

Policy Section 7.0: Qualifications, Responsibilities, Hiring, and Evaluation of Employees

Date Proposed: November 20, 2007

Date Adopted: November 20, 2007

Date Implemented: November 20, 2007

Date Amended: November 20, 2007

7.1 Recruiting and Hiring

A. The Lopez Island Library District encourages promoting qualified candidates from within our library staff when the skills and experience match the needs of the position. Recruitment to fill new or vacated positions will target existing employees for the first week of the recruitment period. If no satisfactory internal candidate is found, external recruitment will be implemented.

The Library will use whatever means are appropriate to recruit qualified applicants for job vacancies in compliance with contractual, legal, and affirmative action requirements. All recruitment efforts are conducted in the spirit of equal employment opportunity.

B. Announcements of position vacancies should include the title of the open position, a brief description of the position's minimum and/or preferred qualifications, the position's principal duties, and th' place and manner of filing applications.

C. Each applicant shall complete and submit a resume prior to being considered for any position.

D. Any applicant who has supplied false or misleading information is subject to immediate termination, if hired.

E. The Library Director will establish procedures for selecting the best-qualified candidate from a pool of internal and/or external applicants for an open position. Selection criteria will be designed to measure each applicant's qualification, experience and ability to perform the duties and responsibilities for the open position against the job requirements for that position. The Library Board of Trustees will have access to all candidate job applications and the candidate selection procedure results.

F. The Library Director will pre-screen applicants, conduct preliminary interviews and telephone reference checks; other staff may be included in the interview phase of the process.

G. The Library Director will submit the top three candidate evaluations and a hiring recommendation to the Library Board of Trustees. The Director and the Board of Trustees will make a hiring decision from among the top three candidates.

H. The Library Board of Trustees will be responsible for recruiting and hiring the Library Director.

I. All newly hired employees are subject to a ninety-day probationary period. Unsatisfactory job performance during this time period may result in termination without further review.

J. Employment at the Library is of indefinite duration and will continue as long as both the employee and the Library consider it of mutual benefit. Either the employee or the Library is free to terminate the employment relationship at any time and for any reason. Any statements which contradict this policy of employment "at will" are not authorized and may not be relied on. No one except the Board of Trustees has the authority to bind the Library to an agreement that conflicts with this policy and any such agreement must be in writing and signed, or formally endorsed by a vote of the Board.

Policy Section 7.2

Date Proposed: January 9, 2007

Date Adopted: February 13, 2007

Date Implemented: June 12, 2007

Date Amended:

7.2 Evaluations

Performance evaluations are designed to provide the employee with a record of his/her performance and to encourage professional growth. The evaluation will be discussed with the employee, who will have an opportunity to comment on it in writing. All employees of the Library District will be evaluated not less than once each year, on or about the anniversary date of their employment. This will constitute the "regular annual evaluation." Other evaluations may be undertaken as they are deemed needed by the Library Director.

Performance evaluations for regular employees are related to the position which the employee holds at the time. The purpose of the appraisal is to commend strengths, address weaknesses and suggest ways to improve, and to discuss new challenges, career goals and objectives.

The evaluating body for the Library Director is the Library Board of Trustees. The evaluator for all other employees is the Library Director.

7.2.1 Evaluation of Library Director

A. Regular annual evaluation

The regular annual evaluation of the Library Director will be an evaluation of the Library Director's performance based on the Library Director's job description, an evaluation of the existing job description to determine whether changes are deemed necessary or appropriate, a determination of how successfully the Library Director has achieved specific goals and objectives, and the establishment of goals or objectives for the Library Director for the coming year.

All goals and objectives shall be developed in consultation with the Library Director and shall be formally adopted in written form by the Board. The evaluation will specifically note any deficiencies or weaknesses recorded in previous evaluations and will note whether or how well those deficiencies or weaknesses have been or are being corrected.

The evaluation may be undertaken at a regular Board meeting or at a special meeting called for that purpose and may continue into subsequent meetings.

At the request of the Library Director or any Trustee, and with the

concurrence of the Library Director as required by the Washington Open Meetings Act, the Board shall vote as to whether all or portions of the evaluation will be held in executive session, to the extent permitted by the Open Meetings Act.

The Board will appoint a person or persons to summarize the evaluation in writing. The summary will specifically include any deficiencies that were noted to be corrected. That summary, when adopted by the Board, will be the formal statement of the evaluation. A copy of the summary will be furnished to the Library Director and to each Trustee.

B. Other evaluations

An evaluation other than the annual evaluation may be held at the request of the Library Director, or by action of the Board through a motion duly made, seconded, and adopted. The call for such an evaluation will state whether the process will be the same as for the annual evaluation, or, if not, what evaluation process will be used.

7.2.2 Evaluation of other staff

- A. All employees other than the Library Director will be evaluated by the Library Director. The purposes of evaluation will be as stated in Section 7.2 above.
- B. Each employee shall receive a regular annual evaluation and such other evaluations as may be necessary or appropriate. There will be a written statement of every evaluation, with a copy to be given to the employee. This statement shall be the formal record of the evaluation. The Library Director may use consultants, advisors, or other persons to assist in the evaluation process. If any employee believes the evaluation to be inaccurate or unfair, he/she may submit a written statement to the Library Director that shall be made a part of the employee's personnel file.

Policy Section 7.3

Date Proposed: January 9, 2007

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Date Amended:

7.3 Employee Relations

The continued success of the Library is dependent upon staff members working effectively together. The Library recognizes that at one time or another, staff members may become concerned about their work situation, or feel that they have not been treated fairly or in accordance with Library rules and procedures. For this reason the Library provides its employees with optional procedures for resolving complaints. The purpose of these guidelines is to improve the morale and working relationships among staff. Nothing in this section should be construed as contradicting the policy of employment at will.

7.3.1 The following procedure is available to staff members at any time:

Step One

The staff member should see the Library Director first. The Library Director is responsible for assuring that the staff member receives fair treatment. The issue in question should be discussed honestly and sincerely and every effort should be made by both the staff member and the Library Director to give the question proper consideration leading to a satisfactory solution. The Library Director will make every effort to resolve the question as soon as possible and will keep the staff member informed as to the status of the issue.

Step Two

If the results of the First Step are not satisfactory to the staff member, a meeting will be arranged including the Library Director, staff member, and a representative of the Library Board of Trustees. These three individuals will give their attention to the issue in question and attempt to find a satisfactory solution. Unless the Board Member elects to take the issue to Step Three, a final decision will result from the Step Two meeting.

Step Three

If the Library Board Member who participated in the Step Two meeting is not satisfied with the result of that meeting or wishes to involve additional members of the Library Board in seeking a resolution to the issue, he or she may initiate a third meeting. The third meeting will include the staff member, Library Director, and the Library Board. In the event a third meeting is called, a final decision will result from this meeting.

The objective of this procedure is to maintain mutual understanding, respect and cooperation, so that staff members may work to the best of their ability within the framework, practices and capabilities of the Library.

7.3.2 Employee Rules of Conduct Defined

The following behaviors and activities will not be tolerated and will be cause for corrective action, up to and including termination of employment depending on the severity of the infraction. This is not an exhaustive list, and does not limit the ability of the Library to terminate an employee for any reason.

- Abusive or any disorderly physical conduct toward a fellow staff member, volunteer staff member, supervisor or Library patron.
- Failure to carry out work related instructions given by a supervisor.
- Willful violation of Library policies, regulations and rules specified in this policy or otherwise specified officially, including abuse of Sick Leave.
- Falsification of Library records and reports, including time records.
- Malicious or careless acts which result in personal injury, property damage or expenses.
- Inability to work as a result of consumption of alcoholic beverages, prescription medications or narcotics.
- Unauthorized use, possession, removal, neglect or willful damage to any Library property or equipment such as telephones, computer terminals, or materials, etc.
- Failure to report to your supervisor an on-the-job accident or injury. Any unusual incident involving patrons and/or Library facilities must be reported to the Library Director immediately.
- Unauthorized distribution of literature or solicitation of staff members or volunteer staff members on Library premises during work time.
- Failure to report to work for three consecutive days without proper notification to the Library.
- Failure to observe safety policies and procedures.
- Excessive absenteeism or tardiness, continuing after supervisory counseling.
- Violation of the Library District's Non-Discrimination and Harassment policy.

7.3.3 Suspension

In certain instances, the Library Director may decide to conduct an investigation to determine the validity of facts surrounding a potential disciplinary situation. In such cases, an employee may be suspended with pay pending the results of the investigation.

7.3.4 Progressive Corrective Action

It is the intent of the Library that staff members know where they stand at all times in regard to their performance and conduct as evaluated by the Library

Director. In the event that a staff member's conduct or performance is not up to the high standards required by the Library, the following procedure of Progressive Corrective Action may be followed, at the discretion of the Library Director, as an alternative to termination, to achieve correction and avoid recurrence. In the case of the Library Director, Progressive Corrective Action may be initiated by the Library Board of Trustees.

- **Verbal Notification:** The staff member may be notified verbally once by the Library Director of the need for correction of an unacceptable trend in performance or conduct. Verbal notifications will be documented in the staff member's personnel file. If the staff member's performance or conduct is maintained at an acceptable level for one year following the date the verbal notification was given, the documentation of the verbal notification will be removed from the staff member's personnel file.
- **Written Notification:** Should a staff member's inadequate performance or conduct not improve following verbal notification, a Need for Performance Improvement notice may be issued to the staff member by the supervisor.
- If a Need for Performance Improvement notice is issued to the staff member a copy shall be placed in the staff member's personnel file. In the event the staff member's performance or conduct has been maintained at an acceptable level for up to three years following the date that the Need of Performance Improvement was issued, the form shall be removed from the staff member's personnel file.
- **Termination:** In the event a staff member's inadequate performance or conduct does not improve, the staff member's employment may be terminated. Termination is governed by Section 7.4 of these rules.

The Library has no obligation to follow any of the steps included in the above procedure and may skip steps whenever, in its sole judgment, circumstances require an abbreviated corrective action procedure. This means that the Library may, at its option, discharge a staff member for any reason without first providing verbal or written notification of the staff member's inadequate performance or conduct.

Policy Section 7.4

Date Proposed: January 9, 2007

Date Adopted: February 13, 2007

Date Implemented: June 12, 2007

7.4 Termination.

Employment by the Library is for an indefinite period. Employment can be ended for any reason that does not violate the law, including but not limited to: lack of work, lack of funds, reorganization, unsatisfactory performance, or unsatisfactory conduct as determined in the sole discretion of the Library Board of Trustees with a recommendation from the Library Director. Employment is at-will and there is no attainment of permanent employment status.

Termination is to occur as provided below:

A. Termination by the Board of Trustees for lack of work, lack of funds, or reorganization.

If a staff member's employment is terminated for any of these reasons, the Board of Trustees will provide the staff member with thirty days written notice of the termination. Alternatively, the Board may, at its option, discharge the staff member immediately and pay salary and benefits as if the staff member were fully employed until the end of the notice period.

- 1) Severance Pay. A staff member discharged for lack of work, lack of funds, or reorganization will receive, in addition to all Earned pay and all accrued vacation, severance pay equal to one month's salary, provided the notice of termination is given after the first anniversary of the staff member's date of hire. If the notice of termination is given on or before the first anniversary of the staff member's date of hire, the staff member shall receive all earned pay and all allowable accrued vacation, but no severance pay.
- 2) Nothing in this section shall prevent the Board of Trustees from granting severance pay to a departing employee who is discharged for reasons not listed in this section if, in the Board's judgment, severance pay is warranted.

B. Termination by the Board of Trustees for Any Other Reason.

If a staff member's employment is terminated for any reason other than lack of work, lack of funds, or reorganization, no advance notice need be provided by the Board. Upon termination, the staff member will receive all earned pay and allowable accrued vacation. The staff member will not receive severance pay.

A staff member discharged for any reason other than lack of work, lack of funds, or reorganization is not automatically entitled to severance pay; however,

severance pay may be granted if, in the Board's sole judgment, severance pay is warranted based upon the staff member's exceptional performance and service to the Library.

C. Resignation by Staff Member.

A staff member may resign at any time and for any reason. As a courtesy to the Library, resignation notification is requested a minimum of two weeks prior to the final day of employment. A staff member who resigns will receive all earned pay, allowable accrued vacation and 25 percent of accrued personal leave, up to a maximum of 22.5 days. The staff member will not receive severance pay.

Policy Section 7.5

Date Proposed: January 9, 2007

Date Adopted: February 13, 2007

Date Amended:

Date Implemented: June 12, 2007

7.5 Reporting Improper Governmental Action

In accordance with RCW 42.40.010 through 42.40.900, it is the policy of the Lopez Island Library District:

- (1) to encourage library employees to report improper governmental action taken by Lopez Island Library trustees or other employees, and
- (2) to protect Lopez Island Library employees who have reported improper actions in accordance with the Lopez Island Library's policies and procedures.'

Policy Section 7.6

Date Proposed: January 9, 2007

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7.6 Political activity by Library employees and volunteers

As a tax-supported institution, it is important that the Library District demonstrate neutrality regarding political campaigns and candidates. Employees of the District have a similar responsibility regarding personal campaign preferences. In order to avoid any misunderstanding regarding the position of the District with regard to political issues and/or candidates, all individuals working at the Library are restricted from wearing political pins, buttons, etc., or advocating a particular candidate or issue while on Library time. While on their own time, employees and volunteers may participate in campaign issues and support candidates consistent with their rights as citizens.

Policy Section 8
Employee Compensation and Benefits
Date proposed: November 9, 2006
Date Adopted: May 8, 2007
Date Implemented: June 12, 2007

8.1 Health Insurance

An employee working 30 hours per week or more will be eligible for full medical benefits. An employee working less than 30 hours is considered part-time and as such is not eligible for library-paid medical benefits. However, such employees may purchase medical insurance through the library's group policy. {Rev. and adopted 10/06} (further rev. 3/07)

The District shall pay only employee's benefits. If an employee wishes to provide coverage for a dependent and the vendor allows coverage, such coverage shall be at the employee's expense. Dependents include spouses, minor children, and domestic partners.

Coverage shall be effective at the date of hire. The library group insurance plan shall be explained in a separate booklet given to the employee at the time of her/his enrollment.

The District reserves the right to change the group insurance plan and insurance carrier, with at least 60 days' prior notice to employees.

Policy Section: 8.2
Date Proposed: November 9, 2006
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Date Implemented: June 12, 2007

8.2 Retirement

Employees of the Lopez Island Library who work more than 700 hours per year are covered by the Public Employees' Retirement System of the State of Washington. New employees shall be informed, orally and in writing, of the basic elements of the retirement plan.

8.2.1 Participation. Entry into the retirement plan is mandatory for those employees who fulfill the eligibility requirements as defined in Section 8.1, and as further defined by legislative mandate. For those new employees who fall under the eligibility requirements, entry begins the first month of employment.

8.2.2 Contribution rate is determined by PERS, and may be changed as necessary to reflect the cost of the plan.

8.2.3 Vesting

When an employee has five years of service credit in PERS, s/he is considered vested in the Plan. Participation in the plan is transferable to other employers who offer PERS coverage. If an employee terminates Plan participation before being vested, s/he is entitled to withdraw all employee-contributed funds; employer-contributed funds remain in the Plan.

8.2.4 The District reserves the right to change the retirement plan and the retirement plan vendor.

8.2.5 The District offers a deferred compensation program. This is optional for all employees of the Lopez Island Library District but contributions come only from the employee, not the Library.

Policy Section 8.3

Date Proposed: November 9, 2006

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Date Implemented: June 12, 2007+

Date Amended: January 8, 2007

Date Amended: January 14, 2009

8.3 Time Off

8.3.1 Holidays.

Holidays are designated by the Board of Trustees. The following holidays will be observed by the Library District:

- January 1
- Martin Luther King Day (approved Dec 18, 2007 Library Board mtg.)
- Third Monday in February
- Last Monday in May
- July 4
- First Monday in September
- Veteran's day (or day observed as federal Veteran's Day holiday)
- Fourth Thursday in November
- *December 24 - 2:00 pm closing
- December 25
- **December 31 - 2:00 pm closing
- PERSONAL HOLIDAY – to be taken during the year, with the Director's approval.

Whenever a holiday falls on a Sunday, the following Monday will be observed as a holiday. Full time employees (30 hours or more per week) who are scheduled to work on a holiday will receive the day off with pay. If not scheduled to work, full time employees will be credited with eight hours holiday leave; to be taken within the month the holiday occurs. Regular part-

time and temporary part time (less than 30 hrs) employees will be credited in an amount proportionate to the number of regularly scheduled hours worked per week.

A holiday occurring during an employee's vacation or other paid leave shall be considered as holiday time and shall not be charged against that employee's paid leave credits.

* The Library will close at 2:00 pm on December 24; no holiday time is accrued for those employees not scheduled to work on this day.

** The Library will close at 2:00 pm on December 31; no holiday time is accrued for those employees not scheduled to work on this day.

8.3.2 Vacations

It is the policy of the District to provide eligible employees annual vacation time with pay to afford the opportunity for rest and recreation. Coverage under this policy includes all regular full-time (more than 30 hours/week) and regular part-time (prorated) employees.

A. Eligibility and accrual schedule

1. Vacation time for the Director will be negotiated between the Director and the Board.
2. Regular full-time and regular part-time (prorated) employees are entitled to paid vacation at the completion of the first six calendar months of continuous employment and thereafter according to this schedule:
 - a) Full-time employees earn vacation time according to the following schedule:

Years of continuous service	Working days/year
1-2	12
3-5	14
6+	16

- a) Eligible employees who work less than 40 hours per week accrue vacation time according to the above schedule, prorated as follows:

Years of continuous service	Vacation time accrued
1-2	1 hour/21.67 hrs worked
3-5	1 hour/18.57 hrs worked
6+	1 hour/16.25 hrs worked

3. Full-time employees accrue vacation time from the date of hire, but may not use time accrued until completion of the six month probationary period. Ineligible employees (30 hours or less) who become eligible (30 hours or more) accrue time from the date of the change.
4. A maximum of 20 days of vacation time may be accumulated, after which excess time will be lost without compensation.

D. Vacation scheduling

Because of the beneficial effects of rest and recreation, vacation time must be used in the year after it is accrued, except that 50% of a year's accrued vacation time may be carried forward into the first five months of the following employment year with the approval of the Director. Unused vacation time in excess of this 50% potential carryover will be lost without compensation.

Employees may select their own vacation time subject to the Director's approval. Employees are encouraged to take vacations during the non-peak times. Vacation time is to be taken in increments of at least one and normally not less than one-half workday. An employee shall not be permitted to work and receive vacation pay in lieu of vacation time. Extended vacations must be approved by the Director at least one month in advance.

E. Unused vacation hours

Upon retirement or termination of employment, the District will buy back unused vacation hours.

- F. The director shall maintain accounts of accrued vacation time for all eligible employees, to be up-dated monthly.

- G. Exceptions to any of the above may be made at the discretion of the Board.

8.3.3 Personal Leave

Policy Statement:

It is the policy of the District to provide eligible staff members a measure of financial protection by allowing time off with pay when a personal illness, accident or disability requires the employee to be absent from work.

A. Definitions and Coverage

1. Coverage under this policy includes all regular full-time and regular part-time

(prorated) employees.

2. Personal leave is defined as:
 - a. A specified period of time that an employee is absent from work due to personal illness, accident or disability for which the employee receives regular salary.
 - b. Illness of an immediate family member, which requires the assistance of the employee. (Immediate family is defined as parent, child, and sibling or spouse/domestic partner.)
 - c. Medical and/or dental appointments, together with a reasonable allowance for ferry travel when this is required.
3. Sick leave is intended solely as a form of financial insurance protection and is not considered as paid time off that is owed to a staff member.

B. Accrual Schedule and Eligibility

1. Eligible full-time employees shall accrue personal leave benefits at the rate of one hour for each 21.67 hours worked for use following one month's continuous employment.
2. Eligible regular part-time employees shall accrue personal leave benefits in proportion to their weekly work schedule.
3. Full-time employees may accrue up to ninety (90) days of earned but unused personal leave (prorated for part-time employees).
4. Upon retirement or termination of employment, the District will recompense 25% of the personal leave accumulated, to a maximum of 22 1/2 days
5. A temporary change in the employee's regular weekly work schedule shall not affect the employee's accumulation of personal leave benefits. For purposes of this policy, the employee's regular weekly work schedule includes regular hours worked, holidays, vacations, personal leave and excludes leave of absence periods.

C. Reporting and Use of Accrued Personal Leave

1. It is the responsibility of employees to notify the Director in the event of any absence, immediately following the start of each workday. Failure to notify may result in loss of sick pay for the day.
2. Accrued paid personal leave benefits shall be granted when an employee is required to be absent from work under the following conditions:
 - a. injury or illness of the employee
 - b. disability of the employee due to pregnancy, childbirth and associated periods of recovery
 - c. medical, dental or optical care of the employee
 - d. serious injury or illness in the employee's immediate family that requires the employee's presence.
3. In the event an employee is absent for a condition listed in 2 above in excess of accrued personal leave, the following shall apply:
 - a. earned but unused vacation time; followed by

b. leave of absence without pay.

D. Administrative Provisions

1. The District may request a physician's statement or otherwise verify that an employee has been ill.
2. In the event of an accident that qualifies for payment under District-paid Worker's Compensation Industrial Insurance, accrued personal leave shall pay the difference between the Worker's Compensation payment and the employee's regular salary until accrued sick leave has been exhausted.

8.3.4 Jury Duty Policy

Regular employees who are summoned as jurors shall be granted leave from Library District employment to the extent required by such service, and shall receive their regular pay.

In order to be eligible to receive regular pay, the employee must endorse over any jury paychecks received to the Library District.

If the employee is excused from jury duty on any regularly scheduled workday, s/he shall notify the Director and report to work.

8.3.5 Bereavement Leave

Subject to the approval of the Director, a maximum of three (3) working days bereavement leave, with pay, shall be allowed when there is a death in a regular employee's immediate family or any other member of the immediate household. An immediate family member includes spouse/partner, father, mother, foster parent, guardian, brother, sister, child, foster child, grandparents, grandchildren or relatives (as previously defined) of the spouse of the employee.

This leave may be extended by the use of personal leave or leave without pay with the approval of the Director.

8.3.6 Military Leave

Military leave for library employees will be governed by RCW 38.40.060. An employee is entitled to leave not to exceed 15 days, over and above annual leave and personal leave earned. Normal pay is paid during this period and there is no loss of rating or privilege. Re-employment of returning veterans is governed by RCW 73.16.033.

8.3.7 Leave Without Pay

- A. The District may grant a regular employee leave of absence without pay normally not to exceed three (3) months. Leave without pay shall be granted by the Director only when requested in writing by the employee and when such leave will not detrimentally affect the library. Leave

without pay should be requested as far in advance as possible and the expected duration must be indicated in the written request.

B. Leave without pay in excess of 5 days will be granted only after all vacation leave has been exhausted.

C. Conditions of Leave: Leave without pay will be considered for the following circumstances:

- 1) Illness or injuries of the employee, or persons within the employee's household, after all accrued personal leave credits have been exhausted.
- 2) Disability leave, including disability due to pregnancy or childbirth, after all accrued personal leave credits have been exhausted.
- 3) Maternity/paternity leave, up to 12 weeks, may be granted with the approval of the Director and the Board of Trustees
- 4) Continuing education opportunities.
- 5) Other circumstances requiring an absence of five (5) or more working days.

No benefits accrue during a leave of absence without pay.

Leave without pay may, in exceptional circumstances, be extended beyond three (3) months by the District but reinstatement to the employee's original position cannot be guaranteed.

8.3.8 Leave Without Pay - Director Benefits

Leave without pay for the Library Director will be negotiated between the Director and the Board of Trustees.

8.3.9 Unplanned or Emergency Closure

A. The director or her/his designated agent may close the library without advance notice in the event of conditions which make it unsafe or impossible for library personnel to carry out their assigned duties.

B. If district facilities are closed by the director or her/his designated agent, all regular employees receiving benefits shall be paid for the time period based on the regular schedule for that time period. To be eligible for pay, the employee must be scheduled for work at the time of the closure, and remain available to immediately return to work should the condition causing the closure abate.

At the time of the closure, an employee who is on vacation, taking sick leave or leave without pay, may not convert the time to emergency leave.

C. Absence due to an employee's inability to report for scheduled work because of inclement weather, conditions caused by inclement weather, or any

other natural disaster, shall be made up within a month with the permission of the Director, or taken as vacation leave or leave without pay.

- C. Notification of the staff of the closure is the responsibility of the director or her/his designated agent.

Policy Sections 8.4

Date Proposed: November 9, 2006

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Date Implemented: June 12, 2007

Date Amended: September 18, 2013

8.4 Library Staff Duties and Compensation

8.4.1 Duties.

Library employees are required to perform work in the areas of acquisitions, cataloging, computer networking, reference, and volunteer coordination, as well as to assist patrons in locating information. Each library employee will be assigned specific duties within the broad framework of the library's functions (i.e. youth services, interlibrary loan, bookkeeping, cataloging, etc.). Duties for each position will be delineated in individual position descriptions provided to each employee. Other duties may be assigned as necessary.

8.4.2 Compensation.

Salaries for staff members are established by the Board of Trustees

8.4.3 Cost of Living Adjustment.

Library employee salaries are eligible to receive an annual cost of living adjustment at the beginning of each budget year. The cost of living adjustment will be some percentage of the Consumer Price Index for the Seattle area received from the U.S. Department of labor under the title CONSUMER PRICE INDEXES PACIFIC CITIES AND U.S. CITY AVERAGE and other local sources. The amount of this cost of living adjustment will be determined by the Library Board of Trustees at the end of each budget year.

8.4.4 Substitute Librarian.

A substitute for the librarian, the assistant librarian or support staff, will be paid an hourly rate, with no benefits, to be determined in the annual budget process. A substitute may be called by the Library Director for work during vacation hours, sick leave, training sessions and meetings. The substitute will be approved prior to approval of on-call status by the Board of Trustees and Director.

Policy Section 8.5

Date Proposed: November 9, 2006

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8.5 Nondiscrimination and Sexual Harassment Policy

It is the policy of Lopez Island Library District to grant equal opportunity to all qualified persons without regard to appearance, gender, age, national origin, sexual orientation, religion, disability, or other protected classification. Equal opportunity shall be provided in employment, promotions, wages, benefits, and all other privileges, terms, and conditions of employment.

Conduct prohibited by this policy includes, but is not limited to, the following:

- Unsolicited and offensive comments (verbal or written) about an individual's appearance, gender, age, national origin, sexual orientation, religion, disability, or other trait which is associated with a protected classification.
- Unsolicited and offensive gestures relating to an individual's gender, age, national origin, sexual orientation, religion, disability, or other trait which is associated with a protected classification.
- The display of objects or pictures that cast in a negative light an individual's gender, age, national origin, sexual orientation, religion, disability, or other trait which is associated with a protected classification.
- Any other unsolicited and offensive conduct relating to an individual's gender, age, national origin, sexual orientation, religion, disability, or other trait, which is associated with a protected classification. In the case of sexual harassment, this includes unsolicited and offensive sexual flirtations, advances, or propositions, as well as physical contact of a sexual nature.
- Expressly or implicitly conditioning a term or condition of an individual's employment on his or his submission to any of the above described conduct.
- Basing employment decisions on an individual's submission to or rejection of any of the above-described conduct.

Any employee who believes he or she has been subjected to harassment is encouraged to bring any such incidents to the immediate attention the Library Director or the Chair of the Library Trustees.

An employee found to have engaged in harassment in violation of this policy will be subject to immediate discipline up to and including termination.

Retaliation: Retaliation against an individual who reports conduct that he or she believes constitutes discrimination or harassment, or against an individual, who provides information in connection with a complaint of discrimination or harassment, is strictly prohibited. Retaliation can be in the form of harassment or denial of promotions, wages, benefits, or any other privileges, terms, and conditions of employment.

Any employee who believes he or she has been subjected to retaliation is encouraged to bring any such incidents to the immediate attention of the Library Director or the chair of the Library Trustees.

An employee found to have engaged in retaliatory conduct in violation of this policy will be subject to immediate discipline up to and including termination.

Policy Section: 8.6

Date Proposed: November 9, 2006

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8.6 Ongoing Staff Education and Training

Staff is encouraged to participate regularly in conferences, meetings, and continuing education programs, which will benefit their professional growth, enable them to remain current in library developments, and improve their ability to serve library patrons and the community. The District will bear the cost of approved participation in accordance with the following policies.

8.6.1 Eligible events.

Events (conferences, meetings, courses and the like) should be reasonably related to the employee's regular responsibilities, and should enhance the District's mission and service. In general, the definition of eligible events will be construed broadly, not narrowly.

8.6.2 Ineligible events.

Courses which are being taken principally to obtain basic skills or knowledge which the employee, when hired, was expected to possess to meet the minimum prerequisites of her/his present job description are not eligible events.

The Director should consult with the Trustees when there is a question whether an event is eligible.

8.6.2 Approval. The Director is responsible for allocating the available continuing education budget. In order to receive reimbursement, staff must obtain the Director's approval before the event.

8.6.3 Reimbursement. Conference fees and all necessary lodging, travel, meals (if overnight stay is required) and ancillary costs will be eligible for reimbursement. Travel costs will be reimbursed in accordance with District policies. Reimbursement may be either full or, if the budget requires and the

attending staff member agrees, partial. Reimbursement will be full unless a partial reimbursement arrangement is set at the time of approval.

Reasonable and customary expenses will be considered for reimbursement. Alcoholic beverages are excluded from reimbursement. Requests for reimbursement must be submitted on an expense report and should normally include receipts.

- 8.6.4 Compensation. Because of the geographic isolation of the District, the District cannot compensate staff for their time in traveling to and from, as well as attending, events, when travel time falls outside their normal paid hours. Arrangements for compensation, in accordance with these policies, must be made before final approval to attend the event is given.

Full-time employees will be paid according to their normal pattern. If the event takes place on a day when the employee does not normally work, compensatory time off may be provided by the Director.

Part-time employees attending an event on a day they are normally scheduled to work will be paid their normal rate of pay for that day. If their actual hours of attendance in meetings or conference sessions (excluding travel time, meals, etc.) exceed their paid hours, they will be paid (at their normal rate) for the difference or will be provided compensating time off, at the discretion of the Director.

Part-time employees attending an event on a day when they are not normally scheduled to work will be compensated for the actual hours of attendance, either by being paid for the hours at their normal rate or by being provided compensating time off, at the discretion of the Director.

If the Director is willing to pay partial or full reimbursement for an event, but to provide only partial or no compensation for time attending, the Director and staff member may agree to any compensation arrangement which will not cost the District more than the foregoing policy would.

- 8.6.5 Assessment.

Appropriate assessment arrangements will be made by the Director.

- 8.6.6 Anticipated continuing education levels.

The Trustees anticipate, and will try to budget for, the following minimum level of continuing education. Director: WLA and PLA and/or ALA annual meetings. Other staff: at least one significant continuing education event every two years.

These are minimums, not maximums.