



**Policies and Procedures
Policy 0015
100.000**

PERSONNEL POLICY Section 100: Definitions Subsection .000 Definitions	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 5/17/18	Date(s) of Review:

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 their most recent term of regular employment within a position classification.

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 40 in a week.

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 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

While 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

First through the last day of each 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

Computed 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.

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.

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.

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 leave without pay.

Workweek

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



Policies and Procedures
Policy 0015
200.000

PERSONNEL POLICY
Section 200: Employment
Subsection .000 Employment

Date of Origin: April 14, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 6/20/18	Date(s) of Review:

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. No library representative other than the Director has the authority to enter into any agreement for employment for any specified period of time.

200.030 Employment - Prohibition of Discrimination

The Stevens County Rural 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 Rural Library District shall follow the most recent regulations 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 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. No library representative may make any agreement contrary to the forgoing.

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.



Policies and Procedures
Policy 0015
200.100

PERSONNEL POLICY
Section 200: Employment
Subsection .100 Hiring

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision:	Date(s) of Review: 6/20/18

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.



**Policies and Procedures
Policy 0015
200.200**

<p>PERSONNEL POLICY</p> <p>Section 200: Employment</p> <p>Subsection .200 Regular & Orientation/Introductory</p>	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 6/20/18	Date(s) of Review:

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.

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 leave without pay.
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.
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.



Policies and Procedures
Policy 0015
200.300

PERSONNEL POLICY
Section 200: Employment
Subsection .300 Temporary

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
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200.300 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. A temporary employee shall receive the normal rate of pay for the position and those employee benefits required by law.
5. A temporary employee employed for more than 3 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.
6. A temporary employee employed beyond six months or hired for six months or more will receive all other employee benefits appropriate to the position.
7. A temporary employee may be terminated without cause.



Policies and Procedures
Policy 0015
200.400

PERSONNEL POLICY
Section 200: Employment
Subsection .400 Transfer of Present Employee

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
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200.400 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 their 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.



**Policies and Procedures
Policy 0015
200.500**

PERSONNEL POLICY	
Section 200: Employment	
Subsection .500 Promotion/Demotion of Current Employee	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 6/20/18	Date(s) of Review:

200.500 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.

200.510 Employment – Acting

1. Acting employment is temporary employment of a regular employee in a position of a higher classification.
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.
7. Refer to Policy 300.500 for compensation information.

200.550 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.



Policies and Procedures
Policy 0015
200.600

PERSONNEL POLICY
Section 200: Employment
Subsection .600 Same Family

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
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200.600 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.



Policies and Procedures
Policy 0015
200.700

PERSONNEL POLICY
Section 200: Employment
Subsection .700 Flexible Work Schedule (Flextime)

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision:	Date(s) of Review: 6/20/18

200.700 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.



Policies and Procedures
Policy 0015
200.800

PERSONNEL POLICY
Section 200: Employment
Subsection .800 Performance Evaluation

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
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200.800 Policy Statement: Performance management is the continuous process of improving performance by setting individual and team goals which are aligned to the strategic goals of the organization, planning performance to achieve the goals, reviewing and assessing progress, and developing the knowledge, skills, and abilities of people.

It is the policy of the district to maintain a performance management system for regular employees of the district.

200.810 Evaluation Frequency for Position Types

- 1. Regular Positions: Orientation/Introductory Period** Each employee in the orientation/introductory period shall be evaluated by the supervisor after one, three, and six months of employment following normal District performance evaluation procedures. See the section of this policy title "[Employment - Regular Positions - Orientation/Introductory Period](#)" (Section 200.200, 3.).
- 2. Regular Positions** An employee who has completed the orientation/introductory period and attained regular employment status shall be evaluated by the supervisor at least annually on or near the employee's anniversary date according to normal District Performance evaluation procedures.
- 3. Temporary Appointments** Employees in temporary appointments will not receive formal performance appraisals but will receive performance counseling and advice from the supervisor as needed throughout their appointment. At the end of the appointment, the employee may request a performance appraisal/letter of reference from the supervisor. See the section of this policy titled "[Employment - Temporary](#)" (Section 200.300, 4.)
- 4. Director** The Director shall be evaluated at least annually by the Board of Trustees, according to the performance evaluation procedure adopted by the Board.

200.820 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



**Policies and Procedures
Policy 0015
300.000**

<p>PERSONNEL POLICY Section 300: Compensation Subsection .000 Classification & Compensation</p>	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 12/13/18	Date(s) of Review:

300.010 Classification and Compensation Plan

1. Policy Statement: It is the policy of the District to maintain an Employee Classification and Salary (Compensation) Plan that designates: (1) salaries which are in a proper relationship of worth to all other positions within the District, and within the District’s budget (2) salaries that are fair in comparison to similar libraries within the state, to comparable positions within the local area,

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 services, or changes in organization or operating methods.

2. Coverage: The plan consists of two compensation structures: nonexempt and exempt. Coverage under the plan includes all position classifications established by the District.
3. Provisions 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 the District Board of Trustees and will be administered in accordance with the spirit and intent of the Employee Classification and Salary Plan.
2. Employee Reclassifications: 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.
 - 2.1 When an employee’s position is reclassified to a higher level, the salary shall be at the first step on the new range that is a five percent salary increase for the employee.
 - 2.2 When a position is reclassified to a lower level, there will be a 90 day notice of reclassification. The current employee continues at the same step, as their current step, in the reclassified position.

3. **Position Reclassification:** 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.

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



**Policies and Procedures
Policy 0015
300.100**

<p>PERSONNEL POLICY Section 300: Compensation Subsection .100 Salary</p>	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 12/13/18	Date(s) of Review:

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 as a monthly salary.
2. Part-Time: Part-time employees will not be classified as “exempt.”

300.120 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.

300.130 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 that is a five percent salary increase.



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Policies and Procedures
Policy 0015
300.200

PERSONNEL POLICY	
Section 300: Compensation	
Subsection .200 Flex Time, Exchange Time, Overtime Pay, Compensation Time, Terminal Payout	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 5/21/20	Date(s) of Review:

300.200 Exempt Classifications Definitions as stated in the Fair Labor Standards Act – as per the Fair Labor Standards Act – <https://www.dol.gov/agencies/whd/flsa>

300.210 Flex Time

Flex Time is defined as the ability for an employee to work their normal hours within a pay period outside their regular schedule. The intent of flextime is to allow staff some flexibility in arrival, lunch, and departure times within the context of overall library staffing needs. Flextime may only be used subject to prior approval by a supervisor and cannot result in overtime pay.

Example: An employee who normally works 10:00 am – 4:00 pm, with a half-hour lunch, would like to take a full hour at lunch in order to go to their child’s parent-teacher conference. To make up that extra half-hour off, the employee will work until 4:30 pm.

Example: An employee would like to leave an hour early one day to get to their nephew’s baseball game, so will come in an hour early the next day.

300.220 Exchange Time – Accrual

Exchange time is defined as extra hours worked in a normal work week that do not activate overtime pay or compensation time. Exchange time will be tracked and accrued on the employee’s timesheet.

Accrued exchange time will be capped at twenty-four (24) hours.

Non-exempt

- 1) Part-time employees will be compensated at the rate of one (1.0) hour for each hour worked in a work week in excess of their regularly scheduled total up to 40 hours. These excess hours (exchange time) will be allowed only with the advance approval of the supervisor.
- 2) Full-time employees are not eligible for exchange time. Extra hours worked by a non-exempt full-time employee would result in overtime pay or compensation time (see section 300.230).

Exempt

- 1) Exempt employees will be compensated at the rate of one (1.0) hour for each hour worked in excess of the number of hours required for that pay period.

300.230 Overtime Pay and Compensation Time

- 1) This section applies only to non-exempt staff (both part-time and full-time) who work more than 40 hours in a defined work week. Exempt staff are not eligible for overtime pay or for compensation time. Both overtime pay and compensation time are accrued at a rate of one and a half (1.5) hours for each hour worked in excess of 40 hours in a work week.
- 2) 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. <https://www.dol.gov/whd/regs/compliance/whdfs22.pdf> - **FLSA Fact Sheet**
- 3) Staff have the option of either choosing overtime pay or compensation time, or a combination, for hours worked in excess of 40 hours in a work week.
- 4) Accrued compensation time will be capped at twenty-four (24) hours.
- 5) Hours in excess of 40 per work week will be allowed only with the advance approval of the director, except for emergencies. In case of emergency, notification to the employee's manager must be no later than the following working day.
- 6) Overtime pay will be indicated on the employee's timesheet and paid during the pay period in which it was accrued.
- 7) Compensation time will be accrued on the employee's timesheet and may be used at any future time, in lieu of vacation time or sick leave.
- 8) Prior to any reclassification, an employee will be paid for any accrued compensation time.
- 9) Compensation time redeemed as leave is subject to leave request procedures (**Policy 0015.400.100 Personnel Policy - Vacation Leave**).

300.240 Exchange Time - Terminal Pay

Non-exempt:

- 1) Part-time: Upon resignation or termination, employees will be paid for each hour of exchange time at their hourly wage.

Exempt

- 1) Upon resignation or termination, an employees shall not be entitled to any payment for exchange time.

300.250 Overtime Pay and Compensation Time - Terminal Pay

Non-exempt: Upon resignation or termination, employees will be paid for each hour of overtime pay and/or compensation time at their hourly wage.



Policies and Procedures
Policy 0015
300.300

PERSONNEL POLICY
Section 300: Compensation
Subsection .300 Anniversary Date

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
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300.300 Anniversary Date

The employee's anniversary date is the date on which an employee began their most recent term of regular employment within a position classification, minus any leave without pay (see Section 300.410, below).

300.310 Anniversary Date - Leave Without Pay

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

1. Leave without pay for five working days or fewer- 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 300.400, Compensation - Anniversary Date.



Policies and Procedures
 Policy 0015
 300.400

PERSONNEL POLICY Section 300: Compensation Subsection .400 Promotion	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
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300.400 Salary - Increase on Promotion

Upon promotion, the employee shall be placed at the step of the new salary range which results in a salary increase not less than five percent.

300.410 Salary - Anniversary Date - Promotion

Upon promotion, the employee’s anniversary date will be changed to the date at which the promotion is effective, according to section 300.400, Salary - Anniversary Date.

300.420 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.



**Policies and Procedures
Policy 0015
300.500**

PERSONNEL POLICY	
Section 300: Compensation	
Subsection .500 Employee Benefits	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
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300.500 Employee Benefits - Eligibility

Regular 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.

Acting employees will receive benefits commensurate with their acting position. Acting is defined as 200.510.

STATE AND FEDERAL MANDATED BENEFIT PROGRAMS	MIN # OF SCHEDULED HOURS PER WEEK NEEDED FOR ELIGIBILITY
Social Security	Any
Industrial Insurance (L&I)	Any
Sick Leave	Any
Retirement	Determined by PERS Requirements
Unemployment Comp	Determined by State Requirements
FMLA & PFML	Any

BOARD APPROVED BENEFITS	MIN # OF SCHEDULED HOURS PER WEEK NEEDED FOR ELIGIBILITY
Dental Insurance	20
Medical Insurance	20
Vision Insurance	20
Vacations	Any
EAP	Any
Life Insurance	20

300.510 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 employee benefits computed as the ratio of hours worked to hours required for full-time employment, unless otherwise determined by a benefit provider.
3. The District will not provide benefits for dependents. If an employee wishes to provide coverage for a dependent and a vendor allows coverage, such coverage shall be at the employee’s cost.
4. Domestic Partner Coverage – The District will extend domestic partner coverage to same sex and opposite sex partners. Domestic partnerships must register with the State of Washington and sign an Affidavit of Marriage/Domestic Partnership.

300.520 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.

300.550: 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.

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 their 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.



**Policies and Procedures
Policy 0015
400.000**

PERSONNEL POLICY Section 400: Leave Subsection .000 Holidays	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 12/19/19, 11/10/21, 1/20/22	Date(s) of Review:

400.010 Holidays - Designation

The Board of Trustees will annually designate 12 holidays, which includes one annually assigned floating holiday, and the dates those holidays are observed. Please see the website <https://thelosc.org/locations/> for current holiday closure dates. It is the intention of the Board of Trustees that designated holidays will be in congruence with the State of Washington holiday schedule (<https://dor.wa.gov/contact-us/state-holiday-schedule>).

Holidays designated by the Board of Trustees are:

- NEW YEAR'S DAY
- MARTIN LUTHER KING DAY
- PRESIDENT'S DAY
- MEMORIAL DAY
- JUNETEENTH
- INDEPENDENCE DAY
- LABOR DAY
- VETERANS DAY
- THANKSGIVING DAY
- NATIVE AMERICAN HERITAGE DAY
- CHRISTMAS DAY
- ANNUALLY ASSIGNED FLOATING HOLIDAY

400.020 Holidays – Religious

An employee whose personal religious beliefs require the abstention from work during limited periods of time will be granted leave (annual, compensatory time, or leave without pay) upon request for such periods, unless the presence of the employee is necessary for efficient operation of the workplace.

400.025 Holidays - Compensation

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

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.



**Policies and Procedures
Policy 0015
400.100**

PERSONNEL POLICY	
Section 400: Leave	
Subsection .100 Vacation Leave	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 7/16/20	Date(s) of Review: 1/16/20

400.100 Vacation Leave – Philosophy

This is an earned compensation and all employees are able to use vacation. Leave shall be approved except for legitimate job related reasons. All leave shall be requested as far in as advance as practical. It is the responsibility of the employee to manage effectively.

400.110 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. Vacation accrual shall increase every year through year 13 according to the table below.

Full time exempt	hrs/ month	hrs/yr	days/yr	ADD
Starting year	10	120	15	ADD
Year 1	10.33	124	15.5	0.33
Year 2	10.66	128	16	0.33
Year 3	11	132	16.5	0.33
Year 4	11.33	136	17	0.33
Year 5	11.66	140	17.5	0.33
Year 6	12	144	18	0.33
Year 7	12.5	150	18.75	0.5
Year 8	13	156	19.5	0.5
Year 9	13.5	162	20.25	0.5
Year 10	14	168	21	0.5
Year 11	14.5	174	21.75	0.5
Year 12	15	180	22.5	0.5
Year 13	16	192	24	1

MAX IS 24 DAYS/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. Vacation accrual shall increase every year through year 15 according to the table below.

Full time non-exempt	hrs/ month	hrs/yr	days/yr	ADD
Starting year	8	96	12	
Year 1	8.33	100	12.5	0.33
Year 2	8.66	104	13	0.33
Year 3	9	108	13.5	0.33
Year 4	9.33	112	14	0.33
Year 5	9.66	116	14.5	0.33
Year 6	10	120	15	0.33
Year 7	10.5	126	15.75	0.5
Year 8	11	132	16.5	0.5
Year 9	11.5	138	17.25	0.5
Year 10	12	144	18	0.5
Year 11	12.5	150	18.75	0.5
Year 12	13	156	19.5	0.5
Year 13	13.5	162	20.25	0.5
Year 14	14	168	21	0.5
Year 15	14.66	176	22	1

MAX IS 22 DAYS A 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 with temporary appointments do not accrue vacation.
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 Total Accrual:
 - A. The maximum total accrual of vacation hours for a full-time employee shall be 240 hours. The maximum total accrual for part-time employees shall be prorated based upon regularly scheduled hours for the position. Vacation leave shall not accrue beyond 240 hours at any time
 - B. Employees may exceed the maximum total accrual for their current regularly scheduled weekly hours due to:
 1. a change in their schedule;
 2. a reduction of regularly scheduled weekly hours or;
 3. an 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 total 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.

400.120 Vacation Leave – Accrual – Hire Date

1. The date for beginning vacation accrual and annual accrual advancement will be the month of the hire date.

2. If any employee is promoted or transferred to a position with a different vacation accrual rate, the anniversary date will change and the new anniversary date will then be used to determine vacation accrual. Hire date will continue to be used to define progression through the vacation accrual chart.

400.130 Vacation Leave – Use

1. Vacation leave shall be used in minimum units of fifteen minutes
2. All requests for regular vacation leave will be made in writing to the supervisor and must be approved in advance of the effective date.
3. 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.

400.140 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.



**Policies and Procedures
Policy 0015
400.200**

<p>PERSONNEL POLICY Section 400: Leave Subsection .200 Sick Leave</p>	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 2.10.21, 7.15.21, 2.17.22, 4.21.22	Date(s) of Review:

400.200 Sick Leave – Eligibility

1. All regular employees and temporary employees whose employment exceeds three (3) months are eligible for sick leave.
2. Sick leave is not accrued for payroll periods in which an employee is out of pay status for more than five (5) days during the payroll period.

400.200 Sick Leave – Accrual

1. Annual Maximum: For full time employees, a maximum of twelve (12) days (96 hours) of sick leave will accrue each year. Part-time employees’ annual maximum will be prorated relative to fulltime employment.
2. Posting: Sick leave will be posted to an employee's account at the end of each payroll period in which the leave is earned.
3. Maximum Accrual: There will be no maximum accrual of sick leave hours.
4. Sick leave will not accrue during leave without pay.

400.210 Sick Leave – Allowance

1. Sick leave 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, pregnancy/post-partum or dental care of the employee.
 - b. Injury, illness, medical, pregnancy/post-partum 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 as defined by RCW 4960.040, Section 7
2. If an employee is absent in excess of their accrued sick leave, the excess will be charged to the leave categories in the order listed:
 - a. Compensatory time;
 - b. Vacation leave;
 - c. Leave without pay. (Section 400.500)
3. Sick leave may be used in a minimum of fifteen (15) minute increments.
4. See also the section of this policy titled "Holidays - Occurring During Paid Leave" ([Section 400.030](#)).
5. See also the section of this policy titled "Bereavement Leave - Allowance" ([Section 400.310](#)).

400.220 Sick Leave – Workers’ Compensation Adjustments

1. An employee may file an application for workers’ compensation in accordance with state law for any absence from work due to injury or occupational disease resulting from Stevens County Library District employment.
2. An employee may elect to receive only workers’ compensation from the DL&I rather than utilize available sick leave available from SCRLD.
3. Should an employee elect to receive both workers’ compensation and paid sick leave, sick leave may be used only to compensate for those hours not reimbursed by the DL&I, such that the total compensation per day does not exceed their normal compensation.
4. If an employee has no accumulated sick leave, the words "vacation leave" may be substituted for "sick leave" in this section.

400.230 Sick Leave - Conditions

1. An employee shall report their need to use sick leave to their supervisor either:
 - a. In advance of the absence for prearranged medical, dental, optical or other qualified appointment; or
 - b. When absent due to unforeseeable illness or injury, as early as practicable on the first day of such absence, or, if unable to do so for a legitimate reason, as soon as possible.
2. An employee should contact their supervisor to determine if their leave qualifies for the FMLA.
3. If an employee has been absent from work in excess of five (5) consecutive working days, the District may require a medical certificate from a licensed physician explaining the reason for the absence and the anticipated period of recovery.
4. 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 and/or the nature of limitations imposed.
5. 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 their assigned position without accommodation. If accommodation is required, see District policy Section 600.010-030.
6. Misrepresentation of any material fact in connection with paid sick leave by any employee may result in disciplinary action, up to and including suspension or termination.

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

Accrued sick leave will have no monetary value to an employee upon termination.

400.270 Family Medical Leave Act

The Libraries of Stevens County will follow Washington State and federal law regarding family and medical leave.

State of Washington Paid Family and Medical Leave, [RCW 50A.04](#), is a mandatory statewide insurance program that will provide almost every Washington employee with paid time off to give or receive care.

Information regarding the state law, and use of the law, can be found at: <https://paidleave.wa.gov/>

The federal Family Medical Leave Act entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Information regarding the federal law, and use of the law, can be found at: <https://www.dol.gov/agencies/whd/fmla>

Addendum 2/10/21:

Effective January 1, 2021

This addendum shall sunset when all sick leave accrued prior to December 31, 2020 has been used or paid out

All sick leave accrued by employees prior to December 31, 2020, shall be accounted for separately from leave accrued after January 1, 2021. All sick leave used after January 1, 2021 will be taken from the tallied accrued leave as of December 31, 2020, and when that leave is exhausted, it shall be taken from leave accrued after January 1, 2021. Any sick leave accrued prior to December 31, 2020 that has not been used when an employee separates from the library district shall be paid out to the employee in the following way, according to the district's sick leave policy in place through December 17, 2020:

- Employees with less than 3 years of tenure, as of December 31, 2020: no sick leave pay out.
- Employees with between 4 years and 14 years, as of December 31, 2020: sick leave pay out at a ratio of 3:1, up to 960 hours (sick to pay, at the pay rate as of December 31, 2020)
- Employees with 15 or more years, as of December 31, 2020: sick leave pay out at a ratio of 2:1, up to 960 hours (sick to pay rate, at the pay rate as of December 31, 2020)



**Policies and Procedures
Policy 0015
400.300**

<p>PERSONNEL POLICY Section 400: Leave Subsection .300 Other Paid Leave</p>	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 3/19/20, 6/17/20, 7/16/20	Date(s) of Review:

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 their 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 their 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.

400.320 Administrative Leave

An employee(s) may be required to take administrative leave with regular pay and benefits if the Library Director (or their designee) determines that the best interests of the library district warrant their absence from the workplace. Administrative leave is not disciplinary, nor is it subject to appeal. Employees may not perform their regular or any special duties.

400.325 Board-Directed Leave

1. An employee(s) may be required to take board-directed leave with regular pay and benefits if the Library Board of Trustees determines that the best interests of the library district warrant their absence from their workplace. In an emergency, the Library Director (or their designee) may direct such leave. In such an event, the Library Director must inform the Board of Trustees with one (1) business day of directing the leave and such leave must be approved by the Board of Trustees within two (2) weeks of its initiation or it automatically terminates.
2. Board-directed leave is not disciplinary, nor is it subject to appeal. Employees are required to be available during their regularly scheduled hours to perform some or all of their regular or special duties during board-directed leave, unless notified otherwise by the Library Director. Employees who are unable to do their assigned tasks will use the appropriate leave for that time.



**Policies and Procedures
Policy 0015
400:400**

<p>PERSONNEL POLICY Section 400: Leave Subsection .400 Rest Periods & Meal Breaks</p>	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 6/19/14	Date(s) of Review:

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.



Policies and Procedures
Policy 0015
400.500

PERSONNEL POLICY
Section 400: Leave
Subsection .500 Leave Without Pay

Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 4/18/19, 4/16/20	Date(s) of Review:

1. Employees may take leave without pay with prior approval. Leave without pay must be requested in writing as far in advance as possible and expected duration must be indicated.
2. Request for leave without pay for five or fewer days may be approved by a manager.
3. Leave without pay, of more than five days within a calendar month:
 - a. Must be approved by the Director.
 - b. Will only be considered for the following circumstances:
 - i. Continuing education opportunities.
 - ii. Military leave as described in section 400.310, "Military Training Leave."
 - iii. As allowed by Family Medical Leave Act (see 400.270 Sick Leave - Family and Medical Leave Act)
 - iv. Other unusual circumstances.
 - c. Will not result in a guaranteed position upon employee's return, except as required by law.
 - d. Will not accrue benefits and the employee's anniversary date will be adjusted by the length of the leave (see Personnel Policy 300.600).
 - e. Will require eligible employees to be responsible for their prorated health and life insurance premiums, unless otherwise required by State or Federal law. Employees will make payments to the District by the first of the month. Insurance benefits will be suspended, during leave without pay, if there is failure to pay premiums.



**Policies and Procedures
Policy 0015
400.600**

PERSONNEL POLICY	
Section 400: Leave	
Subsection .600 Shared Leave	

Date of Origin: September 26, 2013	Approved By: Library Director & Library Board
Date(s) of Revision: 8.19.21	Date(s) of Review:

400.600 Shared Leave

1. POLICY STATEMENT

The Shared Leave Program allows employees to voluntarily donate sick leave hours into a “Shared Leave Pool” to provide additional paid leave for eligible employees who have serious medical conditions and are either unable to work, or are necessary for the care of a family member with a serious health condition which has caused, or is likely to cause, the employee to take leave without pay. The Shared Leave Pool is not a vested benefit and the Library District may repeal this program at any time.

2. DEFINITIONS

- a. A serious health condition is defined as 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 (see [Section 101\(11\) of the FMLA](#)).
- b. Family members are defined as spouses, parents, grandparents, in-laws, brothers, sisters, sons, daughters, or members of an employee’s household (see [Personnel Policy Section 400.210](#)).

3. SHARED LEAVE: Eligibility

- a. To be eligible for the Shared Leave Program 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. To be eligible for the Shared Leave Program, an employee must have exhausted all available vacation, sick, flex, exchange, compensation and PLD hours.

4. SHARED LEAVE: Ineligibility

- a. Substitutes, extra hires, temporary employees, contract employees, and volunteers are not eligible for the Shared Leave Program.
- b. Employees who are receiving workers’ compensation or L&I coverage due to an on-the-job injury or illness are not eligible to receive benefits from the Shared Leave Program.
- c. Employees who have 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 are not eligible to receive benefits from the Shared Leave Program.

5. SHARED LEAVE: Additional Conditions

- a. Applications for shared leave may be made during the pay cycle during which accrued paid hours are being exhausted.
- b. 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.
- c. 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.
- d. Any use of shared leave will be counted toward the twelve (12) week allowance for Family and Medical Leave (FMLA).
- e. 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.
- f. Shared leave may only be used, as needed, for the purpose stated in the application.

6. ADMINISTRATION/PROCEDURES - How the Pool Works:

- a. The Shared Leave Program 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; and
 - iii. The Business Manager or designee will be responsible for computing the actual values of shared Leave and for notifying payroll of the need to adjust the accrued leave balances of both the donor and recipient.
- c. On each employee's monthly vacation and leave notice the following will be reported: beginning pool balance for that month; pool contributions for that month; pool withdrawals for that month; and net pool balance. NOTE: The actual pool balance is maintained as a dollar amount, however, the balance noted on the employee's vacation and leave notice is expressed as an hour balance calculated using each employee's hourly wage.
- d. 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 funds to cover the hours each recipient may need, available hours will be granted in the order in which each shared leave request was approved.
- e. Shared Leave Program 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.
- f. If the maximum amount (66 days) of the shared leave pool award has been reached, and the employee is unable to resume employment, the employee may apply for [leave without pay](#). If leave without pay is not granted, their employment will be terminated.
- g. 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 shared leave before they are eligible to apply for additional benefits from the Program.

7. 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 submit to the Business Manager:
 - i. an "[Application to Request Shared Leave](#)"; and
 - ii. a physician's statement:

- i) describing the nature of the medical condition, illness, injury or impairment, the prognosis for recovery, and the estimated timeline for absence(s);
 - ii) If the request is for leave to provide care for 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.
- b. All information submitted is confidential, except as required by the review process.
- c. Upon receiving the employee's application, the Business Manager will notify the employee's supervisor of the employee's request. The supervisor, within two (2) business days, will submit a completed "[Supervisors Supplemental Information](#)" form to the Business Manager, who will forward the completed package to the Library Director or their designee. If the supervisor is unavailable, the Business Manager will complete the "[Supervisors Supplemental Information](#)" form.
- d. Subsequent requests for shared leave shall be made as outlined above, up to the maximum stated in this policy.
- e. Abuse, misuse or falsification of facts regarding shared leave may be grounds for disciplinary action, up to and including termination.

8. ADMINISTRATION/PROCEDURES - Approval:

- a. It is the responsibility of the Library Director, or designee, to review the facts of each request for shared leave and to make the determination whether the application meets the eligibility requirements and to either approve or deny the request.
- b. 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.
- c. Neither the approval or denial of a shared leave request shall be grievable under the terms of the [grievance policy](#).
- d. The approval or denial of a shared leave request shall be appealable before the SCRLD Board of Trustees.

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

- a. All donations are voluntary. Employees may not be coerced, threatened, intimidated or financially induced into donating leave.
- b. Leave donations can only be designated to the Shared Leave Program, not to any individual participating employee.
- c. Regular employees who wish to donate sick leave to the Shared Leave Program can do so at any time by completing a "[Shared Leave Donation](#)" form and submitting it to the Business Manager. All donations to the Program will be kept confidential.
- d. Employees who wish to donate sick leave hours to the Program must have a sick leave balance greater than two (2) full weeks (80 hours for full-time employees, pro-rated for part-time employees.)
- e. Employees cannot donate more than a week's worth of regular work hours to the Shared Leave Program per calendar year (40 hours for full-time employees, pro-rated for part-time employees.)
- f. Donations to the Shared Leave Program must be made in one (1) hour increments.
- g. Leave which has been donated to the Shared Leave Program is irrevocable.
- h. Vacation and PLD hours are not available for donation.

Form #400.600-1

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# 400.600-2

**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 leave without pay.
- 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 .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 their 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 their own statement regarding the situation under discussion and have it added to their 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 their 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.



Policies and Procedures
Policy 0015
500.200

PERSONNEL POLICY Section 500: Performance Evaluations, Disciplinary Action, Grievance Resolution, Employment Termination Subsection .200 Grievance Resolution	
Date of Origin: August 6, 1998	Approved By: Library Director & Library Board
Date(s) of Revision: 2.9.22	Date(s) of Review:

500.200 Grievance Resolution Policy

Goal: The District agrees that grievances should be resolved in an orderly, efficient, and equitable manner that will maintain the self-respect of the employee and be consistent with the principles of good management and the public interest. The District is committed to making every effort at resolving issues at the level closest to the conflict and encourages the use of technologies that reduce the need for travel. Any employee who has a grievance has the right to file the grievance.

Definition

- Grievance: any claimed violation, misinterpretation, or misapplication of any law, policy, procedure, rule, practice, or regulation affecting conditions of employment. The grievance must be related to a person's employment with the Library District.
- Resolution: the point at which the grievance has been investigated, considered and a response has been made to the employee.

Application - Complete the [Grievance Form](#) and submit to the District human resources specialist.

500.210 Grievance Procedure

- a. The Library Director shall develop and administer a [procedure](#) for investigating and resolving grievances.
- b. All grievances will be investigated and will be treated in confidence, when possible.

500.220 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 grievance procedure or participates in the grievance resolution process.

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

Orig Date: 08/06/98

Last Rev:

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 their 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 their 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 their 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

PERSONNEL POLICY INDEX

Acting Employment	200.300, 300.500
Administrative Staff	100.000
Affirmative Action	700.010
Anniversary Date	300.600-300.620, 300.710-300.720, 400.105
At-Will Employment	Forward, 200.050
Benefits	see Employee Benefits
Bereavement Leave	400.310
Blood-born Pathogen Exposure	900.020
Classification and Compensation Plan	300.010-300.020
Coffee Breaks	see Rest Periods
Compensatory Time	100.000, 300.200(3), 300.300-300.310, 300.330
Complaint/Grievance Resolution	500.200
Conferences, Meetings, etc.	300.410
Definitions	Section 100
Demotion	200.650
Disability	600.010-600.030
Harassment complaints	600.040
Disciplinary Action	500.100-500.140
Discrimination and Harassment	700.100
Discrimination, Prohibition of	200.030
Dismissal	500.100-500.130, 500.210
Emergency	100.000
Employee Benefits	300.800-300.850, 400.500(5)
Employee Reclassification	see Reclassification
Employment	
Acting	see Acting Appointments
Demotion	200.650
Director	200.010
Duration	200.110
Full-Time	see Full-Time Employment
Hourly	see Hourly Employment
Legal Authorization	200.040
Orientation/Introductory	200.200
Part-Time	see Part-Time Employment
Permanent Positions	see Permanent Positions
Promotion	200.600
References	800.020
Regular	200.200
Relatives	200.700
Salaried	see Salaried Employment
(Employment continued)	

Temporary Transfer	see Temporary Employment 200.500
Exempt	100.000, 300.010(2), 300.200(3-C)
Exit Interview	500.580
Family and Medical Leave Act	400.600-400.640
Flexible Work Schedules	200.810
Fringe Benefits	see Employee Benefits
Full-Time Employment	100.000, 300.200(2-3), 300.810(1), 400.025(1), 400.100(1), 400.200(1)
Grievance	100.000
Harassment Complaints	600.040
Hazardous Materials Communication Program	900.030
Health	Section 900
Hiring Procedure	200.100, 200.400(3)
Holidays	400.010-400.030
Hourly Employment	100.000, 300.120, 400.100(3), 400.200(3), 400.320(3)
Inclement Weather	400.320
Inspection and Searches: Safety & Health	900.100
Introductory/Orientation Employee	100.000
Introductory/Orientation Period	100.000, 200.200, 200.500(2-B), 200.600(3), 400.110(1-2)
Jury or Other Civil Duties	400.305
Layoff	500.550
Leave	
Bereavement	see Bereavement Leave
Family	see Family and Medical Leave Act
Holiday	see Holidays
Inclement Weather	see Inclement Weather
Jury or Other Civil Duties	see Jury or Other Civil Duties Leave
Leave of Absence	see Leave Without Pay
Longevity	see Definitions
Military Training	see Military Training Leave
Personal Business	see Personal Business Leave
Sick	see Sick Leave
Terminal	see Definitions
Vacation	see Vacation Leave
Without Pay	see Leave Without Pay
Leave Without Pay	300.610, 400.500
Meal Breaks	400.401
Military Training Leave	400.315
Nature of Employment	Forward
Nonexempt	100.000, 300.010(2), 300.200(3-A, 3-B)

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