



## Personnel Policy 2022

Welcome to the Grand Forks Public\_ team!

This manual contains a comprehensive collection of the personnel policies of the Grand Forks Public\_ ("the Library") as adopted by the Grand Forks Public\_ Board of Trustees on November 16, 2022 and as they may be amended from time to time hereafter.

This manual is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this manual, for it will answer many common questions concerning employment with the Library.

The Personnel Policy is intended to serve the following purposes:

1. To establish guidelines enabling uniform treatment of all personnel matters throughout the Library's organization;
2. To provide each employee with a clear outline of the Library's personnel policies and the employment benefits provided by the Library; and
3. To provide an outline of the responsibilities of employees and supervisors in dealing with personnel policy matters.

However, this manual cannot anticipate every situation or answer every question about employment. Employees should consult their supervisor regarding any questions not answered by the manual.

The policies in this manual are not intended as a contract of employment and do not constitute one. The Library may change, delete, suspend, or discontinue any policy or benefit described herein, except the policy of "at-will" employment, at any time with or without prior notice to the extent permitted by law. All employment with the Library is "at-will." This means that either the employee or the Library may terminate the employment relationship at any time with or without cause or notice, and for any lawful reason. No representative of the Library other than the Director may alter or grant exceptions to the policies described herein, alter the "at-will" employment relationship, or enter into any agreement for employment for a specified period of time. Any such agreement must be in writing, signed by the Director.

This manual also includes general information about the benefits program currently offered by the Library. In the event that a discrepancy exists between information contained in this manual vs. the official plan documents, provisions of the official plan documents will govern. The Library reserves the right to interpret, modify, or discontinue any portion of its benefits program at any

time to the extent permitted by law. To the extent there is a conflict in this manual to applicable law, the Library will follow the applicable law.

This Personnel Policy supersedes all previously issued policies, whether written or oral, policy manuals and employee handbooks.

## **1. EMPLOYEES**

### **1.1 Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Library will be based on merit, qualifications, and abilities. The Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, and disabilities related to pregnancy and childbirth), national origin, genetic information, age, mental or physical disability, sexual orientation, gender identity, veteran status, marital status, status with regard to public assistance, participation in lawful activity off the employer's premises during non-working hours which does not directly conflict with the essential business interests of the Library, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Library Director. Employees can raise concerns and make good faith reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **1.2 At-Will Employment**

All employment with the Library is at will. This means that either the employee or the Library may terminate the employment relationship at any time, for any lawful reason with or without prior notice. No Library manager, employee, or other representative of the Library, other than the Library Director, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this manual. Any agreement to modify the at-will employment relationship or to enter into an agreement for employment for a specified term must be in writing, expressly stating that the agreement modifies the at-will relationship, and must be signed by the Library Director.

### **1.3 Appointment**

Appointment of the Library Director is made by the Library Board of Trustees. The Library Director has the authority to hire all other employees, fix their compensation, oversee their performance reviews, and mentor, promote, discipline, or terminate employees, as needed.

### **1.4 Employment Categories**

It is the intent of the Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either **NONEXEMPT** or **EXEMPT** from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws and do not receive overtime. An employee's exempt or

nonexempt classification may be changed only upon written notification by the Library Director.

In addition to the above categories, each employee will belong to one other employment category:

**FULL-TIME** employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Library's full-time, 40-hour-per-week schedule. Generally, they are eligible for the Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

**PART-TIME** employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for the Library's other benefit programs, unless grandfathered in.

**INTRODUCTORY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Library is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for the Library's other benefit programs.

### **1.5 Introductory Period**

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Library uses this period to evaluate employee capabilities, work habits, and overall performance. Termination may result at any time during the introductory period.

New and rehired employees work on an introductory basis for the first 6 months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If the Library determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Although completion of the introductory period is an important part of an employee's overall success with the Library, completion of the introductory period does not change an employee's at-will status or otherwise guarantee employment of any specific duration.

### **1.6 Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will typically be conducted at the end of an employee's initial period of hire, known as the introductory period.

Additional formal performance evaluations are conducted at least annually to provide both

supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Supervisors and employees will both acknowledge these points in writing and a copy of the written performance evaluation will be placed in the employee's personnel file.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end. Raises occur each January with cost of living increases, budget permitting, as well as step increases following positive performance reviews.

All decisions regarding the salary, promotion or demotion of a staff member are the responsibility of the Library Director.

## **2. EMPLOYEE BENEFITS**

**This manual includes general information about the benefits programs offered at the Library. In the event that a discrepancy exists between information contained in this manual vs. the official plan documents, provisions of the official plan documents will govern. The Library reserves the right to interpret, modify, or discontinue any portion of its benefit program at any time to the extent permitted by law.**

Eligible employees at the Library are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Benefit Conversion at Termination
- Compensatory Time Off
- Deferred Compensation
- Defined Benefit Retirement Plan
- Bereavement Leave
- Dental Insurance
- Educational Leave
- Employee Assistance Program (EAP)
- Family Leave
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Meal Allowances for Business Travel
- Medical Insurance
- Medical Leave
- Military Leave
- Paid Parental Leave
- Personal Leave (Floating Holiday)
- Sick Leave
- Vacation Benefits
- Volunteer Emergency Responder Leave

Voting Time Off (without pay)  
Worker's Compensation Insurance

*Some benefit programs require contributions from the employee, but many are fully paid by the Library.*

## **2.1 VACATION BENEFITS**

### **2.1.1 Eligibility**

All full-time employees are eligible for vacation benefits. Part-time employees are not entitled to vacation benefits. These employees may request time off without pay, subject to the approval of their direct supervisor.

### **2.1.2 Accrual of Vacation Leave**

Eligible employees will be entitled to take vacation time off as it accrues. Eligible employees accrue vacation in accordance with the table below.

A benefit year is based on the calendar year. Vacation time accrues from the date of hire for eligible employees and will be prorated during the first year of employment based on the hiring date. Holidays shall not be considered as vacation time used.

### **2.1.3 Use of Vacation Leave**

Paid vacation time can be used in minimum increments of 15 minutes. To take vacation, employees must request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Library needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time the vacation leave is taken.

### **2.1.4 Vacation Leave Carryover**

Employees are strongly encouraged to take earned vacation during the benefit year it accrues. Employees are allowed to carry over a maximum of 240 hours accrued vacation to the next calendar year. If employees exceed 240 hours as of December 31, the employee has until January 15<sup>th</sup> of the following year to use enough vacation to reach the 240-hour ceiling. Employees who exceed 240 hours after January 15<sup>th</sup> will lose the excess hours.

Upon termination of employment, employees will be paid for vacation benefits that have accrued through the last day of work. Vacation not yet earned by the employee will not be paid at termination. Compensation due an employee due to death shall be paid to the personal representative of the estate.

### **VACATION BENEFITS ACCRUAL TABLE**

<b>Length of Service</b>	<b>Days Per Month</b>	<b>Days Per Year</b>
0 through 4 years	.833 (6.66 hours)	10
5 through 9 years	1.25 (10 hours)	15
10 through 19 years	1.66 (13.33 hours)	20
Over 19	2.08 (16.66 hours)	25

## **2.2 SICK LEAVE BENEFITS**

### **2.2.1 Eligibility**

The Library provides paid sick leave benefits to all full-time employees for periods of temporary absence due to illnesses or injuries. Part-time employees are not entitled to sick leave benefits.

### **2.2.2 Accrual of Sick Leave**

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service) increased to 14 days after two full calendar years of employment. Sick leave benefits are calculated on a "benefit year" which is based on the calendar year. Sick leave accrues from the date of hire for eligible employees and will be prorated during the first year of hire based on hiring date.

### **2.2.3 Use of Sick Leave**

Paid sick leave can be used in minimum increments of 15 minutes. Eligible employees may use sick leave benefits for an absence due to their own illness or injury, or that of a child, parent, sibling, spouse or partner of the employee. Because the Library Board believes that preventive health care can reduce absences from work due to illness, employees may use sick leave benefits for an absence due to the employee's or a family member's (as defined above) scheduled appointments with doctors, dentists, or other medical professionals.

Payment of sick leave will be contingent upon prompt notification by the employee of the reason for requesting sick leave to the employee's supervisor. Any sick day taken may require verification from a medical professional, if requested by the Library Director.

Accumulated sick leave may not be used to extend vacation leave or other leaves of absence.

### **2.2.4 Sick Leave Carryover**

Sick leave may be accumulated up to a maximum of 960 hours.

Employees are strongly encouraged to use sick leave as needed during the benefit year it accrues. Employees are allowed to carry over a maximum of 960 hours accrued sick leave to the next calendar year. Any sick leave hours earned above the 960 hour limit will be paid out in February of the following year at the rate of one-half the excess. For example, if an employee has 980 hours at the end of the calendar year, then the employee will be allowed to carry over 960 hours to the next calendar year and will be paid for 10 hours accrued sick leave at their regular rate of pay.

Upon termination of employment, employees who have worked for the Library for 5 years or more will be paid for 50% of the sick leave benefits that have accrued through the last day of work. Employees who have worked less than 5 years for the Library will not receive any payout for unused sick leave at termination. Compensation due an employee due to death shall be paid to the personal representative of the estate.

## **2.3 HOLIDAYS**

### **2.3.1 Holidays**

The Library will be closed and will grant holiday time off to all eligible employees on the holidays listed below.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)

- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Indigenous Peoples' Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)
- Any other day designated by the Library Board

If the holiday falls on a Saturday, the Library will be closed Friday and Saturday, with Friday being the paid holiday for eligible employees. If the holiday falls on a Sunday, the Library will be closed Sunday and Monday with Monday being the paid holiday for eligible employees.

### **2.3.2 Holiday Pay**

All full-time employees are eligible to receive paid time off described in this policy. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an employee's paid absence (such as vacation or sick leave), holiday pay will be provided. Employees are not allowed to take both holiday pay and vacation or sick leave pay.

### **2.3.3 Special Exceptions**

For individuals belonging to religious groups which have special observances on days other than the legal holidays observed, the Director may reasonably accommodate, upon request, and cause the schedule to be so arranged to permit the individual to be absent for the day of observance with the time to be made up as agreed upon unless doing so would create an undue hardship on the library.

In addition to the recognized holidays previously listed, eligible employees will receive two Personal Days (Floating Holidays) at the beginning of each calendar year, which must be used in that calendar year and may not be carried over from year-to-year if unused. This will be prorated in the event that an eligible employee is hired mid-year. If an eligible employee begins their employment within the first 6 months of the year, they will accrue 2 Personal days to use throughout the year. If an eligible employee begins their employment in the last 6 months of the year, they will only accrue 1 Personal day to use for the remainder of the year.

## **2.4 EMPLOYEE ASSISTANCE PROGRAM**

### **2.4.1 The Village Business Institute Employee Assistance Program**

The Village Business Institute EAP is a benefit provided to all employees **free of charge**. The program offers a full-range of personal, financial, and legal counseling services and programs that employees and their household members can access.

Employees have available to them a quantity of sessions equal to the number of household members times (x) 4, (Example: 5 household members times (x) 4 sessions per equals 20 available sessions for the household.) No household will have less than 8 available sessions. These sessions include access to the full range of counseling and programs available at The Village Business Institute EAP. If referred outside of The Village Business Institute EAP for

medical reasons, it is the responsibility of the employee/family member to arrange payment for the service. Sessions may be applied towards face to face mental health counseling, financial counseling, legal counseling, wellness/education, and 24/7 crisis counseling.

## **2.5 LEAVES OF ABSENCE**

### **2.5.1 Educational Leave**

The Library highly values continuing education and therefore may provide educational leaves of absence without pay upon approval to full-time employees who wish to take time off from work duties to pursue course work that is applicable to their job duties with the Library.

Employees may request an unpaid educational leave for a period of up to 12 months every ten years. Requests will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence. The decision to grant an unpaid educational leave is within the sole discretion of the Library Director.

Benefits will be suspended during the leave and will resume upon return to active employment. When an educational leave ends, reasonable efforts will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the Library cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the end of the approved leave period, the Library will assume that the employee has resigned.

### **2.5.2 Military Leave**

A military leave of absence will be granted to employees to attend scheduled drills or training or if called to active duty with the U.S. armed services.

The leave will be unpaid. However, employees may use any available vacation time for the absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be maintained by the Library until the end of the first full month after military leave begins. At that time, employees may elect to continue coverage, in accordance with their federal Uniformed Services Employment and Reemployment Act ("USERRA") and COBRA rights, in which case they will become responsible for the full costs of these benefits. Refer to the Benefits Continuation (COBRA) policy for more information. When the employee returns from military leave, benefits will again be provided by the Library according to the applicable plans.

Employees on two-week active duty training assignments or inactive duty training drills or any other uniformed service less than 31 days are required to return to work for the first regularly scheduled shift after the end of training plus 8 hours, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Pursuant to the Uniformed Services Employment and Reemployment Act ("USERRA"), every reasonable effort will be made to return eligible employees to their previous position or to a position the employee would have had if not for the interruption caused by the military service. They will be treated as though they were continuously employed for purposes of determining

benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

The Library will not discriminate against any employee because of past, present, or future military service. No reemployed employee will be discharged except for cause for 180 days after reemployment if service was more than 30 days but less than 181 days or for one year after reemployment if service was more than 180 days.

### **2.5.3 Volunteer Emergency Responder Leave**

If an employee is a volunteer emergency responder and is called to respond to a disaster or emergency, the employee will be granted time off without pay. This leave may not exceed 20 regular working days in a calendar year unless for an involuntarily activated National Guard member. The employee is required to make reasonable efforts to notify the Library of the employee's service. The Library reserves the right to request written verification of the dates and times the employee is absent or tardy in responding to a disaster or emergency. The Library further reserves the right to deny this leave if the Library Director determines the employee's absence will cause undue hardship or the inability of the Library to provide critical emergency services during the disaster or emergency. In such cases, the Library will provide notice to the employee.

The Library further will not discriminate against any applicant or employee based on the fact that he/she is a volunteer emergency responder.

For purposes of this policy, a "volunteer emergency responder" is an individual in good standing as a volunteer member of the army national guard or air national guard of any state or a volunteer civilian member of the civil air patrol.

### **2.5.4 Bereavement Leave**

Up to 3 days paid leave will be granted for a death in an employee's immediate family. Eligible employees are those in the following classifications:

full-time employees

part-time employees (prorated to a percentage of full time)

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The Library defines "immediate family" as the employee's spouse, partner, parent, parent-in-law, child, grandparent, grandparent-in-law, grandchild, sibling, sibling-in-law or whose individual relationship with the employee is similar to persons who are related by blood or marriage.

### **2.5.5 Time Off to Vote**

The Library encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, the Library will grant up to one hour of **unpaid** time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal

work schedule.

### **2.5.6 Jury Duty**

The Library encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid administrative leave for jury duty. Jury duty pay will be calculated based on the employee's base pay rate and any jury fee paid by the court must be reimbursed to the Library (less the mileage fee). Alternately, the employee may have the option of taking vacation leave and retain the amount paid by the court. Employee classifications that qualify for paid jury duty leave are:

full-time employees

part-time employees (prorated to a percentage of full time)

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

The Library will continue to provide health insurance benefits for the full term of the jury duty absence on the same terms as if the employee were at work.

### **2.5.7 Paid Parental Leave**

The Library will provide up to 6 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 1, 2021.

*Employees must meet the following criteria to be eligible for paid parental leave:*

- Have been employed with the Library for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time employee (part-time, introductory, and temporary employees are not eligible for this benefit).
- In addition, employees must meet one of the following criteria:
  - Have given birth to a child.
  - Be a spouse or committed partner of a woman who has given birth to a child.
  - Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

#### *Amount, Time Frame and Duration of Paid Parental Leave*

Eligible employees will receive a maximum of 6 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

- Each week of paid parental leave is compensated at 100 percent of the employee's

regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of employment, no employee will be paid for any unused paid parental leave for which he or she was eligible.

#### *Coordination with Other Policies*

Paid parental leave taken under this policy will run concurrently with leave under the FMLA, if applicable; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employee's accrued sick, vacation and personal leave time. Upon exhaustion of accrued sick, vacation and personal leave time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Library will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid vacation leave or paid sick leave.
- If a Library holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when the Library offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.

#### *Requests for Paid Parental Leave*

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

### **3. FAMILY AND MEDICAL LEAVE OF ABSENCE**

The Library is covered by the Family and Medical Leave Act (FMLA) and has adopted this policy to administer FMLA leave for its eligible employees. This policy is intended to provide employees with a general description of their FMLA rights. The provisions, requirements, and definitions of the FMLA and its regulations will be followed in applying this policy. In the event of any conflict between this policy and applicable law, employees will be afforded all rights required by law.

## Employee Eligibility

Employees may be eligible to take up to 12 weeks of unpaid family/medical leave within a 12-month period and be restored to the same or an equivalent position upon return provided that they meet the following conditions:

1. the employee has worked for the Library for at least 12 months;
2. the employee has worked at least 1250 hours in the last 12 months; and
3. at least 50 employees are employed by the Library within 75 miles of the employee's worksite.

The "12-month period" is measured as a backward rolling 12-month period.

### **3.1 Reasons for Leave**

If an employee is eligible, the employee may take family/medical leave for any of the following reasons:

1. incapacity due to pregnancy, prenatal medical care, the birth of a child and/or to care for such child after birth;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, son, daughter, or parent ("covered family member") with a serious health condition; or
4. the employee's own serious health condition renders the employee unable to perform the functions of the employee's position.

Leave because of reasons one and two above must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Library who request leave because of reasons one or two or to care for a parent with a serious health condition may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period. If the spouses have taken less than the full 12 weeks of FMLA leave during the 12-month period, they are each entitled to take the difference between 12 weeks and the amount of FMLA leave they took individually due to their own serious health condition, or to care for a child or spouse with a serious health condition.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the covered family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider (the second of which must occur within 30 days of the first day of incapacity), or one visit to a health care provider that occurs within seven day of the onset of the incapacity and a regimen of continuing treatment. Incapacity due to pregnancy and incapacity due to a chronic condition which requires periodic treatment (at least twice a year as directed by the provider) by a healthcare provider, continues over an extended period of time and which may cause episodic rather than a continuing period of incapacity are also included within the definition of continuing treatment.

### **3.2 Military Family Leave Entitlement**

If an employee is eligible, the employee may use the 12-week family/medical leave entitlement

to take military family leave. This leave may be used to address certain qualifying exigencies related to the active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation of a spouse, son, daughter, or parent. Qualifying exigencies may include:

- attending certain military events
- arranging for alternative childcare or care for a member's parent
- addressing certain financial and legal arrangements
- attending certain counseling sessions
- addressing issues related to short-notice deployment
- spending time with a covered family member who is resting and recuperating
- attending post-deployment briefings

An employee may also be eligible for up to 26 weeks of leave to care for a covered service member during a single 12-month period. *This single 12 month rolling-forward period begins with the first day the employee takes the leave.* No more than a combined total of 12 weeks of this leave may be for a purpose other than military caregiver leave (i.e., birth, adoption, or placement for foster care of a son or daughter; in order to care for a parent, spouse, son, or daughter with a serious health condition; for the employee's own serious health condition; or for a service member's qualifying exigency).

A covered service member includes: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty) that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy or is in outpatient status; or (2) is on the temporary disability retired list; or (3) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness that manifested itself before or after the service member became a veteran and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

If an employee misrepresents facts in order to be granted a family/medical leave, the employee may be subject to immediate termination.

### **3.3 Notice of Leave**

If the need for leave under this policy is foreseeable, the employee must give the Library Director at least 30 days' notice verbally or in writing. Failure to provide such notice may be grounds for delay of the leave. Where the need for leave is not foreseeable, the employee is expected to notify the Library as soon practicable.

Within five business days after the employee has provided this notice, the Library will complete and provide the employee with the DOL Notice of Eligibility and Rights. Employees must provide sufficient information for the Library to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Library if the requested leave is for a reason for which FMLA leave was previously taken or certified.

### **3.4 Certification**

#### *Medical Certification*

If the employee is requesting leave because of the employee's own or a family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The medical certification must be provided within 15 days after it is requested, or as soon as reasonably possible under the circumstances. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Library may directly contact the employee's (or family member's) health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator, or management official. The Library will not use the employee's direct supervisor for this contact. Before the Library makes this direct contact with the health care provider, the employee must be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the Library will obtain the employee's (or family member's) permission for clarification of individually identifiable health information.

The Library, at its expense, may require an examination by a second health care provider designated by the Library, if it reasonably doubts the medical certification initially provided. If the second health care provider's opinion conflicts with the original medical certification, the Library, at its expense, may require a third, mutually agreeable health care provider to conduct an examination and provide a final and binding opinion. The Library may also require medical recertification periodically during the leave and employees may be required to present a fitness for duty verification upon their return to work following a leave for the employee's own illness specifying that the employee is fit to perform the essential functions of the job.

#### *Certification for a Qualifying Exigency*

If the employee is requesting leave because of a qualifying exigency arising out of a covered family member's active duty or call to active duty status, the employee must provide a certification of the qualifying exigency and also supply a copy of the covered military family member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty (including the dates of the active duty service). The Library may also request additional information pertaining to the leave. The employee must respond to such request for certification within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

#### *Certification for Service Member Family Leave*

If an employee is requesting leave because of the need to care for a covered service member with a serious injury or illness, the Library may require the employee to supply certification completed by an authorized health care provider of the covered service member. The Library may also request additional information pertaining to the leave. The employee must respond to such request for certification within 15 days or provide a reasonable explanation for the delay. Failure to provide certification may result in denial of continuation of leave.

### **3.5 Substitution of Paid Leave**

FMLA leave is unpaid leave. If you request leave for any FMLA-covered reason, you will be required to exhaust any remaining sick, vacation, and personal leave time before utilizing unpaid leave.

The exhaustion of this paid leave runs concurrently with FMLA leave and does not extend the

leave period. In addition, if you are eligible for any additional paid leaves, such as short term/long term disability or worker's compensation, these leaves will also run concurrently with FMLA leave (where appropriate) and will not extend the leave period. When using paid leave in conjunction with FMLA leave, employees must comply with the requirements of the applicable paid leave policy.

### **3.6 Benefits During Leave**

During an approved FMLA leave, the Library will maintain the employee's health benefits as if the employee continued to remain actively employed. Employees are required to pay their premium co-payments while they are on FMLA leave and are notified how to make the payments for their share of their group health plan premiums during leave. Employees who fail to return to work for a minimum of 30 calendar days following FMLA leave for any reason other than a serious health condition or other circumstances beyond their control will be required to repay the Library for premiums paid on their behalf while on leave.

Employees will not accrue vacation and/or sick leave during unpaid FMLA leave. However, the use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Taking FMLA leave does not count as a break in service for retirement plan purposes.

### **3.7 Intermittent Leave**

Leave because of a serious health condition, to care for a service member with a serious injury or illness, or because of a qualifying exigency may be taken intermittently (in separate blocks of time due to a single FMLA-qualifying reason) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if necessary. If leave is unpaid, the Library will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent or reduced scheduled leave, the Library may temporarily transfer the employee to an available alternate position which better accommodates the intermittent leave and which has equivalent pay and benefits.

### **3.8 Job Restoration**

If the employee wishes to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits, and other terms and conditions of employment. Employees returning from FMLA leave are required to notify the Library two days prior to their intended return date that they will be returning. The Library may also require an employee on FMLA leave to report periodically on the employee's status and intent to return to work. If the employee takes leave because of the employee's own serious health condition, the employee will be required to provide medical certification that the employee is fit to perform the essential functions of the job. Employees failing to provide the certification will not be permitted to resume work until it is provided.

## **4. INSURANCE**

### **4.1 Medical Insurance**

The Library's health insurance plan provides full-time employees and their dependents access to medical insurance benefits.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the Library and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or equivalent state law. Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Executive Administrator for more information about health insurance benefits.

#### **4.2 Dental Insurance**

The Library's dental insurance plan provides full-time employees and their dependents access to dental insurance benefits.

Eligible employees may participate in the dental insurance plan subject to all terms and conditions of the agreement between the Library and the insurance carrier.

Details of the dental insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Executive Administrator for more information about dental insurance benefits.

#### **4.3 Life Insurance**

Life insurance offers you and your family important financial protection. The Library provides a basic life insurance plan for eligible employees.

Full-time employees are eligible to participate in the life insurance plan after a 60-day waiting period.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the Library and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Executive Administrator for more information about life insurance benefits.

#### **4.4 Long-term Disability**

The Library provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Full-time employees are eligible to participate in the LTD plan.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the Library and the insurance carrier. Eligible employees may begin LTD coverage only after completing 60 calendar days of service.

Details of the LTD benefits plan including benefit amounts, limitations, and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the Executive Administrator for more information about LTD benefits.

#### **4.5 Worker's Compensation Insurance**

The Library provides workers' compensation insurance at no cost to all employees, which covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

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

#### **4.6 Benefits Continuation (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) or equivalent state law allows employees to continue in the Library's group health coverage (dental is not included) for a certain period following a "qualifying event." This coverage is at the employee's own expense.

Employees must notify the Executive Administrator if any of the following events occur that might make them or qualifying family members eligible for continued coverage under COBRA:

1. Termination of employment for reasons other than "gross misconduct";
2. Reduction in the employee's hours of employment;
3. Divorce or legal separation;
4. Dependent child loses status as a dependent under applicable plan rules;
5. Death of covered employee; or
6. Covered employee becomes eligible for Medicare and chooses Medicare as primary carrier, leaving dependents without coverage.

Failure to report these qualifying events may result in a delay or denial of coverage. Please contact the Executive Administrator with any question you have about COBRA coverage or to report qualifying events.

### **5. RETIREMENT**

The Library has a Defined Benefit Retirement Plan with North Dakota Public Employees Retirement System (NDPERS).

This plan pays vested members a retirement benefit, which is generally based on compensation, benefit multiplier, and years of retirement service credit. A vested member will receive the benefit determined under the plan regardless of the performance of the plan's investments.

Participation is mandatory for employees who work a minimum of 20 hours per week for 20 or more weeks of the year, are at least eighteen years of age, and are in a position that is regularly funded and not of limited duration.

All eligible employees must be enrolled the first month of employment, even when hired subject to an introductory period. There is no maximum age limit applicable for enrollment purposes.

Employees at least eighteen years old and not meeting the mandatory participation requirements may elect to participate in NDPERS within the first 180 days of employment, or within 180 days of changing to temporary/part-time employment. Retirement participation is at their own expense. They may not participate in NDPERS if actively contributing to another employer-sponsored plan.

Contributions: Effective 1-1-17

Employee Contribution: 7.00%  
Employer Contribution: 8.26%

Please contact the Executive Administrator if you have any questions concerning NDPERS.

## 6. COMPENSATION

It is the policy of the Grand Forks Public Board of Trustees to pay salaries which are consistent with industry standards and job performance. Other factors which will affect compensation are general economic conditions, availability of qualified employees, and the ability of the Library to fund the compensation program. The Library Board of Trustees recognizes the importance of equitable pay differentials for varied types of work.

## 6.1 Pay Periods

All employees are paid every other Friday. The work week runs from Sunday at midnight to Saturday at 11:59 p.m.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees must have pay directly deposited into the bank account of their choice and will receive a statement of the applicable deductions and amount of wages deposited. Employees must review the statements carefully. In the event any employee believes there has been an improper deduction from his/her paycheck, the employee may file a complaint with the Executive Administrator. The Library prohibits any improper deductions, and it will reimburse the employee if the deduction was improper.

## 6.2 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Library to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should use the Library timeclock to accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or DEPARTURE FROM WORK FOR PERSONAL REASONS. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

### **6.3 Overtime**

Normal Library business should ordinarily be accomplished within regular work hours. On rare occasions, overtime hours may be required, particularly in emergency situations.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Paid holidays, paid sick leave, or paid vacation leave will not be considered hours worked for purposes of performing overtime calculations.

Employees who work non-emergency overtime without receiving prior authorization from their supervisor may be subject to disciplinary action, up to and including possible termination of employment.

### **6.4 Compensatory Time**

Full-time employees who elect to receive compensatory (comp) time in lieu of overtime will be subject to the following policy. Please contact the Executive Administrator for a copy of the election form.

The Library Director, at his or her discretion, shall allow non-exempt employees to receive compensatory (comp) time off for those duties that may require the employee to work more than forty (40) hours per workweek.

Comp time will be accrued at one and one half (1 ½) times for work in excess of forty (40) hours per workweek. Employees shall show on payroll time sheets the actual amount, minutes or hours, of overtime worked as "Total Comp Time Earned". Library administration will convert any time (minutes or hours) over forty (40) hours to one and one half (1 ½) per hour and track this time.

Accrual of compensatory time will occur upon the completion of each payroll. Maximum accrual of comp time shall be no more than sixteen (16) hours, unless otherwise approved, and employees are expected to use comp time prior to all other forms of leave. Should an employee with accrued, unused comp time hours separate from employment with the Library, such hours will be paid out at the employee's regular rate of pay on the employee's final check.

When an employee uses comp time he or she shall communicate this request on their time card, with supervisor approval as necessary. As with all requests for leave, employees will be allowed to use their comp time within a reasonable time after requesting its use, unless this would unduly disrupt the operation of the Library.

It is not the intent of the compensatory time policy to allow employees to build up comp time hours by working late, nor to come in early or work through lunch in order to leave early at the end of the day. Compensatory time should be held in the same consideration as overtime, as it requires the same approvals and will be subject to the same expectations.

The Library Director, with approval from the Library Board, may make changes to this policy within all legal provisions under the Fair Labor Standards Act (FLSA) at any time. The changes would not be applied retroactively to any compensatory time already accrued by the employee.

## **7. COMPLAINTS**

The Library is committed to maintaining an open and fair method of resolving employee concerns and answering questions. To this end, the Library recognizes the need for a process by which employees may raise concerns or complaints related to their employment. Although the Library encourages employees to use this procedure, it is not intended to constitute a contract or create any contractual rights in employees. This policy does not modify any employee's at-will employment status.

### **7.1 Definition**

A complaint is a claim initiated by an employee alleging that the employee's employment or productivity has been adversely affected by one or more of the following:

1. Unfair treatment;
2. Unsafe or unhealthy working conditions; or
3. Unfair application of Library policies and procedures.

If the employee has a complaint concerning unlawful discrimination or harassment, then the employee is required to follow the reporting procedure discussed in the Non-Discrimination and Anti-Harassment Policy.

### **7.2 Process**

When a problem or concern first arises, the employee should submit a complaint in writing to his/her supervisor within 5 days of the incident. The employee's supervisor will try to resolve the issue quickly after notification and respond in writing.

Should the employee still feel that the problem has not been fairly or thoroughly considered, the employee may appeal to the Library Director within 10 calendar days after the supervisor's response. The Library Director will set up a meeting with the employee and any other relevant parties, and will make a decision generally within 10 days of receipt of the appeal.

If the complaint remains unresolved after it has been brought to the Library Director, the employee may then appeal in writing to the President of the Library Board of Trustees within 15 calendar days after the receipt of the Director's decision. The Board will consider the matter at their earliest convenience and respond in writing with a final decision.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

## **8. RESIGNATION AND DISMISSAL**

### **8.1 Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with the Library. Although advance notice is not required, the Library requests at least four weeks' notice from librarians/department managers and at least two weeks' written notice of resignation from all other employees.

### **8.2 Dismissal**

All employment with the Library is at will. This means that either the employee or the Library

may terminate the employment relationship at any time, for any lawful reason with or without prior notice.

Dismissal action will always be taken by the Library Director in consultation with the employee's direct supervisor.

## **9. WORK CONDITIONS**

### **9.1 Work Schedules**

As a public service entity, most work schedules may include evenings, Saturdays, and Sundays. Full time employees will generally not be required to work more than 2 evenings per week, and they will generally not be required to work more than every other Saturday or Sunday.

Work schedules are normally arranged by the department manager subject to the needs of the department.

### **9.2 Working Remotely**

The Library has provisions in place to allow staff to work remotely in order to ensure an efficient workplace and employee productivity during various situations, planned and unplanned, including long-term Library closures.

Staff members may work remotely/from home under the following guidelines:

- The employee position must be conducive to working remotely
- All remote work requests must be approved by the Director or his/her designee
- The staff member must be able to demonstrate their ability to complete essential job duties while working remotely
- Remote working hours must comply with the staff member's regular working schedule; variations to that schedule must be approved by the Director or his/her designee
- Staff members must be available to the Library by email, chat, and/or phone within a reasonable amount of time
- Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred
- Staff members are responsible for providing the necessary technology and equipment to facilitate their work remotely unless the request to work remotely is prompted by the Library
- If the Library requests a staff member work remotely, the staff member is responsible for communicating to the Library if they do not have the necessary technology or equipment to perform the task. The Library will work with the staff member to either provide the technology or equipment or make a reasonable accommodation in the staff member's essential duties

### **9.3 Absences & Tardiness**

To maintain a safe and productive work environment, the Library expects employees to be reliable and to be punctual in reporting for scheduled work. Reliable and punctual attendance is an essential job function for every position with the Library. Absenteeism and tardiness place a burden on other employees and on the Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled for any reason, including illness, they should notify their supervisor at least 2 hours prior to their scheduled starting time, or as soon as possible.

Frequent tardiness and excessive unexcused absences are both grounds for dismissal.

#### **9.4 Meals and Rest Periods**

The normal lunch and dinner period is 1/2 or 1 hour in length, as scheduled by the department manager. Lunch and dinner periods are unpaid time, provided that employees are completely relieved from all work duties.

Employees are normally permitted a paid, 20-minute rest period during each half day on duty. A half day is considered to be 4 continuous hours.

Lost time may not be made up by skipping meals or rest periods.

Time allowed for meals or rest periods may not be accumulated for future use, and time allowed for a rest period may not be added to a later lunch or dinner period so as to create a 50 or 80-minute period.

It is also to be understood that a 20-minute rest period is a privilege and not a guaranteed right. Employees will be expected to forego the rest period if, because of personnel shortages or other unusual conditions, public service will be affected.

#### **9.5 Nursing Mother**

The Library will provide reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk. The employee and the Library Director together will determine a reasonable milk expression schedule.

The Library will provide a place, other than a bathroom, that is shielded from view and free from intrusion of coworkers and the public, which may be used by an employee to express breast milk. The location will have access to "Do Not Disturb" signage to place on doors. In addition, the Library will provide access to a nearby sink and a refrigerator to store breast milk.

The Library is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. However, employees may utilize their paid 20-minute breaks for this purpose.

#### **9.6 Staff Lounge**

The Staff Lounge is available for breaks and meals. Employees are responsible for cleaning their own dishes and utensils and for cleaning up after themselves.

#### **9.7 Dress**

In a service-oriented organization where almost all staff members are in constant contact with the public, the dress and manner of staff members contribute directly to the impression that the Library makes on the community. For that reason, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

The following are examples of unacceptable clothing: see-through, clinging, excessively tight or revealing garments, athletic shorts, and extremely short skirts or shorts. The above is not to be construed as an all-inclusive list. Employees should consult their supervisor with questions regarding what constitutes appropriate attire.

All employees are expected to wear some type of footwear in the building.

Employees who appear for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

### **9.8 Smoking**

In keeping with the Library's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is also prohibited within 20 feet of entrances, exits, operable windows, air intakes, and ventilation systems.

This policy applies equally to all employees, patrons, and visitors.

### **9.9 Inclement Weather and Other Emergency Closings**

At times, emergencies such as severe weather, fires, or power failures can disrupt Library operations. In extreme cases, these circumstances may require the closing of the Library. The primary factor of any decision regarding Library closure is the safety of library staff and customers. The decision to close the Library will be based upon:

- Current weather conditions and forecasts,
- School and City office closings
- Business and shopping center closings,
- Interstate and other road closings
- Availability of staff to open and operate the Library,
- Condition of the building's equipment, and/or
- Requests for closure by local or state agencies.

The decision to close will be made by the Library Director. If the Library Director is unavailable, the decision will be made by the senior staff member on duty. In the event that such an emergency occurs, local radio and/or television stations will be asked to broadcast notification of the closing and it will be posted on the library website and social media

When operations are officially closed due to emergency conditions, scheduled employees will be paid for the time they were scheduled to work within that day. Any paid time related to the library closing for emergency conditions or inclement weather should not cause an employee to exceed 40 hours of work for the week.

If the Library is open and an employee cannot get to work or leaves early due to inclement weather, they may choose to:

- Make up the time (if within the same workweek),
- Use the time as vacation time, or
- Take unpaid time off if they do not have vacation time available to use.

## **10. PROFESSIONAL ACTIVITIES AND TRAVEL**

Staff members and members of the Library Board are encouraged to attend professional conferences, workshops, and meetings and to participate in professional development activities. The Library's annual budget provides funds for certain professional development activities and travel allowances. Participation may be limited by the needs of the department and budget

limitations.

#### **10.1 Prior Approval**

No travel or activity involving reimbursement of expenses or use of regular work time will be undertaken by any employee without the prior approval of the Library Director. If an employee finds a professional development activity of interest, the employee should discuss it with the Library Director well in advance of the event.

The selection of employees to attend specific conferences, workshops, and meetings will be made by the Library Director. Employees whose travel plans have been approved are responsible for making their own travel arrangements, unless otherwise informed.

#### **10.2 Reimbursable Transportation Expenses**

Round trip transportation by the most convenient and/or economical means will be determined by the Library Director.

It is acceptable for an employee to rent a car rather than using their personal vehicle for business trips. When travel by private auto is the most convenient or economical, reimbursement will be at the rate per mile as most recently approved by the City of Grand Forks, up to a maximum of 1,000 miles for each round trip.

All parking and toll charges incurred while traveling on authorized Library business or while attending approved professional activities or meetings will be reimbursed.

#### **10.3 Reimbursable Lodging and Meals**

The reasonable cost of lodging, meals, and other expenses directly related to accomplishing travel objectives will be reimbursed by the Library. Employees are to use common sense and discretion in incurring travel expenses and should use reasonable efforts to limit expenses. Expenses may be paid using a Library credit card, the employee's personal credit card with later reimbursement for actual expenses incurred after submitting an expense report with receipts attached, or by per diem. The Library Director has discretion to choose the method of reimbursement depending on the situation. Per Diem rates for out-of-state locations will vary. For in-state or out-of-state per diem amounts, please contact the Executive Administrator.

All expenses will be paid by the Library directly when possible or reimbursed at cost. A copy of the receipt is necessary for all expenses, whether prepaid or reimbursed.

#### **10.4 Registration Fees**

Registration fees required for approved attendance at library conferences and workshops or at other related organizational or civic meetings will be fully paid by the Library.

#### **10.5 Membership Dues**

Basic membership in the American Library Association and the North Dakota Library Association are paid in full by the Library for all employees with the MLS degree and may be paid for other employees on a case-by-case basis at the discretion of the Library Director. Unless otherwise approved, the employee must pay for additional divisions or associations.

Membership dues in other library and related professional organizations will be reimbursed or partially reimbursed at the discretion of the Library Director.

## **10.6 Records and Receipts**

Reimbursable expenses involved in authorized travel or attendance at professional activities will be paid only upon presentation of proper evidence that the travel has actually been performed or the activity actually attended.

Receipts for commercial transportation, registration fees, room rental, and meals not covered by the per diem rate will be required.

## **10.7 Payment of Reimbursable Expenses**

Major travel and activity expenses will be reimbursed by check usually at the regular time of the month when all Library bills are paid. Major reimbursable expenses involving long distance travel and per diem may be calculated and paid in advance with the understanding that if the advance exceeds the actual authorized expenses, the employee will refund the excess amount. Minor reimbursements may be paid from petty cash in order to avoid personal hardship.

Routine travel and activity expenses will be reimbursed by regular monthly payments based on travel vouchers submitted by individual employees and approved by the Library Director.

## **10.8 Paid Time**

Employees will typically be paid for travel time and participation time.

## **10.9 All-Staff Meeting/All-Staff Training Day**

All employees are expected to attend the all-staff meetings, which are held before or after Library business hours, as well as the annual all-staff training day, which takes place on President's Day each year and the Library is closed.

Employees will be paid for these required meetings and training if they are in attendance.

## **10.10 Staff Committees**

All staff members are invited to participate on staff committees that are dedicated to making the Library the very best workplace. Committee participation is subject to employee workload and scheduling, as all committee work is to be done during work hours.

The current committees are available:

- The Culture Committee – help plan team-building, social connection activities, celebrations/birthdays and annual holiday party
- The Diversity and Inclusion Committee – help build a welcoming and inclusive environment for employees and patrons
- The Wellness Committee – help plan health and wellness activities for staff

Attendance at all committee meetings is not required for participation. Employees should contact the Executive Administrator for details on how to join a committee or speak with their supervisor regarding new committees.

# **11. EMPLOYEE CONDUCT**

## **11.1 Employee Conduct**

To ensure orderly operations and provide the best possible work environment, the Library expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the work place. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct towards Library personnel or patrons
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other Library-owned equipment
- Violation of personnel or Board approved library policies
- Bullying

This list is illustrative only and does not include all examples of conduct that may lead to termination. Other incidents that the Library deems serious may lead to immediate termination in the Library's sole discretion. Nothing in this policy modifies any employee's at-will employment status.

### **11.2 Conflict of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any actual or potential influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the Library, as soon as possible, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Library does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Library.

### **11.3 Outside Employment**

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

If the Library determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Library, as they are modified from time-to-time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Library.

Outside employment will present a conflict of interest if it has an adverse impact on the Library.

#### **11.4 Use of Phone and Mail Systems**

Personal use of telephones for long-distance and toll calls is not permitted. Employees should practice discretion in using Library telephones when making local personal calls and will be required to reimburse the Library for any charges resulting from their personal use of the telephone.

The use of the Library-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner.

#### **11.5 Computer and E-mail Usage**

Computers, computer files, the email system, and software furnished to employees are Library property intended for Library use. In addition, all files or data created, received, or maintained with the Library's hardware and software remain the property of the Library. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage may be monitored. The Library also reserves the right to review, copy, disseminate, and use for its own legitimate work purposes any information on its computers, including email and voicemail. All employees consent to these rights of the Library as a condition of their employment, and employees have no expectation of privacy in their e-mail communications or computer and internet usage.

The Library strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the Library prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Employees should notify their immediate supervisor, or any member of management, upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

#### **11.6 Social Media Use**

The following social media guidelines apply to all Library staff members, regardless of their involvement with the official Library social media accounts:

- Follow all applicable Library policies. Maintain patron privacy and confidentiality both online and offline.
- Do not create any kind of Library social media account prior to getting approval from the Marketing Director and Library Director.
- Speak for yourself. On your personal profile, write in first person and make it clear that you are speaking for yourself and not on behalf of the Library.
- Be respectful and professional. If your online activities, including comments, photos,

videos, or other communications, are inconsistent with or would negatively impact the Library's reputation, you should not refer to the Library or identify your connection to the organization.

- Be aware that nothing is truly private online. Seemingly "private" social media, such as Snapchat, private Facebook groups or closed online forums, can be discovered, captured, and shared with new audiences. Remember that if you wouldn't want your manager or others at the Library to see your comments, photos, or other communications, it is unwise to post them to social media.

### **11.7 Return of Property**

Employees are responsible for all property, equipment, keys, materials, or written information issued to them or in their possession or control. Employees must return all Library property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Library may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The Library may also take all action deemed appropriate to recover or protect its property.

### **11.8 Workplace Monitoring**

Workplace monitoring may be conducted by the Library to ensure material control, employee safety, security, and customer satisfaction.

Computers furnished to employees are the property of the Library. As such, computer usage and files may be monitored or accessed.

The Library may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

## **12. NON-DISCRIMINATION AND ANTI-HARASSMENT**

The Library believes that our strength comes from the diversity of our employees as well as our community. We celebrate the visible and invisible qualities that make each person unique. We will be a catalyst for change, eliminate barriers, and set a standard of dignity and respect for all.

We commit to aligning our culture and organizational practices to foster a diverse, equitable, and inclusive environment.

#### **The Library demonstrates this commitment by:**

- Engaging the board, leadership, and staff in ongoing inclusion training, education, and professional development
- Maintaining an inclusive, safe, and supportive library space in which employee and community voices can be included, heard, valued, and treated with respect
- Creating a diverse collection of materials and programs that mirrors the community we serve
- Inventing programs and services that embrace the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities

It is Library policy that all employees at the Library are responsible for assuring that the workplace is free from unlawful discrimination and harassment. The Library's policy prohibits all

forms of sexual harassment or other harassment based on other protected characteristics. Because of our strong disapproval of offensive or inappropriate behavior at work that directly or indirectly has sexual connotations, all employees must avoid any action or conduct which could be viewed as sexual harassment.

In order to provide a productive and pleasant working environment, it is important that we at the Library maintain an atmosphere characterized by mutual respect. The types of conduct characterized as unlawful harassment below will not be tolerated. In addition, we will endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

### **12.1 "Sexual Harassment" Defined**

"Sexual harassment" has been defined by federal and state laws and regulations as a form of sex discrimination. It is against the Library's policy for any employee, male or female, to sexually harass another employee by:

- making unwelcome sexual advances;
- directly or indirectly requesting sexual favors;
- engaging in other verbal or physical conduct of a sexual nature;
- making submission or rejection of such unwelcome conduct the basis for employment decisions affecting an employee; or
- creating an intimidating, hostile, or offensive working environment by such conduct.

Sexual harassment may also exist when:

- Conduct by any other employee unreasonably interferes with an employee's work performance or creates an intimidating work environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness.

Such behavior or conduct may take various forms, for example:

- Verbal - Comments with suggestive or sexual innuendoes, propositions or threats involving matters of a sexual nature.
- Nonverbal - The display of sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling or making obscene gestures.
- Physical - Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse or assault.

### **12.2 Other Forms of Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex (including pregnancy, childbirth, or disabilities related to pregnancy and childbirth), age, national origin, genetic information, mental or physical disability, sexual orientation, gender identity, veteran status, marital status, status with regard to public assistance, participation in lawful activity off the employer's premises during non-working hours which does not directly conflict with the essential

business interests of the Library, or any other characteristic protected by law , and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an employee's work performance.
- Otherwise adversely affects an employee's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and displays or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mails).

### **12.3 Reporting Procedures**

Any employee who has a complaint of harassment or discrimination at work by anyone, including supervisors, co-workers, or visitors should IMMEDIATELY bring the problem to the attention of the Library Director or to the President of the Library Board.

All inquiries and/or complaints will be investigated at once by the Library Director and Board President. All complaints will be handled in a timely manner. All complaints will further be acted upon in confidence, if possible, given legal requirements and the need to gather facts, conduct an effective investigation, and take necessary corrective action. The purpose of this provision is to encourage the reporting of any incidents of harassment or discrimination, to protect to the greatest extent possible the privacy of the employee who files a complaint, and to protect the reputation of any employee wrongfully charged with harassment or discrimination.

Investigation of a complaint will normally include conferring with the parties involved and any witnesses. All employees will be protected from coercion, intimidation, retaliation, interference or discrimination for filing a good faith complaint or assisting in an investigation. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

Any employee determined to have violated this policy will be subjected to appropriate disciplinary procedures, up to and including termination. A non-employee who subjects an employee to harassment or discrimination will be informed of the Library's Non-Discrimination and Anti-Harassment Policy, with such other action being taken as appropriate.

### **12.4 Employee's Responsibility**

All employees should conduct themselves in a way that ensures they do not take part in acts or actions that constitute harassment or discrimination. The availability of the above-described complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Every supervisor is responsible for making sure that the employees within their area of responsibility are aware of this policy, for ensuring that personnel decisions are in accordance

with this policy, and for taking corrective actions (after consultation with the Library Director and Board President) when improper behavior is observed or reported.

The Library recognizes that the question of whether a particular action or incident is a purely personal, social relationship without discriminatory employment effect requires a factual determination based on all the circumstances. Given the nature of this type of discrimination, the Library also recognizes that false accusations of harassment can have serious effects on innocent individuals. We trust that all employees will continue to act responsibly to establish and maintain a pleasant working environment.

The Library encourages all employees to discuss any questions that they may have regarding harassment or discrimination with the Library Director, Department Managers, or Board President.

### **13. AMERICANS WITH DISABILITIES ACT**

The Library is committed to complying with all employment-related provisions of the Americans with Disabilities Act of 1990 ("ADA"), as amended, and the North Dakota Human Rights Act ("NDHRA"). It is the Library's policy to prohibit discrimination against any individual with a disability, who is qualified with regard to any terms or conditions of employment, because of such individual's disability, record of disability, or perceived disability.

To be covered under this policy, an employee or applicant must be an individual with a disability, defined as an individual who is substantially limited in one or more major life activities, including designated major bodily functions. An employee or applicant must further be "qualified" for the position sought or held. A "qualified individual," among other things, is defined by the ADA as an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or desires.

Consistent with this policy of nondiscrimination, the Library will provide reasonable accommodations to individuals with disabilities who are qualified and who have made the Library aware of their disabilities and need for accommodation, provided that such accommodations do not constitute an undue hardship or pose a direct threat to the safety of the employee or others that cannot be eliminated or reduced to an acceptable level with reasonable accommodation.

The definition of disability under this policy should be construed in favor of broad coverage of individuals when to do so would not cause undue hardship to the Library.

#### **13.1 Scope of Policy**

The Library's policy of reasonable accommodation extends to all accommodations necessary to allow individuals with disabilities to participate in the application and hiring process, to perform the essential functions of the job, and to enjoy equal benefits and privileges of employment as are enjoyed by all employees.

#### **13.2 Procedure for Requesting an Accommodation**

Employees with disabilities, who believe they need a reasonable accommodation to perform the essential functions of their job, participate in the application and hiring process, or to enjoy equal benefits and privileges of employment, should inform the Library Director as soon as the need for accommodation becomes apparent to them. Upon receipt of an accommodation request from an employee, the Library Director should meet with the employee to discuss the request,

possible accommodations, and determine if additional information is necessary. Applicants requiring accommodation should inform the Library Director of the need for accommodation as early in the application process as is possible.

The Library Director may ask for additional medical information from an employee requesting reasonable accommodation to assist in responding to the accommodation request. In such instances, the Library Director may seek authorization from the employee or applicant to contact the individual's health care provider(s) directly; may ask the individual to provide the requested information from the health care provider; or suggest a joint discussion involving the employee, his or her medical provider, and the Library Director.

The Library Director will keep medical information obtained in the accommodation process confidential. It may only be disclosed as follows:

- to supervisors and managers where they need medical information in order to provide a reasonable accommodation or to meet an employee's work restrictions
- to first aid and safety personnel if an employee would need emergency treatment or require some other assistance (such as help during an emergency evacuation) because of a medical condition
- to individuals investigating compliance with the ADA and with similar state and local laws
- pursuant to workers' compensation laws (e.g., to a state workers' compensation office in order to evaluate a claim) or for insurance purposes

The Library Director will determine the feasibility of the requested accommodation considering such factors as: a) the nature and cost of the accommodation; b) the Library's overall financial resources, and c) the effect on expenses and resources and the impact of the requested accommodation on its operations, among others.

The Library Director will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees may appeal the decision by submitting a written statement to the Library Board explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The Library will attempt to provide the accommodation requested in light of its circumstances and abilities. The Library is not required to provide the best possible accommodation, to reallocate essential job functions, to provide personal use items (e.g., eyeglasses, hearing aids, wheelchairs, etc.), or to provide an accommodation that would be an undue hardship.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against on the basis of disability should notify the Library Director. All such inquiries or complaints will be treated as confidential to the extent possible and as required by law.

The Library will provide accommodations to employees and job applicants who have medical or physical limitations on a broad basis, without making an extensive inquiry as to whether the employee is legally disabled within the meaning of the ADA or state law. Thus, an accommodation to an employee does not mean that the Library believes or concedes that an employee has a legal disability.

## **14. SUBSTANCE ABUSE**

The Library is committed and obligated to provide employees with a work place that is safe,

productive, and conducive to the welfare of all.

Abuse of drugs and alcohol inhibit an employee from proper performance of duties. In addition, the over-use and abuse of drugs and alcohol by any Library employee would create an unacceptable and dangerous work environment resulting in a risk to the safety and well-being of all Library employees and the patrons served.

The Library Board also believes that patrons are entitled to expect that the employees who serve them obey the law, are reasonably fit and healthy, and are free from the effects of drugs and alcohol.

The Library maintains a list of groups and organizations which provide Employee Assistance Programs (EAP) to aid employees affected by substance abuse. The goal of the EAP is to provide an outlet which employees can access when problems arise.

For those employees found abusing substances, the appropriate discipline may include mandatory employee referral to an EAP Provider for counseling. The employee may be given the option of EAP involvement in addition to or in lieu of receiving the disciplinary action warranted. The appropriate disciplinary action may be held in abeyance pending compliance with the EAP plan and/or acceptable job performance.

Employees are encouraged to voluntarily disclose the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings. An individual who does so may be granted time off for treatment, rehabilitation, or counseling. Employees who voluntarily disclose the excessive use of alcohol and/or illegal drugs before being confronted, tested, or otherwise involved in drug and/or alcohol related discipline or proceedings will not be discriminated against because of this disclosure nor will the information that is disclosed be used as the sole basis for discipline.

#### **14.1 Drug and Alcohol-Free Workplace**

The Library shall be free from the non-medical use of controlled substances and free from alcohol. All employees are prohibited from the following - the unlawful manufacture, distribution, dispensing, possession, use, or being under the influence of a controlled substance or alcohol while on Library premises or while engaged in Library activities.

For the purposes of this policy, a controlled substance is any of the following:

- not legally obtainable; or
- being used in a manner different than prescribed; or
- legally obtainable, but has not been legally obtained

As a condition of employment each employee shall agree to abide by the Library's policy on a drug and alcohol-free workplace.

#### **14.2 Consequences for Violation of Policy**

Violation of the standards of conduct in this policy shall result in disciplinary action, up to and including termination of employment and referral for prosecution under local, state, and federal law. In addition, the Library reserves the right to require an employee who violates this policy to satisfactorily participate in an approved drug or alcohol abuse program.

#### **14.3 Notification of Drug Convictions**

It is a federal requirement that any employee involved in a Library activity which receives funds from the federal government must notify the Library Director within 5 days of any conviction for a criminal drug violation on Library premises or while performing work for the Library.

Any such employee shall be disciplined by the Library in accordance with this policy and may be required to satisfactorily participate in a drug or alcohol abuse program.

The Library Director shall notify the appropriate governmental agency (from which the Library received grant monies) of that employee's conviction within 10 days after being notified of the conviction.

#### **14.4 Dissemination of Information**

The Library shall provide each employee with a copy of this policy, notify employees that compliance is mandatory, and post it in a place where other information for employees is posted.

The Library will make available to staff information from anti-drug and anti-alcohol abuse organizations and enlist the aid of community and state agencies to provide information to Library employees.

Employees under the Library's health insurance may have coverage for outpatient and inpatient treatment for substance abuse subject to the terms and conditions of the group plan.

Approved by the GFPL Library Board 11/15/2017; 5/20/2021; 11/16/2022

## EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that I have read the Grand Forks Public\_ Personnel Policy and have had the opportunity to ask questions regarding its application to my employment with the Grand Forks Public Library. I understand that this manual describes important information about the Grand Forks Public Library and that I should consult my supervisor regarding any questions not answered in this manual. I understand that the Library may change, delete, suspend, or discontinue any policy or benefit not mandated by law at any time with or without notice.

I further acknowledge that acquainting myself with the procedures and work rules within my department is my responsibility and that this information is available from my department supervisor.

I acknowledge that this manual is not a contract of employment, express or implied, with the Grand Forks Public\_ and my employment is "at will." Employment exists at the will of both parties and can be terminated by either party at any time with or without notice to the other and for any lawful reason. I understand that no representative of the Library, other than the Library Director, may grant exceptions to the policies in the manual or alter the at-will nature of employment. Any such agreement must be in writing, signed by the Director.

I have received, read, understand, and agree to comply with both the policies contained in this manual, including, but not limited to, the Library's harassment and discrimination policies, and any subsequent revisions that may occur to them. I further understand that I have an obligation to promptly report such harassment or discrimination. I understand that any report of harassment or discrimination made in good faith under these policies will in no way jeopardize or damage my employment status with the Grand Forks Public\_.

I acknowledge that I have read and understand the Grand Forks Public\_ policies regarding use of the Library's communication resources and agree to abide by such policies. I understand that the use of the Library's communication resources is subject to monitoring and review by the Library without additional notice to employees. I understand that the Library reserves the right to search any employee's personal belongings, desk, work area, and/or locker as dictated by business necessity. I expressly authorize and consent to such searches as a condition of employment. I also authorize and consent to the Library's review of all messages and information created, stored, or received using the Library's communication resources, including voice-mail, e-mail, or computer messages or files. I consent to the Library's disclosure of such information without my permission when necessary for business purposes and agree to hold Grand Forks Public\_ harmless for such disclosure.

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EMPLOYEE'S SIGNATURE

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DATE

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EMPLOYEE'S NAME (TYPED OR PRINTED)