

**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 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 employment are specified in the agreement of employment established between the District and the Library Director. The agreement of employment will be for the period of time as specified therein.

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

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**3000.4** The Library Director and all other officers and employees of the District work at the pleasure of the Board of Trustees and are considered to be 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. Nothing in this handbook constitutes a contract or promise of continued employment and shall not 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 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**

**POLICY TITLE: PERSONNEL POLICY GROUP: 3000**

3000 Chief Executive Officer and District Employees.

3010 Work Week, Work Hours, and Overtime

**Deleted:** and Compensatory Time

3015 Employee Status

3017 Employment of Student Library Aides

3020 Vacation Leave

3030 Holidays

3040 Sick Leave

3050 Bereavement Leave

3060 Jury Duty; Call to Appear; Military Duty

3070 Continuity of Service

3100 Personal Vehicle Use and Cost Reimbursement

3110 Health and Welfare Benefits

3120 Educational Assistance

3150 Compensation

3155 Gifts

3160 Leave of Absence Without Pay

3165 Unauthorized Leave of Absence

3170 Performance Evaluation

3180 Grievance Procedure

Rev. 09/26/2011

| [Revised 08/00/2013](#)

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- 3190 Drug & Alcohol Abuse
- 3195 Tobacco Use
- 3210 Unlawful Harassment
- 3220 Equal Employment Opportunity
- 3225 Americans with Disabilities Act
- 3230 Employment of Close Relatives
- 3240 Outside Employment
- 3250 Separation from Employment
- 3251 Confidentiality Regarding Resignations
- 3255 Letters of Recommendation

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3260 Progressive Discipline

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Work Week, Work Hours, and Overtime**  
**POLICY NUMBER: 3010**

**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.

**3010.5** Overtime work must be specifically authorized in writing by the Library Director or designee. If seasonal peak workloads, emergencies, or other events of similar nature require it, the Library Director or designee may require regular employees to work overtime hours. Employees shall receive paid compensation at a rate of one and one half ( $1\frac{1}{2}$ ) hours for each hour of overtime worked.

**3010.5.1** No employee shall work more than one hundred twenty (120) hours of overtime in any fiscal year.

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<#>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.¶  
<#>The Library Commission may at any time suspend the option to receive paid compensation.¶  
<#>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.  
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¶  
<#>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").¶
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Adopted 02/27/2006 Revised  
04/06/2008

Revised 08/00/2013

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**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,~~ said employee ~~may~~ be granted ~~Regular~~ employee status.

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**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.~~ 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 Student Library Aides, separate and apart from Regular, Probationary, and Temporary employee positions. Persons interested in being employed as Student Library Aides must be full time high school students, or higher education students carrying 12+ units or more, and reside within the boundaries of the Dixon Public Library District.~~

**3017.1.1** ~~The major responsibility of 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 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, 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.~~

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

**3017.3** ~~The Library Director may consider the school and/or college attendance requirements of Student Library Aides, and provide work flexibility, to the extent possible, which may include shift swaps with other Student Library Aides.~~

**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.~~

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Adopted 07/18/2011  
Revised 08/00/2013

**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 advance the employee to the starting point of (b) above, subject to approval by the Board of Trustees.

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**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,~~

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**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 the Library Director,~~

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**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:

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New Year's Day  
Martin Luther King, Jr. Birthday  
Lincoln's Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve

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(Last Monday in May)¶  
(July 4)¶  
(1<sup>st</sup> Monday in September) (November 11) (4<sup>th</sup> Thursday in November) (4<sup>th</sup> Friday in November) (December 24)¶  
(December 25)¶  
(December 31)

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**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<sup>1/2</sup>) 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 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.

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Adopted 02/27/2006

Revised 08/00/2013

**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 to sick leave, subject to prior approval by the Library Director.

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**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 prior to the time for beginning the regular work day, or as soon thereafter as practical.

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**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 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.

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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

**POLICY AND PROCEDURE HANDBOOK**

**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 Library Director who may require the employee to provide certification.

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**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

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Revised 08/00/2013

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**POLICY AND PROCEDURE HANDBOOK**

**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.

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**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.

**Deleted:** 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, excluding any travel, meal, or parking allowance received.

**Deleted:** Pay for jury duty is also conditional upon the employee's conveyance to the Library District of any compensation received as a juror

**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 following occurs:

**3070.2.1** An employee is discharged;

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**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 ~~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. Employees with earlier hire dates and greater lengths of continuous service with the Library District will have priority on the re-employment list and may be~~ rehired to fill a vacant position within a specific job classification if:

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**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.

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**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 satisfying the conditions listed in Section 3070.4, above, will be called. If an individual is called to work three (3) times ~~but is un~~available 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

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

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District that he/she has taken employment elsewhere and is unavailable to work for the Library District.

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**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, will accumulate length-of-service time on an hour-for-hour basis.

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**3070.6.2** Temporary employees later hired for a regular position, will have previously earned service as a temporary employee converted to earned length-of- service.

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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. ~~Use of a personal vehicle for Library District work shall be subject to prior written approval by the Library Director. Requests for mileage reimbursement shall be submitted no later than sixty (60) days from the date of travel.~~

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**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

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**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Health and Welfare Benefits**  
**POLICY NUMBER: 3110**

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**3110.1** The Library District provides health and dental insurance coverage for non-occupational injuries and sickness of regular probationary and full time and part-time employees working twenty (20) or more hours per week.

**3110.1.1** Effective October 1, 2009, for regular and probationary full time employees, the District will cover in full the cost of any plan selected from among those offered by the District.

**3110.1.1.1** In the case where a full-time employee is eligible for coverage through a spouse or domestic partner, and the **Library Director** can verify that such coverage is substantially similar to one or more of the plans offered by the District and would result in savings to the District of at least 10%, the District **may** pay the premiums on behalf of that employee.

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**3110.1.2** Effective October 1, 2009, for regular and probationary part-time employees, the District will cover a pro-rata amount of the cost of any plan selected from among those offered by the District.

**3110.1.2.1** In the case where a part-time employee is eligible for coverage through a spouse or domestic partner, and the **Library Director** can verify that such coverage is substantially similar to one or more of the plans offered by the District and would result in savings to the District of at least 10%, the District **may** pay the premiums on behalf of that employee.

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**3110.1.3** If an employee chooses to forego medical and/or dental coverage, the District will not provide in lieu cash payments to the employee.

**3110.1.4** Family coverage is available for all policies if the employee pays any additional premium cost.

**3110.1.5** The Library District provides health and dental insurance coverage for a period of seven (7) years after the date of retirement for any employee hired prior to May 22, 2007 who has or had worked in that capacity for a period of ten (10) to fifteen (15) years prior to retirement and who is or was at least fifty-five (55) years of age at the time of retirement. If the employment period exceeds or exceeded fifteen (15) years, coverage extends or extended to ten (10) years. ***Is there any current employee that qualifies for this benefit? If not the Board may want to delete it. If so the Board may want to revise it to end with that employee(s).***

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**3110.1.5.1** The retired employee eligible for continued health benefits as identified in 3110.1.5. may choose continued coverage under one of the District's health and dental plans or may choose direct reimbursement for premium and/or direct health expenses up to the amount which would have been expended for a plan.

**3110.1.6** The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Trustees.

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**3110.2** All Library District employees will be insured against injuries received while on the job, as required by State law.

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**3110.3** All Library District employees who work twenty (20) or more hours per week are enrolled in the Library District's CalPERS retirement plan.

**3110.3.1** At the District's discretion and by action of the Board of Trustees, the District may choose to establish and offer a retirement cash incentive plan as a part of a specific fiscal year's budget plan subject to approval of that year's budget plan by the Board of Trustees.

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**3110.4** All Library District employees are eligible to participate in the CalPERS 457 deferred compensation plan or any other such plan established by the Board of Trustees. Participation is voluntary.

Adopted 02/27/2006  
Revised 01/22/2007  
Revised 07/16/2007  
Revised 01/28/2008  
Revised 05/18/2009

Revised 08/00/2013

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Educational Assistance**  
**POLICY NUMBER: 3120**

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3120.1 ~~Subject to available funds,~~ employees of the Library District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the Library District, or that will prepare them for future career advancement in librarianship or as a para-professional. To be eligible for reimbursement of course costs, the employee must receive prior written approval for the class(es) from the Library Director.

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3120.2 Two types of classes are generally eligible for reimbursement per this policy:

**3120.2.1** Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the Library District. Such classes may be taken individually and need not be directed toward a degree or certificate.

**3120.2.2** Classes that are taken as part of the requirement for a degree or certificate.

3120.3 The Library District may reimburse regular employees for approved courses of study by the following criteria:

**3120.3.1** The Library District may refund the entire cost of tuition and/or required class materials if the employee received a grade of "B" or higher for the class.

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**3120.3.2** The Library District may refund one-half (<sup>1/2</sup>) of the cost of tuition and/or required class materials if the employee received a grade of "C" for the class.

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**3120.3.3** The Library District will make no refund to employees who receive a grade below "C" for the class.

**3120.3.4** The total amount that the Library District may reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

**3120.3.5** Educational reimbursement 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 educational reimbursement.

3120.3.6 Class time will not be considered part of the work week.

3120.4 Requests for reimbursement must be submitted in writing prior to commencement of the class. The employee will be notified of final approval or the reasons for disapproval. Requests for reimbursement received after the class begins will not be eligible for reimbursement.

3120.5 Upon completion of the class(es) the employee is responsible for providing copies of certified grade transcripts and expense receipt(s) to the Library Director.

3120.6 Only campus-based or web-based courses may be considered for reimbursement.

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Revised 08/00/2013

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Compensation**  
**POLICY NUMBER: 3150**

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**3150.1** It is the objective of the Library District to provide fair and equitable salaries for library employees; to maintain salary schedules which serve to recognize the contributions of, and which serve to retain the services of, long-term library employees; to offer salaries which enable the Library District to recruit and hire new employees with professional skills and abilities.

**3150.1.1** Salary schedules should ensure that the Library District's salaries are competitive, with salary schedules for comparable positions of adjacent library jurisdictions in Solano, Yolo, and Napa counties ("Comparable Group").

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**3150.1.2** If, at the point of annual budget adoption, current salary schedules as adjusted by any approved cost-of-living adjustment factor do not serve to place the Library District's salaries at a competitive level with the Comparable Group, the Library Director may develop a salary equity adjustment plan for mid-year discussion and approval by the Board of Trustees.

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**3150.2** All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein; provided, however, that if the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range subject to approval by the Board of Trustees.

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**3150.3** All employees may advance to the next highest step on the salary schedule subject to approval of the Library Director as follows:

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**3150.3.1** At the conclusion of a six (6) month period after the initial appointment, an employee may advance to the next step on the salary schedule.

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**3150.3.2** At the conclusion of every twelve (12) month period following the six (6) month period described in section 3150.3.1, the employee may advance to the next step on the salary schedule. An employee cannot advance any higher than the highest step on a salary schedule.

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**3150.3.3** To retain and reward the services of regular employees, but subject to available funds, the Library Director may award Longevity pay to regular employees in the timeframes and at the rates shown below:

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- Five (5) years of continuous service / 2% added to salary
- Ten (10) years of continuous service / 3% added to salary
- Fifteen (15) years of continuous service / 4% added to salary
- Twenty (20) years of continuous service / 5% added to salary



**3150.4** Employees who are promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be ~~eligible to receive~~ on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

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**3150.5** The ~~Board of Trustees~~ may change existing compensation schedules and/or rates of compensation or add new compensation schedules.

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Adopted 02/27/2006  
Revised 01/22/2007  
Revised 08/00/2013

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Gifts**  
**POLICY NUMBER: 3155**

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**3155.1** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the Library District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

**3155.1.1** Is customary and gives no appearance of impropriety and does not have more than a nominal value (approximately twenty-five dollars (\$25) or less);

**3155.1.2** Does not impose any sense of obligation on either the giver or the receiver;

**3155.1.3** Does not result in any kind of special or favored treatment;

**3155.1.4** Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at Library District expense.

**3155.1.5** Is given and received with no effort to conceal the full facts by either the giver or receiver, and/or is reported in accordance with State law.

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**3155.1.6** Does not conflict with State or local laws governing conflicts of interest.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE:** Leave Of Absence Without Pay  
**POLICY NUMBER:** 3160

3160.1 With the approval of the Library Director, a regular employee may request a leave of absence without pay for a period of up to thirty (30) days. This leave may not be used in combination with the California Family Rights Act, the California Family Medical Leave Act or with provisions in the California Military and Veteran's Code. A regular employee may request an additional thirty (30) days leave of absence without pay, subject to approval by the Board of Trustees.

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3160.2 Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation if any is available.

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3160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the Library District.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE:** Unauthorized Leave of Absence  
**POLICY NUMBER:** 3165

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**3165.1** Voluntary absence from work without permission for three (3) consecutive working days will be considered ~~as an employee's abandonment of the work position and deemed as a resignation by the employee.~~

**3165.1.1** ~~The Library Director or designee will provide written notice to the employee's address of record notifying the employee that the third day of unauthorized absence will be considered as the employee's abandonment of the work position and deemed a resignation from employment. The notice will provide factual evidence that the employee's absence is unauthorized and provide the employee an opportunity to respond at a meeting with the Library Director.~~

**3165.1.1.1** Constructive resignation will not be ~~deemed by the Library District until the employee has an opportunity to meet with the Library Director to respond to the notice.~~

**3165.1.1.2** The ~~meeting~~ will be held within ten (10) ~~calendar~~ days after the ~~notice is issued to the employee.~~

**3165.2** The ~~Library Director~~ may, prior to ~~or after the meeting~~, reinstate the employee who has been voluntarily absent without leave for three (3) consecutive days if the employee provides a satisfactory explanation. ~~The employee shall not be eligible for back pay and may not use vacation or other available leave for the period of unauthorized absence.~~

**3165.3** If the ~~Library Director~~ determines, as a result of the evidence presented ~~by employee at the meeting~~, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee's ~~abandonment of the work position will be deemed as the employee's resignation from the Library District.~~

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

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**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Performance Evaluation**  
**POLICY NUMBER: 3170**

**3170.1** The Library Director or designee, will conduct a scheduled performance review of each employee prior to any, step advancement of such employee.

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**3170.2** Performance evaluations will be in writing on forms prescribed by the Library Director. The evaluation will provide recognition for effective performance, and will also identify areas that need attention and improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

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**3170.3** Completed performance evaluations will be reviewed by the Library Director or designee with the employee. The performance evaluation will be signed by the evaluator and also by the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

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**3170.4** Unscheduled performance evaluations may be made at the discretion of the Library Director or designee.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Grievance Procedure**  
**POLICY NUMBER: 3180**

**3180.1** The purpose of this policy is to provide a procedure by which employees may resolve concerns at the lowest possible administrative level. A "Grievance" is a claim by one or more employees ("Grievant") who believe, there has been a violation, misapplication, or misinterpretation of a law, Library District policy, rule, regulation, or instruction.

**3180.2** Specifically excluded from the grievance procedure are subjects involving the amendment of State or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

**3180.3** The Grievance Procedure has three (3) steps which must be followed in the order shown:

**3180.3.1** Level I: Preliminary Informal Conference - The Grievant shall meet with the immediate supervisor first to discuss the Grievance in an attempt to resolve the matter informally. The Grievant will meet with the immediate supervisor within five (5) business days after the Grievant knew, or reasonably should have known, of the circumstances which form the basis for the alleged Grievance. The immediate supervisor shall respond orally during the informal conference. If an equitable solution appears possible, both parties may agree to continue working at this level until final resolution of the matter. The immediate supervisor will attempt to resolve the matter within three (3) business days after the presentation of the Grievance.

**3180.3.2** Level II: Formal Procedure - If the Grievance has not been resolved at Level I, the Grievant may present the Grievance in writing on a statement form provided by the Library District to the Library Director or designee within ten (10) business days after the occurrence of the act or omission giving rise to the Grievance.

**3180.3.2.1** The statement will include the following:

- (a) A concise statement of the Grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;
- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

**3180.3.2.2** The Library Director or designee will meet with the Grievant to hear the Grievance and review any evidence in support of the Grievance. The Library Director or designee will issue a written decision within ten (10) business days after the meeting.

**3180.3.3** Level III: Board of Trustees Appeal - In the event the Grievant is not satisfied with the

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decision at Level II, the Grievant may appeal the decision in writing on a form provided by the Library District to the Board of Trustees within five (5) business days of receipt of the Level II decision. The statement will include a copy of the original Grievance; a copy of the Level II decision; and a clear, concise statement of the reasons for the appeal to Level III.

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3180.4.3.1 The Library Director or designee will schedule an appeal in closed session before the Board of Trustees to occur within thirty (30) calendar days of receipt of the Level III Grievance, unless the parties mutually agree to extend the time for appeal. The employee and Library Director or designee will each be given the opportunity to address the Board during the appeal, stating their reasons for or against the Library Director's Level II decision. The Board of Trustees's decision will be announced in open session immediately after the closed session appeal. The Board of Trustees will issue a written decision within fifteen (15) business days of the appeal. The Board of Trustees's decision is the final step in the grievance procedure.

3180.4 In addition to all procedures and timelines established above, the following basic rules apply in all situations:

3180.4.1 If a Grievant does not present the Grievance, or does not appeal the decision rendered regarding the Grievance within the time limits specified above, the Grievance will be considered waived by the employee.

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3180.4.2 By agreement in writing, the parties may extend any and all time limitations specified above.

3180.4.3 The Library Director may temporarily suspend grievance processing on a District-wide basis in an emergency situation, but for no more than thirty (30) days without approval of the Board of Trustees.

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3180.4.4 A copy of all formal grievance decisions will be placed in the employee's permanent personnel file.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE:** Drug & Alcohol Abuse  
**POLICY NUMBER:** 3190

3190.1 It is the desire of the Board of Trustees and the Library Director that all work environments of Library District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Library District is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

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3190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any Library District employee or officer on Library District property or work sites or while said employee or officer is on Library District business is prohibited.

**3190.2.1** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work.

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**3190.2.2** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

3190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be held in abeyance by the Library Director pending said employee's attempt at rehabilitation. The Library Director has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration.

**Deleted:** <#>For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

**3190.3.1** Discipline or termination that is held in abeyance pending rehabilitation shall be done on the condition, set forth in writing, that the employee:

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**3190.3.1.1** Successfully complete an approved rehabilitation program;



3190.3.1.2 Faithfully comply with maintenance and therapeutic measures; and,

3190.3.1.3 Be subject to periodic random testing without further reasonable cause.

3190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto Library District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

3190.3.3 ~~The Library Director or designee may conduct an investigation before taking disciplinary action against an employee.~~

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3190.4 To ensure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will immediately be subject to an exam by a qualified physician at Library District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

3190.4.1 Presence of such substances ~~may~~ result in disciplinary action up to and including termination, as described above.

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3190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing ~~may be~~ subject to termination.

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3190.5 If a qualified physician, as a part of the examination specified in Section 3190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

3190.6 Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the Library District office which will conform to the general format.

3190.7 Library District employees are required to notify the ~~Library Director~~ in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

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Adopted 02/27/2006

Revised 08/00/2013

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE: Tobacco Use**  
**POLICY NUMBER: 3195**

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**3195.1** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products ~~is prohibited~~ within the Dixon Public Library building ~~in accordance with State law~~. The successful implementation of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on Library District premises share in the responsibility of adhering to this policy.

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**3195.2** All District employees will be responsible for advising members of the public who are observed using tobacco products in the Library building of the Library District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products. Members of the public who refuse to comply with this policy will be directed by the Person in Charge to leave the Library building.

**3195.3** District employees who violate this policy will be subject to disciplinary action in accordance with Library District policy.

**3195.4** Extra care should be taken when working around combustible materials.

**3195.5** All persons who smoke outside must remain at least thirty (30) feet from any entrance or exit and at least ~~fifteen (15)~~ feet from any other part of the Library building. Smokers should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Unlawful Harassment**  
**POLICY NUMBER: 3210**

3210.1 Dixon Public Library District is committed to providing a work environment that is free of unlawful harassment.

**3210.1.1** The Library District prohibits sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, ~~State~~ or local law or ordinance or regulation.

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**3210.1.2** It is intended that any change or modification to existing law will become part of Dixon Public Library District's policy.

3210.2 In keeping with its anti-harassment principle, Dixon Public Library District strictly prohibits an employee from engaging in any such harassment, including but not limited to ethnic slurs, racial epithets, derogatory jokes, physical intimidation, threats of violence, or bodily harm and sexual harassment.

3210.3 Dixon Public Library District's anti-harassment policy applies to all persons involved in the operation of Dixon Public Library District, including ~~the Board of Trustees, its officers, and employees,~~

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3210.4 Prohibited unlawful harassment because of sex (sexual harassment, gender harassment and harassment due to pregnancy, childbirth or related medical condition), race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis protected by federal, state or local law, ordinance or regulation includes, but is not limited to, the following behavior:

**Deleted:** members. Library Commission members and consultants working on Dixon Public Library District -related projects, and prohibits unlawful harassment by any employee of Dixon Public Library District.

**3210.4.1** Verbal conduct such as derogatory comments; epithets; slurs; sexual innuendos; jokes or comments that make another employee uncomfortable; slurs or unwanted sexual advances, invitations or comments.

**3210.4.2** Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.

3210.43 Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work because of sex, race or any other protected basis.

3210.4.4 Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

3210.4.5 Retaliation for having reported or threatened to report harassment.

3210.5 An employee who believes that she/he has been unlawfully harassed shall provide a written complaint to the Library Director, as soon as possible after the incident.

**Deleted:** District Librarian

3210.5.1 The employee's complaint shall include details of the incident or incidents, names of individuals involved and names of any witnesses.

3210.5.2 The Library Director shall immediately undertake an effective, thorough and objective investigation of the harassment allegations. Confidentiality will be maintained to the fullest extent possible under the circumstances.

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3210.5.3 In the event an employee alleges harassment by the Library Director, the employee shall file her/his complaint with the Board of Trustees who, shall appoint an independent investigator.

**Deleted:** District Librarian

**Deleted:** Library Commission, and the Library Commission

3210.6 Effective remedial action will be taken in accordance with the circumstances involved if Dixon Public Library District determines that unlawful harassment has occurred,

3210.6.1 Any employee determined by the Library District to be responsible for unlawful harassment will be subject to appropriate disciplinary action up to and including termination.

3210.6.2 The Library District will take appropriate action to remedy any loss to the employee resulting from harassment.

3210.6.3 The Library District will not retaliate against the employee for filing a complaint and will not tolerate or permit retaliation by management, employees or coworkers.

3210.6.4 Disciplinary action may also be taken against any supervisor or manager who condones or ignores unlawful harassment or otherwise fails to take appropriate action to enforce this unlawful harassment policy.

3210.7 Dixon Public Library District encourages all employees to report any incidents of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

3210.7.1 The employee should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing may investigate and prosecute complaints of prohibited harassment in employment. If an employee thinks that he/she has been harassed or retaliated against for resisting or complaining, the

employee may file a complaint with the appropriate agency.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Equal Employment Opportunity**  
**POLICY NUMBER: 3220**

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**3220.1** Dixon Public Library District is an equal employment opportunity employer and makes employment decisions on the basis of merit. The Library District wants to have the best available persons in every job.

**3220.1.1** The Library District prohibits unlawful discrimination based on race, color, creed, sex, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation or medical condition including genetic characteristics, or as otherwise prohibited by law.

**3220.1.2** The Library District also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is employed with a person who has or is perceived as having any of those characteristics, or as otherwise prohibited by law.

**3220.1.3** Dixon Public Library District considers the attainment of equal employment a major agency objective, and is committed to providing equal employment opportunities to all qualified persons.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Americans with Disabilities Act**  
**POLICY NUMBER: 3225**

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**3225.1** Dixon Public Library District seeks to fully comply with the Americans with Disabilities Act, seeks to provide access for all to its facility, services and programs, and seeks to ensure equal employment opportunity for all qualified persons with disabilities.

**3225.1.1** The Library District is committed to ensuring non-discrimination in all terms, conditions and privileges of employment.

**3225.1.2** The Library District will strive to make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result ~~to the employer.~~

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**3225.2** Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as equal treatment and reasonable accommodation in job assignments.

**3225.2.1** Employment decisions are based upon the essential responsibilities of the position, in accordance with defined criteria, and not the disability of the individual.

**3225.2.2** During the interview process. Library District staff may inquire generally as to whether a prospective employee can perform the essential functions of a job, with or without accommodation, but cannot inquire as to whether or not an individual has any type of disability.

**3225.3** To effectively accomplish its objectives, the Library District will use the following guidelines:

**3225.3.1** An applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the ~~Library Director~~ and specify what accommodation is needed to perform the job.

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**3225.3.2** The ~~Library Director~~ or designee will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform the job. The Library District will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship ~~on the employer~~, the ~~Library District~~ may make the accommodation.

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3225.3.3 An employee who believes that he or she has been subject to any form of unlawful discrimination shall provide a written complaint to the Library Director. The complaint should be specific and should include the names of the individuals involved and the names of any witnesses.

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3225.3.4 The Library Director or designee shall immediately undertake an effective, thorough and objective investigation and attempt to resolve the situation.

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3225.3.4.1 If the Library Director determines that unlawful discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense.

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3225.3.4.2 Appropriate action will also be taken to deter any future discrimination. Whatever action is taken will be made known to the affected employee and the Library District will take appropriate action to remedy any loss to the employee as a result of the discrimination.

3225.3.4.3 The Library District will not retaliate against the employee for filing a complaint and will not knowingly permit retaliation by management employees or coworkers.

3225.4 In the event the employee alleges discrimination by the Library Director, the employee shall file his/her complaint with the Board of Trustees, and the Board of Trustees shall appoint an independent investigator.

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



**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Employment of Close Relatives**  
**POLICY NUMBER: 3230**

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**3230.1** Dixon Public Library District policy is to ~~employ~~ the best possible candidates. There will be no ~~absolute~~ bar to ~~the employment~~ of close relatives in any staff category so long as the following standard is met:

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**3230.1.1** For the purpose of this policy, "close relative" is defined as spouse, parent, sibling, child, stepchild, in-law, aunt, uncle or grandparent, domestic partners and their children.

**3230.1.2** No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, ~~employment~~, promotion, termination, other employment status, or interest of a close relative.

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**3230.2** When an individual who is a close relative of an employee is considered for ~~employment~~, notice of this fact ~~shall be provided to the Board of Trustees for final approval~~.

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Adopted 02/27/2006

Revised 08/00/2013

**POLICY TITLE: Outside Employment**  
**POLICY NUMBER: 3240**

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**3240.1** California law gives employees protection against discrimination by employers for lawful activities outside of work (including moonlighting) and the Library District seeks to fully comply with such law.

**3240.2** The Library District does not seek to interfere with the off-duty and personal conduct of its employees, but nonetheless has determined that there are certain types of off-duty conduct which may interfere with the Library District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the Library District's or their own integrity, reputation or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the Library District's legitimate business interests or the employee's ability to perform his or her job will not be tolerated and may be grounds for discipline up to and including termination from employment.

**3240.3** While employed by the Library District, employees are expected to devote their energies to their jobs. The following types of employment elsewhere are strictly prohibited:

**3240.3.1** Additional employment that conflicts with an employee's work schedule, duties and responsibilities at the Library District.

**3240.3.2** Additional employment that creates a conflict of interest or is incompatible with the employee's position with the Library District.

**3240.3.3** Additional employment that impairs or has a detrimental effect on the employee's work performance with the Library District.

**3240.3.4** Additional employment that requires the employee to conduct work or related activities on the Library District's property during the employee's working hours or using District facilities and/or equipment.

**3240.3.5** Additional employment that requires the employee to use Library District facilities and/or equipment.

**3240.3.6** Additional employment that directly or indirectly competes with the business or the interests of the Library District.

**Deleted:** Employees who wish to engage in additional employment that may create a real or apparent conflict of interest, or otherwise satisfies any of the criteria listed in § 3240.3, must submit a written request to the District Librarian explaining the details of the additional  
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employment.¶  
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If the additional employment is authorized, the Library District assumes no liability or responsibility for such employment.¶  
The Library District will not provide any benefits with regard to additional employment nor will it provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment.¶  
Authorization to engage in additional employment can be revoked at any time.

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

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**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE:** Separation from Employment  
**POLICY NUMBER:** 3250

**Deleted:** ; Suspension

3250.1 An employee may choose to resign from her/his position and thereby terminate employment with the Library District.

3250.1.1 To resign from Library District employment in good standing, an employee must file a written notice of resignation with the Library Director or designee, at least ten (10) business days before the effective date. The Library Director, may, however, grant good standing with less notice if he/she determines the circumstances warrant, subject to approval by the Board of Trustees.

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3250.1.2 Resignations shall be effective when tendered and may not be withdrawn.

3250.2 An employee may be terminated as a result of disciplinary action, as provided for by Library District Policy 3260.

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3250.3 Whenever, in the judgment of the Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

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3250.3.1 Employees to be laid off will be given notice at least fourteen (14) calendar days in advance of the layoff date.

3250.3.2 Except as otherwise provided, whenever there is a reduction in the work force, the Library Director, may first demote the affected employee to a vacancy, if any, in a lower position for which the employee is qualified.

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3250.3.3 An employee affected by layoff may have retreat rights to displace an employee who has less continuous service with the Library District, in a lower position if the laid off, employee has previously occupied or supervised the lower position. For the purpose of this policy, length of continuous service includes all periods of full-time service at or above the retreat position being considered, as described in Library District Policy 3070.

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3250.3.4 In order to retreat to a former or lower position, an employee must request displacement action in writing to the Library Director, within five (5) working days of receipt of the layoff notice.

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3250.3.4.1 Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be above the top of the range of the lower position.

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3250.3.5 The names of persons laid off or demoted in accordance with this policy will be entered upon the Library District's re-employment list, as described in Library District Policy 3070.

3250.3.6 Names of persons laid off will be carried on the re-employment list for one (1) year, except that persons employed, in positions of the same level as that from which they were laid off, will upon such employment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one (1) year. At the discretion of the Library Director, the list may be extended for an additional year subject to approval by the Board of Trustees.

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**Deleted:** 3250.4 An employee may be suspended as a result of disciplinary action, as provided for by Library District policy.

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

**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE:** Confidentiality Regarding Resignations  
**POLICY NUMBER:** 3251

**3251.1** To the extent permitted by law, the Library ~~Director or designee~~ will keep confidential the circumstances giving rise to an employee's resignation from the Library District. This policy is itself a public record which the Library District must release upon request.

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Adopted 02/27/2006

Revised 08/00/2013 |

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**POLICY AND PROCEDURE HANDBOOK**

**POLICY TITLE: Letters of Recommendation**  
**POLICY NUMBER: 3255**

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**3255.1** Inasmuch as the Dixon Public Library District faces exposure to significant liability through the provision of letters of recommendation by Library District employees, it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as Library District employees, or which could be reasonably interpreted as written in the individual's capacity as a Library District employee, be accurate and conform to all requirements of law.

**3255.1.1** The Library Director, or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all District employees other than himself/herself. The Library Director or designee must approve all letters of recommendation to be issued on behalf of the Library District for current or former employees.

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**3255.1.2** At his/her discretion, the Library Director, or designee may refuse to give a recommendation.

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**3255.1.3** Any recommendation provided by the Library District will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

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



**POLICY AND PROCEDURE HANDBOOK**

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**POLICY TITLE:**  
**POLICY NUMBER:**

**Progressive Discipline**  
**3260**

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3260.1 It is essential that employees perform to the best of their ability at all times. It is expected that employees understand and demonstrate certain standards of job performance, interpersonal skills and conduct.

3260.2 ~~Employees of the Library District are at-will and serve at the pleasure of the Board of Trustees pursuant to Education Code section 18402.~~ When an employee does not perform to the best of his or her ability or does not meet expected standards of performance and conduct, the Library District ~~may~~ apply the processes and procedures of Progressive Discipline to effect corrective action, or, to determine that the employee cannot or will not act to correct his or her behavior.

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3260.2.1 Progressive discipline ~~may~~ include ~~verbal warnings, written warnings, suspension with or without pay, and/or termination.~~

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3260.2.1 Progression from one disciplinary level to another ~~may occur when an employee does not show improvement to a satisfactory level.~~

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3260.1.3 Although one or more actions may be taken in ~~progressive discipline,~~ the disciplinary action taken ~~need not follow any stated order but~~ will be commensurate with the offense.

**Deleted:** disciplinary matters

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3260.2 The Library District expects efficiency, productivity and cooperation among its staff employees. The following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination. Although it is not possible to provide an exhaustive list of all types of unacceptable conduct, performance, or group interaction, the following are examples of types of conduct that are not permitted and that may result in disciplinary action, including immediate termination:

3260.2.1 Insubordination, ~~inefficiency, or incompetence.~~

**Deleted:** including improper conduct toward a Administrative Support Manager or refusal to perform tasks assigned by a Administrative Support Manager in the appropriate manner

3260.2.2 Possession, distribution, sale, use, or being under the influence of alcoholic beverages or illegal drugs or controlled substances (other than prescription drugs for personal use) while on Library District property or while on duty.

3260.2.3 Theft or unauthorized removal or possession of property from the Library District, other employees, or anyone on Library District property.

3260.2.4 Violation of Library District policies, procedures, rules, regulations or codes of conduct.

3260.2.5 Intentionally falsifying or making a material omission on an employment application, or on other Library District records or documents.

3260.2.6 Misusing, destroying, or intentionally or negligently damaging property of the Library District, another employee or a Library District visitor.

3260.2.7 Actual or threatened physical violence; threatening, intimidating, and/or coercing any member of the Library District community; use of vulgar or abusive language.

3260.2.8 Possession or use of dangerous or unauthorized materials, such as explosives, firearms, or other similar items, while on Library District property or while on duty.

3260.2.9 Unsatisfactory performance, including poor accuracy, quantity, or quality of work product; lack of cooperation.

3260.2.10 Intentional or gross misconduct; including gambling on premises.

3260.2.11 Unlawful harassment of another person.

3260.2.12 Excessive tardiness or absenteeism, including abuse of any of the Library policies or procedures relating to leaves or breaks.

3260.2.13 Dishonesty.

3260.2.14 Sleeping, or giving the appearance of sleeping, while on duty.

3260.2.15 Failure to follow instructions or safety guidelines.

3260.2.16 Failure to comply with "confidentiality of library records" requirements of the California Government Code.

3260.3 The Library District's processes and procedures of Progressive Discipline are designed to achieve corrective action and/or performance improvement, and are shown below:

3260.3.1 As a first step, there may be a Verbal Counseling Session.

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3260.3.1.1 The Library Director or designee may counsel the employee verbally, specifying the unacceptable behavior and identify the corrective action or behavior needed to meet a satisfactory level of performance.

**Deleted:** Administrative Support Manager shall

3260.3.1.2 The Library Director or designee, shall provide an opportunity for the employee to express concerns and mutually agree on a course of action to improve performance, allow for positive two-way communication, and establish a reasonable target date for the follow-up review.

**Deleted:** Administrative Support Manager

3260.3.1.3 Documentation will include date and time of incident, date of counseling, responses given by the employee, and planned follow-up review.

3260.3.1.4 A follow-up review date should be scheduled far enough in advance to allow sufficient opportunity and time for the employee's performance to improve. The employee shall be advised that failure to correct the behavior/performance may result in additional disciplinary action, up to and including termination of employment.

3260.3.2 As a second and third step, there ~~may~~ be Written Disciplinary Warnings (Reprimands).

3260.3.2.1 If the employee does not improve after ~~a~~ verbal counseling session or if there are repeated incidents of unacceptable behavior or performance, or if the appropriate disciplinary action given the nature of the offense is a written warning, ~~the Library Director or designee may issue the employee~~, a written ~~warning~~. The ~~written warning~~ will include:

3260.3.2.1.1 A restating of the problem or issues with a clear and precise explanation of how the Library District's expectations and standards have not been met.

3260.3.2.1.2 A description of the acceptable levels of performance.

3260.3.2.1.3 Specific examples and ideas for improvement, and an outline of a plan to correct the problem.

3260.3.2.1.4 A calendar of dates for regular follow-up and a reasonable date by when the problem must be eliminated or corrected.

3260.3.2.1.5 Notice that failure to correct the problem may lead to additional disciplinary action up to and including termination of employment.

3260.3.2.2 If, by the target date identified in the ~~written warning~~, the employee is not performing up to the stated standards, the employee ~~may be issued~~, a written ~~reprimand~~.

3260.3.2.3 Copies of any written ~~warnings and/or~~ reprimands shall be retained in the employee's personnel file.

3260.3.3 As a fourth step. Suspension from service with loss of pay may be imposed.

3260.3.3.1 In matters regarding suspension, the ~~Library Director~~ will consult with the ~~Library District's legal~~ counsel to ensure that all procedures meet legal requirements.

3260.3.3.2 If the suspension is for more than five (5) ~~business~~ days, the employee will be noticed of the Library District's intent to suspend and will be given the opportunity to meet with the ~~Library Director~~ to discuss the suspension prior to the effective date of the suspension. ~~The Library Director will issue a final written decision within five (5) business days after the meeting.~~  
The written notice will:

3260.3.3.2.1 State the intended corrective action, the reason for the corrective action and the effective date of such action.

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3260.3.3.2.2 Include a copy of the charges and materials upon which that corrective action is based;

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3260.3.3.2.3 State that the employee has the right to meet with the Library Director and/or respond in writing before the effective date of the action;

3260.3.3.2.4 State the employee's right to appeal the suspension to the Board of Trustees consistent with the process in 3260.3.4.2 after the Library Director's final written decision to suspend is issued;

**Deleted:** action is taken.

**Deleted:** file a Grievance regarding the disciplinary action

3260.3.4 As a fifth and final step, Termination of employment may occur.

3260.3.4.1 If the Library Director decides upon an action of termination, the employee will be notified in writing of the intent to terminate and will be given the opportunity to meet with the Library Director to discuss the termination prior to the effective date of the termination. The Library Director will issue a final written decision within five (5) business days after the meeting. The written notice will:

**Deleted:** District Librarian

3260.3.4.1.1 State the intended corrective action, the reason for the corrective action and the effective date of such action;

3260.3.4.1.2 Include a copy of the charges and materials upon that the corrective action is based;

3260.3.4.1.3 State that the employee has the right to request a meeting with the Library Director to respond to the charges, within five (5) business days of receipt of the notice;

**Deleted:** n appeal interview

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3260.3.4.1.4 State the employee's right to appeal the termination to the Board of Trustees consistent with the process in 3260.3.4.2 after the Library Director's final written decision to terminate is issued;

**Deleted:** file a grievance regarding the disciplinary action (termination)

**Deleted:** action is taken.

3260.3.4.2 The employee may request an appeal before the Board of Trustees within five (5) business days of receipt of the Library Director's final decision, failure to request an appeal within the timeframe allotted will be deemed a waiver. Upon receipt of a timely request for appeal, the Library Director shall schedule the appeal to occur no later than thirty (30) days after receipt of the request for appeal, unless the parties mutually agree to extend the date for appeal. The Board of Trustees will consider the appeal in closed session and may be advised by legal counsel. The employee and Library Director will each be given the opportunity to address the Board during the appeal, stating their reasons for or against the Library Director's employment action. The Board of Trustees may accept or reject the Library Director's decision and will report out in open session. The Board of Trustees will render a written decision within fifteen (15) business days after the appeal.

**Deleted:** The Library District, at its option, may place the employee on a paid administrative leave pending the optional appeal hearing

3260.3.4.3 When appealed, the Library Director may uphold the termination or reduce the disciplinary action.

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3260.3.4.4 After the appeal process is completed, the Library Director will provide a copy of the Board of Trustees' written decision to the employee. If the recommendation to terminate is upheld; the employee will be advised of his/her final date of employment.

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**Deleted:** , in writing, of the decision regarding termination.

3260.3.4.5 The Board of Trustees' decision will be final.

**Deleted:** Employees may appeal the termination to the Library Commission.

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3260.3.4.6 If terminated, on the last day of employment, the employee will empty any desk or locker, turn in keys, ID badge and any other items that belong to the Library. All such items must be turned in before the employee receives the final paycheck.

3260.3.4.6.1 The employee will receive the final paycheck on the last day of employment, or if requested, it will be sent to the employee by certified mail.

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

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 accrued 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 Librarian, who shall permit the employee to take CTO as soon as is practicable considering the normal work

hearing officer shall review the grievance statement and conduct a hearing at which the employee and the District Librarian, or their representatives, shall have the right to present evidence, including testimony. The hearing shall be held within thirty (30) days of the filing of the grievance statement. The hearing officer shall communicate his/her decision within ten (10) days after the hearing. Decisions will be in writing and shall set forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the hearing officer does not respond within the time limits set forth herein, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the hearing officer's written decision.