



Boundary County Library

Personnel Policy

Approved by the Board of Trustees

Date: _____

HISTORY

The **'Boundary County Free Library District'**, operates under the **'dba' Boundary County Library (BCL)**, was founded in 1913, when the members of a newly organized Readers' Club donated their own books to establish a volunteer library for the residents of Bonners Ferry. Various local merchants provided shelf space for the donated books, which were transported from place to place in a wheelbarrow. Boundary County voters approved Idaho's first countywide taxing district for a library in 1956. The BCL was moved to its current location at 6370 Kootenai Street in Bonners Ferry in 1974.

WELCOME

It is our privilege to welcome you to Boundary County Library. We wish you every success in your new job, and we hope that you quickly feel at home. This personnel policy was developed to describe some of the expectations we have for all of our employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome!

Boundary County Library Board of Trustees

MISSION

'The mission of the Boundary County Library is to inform, educate, and culturally enrich the entire community with a broad range of excellent library materials and library services. Our helpful staff provides quality service and programs in a welcoming environment. We encourage lifelong learning, the pursuit of knowledge through self-education, and the joy of reading.'

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I. THE ORGANIZATION FOR WHICH YOU WORK

The Boundary County Library (henceforward known as “the District”) is a political subdivision of the state of Idaho, though it is not a part of state government. The Board of District Trustees (“Board”) serves as the governing body of the District, carrying out local legislative duties and fulfilling other obligations as required by law. The Board is the general policymaker for the District and has primary authority to establish terms and conditions of employment with the District.

Each employee should recognize that although he/she may serve as an employee supervised by a department head, he/she remains an employee of the District, and not of the person who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other person, without the express written agreement of the Board. That is particularly true for terms or conditions that would establish a current or future financial obligation for the District. You may, however, work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that department.

II. YOUR EMPLOYMENT RELATIONSHIP WITH THE DISTRICT

This policy is designed to introduce you to the District, familiarize you with various policies, practices and procedures currently in effect in the District, and help answer many of the questions that may arise in connection with your employment.

This policy is not a contract of employment and does not create a contract of employment. This policy does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of present policies and practices of the District.

All employees of the District are for-cause and are employed at the discretion of the Board. Only a written contract expressly authorized and signed by the Board can alter the terms of employment regardless of anything written or spoken by an individual Board member or supervisor. Employees have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the Board. All provisions of this Policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail.

The District reserves the right to modify any of the policies, benefit offerings, and procedures, including those covered in this policy, at any time, without prior notice to, and consent of, District employees. Changes may be made in the sole discretion of the Board.

III. EMPLOYEE CODE OF CONDUCT

Employees are expected to conduct themselves in a professional manner that is both civil and cooperative. District employees are public employees and therefore are exposed to additional public scrutiny in both their public and personal conduct. This Code of Conduct has been established to aid employees in understanding both expected and prohibited conduct. Violations of the Code of Conduct will be grounds for disciplinary action up to and including termination of employment. This list is illustrative and not all inclusive. Other behaviors and acts of misconduct not specifically detailed here may be grounds for disciplinary action as well. Nothing contained herein is intended to limit the reasons for which an employee may be disciplined.

A. Expected Conduct

Each employee is expected to conduct himself/herself in a professional manner. In order to accomplish this, each employee must:

1. Be respectful, courteous and professional. Work cooperatively and constructively with fellow workers and members of the public.
2. Be prompt and regular in attendance at work for defined work schedules or other required employer functions, and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
3. Comply with dress standards established in the department for which the employee works. In the absence of any departmental dress standards, clothing will be appropriate for the functions performed and will present a suitable appearance to the public.
4. Abide by all departmental rules and direction of a supervisor whether written or oral. No employee will be required to follow the directive of a supervisor that violates the laws of the local jurisdiction, state or nation.
5. Maintain the confidential nature of records that are not open to the public in accordance with the direction of the responsible official.
6. Maintain a current appropriate driver's license when work for the District requires the employee to drive a vehicle as part of his/her responsibilities. Each such employee must report any state-imposed driving restrictions to his/her immediate supervisor and notify his/her supervisor if his/her driving abilities are impaired.

7. Follow all workplace safety rules whether established formally by the department or by outside agencies.
8. Report all accidents that occur or are observed on the job, or that involve District property, and cooperate as requested in the reconstruction of any such accident.
9. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the District and related agencies.
10. Adhere to any code of ethics in the employee's profession.

B. Prohibited Conduct

Employees are expected to refrain from behaviors that reflect adversely upon the District, including:

1. Not initiate or participate, or encourage others, in acts or threats of violence, bullying, malicious gossip, spreading of rumors, or any other behavior designed to create discord and lack of harmony, or that willfully interferes with another employee's ability to do his/her job.
2. Not engage in abusive conduct or language, including profanity and loud, threatening or harassing speech, toward or in the presence of fellow employees or the public.
3. Not engage in conduct at or away from work that may reflect adversely upon the District or its officials or otherwise impair the employee's ability to perform.
4. Not engage in prolonged visiting with co-workers, children, friends or family members that interfere with work in the department in which the employee serves.
5. Not use work time for personal business, including the selling of goods or services to the general public.
6. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace productivity, including time spent on social media.
7. Not use work time or public premises to promote religious beliefs to members of the public or fellow employees.
8. Not have non-District employment, or serve on any board or commission, that conflicts with duties performed for the District in any meaningful way. Individual departments may determine permissible examples of outside employment.
9. Not knowingly make any false report or complaint regarding behavior of others, or participate in such report or complaint.
10. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record.

11. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public. If the employee is prescribed a medication that may impair the employee's ability to safely do his/her job, the employee is required to provide a physician's note explaining the possible effects of the medication on the employee's ability to do his/her job and the length of the time that the employee will be required to take the medication. The employee may be required to take leave while taking the medication.
12. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the District (I.C. §§ 18-3201 and 18-3202).
13. Not engage in political activities while on duty.
14. Not provide false or misleading information on employment applications, job performance reports or any other related personnel documents or papers.
15. Not engage in conduct that violates the laws of the state of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. §74-401 *et seq.* (Ethics in Government Act), I.C. §74-501 *et seq.* (Prohibitions Against Contracts) and I.C. §18-1359 (Using Public Position for Personal Gain).
16. Not accept gifts or gratuities in any personal or professional capacity that, although it may be legal, could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
17. Not engage in criminal conduct of any kind while on or off duty.

IV. WORKPLACE VIOLENCE

The District seeks to provide a violence-free workplace. Violence in the workplace poses a threat to the safety of employees and the public. The District will not tolerate acts and behaviors that are likely to result in workplace violence, including, but not limited to, abusive language, hitting or shoving, threats of bodily harm, threats or acts of violence, brandishing of an object which may be used as a weapon, sending threatening, harassing or abusive e-mail and faxes, using the workplace to violate protective orders and stalking.

All employees are responsible for minimizing workplace violence. All acts or threats of violence should be promptly reported to a District supervisor or Board member. Employees should also report situations that they believe could lead to workplace violence, including but not limited to protective orders or other no-contact orders.

Any employee who is determined to be responsible for acts or threats of violence, or other conduct listed in this section, will be subject to prompt disciplinary action up to and including termination of employment.

V. UNLAWFUL WORKPLACE DISCRIMINATION, HARASSMENT AND RETALIATION

The District strives to maintain a supportive and civil workplace—one in which employees treat each other with respect and dignity. In keeping with these values, the District prohibits and does not tolerate unlawful workplace discrimination, harassment or retaliation.

The following defined terms are applicable to this section:

Legally protected class means a personal characteristic that is protected by law. This includes race, color, national origin, religion, sex, age (40 and over), disability, or any other characteristic protected by law.

Participation in the workplace includes all aspects of being an employee at the District, including recruitment, hiring, job performance, performance reviews, training, development, promotion, demotion, transfer, compensation, benefits, educational assistance, layoff and recall, participation in social and recreational programs, termination and/or retirement.

A. Workplace Discrimination

Workplace discrimination is when one or more persons in a **legally protected class** are treated adversely with respect to their **participation in the workplace**. Adverse employment actions usually involve decisions made by supervisors, department heads, or the Board that affect the workplace status and benefits of employees.

Unlawful adverse employment actions may include, but are not limited to, not hiring a qualified applicant due to his/her age, not promoting an employee due to his/her religious beliefs, denying an employee a raise due to his/her race, disciplining an employee more harshly than others due to his/her sex, and terminating an employee due to his/her national origin.

B. Workplace Harassment

Workplace harassment is unwelcome conduct that is directed to one or more persons in a **legally protected class** that interferes with their **participation in the workplace**. The offensive conduct must be *severe or recurring* such that it creates a work environment that a reasonable person would consider intimidating, hostile or abusive. Petty slights, annoyance, and isolated incidents (unless extremely serious) will not rise to the level of unlawful conduct.

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures.

C. Workplace Sexual Harassment

Sexual harassment is a specific type of workplace harassment. Since it is particularly destructive to the work environment it is more thoroughly addressed here.

Sexual harassment occurs when one or more persons are subject to unwelcome sexual advances, request for sexual favors, or other verbal, non-verbal, visual or physical harassment of a sexual nature that is so *severe or recurring* such that it creates a hostile or offensive work environment.

Sexual harassment includes sexually harassing others of the same and/or different gender, gender identity or gender expression.

Sexual harassment is unlawful whether it involves co-workers, supervisors, elected officials, or customers of the District.

Sexual harassment may include, but is not limited to:

1. Leering, making sexual gestures, or displaying derogatory and or sexually suggestive objects, pictures, cartoons, posters or drawings;
2. Sexually degrading language, derogatory comments, epithets, slurs, sexually explicit jokes or comments;
3. Verbal or non-verbal unwanted sexual advances or propositions;
4. Threatening or making reprisals after a negative response to sexual advances;
5. Offering employment benefits such as raises, promotions and job retention in exchange for sexual favors;
6. Unwanted physical conduct such as touching, massaging, pinching, patting, hugging; and
7. Physical interference with normal work or movement including impeding or blocking movement.

D. Hostile Work Environment

A hostile work environment is discrimination or harassment in the workplace in which comments or conduct based on a **legally protected class**, unreasonably interfere with **participation in the workplace**. To a reasonable person, the comments or conduct must be *severe or recurring* such that it creates an intimidating or offensive work

environment. Isolated incidents, petty slights, occasional teasing or impolite behavior are generally not sufficient to create a hostile work environment.

Examples of a hostile work environment may include, but are not limited to, being subjected to daily racial slurs, recurring derogatory comments about job performance based on gender, continuous sexual advances or propositions, frequently receiving sexually explicit emails from a coworker, physical harassment like hitting, pushing, groping and other touching.

E. Workplace Retaliation

Workplace retaliation is when an employee is punished or negatively treated because the employee engaged in legally protected activity, including initiating a complaint of discrimination or harassment, providing information for, or assisting in, an investigation or refusing to follow orders that would result in discrimination or harassment. Retaliation can result from employment action taken by a District Director, District supervisor or the Board or from acts of other employees.

Examples of conduct that might be considered retaliation for engaging in protected activity include assigning the employee to in the office, denying an employee a promotion or raise, socially isolating an employee, playing practical jokes on the employee, and allowing other employees to be critical of an employee for participating in a workplace investigation into alleged discrimination or harassment.

F. Responsibilities

1. Employee Responsibilities

Employees should report incidents of discrimination, harassment, sexual harassment, hostile work environment or retaliation as soon as possible after the occurrence. Reporting should be made to any of the following:

- District Director (library director)
- District supervisor (library director's assistant supervisor)
- District Board Member
- Legal Counsel for the District

If the employee's supervisor is the subject of the incident, the employee should instead report the incident to one of the other listed persons. Reporting should be made regardless of whether the offensive act was committed by a District supervisor, co-worker, vendor, visitor or customer.

2. District Director /District supervisor Responsibilities

All supervisors are expected to ensure that the work environment is free from unlawful discrimination, harassment, sexual harassment, retaliation or the development of a hostile work environment. They are responsible for the application and communication of this policy within their work areas. District supervisor should:

- Encourage employees to report any violations of this policy before the harassment becomes *severe or recurring*.
 - Make sure the Director is made aware of any inappropriate behavior in the workplace.
 - Create a work environment where sexual and other harassment, discrimination, or retaliation is not permitted.
 - Correct any behaviors they observe that could constitute unlawful discrimination, harassment, sexual harassment or hostile work environment.
 - Report any complaint of unlawful discrimination, harassment, sexual harassment, retaliation or hostile work environment to the District Director.
- The District designates the District Director to be responsible for directing the procedures of this policy.

G. Procedure for Reporting and Investigating

The following steps must be followed to report and investigate incidents of unlawful discrimination, harassment, sexual harassment, retaliation, or the development of a hostile work environment.

1. A person who believes he/she has been unlawfully discriminated, harassed or retaliated against, or who observes or knows about behavior in the workplace that could be unlawful discrimination, harassment or retaliation, should report it to the District Director, his/her District supervisor, Board member, or legal counsel for the District. The individual receiving the report must then forward it to the District Director. If the District Director is the subject of the complaint, the report must then be forwarded to one of the listed persons.
2. Once a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.

3. The District Director should promptly review the complaint and consult with the legal counsel for the District.
4. In appropriate circumstances, the person who is alleged to have committed the offense may be placed on paid or unpaid administrative leave pending a resolution of the allegations.
5. The District Director, in consultation with legal counsel for the District, should engage a neutral party to investigate the complaint.
6. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
7. At the conclusion of the investigation, the investigator will submit a report of the findings to the District Director, who will then route it as appropriate.
8. The District Director and/or the appropriate District supervisor and legal counsel for the District will meet separately with both the complainant and the person alleged to have committed the offenses to notify them in person of the findings of the investigation.
9. The complainant and the person alleged to have committed the offenses may submit written statements to the District Director and/or District supervisor challenging the factual basis of the findings. Unless circumstances prevent, the statement must be submitted no later than 5 working days after the meeting in which the findings of the investigation are discussed.
10. After the District Director and/or District supervisor have met with both parties and reviewed the documentation, and after consultation with legal counsel for the District, a decision will be made as to what action, if any, should be taken by the Board or department head.
11. At the conclusion of this complaint procedure, the complainant should be informed that appropriate action, if any, has been taken. Because disciplinary personnel matters are confidential, details of the specific discipline should not be shared with the complainant.

H. Disciplinary Action

1. If it is determined that unlawful discrimination, harassment or retaliation has occurred, an appropriate course of action will be taken by the District. The action will depend on the following factors:

- a. The severity, frequency and pervasiveness of the conduct;
 - b. The conduct of the respective employees;
 - c. Prior complaints made against the person alleged to have committed the offenses;
and
 - d. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
2. If problematic conduct is revealed in the investigation, corrective action may be taken even if the investigation is inconclusive or if it is determined that there has been no unlawful discrimination, harassment or retaliation.

I. Confidentiality

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. The District's insurer may also be engaged to assist in all phases of any proceeding or investigation.

VI. GENERAL POLICIES

A. Attendance and Punctuality

It is important for employees to report to work on time and to avoid unnecessary absences. The District recognizes that illness or other circumstances beyond an employee's control may cause him/her to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on co-workers and can have a negative impact on the success of the District.

Employees are expected to report to work when scheduled. Whenever an employee knows in advance that he/she is going to be absent, the employee should notify his/her immediate supervisor or the designated manager. If the absence is unexpected, the employee should attempt to reach his/her immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event the immediate supervisor is unavailable, the employee must speak with the supervisor's designated representative. If the employee must leave a voicemail, he/she must provide a number where the supervisor may reach the employee, if need be.

B. Substance Abuse

The District recognizes alcohol and drug abuse as potential health, safety and security problems. The District expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on District premises or at any time and any place during working hours. While we cannot control your behavior off the premises on your own time, we certainly encourage you to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. You may inform your immediate District supervisor or Board member, for assistance in seeking help to address substance abuse, including possible coverage under the District's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by the District.

C. Relationship Policy

Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior or the Board of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the District to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

D. No Smoking Policy

The District buildings and facilities are non-smoking in accordance with state and federal requirements. Use of tobacco products of any kind or e-cigarettes is not allowed within all indoor spaces of the District's buildings and facilities or in District vehicles. Smoking is only permitted outside of District buildings and facilities at least 20 feet away from entrances.

VII. EMPLOYEE DISCIPLINE

A. Performance/Discipline Framework

The following framework provides discipline options that may be taken when an employee violates employment policies or fails to adequately perform his/her duties. Progressive steps may be implemented in order to encourage improved performance or attitude but are not required. The District may take any of the following disciplinary actions, or any other action, in any order when a supervisor deems an action or performance of the employee to be serious enough to warrant a certain discipline.

B. Disciplinary Actions Available

1. The following actions are among the disciplinary actions that may be taken in response to personnel policy violations or performance deficiencies:
 - a. Oral warning
 - b. Written warning or reprimand
 - c. Suspension without pay
 - d. Demotion
 - e. Dismissal
2. Conditions of maintaining employment that relate to particular performance/behavior issues may be established in conjunction with any of these actions.

C. Opportunity to be Heard—Proposed Discipline or Failure to Perform

1. All employees have the right to be heard in the event of contemplated demotion with a reduction in pay, suspension without pay or dismissal from employment related to job performance or conduct issues.
2. The opportunity to be heard is designed to be informal, allowing the employee to discuss the facts surrounding the proposed disciplinary action or performance-based personnel action and to provide any additional documentation that the employee believes would be helpful in explaining his/her actions, attitudes or behavior.
3. The following steps should be followed:
 - a. The employee will be provided with a written notice of the reasons for the proposed personnel action, along with an explanation of the District's supporting information.
 - b. The written notice will include a date, time and place for the employee to be heard to discuss the proposed personnel action.

- c. The notice should state whether the employee is being placed on suspension pending the outcome of the opportunity to be heard, and whether any such suspension will be with or without pay.
- d. If the employee is unable to participate in the scheduled opportunity to be heard, he/she may request an alternate date. Any approved alternate date that falls after the originally scheduled date may continue the suspension without pay, at the discretion of the District.
- e. The employee must notify the District within two (2) business days of the date of the notice that he/she desires to be heard as scheduled. If notice of acceptance of the opportunity to be heard is not received within two business days, the opportunity to be heard will be vacated and deemed waived.
- f. As an alternative to an opportunity to be heard, the employee may choose to provide a written response to the basis for the proposed personnel action. This written response must be submitted no later than the scheduled date and time initially set for the opportunity to be heard.
- g. The opportunity to be heard, if chosen, will be conducted by the Board and will last no longer than one hour, unless otherwise approved by the Board. It will be limited to discussion of the issues contained in the notice and to any allegations by the employee of unlawful discrimination, harassment or retaliation in employment as provided for in the next section.
- h. The employee may have an attorney present and assist him/her at the employee's own expense. The employee must give the District notice at least twenty-four (24) hours before the hearing if he/she intends to have an attorney present.
- i. The employee will be allowed to present written statements from witnesses about the issues contained in the notice.
- j. The Board may ask the employee questions.
- k. The Idaho Rules of Evidence do not apply to the opportunity to be heard.
- l. There will be a record maintained, including a tape recording of the discussion.
- m. The Board will render a written decision after considering employee's responses, if any, to the allegations set out in the notice.
- n. Failure to participate in the opportunity to be heard constitutes a failure to exhaust administrative remedies under this policy.

D. Opportunity to be Heard—Name-Clearing Hearing

1. In addition to the pre-decision opportunity to be heard provided for in the previous section, a public employee who is being terminated, or demoted with a reduction in pay, based upon allegations of *dishonesty, immorality or criminal misconduct* is constitutionally entitled to a post-decision name-clearing hearing when one is requested.
2. Failure by the employee to pursue this hearing procedure constitutes a waiver of this opportunity.
3. Issues involving dishonesty, immorality or criminal misconduct are the only issues that will be heard in this procedure.
4. The procedure for the hearing is as follows:
 - a. Within 14 days of his/her termination or demotion, the employee may submit to the Board a written request for a name-clearing hearing and state the basis for it.
 - b. A request for hearing will be denied if the employee misses the deadline for submittal of the request or does not state a valid reason. An employee will be notified if a requested hearing is either granted or denied.
 - c. An employee granted a hearing will meet with the Board. The hearing will not exceed 1 hour in duration.
 - d. An audio recording of the hearing will be made and maintained as part of the personnel record.
 - e. The employee's supervisor may provide a brief written statement at least 24 hours prior to the hearing. The Board may require the supervisor to participate in the hearing.
 - f. The employee will be provided an opportunity to present evidence upon which the claims are based.
 - g. The Board may ask questions during this process.
 - h. The Idaho Rules of Evidence do not apply to this hearing.
5. After the hearing, the Board will consider the information submitted, and other information as might be in the District's records, to arrive at a decision and will issue a written statement setting forth the reasons for the decision.

VIII. HIRING POLICIES

A. Equal Employment Opportunity

1. All selection of employees and all employment decisions, including classification, transfer, discipline and discharge, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability, or any other characteristic protected by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona fide occupational qualification.
2. All objections to hiring or other employment practices will be brought to the attention of the Board, Director, department head or supervisor, or in the case of objection to actions undertaken by that person, to legal counsel for the District.
3. Employees can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.
4. The District will endeavor to make reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship. An employee should advise either the supervisor or department head if he or she requires an accommodation to enable the employee to perform the essential tasks of the job.
5. The District will also endeavor to make reasonable accommodations for its employees' religious needs and practices, including those related to appearance and observance of holidays. An employee should advise either the supervisor or the Board if he or she requires accommodation for religious reasons.

B. Preference for Hiring From Within

Qualified District employees may be given preference over outside applicants to fill vacancies in the work force without following the notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

C. Veteran's Preference and Rights

1. The District will grant a preference to U.S. Armed Services veterans, or certain of his/her family members, in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran or family member who qualifies for the preference will be employed.
2. Employees who are qualified veterans returning to employment with the District following qualified military leave shall have the rights and responsibilities provided by Idaho Code §65-508 and the Uniformed Services Employment and Reemployment

Rights Act, 38 U.S.C. §4301, et seq. The returning veteran will be restored to his/her position with the same seniority, status and pay that he/she would have had if there had been no military leave. In addition, in accordance with the provisions of these laws, the veteran will not be discharged from his/her position without cause for a period of 1 year after the restoration of his/her employment with the District.

D. Nepotism/Hiring of Relative

1. No person will be employed by the District when the employment would result in a violation of provisions found in Idaho Code, including but not limited to I.C. Title 74, Chapter 4, I.C. §18-1359 and their successors. Any employment made in violation of these sections may be void. The appointment or employment of the following persons is expressly prohibited:
 - a. No Board member or other public servant, including employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and/or that no one related to an applicant within the second degree can take part in the hiring process.
 - b. An employee whose relative is subsequently elected to the Board may be eligible to retain his/her position and receive pay increases as allowed by relevant provisions of Idaho law, including Idaho Code § 18-1359(5).

IX. EMPLOYEE PERSONNEL FILES

A. Personnel Records

1. The official employee records for the District will be kept in the Director's Office.
2. The personnel files should contain records related to employee performance, employee status, and other relevant materials related to the employee's service with the District.
3. The employee's supervisor, the Board or the employee himself/herself may contribute materials to the personnel files deemed relevant to the employee's performance.

B. Access to Personnel Files

1. Only the employee's supervisors, the Board when acting as a board in the course of its official business, attorneys for the District, and the employee him/herself are authorized to view materials in a personnel file. Access of others to such files will be allowed only when authorized after consultation with legal counsel for the District.

2. Information regarding personnel matters will only be provided to outside parties with a release from the employee, when deemed necessary by legal counsel for the District, or pursuant to a Court order or a proper subpoena.
3. The District reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.
4. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

C. Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for the District, any material may be removed upon a finding by the District that it is false or unfairly misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

X. EMPLOYEE CLASSIFICATION

For various reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The District will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

A. Employee Classification for Employment Status

1. Except as otherwise provided in this policy, including provisions regarding reduction in force, in accordance with Idaho Code § 33-2721 (2), employees of the District will not be suspended without pay, demoted with an accompanying change in pay or discharged from their positions for disciplinary purposes except for cause related to performance of their job duties or other violations of this policy. Cause will be determined by the Board and/or supervisor and will be communicated in writing to the employee when the employee's status is proposed to be changed. Such action will be subject to the Opportunity to be Heard process for disciplinary procedures set forth in this policy.

2. Employed Attorneys and Other Legal Counsel.

Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the District are considered to be at-will employees serving at the pleasure of the Board, and can be appointed or removed at its pleasure.

B. Employee Classification for Benefit Purposes

The classification of the position an employee holds with the District may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

1. Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of at least 32 hours are considered full-time regular employees. Full-time regular employees are eligible for employee benefits provided by the District.

2. Part-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical work week consists of less than 32 hours on a regular basis are considered part-time regular employees. Part-time regular employees may receive reduced employee benefits as authorized by the Board and as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

3. Temporary Employees

Employees who work on an irregular, seasonal or temporary basis are temporary employees. Temporary employees receive no benefits provided to regular employees, except those required by law or authorized by the Board.

XI. COMPENSATION POLICIES

A. Establishment of Employee Compensation

Employees are compensated in accordance with, and subject to, decisions of the Board as annual budgets are set and are subject to increase, reduction, or *status quo* maintenance for any time period. The District Director may make suggestions about

salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the Board.

B. Compliance with State and Federal Pay Acts

The District will comply with all state and federal pay acts governing compensation of its employees.

C. Right to Change Compensation and Benefits

The District may change general compensation for any reason deemed appropriate by the Board. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent District budget. Hours worked may be reduced or employees may be laid off by the Board as necessary to meet budgetary constraints or as work needs change.

E. Reporting and Verifying Time Records

1. Each hourly employee is responsible to timely and accurately record time that he/she has worked in accordance with the procedures authorized by the Board and the payroll office. Each report of non-exempt employees must be signed manually or electronically by both the supervisor and the employee and must contain a certification that it is a true and correct record of the employee's actual time worked and benefits used for the time period covered. Any changes to the time record made by a supervisor or the payroll office to correct mistakes must be acknowledged by the employee. Exempt employees may be required to document time worked or benefits used for accountability purposes.
2. Any employee concerned about his/her compensation, rate of pay, payroll status, deductions, *etc.*, must communicate such concerns to the payroll office or his supervisor as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.
3. Employees may not falsify their own timesheet or alter another employee's timesheet in any way. Employees must not under- or over-report hours worked by themselves or other employees, or conceal any falsification of time records, even if instructed to do so by a supervisor, the Board or other person. If instructed to do so, the employee must immediately report it to the legal counsel for the District.

F. Work Periods

The workweek for all non-exempt employees who are subject to the FLSA begins at 12:00 a.m. on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday.

G. Payroll Procedures and Paydays

1. Employees are paid every month throughout the year. Paychecks or direct deposit receipts are issued on every month. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.
2. Every effort will be made to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Each employee must monitor the accuracy of compensation received and review his/her paper or electronic paycheck stub when received to make sure it is correct. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits must be consistent with official policy of the District. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the Board, the policy will prevail. Employees are obligated to call to the District's attention any such errors, whether to the advantage or disadvantage of the employee. When mistakes are made and are called to the District's attention, the District will correct the mistake as soon as possible.

H. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

1. The District encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Leave will be granted, and full pay provided to employees called to serve as a court witness in matters specifically related to District operations or called to serve on jury duty.
2. Employees must show the jury duty summons or notice to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

I. Military Leave

An unpaid leave of absence will be granted to an employee to participate in ordered and authorized field training in accordance with Idaho Code §§ 46-407 and 46-409, and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

J. Payroll Deductions

No payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law (Idaho Code § 45-609).

K. Travel Expense Reimbursement

An employee on approved District business will be reimbursed for expenses incurred in completing his/her assignment in accordance with the policies established by the Board. Each employee is responsible for providing verified receipts for any expenses for which reimbursement is requested.

L. On-the-Job Injuries

Employees are covered by worker's compensation insurance for on-the-job injuries. All on-the-job injuries must be reported to the employee's supervisor as soon as practicable so that a worker's compensation claim can be filed. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the State Insurance Fund and may require a fitness for duty medical review. Concerns associated with injured worker status may be brought before the supervisor or Board for review.

XII. EMPLOYEE BENEFITS

The District offers a number of employee benefits for full-time and part-time regular employees. These benefit offerings are subject to change or termination in the sole discretion of the Board. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board.

A. Vacation Leave (Adopted May 16, 2019)

Vacation Leave Accrual

- a) Employees are granted vacation leave with pay based upon their year of employment. Year of employment is defined as the initial date of hire.

Additionally, vacation leave with pay is delineated as follows:

Schedule A refers to employees who consistently work over 80 hours per month and are designated as contributors the State of Idaho PERSI retirement program.

Schedule B refers to part time employees who do not fit the criteria of **Schedule A**.

Schedule A: Vacation leave is calculated as follows:

<u>Years of Employment</u>	<u>Vacation</u>
6 months – 1 year	Prorated to the end of the fiscal year: 5 days maximum
1-5 years	10 days
6-10 years	15 days
11 to 14 years	20 days
15 years or more	25 days

Schedule B: Vacation leave is calculated as follows:

<u>Years of Employment</u>	<u>Vacation</u>
6 months – 1 year	Prorated to the end of the fiscal year: 2.5 days maximum
1-5 years	5 days
6-10 years	7.5 days
11 to 14 years	10 days
15 years or more	12.5 days

- b) Extra vacation without pay may be granted under special circumstances.

Vacation Leave Conditions

- a) Employees are strongly encouraged to take full advantage of vacation provisions. To support this policy, unused vacation leave cannot be accumulated beyond a total of twenty-five days, nor can it be carried over more than one additional year except as approved by the board of trustees.

- b) Upon termination of service, an employee will be entitled to payment for unused vacation leave accrued after the first 6 months of eligible employment. Upon voluntary termination of service, payoff of the employee's unused vacation benefits shall not exceed an accrual of 25 days.
- c) An employee whose employment for Boundary County Library must be terminated for cause will not be eligible for payoff of unused vacation benefits.

Compensation Leave

- a) Boundary County Library engages in many programs that occur outside normal working hours (Examples include NERF Wars and the Boundary County Fair). Therefore, employees who work extra hours at jobs outside the normal scope of operations shall be compensated thusly: Part time employees can add the extra hours to the monthly total and be compensated at the normal rate of pay. Salaried employees and full time employees (32 hours per week) can earn vacation leave at the rate of one hour of leave time for every hour of extra service. Compensation Leave hours must be used in the year in which they were accrued.

Scheduling

- a) The BCL Director shall schedule daily working hours to the best advantage of the Library District and its services. It is the responsibility of the director to schedule vacations with due regard to workloads and use patterns. Employees are encouraged to clear their vacation plans with the director at least 30 to 60 days in advance – especially for any desired absence from BCL's regular work schedule in excess of 5 days.

B. Sick Leave (Adopted July 19, 2018)

Sick Leave Definition:

- a) Sick Leave is defined as an absence from work due to illness or injury.
- b) Sick Leave may not be anticipated.
- c) A certificate from a physician may be required of the employee.

Sick Leave Circumstances:

Sick Leave is to be used only in the event of illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative for necessary care.

Paid Sick Leave Upon Termination:

Upon termination of service, no cash payment will be made for unused Sick Leave.

Paid Sick Leave Accrual Rate:

- a) Each employee is entitled to accrue days of paid sick leave per year.
- b) Each completed hour of work is multiplied by 0.050. To calculate accrued Sick Leave, multiply the number of hours in a given unit of time by 0.050 rounded to the nearest half. (Example: An employee completing a total of 136 hours of work in one month multiplies as follows:

$136 \times 0.050 = 6.8$. The employee has accrued 6.8 hours of sick leave for the month.)

Paid Sick Leave Accrual Start Time:

The opportunity to accrue paid Sick Leave shall begin at the start date of employment. Paid sick leave may not be used by the employee until 90 days of continuous employment have been completed.

Carryover:

Paid Sick Leave may continually accumulate each fiscal year. Leave will be charged in not less than one-half day units.

Extenuating Circumstances:

In accordance with BCL's chain of command*, and with the understanding that an employee's illness or injury may require a lengthy convalescence, the Board of Trustees may choose to consider a one-time extension of paid sick leave benefits on the basis of the employee's length and quality of service and as the library district's budget allows.

*BCL Chain of Command: Staff Member > Director > Board of Trustees

C. Holidays

Ten official holidays are provided for full-time regular employees. Full-time regular employees receive compensation for that day even though they do not work. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on

Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Board.

Full-time regular employees who work on holidays will be scheduled to receive a substitute holiday with pay within 60 days of the date of the holiday they worked. Unscheduled emergency work on holidays will be compensated at a rate of 1½ times the employee's regular rate of pay.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr./Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Eve & Christmas Day

D. Bereavement Leave

Up to 3 days of paid leave of absence will be provided for a death in the immediate family (spouse, parents, grandparents, children, grandchildren, brothers and sisters, including in-laws). Employees have the right to use accrued vacation leave beyond the leave of absence allowed by this section.

E. Leaves of Absence

Up to 30 days of unpaid leave of absence can be granted by the responsible supervisor for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of 30 days will require written approval of the Board.

F. Benefits for Temporary Employees

All temporary employees will receive benefits as required by law, including worker's compensation insurance. All other benefits are to be determined in the discretion of the Board.

G. Insurance Coverage Available to Employees

Various insurance benefits may be available to employees and family members in accordance with the terms and conditions of the District's contract for such services. The Director should be contacted to learn of sign-up and claims procedures. Other insurance offerings may be available at employee or shared expense. At the current time, the District does not offer coverage, but at such time as the benefit is offered, the above conditions will apply.

H. Retirement Program Offering

The District participates in the retirement program of the Public Employees Retirement System of Idaho (PERSI) and with Social Security (FICA). PERSI requires the District to withhold a percentage of an employee's gross salary for pension purposes, and to contribute an additional larger amount on behalf of the employee. Contact the Director for further information.

I. Transfer of Benefits with Employee Transfer

Accrued benefits continue when the employee transfers from one department to another within the District. However, upon such transfer, the employee is only eligible for those benefits authorized for the particular position and employment status.

J. Miscellaneous Benefits

In addition to the benefits listed on the previous pages, the following are examples of miscellaneous benefits, subject to change in the sole discretion of the Board, that may be available to employees for participation in accordance with the terms of their respective policy or agreement:

1. Deferred compensation plans handled by payroll deduction.
2. Credit union participation.
3. Employee-requested deduction programs.
4. Allowance for uniforms, tools, equipment, *etc.*
5. Parking privileges.
6. Training and higher education reimbursement or tuition refund.

XIII. Family Medical Leave Act (FMLA)

Family Medical Leave:

The Family and Medical Leave Act (FMLA) provides employees with up to 12 weeks of unpaid, job-protected leave per year for any other following reasons:

- For the birth and care of the newborn child of an employee;
- For placement with the employee of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- To take medical leave when the employee is unable to work because of a serious health condition.

XIV. AMERICANS WITH DISABILITIES ACT

A. Eligibility

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) prohibit employers with 15 or more employees from discriminating against individuals with disabilities.

B. Reasonable Accommodation

The District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job, unless:

1. doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation; or
2. the accommodation creates an undue hardship to the District.

Employees should contact their supervisor or the District Director with any questions or requests for accommodation.

XV. FITNESS FOR DUTY EXAMS

A. Safe Work Environment

The District is committed to maintaining a safe and productive workplace. Every employee is required to report to work fit to perform his/her job in a safe, appropriate and effective manner.

B. Conditions for Exam

The District may require a fitness for duty evaluation as part of a physical exam of the employee to determine the employee's physical, mental and emotional readiness to perform the essential functions of his/her job with efficiency and safety for himself/herself and others. Fitness for duty evaluations may be done in the following circumstances:

1. following a conditional offer of employment;
2. prior to return to work following a leave related to injury or illness;
3. when an employee expresses concern about his/her ability to perform the functions of his/her job; or
4. when there is reasonable belief that the employee can safely perform the functions of his/her job.

XVI. IDAHO WHISTLEBLOWER PROTECTION

A. Scope

Idaho Code, Title 9, Chapter 21, provides protections to public employees who experience adverse employment actions as a result of the good faith reporting of the existence of any waste of public funds, property or manpower, or of a violation, or suspected violation, of law, rule or regulation of the District, state of Idaho or the United States of America.

B. Reporting

Any such report must be made at a time, and in a manner, which gives the District a reasonable opportunity to correct the waste or violation.

C. Protection

The District may not take adverse action against an employee because the employee in good faith reports the suspected waste or violation, or participates or gives information in an investigation, hearing, court proceeding or any other form of administrative review of the report.

D. Enforcement of Rights

If the employee believes that he/she has experienced an adverse employment action protected by the Whistleblower Act, he/she may bring a civil action in District Court within 180 days of the occurrence of the violation of the Act.

XVII. SEPARATION FROM EMPLOYMENT

A. Reductions in Force (RIF)

When financial circumstances or changes of workload require, the District may reduce forces in such manner as it deems necessary to maintain the effective functioning of the District services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Board may make any changes in the work force or assignment of resources deemed to be in the District's best interests.

B. Cobra Benefits

Employees who currently receive medical benefits and who resign or are terminated from their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employees with questions regarding the right to continue health coverage after termination of their employment should contact the District Director.

C. Exit Interview

Each employee who terminates from employment is encouraged to participate in an exit interview with the designated representative of the District. In such interview, the District should notify the employee when certain benefits will terminate, when final pay will be issued and review the process to receive COBRA benefits. The employee should be invited to inform the interviewer about his/her impressions of employment. An employee exit form may be completed and will be retained in the employee's personnel file.

D. Resignation Policy

1. Written and oral resignations are effective upon receipt by a supervisor, department head or the Board. Oral resignations should be immediately documented by the person receiving the resignation. Evidence of the written or oral resignation should be provided to the employee and placed in the employee's personnel file.

2. Employees who have unexcused or unauthorized absences of 3 or more working days in a row may be considered to have resigned through abandonment of his/her position. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence of 3 or more working days in a row, the District will consider the employee as having resigned and immediately notify him/her of such.

ADOPTED this 31st day of March, 2021.

Board of **Boundary County Library** Trustees:

Chair

Date

Board Member

Board Member

Attest: _____
Clerk

APPENDIX "A"

ACKNOWLEDGMENT OF RECEIPT OF the **Boundary County Library** PERSONNEL POLICY

I, _____ acknowledge receipt of the **Boundary County Library** Personnel Policy, adopted on _____.

- I understand that it is my responsibility to read and review this Policy.
- I understand that this Policy is not an employment contract, that none of the provisions of this Policy can create a contract and that the Policy is not a guarantee of any particular length or term of employment.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Personnel Policy and any additional rules, regulations, policies or procedures imposed by the office/department in which I work whether or not I choose to read the new Policy.
- I understand that this Policy may be modified without prior notice to me.
- I understand that should this Policy be modified that I will be provided with a copy of the modifications.
- I understand that this Policy may be provided to me in either paper format or by electronic access.

DATED this _____ day of _____, 20_____.

(Employee)

I, _____, provided a copy (either electronically or by paper) of the **Boundary County Library** Personnel Policy, as adopted by the Board of District Trustees on _____ to _____, on this _____ day of _____, 20____.

(Name - Title - Office/department)