



Personnel Policies

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I Introduction

1.1 Purpose

The purpose of the Personnel Policies is to provide systematic and equitable procedures and regulations to guide and inform employees on all general matters relating to their employment with Hood River County Library District (the “District”). Said rules and regulations are provided to maintain uniformity and equity in personnel matters in an effort to make library service attractive as a career and to encourage each employee to give his/her best service to the District. These policies shall not preclude the establishment of rules and regulations specific to various areas of service and responsibility so long as they are not in conflict with the policies set out herein.

Created: June 29, 2011

Last revised: June 29, 2011

1.2 Variances

The Board of Directors shall have the power to vary or modify the strict application of the provisions of these policies in any case in which it determines that the said strict application would result in practical difficulties or unnecessary hardships or are at odds with the intent of said policies.

In order to retain necessary flexibility in the administration of policies and procedures, the District reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook with or without notice, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011

1.3 Application

These Personnel Policies apply to all employees, with exceptions noted for temporary and part-time employees. In the event of a conflict between these policies and State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply.

Any resolution adopted by the Board of Directors which bears on these policies shall be considered to supersede the policies adopted herein.

None of these provisions shall be deemed to create a vested contractual right in any employee to limit the power of the Board of Directors to repeal or modify these policies. These provisions shall not limit the general at-will status of District employees.

Created: June 29, 2011

Last revised: June 29, 2011

1.4 Distribution

The Library Director shall provide each employee at time of employment with a copy of these policies and any amendments and shall make a record of receipt as provided in Appendix B: Affirmation of Receipt of Personnel Policies.

Created: June 29, 2011

Last revised: June 29, 2011

2 Non-Discrimination

2.1 Equal Employment Opportunity

It is the policy of the District to treat applicants and employees equally without regard to gender, gender identity, sexual orientation, race, color, religion, veteran status, national origin, ancestry, age, marital status, family relationship, political affiliation, or physical or mental disability or which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, or any other basis prohibited by local, State or Federal law, except where bona fide occupational qualifications exist.

Any alleged act or complaint of discrimination on the part of any District employee should be reported to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the alleged act should be reported to any member of the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011

2.2 Disability Accommodation

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. It is understood that this policy does not require the District to hire employees to accomplish work which they are not physically or mentally capable of accomplishing in a reasonable manner.

Created: June 29, 2011

Last revised: June 29, 2011

3 Harassment

3.1 Generally

It is the intent of the District to provide a work environment free from harassment. Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory towards either gender or towards racial, ethnic or religious groups, disabled employees, age groups, sexual orientations, gender identity, or any other act of harassment prohibited by law.

Harassment in the workplace, which includes District premises or any mode of transportation while on paid District business to outreach locations or meetings, is prohibited. Any employee found to have engaged in unlawful harassment will be subject to disciplinary action up to and including discharge.

Created: June 29, 2011

Last revised: June 29, 2011

3.2 Racial

Racial harassment includes but is not limited to: epithets, forms of address based on race, racial jokes and undesirable work assignments due to race or color.

Created: June 29, 2011

Last revised: June 29, 2011

3.3 Sexual

Sexual harassment is verbal comments, gestures or physical contact of a sexual nature, which is not freely and mutually agreeable to both parties. Any employee who uses sexual behavior to implicitly or explicitly threaten, coerce, influence, or affect the employment, job status, salary, or performance of another employee is engaging in sexual harassment.

Created: June 29, 2011

Last revised: June 29, 2011

3.4 Library Director Responsibility

The Library Director or designee is responsible to ensure that unlawful harassment does not occur in the workplace. Any employee who believes s/he is the subject of unlawful harassment should report the complaint to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the employee should report the alleged act to any member of the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011

4 Recruitment, Selection, and Training

4.1 Method of Hire

The Library Director, or designee, shall publish vacancies, accept applications, and interview applicants. S/he shall hire the most suitable candidate based on the following criteria:

- a. Level of training and education relative to the position;
- b. Extent of previous work experience relevant to the position;
- c. Applicant's mental and physical fitness to perform the functions of the position;
- d. Information placed on application, quality of application regarding completeness, aptness, neatness, and accuracy;
- e. Verification of past employment;
- f. Responses of references provided by applicant;
- g. A written examination or other demonstration of job-related skills prior to employment at employer's discretion; and
- h. Oral interview.

Created: June 29, 2011

Last revised: June 29, 2011

4.2 Unsolicited applications

The District accepts unsolicited applications when there are no open positions. Unsolicited applications will be kept on file for six months and will be considered if any positions open during that time.

Created: November 15, 2011

Last revised: November 15, 2011

4.3 Training

The Library Director or designee shall familiarize new employees with their obligations and rights.

The District encourages and promotes training for all employees. It encourages employees to bring training opportunities to the attention of the Library Director and to participate in training opportunities which are brought to their attention and are approved for funding.

For attendance at seminars, conferences, training, conventions or other meetings, funds will be allowed for room and board, at the discretion of the Library Director, provided such funds are available.

Created: June 29, 2011

Last revised: June 29, 2011

5 Attendance

5.1 Generally

All employees shall report to work at their assigned starting time and cease work at their designated quitting time unless otherwise authorized by the Library Director or designee. All employees are expected to notify their supervisor as promptly as possible in the event they will not arrive when expected. Employees shall not absent themselves from work for any reason other than those specified in these policies, or unless specifically authorized.

Created: June 29, 2011

Last revised: June 29, 2011

5.2 Unauthorized Absence

An employee who is absent from work for three consecutive working days without authorization, except for unavoidable situations or emergencies, will be considered to have abandoned his/her job as of the last day of active employment.

Created: June 29, 2011

Last revised: June 29, 2011

5.3 Records

The District shall maintain accurate records of employee attendance and review them each pay period prior to compensation disbursement.

Created: June 29, 2011

Last revised: June 29, 2011

5.4 Remote Work

At the discretion of the Library Director and an employee's supervisor, some employees may be permitted to work remotely. The District's needs shall be first priority when considering remote work. Remote work shall only be considered for jobs with tasks for which in-person attendance is not essential to effective performance. Employees considered for remote work shall be assessed on past work performance, dependability, ability to work independently, and other factors deemed relevant.

Specific remote work terms, including but not limited to number of hours, scheduling, locations, and reporting requirements, shall be governed by individual agreements between an employee and his/her supervisor. Only employees with such agreements are eligible to work remotely. Work days or times not specifically mentioned in the agreement shall require pre-approval by the employee's supervisor.

In remote work arrangements, the District shall:

- Provide workers' compensation and liability insurance as relevant for the defined tasks and times within the remote work arrangement. The District assumes no responsibility for any activity, damages, or injuries not directly associated with employees' job duties.
- Reimburse costs and travel only if pre-arranged. The District shall not reimburse travel to and from a remote site to any District facility, nor shall the District reimburse costs for items usually provided to employees working at District facilities.
- Retain ownership of, maintain, and insure any equipment or software it provides as part of the remote work arrangement. The District assumes no responsibility for an employee's personal property.

Employees working remotely shall:

- Maintain regular contact via telephone, email, online chat, or other methods as specified by the employee's supervisor.
- Follow any local, state, or federal work regulations, including but not limited to regulations on breaks, meals, and safety.
- Maintain a safe and professional workspace.
- Provide and maintain equipment, utilities, communication connections, and non-specialized software necessary for them to work remotely, unless otherwise noted in the agreement.
- Take reasonable care of any District-provided equipment and other property.
- Attend any functions in-person if required by the nature of the event or by their supervisor, even if the events occur during normally-scheduled remote work times.
- Check with their supervisor before removing District property or documents from District facilities for use at a remote location.
- Ensure security of and prevent unauthorized access to sensitive information.
- Follow provisions for conducting District business on personal equipment.
- Manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.
- Seek pre-approval for any overtime hours.
- Abide by all other District policies.

The District retains the right to make on-site inspections, at a mutually agreed upon time, to ensure that the above provisions are followed. Remote work agreements may be rescinded at any time by the Library Director or employee's supervisor if the agreements are deemed no longer in the District's best interests.

Created: April 21, 2015

Last revised: April 21, 2015

6 Personnel records

6.1 Maintenance/Content

Personnel records are maintained on all District employees and are the property of the District. The personnel record shall show the employee's name, title of position, job description, salary, change in employment status, training received and other such information affecting employment status and forms as may be required by law. In addition, the records may contain but not be limited to: employment application, W-4 and Employment Eligibility Verification, examination materials, personnel action forms, performance appraisals, disciplinary actions, and records relating to benefits.

Created: June 29, 2011

Last revised: June 29, 2011

6.2 Access

The official personnel file is confidential and shall be accessible only to the following:

1. Employee;
2. Library Director;
3. Employee's supervisor;
4. The Board of Directors, with majority vote;
5. Other persons or agencies under the requirements of a court order.

Created: June 29, 2011

Last revised: June 29, 2011

6.3 Written Statements

Employees may include a written statement of explanation or rebuttal to any material placed in their file. Any disciplinary action shall be in writing and signed by both the employee and Library Director. No material reflecting critically upon the employee may be placed in any employee personnel file that does not bear the signature of the employee or a statement by the employee's supervisor that the employee has seen the material and been provided a copy.

Signatures required by the District on any document that might be placed in the employee's personnel file or used by the District to support its position in a labor dispute shall confirm only that the supervisor has discussed and given a copy of the material to the employee, and does not indicate agreement or disagreement.

Created: June 29, 2011

Last revised: June 29, 2011

6.4 Requests for Personnel Information

All requests for information regarding the employment status or performance of past or present District employees shall be given to the Library Director.

Created: June 29, 2011

Last revised: June 29, 2011

7 General provisions

7.1 Behavior in the Workplace

Employees are encouraged to exhibit the following professional behavior:

1. Promote the District's mission, vision, and values ;
2. Be familiar with library policy as regards to the Library Bill of Rights, the Freedom to Read Statement, and the general objectives of the District;
3. Render accurate, unbiased, and courteous responses to all requests for assistance;
4. Practice public-focused work principles;
5. Protect each user's right to privacy with respect to information sought or received and materials or services used;
6. Maintain your own efficiency in accordance with the District job description and standard of performance;
7. Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, colleagues, or the District;
8. Properly use and care for all District properties, equipment, and materials;
9. Maintain a neat and clean personal appearance;
10. Refrain from the use of language which might offend public sensibilities;
11. Treat the public and fellow employees with courtesy and respect.

Created: June 29, 2011

Last revised: November 15, 2011

7.2 Problem Solving Procedures

Problems regarding assignments or the ability to perform one's duties or unresolved interpersonal problems shall be brought to the attention of the Library Director or the employee's supervisor for direction and resolution.

Created: June 29, 2011

Last revised: April 21, 2015

7.3 Outside Employment

An employee may hold a job with another organization as long as s/he satisfactorily performs his or her job responsibilities with the District. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the Library Director determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they change over time, the employee may be asked to terminate the outside employment if s/he wishes to remain with the District.

Created: June 29, 2011

Last revised: June 29, 2011

7.4 Use of Vehicles

Any employee using a private vehicle to perform District duties shall provide the District with proof of personal insurance before using such vehicle and have a valid driver's license.

An employee will be compensated at the current Federal Standard Mileage Rate as determined by the Internal Revenue Service for use of a private vehicle in the conduct of District business, providing such use has been authorized in advance.

Any District-owned or contracted vehicles shall be used for District purposes only.

Created: June 29, 2011

Last revised: June 29, 2011

7.5 Per Diem Rates

While traveling on District business, employees shall be compensated at the current rates established by the federal General Services Administration for the area in which the travel occurs.

If travel begins after 8.00a, breakfast per diem will not be granted. If travel ends before 5.00p, dinner per diem will not be granted. All meals included in conference/workshop, lodging, or other registration costs cannot be counted toward per diem.

Created: June 29, 2011

Last revised: September 16, 2014

7.6 Selling and Peddling on District Property

Employees may not peddle goods, solicit sales for charitable or other purposes, or participate in such activities during working hours without the approval of the Library Director.

No peddling, soliciting or sale for charitable or other purposes, except as is promoted by the District itself under authority from the Board of Directors, shall occur at any time with or among the public.

Created: June 29, 2011

Last revised: June 29, 2011

7.7 Cost Consciousness

Employees shall practice every economy possible in the discharge of their duties and are encouraged to recommend work procedures which will result in a cost saving or improved service to the public.

Created: June 29, 2011

Last revised: June 29, 2011

7.8 Work Schedules

Employees shall work the schedule established for them. Employees who work six or more hours in one work period shall have a meal period of not less than 30 minutes. Employees shall also be provided with one paid fifteen minute break for every four hour duty period or major part thereof. Break periods may not be used to extend lunch hours or to leave work early, as such use counters the intent and benefit of such breaks. Employees must take the required breaks and failure to do so can result in discipline.

Work schedules shall be established, maintained, and adjusted by the Library Director or designee as is necessary for the optimum performance of the District's mission. Every effort shall be made to be equitable and considerate in assigning duty hours, but in all cases the decision of the Library Director shall be final.

Created: June 29, 2011

Last revised: January 17, 2012

7.9 Holiday Closures

All District branches shall be closed on the following full-day holidays:

- New Year's Day: January 1
- Martin Luther King, Jr., Day: Third Monday in January
- Presidents' Day: Third Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4
- Labor Day: First Monday in September
- Veterans Day: November 11
- Thanksgiving Day: Fourth Thursday in November
- Day After Thanksgiving Day
- Christmas Day: December 25

District branches shall close early, the time to be determined by the Library Director, on the following days:

- Christmas Eve: December 24
- New Year's Eve: December 31

Created: June 29, 2011

Last revised: December 15, 2015

7.10 Emergency Closures

If, due to weather emergencies or other special circumstances, a branch must be closed, employees will be paid for their regularly scheduled hours.

Created: June 29, 2011

Last revised: June 29, 2011

7.11 Ethics

District employees and volunteers are considered public officials under Oregon law and are subject to Oregon Government Ethics Laws. When acting in their official capacity, employees and volunteers may not use District time, equipment, or services for their personal benefit, the benefit of a relative of the employee or volunteer as defined by Oregon law, the benefit of a member of the employee's or volunteer's household, or the benefit of a business with which the employee or volunteer, a relative of the employee or volunteer, or a member of the employee's or volunteer's household is associated.

When not acting in their official capacity, employees and volunteers are welcome to use District services with the same privileges and responsibilities as the general public. They also may not use information they learned through their official capacity for personal gain unless that information is available to the general public.

7.11.1 Gifts

No employee or volunteer shall solicit or receive any gifts with a total value of more than \$50 from any single source who could reasonably have a financial interest in the employee's or volunteer's official actions. A gift is defined as something of value for which the employee or volunteer does not pay an equal value, including entertainment. This provision only restricts gifts from sources that have an

administrative or legislative interest in the employee's or volunteer's actions; unlimited gifts may be accepted from a source that does not have such a legislative or administrative interest.

7.11.2 Conflicts of Interest

Employees or volunteers with actual or potential conflicts of interest must notify their supervisor as to the nature of the conflict in writing. Conflict of interest arises if the employees or volunteers, in their official capacity, are involved in a decision that would or could affect their personal interests, the interests of their relatives as defined by Oregon law, the interests of a member of the employee's or volunteer's household, or the interests of a business with which the employee or volunteer, a relative of the employee or volunteer, or a member of the employee's or volunteer's household is associated. In such instances, the District shall make every reasonable effort to transfer decision-making responsibility to another District official.

Created: February 16, 2016

Last revised: February 17, 2016

7.12 Political Expression and Campaigning by Employees

The restrictions imposed by the laws of the state of Oregon on employees' political activities are that no public employee shall solicit any money, influence, service, or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express his/her personal political views. It is therefore the policy of the District that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

Created: June 29, 2011

Last revised: June 29, 2011

7.13 Overtime

The Library Director shall have the right to assign overtime work as required in the manner deemed to be the most advantageous and consistent with the requirements of library service and of public interest. No overtime shall be worked without pre-approval by the Library Director or designee.

Overtime shall be considered as time worked in excess of forty hours during any workweek. Any schedule in which the hours worked exceed eight in any one day but no more than forty hours in any week must be mutually acceptable to both the employee and the Library Director and do not constitute overtime.

Unless specifically exempt, employees will be paid one and one-half times the employee's regular rate of pay for each hour of overtime worked or receive time off with pay at the rate of one and one-half hours for each hour of overtime worked. Overtime shall be computed to the nearest quarter hour (15 minutes). If cash is the compensation for overtime worked, it must be provided at the end of the pay period during which the overtime was worked.

If any employee works more than forty hours in any one week by his or her own choice (i.e. not overtime assigned by the Library Director), said employee may receive compensatory time off only if prearranged with the Library Director.

A full-time employee shall not work less than forty hours in one week without loss of pay, use of vacation or sick leave, or authorized plan to make up time.

Work performed on holidays which fall within the regular work schedule shall not be considered as overtime work except that employees who work on such holidays shall be granted time off or compensation equal to the time worked in addition to their regular holiday pay.

The above overtime regulations shall not apply to executive, administrative, supervisory, or professional employees. Exempt positions are as follows: Library Director and Librarian II.

Created: November 15, 2011

Last revised: November 15, 2011

7.14 Legal Liability

Employees of the District are not relieved of personal responsibility in cases of injury or accidents to the public when gross negligence on the part of the employee is evident.

Created: June 29, 2011

Last revised: June 29, 2011

7.15 Personal Use of District Resources

District resources are intended solely to serve the District's needs. However, employees are allowed limited personal use of those resources provided the following, as determined by the employee's supervisor:

- There is no cost to the District;
- There is no interference with work responsibilities;
- There is no disruption to the workplace;
- Duration is limited;
- No unauthorized changes are made to District equipment;
- No business is conducted from which employees or associates thereof benefit financially;
- Friends and relatives are discouraged from contacting employees via District-provided communications unless in emergencies;
- All relevant local, state, and federal statutes, including Oregon government ethics laws, are followed;
- All other District policies are followed;
- Such use occurs only during an employee's personal time, such as breaks or meals.

When using District resources for personal business, employees shall abide by District policies aimed at public use of District services, including but not limited to the Code of Conduct and Technology Use Policy. Employees have no expectation of privacy if they choose to use District resources for personal business. Such use also may subject employees' personal data to public records requests. Personal communications conducted using District resources shall make clear that the employee is speaking as an individual and not a District employee.

Employees are subject to the same fees as the public when using resources for which the District normally charges (e.g. printing, copying). Pre-approval is required if using a District resource that incurs

a cost and for which no provisions are in place for charging. The employee shall reimburse the District for the use.

Created: April 21, 2015

Last revised: April 21, 2015

7.16 Conducting District Business on Personal Devices

In general, District business should not be conducted on employees' personal devices. However, some job responsibilities may be facilitated by employees using their personal devices at certain times. Such use is approved only for supervisors, salaried personnel, employees who engage predominantly in offsite outreach, and employees with telework agreements, if specified in the agreements. Employees using personal devices must abide by all other District policies, including those on scheduling and overtime.

Employees authorized to use personal devices may use them to link to District technology services, including but not limited to email, online chat, remote conferencing, the integrated library system, contacts, websites, databases, and file servers. District-provided communication methods and accounts, rather than personal accounts, must be used to engage in District business. Employee devices must have updated security protection software, be secured with passwords of sufficient difficulty, automatically lock after a short period of inactivity, and have current security updates. The devices should only connect to District technology services via a properly secured network or virtual private network (VPN) provided by the District. Any loss or theft of a personal device used to access District technology services shall be reported immediately to the Library Director or employee's supervisor.

If employees use personal devices to conduct District business, they should be aware of public records laws and that using their personal devices could open up that device to public records requests. The District retains ownership of any documents created for District purposes, whether created on a District-owned or employee's personal devices. All District documents created on personal devices should be stored or backed up on District-provided technology.

Employees whose job functions require them to use personal devices with fees shall be compensated a portion of those fees reasonable to the relative amount the devices are used for District business. That amount shall be determined annually during the budget process. However, employees are responsible for the upkeep and replacement of their personal devices.

Created: April 21, 2015

Last revised: April 21, 2015

8 Employee Status/Discipline

8.1 Trial Period

All employees are subject to a six month trial period, which begins on their initial hire date. The trial period is intended to give new employees the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, vacation leave will not be granted. Sick and vacation leave will accrue from the first day of work. Eligible employees may enroll in the health care and retirement benefits on the first day of the month that occurs after sixty days from the hire date. Completion of the trial period does not modify an employee's at-will employment status. Any significant absence will automatically extend a trial period by the length of the absence. If the employee's supervisor determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee's performance, the trial period may be extended for a specified period.

Created: June 29, 2011

Last revised: February 16, 2016

8.2 Evaluation

All employees shall be evaluated using standard personnel evaluation forms prescribed by the Library Director. All new employees shall be evaluated before the end of their trial period, and each regular or permanent non-supervisory employee shall be evaluated at least once each year near the anniversary date of their initial hiring.

Personnel evaluations communicate to employees their strengths and weaknesses in performing their assigned duties. Supervisors shall review with their individual employees the factors rated and should stress areas of commendation and areas needing improvement. Specific recommendations on ways of improving performance shall be provided. Performance evaluations shall become a part of the employee's work history and be kept in the employee's personnel file.

If disagreement exists between the employee and the supervisor's evaluation, the employee may submit a statement in writing to the Library Director stating the reasons for disagreement in as specific detail as possible. A copy of the statement will be attached to the performance rating in question as a permanent part of the employee's file.

Created: June 29, 2011

Last revised: April 21, 2015

8.3 Supervisor Evaluation

In addition to the principles and procedures noted in 8.2, supervisors' evaluations shall include a survey for the staff supervised by that individual to evaluate and comment on their supervisor's performance. The surveys shall be anonymous. They shall be distributed by the Library Director or designee. Results of the survey shall be factored into the supervisor's overall evaluation and attached to the evaluation in the supervisor's file.

The Library Director's evaluation process shall be governed by the separate Library Director Evaluation Policy.

8.4 Disciplinary Procedures

Whenever an employee commits an offense warranting disciplinary action, the Library Director or designee may begin disciplinary action at any of the steps listed below, depending on the seriousness of the offense committed. All steps at or above a written warning require approval by the Library Director.

1. For minor offenses, the employee shall be given a verbal warning. If this does not correct the situation within a reasonable length of time, the supervisor shall then use the second step of this procedure.
2. The employee may be given a written warning. A copy will be placed in the employee's personnel file, and s/he will be given a copy.
3. If a second offense of any kind occurs within a period of one year from the date of the first written warning, the employee may be suspended from work without pay for a period of time of up to ten days. The length of suspension will depend upon the seriousness of the offense.
4. If a third offense of any kind occurs within a period of one year from the date of the first written warning, the employee may be suspended without pay pending discharge.
5. Supervisors are not required to go through the entire four steps involved in this disciplinary procedure. Discipline may begin at any step in the procedure depending upon the seriousness of the offense committed, as determined by the supervisor and Library Director. In addition, the supervisor may deviate from this procedure, impose different types of discipline, or repeat any of the first three steps of this procedure when the supervisor feels it is necessary.

Disciplinary actions resulting in discharge must follow the provisions delineated in 8.9 below.

8.5 Offenses

Examples of offenses include, but are not limited to, the following:

1. Violation of lawful duty or District policies and administrative rules.
2. Willful violation of any reasonable and lawful directive prescribed by a supervisor.
3. Being absent from work without permission or failing to report to their supervisor when absent.
4. Being habitually tardy.
5. Failure to perform assigned work in a competent manner.
6. Abusive or derogatory language or conduct toward the public or a fellow employee or other conduct unbecoming a District employee.
7. Violent or threatening behavior.
8. Being wasteful of material, property, or working time.
9. Being convicted of a felony.
10. Violation of established safety policies.
11. Personal acceptance of gifts during any calendar year with an aggregate value in excess of \$50.00, as per Oregon Revised Statutes, 240.010-244.390, or other violations of Government Ethics laws.

12. Actions that violate normally-accepted work standards.
13. Failure to follow teamwork rules as set forth for committees and for general employee interactions.

Created: June 29, 2011

Last revised: June 29, 2011

8.6 Grievance Process

Any non-trial employee who has been suspended without pay, reduced in pay, demoted, or discharged, other than through a reduction in force as provided for in section 8.8 below, shall have the right of appeal through the Grievance Process.

1. The aggrieved employee will discuss the problem with his/her immediate supervisor within ten working week days of the occurrence of the problem or within ten working week days of the time that the employee became aware of the problem. The supervisor shall give his/her oral reply within ten working days of the presentation of the grievance, not including the date of the presentation.
2. If the grievance is not fully settled in Step 1 and the Library Director is not the aggrieved employee's direct supervisor, the aggrieved employee shall submit a written summary of the grievance to the Library Director within ten working days after the supervisor's oral reply, not including the date that the reply was given. The Library Director shall reply in writing to the grievance within ten working days of the date that the written summary was presented.
3. If the employee wishes to appeal the Library Director's decision, or if the Library Director is the aggrieved employee's direct supervisor, the aggrieved employee shall submit a written summary of the grievance, along with all pertinent documentation, to the Board of Directors at the next regularly-scheduled meeting. The Board shall solicit additional information, as it deems appropriate, and shall respond in writing within 45 days after the date of the presentation of the grievance. The decision of the Board of Directors shall be final and binding.
4. If the grievance procedures established in this section are not initiated within the time limits, the grievance shall be considered not to have existed.
5. No employee shall be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Created: June 29, 2011

Last revised: June 29, 2011

8.7 Resignation

To resign in good standing, an employee shall give the Library Director two weeks written notice prior to the last day of employment. This provision may be waived in the case of extenuating circumstances. The employee does not have the right to revoke the resignation once submitted, but may do so at the discretion of the Library Director.

Created: June 29, 2011

Last revised: June 29, 2011

8.8 Reduction in force

The Library Director and Board of Directors will determine when reductions in force are necessary. The Library Director, with Board of Directors approval, will determine which employees are to be retained. The following factors shall be considered:

1. Maintenance of District's non-discrimination policy (see 2).
2. Competence and merit:
 1. Competence is the ability to meet the District's needs based on experience and training.
 2. Merit is the measurement of one employee's ability and effectiveness as compared to other employee's ability and effectiveness.
3. Time in service.

Affected employees will be given at least two weeks written notice of reduction in force. Affected employees will have the right of recall for one year from the date of release. Recall will be based on the same criteria as listed under 8.8 above.

A new position or job classification with substantially different duties and requirements may be filled with other than an employee who was subject to a reduction in force if such new position is deemed necessary or desirable to carrying out the District's program and mission. An employee who was subject to a reduction in force will be considered for such position in the same manner as other applicants as to qualifications and experience if application is made.

Created: June 29, 2011

Last revised: June 29, 2011

8.9 Discharge

When circumstances so warrant, an employee may be involuntarily discharged by the Library Director. The Library Director shall not discharge an employee without first consulting legal counsel and the District's liability insurer.

A letter of discharge stating the reason for same shall be given to the employee with a copy for the personnel file. Said notice shall be given to the employee fourteen days prior to the last day of work except for reasons warranting immediate dismissal. The employee shall be paid all wages and other compensation due before the close of the last day of work.

Immediate discharge may be made for the following reasons. These are only examples of causes and are not intended to limit the District's right to terminate immediately for serious misconduct, or when it is in the District's best interests.

1. Drinking of alcoholic beverages or other substance abuse while on duty;
2. Malicious destruction of District property;
3. Theft of District property;
4. Committing physical violence against a coworker or patron in an instance not deemed to be self-defense.
5. Intentional falsification of application for employment or of any District records.

An employee may be discharged for reasons of disability when the employee cannot perform the required duties because of physical or mental impairment. In such cases, said termination must be supported by medical evidence. Said termination shall be made only after all accrued sick and vacation

leave have been used.

If an employee dies, all fringe benefits terminate on their date of death.

Created: June 29, 2011

Last revised: February 19, 2013

8.10 Exit Interviews

In an effort to improve job satisfaction and promote a productive and fulfilling working atmosphere, all employees who voluntarily end employment with the District shall be given an exit interview. The Library Director shall give this exit interview, which will be a paper interview that the employee may complete him/herself. If the Library Director is the departing employee, the exit interview shall be given by the President of the Board of Directors. All departing employees will undergo an exit process that will include information for the employee regarding his/her departure as well as a checklist for the employee's supervisor to assist with getting back District property and properly processing the departure.

Created: December 17, 2013

Last revised: December 17, 2013

9 Classification plan

9.1 Job Descriptions

The District shall maintain a job description for every separate classification of employee. The job description shall have a specification that includes a concise, descriptive title and a description of the duties and responsibilities of the classification. The job description may not include all of the duties to be performed and is not intended to replace detailed work assignments.

A job description in a classification may be amended as to specific responsibilities for a given employee, in order to define the terms of hire or change of duty and to place in employee's personnel file, so long as such responsibilities are among those of the classification in general.

Created: June 29, 2011

Last revised: June 29, 2011

9.2 Reclassification

Positions may be reclassified whenever duties of the position change materially, provided the reclassification can be accomplished within the budget and such reclassification is approved by the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011

9.3 New Classification

A new position may be created when no current classification exists which adequately comprises all the duties expected and desired of an employee. Such a classification need not be filled, but only defines a specific combination of duties and level of responsibility.

The creation of a new classification may only be authorized by the Board of Directors.

9.4 Maintenance of the Classification Plan

The Library Director is responsible for maintaining job descriptions through periodic review.

Created: June 29, 2011

Last revised: June 29, 2011

10 Compensation

10.1 Wages

Employees shall be paid in accordance with the salary or hourly wage determined by their classification, according to the established pay schedule in Exhibit A: Salary Schedule, and in no case less than the applicable minimum wage law requires.

Job classification salary schedules provide for step increases in grade, for which an employee is eligible on each annual anniversary following successful completion of the trial period. Such step increases are not automatic, but are granted as a proper recognition for exceptional job performance and growth, as determined by the Library Director, provided that funds are available.

Created: June 29, 2011

Last revised: November 15, 2011

10.2 Attachments and Garnishments

The District will honor only those attachments and garnishments as they are required by law. An employee does not have any recourse for removing these through the District, but must apply directly to the legal entity filing such attachment or garnishment.

Created: June 29, 2011

Last revised: June 29, 2011

10.3 Pay Day

Employees shall be paid on the 5th of each month. If the 5th falls on a Saturday, Sunday, or holiday, employees shall be paid on the immediately preceding weekday. The pay period begins on the first day of each month and ends on the last day of each month. An employee may take a draw on the 20th of each month in any amount up to one-half of the employee's net monthly salary. All payroll expenses and withholding will be calculated and withheld on the salary paid on the first of the month for work performed in the month preceding.

Created: June 29, 2011

Last revised: February 19, 2013

10.4 Appointee Compensation

Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated. However, in cases when unusual difficulty in filling a vacancy is experienced, or when the appointee is exceptionally qualified, the Library Director may cause the appointment to be made at a salary level above the minimum, but not more than the maximum, for the class.

Created: June 29, 2011

Last revised: June 29, 2011

10.5 Cost of Living Increase

Adjustments for cost-of-living for all employees will be considered annually by the District during the budgeting process. Such cost of living increases are not automatic, but are granted by the Library Director and Board of Directors depending on budgetary and other considerations.

Created: June 29, 2011

Last revised: June 29, 2011

10.6 Pay Transparency

The District will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the District's legal duty to furnish information, including public records requests.

Created: February 16, 2016

Last revised: February 16, 2016

11 Benefits and Leave

11.1 Generally

The District will adhere to all applicable state and federal laws regarding leave and benefit rights.

Created: June 29, 2011

Last revised: June 29, 2011

11.2 Definitions

Benefits are those compensations paid or partially paid on behalf of a qualified employee and are authorized at any time by the Board of Directors which are in addition to an employee's salary. They include but are not limited to health care benefits, vacation, sick leave, holidays, and retirement benefits. See individual benefits addressed further in this article.

Unemployment coverage is provided by the District per ORS 657.

Created: November 15, 2011

Last revised: January 17, 2012

11.3 Distribution of Costs

The percentage of the costs of benefits provided to eligible employees shall be determined by the requirements of the operative benefit plan and the Board of Directors. Any Board resolution which alters the benefit compensation package shall be made known in writing to affected employees within thirty days of such action.

A benefit package is not a contractual right and may be altered at any time by the Board of Directors. Decisions affecting a package may be based on equity, change in benefit costs, and budget considerations.

It is the Board of Directors' policy to provide the maximum benefit package possible to attract and retain a skilled work force.

Created: November 15, 2011

Last revised: November 15, 2011

11.4 Eligibility

Any permanent employee who is scheduled regularly in any capacity at any work site to work for the

District at least twenty hours per week is eligible for benefits as defined in this article and the Employee Health Care Benefits Policy. Employees who are scheduled regularly for fewer than twenty hours per week are eligible for sick leave benefits as defined in this article. Unless otherwise specified, employees must be employed beyond their trial period (see 8.1) to be eligible for the leave benefits delineated in this article.

Created: November 15, 2011

Last revised: April 21, 2015

11.5 Waiting Period

There is a three month waiting period before an eligible employee may qualify for benefits under the District's health care or retirement benefits. The waiting period begins on the hire date of the employee.

Created: November 15, 2011

Last revised: January 17, 2012

11.6 Retirement Benefits

The District shall contribute a monthly amount equal to six percent of an employee's gross salary into a 403(b) or 457(b) plan, the provider of which shall be selected by the employees, with guidance and limitations established by the Board of Directors. In addition, the District shall match up to an additional three percent of an employee's own contributions. Retirement benefits shall be available three months after an employee's start date.

Created: January 17, 2012

Last revised: January 17, 2012

11.7 Vacation Leave

Vacation time with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. During an employee's trial period (see 8.1), vacation leave shall accrue but not be granted. A full-time employee shall accrue vacation leave as follows:

- 1-5 years of service - 8 hours per month
- 6+ years of service - 10 hours per month

Accrual occurs during continuous service, which is service unbroken by separation as a District employee, except that time spent by an employee on military leave. Time spent on other types of authorized leave, except sick, vacation or emergency leave, shall not count as part of continuous service except that employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave. Vacation leave shall not accrue while an employee is on extended sick leave of over forty hours.

Employees may carryover up to eighty hours of vacation leave into a new fiscal year.

Accrued vacation upon termination or death after one full year of employment shall be paid for the last regular rate of the employee's pay on the date of termination or death. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee.

Personnel who are not eligible for overtime shall be granted an additional two hours of vacation each month.

Created: November 15, 2011

Last revised: April 21, 2015

11.8 Sick Leave

Upon employment, hourly employees shall accrue sick leave at a rate of 1 hour per 21.5 worked, rounded to the nearest quarter-hour. Salaried employees shall accrue eight sick leave hours per month, prorated based on a forty-hour workweek. Salaried employees shall receive their full sick leave accrual during any month in which they have payable hour. Sick leave shall accrue during earned vacation, holiday, and other paid leave. Sick leave accrual shall be limited to four hundred hours for employees who are regularly scheduled for twenty hours a week or more, and capped at eighty hours for employees who are regularly scheduled for fewer than twenty hours a week. Accrued sick leave shall not be compensated upon termination or death of an employee.

Employees may use sick leave when unable to perform their work duties due to illness or injury; pregnancy and childbirth; medical or dental care; mental health issues; handling issues of domestic violence, harassment, sexual assault, or stalking; or exposure to contagious disease that could be spread to the public or coworkers. Sick leave may also be used in the event of medical, dental, or mental health issues of an immediate family member, defined as spouse, parent, sibling, child, grandparent, parent-in-law, stepchild, or domestic partner.

Employees who will be absent from work for sick leave shall:

1. Notify their supervisor within at least one hour of the start of their workday when possible;
2. Specify the cause for their absence; and
3. Indicate estimated date of return, if possible.

In the event that an employee is off work more than five successive workdays under this section, the employee may be required to provide a physician's statement, upon their supervisor's request, as to the nature of the illness, the need for the employee's absence, and the estimated duration of the absence. Prior to allowing the employee to return to work, the employee's supervisor may require a doctor's release stating that the employee may return to their normal duties without risk of aggravating the illness or injury. When an employee is, by reason of illness or injury, unable to perform their job with the regularity, efficiency, or degree of safety necessary and/or when the employee's illness is at a stage where it may present an unreasonable risk of infection to others, the employee's supervisor may require that the employee absent themselves and take further sick leave.

Created: November 15, 2011

Last revised: February 16, 2016

11.9 Leave Donation

Benefits-eligible employees who are past their trial period and who have exhausted their sick and vacation leave benefits may receive a gift of sick leave from other District employees if they require extended time off for illness or injury of the employee or family member. In such event, the District's only involvement shall be to transfer an employee's leave credit in accordance with the employee's request and add it to the sick leave balance of another employee. Employees may donate either their sick or vacation leave, up to half of the sick and vacation leave they would normally accrue in a year.

The donated amount will be transferred to the other employee's sick leave balance. An employee who receives sick leave must return any unused donated hours to the employee who donated them.

Donation requests, whether initiated by the employee in need or the donor, must be made in writing to the Library Director. It is the intent of this policy that donations shall only be utilized by employees who have a serious health condition; have a family member who has a serious health condition,; or are handling issues of domestic violence, harassment, sexual assault, or stalking. This program is not intended to be used for routine illnesses. A serious health condition is defined as:

1. Inpatient care;
2. Critical illnesses or injuries diagnosed as terminal or which pose an imminent danger of death;
3. Conditions requiring "constant" or "continuing" care; or
4. Permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke, or terminal stages of a disease.

A "family member" shall have the same definition as provided for in the leave provisions of these personnel policies.

Created: December 17, 2013

Last revised: October 20, 2015

11.10 Bereavement Leave

All employees shall receive up to three days of paid leave in the event of a death in the immediate family, defined as spouse, parent, sibling, child, grandparent, parent-in-law, stepchildren, or domestic partner. For additional leave days employees must use accumulated sick or vacation leave, makeup or compensation time, or leave without pay.

Created: November 15, 2011

Last revised: October 20, 2015

11.11 Holidays

A full-time employee shall be granted eight hours for a paid leave for full-day holiday and four hours paid leave for an early closure holiday. Eligible part-time employees shall be granted holiday pay on a prorated basis.

Paid holidays will be posted each year and will be the same holidays each year except as may be changed by the Board of Directors.

Some other holidays may be recognized by the Library Board, which will not be paid, but during which the Library may be closed based on pre-determined and mutually agreed upon staff preferences. On such days, scheduled staff may make up their hours in any appropriate way at any time during the pay period, provided they do not go into overtime for any given week with prior approval.

Created: November 15, 2011

Last revised: December 15, 2015

11.12 Compensation Time

Compensation time off may be granted by arrangement with the Library Director and only if the employee has worked or is scheduled to work the full number of hours required in the pay period.

Compensation time off may not exceed forty hours accumulation at any one time, and must be used within six months of being earned, unless otherwise approved by the Library Director. It is earned in direct proportion to overtime hours worked and does not accrue additional compensation.

Overtime compensated in this manner is created by the choice of the employee with approval from the Library Director. The employee is responsible for logging compensatory time earned and taken on the time slip and for providing a separate current accounting before the first of each month, except there shall be no monthly accounting required if there was no credit on the books during the entire pay period.

Compensation time may not be taken in advance of being earned unless repaid within the same pay period and by agreement with the Library Director. In such cases the time slip accounting shall be the only accounting required.

Created: November 15, 2011

Last revised: November 15, 2011

11.13 Military Leave

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

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available vacation time for the absence.

Continuation of health care benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

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

Created: June 29, 2011

Last revised: June 29, 2011

11.14 Jury and Witness Duty

If an employee is called for jury duty or subpoenaed to appear as a witness in court, the employee shall notify his/her supervisor and show a copy of the jury duty summons. Arrangements will be made to reassign work and time off will be granted. Employees are expected to report for work at the District when not selected for a jury on any day the employee is scheduled to work, or when jury duty requires only a partial day's service.

All employees are eligible for paid jury and witness duty. They will be compensated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any compensation for jury duty will be signed over to the District. Employees may retain any amount the court compensates for travel expenses.

Created: June 29, 2011

Last revised: November 15, 2011

11.15 Family Medical Leave

11.15.1 Generally

The District offers family medical leave of up to twelve weeks in a twelve-month period. The District offers this benefits subject to the terms of the Oregon Family Leave Act (OFLA).

11.15.2 Scope and Definitions

Family medical leave may be used for any of the following purposes:

- Serious health condition of the employee or family member;
- Disability due to pregnancy or period of absence for prenatal care;
- Birth, adoption, or foster placement of a child under the age of 18; or adoption or foster placement of an adult child who is incapable of self-care because of a physical or mental impairment (includes leave to effectuate the legal process for adoption or foster placement); or
- Illness or injury necessitating home care, other than a serious health condition, for a minor child or adult child substantially limited by a physical or mental impairment.

A "serious health condition" is one that requires inpatient care, poses an imminent danger of death in the near future, or requires constant care. An employee who is unsure whether a medical condition qualifies for family medical leave should contact the Library Director.

"Family members" consist of children (biological, step, adopted, or foster) under the age of 18 or adult children substantially limited by a physical or mental impairment, spouses, parents, grandparents, parents-in-law, same- and opposite-gender domestic partners, children and parents spouses or same- and opposite-gender domestic partners, siblings, or legal guardians of children.

When a benefits-eligible employee is on family medical leave, the District shall continue making normal contributions toward the employee's group health insurance or in-lieu benefits. The employee still is responsible for any portion of group medical insurance for which they are normally charged.

11.15.3 Eligibility

To qualify for family medical leave, an employee must have been employed with the District for at least 180 days and worked an average of at least twenty hours per week. Employees requesting leave for birth, adoption, or foster placement of a child under age 18 are not subject to the twenty hour minimum. The maximum amount of leave an employee may use at any one time is determined by the twelve-month period beginning the first day the employee takes leave. If more than one family member employed by the District requests leave at the same time, the District may require that the leave be taken at different times.

11.15.4 Approval

An employee who wishes to take family leave should contact the Library Director to obtain further information and submit a request. Family medical leave is unpaid employees must exhaust all of their available sick leave prior to utilizing family medical leave. No vacation or sick leave shall accrue during the leave. Employees may use vacation leave to receive a salary during any portion of family medical leave, although the time shall still count against the twelve allowable weeks.

Created: June 29, 2011

Last revised: October 20, 2015

11.16 Education Leave

After completing one year of continuous service, an employee, upon written request, may be granted a leave of absence without pay by the Library Director for the purpose of upgrading his/her professional ability through enrollment in educational courses directly related to library employment at an accredited school or course of study. The period of such leave of absence shall not exceed one year, but may be renewed or extended upon request of the employee and approval of the Library Director. One-year leaves of absence, with requested extension, for educational purposes shall not be provided more than once in any three-year period. The replacement for an employee on approved educational leave shall be considered a temporary employee.

Created: November 15, 2011

Last revised: November 15, 2011

11.17 Training Leave

Employees may be granted time off with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, training programs, and other programs of a similar nature that are intended to improve or upgrade the employee's skill and professional ability, when such time off is authorized or directed by the Library Director.

Created: November 15, 2011

Last revised: November 15, 2011

11.18 Workers' Compensation

The District provides comprehensive workers' compensation insurance to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable to pay workers' compensation for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

Created: June 29, 2011

Last revised: June 29, 2011

11.19 Leave of Absence Without Pay

A leave of absence without pay may be granted to employees in extenuating circumstances. Such leave must be requested in writing and approved by the Library Director in writing. No credit for longevity or other benefits will be earned while on leave without pay.

Created: November 15, 2011

Last revised: November 15, 2011

11.20 Return from Leave

At the end of any leave of absence granted under section 11, normally the employee will return to his/her former position. If the former position does not exist for some business reason, the employee may return to an available equivalent position. Any employee who is granted a leave of absence without pay under this section and for any reason fails to return to work at the expiration or termination of said leave of absence shall be considered as having resigned his/her position with the District, and his/her position shall be declared vacant, unless the employee prior to expiration of his leave of absence or prior to the termination date has furnished evidence that s/he is unable to work by reason beyond his/her control and seeks an extension of leave for such reason. Such a request for extension shall be in writing. An extension shall be granted only for a specified period of time, and only if the Library Director determines that the request is reasonable and justified and that the extension may be granted without unduly handicapping the operations of the employee's department.

Requests for extensions of leaves of absence under this section shall be in writing on a form provided by the Library Director. This form shall contain the name of the employee, the effective date of the absence, the number of days of absence, the purpose of the absence, and signature lines for the employee and the Library Director. The purpose of the request form will be to eliminate misunderstanding as to the purpose, dates, and length of absence.

Created: June 29, 2011

Last revised: February 19, 2013

12 Safety and Health

12.1 Generally

The District has a sincere concern for the welfare and safety of its employees and the public it serves. It is the District's policy to prevent accidents and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

A Safety Committee is established to oversee safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions.

Employees are responsible for guarding the safety of themselves, other employees, and the public. It is the employee's responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

Created: June 29, 2011

Last revised: November 15, 2011

12.2 Procedures for Reporting Accidents

An employee is responsible for notifying the Library Director immediately following an accident unless the seriousness of the accident makes it impossible to do so.

The employee shall submit a written incident report to the Library Director before leaving work for the day. If the injury requires medical treatment the employee shall complete and submit an Accident Report form required by Workers' Compensation laws within twenty-four hours of the accident. The Library Director or designee is responsible for preparing the Accident Report in the event the employee is incapable of doing so.

An employee must report injured status to his or her supervisor once a week to assist the supervisor in determining the employee's potential for light duty work.

Created: June 29, 2011

Last revised: June 29, 2011

12.3 Hazard Communication

These hazard communication procedures help assure that employees receive the information and training they need to work safely with hazardous chemicals found in the workplace. These procedures are the primary tool for providing hazard communications to our employees.

12.3.1 Right to Know Information Center

An employee "Right to Know" Information Center is located behind the upstairs circulation desk at Hood River Library. A copy of this policy, up-to-date Material Safety Data Sheets (MSDS), a current chemical inventory and container labels are maintained at this Center and are available for review.

12.3.2 Labeling Requirements

OR-OSHA defines a label as any written, printed, or graphic sign or symbol displayed on containers of hazardous chemicals. These labels include the identity of the material, appropriate hazard warnings, and name and address of the chemical manufacturer, importer, or other responsible party. Proper labeling is essential to the success of this hazard communication program.

Employees receiving or accepting delivery of chemicals should check incoming chemical containers to make sure they are properly marked. Each container shall be examined when it is received to be sure the label is accurate and the container is in good condition. If found to be inadequately labeled or the container damaged, the District will attach its own label or return the damaged container.

Employees may not remove or deface a label on any chemical container. If a label is found defaced, the product container must be removed from use until the label is replaced with an approved one.

All hazardous chemical containers used by the District will clearly identify the chemical on the label and include appropriate hazard warning and the manufacturer's name and address.

No container will be released for use until this information is verified. The Safety Committee will ensure that all containers are labeled with a copy of the original manufacturer's label or a label that has the appropriate identification and hazard warning.

12.3.3 Material Safety Data Sheets (MSDS)

The District will obtain, keep on file, and have readily available for review by employees the most current MSDS on each hazardous chemical product used in the workplace. MSDS catalogs are kept behind the upstairs circulation desk at Hood River Library. The MSDSs are updated and managed by the Safety Committee. If a MSDS is not available for a hazardous chemical, immediately notify the chair of the Safety Committee.

MSDSs contain the following information:

- The product identity used on the label;
- The chemical and common name of all ingredients;
- Physical and chemical characteristics of the substance (such as vapor pressure, flash point);
- Physical hazards of the chemical(s), including the potential for fire, explosion and reactivity;
- Health hazards of the chemical(s), including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical(s);
- Primary route of entry;
- The OSHA Permissible Exposure Limit (PEL), American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Value (TLV) and any other exposure limit used or recommended by the chemical manufacturer, distributor or other responsible party preparing the MSDS, where available;
- Whether the hazardous chemical(s) is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA;
- Any precautions or control measures for safe handling and use that are known to the chemical manufacturer, including appropriate hygienic practices (such as personal protective equipment), protective measures during repair and maintenance or contaminated equipment, and procedures for cleanup of spills and leaks;
- Emergency and first aid procedures;
- Date the MSDS was prepared or the date of the last change to it;

- Name, address and telephone number of the party who prepared the MSDS, who can provide additional information on the chemical and appropriate emergency procedures, if necessary.

Additionally, the following requirements for MSDS should be followed.

- The information on the MSDS must accurately reflect the scientific evidence used in making the hazard determination.
- MSDSs must be provided with initial shipments and with the first shipment after a revision.
- Manufacturers and distributors must ensure that updated information is provided to the District in a timely manner.
- The District must maintain copies of the MSDS for each chemical product used in the workplace and ensure that these are accessible in the work area during each shift.
- Where employees must travel from one geographical location to another during a work shift, the MSDSs may be kept at a primary workplace.
- MSDSs must be made readily available to employees, their designated representatives, and OSHA.
- The MSDS may be kept in any form as long as it provides the required information and meets the accessibility requirement.

12.3.4 Training

New employees will attend a hazard communication class that covers the following topics:

- An overview of the requirements in OR-OSHA's hazard communication rules.
- Hazardous chemicals present in the workplace.
- The written Hazard Communication Plan and where it may be reviewed.
- Physical and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- How to read labels and review MSDS.

After attending the training, each employee will sign a form verifying that they understand the above topics and how the topics are related to our Hazard Communication Plan.

12.3.5 Hazardous Non-Routine Tasks

Before employees perform non-routine tasks that may expose them to hazardous chemicals, they will be informed by their supervisor about the chemicals' hazards. The information will include:

- Specific chemical hazards
- Safe work practices necessary to control exposure
- What to do in case of an emergency
- Measures the District has taken to reduce the hazards, including ventilation, presence of another employee and emergency procedures.

12.3.6 Informing Contractors

It is the responsibility of the Library Director to provide contractors and their employees with the

following information if they may be exposed to hazardous chemical in our workplace:

- A copy of this Hazard Communication Plan.
- The identity of the chemicals, how to review material safety data sheets, and an explanation of the container and pipe-labeling system.

This person will also obtain a MSDS for any hazardous chemical a contractor brings into the workplace.

Created: June 19, 2012

Last revised: June 19, 2012

12.4 Controlled Substances

Pursuant to the Drug Free Workplace Act of 1988, the District is responsible to provide safe environments for employees and the public, unencumbered by performance-impairing substances. Misuse of such substances can impair employee health and performance, and may jeopardize employee and public safety. Employees shall not report to work if they are impaired by controlled substances, including medical prescriptions. It is the employee's responsibility to determine with a medical professional if a prescription could affect job performance and to inform their supervisor accordingly. Employees also are expected to report facts and circumstances of controlled substance convictions to their supervisor no later than five days after conviction.

Use of alcohol, marijuana, medical prescriptions, or other legal controlled substances off-duty is not controlled by this policy, unless such use affects the employees' performance of their required job duties.

12.4.1 Tobacco/smoke free workplace

The District supports a tobacco and smoke-free workplace. Employees are expected to refrain from smoking or using tobacco products while on duty. Employees wishing to stop smoking or using tobacco products are encouraged to seek advice, information, and assistance voluntarily from their supervisor, the Library Director, any Board member, or through the District's Employee Assistance Program (EAP).

12.4.2 Employee assistance

The District assists employees to overcome drug or alcohol related addiction through appropriate treatment. Proactive training and information about controlled substance use shall be provided by the District periodically. All District employees are encouraged to seek advice, information, and assistance voluntarily from their supervisor, the Library Director, any Board member, or through the District's EAP. Medical confidentiality will be maintained, consistent with this policy. An employee who seeks drug treatment voluntarily and not under adverse employment circumstances may use sick leave while attending treatment.

12.4.3 Testing

The District may ask employees to submit to controlled substance tests to ensure safety. Such tests may include blood, urine, breath, or other methods deemed scientifically accurate. Employees shall sign a form consenting to such tests before they are given.

All employees are subject to the following controlled substance testing:

- *Post-accident:* Employees shall be tested in the event of a motor vehicle accident either with a District-owned vehicle or a personal vehicle used to conduct District business if the accident

involved loss of human life, injury requiring medical treatment, disabling damage incurred to a vehicle, or receipt of a citation for a moving violation arising from the accident.

- *Reasonable suspicion:* A supervisor may order a test if they have reasonable suspicion that an employee is under the influence of alcohol, marijuana, or a controlled substance while on the job and such impairment poses a danger to the public or other employees.

An employee whose position is considered “safety sensitive” may also be asked to submit to pre-employment or random drug testing or return-to-duty drug testing following an incident prohibited by this policy. The dates for random tests will not be announced and will be spread throughout the calendar year.

Tests shall be given by certified individuals who document chain of evidence and respect employees' privacy. Positive results may only be disclosed to the employee, the appropriate EAP administrator, the appropriate District management officials, or a court of law or administrative tribunal in any adverse personnel action. Any other disclosures require written consent of the employee, court order, or otherwise as permitted by law. Positive test results shall require a confirmatory test from the same sample using a different testing method.

Employees who refuse to submit to testing or who test positive shall be subject to discipline up to and including dismissal. Employees may request a representative to witness the test, but absence of a representative shall not be considered grounds for refusal to consent.

The employee shall be notified of all test results conducted pursuant to this policy. Employees who test positive shall be afforded an opportunity to provide medical or other information that may explain the result. If a question exists, the available information will be reviewed by a licensed physician with training in forensic drug testing. Following a positive result, employees also may conduct independent tests at their own expense

12.4.4 Discipline

An employee may be subject to discipline from controlled substance abuse on the basis of any appropriate evidence including, but not limited to direct observation, evidence obtained from an arrest or criminal conviction, a verified positive test result, or an employee's voluntary admission. In such a case, the employee may be subject to discipline up to and including immediate dismissal.

As part of the discipline arising from impairment by controlled substances while on the job, an employee may be directed to consult with health care providers, utilize the District's EAP, or participate in a treatment program as a condition of continued employment. When an employee is required to undergo treatment under the policy, the employee may be required to authorize District monitoring of the employee's participation and/or submission to random controlled substance testing for a specific period of time not to exceed thirty-six months. When an employee voluntarily enters a treatment program, which is not associated with District intervention, testing and monitoring by the District will not be required. Medical confidentiality shall be preserved, subject to rights granted by the employee to the District and applicable medical privacy laws.

Created: June 29, 2011

Last revised: February 16, 2016

12.5 Workplace Violence Prevention

12.5.1 Generally

The safety and security of employees and patrons is important to the District. Threats and acts of violence against employees, patrons, visitors, guest or other individuals by anyone in or on District facilities or vehicles is strictly prohibited at all times and will not be tolerated. Violations of this program by an employee or non-employee will lead to sanctions that may include employment dismissal, exclusion, and/or criminal prosecution.

Workplace Violence includes any act of physical, verbal or written aggressive behavior that arises in conjunction with employment or personal relationships as well as external threats and violence from strangers carried out on District premises. Workplace violence may include by is not limited to:

- *Threats* – An expression of intent to commit violence that places the listener in fear of imminent bodily harm, or is of such a character that a reasonable person could be placed in fear of imminent bodily harm upon perceiving the expression of intent.
- Acts of physical, verbal or written aggressive behavior.
- *Intimidation* – Offenses of criminal mischief, harassment, menacing, or assault when the intent is to intimidate the victim by reason of their race, color, religion, national origin or sexual orientation. (ORS 166.155 – 166.165)
- *Harassment* – Offensive physical contact or provoking another to a violent response through words or gestures. (ORS 166.065)
- *Menacing* – Intentional use of words or conduct that places a person in fear of imminent serious physical injury. (ORS 163.190)
- *Assault* – Causing physical injury to another person. (ORS 163.160 – 163.185)
- Criminal mischief of District property as it would relate to the definition of workplace violence.

12.5.2 Responsibilities and Reporting

Employees are responsible for the following:

1. Creating and maintaining a work environment free of workplace violence.
2. Promptly dialing 911 and provide relevant information in an emergency situation.
3. Removing the individual from the premises, if it will defuse the situation.
4. Notifying the Library Director or designee of any act of physical, verbal, or written aggressive behavior that they have witnessed, have received, or have been told that another person has witnessed or received.
5. Reporting any behavior they have witnessed which they regard as threatening or violent, when the behavior is job-related, when the act might be carried out in District facilities or vehicles, or when it is connected to employment with the District. This report shall be made regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

The District is responsible for the following:

1. Taking any report of a threat or an act of workplace violence seriously by documenting the

information and taking immediate necessary steps to prevent or reduce the impact of any violent act.

2. Directing reports of external threats and acts of violence to law enforcement for solutions, if appropriate.

Additional District responses may include, but are not limited to, referral to the Employee Assistance Program (EAP), disciplinary action up to and including termination, exclusion from facilities, criminal prosecution of the person or person involved, and suspension or termination of any business relationship.

As deemed appropriate by the District, erroneous information pertinent to the allegations will be disclosed to the parties involved. Intentional reporting of known false information by an employee regarding workplace violence could lead to disciplinary action up to and including termination.

Any intimidation, coercion, discrimination or retaliation against an individual who reports an act of workplace violence or who testifies assists or participates in any manner in an investigation will not be tolerated. Should an act of retaliation be confirmed, the employee who is retaliating against another person is subject to discipline, up to and including termination.

12.5.3 Confidentiality

The District recognizes the sensitivity of the information requested in this procedure. The privacy of individuals will be protected to the greatest extent possible. Information received from these reported incidents will be shared only with those who have a need to know. Written reports will be handled in a secure and confidential manner.

Individuals who are the object of threats or potential danger shall be informed and will be a part of the discussion for the establishment of a defensive posture.

12.5.4 Post-Incident Options

Employee Assistance Program (EAP) – This program is available to all employees and has an intended purpose of de-escalating any potential volatile situation involving an employee or family member as it related to workplace violence.

Traumatic Incident Stress Management – Should a traumatic or violent incident occur, a program will be available to any employee involved in order to reduce the post-stress syndrome.

The District will encourage employees who are victims of workplace violence to report the crime to law enforcement. When feasible the District will facilitate employees' reporting of workplace violence crimes to law enforcement.

12.5.5 Self-Defense

While employees are strongly discouraged from becoming physically engaged, in some cases an employee may be justified in using physical force to defend against an assault. ORS 161.205 gives an individual the right to use physical force for self-defense.

Employees using physical force for self-defense may use only the force that is reasonable necessary to

defend themselves or another person. An employee involved in any incident involving physical force must immediately contact the Library Director and submit an incident report.

Unwarranted or excessive physical force by an employee may result in disciplinary action up to and including termination and/or criminal charges being filed.

Created: November 15, 2011

Last revised: November 15, 2011

12.6 Suspected Child Abuse Reporting Policy

12.6.1 Purpose

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or neglect. These people are called mandatory reporters. Employees of the District, as defined under ORS 419B.005, are obligated to report suspected abuse while either on or off duty.

12.6.2 Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries;
- Sexual abuse or exploitation;
- Rape or incest;
- Neglect or maltreatment;
- Threatened harm;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured;
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18.

12.6.3 Reporting Procedure

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone suspected of abusing a child shall immediately notify the Oregon Department of Human Services or the Hood River County Sheriff. The employee shall then immediately inform the Library Director.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. The report must contain, if known, the following information:

The names and addresses of the child and parents/guardians responsible for the child's care;

- The child's age;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All District volunteers significantly involved in the delivery of services to children are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the Library Director. The Library Director will then immediately notify the Oregon Department of Human Services or the Hood River County Sheriff.

12.6.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

12.6.5 Failure to Comply

Any District employee subject to this policy who fails to report suspected child abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child abuse is also a violation of law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, s/he will be subject to discipline, up to and including termination.

12.6.6 Training

The District shall provide annual training for all District staff and volunteers subject to this policy. The training shall cover the prevention and identification of child abuse and the obligations of District employees and volunteers to report suspected child abuse.

Created: February 19, 2013

Last revised: February 19, 2013

12.7 Suspected Elder Abuse Reporting Policy

12.7.1 Purpose

Oregon law mandates that workers in certain positions must report to the appropriate authorities if they have reasonable cause to suspect elder abuse or neglect. These people are called mandatory reporters. Employees of the District, as defined under ORS 124.050, are obligated to report suspected abuse while in the performance of their official duties.

12.7.2 Definitions

Oregon law recognizes these types of elder abuse:

- Physical abuse;
- Neglect;
- Self neglect;
- Abandonment;
- Verbal or emotional abuse;
- Financial exploitation;
- Sexual abuse;
- Involuntary seclusion;
- Wrongful restraint.

An elder or elderly person is any person 65 years of age or older with whom an employee comes in contact while acting in an official capacity. Mandatory reporting requirements also extend to any resident in a long-term care facility with whom an employee comes in contact while acting in an official capacity.

12.7.3 Reporting Procedure

Any employee who has reasonable cause to believe that an elderly person or resident of a long-term care facility has been abused or who comes into contact with someone suspected of abusing an elderly person or resident of a long-term care facility shall immediately notify the Oregon Department of Human Services or the Hood River County Sheriff. The employee shall then immediately inform the Library Director.

A written record of the abuse report shall be made by the employee suspecting elder abuse. The report must contain, if known, the following information:

- The names and addresses of the elderly person or resident and any person responsible for his/her care;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All District volunteers significantly involved in the delivery of services to elderly persons or residents of long-term care facilities are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects elder abuse is to report the situation to the Library Director. The Library Director will then immediately notify the Oregon Department of Human Services or the Hood River County Sheriff.

12.7.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

12.7.5 Failure to Comply

Any District employee subject to this policy who fails to report suspected elder abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of elder abuse is also a violation of law. If an employee fails to report suspected elder abuse or fails to maintain confidentiality of records as required by this policy, s/he will be subject to discipline, up to and including termination.

12.7.6 Training

The District shall provide annual training for all District staff and volunteers subject to this policy. The training shall cover the prevention and identification of elder abuse and the obligations of District employees and volunteers to report suspected elder abuse.

12.8 Driving Policy

12.8.1 Purpose

The District owns, rents, and leases vehicles and equipment, or asks employees and volunteers to use their personal vehicles, to carry out the District's mission.

12.8.2 General provisions

1. The District's commercial insurance generally covers employees and volunteers while properly and legally driving a vehicle to conduct approved District business.
2. The District will be responsible for maintaining any District owned, leased, or rented vehicle in a safe and sound working condition through a program of regular maintenance.
3. The District's Safety Committee shall prepare procedures to implement the provisions of this policy.

12.8.3 Operators

1. An employee or volunteer driving a vehicle for District business must maintain a valid driver's license and current automotive insurance, if using a personal vehicle. Proof of insurance shall be kept on file. An employee or volunteer is required to notify the Library Director if the status of his/her driver's license changes. The District may check the driving records of employees or volunteers without notice at any time.
2. The District reserves the right to restrict who may operate vehicles it owns, leases, or rents. The District will review motor vehicle division records of potential drivers to assess whether they present a safety risk. The decision to restrict an employee's ability to operate a District vehicle will be left to the Library Director's sole discretion.
3. Anyone wishing to use a vehicle for District business must go through a District-approved training program for drivers.

12.8.4 Safety regulations

1. The District, its employees, and its volunteers will comply with all safety laws and regulations that apply to motor vehicles in the applicable jurisdiction.
2. No vehicle should be operated with a known safety deficiency. Vehicles being used for District business shall be inspected to ensure safe operating conditions.
3. Drivers and passengers of vehicles being used for District business must wear seat belts.
4. District employees and volunteers may not operate vehicles for District business while under the influence of alcohol or illegal drugs, prescription medication that warns against operating a vehicle or equipment, or under any condition that impairs the driver's ability to operate the vehicle in a safe and legal manner.
5. Use of any hand-held electronic device while operating a vehicle for District business is prohibited.

12.8.5 Restrictions on vehicles owned, leased, or rented by the District

1. District owned, leased, or rented vehicles may only be used to conduct District business.
2. A trip log shall be maintained for each District owned, leased, or rented vehicle.
3. Passengers in District owned, leased, or rented vehicles must be engaging in District business.

Family members, other than District employees or volunteers engaged in District business, may not drive a District vehicle or ride as passengers.

4. An employee may be authorized by the Library Director to take a vehicle home providing it is more efficient and cost effective to the District.
5. Tobacco products may not be used in any vehicle owned, leased, or rented by the District.

12.8.6 Accidents and citations

1. Any accident involving a vehicle being used for District business must be reported immediately to the police in accordance with state law. After an accident is reported to the police, it must then be reported to the Library Director. Employees must report to their immediate supervisor. All accidents must be reported to the District's insurance company.
2. An employee or volunteer receiving a traffic citation while conducting District business will be personally responsible for its payment and to report this fact to the Director.

Created: May 20, 2014

Last revised: May 20, 2014