accommodation. The District will consider making a reasonable accommodation for any disability an employee may have where required by law. Medical certification will also be required for any employee who claims he or she is unable to return to work at the scheduled conclusion of a leave or who requests a leave extension.

7. *Use of accrued leave time.*
 - a. Employees will be required to use all accrued unused paid vacation or personal leave in the event of a leave for the birth or placement of a child for adoption or foster care. The employee may also elect to use accrued sick leave under these circumstances.
 - b. Employees will be required to use all accrued unused paid vacation, personal leave, or sick leave for leaves for the employee's or covered family member's serious health condition.
 - c. For leaves for the employee's own serious health condition, employees may also be eligible to receive statutory benefits such as workers' compensation in accordance with state law and the terms of each benefit plan.
8. *Reinstatement after leave.* Eligible employees taking leave under this policy will be reinstated to their former position, or to an equivalent position with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had he or she not taken leave. Thus, for example, if a layoff or some other extenuating circumstance or business condition arises which affects the employee's position, reinstatement may not be possible.

The District also reserves the right, however, to deny leave reinstatement to key employees, where such denial is necessary to prevent substantial and grievous economic injury to the District's operations.

Key employees will be notified in writing of the District's intention to deny reinstatement as soon as a determination is made that such injury would occur.

Key employees notified while on leave, and who decide not to return to work, will remain on leave for the balance of the leave period and then be terminated.

Key employees are defined as a salaried Family and Medical Leave Act eligible employee who is among the highest-paid 10 percent of all employees employed by the District within seventy-five miles of the facility at which the employee is employed.

Section 400.600: Family and Medical Leave Act

9. *Periodic notification during leave.* Employees will be required every thirty (30) days, while on leave to contact the Director to report on their status and intentions to return to work at the end of their leave period.
10. *Benefit continuation during leave.* The employee's group health and life insurance will be maintained by the District while an employee is on leave. Employee's share of benefit premiums for group health and life insurance will be remitted to the District on the first of each month. The District will remit to insurance companies. If the employee has exhausted Family and Medical Leave and extends their leave without pay, the Director will contact the employee and review available options for continuation of benefits.

Benefits that operate on an accrual basis (e.g., vacation, sick leave, and personal leave) will not accrue during a leave under this policy. Nor will an employee on leave accrue seniority or service time for the employee's eligibility for performance review, salary review or adjustment. Employee's anniversary date will be adjusted by the length of the leave.

NOTE: Employees who do not return from leave of absence will be responsible for all group health and life insurance premiums while the employee was on leave.

An employee's eligibility for qualified benefits (e.g., retirement or deferred compensation) will be governed by the terms of each respective benefit plan.

11. *Extended leaves of absence without pay.* Employees may request additional leave of absence, up to a maximum of twelve (12) months, when Family and Medical Leave is exhausted. (See Leave of Absence Policy 400.500.)

400.640 Definitions

For purposes of this policy, the following definitions apply:

1. *Child:* Will include a biological, adopted, foster child, stepchild, legal ward, or a child of an employee standing in loco parentis (i.e., in place of a parent), who is under 18 or older than 18 if incapable of self-care because of a mental or physical disability.
2. *Parent:* Biological parent or individual who stands or stood in loco parentis to an employee when the employee was a child. This definition does not include parents-in-law.
3. *Serious health condition:* 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 (i.e., doctors of medicine or osteopathy who are licensed to practice medicine or surgery by the state in which they practice).
4. *Rolling 12-month period:* Each time an employee takes Family and Medical Leave Act leave, the remaining leave entitlement would be any balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.

SECTION 400: LEAVE

Original Date: 09/26/13

Last Rev:

Subsection .700: Shared Leave

400.700 Shared Leave

1. POLICY STATEMENT

It is the policy of the Libraries of Stevens County to provide a means for library employees to voluntarily donate accrued sick leave hours to a Shared Leave Pool to be used by eligible co-workers who have exhausted all leave due to a serious health condition or injury and would otherwise be on unpaid leave.

It is the intent of Libraries of Stevens County that the Shared Leave Program will be revenue neutral except for the administration of the program. Vacation Leave and Personal Leave Days (PLD) cannot be donated to the pool.

2. PROGRAM SCOPE

The Shared Leave Program allows employees to voluntarily donate sick leave hours into a “Shared Leave Pool” to provide additional paid leave for an eligible employee with a serious health condition or injury who is unable to work, or to care for a spouse, domestic partner, parent or child who is afflicted with a serious health condition or injury, which has caused, or is likely to cause, the employee to take leave without pay.

3. DEFINITIONS

Serious Health Condition or Injury is defined as:

- a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility; or
- b. Any period of incapacity that involves continuing treatment by, or under the supervision of, a health care provider that leaves the employee unable to perform the essential function of the job.

Conditions not covered by this policy include:

- a. Voluntary or cosmetic treatments that are not medically necessary are **not** considered a “serious health condition”.
- b. Childbirth, including routine recovery from a cesarean section, does not qualify as a “serious health condition”; however, medical complications arising from childbirth which otherwise meet the criteria above would be eligible.

4. ELIGIBILITY TO RECEIVE SHARED LEAVE

- a. To be eligible to receive benefits from the Shared Leave Pool an employee must be a regular employee (full-time or part-time) who has completed six (6) continuous months of regular employment with the Libraries of Stevens County.
- b. Substitutes, extra hires, temporary employees, contract employees, and volunteers are not eligible for the Shared Leave Program.
- c. Employees who are off work due to an on-the-job injury or illness are not eligible to receive benefits from the shared leave pool.
- d. No request will be approved if the employee has received a written warning regarding attendance or sick leave abuse in the past twelve (12) months or had attendance or sick leave abuse addressed on the two most recent performance evaluations.
- e. An employee must have exhausted all available vacation hours, sick leave hours, and PLD before being eligible for the Shared Leave Program.
- f. Applications for shared leave may be made during the pay cycle during which accrued paid hours are being exhausted.
- g. An employee using shared leave will not accrue additional sick leave and vacation hours by virtue of shared leave, but may continue to be eligible for health care coverage and other entitlements as if the employee were using sick leave.
- h. The recipient of shared leave will be taxed for the receipt of compensable earnings to the extent authorized in RCW Chapter 41.40 and in the prevailing Internal Revenue Service regulations.
- i. Any use of shared leave will be counted toward the twelve (12) week allowance for Family and Medical Leave (FMLA).
- j. Employees receiving a medical release for return to work on a part-time basis may continue to receive hours from the shared leave pool for the balance of their scheduled hours (up to the maximum limits stated below), until they are medically released for full duty.
- k. When an employee has been granted shared leave and the basis for the leave ceases to qualify, no additional hours will be made available.

5. ADMINISTRATION/PROCEDURES - How the Pool Works:

- a. The Shared Leave Pool will be maintained through voluntary donations of accrued sick leave hours to a general pool, not to an individual employee.

- b. Sick leave hours donated to the pool will be adjusted on a dollar-for-dollar basis.
 - i. Hours donated to the pool will be converted to a dollar amount based on the donors' current rate of pay.
 - ii. As shared leave hours are needed, equivalent hours will be converted based on the recipient's rate of pay and will be transferred from the shared leave pool each pay cycle.
 - iii. The Business Manager or designee will be responsible for computing the values of shared Leave and for notifying payroll of the need to adjust the accrued leave balances of both the donor and recipient.
- c. In order to maintain the pool at a level that will provide equal benefit to eligible employees the Business Manager or designee will send communications to all staff requesting donations to the pool on a quarterly basis.
- d. If the pool drops below \$5,000 of converted hours, the Business Manager or designee will send a communication to employees indicating there is a need for additional hours to be contributed to the pool.
- e. Hours will be transferred from the pool to eligible employees on an as-needed basis each payroll cycle. In the event there are several employees receiving benefits from the pool during a pay cycle and there are not sufficient fund to cover the hours each recipient may need, available hours will be granted in the order in which each shared leave request was approved.
- f. Shared leave pool awards will be limited to a maximum of twenty-two (22) days per request, based on the employee's regularly scheduled hours per week. Eligible employees may make up to two (2) additional requests for shared leave per qualifying situation. The maximum number of shared leave days available to any employee shall be limited to sixty-six (66) days in any twelve month period.
- g. Once the maximum amount (66 days) of the share leave pool award accessible to a recipient has been reached, the employee will be eligible to apply for an unpaid leave of absence. If an unpaid leave is not granted, and the employee is not able to resume employment, his or her employment will be terminated.
- h. Employees who utilize the full amount of approved shared leave pool benefits must return to work for six (6) continuous months following their last day of use of donated time before they are eligible to apply for additional benefits from the pool.

6. ADMINISTRATION/PROCEDURES - To Request Shared Leave:

- a. The employee or the employee's guardian or legal representative in the event the employee is incapacitated or otherwise physically incapable of making the request for leave, must complete an "Application to Request Shared Leave" and submit it to his or her supervisor. Employees may request up to 22 days of shared leave (176 hours for full-time employees) per request.
- b. In addition to the application, the employee must also submit a physician's statement describing the nature of the medical condition, illness, injury or impairment, the prognosis for recovery, and the estimated length of the absence. If the request is for time off to provide care to a qualified family member, the physician's statement must include the extent to which the family member is dependent on the employee for the recuperative care. Physician's statements can be submitted directly to the Business Manager. All information submitted will be treated as confidential, except as required by the review process.
- c. Employees must use at least twelve (12) days of leave (sick, vacation, or PLD) during the period of incapacity, prior to making a request for shared leave. An employee or their legal representative may make an appeal to the Library Board for an exemption to this requirement.
- d. Upon receiving the employee's application his or her supervisor will submit a completed "Supervisors Supplemental Information" form to the Library Director.
- e. Upon receipt of the employee's application and accompanying documents, and the supervisor's supplemental information, the Library Director or designee will review all relevant information to determine whether to approve or deny the shared leave request.
- f. Neither the approval or denial of shared leave shall be grievable under the terms of the grievance policy or any other Library District policy, nor shall there be an appeal process for acceptance into the program.
- g. Subsequent, supplemental requests for shared leave shall be made as outlined above, up to the maximum stated in this policy.

7. ADMINISTRATION/PROCEDURES - Criteria for Approval:

- a. It is the responsibility of the Library Director or designee to review the facts of each request for Shared Leave Pool use and to make the determination regarding approval or denial of the request.
- b. The following matters will be considered when determining whether to approve a request for shared leave:
 - i. The nature of the medical condition, illness, injury or impairment;
 - ii. If the request qualifies for participation in the Library's Shared Leave Program according to the guidelines outlined in this policy;

- iii. Any history of excessive use of sick leave by the employee requesting shared leave, or a pattern of abuse of sick leave;
 - iv. Such other factors as may be relevant to the evaluation of the shared leave request.
- c. Realizing the importance and urgency of the leave request, the decision and notification will be made within five (5) business days of the receipt of all required documents.

8. ADMINISTRATION/PROCEDURES - To Donate Leave to the Shared Leave Pool:

- a. Regular employees who wish to donate sick leave to the Shared Leave Pool can do so at any time by completing a “Shared Leave Donation” form and submitting it to the Business Manager. All donations to the pool will be kept confidential.
- b. Employees cannot donate more than a week worth of regular work hours to the Shared Leave Program (e.g., a full time employee cannot donate more than 40 hours, a half-time employee cannot donate more than 20 hours), per calendar year.
- c. Leave donations are strictly voluntary and can only be designated to the Shared Leave Pool, not to an individual participating employee.
- d. All donations are voluntary. Employees may not be coerced, threatened, intimidated or financially induced into donating leave for the purposes of this program.
- e. Donations to the Share Leave Pool must be made in four (4) hour increments. Employees who wish to donate sick hours to the pool must have a sick leave balance greater than two (2) full week (80 hours for full-time employees, pro-rated for less). The policy will not allow donations if donating would cause the employee to be left with less than 2 weeks of time. *Vacation and PLD hours are not available for donation.*
- f. Leave which has been donated to the Shared Leave Pool is irrevocable and cannot be restored to the contributor.

SPECIAL NOTES

- The Shared Leave Pool is not a vested benefit and the Library District may repeal this program at any time.
- Abuse, misuse and falsification of facts regarding Shared Leave may be grounds for disciplinary action, up to and including termination.

Date adopted: September 26, 2013

Form #400.700-1

Application to Request Shared Leave

Employee Name: _____	Dept./Branch: _____
Job Title: _____	Supervisor Name: _____
Work days: _____	Number of scheduled hrs/wk: _____

Instructions:

1. Describe the situation which has prompted your request.

2. State the number of days needed (limit 22 days per request): _____
3. Have you previously received a donation of shared leave? Yes No
If yes, provide dates and how much leave was used? _____
4. Have you applied for FMLA (Family and Medical Leave)? Yes No
If yes, when, dates and how much? _____
5. Attach a physician's statement verifying the situation as you described it.

Sign the following waiver:

I authorize the Library Director or designee to share information on/or attached to this form only with those individuals chosen to review the request for the purpose of determining eligibility for shared leave. All information submitted will be treated as confidential, as permitted by law. Inappropriate disclosure is subject to disciplinary action.

Employee Signature: _____ Date of request: _____

Submit this form to your supervisor. Your supervisor will complete the "Supervisor Supplemental Information for Shared Leave Donations" form. Your supervisor will then submit both forms to the Library Director via the Administrative Office.

To be completed by Library Administration staff

Date of Hire: _____	Leave Balances Available as of: _____	
Sick _____	Vacation _____	PLD _____
FMLA leave taken in last 12 months: _____		
Previous Shared Leave Donations: Date: _____	Hours _____	
Other Leaves Taken: Type _____	Dates: _____	
Completed by: _____	Date: _____	

Form# 400.700-2

**Supervisor Supplemental Information
For Shared Leave Donations**

Name of employee Requesting Shared Leave Donation: _____

Supervisor's Name: : _____ Dept/Branch: : _____

Please answer the following questions, based on your knowledge of the situation:

1. Why is this employee requesting donated sick leave?

2. What has been the pattern for sick leave use by this employee in the past?

3. Has the employee ever had a sick leave usage problem in the past? For example:
 - received a written warning regarding attendance or sick leave abuse in the past 12 months?
 - had attendance or sick leave abuse addressed on the two (2) most recent performance evaluations?Yes No If yes, please describe the problem and any action taken.

4. What other relevant facts should be considered in making a decision?

Supervisor Signature: _____ Date: _____

Thank you for your response. Please forward this form and the employee's "Application to Request Shared Leave" (Form# 400.700-1) directly to the Library Director via the Administrative Office.

Libraries of Stevens County

Form# 400.700-3

Shared Leave Donation Form

Pursuant to the Administrative Policy on Shared Leave I wish to donate:

_____ hours of my accrued sick leave (donations must be made in increments of four (4) hours).

- In assigning these hours, I understand that I cannot donate more than one (1) week worth of my regular work hours per calendar year to the Shared Leave Program (e.g., a full time employee cannot donate more than 40 hours, a half-time employee cannot donate more than 20 hours.)
- I understand that these donated hours will be assigned to a general Shared Leave Pool to be used by eligible employees who have exhausted all leave due to their own serious health condition or to care for a family member with a serious health condition and who would otherwise be on unpaid leave.
- I understand that I must retain two (2) weeks worth of sick leave (equal to the regular number of hours I work in two weeks) in my sick leave accrual balance.
- I attest that my donation is voluntary and I have not been coerced, threatened, intimidated or financially induced into donating leave for the purposes of this program.
- I understand that my donation is irrevocable and will not be refunded to me at a future date.
- I understand that donation of sick leave will result in a reduction of my accrued sick leave balance during the next payroll cycle.

Name of Donating Employee (please print): _____

Signature of Donating Employee: _____ Date: _____

Supervisor Name: _____ Dept/Branch: _____

Thank you for your generous donation.

Please forward this form directly to the Business Manager at the
Administrative Office.

Libraries of Stevens County

**SECTION 500:
PERFORMANCE EVALUATIONS,
DISCIPLINARY ACTION,
COMPLAINT/GRIEVANCE RESOLUTION,
EMPLOYMENT TERMINATION**

Orig Date: 08/06/98

Last Rev:

Subsection .000: Performance Evaluation

500.000 Performance Evaluation: Regular Positions, Orientation/Introductory Period

See the section of this policy title "Employment - Regular Positions - Orientation/Introductory Period" (Section 200.200, 3.)

500.010 Performance Evaluations - Regular Positions

An employee who has completed the orientation/introductory period and attained regular employment status shall be evaluated at least annually on or near the employee's anniversary date according to normal District performance evaluation procedures.

500.020 Performance Evaluations - Temporary Appointments

See the section of this policy titled "Employment - Temporary" (Section 200.400, 4.)

500.025 Performance Evaluations - Final

Upon employment termination, an employee may be evaluated for a time period from the employee's most recent evaluation to the termination date if, in the previous evaluation, there were areas of unsatisfactory performance. The final evaluation may or may not be performed at the sole discretion of the Library District.

500.030 Performance Evaluation - Director

The Director shall be evaluated at least annually by the Board of Trustees on or near his/her anniversary date of employment, according to the performance evaluation procedure adopted by the Board.

500.035 Performance Evaluation - Leave of Absence With or Without Pay

If an employee's anniversary date falls within the time the employee is on leave the annual performance evaluation will be postponed until the employee returns from leave. The performance evaluation will be completed within 30 days of return to work.

**SECTION 500:
PERFORMANCE EVALUATIONS,
DISCIPLINARY ACTION,
COMPLAINT/GRIEVANCE RESOLUTION,
EMPLOYMENT TERMINATION**

Orig Date: 08/06/98

Last Rev:

Subsection .100: Disciplinary Action

500.100 Disciplinary Action

This section on disciplinary action is intended for the guidance of managers and/or supervisor and may be applied in THE SOLE DISCRETION OF THE DISTRICT. It is not intended that it shall form a contract between the District and its employees. Rather, it describes the District's general philosophy concerning discipline and termination decisions. Should it be determined by the District that action should be taken regarding an employee, the District may pursue the following process at its discretion in order to correct the behavior and/or protect the interests of the District.

THIS SECTION ON DISCIPLINARY ACTION DOES NOT ALTER THE AT-WILL STATUS OF EACH EMPLOYEE. A supervisor or manager is not required to move through all steps before suspension without pay pending discharge or termination of any employee.

Disciplinary action is generally progressive and may be used, in the District's sole discretion, to encourage the Employee to correct his/her performance. Disciplinary action should occur only when an employee engages in inappropriate behavior which is in conflict with the best interest of the Library District or when an employee's performance is substandard. The object of disciplinary action is to achieve correction and avoid reoccurrence, rather than being punitive in intent. This policy should not be construed as preventing, limiting or delaying the District from taking disciplinary action against an employee at any point in the procedure, including termination without prior warning as the District deems appropriate in its sole discretion.

Factor that may be considered for giving oral or written warnings include:

- a. How many different offenses are involved
 - b. Seriousness of the offense
 - c. The time interval and employee response to prior disciplinary action
 - d. Previous work history of the employee
1. Oral Warning: An oral warning may be given for minor work performance or behavior problems. At least one oral warning may be made by the employee's immediate supervisor and a record of the discussion of the problem(s) with the employee will be kept by the supervisor.
 2. Written Warning: For more serious work performance and behavior problems, or repeated minor problems, a formal, written warning to correct an unacceptable practice, known as a "Notice of Unacceptable Performance" may be made by the supervisor. Except in serious cases, this written warning may have been preceded by at least one oral warning from that supervisor. The written warning may include a designated period of time during which unsatisfactory performance or behavior is expected to improve.
 - a. Approval for such written warning must be obtained from the Director and the written warning discussed with the employee.
 - b. A copy of the warning will be submitted to the employee and the original placed in the employee's personnel file.

Section 500.100: Disciplinary Action

- c. An employee will have the right to write his/her own statement regarding the situation under discussion and have it added to his/her personnel file.
3. **Final Warning:** This may follow a written warning, or be issued on the first offense involving a very serious problem. As with other warnings, the final warning may refer to prior warnings that the employee may have received and set forth the consequences that may occur if immediate and sustained improvement is not demonstrated by the employee.
4. **Suspension:** This may be used when an employee's behavior may result in disciplinary action, or where the employee has been engaging in a pattern of poor performance or undesirable behavior, and prior warnings have failed to correct the employee's problems. The employee is relieved of his/her job assignment and will forfeit pay lost as a result of the suspension. Suspensions will be documented and the consequences of further infractions set forth clearly in the suspension notice. The length of suspension may vary and must be approved by the Director.

500.110 Dismissal

All employees of Stevens County Rural Library District are hired for an indefinite period of time. THE EMPLOYMENT RELATIONSHIP BETWEEN THE EMPLOYEE AND STEVENS COUNTY RURAL LIBRARY DISTRICT CAN BE TERMINATED BY THE EMPLOYEE OR THE DISTRICT WITHOUT NOTICE, AT ANY TIME, REGARDLESS OF THE TIME AND MANNER OF PAYMENT OF WAGES AND SALARY, WITH OR WITHOUT CAUSE. An employee may be dismissed upon failure to meet the requirements of the supervisor's notice of unacceptable performance.

1. A regular employee may be dismissed with neither notice or pay in very serious cases. For dismissal, after written warning, employees may be given either written notice or pay in the amount of fourteen (14) calendar days for nonexempt employees and thirty (30) calendar days for exempt employees.
2. An employee in the orientation/introductory period may be dismissed as follows:
 - a. An employee who is new or has been rehired by the Library District who is dismissed during the orientation/introductory period may receive written notice five (5) calendar days prior to the effective date of such dismissal or pay in lieu of notice.
 - b. An employee who is in the orientation/introductory period following promotion to a new position of higher classification who is dismissed may receive fourteen (14) calendar days written notice or given pay in lieu of notice if nonexempt and thirty (30) calendar days written notice or pay in lieu of notice if exempt.
3. The director must approve all suspensions or dismissals.

500.120 Disciplinary Action and Dismissal - Employee Conduct

The following listing of employee conduct that may result in disciplinary action, including dismissal, is not intended to be all-inclusive but rather to serve as guidelines for employees, managers and supervisors. The District reserves the right to take any disciplinary action, including termination, that the District feels is appropriate, in its sole discretion, with respect to any employee regardless of whether or not the particular conduct of that employee is set forth below.

Conduct which may result in disciplinary action including termination includes, but it not limited to, the following (not listed in order of severity):

1. Unauthorized leave.

Section 500.100: Disciplinary Action

2. Misrepresentation of facts concerning absence from work.
3. Destruction or theft of Library District property.
4. Unauthorized use of Library District supplies or equipment.
5. Falsification of application for employment, employee records, or any other Library District reports or records.
6. Insubordination.
7. Misconduct.
8. Misfeasance.
9. Malfeasance.
10. Illegal acts.
11. Neglect of duty.
12. Inefficiency or incompetency.
13. Inability to perform assigned duties satisfactorily due to physical or mental condition after reasonable accommodation has been made, if possible.
14. Abandonment of position.
15. Abusiveness of customers.
16. Exerting disruptive influence on the work team.
17. Actions or statement which reflect negatively on the Library District.

If, in the employee's opinion, the disciplinary action taken is arbitrary, capricious, or unwarranted, the employee is invited to utilize the steps outlined in the Grievance Procedure.

500.130 Disciplinary action for exempt employees

Employees exempt from the overtime requirements of the Fair Labor Standards Act shall not have their predetermined salary reduced during a workweek in which they performed except for infractions of safety rules of major significance intended to prevent serious danger to the workplace, to other employees, or to the public.

500.140

The Director shall develop a progressive discipline procedure which addresses initiating and handling disciplinary action.

**SECTION 500:
PERFORMANCE EVALUATIONS,
DISCIPLINARY ACTION,
COMPLAINT/GRIEVANCE RESOLUTION,
EMPLOYMENT TERMINATION**

Orig Date: 08/06/98

Last Rev:

Subsection .200: Complaint/Grievance Resolution

500.200 Complaint/Grievance Resolution Policy

The District recognizes that at times problems and complaints may arise in the workplace. It is the District's intent to attempt to resolve these differences promptly.

500.210 Complaint/Grievance Procedure

- A. The Director shall develop and administer a procedure for investigating and resolving complaints/grievances about policies, procedures, practices or other issues arising in the workplace with the exception of termination of employment.
- B. Any employee who has a complaint/grievance has the right and is encouraged to follow the District procedure to present the complaint/grievance.
- C. All complaints/grievances will be investigated and will be treated in confidence, if possible.

500.220 Complaint/Grievance Resolution - Retaliation

The District will not permit any manager, supervisor or employee to engage in any form of retaliation against an employee who uses the complaint/grievance procedure or participates in the complaint/grievance resolution process.

**SECTION 500:
PERFORMANCE EVALUATIONS,
DISCIPLINARY ACTION,
COMPLAINT/GRIEVANCE RESOLUTION,
EMPLOYMENT TERMINATION**

Orig Date: 08/06/98

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Subsection .400: Retirement

500.400 Retirement

Stevens County Library District employees who meet eligibility requirements are required by Washington state law to become members of the Washington Public Employees Retirement System (PERS). The District follows Department of Retirement systems rules and regulations regarding retirement. Employee contributions to PERS are pretax contributions.

**SECTION 500:
PERFORMANCE EVALUATIONS,
DISCIPLINARY ACTION,
COMPLAINT/GRIEVANCE RESOLUTION,
EMPLOYMENT TERMINATION**

Orig Date: 08/06/98

Last Rev:

Subsection .500: Resignation, Layoff, Exit Interview

500.500 Resignation, Voluntary - Notice - Leave Penalties

1. Nonexempt employees are expected to give fourteen (14) calendar days written notice of resignation; exempt employees are expected to give thirty (30) calendar days written notice. Such notice should be addressed to Director and received within the specified time periods.
2. Failure to submit such written notice within the specified time may result in denial of accrued vacation and sick leave compensation.

500.50 Layoff

If an employee is laid off, nonexempt employees will be given written notice or severance pay equal to fourteen (14) calendar days; exempt employees will be given written notice or severance pay equal to thirty (30) calendar days.

500.580 Exit Interview

All employees who resign, have been laid off, or retire, may be scheduled for an exit interview with the Director.

SECTION 600: DISABILITY

Orig Date: 08/06/98

Last Rev:

Subsection .000: Employing People with Disabilities

600.010 Purpose

To ensure that qualified individuals with disabilities are not discriminated against in employment and to accommodate qualified individuals with disabilities.

600.020 Policy

It is the policy of the District to comply with the Americans With Disabilities Act and applicable state and local laws that forbid discrimination in employment against qualified individuals with disabilities. To this end, the District will do the following:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and in all terms, conditions, and privileges of employment.
2. Administer medical examination to applicants only after conditional offers of employment have been extended, and to employees only when justified by business necessity.
3. Maintain all medical-related information in a confidential manner in separate, confidential files.
4. Give applicants and employees with disabilities reasonable accommodation, except where making an accommodation would create an undue hardship on the District.
5. Provide notice that the District ensures reasonable accommodation to qualified individuals with disabilities by including a statement to this effect on the District employment application and District policies and procedures manual, and by posting conspicuously throughout the District facilities the Equal Employment Opportunity Commission's poster regarding nondiscrimination against the disabled and other protected groups.

600.030 Procedure

1. All requests for reasonable accommodation from qualified applicants and employees with disabilities will be referred to the Director.
2. The Director will meet with the applicant or employee requesting the accommodation to discuss and identify the precise limitations resulting from the disability and potential accommodations that could overcome those limitations.
3. Where necessary, the Director will discuss potential accommodations with the individual's supervisor. Additionally, the Director may contact outside agencies specializing in providing technical assistance for individuals with disabilities or consult with medical experts about potential accommodations.
4. In evaluating potential accommodations, the Director may do the following:
 - A Request a written statement from the disabled individual's physician to verify the disability and legitimate need for an accommodation.
 - B Require the individual to be examined by a medical expert selected by the District to help identify effective accommodations; or
 - C Require the individual to be evaluated by a psychologist, psychiatrist, rehabilitation counselor, occupational or physical therapist, or any other professional with knowledge of the person's disability and limitation; and
 - D Require access to the individual's medical records.

Section 600.000: Employing People With Disabilities

5. The Director and a manager who has a need to know (e.g., the individual's supervisor or prospective supervisor) will determine the feasibility of the requested accommodation. They will consider various factors, including but not limited to the following: (see Exhibit A)
 - A The nature and cost of the accommodation needed;
 - B The availability of tax credits and deductions;
 - C Outside funding;
 - D The overall financial resources of the District; and
 - E The impact of the accommodation on the operation of the District, including the impact on the ability of other employees to perform their duties and on the District's ability to conduct business.
6. In determining the feasibility of the requested accommodation, the District will consider the preference of the individual to be accommodated and, if there are two or more effective accommodations, will choose the least expensive or easier accommodation that will provide equal opportunity for the applicant or employee.
7. Once there is a decision about how an accommodation will be made, the Director will inform the applicant or employee of the District's decision.
8. Although the duty to accommodate is legally triggered by a request from an applicant or employee, situations may arise where an employee who is known to have a disability may be having difficulty performing the essential functions of his or her job.

In these circumstances, the employee's supervisor should discuss the matter with the Director. If it is determined that the employee should be approached about the possibility of the District's providing a reasonable accommodation, the Director and supervisor jointly will initiate a discussion with the employee about the need for an accommodation.
9. Eligible employees with disabilities requiring medical leave see Family and Medical Leave, section 400.600.

600.040 Harassment Complaints - Individuals with Disabilities

1. The Director shall develop and administer a procedure for investigating and resolving harassment complaints related to individuals with disabilities.
2. Any employee who believes s/he is, or has been, the subject of harassment has the right and is encouraged to follow the District's procedure to file a complaint.
3. All complaints will be investigated immediately and will be treated in confidence, if possible.
4. Any supervisor or employee who has been found, after appropriate and thorough investigation, to have harassed another employee, will be subject to appropriate disciplinary action, which may be termination or verbal and/or written warning that continued harassment may result in suspension or termination of employment. This also applies to an employee who has been found, after investigation, to have intentionally fabricated a complaint of harassment against another employee.

Attachment: Selecting a Reasonable Accommodation

SELECTING A REASONABLE ACCOMMODATION

Applicant's or employee's name: _____

Job under consideration (attach job analysis and job description): _____

Describe the applicant's or employee's functional limitations as they affect performance of the job:

1. CONSULTATION WITH APPLICATION OR EMPLOYEE:

Who consulted with the applicant or employee? _____

Date of consultation: _____

Applicant's or employee's description of functional limitations that affect job performance:

Accommodation(s) suggested by applicant or employee: _____

2. OTHER SOURCES OF INFORMATION ABOUT APPLICANT'S OR EMPLOYEE'S FUNCTIONAL LIMITATIONS:

Describe other sources of information about the applicant's or employee's functional limitations as they affect job performance, including information received from the District selected physician, the applicant's or employee's physician, organizations with general knowledge about the applicant's or employee's condition, written material, etc.

Source of information: _____

Information received: _____

Source of information: _____

Information received: _____

3. SOURCES OF INFORMATION ABOUT POSSIBLE ACCOMMODATION(S):

Describe other sources of information about possible accommodation(s), including information received from the District selected physician, the applicant's or employee's physician, vocational experts, organizations with general knowledge about the applicant's or employee's condition, written material, etc.

Source of Information: _____

Accommodation(s) suggested: _____

Source of Information: _____

Accommodation(s) suggested: _____

4. ACCOMMODATION(S) CONSIDERED:

Describe the accommodation(s) considered and how each will or will not overcome the applicant's or employee's job related functional limitations. For those accommodations that will be effective, determine whether providing the accommodation would be an undue hardship and attach the undue hardship analysis to this form.

⊖ Purchase of assistive device: _____

⊖ Purchase of assistive services: _____

⊖ Job restructuring: _____

**SECTION 700:
AFFIRMATIVE ACTION
DISCRIMINATION & HARASSMENT**

Orig Date: 08/06/98

Last Rev:

Subsection .000: Affirmative Action

700.010 Policy Statement

It has been and will continue to be the policy of the Stevens County Rural Library District to provide equal opportunity to all applicants for employment and all employees to administer all personnel practices such as recruitment, hiring, promotions, training, discipline, and privileges of employment in a manner which does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, or age (except where sex or age is a bona fide occupational qualification as defined by the Washington State Human Rights Commission), marital status, disability, or availability for service in the armed forces of the United States. This policy is in accord with the laws of the United States, State of Washington, and reaffirms Stevens County Rural Library District's continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to selection, terms and conditions of employment, assignments, training, transfers, promotions, and compensation.

**SECTION 700:
AFFIRMATIVE ACTION
DISCRIMINATION & HARASSMENT**

Orig Date: 08/06/98

Last Rev:

Subsection .100: Discrimination & Harassment

700.100 Policy on Discrimination & Harassment

It is the policy of the Stevens County Rural Library District that all employees will be able to work in an environment free from discrimination and/or harassment including but not limited to sexual harassment.

Sexually discriminating or harassing conduct in the workplace or while on district business is prohibited, whether committed by supervisors, non supervisory personnel, or individuals not employed by the District. Therefore:

No supervisor, employee, or non employee shall discriminate or sexually harass another employee by:

- A. Making submission to unwelcome sexual advances or requests for sexual favors either explicitly or implicitly as a term or condition of an employee's continued employment.
- B. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee.
- C. Creating an intimidating, hostile, or offensive working environment.
- D. Making repeated and unwelcomed offensive sexual flirtations, advances, propositions, or continued verbal commentaries about an individual's body, using sexually degrading words to discredit an individual, or displaying sexually suggestive objects or pictures in the workplace.

700.110 Discrimination and Harassment Complaints

- A. The Director shall develop and administer a procedure for investigating and resolving discrimination and harassment complaints.
- B. Any employee who believes s/he is, or has been, the subject of discrimination or harassment has the right and is encouraged to follow the District's procedure to file a complaint.
- C. All complaints will be investigated immediately and will be treated in confidence, if possible.
- D. Any supervisor or employee who has been found, after appropriate and thorough investigation, to have discriminated against or harassed another employee, will be subject to appropriate disciplinary action, which may be termination or verbal and/or written warning that continued harassment may result in suspension or termination of employment. This also applies to an employee who has been found, after investigation, to have intentionally fabricated a complaint of discrimination or harassment against another employee.

SECTION 800: PERSONNEL FILES

Orig Date: 08/06/98

Last Rev:

Subsection .000: Contents & Access

800.010 Personnel Files - Contents

1. For each employee, a file containing documents related to employment history, including performance evaluations, shall be maintained.
2. Personnel files of all those employees who have left Library District employment shall be retained for the time period specified in the District's Records Retention Program.

800.020 Personnel Files - Access

1. CURRENT EMPLOYEES
 - A. Personnel files shall be kept in the District's Administrative office. Access is restricted to the employee, the employee's supervisor, the Director, and only those staff authorized by the Director to maintain the files and to use them for hiring, statistical, and related purposes.
 - B. An employee may examine his/her file in the Administrative office during regular office hours with the Administrative Assistant or Director present.
 - C. Files may not be removed from the Administrative office unless authorized by the Director.
 - D. No one other than the authorized individuals may have access to an employee's personnel file without the written permission of the employee, unless otherwise required by law.
2. FORMER EMPLOYEES
 - A. Inactive personnel files are not immediately accessible. Their use must be prearranged with the Director.
 - B. Files are available only to the former employee and those staff authorized by the Director to maintain the files and to use them for position application, reference, statistical, and related purposes.
 - C. Files may be examined only in the Administrative and only in the presence of authorized staff.
3. MEDICAL INFORMATION/BACKGROUND INVESTIGATION
 - A. All information about medical history, condition of employees and applicants, and background investigations will be kept in separate and confidential files.
 - B. Only staff authorized by the Director may access the above information. Information may also be made available to relevant government officials and insurance companies upon request.
4. PHOTOCOPYING
 - A. An employee may request and obtain photocopies of personnel file contents from the Director.
 - B. Photocopying must be done only by authorized staff.
 - C. If it is not possible to photocopy requested items at the time of the request, they will be available no later than the close of the following business day.
 - D. There will be a reasonable charge for photocopies.
5. EMPLOYMENT REFERENCES

- A. To ensure that information about former and current employees is given out in a uniform and proper manner, no employee may release information, verbally or otherwise, about current or former employees. All requests for information inside or outside the District must be referred to the Director.
- B. Reference inquiries will be managed as indicated below.
 - (1) Current and Former Employees. The Director may release information concerning former employees as follows:
 - a. Telephone and Written Reference Checks. The Director will verify only dates of employment, job title and duties, and pertinent salary data. If other information is requested, the caller will be advised to submit the request in writing to the District along with a signed authorization from the employee, unless the employee has a current signed “Employee Authorization” and “Reference Instruction” form in the personnel file.
 - b. Credit Reporting Agencies. The request should be put in writing and the Director may only give information if the employee has signed and submitted an authorization to release such information.
 - c. Verification of Employment. The Director will verify information given to the agency by the employee if the employee has a signed “Employee Authorization” form in the personnel file.
 - (2) Government and other Official Inquiries. The District will comply with subpoenas, court orders, and all other valid legal requests for information required by law. All such legal documents when received, should be forwarded immediately to the the Director for review and handling. With the advice of legal counsel, the Director may release any information about a former or current employee at any time the release of such information is deemed appropriate.

SECTION 900: SAFETY & HEALTH

Orig Date: 08/06/98

Last Rev:

Subsection .000: Safety & Health

900.010 Safety & Health Policy

The Board of Trustees and the administration of Stevens County Rural Library District believe in the dignity and importance of the individual employee and his or her right to derive personal satisfaction from the job. The personal safety and health of each employee of the District is of primary importance. The prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, the District will provide all mechanical and physical facilities required for personal safety and health in keeping with the highest standards and common good. This will be accomplished through the cooperative efforts of the Board, Director, Managers, and employees who will seek to obtain the lowest possible work-related accident rates.

Because it is recognized that there can be safety hazards and improper work procedures present in the work environment, the Library District has established and will maintain a safety program that emphasizes the integration of safety and health measures into each job task, so that safety/health and job performance become inseparable. The District's objective is a safety and health program that will reduce the number of disabling injuries and illness to a minimum. The goal is zero accidents, injuries and health hazards. The responsibilities for safety and health are shared with employees. The District is responsible and accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to insure safety conditions.

The District safety program includes procedures related to safety and health, blood-borne pathogen exposure control and hazardous materials communication program. Safety orientation of new and transferred employees, timely and appropriate education and training, an employer/employee safety committee, an active self-inspection program, proper mechanical guards, and personal protective equipment are key components of the safety program.

900.020 Blood-borne Pathogen Exposure Policy

The employees of Stevens County Rural Library District provide library services and materials to District customers. Part of this obligation may require employees to come into contact with bodily fluids, such as blood or other potentially infectious materials (OPIM). This is most likely to occur as a result of performing first aid/CPR to another employee or customer. Since being exposed to a blood-borne pathogen may lead to sicknesses such as hepatitis, AIDS, or malaria, and since the District wants to assure our employees as safe and healthy a work environment as possible, it is the policy of the District to comply with all statutory obligations for the prevention of exposures to blood-borne pathogens. To this end, the District will comply with all sections of the Washington Administrative Code and all other statutory requirements regarding the prevention of occupational exposures to blood-borne pathogens. The Exposure Control Plan will be considered District policy. Failure to comply with the plan and procedures contained in the safety manual will result in discipline up to and including termination.

900.030 Hazardous Materials Communication Program Policy

To ensure that information about the dangers of all hazardous chemicals used by Stevens County Rural Library District are known by all affected employees, the hazardous information program has been established.

All work units of the District will participate in the hazard communication program. The written program is in the safety manual and is available within each library/department for employees to review and reference.

Material Safety Data Sheets (MSDS) for products which employee use on a routine basis are available in each department/library for employees to review and reference.

SECTION 900: SAFETY & HEALTH

Orig Date: 08/06/98

Last Rev:

Subsection .100: Substance Abuse

900.100 Substance Abuse Policy

Reporting to work or working with impaired abilities due to the use of legal or illegal drugs, or alcohol, or the possession, consumption or distribution of illegal drugs, or consumption of alcohol on the job may result in disciplinary action including discharge. Legally defined and medical diagnosed handicaps due to substance abuse will be dealt with in accordance with District policy and applicable federal and state laws as they pertain to time off and treatment.

SECTION 900: SAFETY & HEALTH

Orig Date: 08/06/98

Last Rev:

Subsection .110: Inspections and Searches

900.110 Inspections and Searches

In order to promote the health and safety of employees, maintain an alcohol and drug-free work place, and prevent other conduct inconsistent with a positive and orderly work environment, including but not limited to sexual harassment and other forms of discrimination, the District reserves the right to conduct inspections and/or searches as it deems appropriate.

Every employee of the District will be required, upon the District's request, at its sole discretion, at any time with or without advance notice or consent, to submit to a search of any package, purse, brief case, lunch box or other container brought onto the District's premises and to submit to a search of any desk, file, locker, closet or other stationary container provided by the District as well as any contents, effects or articles contained therein. E-mail messages on the District's computers or other equipment are likewise subject to monitoring, review and search at any time, with or without notice. The inspections may be conducted during, before or after working hours by any supervisor, executive or security personnel as directed by the District Director.

SECTION 900: SAFETY & HEALTH

Orig Date: 08/06/98

Last Rev:

Subsection .200: Violent Workplace Behavior

900.200 Violent Workplace Behavior Policy

It is the policy of Stevens County Rural Library District to make reasonable efforts to provide employees with a work environment that is free from threats to personal safety caused by aggressive behavior or overt actions of customers, visitors, or other employees. Conduct or behavior that constitutes workplace violence will not be tolerated.

Workplace violence is defined as hostile or aggressive behavior occurring in the normal course of regular job duties that results in physical or emotional injury to employees or damage to District property. It may involve, but is not limited to, name calling, use of offensive language, threats, use of a weapon, assault and/or battery.

The District will take appropriate measures to implement this policy, including procedures to identify and promptly address potential problems and education and training in awareness and intervention measures.

STEVENS COUNTY LIBRARY DISTRICT

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Nonstandard Workweek	100.000
Overtime	100.000, 300.200
P.E.R.S.	100.000
Part-Time Employment	100.000, 300.110, 300.200(2-B), 300.200(3-B), 300.810(2), 400.025, 400.100(2), 400.200(2)
Pay Status	100.000
Payroll Period	100.000
Performance Evaluation	200.200(2), 200.400(4), 500.000-500.030
Permanent Positions	100.000, 200.200, 500.010
Personal Business Leave	400.015
Personal Holidays	400.015
Personnel Files	500.130, 800.010-800.020
Position Description	100.000, 300.010, 300.020(3)
Promotion	100.000, 200.600, 300.700-300.720, 400.105, 500.110(2-B)
Prorate	100.000
Reclassification	300.020(2)
References, Employment	800.020
Regular Employee	100.000, 200.200(3)
Regular Position	100.000
Resignation	500.500
Rest Periods	400.400
Retirement	400.260(4), 500.400
Safety & Health	Section 900
Inspections and Searches	900.100
Salaried Employment	100.000
Salary	300.100-300.200, 300.500-300.720, 500.210
Salary Range	100.000
Salary Reduction	300.320
Salary Step	100.000, 200.300(3), 200.600(2), 300.100, 300.620, 300.700-300.720
Searches: Safety & Health	900.100
Sexual Harassment	700.100, 700.110
Sick Leave	400.200-400.260
Split Shift	100.000
Standard Workweek	100.000
Substance Abuse	900.100
Supervisor	100.000
Temporary Appointments	200.400, 400.100(3)
Temporary Employment	100.000, 400.100(3)
Terminal Leave	100.000
Terminal Pay	300.310, 300.330, 400.130, 400.250
Termination	100.000, 200.300(4), 200.400(6), 500.110
Transfer	100.000, 200.500
Travel Time	300.400-300.410

Vacant Position	100.000
Vacation Leave	400.100-400.130
Violent Workplace Behavior	900.200
Workmen's Compensation	400.220
Workweek	100.000, 300.200(C)
Non-Standard	see Non-Standard Workweek
Standard	see Standard Workweek