

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Chief Executive Officer and District Employees
POLICY NUMBER: 3000

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3000.1 The Board of Trustees shall prescribe the duties and powers of employees of the Library, determine the number of and appoint all officers and employees, and fix their compensation. The officers and employees shall hold their offices and positions at the pleasure of the Board of Trustees pursuant to Education Code section 18402. The Library Director District Librarian will be the Chief Executive Officer of the Dixon Public Library District.

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3000.2 The terms and conditions of the Library Director's District Librarian's employment are specified in the agreement of employment established between the District Librarian and the Library Director Commission. The agreement of employment will be for the period of time as specified therein.

3000.3 Whenever the agreement of employment established between the District Librarian and the Library Director Commission is in conflict with any District policy, said agreement of employment will prevail as approved by the Board of Trustees.

3000.4 The District Library Director and all other officers and employees of the District work at the pleasure of the Board of Trustees Library Commission and is are considered to be an at-will employees. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the Board of Trustees Library Commission. Nothing in this handbook constitutes a contract or promise of continued employment and shall not will-limit the right to terminate at-will employment. No officer, manager, supervisor, or employee of the Library District has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment on other than at-will terms. The Board of Trustees Library Commission has the sole authority to make any such agreement and that agreement is binding only if it is in writing and approved and/or ratified by the Board of Trustees.

Adopted 02/27/2006
Revised 8/00/2013

POLICY AND PROCEDURE MANUAL

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Rev. 09/26/2011

Revised 08/00/2013

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Rev. 09/26/2011
Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Work Week, Work Hours, and Overtime and Compensatory Time
POLICY NUMBER: 3010

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3010.1 This policy will apply to all non-exempt employees, as defined by state and federal law. Exempt employees are not entitled to overtime pay or compensatory time off.

3010.2 The work week consists of seven (7) consecutive days from 12:01 A.M. Sunday through 12:00 midnight the following Saturday. A full-time work schedule is five (5) days per week working eight (8) hour days for a total of forty (40) hours in a work week.

3010.3 The regular hours of work each day will be consecutive except for interruptions for meal and break periods. All employees regardless of status may take one (1) fifteen (15) minute break for each four (4) hours worked.

3010.4 Overtime is defined as:

3010.4.1 Time worked in excess of eight (8) hours in a day;

3010.4.2 Time worked in excess of forty (40) hours in a work week;

3010.4.3 Time worked on a designated holiday.

~~3010.6.1 Overtime work must be specifically authorized in writing by the Library Director or designee District Librarian or the Administrative Support Manager. If seasonal peak work loads workloads, emergencies, or other events of similar nature require it, the Library Director or designee may District Librarian or the Administrative Support Manager has the authority to require regular employees to work overtime hours. An employee's refusal to work overtime shall constitute grounds for discipline including, but not limited to, termination.~~

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~~3010.6.2 An employee may choose, for any particular three-month pay period, to receive paid compensation for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5.~~

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~~3010.6.3 The Library Commission may at any time suspend the option to receive paid compensation.~~

~~3010.6.4 At the start of every fiscal year, the employer shall identify the four three-month pay periods, and shall further identify the first day of each period for purposes of Section 3010.6.3.~~

3010.6.5 The employee shall notify the employer in writing on the first day of the pay period if any overtime work during that pay period is to be paid compensation. If such notification is not provided, any overtime work during that pay period is logged as compensatory time off ("CTO").

3010.6.6 ~~3010.5~~ Employees shall receive paid compensation at a rate of one and one half (1^{1/2}) hours for each hour of overtime worked.

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~~3010.6.7~~ ~~3010.5.1~~ No employee shall work be compensated for more than one hundred twenty (120) hours of overtime in any fiscal year. Any overtime which is separately logged as compensatory time (as per Section 3010.7.2) is included for purposes of measuring the total number of hours permitted in this section.

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In any fiscal year where an employee receives both paid compensation and accrues compensatory time off for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5, the total number of hours cannot exceed one hundred twenty (120).

3010.7 If an employee does not choose to receive paid compensation in a particular pay period for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5, compensatory time off ("CTO") is required to be used as paid time off received in lieu of overtime compensation.

3010.7.1 Employees shall receive CTO at a rate of one and one half (1^{1/2}) hours for each hour of overtime worked.

3010.7.2 No employee shall be permitted to accrue more than one hundred twenty (120) hours of CTO. Any overtime which is separately logged as compensatory time (as per Section 3010.6.5) is included for purposes of measuring the total number of hours permitted in this section.

In any fiscal year where an employee receives both paid compensation and accrues compensatory time off for overtime which has been authorized in advance or which is accrued due to conditions described in 3010.5, the total number of hours cannot exceed one hundred twenty (120).

No employee shall be permitted to carry over more than forty (40) hours of CTO from one calendar year to another calendar year. In the event an employee has more than forty (40) hours of CTO, the employee must use all CTO in excess of forty (40) hours before the end of the calendar year or the employee will forfeit his or her right to that excess CTO.

3010.7.5 When an employee wishes to use CTO, the employee shall submit a written request to the Administrative Support Manager or the District Administrator, who shall permit the employee to take CTO as soon as is practicable considering the normal work

schedule, anticipated peak
workloads based on past
experience, emergency
requirements for staff and
services, and the availability of
substitute staff.
Adopted 02/27/2006 Revised
04/06/2008

Revised 03/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 3015

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3015.1 A "Regular" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification, and who has completed his/her probationary period. Regular employees may be full-time or part-time.

3015.2 A "Probationary" employee is one who has been hired to fill a regular position (i.e., budgeted) in any job classification and has less than six (6) continuous months of service with the Library District. Upon completion of six (6) months of continuous service with the Library District in said classification, and upon the Library Director's approval, District Librarian's decision to retain said employee; said employee will may be granted Regular employee status.

3015.3 A "Temporary" employee is one who is hired to work within any job classification for the purpose of relieving or augmenting Regular and/or Probationary employees, and/or for special duties and/or assignments - but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of six (6) months of continuous service; provided, however, that the Library District may enter into specific written agreements to hire temporary employees for periods exceeding six (6) months.

Adopted 02/27/2006
Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Employment of Student Library Aides
POLICY NUMBER: 3017

~~3017.1 To promote career interest in Library Science and/or Library Studies, The District may employ high school or college students on a part-time hourly basis as position of Student Library Aides, separate and apart from Regular, Probationary, and Temporary employee positions, has always been used to offer part-time hourly employment to high school students. Part-time hourly employment Persons interested in being employed as Student Library Aides must students need to be full time high school students, or higher education students carrying 12+ units or more, and. Further they must meet the criteria of residing within the boundaries of the Dixon Public Library District.~~

~~3017.1.1 The major responsibility of such employees, to be referred to as Student Library Aides, is to re-shelve items, shelf read, and perform basic tasks which keep the collections and public areas neat, orderly, and in good operating order.~~

~~3017.2 The position The District desire to promote career interest in Library Science and/or Library Studies works best when Student Library Aide positions are filled by new pupils, works best when sufficient numbers of new Student Library Aides (part-time hourly employment students) are hired to replace departing students.~~

~~3017.2.1 The employment of Student Library Aides is at-will and may be terminated at any time but will typically end no later than August 31 of each year. Currently employed Student Library Aides who wish to continue in their positions will have their performance evaluated by criteria stated in 3017.1.1 and 3017.3.1. These criteria are to be made public.~~

~~3017.2.2 Satisfactory performance on all criteria will be considered automatically reinstate the when evaluating ed a Student Library Aide's request for continued employment in for the following year.~~

~~3017.3 3017.2 The Library Director may consider the school and/or college attendance requirements of Scheduling for Student Library Aides is to have as much availability and time and provide work flexibility as to the extent possible, which may include. Shift swaps with other Student Library Aides will be possible.~~

~~3017.3.1 Individuals employed as a Student Library Aide must be available a minimum of ten (10) hours a week. Such availability must include shifts on a Monday, Tuesday, Wednesday or Thursday as well as the occasional Saturday. Professional interaction with the public and staff is expected.~~

Adopted 07/18/2011
Revised 08/09/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Vacation Leave
POLICY NUMBER: 3020

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3020.1 This policy will apply to regular and probationary full-time and part-time employees in all classifications.

3020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first three (3) years of continuous work, eighty (80) hours during each fiscal year;
- (b) Four (4) through ten (10) years of service, one hundred twenty (120) hours during each fiscal year;
- (c) After ten (10) years of service, one hundred sixty (160) hours during each fiscal year;
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week, but working 20 or more regularly scheduled hours per week, will receive a pro-rata allocation of vacation hours.

3020.2.1 If a new employee has at least fifteen (15) continuous years of service in the same or similar job position with a different library, the Library Director may District Librarian, in his/her discretion, ~~but can~~ advance the employee at ~~to~~ the starting point of (b) above, subject to approval by the Board of Trustees.

3020.3 Employees may take their vacation time all at once, or incrementally. No vacation may be taken until the employee has completed at least six months in regular employee status.

3020.4 Vacation time is accrued at the end of each month.

3020.5 Vacation time may be accumulated. The total accumulated vacation time will not exceed thirty (30) days or two hundred forty (240) hours.

3020.6 ~~At termination of employment for any reason, the Library District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination. When separation from employment is due to the death of the employee, payment will be made to the estate of the employee.~~

3020.7 The Library District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been exhausted, subject to providing certification from the employee's treating physician and approval by the Library Director fully used.

3020.8 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

3020.9 Vacations may be scheduled at any time during the year, subject to prior approval by of the Library Director District Librarian.

3020.10 Probationary employees will not accrue vacation time during the probationary period. If regular status is granted at the completion of an employee's probationary period, the employee will immediately accrue vacation time calculated from the date of employment; provided, however, that no vacation may be taken until the employee has completed at least six (6) months in regular employee status.

~~3020.11—Vacations are provided by the Library District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. Pay in lieu of vacation time away from work is not permitted.~~

Adopted 02/27/2006

Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 3030

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3030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

3030.2 The following days will be recognized and observed as paid holidays:

New Year's Day	(3 rd Monday in January)
Martin Luther King, Jr. Birthday	(February 12)
Lincoln's Birthday	(3 rd Monday in February) (Last Monday in May)
President's Day	(July 4)
Memorial Day	(1 st Monday in September)
Independence Day	(November 11) (4 th Thursday in November) (4 th Friday in November) (December 24)
Labor Day	(December 25)
Veteran's Day	(December 31)
Thanksgiving Day	
Day After Thanksgiving	
Christmas Eve Day	
Christmas Day	
New Year's Eve Day (January 1)	

3030.3 All regular work will be suspended and employees will receive one (1) day's pay for each of the holidays listed in section 3030.2 above. An employee is eligible for any paid holiday if he/she is normally scheduled to work that day.

3030.4 Holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

3030.5 When a holiday falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.

3030.6 If any employee works on any of the holidays listed in section 3030.2 above, he/she will be paid for all hours worked at the rate of time and one-half (1^{1/2}) his/her regular rate of pay.

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3030.7 All regular employees also receive two (2) floating holidays each calendar year, as follows:

3030.7.1 The first floating holiday accrues on January 1, and the second floating holiday accrues on July 1.

3030.7.2 An employee's use of a floating holiday is subject to prior written approval of The Library Director, which shall be requested no later than thirty (30) days prior to using District Librarian or the Administrative Support Manager must approve in writing an employee's request to use a floating holiday.

3030.7.3 Floating holiday hours are based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a prorata allocation of floating holiday hours.

Adopted 02/27/2006

Revised 08/01/2012

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 3040

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3040.1 This policy will apply to probationary and regular employees in all classifications.

3040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be ~~charged~~ subject to sick leave, ~~subject to prior approval by the Library Director~~ provided prior notice is provided to the employee's supervisor and the District Librarian or the Administrative Support Manager.

3040.3 Full time regular employees will earn sick leave at the rate of one (1) working day per month. Regular part-time employees working twenty (20) or more hours per week will receive a pro-rata allocation of sick leave

3040.4 Sick leave is accrued at the start of each month. Sick leave continues to be accrued during any paid leave and during holidays. There is no limit to the amount of sick leave credit which can be accrued. Upon termination, resignation or retirement, employees shall receive no payout for accrued sick leave other than that required by federal or state law.

3040.6 Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

3040.6.1 The definition of "immediate family" will be the same as specified in § 3050.4.

3040.6.2 An employee may use up to forty-eight (48) hours of sick leave in a calendar year to handle the disruption of regular childcare provider services to a dependent in his/her immediate family.

3040.7 In order to receive compensation while on sick leave, the employee will notify the Library Director his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

3040.8 . A medical release from the treating physician is required for all absences of three (3) or more work days, regardless of the sick leave balance; however the Library District reserves the right to request a medical release form for any absence taken.

3040.9 Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

3040.9.1 The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.

3040.9.2 The employee must notify the ~~Library Director~~ ~~Administrative Support Manager~~ within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.

3040.9.3 The Library District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date.

3040.10 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

3040.10.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.

3040.10.2 At the completion of the disability leave the employee may request leave under the provisions of the California Family Rights Act and/or California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.

3040.10.3 The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Rights Act and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

3040.10.4 An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.

3040.11 All employees are eligible to request leave under the provisions of the California Family Rights Act and/or California Family Medical Leave Act.

3040.11.1 When an employee elects to use the provisions of the California Family Rights Act and/or California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.

3040.11.2 The employee may use sick leave and vacation for the California Family Rights Act and/or California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

3040.11.3 An employee returning to work at the end of a California Family Rights Act and/or California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

Adopted 02/27/2006

Revised 08/00/2013

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POLICY TITLE: Bereavement Leave
POLICY NUMBER: 3050

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3050.1 This policy will apply to probationary and regular employees in all classifications.

3050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five (5) days per a year. Bereavement leave is not charged against either sick leave or vacation time. All requests for Bereavement leave shall be subject to approval by the The Library Director who District Librarian may require the employee to provide certification.

3050.3 Bereavement leave is based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavement leave.

3050.4 "Immediate family" is defined as being spouse or person assuming the role of a spouse; parents (natural, step or adoptive), children (natural, step or adoptive) including those for whom a guardianship is exercised; grandchildren (natural, step or adoptive) including those for whom a guardianship is exercised; siblings (natural, step or adopted) and sibling's spouse and children; grandparents (natural, step or adopted); father-in-law, mother-in-law, sister-in-law, brother-in-law; son-in-law or daughter-in-law; or, any other person who is a legal dependent of the employee.

Adopted 02/27/2006

Revised 08/00/2013

POLICY TITLE: Jury Duty; Call to Appear; Military Duty
POLICY NUMBER: 3060

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3060.1 This policy will apply to probationary and regular employees in all classifications.

3060.2 Leave for Jury Duty or in the case of a Call to Appear is provided as follows:

3060.2.1 An employee summoned for jury duty, called to appear as a witness in court other than as a litigant, or called to respond to an official order from another governmental jurisdiction for reasons not brought about by the misconduct or connivance of the employee will immediately notify the ~~Library Director or designee~~ Administrative Support Manager and the District Librarian.

3060.2.2 While serving on a jury or in the case of the other situations noted in section 3060.2.1, the employee will be given a paid leave of absence for the duration of said duty. ~~Employees are required to return to work during any day or portion thereof in which jury duty service is not required, unless excused by the Library Director. When jury duty pay is for time not normally within an employee's working hours, the employee may keep the jury duty pay for such time. Said paid leave of absence is conditional upon the employee returning to work upon dismissal from jury duty each day if the amount of time spent on jury duty is more than two (2) hours less than the normally scheduled work day. The employee will be able to complete his/her workday without the requirement of split hours.~~

3060.2.3 ~~Employees who are called for jury duty shall assign their jury duty pay to the Library District. Pay for jury duty is also conditional upon the employee's conveyance to the Library District of any compensation received as a juror, excluding any travel, meal, or parking allowance received.~~

3060.2.4 Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

3060.3 Military Leave is provided as follows:

3060.3.1 Temporary military leaves of absence shall be provided as required by the California Military and Veterans Code and federal law.

Adopted 02/27/2006
Revised 08/00/2013

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Continuity of Service
POLICY NUMBER: 3070

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3070.1 For probationary and regular employees in all classifications, length of continuous service with the Library District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

3070.2 Continuous service with the Library District will start with the date of employment and continue until one of the follow occurs:

3070.2.1 An employee is discharged-for-cause;

3070.2.2 An employee voluntarily terminates his/her employment; or,

3070.2.3 An employee is laid off.

3070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

3070.3.1 Absence by reason of industrial disability;

3070.3.2 Authorized absence without pay for less than (thirty) 30 days in a calendar year; or,

3070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service, California Family Rights Act and California Family Medical Leave Act.

3070.4 A re-employment list will be maintained by the Library District. The re-employment list will be used to determine the order in which previous employees will may be re-employed when other than regular work is available and additional employees are needed. The list will be arranged on the basis of employees' length in continuous service with the Library District seniority. Employees with earlier hire dates and greater lengths of continuous service with the Library District will have priority on the re-employment list An individual is considered to have seniority if his/her length of service, as defined above, is greater than that of another individual on the list. An individual on the reemployment list will and may be rehired to fill a vacant position within a specific job classification if:

3070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and:

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~~3070.4.2 He/she has seniority, as defined above.~~

3070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list ~~having seniority and satisfying the conditions listed in Section 3070.4, above,~~ will be called. If an individual is called to work three (3) times ~~without being~~ but is unavailable to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the Library District that he/she has taken employment a regular position elsewhere and is unavailable to work for the Library District.

3070.6 Although persons working in other than regular employment generally do not accrue length-of-service for purposes of benefits, promotions, demotions, or layoffs, service as a temporary employee shall count towards length of service in the following situations only:

3070.6.1 Previous regular employees who were laid off and called back for temporary work ~~not being regular in nature~~ will accumulate length-of-service ~~time as they work~~ on an "hour-for-hour" basis.

3070.6.2 Temporary employees ~~later who are~~ hired for a regular position ~~having regular status~~ will have previously earned service as a temporary employee converted to earned length-of-service.

Adopted 02/27/2006

Revised 08/00/2013

POLICY AND PROCEDURE MANUAL

POLICY TITLE: Personal Vehicle Use and Cost Reimbursement
POLICY NUMBER: 3100

3100.1 When an employee is authorized to use his/her personal vehicle in the performance of Library District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage. ~~Authorization for use of a personal vehicle for Library District work shall be subject to prior written approval by the Library Director, use is made by the District Librarian and shall be in writing. Requests for mileage reimbursement shall be submitted no later than sixty (60) days from the date of travel.~~

3100.2 Proof of adequate insurance coverage for collision, personal injury, and property damage will be required by the Library District of any employee using a personal vehicle in the performance of Library District work.

Adopted 02/27/2006

Revised 08/00/2013