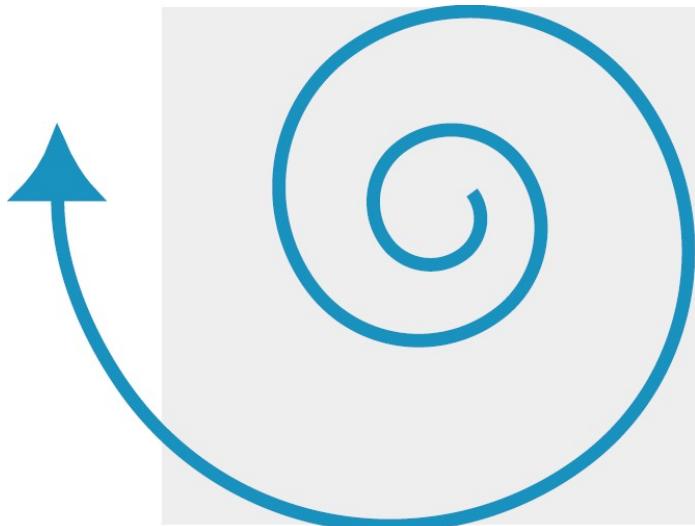


Library Connection, Inc.

Employee Handbook



“We look forward to working with you.”

Personnel Committee: 5/02/04, revised 12/16/08, 5/24/16, 3/23/17, 1/4/19, and 09/23/21
Board of Directors: 5/14/04, revised 05/08/09, 4/21/17, 1/11/19, and 10/08/21

Welcome to the Library Connection, Inc. Team

It is a pleasure to welcome you to Library Connection, Inc.! We are an organization dedicated to delivering the highest possible level of services to the libraries we serve. We strive to provide innovative, cost-effective solutions that enhance the quality and convenience of the services our libraries provide to their communities. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Library Connection's mission.

We have prepared this handbook to acquaint you with some of our policies. Please read it carefully and retain it for future reference. This handbook is not intended to be a complete statement of all our policies and procedures, but rather a guide to help you understand some of Library Connection's benefits and work-life at Library Connection. In order to adapt to our changing needs, Library Connection may revise, discontinue, suspend or modify any of the policies contained in this handbook at any time, at its sole discretion.

You are joining an organization that has a reputation for outstanding service, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services and products to our member libraries and their communities. With your active involvement, creativity and support, Library Connection Inc., will continue to achieve its goals. We are delighted that you have chosen to join our team and hope that you will enjoy a long and successful career with us.

Executive Director

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Section I: Employment Practices

Employment at Will

Employment at Library Connection, Inc. (“LCI” “Library Connection” or “company”) is on an at-will basis unless otherwise stated in a written individual employment agreement. Any contract of employment must be in writing, approved by the Board of Directors, and signed by the employee and the Executive Director. In the absence of a written contract of employment for a definite period of time, all employment with Library Connection is at-will, meaning that either the employee or LCI may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Library Connection, Inc. employees have the right to engage in or refrain from such activities.

This Handbook supersedes any and all previous employee handbooks, personnel policies and or other oral or written communications between LCI and its employees with respect to the terms and conditions of employment at LCI which are contrary to the policies in this Handbook.

Equal Employment Opportunity

Library Connection, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military or other criteria prohibited by law. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Library Connection, Inc. expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director. Library Connection, Inc. will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If an employee feels they have been subjected to any such retaliation, they should bring it to the attention of the Executive Director or Personnel Committee.

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. “Adverse conduct” includes but is not limited to:

- (1) shunning and avoiding an individual who reports harassment, discrimination or retaliation;
- (2) express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; or
- (3) denying employment benefits because an applicant or employee reported harassment, discrimination or retaliation or participated in the reporting and investigation process.

Complaints of discrimination should be filed according to the procedures described in the Anti-Harassment Policy.

Reasonable Workplace Accommodation

Applicants or employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Executive Director. Upon receipt of a request for an accommodation, LCI will review the potential reasonable accommodation(s) that it might make to enable the individual to perform the essential functions of the job. LCI will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, LCI’s overall financial resources and organization, and the accommodation’s impact on LCI’s operations, including its impact on the ability of other employees to perform their duties and on LCI’s ability to conduct business. If an employee is provided leave as a reasonable accommodation the employee will be required to exhaust any accrued paid time off before being provided with any unpaid leave

As part of this process, an employee or applicant may be required to provide authorization for LCI to communicate with and obtain documentation from his or her health care providers regarding the medical condition(s) for which reasonable accommodation is sought, and may further be required to be evaluated by a health care provider of LCI’s choice. All such medical information discussed and received will be treated as confidential to the extent required and permissible by law.

LCI will not retaliate against any applicant or employee because of a request for reasonable accommodation. If an applicant or employee believes that he or she has been discriminated or retaliated against because of his or her disability and/or has been unlawfully denied or retaliated against for requesting a reasonable accommodation, he or she should follow the reporting procedures outlined in LCI’s policy against workplace discrimination and harassment and LCI will respond as detailed in that policy.

Pregnancy Accommodation

LCI will provide a reasonable accommodation to an applicant or employee due to her pregnancy, childbirth or need to breastfeed or express milk at work, unless doing so would pose an undue hardship (e.g., the accommodation would require a significant difficulty or expense in light of the circumstances). Depending on the circumstances, reasonable accommodations may include: being permitted to sit while working; providing more frequent or longer breaks; periodic rest; assistance with manual labor; job restructuring; light duty assignments; modified work schedules; temporary transfers to less strenuous or hazardous work; time off to recover from childbirth; and break time and appropriate facilities for expressing milk.

Applicants or employees who believe they need a reasonable accommodation because of pregnancy, childbirth or other related conditions should contact the Executive Director and the request will be handled in the same manner as any other request for a workplace accommodation.

LCI will not retaliate against any applicant or employee because of a request for reasonable accommodation. If an applicant or employee believes that she has been discriminated or retaliated against because of her pregnancy, childbirth or other related conditions and/or has been unlawfully denied or retaliated against for requesting a reasonable accommodation, she should follow the reporting procedures outlined in LCI's policy against workplace discrimination and harassment and LCI will respond as detailed in that policy.

Commitment to Diversity

Library Connection, Inc. is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at Library Connection, Inc. and is an important principle of sound business management. Library Connection, Inc. does not discriminate in employment in accordance with applicable Connecticut and federal laws.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Library Connection's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Library Connection's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Library Connection will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment: "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment: While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Library Connection.

Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion, or reinstatement, emotional distress damages and punitive damages. Employees are free to contact, as appropriate, the Connecticut Commission on Human Rights & Opportunities at www.ctgov/chro or the United States Equal Employment Opportunities Commission at www.eeoc.com in order to obtain more information concerning the unlawfulness of sexual harassment and the remedies available to victims of sexual harassment. Additionally, there may be applicable local laws. Of course, if you believe that you have been the victim of a crime in the course of being subjected to sexual harassment, you may contact your local police department.

Complaint Procedure: Any employee who believes they have been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to the Executive Director, Board President or any Personnel Committee member with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. Any supervisor who is made aware of any oral, recorded or written complaint of sexual harassment is obligated to immediately report such complaint to the Executive Director, Board President or any Personnel Committee member. All employees are responsible for helping LCI avoid and appropriately redress any potential claims of harassment or discrimination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the maximum extent possible, confidentiality will be maintained without compromising the effectiveness and efficiency of the investigation.

If the investigation confirms conduct contrary to this policy has occurred, LCI will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

Section II: Employment Relationship

Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Library Connection classifies its employees as shown below. Library Connection may review or change employee classifications at any time.

Exempt: Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt: Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time: Employees who are not in a temporary status and work a minimum of 35 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time: Employees who are not in a temporary status and who are regularly scheduled to work fewer than 35 hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, Full-Time: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Temporary employees may be hired as temporary employees of Library Connection or are employees of an employment agency assigned to work at Library Connection. Temporary employees receive no benefits other than those required by law and LCI policies. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, Part-Time: Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 35 hours weekly for a limited duration. Temporary employees may be hired as temporary employees of Library Connection or are employees of an employment agency assigned to work at Library Connection. Temporary employees receive no benefits other than those required by law and LCI policies. Employment beyond any initially stated period does not in any way imply a change in employment status.

Volunteers and Interns

Volunteers and interns provide their services to the organization without charge, without any expectations or rights to compensation, and without participation in any of Library Connection's benefit programs. Circumstances, such as the receipt of grant funds, may allow payments to interns. In all cases, however, volunteers and interns are expected to follow the rules and procedures of Library Connection.

Hours of Work

Library Connection hours of work differ based on each position. Your supervisor will provide you with your specific work schedule. In general, office hours are between 8:00 a.m. and 5:00 p.m., Monday through Friday, with a required one-hour lunch break for all full-time employees.

Time Records

All non-exempt employees are required to keep accurate records of their time worked by completing a time sheet, having it signed by their supervisor, and submitting it for payroll processing. The time sheets for hourly, non-exempt employees must be submitted bi-monthly, four business days prior to the end of each pay period or earlier if requested.

Employee Record of Earned and Used Paid Time Off

Each month a report will be given to the employee based on the information entered into the staff calendar and the amount of time currently earned. It is the employee's responsibility to ensure this report is accurate. Any discrepancies should be reported to the employee's supervisor and to the Administrative and Technical Services Support Specialist within one week of receiving the report.

Overtime

When required due to the needs of the business, employees may be asked to work overtime. All overtime for non-exempt employees must be authorized by the employee's supervisor in advance. Time and one-half the hourly rate of pay will be paid when a non-exempt employee works in excess of 40 hours in a single workweek (vacation days, holidays, personal time sick days will not be considered for purposes of calculating overtime). Employees who do not work assigned overtime will be considered absent.

Pay Day

Employees are paid twice a month, on the 15th day and the last day of the month. If either of those dates falls on a weekend or holiday, then the payday will be the last business day before the 15th or last day of the month. Non-exempt employees must complete timesheets for the number of hours they worked each day.

Personnel Records

Library Connection will comply with applicable federal and state law to keep the information in its personnel files confidential. The information contained in personnel files will be released only in accordance with applicable law.

Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by Library Connection if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with Library Connection provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, Library Connection will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

Separation from Employment

Notice of Termination; Return of Property: Employees who voluntarily (initiated by the employee) terminate their employment are asked to give at least four weeks' prior written notice. Upon termination, employees must return any Library Connection property that was assigned to them or that is in their possession, custody, or control. Library Connection property may consist of keys, mobile phones, computers, printers, peripheral devices, storage devices, portable storage media, notebooks, emails, electronic files, and other tangible and intangible property. Accumulated sick leave, vacation, personal time and floating holidays may not be used during the period of notice of termination.

Compensation of Vacation and Sick Time Earned: At the time of termination of employment, employees who provide at least four weeks of prior written notice of their resignation or who are terminated not for cause shall be paid out their accrued but unused paid vacation time up to the maximum accrual limit as set forth in this Employee Handbook. Also, at the time of termination of employment, employees who provide at least four weeks of prior written notice of their resignation or who are terminated not for cause shall be paid for their accrued but unused paid sick time balance in excess of 60 days up to 15 days in fiscal year 2022, 10 days in fiscal year 2023, and 5 days in fiscal year 2024 and each subsequent year. Employees who provide less than four weeks of prior written notice of resignation and employees whose employment is terminated for cause shall not be entitled to any pay-out of accrued but unused paid vacation or paid sick time. Employees will not be paid for unused holidays, floating holidays or personal hours when they leave the employ of Library Connection.

Final Paycheck: Voluntarily terminating employees will be given their final paycheck at the next regularly scheduled payday after their last date of employment.

Employees who are involuntarily terminated (terminated by LCI) will be given their final paycheck by the next business day following the termination. This check will include all compensation due for sick and accrued vacation as explained in Section III Time Off and Leaves of Absence.

Continuation of Health Coverage: Upon leaving employment of Library Connection, you may be entitled to continued health insurance coverage under Library Connection group plan as defined by federal or state law. This coverage extension, generally referred to as "COBRA" coverage, is at the employee's expense. Library Connection may collect an administrative fee in addition to the premium.

Open Door Policy

LCI maintains an open-door policy and wishes to resolve any problems or issues, if possible, before they become bigger issues. If any employee is having a problem with a co-worker, vendor or library personnel or if they do not understand their assignments, they are encouraged to talk to their supervisor and/or the Executive Director. If an employee feels there has been a breach, misinterpretation, or improper application of policies, practices, or procedures, or an arbitrary or discriminatory application of the terms and conditions of employment and an informal discussion does not resolve the problem, the employee should document their interpretation, set out any relief that they seek and submit such documentation to their supervisor and/or the Executive Director, or in issues involving the Executive Director, to any one of the members of the Personnel Committee.

Section III: Time Off and Leaves of Absence

Holidays

Library Connection observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Day before Thanksgiving (half-day, office closes at noon)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (if holiday falls on a weekday, half-day, office closes at noon)
- Christmas
- New Year's Eve (if holiday falls on a weekday, close early at 3PM)

Full-Time Employees (35 hours or more)

Each employee receives nine paid holidays, three personal days, and three paid floating holidays per fiscal year. Paid sick leave is earned at the rate of 1.25 days per month for all full-time employees, accrued to a maximum of 90 days. Paid Vacation days are earned each month, depending on the number of years worked for Library Connection as outlined below:

*Employee's Years of Service	Vacation Days Earned Per Month	Vacation Days Earned Per Year
Less than Five	1.25	15
5-10 years	1.67	20
More than 10	2.08	25

*Years of Service are calculated from date of hire to current date. In the instance of an employee rehired after a break in service, years of service are calculated to include all periods in which the person was employed by Library Connection or the Capitol Region Library Council (the calculation does not include periods in which the employee did not work for either organization).

Bereavement Leave

Full-time employees are given up to a maximum of five (5) leave workdays with pay per death in the employee's immediate family or the immediate family of the employee's spouse. Immediate family shall mean a spouse or significant other, parent, step-parent, children, step-children, brother, sister, step-brother, step-sister, sibling's spouse, grandparent, child's spouse or significant other, and any person who is domiciled in the employee's household.

Part-Time Employees (less than 35 hours)

Part-time employees receive no paid holidays or bereavement leave. Paid vacation, personal days, and floating holidays are prorated. To calculate prorated percentage, take number of regular scheduled

hours divided by 35 hours and multiply by what the employee would earn if they were classified as full time (See examples below)

Years Of Service	Type of Paid Leave	# of Regularly Scheduled Hours	Days earned
Less than Five	vacation	25	.89 days per month
Not Applicable	Personal	25	2.14 per year
Not Applicable	Sick Time	25	.89 days per month

Carry Over

As of July 1 each year, the start of Library Connection's fiscal year, employees receive three personal leave days and three floating holidays. No personal or floating holidays may be carried over from one fiscal year to another. Fifteen days of vacation time may be carried over to fiscal year 2023, 10 days may be carried over to fiscal year 2024, 5 days may be carried over to fiscal year 2025 and each subsequent fiscal year, and a maximum of 90 days of sick time may be accumulated. Employees may be granted permission to carryover additional vacation time at the discretion of the Executive Director. The Executive Director may request to carryover additional vacation time by submitting a request in writing to the Personnel Committee at least 30 days before the end of the fiscal year. All such requests must be submitted in writing 30 days prior to the end of the fiscal year. Paid vacation leave and sick time over the maximum numbers will not be paid out to employees except as provided in this Employee Handbook relating to termination of employment.

Scheduling & Reporting Paid Time Off

Employees are required to submit time off requests to their direct supervisor for approval. Once approved, employees are required to record scheduled time off (vacation, holiday, and personal) in Library Connection's online Staff Calendar. It is in the organization's best interest to have one employee staffing each of the following areas: Operations, Application Support and Administrative Support at any given time. Employees are expected to accommodate this policy whenever possible. In the event of a conflict (two employees scheduled to be out on the same day for vacation, holiday, or personal leave), authorization from the employee's supervisor is required.

Unpaid Leave Due to Military Service

Employees will be granted military leave in accordance with all applicable laws.

Absence Due to Jury Duty

Employees will be granted leave for required jury duty or other civic duty requiring appearance before a court or other public body. LCI provides the difference between jury duty pay and an employee's regular day's pay for time spent serving on jury duty. Staff will follow the same procedures for time off due to jury duty as required for *Reporting Late Arrivals or Absences*.

Absence Due to Illness

Employees unable to report to work due to illness or that of an immediate family member must report the absence by entering the information on the electronic calendar and by notifying their supervisor by phone, text or email. This notification should be done as far in advance as possible, but no later than one hour before the employee's scheduled arrival time.

Paid sick leave to care for immediate family members is limited to five days per fiscal year. Immediate family members are defined as an employee's spouse, significant other, child, or parent.

If LCI has questions about the nature or length of an employee's or immediate family member's illness, a written certification from a physician or licensed health care professional may be required.

Witness and Crime Victim Leave

Employees who are crime victims or witnesses will be permitted reasonable time off to attend a court proceeding or participate in a police investigation relating to their criminal cases (other than when the employee is charged with the crime). Witness and crime victim leave will be unpaid, unless the employee chooses to use any available vacation time for such leave or LCI is otherwise required by law to pay for such leave. A crime victim is defined as an employee who: (a) suffers direct or threatened physical, emotional or financial harm as a result of a crime; or (b) is an immediate family member or guardian of a homicide victim or a minor, physically disabled or incompetent person who suffers such harm. In addition, LCI will not take adverse actions against any employee for having a restraining order issued on the employee's behalf in a domestic violence case or having a protective order issued on the employee's behalf by a court of any state. Further, LCI will not take any adverse action against any employee because he/she obeys a legal subpoena to appear in court as a witness in any criminal proceeding. Any leave provided under this policy runs concurrently with any other leave for which the employee may be eligible under any of LCI's other policies.

Family Violence Victim Leave

Employees who are victims of family violence will be permitted to take up to twelve (12) days of leave during any calendar year in which the leave is reasonably needed for one or more of the following reasons: (1) to seek medical care or counseling for physical or psychological injury or disability; (2) to obtain services from a victim services organization; (3) to relocate due to the family violence; or (4) to participate in any civil or criminal proceeding related to or resulting from such family violence. Such leave will be unpaid, unless the employee chooses to use any available vacation time for such leave or LCI is otherwise required by law to pay for such leave. Employees who seek such leave will need to provide at least seven (7) days' notice of the need for such leave if foreseeable, or notice as soon as practicable if the need for such leave is not foreseeable. LCI may require appropriate certification from the employee certifying that the employee is a victim of family violence. Any such certification provided will be maintained in a confidential manner and will be only disclosed as required by law or to protect the employee's safety in the workplace, provided that the employee is given notice prior to any such disclosure. LCI will further not discriminate or take adverse actions against any employee for being a victim of family violence or for having to attend or participate in a court proceeding related to a civil case in which the employee is a family violence victim.

Emergency Services Personnel Leave

LCI will allow any employee who is an active volunteer firefighter or member of a volunteer ambulance service to arrive late to work or to be absent from work as a result of having to respond to a fire or ambulance call prior to or during the employee's regular hours of employment. Any time away from work will be unpaid, unless otherwise required by applicable law. Employees will be required to verify any time off taken for this purpose as required by the Executive Director.

Voting Leave

Employees are encouraged to participate in elections. LCI grants employees up to 2 hours of unpaid time off to cast a ballot in an election. Should an employee require unpaid time off in order to vote, the employee must notify their supervisor at least 2 days in advance of the election and should work with their supervisor to minimize disruptions.

Reporting Late Arrivals, Absences, and Early Departures

To report your late arrival (30 minutes later than expected), absence, or early departure, log into the LCI calendar and enter the information and call, text, or email your direct supervisor with the following information (time of arrival, type of leave you are taking, time of departure, etc.).

Absence Due to Doctor Appointments

Employees are expected to schedule doctor appointments for non-work hours, whenever possible. Employees unable to report to work or work for a full day of work due to a scheduled doctor appointment must enter the information on the electronic calendar at least one week prior to the appointment. Sick time may be used for this purpose.

Absence Due to Pregnancy or Delivery

Any employee who becomes pregnant will be provided with a reasonable leave of absence during any period of time when her health care provider has certified in writing that she is disabled from work due to conditions related to the pregnancy. While the length of any such disability-related pregnancy leave may vary depending on individual circumstances, it is generally expected to be no longer than 6-8 weeks. Because a disability-related pregnancy leave of absence is unpaid, employees must use all of their available sick time prior to being allowed any such leave time. Any paid time off so used will be counted as part of the total leave time allotted. Any leave provided under this policy runs concurrently with any other leave for which the employee may be eligible under any of LCI's other policies.

So that appropriate staffing decisions can be made in a timely manner, employees are expected to provide the Executive Director with as much advance notice as possible of their intent to return to work following disability-related pregnancy leave and, in any event, with a minimum of two weeks' notice of their intent.

An employee returning from pregnancy disability leave is reinstated to her original position with equivalent pay and accumulated seniority and benefits, unless LCI's circumstances have changed which makes reinstatement unreasonable.

Paid Family Leave

Starting on January 1, 2022, eligible employees will be able to utilize Connecticut's Paid Family Leave. This system is administered by the State of Connecticut although employees will need to communicate early and, potentially, often with the management about items such as length of leave and return to work.

Unpaid Family and Medical Leave (FML)

Library Connection is not a covered employer under either the federal Family and Medical Leave Act of 1993 or the Connecticut Family and Medical Leave Act but provides its own version of family and medical leave as described below.

After December 31, 2021, LCI will no longer offer this benefit. Prior to January 1, 2022, FML may be taken for any one, or for a combination of, the following reasons:

1. the birth of an employee's child or to care for a newborn child;
2. the placement of a child with the employee for adoption or foster care or to care for a newly placed child;

3. to care for the employee's spouse, child or parent with a serious health condition;
4. a health condition that renders the employee unable to perform one or more of the essential functions of their job;
5. a serious health condition such as an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

FML is unpaid leave. However, employees may substitute other paid leave for FML in order to receive compensation during the period of FML.

For the duration of unpaid FML, Library Connection will maintain its portion of an employee's health coverage under the health plan. During this time employees will be responsible for paying their portion of the premium(s). These payments are to be made on the same schedule as ordinary payroll deductions. Legal action may be taken against employees who do not timely pay their portion of the premium(s).

An employee may submit a request in writing for additional FML beyond 10 weeks. Any additional leave beyond 10 weeks is at the discretion of the Executive Director. Failure to return to work at the end of the leave of absence without an approved extension shall be considered a resignation.

During approved FML, an employee will not lose any seniority or rights available to them under the personnel rules. Benefits are not earned during unpaid leave.

Prior to returning to duty, employees on an approved FML for their own serious health condition shall submit a fitness for duty certificate. If this certification is not received, the employee's return to work will be delayed until the certification is provided to LCI. An employee may return to their original position prior to the FML unless the position has been eliminated for normal business reasons unrelated to the employee's leave of absence, in the event that the employee is medically unable to perform their original job, or other allowable reasons.

FML Employee Eligibility Criteria

Eligible employees are those who have been employed for twelve (12) months or more, and who have worked 1,250 or more hours in the 12-month period preceding the first day of leave.

FML Limits

An eligible employee is entitled to up to 10 weeks of unpaid leave during a 12-month period for any FML qualifying reason(s). The 12-month period is the 12-month period measured forward from the date an employee's first FML begins. Leave to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child.

FML Requests

Employees seeking to take FML shall submit a request to the Executive Director for review and consideration. In order for a leave request to be considered, eligible employees must provide written certification from the treating physician or health care provider of themselves, employee, child, spouse or parent which includes the nature of such illness and its probable duration at the time of making the request, and verifying the need for leave.

When leave is foreseeable for childbirth, placement of a child, or planned medical treatment, employees must provide LCI with at least 30 days advance notice, or such shorter notice as is practicable. In the event of an emergency, the employee shall submit the required documentation soon as practicable following the emergency. LCI has the right to and shall designate FML as such, with or

without the employee's completed request form.

Use of Paid and Unpaid Leave

FML provides eligible employees with up to 10 weeks of unpaid leave. An employee may use accrued paid leave as appropriate (e.g., vacation, sick leave, personal leave) before taking an FML.

Fraud

An employee who fraudulently obtains FML leave, or who provides false information in support of a leave request, may be subjected to disciplinary action, up to and including immediate termination of employment.

Job Protection

During any period of FML, employment will remain at-will and Library Connection may take actions that have an adverse effect on the employee or the employee's employment including, without limitation, changes to the employee's job title, duties and responsibilities, reporting relationships, compensation, benefits, and other terms and conditions of employment as may be necessary for the operations of the organization.

Section IV: Employee Benefits

Eligibility

All employees and their dependents who meet the eligibility requirements as specified by Library Connection's health and dental insurance carriers are eligible to enroll in health and dental benefits offered by Library Connection. In addition, each full-time employee is offered (currently at no additional cost) short-term and long-term disability insurance as well as life insurance. A more detailed description of coverage will be given to the employee at the time of hire and/or enrollment. This coverage carries a reminder that it can be modified, reduced, or eliminated at any time at LCI's discretion. A summary of health benefits will be given to each new employee and to all employees when the benefits are changed.

Cost

The cost of health and dental insurance are either shared by the employee and Library Connection or paid in full by the employee. The allocation is dependent on the employee's classification, with full-time employees receiving the highest benefit (least cost to employee). This allocation of cost is at the discretion of the organization and may be modified at any time. Employees will be notified of the cost at time of enrollment, and anytime thereafter, when changes are made to the allocation.

Enrollment

A new employee's effective date of coverage for medical, dental, short-term disability, long-term disability and life insurance, is the first of the month following 30 days. Current employees with a qualifying event may enroll at the time of that event. All other employees must wait until the open enrollment period to enroll.

Compensation for Opt-Out

Employees who decline the health insurance coverage that is offered through Library Connection due to coverage received elsewhere will be compensated according to the structure outlined below. Employees declining health insurance for themselves cannot seek health insurance for their family members. There is no compensation for declining dental, life, short-term, or long-term disability insurance.

The opt out compensation structure is as follows:

Employee only - \$2000.00

Employee plus one dependent - \$2500.00

Employee plus two or more dependents - \$4000.00

Such compensation shall be paid out on a bi-monthly basis. If an employee is no longer employed on the date of any payment of this benefit, they will not be entitled to receive the benefit. If any employee experiences a qualifying event and re-enrolls on LCI's health insurance coverage plan, they will not be entitled to any remaining opt-out compensation.

Retirement Plan

Library Connection offers both a Defined Contribution Retirement Plan and a Tax Deferred Annuity Plan to all employees. They are products of TIAA. A summary plan description and enrollment documents are included in the employment package. These plans may be modified, reduced, or eliminated at any time in accordance with the plan documents or applicable law.

The Defined Contribution Retirement Plan

Employees will be eligible to become a participant in the plan for the purposes of receiving an allocation of employer contribution after 90 days of eligible service (employment). The plan is funded by Library Connection and does not have any matching requirements as described in the plan documents.

The Tax Deferred Annuity Plan

Employees may be eligible to participate (voluntarily) in the Tax Deferred Annuity Plan at the time of employment. This is funded entirely by the employee through payroll deduction.

Educational Assistance Policy:

Full-time, regular employees who have completed the evaluation period are eligible for participation in this program as long as the courses are job-related.

LCI will reimburse eligible employees up to a maximum of \$5,000 per year for the tuition expenses incurred by an employee for continuing education through an accredited program that either offers growth in an area related to their current position or might lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, seminars and certification tests. An employee must secure a passing grade of at least a "B" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts, and a copy of the final grade card or certification must be presented to show hours or certification received.

The amount of funds available for tuition reimbursement are determined by the Finance Committee annually.

Tuition Reimbursement Procedures

To receive tuition reimbursement, employees should follow the procedures listed here:

- The employee must provide the Executive Director with information about the course for which they would like to receive reimbursement, and receive approval;
- After completion of the course, the employee must submit receipts and evidence of a passing grade or certification; and
- The Executive Director then will coordinate the reimbursement with the payroll process.

Short-Term and Long-Term Disabilities

LCI may offer group short-term and long-term disability policies. Eligibility for such programs are governed by such policies. Benefit decisions are made by a third-party administrator. To the extent allowed by such policies, employees are required to use their accrued sick and vacation time while on short-term or long-term disability. Employees will not accrue any paid vacation or sick time while on short-term or long-term disability.

Section V: Workplace Guidelines

Attendance

Regular attendance at work is an essential function of every job at Library Connection and is a condition of employment. Repeated tardiness and excessive absenteeism may be grounds for disciplinary action, up to and including termination of employment.

Job Performance

Formal evaluations are generally conducted at the end of the employee's first 90 days of employment, and thereafter at the end of each fiscal year. The evaluation is based upon the employee's attainment of their annual goals as agreed upon during the goal setting meeting, as well as their performance as related to the functions, knowledge, skills and abilities outlined in their position description. The evaluation includes a discussion with the Executive Director or the employee's supervisor. The written evaluation is then signed by both the employee and the supervisor and placed in the employee's personnel file. The employee may append a written statement on any areas of disagreement with the evaluation.

Dress Code

Employees are required to maintain good personal hygiene and wear clean business casual attire. Employees attending meetings of the Board of Directors or conducting in-person business on behalf of LCI at member libraries or other locations as necessary are required to wear business casual attire (shirts with collars and no jeans).

Proper Use of Business Mobile Phone

Any cell phones issued to each employee are business phones and should be treated as such. Personal phone calls should be kept to those that are minimal and necessary. Texting is only allowed for business purposes. Personal entertainment is not a business use of your mobile phone. Your personal email should not be accessed from your business mobile phone.

Employees are expected to keep their mobile business phone with them when they are on Library Connection business, as when attending a meeting or visiting a library.

Apps may be downloaded to your business mobile phone only if there is a valid business reason to have the apps. Apps that Library Connection pays for must be approved by the Executive Director before they are purchased.

Please remember that your mobile business phone and everything on it is the property of Library Connection. This includes your address book, apps, messages, photos, and call history. You must surrender your assigned mobile phone at the time of your termination of employment and at any time upon the request of Library Connection's management without deleting any materials.

Employee Use of the Internet

Personal use of the Internet must not interfere with the employee's productivity. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Employees are responsible for the content of all text, audio or images that they place or send over the Internet. All email and business text messages must have the sender's name attached, and employees may not attempt to obscure the origin of any message. Communication may not contain abusive, profane or offensive content, and solicitation of non-Library Connection business is prohibited.

Social Media

Any employee who chooses to use social media (including but not limited to Facebook, Twitter, Instagram, LinkedIn and YouTube) should be aware of the following policies in this regard:

1. Any conduct, which under the law or LCI policy is impermissible if expressed in any other form, is impermissible if expressed through social media.
2. Employees are held responsible for their own content expressed through social media and will be expected to communicate in a professional and lawful manner at all times.
3. Employees may not post anything that is defamatory towards LCI or its member libraries or customers.
4. The personal use of social media is not allowed during working time except when used very briefly to communicate regarding child care, health care and related issues. Employees may further not use LCI equipment for personal reasons in accordance with applicable policies.
5. Employees who use social media shall not post any confidential data, documents or photographs or any information which would violate any privacy laws applicable to LCI or its member libraries or customers, regardless of whether the posting is done during working or non-working time. Any information that cannot be disclosed through a conversation, a memo or an e-mail also cannot be disclosed through social media.
6. Unless authorized in writing by LCI's Executive Director or his/her designee (such as when an employee's job is to send public messages on behalf of LCI), employees do not have permission to speak on behalf of LCI via social media.
7. While communicating through social media, if an employee posts any content that has something to do with the work they perform for LCI or subjects associated with LCI, employees must make clear that they are speaking for themselves and not on behalf of LCI by accompanying their posts with a disclaimer such as: "The postings on this site are my own and do not necessarily represent LCI's positions or opinions."

When an employee's use of any social media violates the law or any LCI policies (including policies pertaining to standards or conduct or job performance), appropriate discipline up to and including termination of employment will be imposed, regardless of when the information was posted or sent and regardless of the tools or site used to post or send such information.

Nothing in this policy (or any other LCI policy) will be implemented or should be interpreted in any manner so as to prohibit or inhibit employees from engaging in any lawful activities through social media, including exercising any rights they may have to engage in protected concerted activity or political activities.

Privacy of Electronic Messages and Files

All messages composed, sent, or received over the Internet and all files on computers, servers and other devices owned by Library Connection are the property of Library Connection. They are not the private property of any employee. Library Connection reserves the right to access and monitor all messages and files on the computer system and individual employee computers as deemed necessary and appropriate. All communications (text and images) and files on employee workstation, laptop, tablet, or LCI-owned mobile phone can be disclosed to law enforcement or other third parties without prior consent of the sender, the receiver or employee. Employees who use video conferencing as part of their work are advised that they should be aware that anything seen or recorded from their location is

not private. Employees are encouraged to use background screens to avoid any unwanted view of their surroundings.

Recording Devices

To prevent harassment (as defined in LCI's anti-harassment policy), maintain individual privacy, encourage open communication, avoid unnecessary distractions and protect confidential information of LCI or its member libraries or customers from being improperly disclosed, employees are prohibited from taking, distributing or posting pictures, videos or audio recordings while on working time. Exceptions may be granted when participating in an authorized LCI activity or with permission from LCI's Executive Director for business related purposes. For the same reasons as stated above, employees who seek to take, distribute or post pictures, videos or audio recordings of people at LCI (such as other employees or others doing business with LCI or its member libraries or customers) while on non-working time must notify and obtain permission from such other individuals first.

At no time may an employee take, distribute or post pictures, videos or audio recordings of any confidential information of LCI or LCI's member libraries or customers or in violation of any other LCI policy.

Employees also may not take pictures or make recordings of work areas at any time. An exception to the rule concerning pictures and recordings of work areas would be if the employee were engaging in any activity protected by law, including, for example, taking pictures of health, safety and/or working condition concerns, or of protected concerted activities, as long as such pictures, videos or audio recordings do not disclose any confidential information of LCI or its member libraries or customers.

Software/Applications

To prevent computer viruses from being transmitted through the system, employees will not download or install any software/applications without prior authorization from their supervisor.

Copyright Issues

Staff members may not transmit over the Internet copyrighted materials belonging to entities other than Library Connection unless given express permission to do so by the owner. System users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from Library Connection or legal action by the copyright owner.

General Rules of Conduct

While it is impossible to have a list of rules to cover all situations that might arise, listed below are illustrations of some of the conduct that is not acceptable. While this list is not complete, it serves to illustrate the types of infractions that may subject employees to termination, suspension, or warnings.

- Inefficiency or negligence in performing job duties including sleeping on the job
- Falsifying Library Connection records and/or completing another employee's time records; altering any time record
- Theft of Library Connection or personal property; failing to conduct or maintain inventories
- Conduct which interferes with, or is contrary to, the objectives of Library Connection, its operation or reputation, or creates the appearance of impropriety

Code of Ethics – Guiding Principles

All employees are required to act with fairness, decency and integrity, and in accordance with the highest ethical standards. They should govern their behavior by the principle that the appearance of a conflict of interest can be just as damaging as the actual existence of one. For further guidance, a more detailed code of ethics (passed by the Board of Directors) is included in Appendix A of this document. If you have any questions or concerns or need more guidance related to this code, please discuss the issue with your supervisor or the Executive Director.

Section VI: Workplace Safety

Safety Practices

All employees are required to use safety equipment furnished for their particular job situation. They must follow safe work practices and help create safe working conditions at all times. Employees are required to report any potentially unsafe conditions immediately. Library Connection emphasizes that health and safety are responsibilities shared by all.

Job-Related Accidents and Illnesses

All accidents during your work hours, no matter how apparently insignificant, must be reported as soon as possible to the Executive Director who will complete an accident report. If an injury occurs that renders the injured person unable to report the accident any other employee who discovers or observes an accident is responsible for reporting the event to the Executive Director. Failure to immediately report a work-related accident or injury might jeopardize the employee's ability to collect workers' compensation benefits.

Workplace Threats and Violence

Threats, threatening behavior, or acts of violence against employees, clients, visitors, guests, or other individuals by anyone will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution.

Smoking

Smoking is not permitted at any member library or any work location other than an employee's home.

Drugs and Alcohol

Library Connection strictly prohibits the unlawful manufacture, possession, distribution, transfer, purchase, sale, or use of alcoholic beverages or illegal drugs. In addition, being under the influence of alcoholic beverages, illegal drugs or marijuana (or any THC derivative or product) during the workday, while attending business-related activities, or while in possession of, or operating a vehicle while on Library Connection business, or machine leased or owned by Library Connection is prohibited. Reporting to work in a manner unfit to perform work duties is prohibited.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the performance of their job.

Any employee who violates this policy and/or whose work performance or behavior is adversely affected by the use of drugs or alcohol may be subject to termination of employment, suspension, or warnings.

Firearms and Weapons

Employees in the possession of or using firearms, lethal devices, martial arts equipment, or other weapons while performing Library Connection duties may be subject to termination of employment, suspension, or warnings.

Section VII: LCI Policies

Travel and Reimbursements Policy

If attendance or participation in professional, educational, and work-related conferences or meetings is required by your supervisor or the Executive Director, Library Connection will pay pre-approved expenses. If attendance is permitted, expenses will be paid to the extent funds are available.

The eligibility for reimbursement will be dependent upon meeting specified guidelines and documentation procedures as outlined below. At any time, employees may choose to upgrade their travel arrangement but will only receive reimbursement based on the following policies:

Air Travel - The normally expected class of travel is coach. When two or more airlines fly to the location on the same date within a reasonable time frame, the lower cost will be reimbursed.

Car Rentals - When rental cars are clearly the most economical means of transportation, economy or compact cars should be chosen. When possible, the gasoline tank should be filled before returning the rental car to eliminate the excessively high refueling charge. If rented cars are used for personal as well as business travel, the business portion of the expense will be reimbursed by Library Connection on a pro rata basis.

Lodging - When traveling on Library Connection business, accommodations should be booked in reasonably priced, single occupancy rooms, unless the situation (e.g. convention or group meeting) requires other accommodations. Receipts are required for lodging regardless of the amount.

Meals – The maximum meal reimbursement will be equal to the published rate by the IRS for the area in which the employee is traveling. Tips for meals should not generally exceed 20%. Meals taken with individuals or entities doing business with or seeking to do business with Library Connection may be claimed, if they are incurred when specific business discussions take place.

Entertainment - Invitations shall not be accepted to events where the purpose is primarily entertainment: i.e. fishing trips, tickets to sporting events, golf outings, trips, etc. Directors, Employees, and Officers may attend at their own expense, if it does not present a conflict of interest.

Privately Owned Vehicles - When an employee must use their own vehicle for the conduct of Library Connection business, mileage will be reimbursed at a level not exceeding the Internal Revenue Service approved mileage rate for reimbursement. Employees shall receive reimbursement for commutation mileage to their first business location or home from their last business location of the day only in excess of their normal daily commute to or from work. Employees must submit mileage reports (include date of travel, number of miles, and reason for travel) either monthly, or quarterly at the employee's discretion.

Expense Reports - In order for the employee to be reimbursed, they are required to submit an expense report for each date of travel, including receipts for each expense. Reports are due within one month of the date of travel. All expense reports are submitted to the Executive Director to forward to the accountant to be processed with the next payroll.

Appendix A: Code of Ethics

Guiding Principles

This Code emphasizes Library Connection's commitment that, in all of our dealings, we will act with fairness, decency and integrity, and in accordance with the highest ethical standards.

Confidential Information

Directors, employees, and officers have an obligation to safeguard confidential information, whether generated internally or acquired from others, and to use it only in the performance of their responsibilities as a director, employee or officer of Library Connection.

Fair Dealing

Directors, employees, and officers will not, directly or indirectly, offer bribes or kickbacks, nor promise any other improper benefit for the purpose of influencing any customer, supplier, public official or any other person. Nor will they, directly or indirectly, accept bribes, kickbacks or any other improper benefit which could influence, or appear to influence them in the performance of their duties.

Conflicts of Interest

This Code does not attempt to describe all situations which could develop. Directors, employees, and officers should govern their behavior by the principle that the appearance of a conflict of interest can be just as damaging as the actual existence of one. Some of the more common conflicts from which directors, employees and officers should refrain, however, are set out below.

- May not knowingly engage in any conduct or activities that are inconsistent with LCI's best interests or that disrupt or impairs LCI's relationship with any person or entity with which LCI has or proposes to enter into a business or contractual relationship.
- May not accept compensation, in any form, for services performed for LCI from any source other than LCI.
- May not offer, give, or receive gifts to or from anyone who deals with LCI in cases where the gift is being made in order to influence the directors, employees or officers or their actions, or where acceptance of the gifts could create the appearance of a conflict of interest.
- Are prohibited from: personally taking for themselves opportunities that are discovered through the use of LCI property, information, or the individual's position with LCI.

Disclosure of Conflicts of Interest

Library Connection requires directors, employees, and officers to fully disclose all potential conflicts of interest and outside employment. The process of making formal disclosures (a signed statement) will occur annually. In addition, Board and staff members are required to update information as needed and speak up when issues arise that could pose a conflict.

Directors, employees, and officers with a possible conflict of interest may not participate in any discussion or decision to approve doing business with an individual or any entity in which the director, employee, officer has an interest.

Gifts

Directors, employees, and officers shall not accept gifts with a monetary value in excess of \$25.00, unless the gifts are accepted on behalf of Library Connection.

Waivers

Because these Code of Ethics rules are so stringent, it is important to have reasonable exceptions or when the public interest so demands. That is why this code provides that a waiver of the restrictions may be granted by the Board of Directors when it is determined (i) that the literal application of the restriction is inconsistent with the purposes of the restriction, or (ii) that it is in the public interest to grant the waiver.

Acknowledgment of Receipt of Employee Handbook

I, _____, have received a copy of Library Connection's Employee Handbook. I understand that it is my responsibility to read it and to understand the policies outlined within it. I have been afforded the opportunity to ask any questions and seek clarification, if needed, from the Executive Director.

I also understand that this handbook is not, and is not intended, to serve as a contract either express or implied and that Library Connection has the right to revise, discontinue, suspend, or modify any of the policies contained in this handbook at any time at its sole discretion and that all such changes will be binding upon all employees.

I further understand that my employment with Library Connection is at-will, for no definite period of time, and that either I or Library Connection may end the employment relationship at any time.

Employee Signature _____ Date _____

Note: This page should be copied or removed from the handbook, completed, signed, dated, and returned to the Executive Director. The signed and dated page will be placed in the employee's personnel file.

Addendum: Remote Work Agreement

Welcome to remote work at Library Connection! At LCI we strive to create a culture where all employees:

- feel connected to our vision, and a shared sense of purpose,
- understand their unique role in helping LCI achieve its mission,
- are inspired to innovate, and
- are motivated to put forth their best effort to help member libraries achieve their goals and remain relevant in their communities.

General Guidelines

This Agreement is intended to supplement the Library Connection, Inc. (“LCI”) Employee Handbook. When working remotely, you are expected to comply with all LCI policies and procedures addressed in the Employee Handbook. You understand that working remotely imposes additional responsibilities on you as outlined herein and as may be communicated by your supervisor or the Executive Director.

At all times when working remotely, you must meet LCI’s performance expectations and your remote work will be reviewed periodically. You may also be subject to performance reviews.

You understand that no change is expected in your salary or benefits as a result of working remotely, unless communicated to you in writing by the Executive Director or the Board of Directors.

If you have any questions regarding anything contained in this agreement, LCI policies (as applied in the remote setting) or related matters, you should contact your supervisor.

Workspace & Equipment

A consistent, designated workspace for your remote office where you can work quietly and uninterrupted is important to be successful when working remotely. In selecting a dedicated workspace in your home, you need to ensure that such space is clean, safe and separate from general living areas such as kitchens and common spaces. In special circumstances, co-working spaces may be used, but this accommodation must be approved by the Executive Director.

Remote work is not designed to be a replacement for appropriate childcare. Likewise, remote work time is not a time to attend to non-work issues. Remote work may occur while dependents are present under the following guidelines:

- LCI is not responsible for the health and safety of dependents
- Employees are expected to determine what they can reasonably accomplish while dependents are under their care and the amount they can work, and to communicate accordingly with the Executive Director

Although an individual employee's schedule may or may not be modified to accommodate childcare needs or other issues, the focus of the arrangement must remain on job performance and meeting business demands. Please remember that, regardless of any accommodation that management may or may not grant, you are expected to devote your full time and attention to your work responsibilities during your work time.

LCI will provide employees with necessary computer equipment and software. LCI also will supply

you with appropriate office supplies (pens, paper, etc.) as deemed necessary. If you are in need of anything else, you should submit a request to your supervisor.

Equipment supplied by the organization is to be used for business purposes only. You must sign an inventory of all LCI property received and agree to take appropriate action to protect the items from damage or theft. If LCI equipment is damaged, stolen, lost or otherwise compromised, you must report such damage, theft or compromise to your supervisor as soon as practicable. Upon termination of employment, all company property must be returned promptly to LCI.

A reliable, high-speed internet connection is required for remote work. You should be able to easily participate in video calls wherever you are working. If you are not sure if your internet connection will be sufficient, please talk to us so we can make an appropriate determination. LCI will reimburse employees monthly up to a predetermined, designated dollar amount for internet service costs incurred to conduct LCI business at the employees' remote office. Employees are required to provide proof of expenses incurred in order to receive the reimbursement. Rates are expected to be determined and/or adjusted annually, subject to approval by the Board of Directors. Any equipment needed to make an appropriate internet connection is expected to be owned by you or your internet provider.

LCI will provide employees a one-time reimbursement up to a predetermined, designated dollar amount for the purchase of an ergonomically appropriate and adjustable chair, and a desk to be used at the employee's remote office. Employees are required to provide proof of purchase in the form of an invoice or receipt that shows the date, time, place, and amount of the purchase in order to receive the reimbursement. The reimbursement amount is subject to change annually, and will need to be approved by the Board of Directors. Any money not used for those expenses will be forfeited. Failure to use such stipend for its intended purposes may result in discipline. Employees are required to complete an annual computer workstation ergonomics review using the OSHA Computer Workstations eTool located here:

<https://www.osha.gov/SLTC/etools/computerworkstations/checklist.html>.

You acknowledge that any equipment or furniture that you own or supply in your remote work location (e.g., chair, desk, etc.) will be covered against loss or other damage under your own homeowner's policy (or other insurance program such as tenant's insurance, if applicable). Equipment supplied by LCI (e.g., computer and software) is covered against direct physical damage under LCI's insurance program.

LCI will not pay for: maintenance and repairs of privately owned equipment; utility costs associated with the use of any equipment (e.g., electricity, cable costs, etc. at the remote work location); or travel expenses, shipping expenses or taxes associated with purchasing privately owned equipment or services.

Safety

You are expected to maintain your remote workspace in a safe manner, free from safety hazards. LCI will provide each remote worker with a [safety checklist](#) that must be completed at least twice per year. Injuries sustained by you in a remote office location and in conjunction with your regular work duties are often covered by the company's workers' compensation policy. You are required to notify your supervisor of such injuries as soon as practicable. You remain liable for any injuries sustained by visitors to your remote worksite.

You understand that it is your responsibility to adhere to best ergonomics practices, including good posture, good work habits and appropriately adjusted equipment at all times while working.

You understand that LCI management has the right to make periodic visits to your remote office to audit compliance with safety standards. LCI will provide reasonable advance notice of any such visits. You also agree to provide LCI with immediate and unimpeded access to your remote work area(s) in the event it is necessary for a representative to visit your home office to investigate an injury report.

Data Security

You are expected to ensure, at all times, the protection of proprietary company and customer information accessible from your remote work location. Steps to be taken include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. You should not leave your device(s) unattended and open for extended periods of time while logged on and connected to LCI systems or information.

You agree to implement steps to attain information security in your remote work location and will check with your supervisor when security concerns arise. You agree to not make any unauthorized changes to security or administrative settings on LCI equipment or systems.

Additionally, all LCI employees are required to connect to the VPN using an employer supplied computer or device to conduct all work. All files must be stored in your OneDrive account on, at least, a daily basis.

You will be provided with licenses for antivirus and other security software as deemed appropriate annually and will be required to screenshare with either the Administrative and Technical Services Support Specialist or the Systems and User Services Support Specialist to ensure that the software is properly installed and running. You are not allowed to conduct LCI work on unsecured, public networks.

You are expected to protect LCI equipment, tools and resources from theft or damage and to report suspected theft or damage to your supervisor immediately.

You are reminded that you will promptly and fully disclose to LCI all improvements, inventions, formulas, processes, techniques, know-how and data, whether or not patentable, that you make, conceive, reduce to practice or learn, either alone or with others, during your employment, which are related to the business of LCI, or result from tasks assigned to you by LCI or result from use of LCI property or data (hereafter "Inventions"). You agree that all Inventions shall be the sole property of LCI and its assigns, and LCI and its assigns shall be the sole owner of all patents and other rights in connection therewith.

Availability/Hours of Work

Library Connection hours of operation are generally 8:00 a.m. to 5:00 p.m. Monday through Friday. Your individual work schedule will be determined by your supervisor. All full-time employees are expected to work 35 hours per week in seven consecutive-hour shifts with a required one-hour lunch break. You must notify the team, via Microsoft Teams, when you start work each day, when you leave for and return from lunch, and when you leave work for the day. Part-time employees should work their designated number of hours according to the schedule determined by their supervisor.

All non-exempt (hourly) employees are required to keep accurate records of their work time through Microsoft Teams or as designated by their supervisor. Nothing contained herein may be construed as authorization to work overtime or anything beyond designated hours. Any overtime or deviation from the work schedule must be approved in advance by your supervisor.

You are expected to be online and available to communicate with other employees and LCI member libraries during your assigned work hours. You should attempt to respond to colleagues in a timely manner or to set your status as busy or do not disturb in Microsoft Teams if you are going to be unavailable.

In the event of a power outage at your remote work location, you may choose to relocate for the workday, so you are able to work, or use paid leave time to account for the hours you are unable to work.

In the event of an internet service outage at your remote work location, you are expected to make arrangements to pick-up one of LCI's hotspot devices, relocate for the workday, or use paid leave time to account for the hours you are unable to work. Again, you may not conduct LCI work on unsecured, public networks.

Travel to In-Person Team Meetings & Member Libraries

You are expected to be able to travel to member libraries for team meetings or other LCI business as required. LCI team meetings will be held in-person at a member library on a monthly basis and more frequently if deemed necessary. You are required to attend unless other arrangements are made with the Executive Director. Additionally, you may be required to travel to member libraries to conduct LCI business including, but not limited to, trainings, equipment setup, and equipment delivery.

You will be eligible to receive mileage reimbursement when traveling to member libraries for LCI work purposes up to a maximum of 75 miles per workweek. Exceptions may be made by the Executive Director. You are responsible for keeping accurate records of any such mileage. All travel resulting in mileage reimbursement must be pre-approved by the Executive Director.

Performance Expectations

Formal evaluation procedures are outlined in the Employee Handbook at Section V: Workplace Guidelines under Job Performance. In addition to the formal evaluation process, a supervisor will provide you with a current copy of your job description during the annual goal-setting period. Supervisors will work together with their direct reports to set annual goals related to the employee's position description that encourage skill building and enable the organization to meet its goals in an efficient and effective manner. Supervisors will be available to meet regularly to follow-up on progress and redefine goals where appropriate. You are required to submit weekly reports, by the designated deadline, to your supervisor and the Executive Director detailing the work you performed during the previous week.

Tax and Other Legal Implications

You must determine and resolve any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a remote or home-based office. Responsibility for fulfilling all obligations in this area rests solely with you.

Employee's Name (print): _____

Job Title: _____

Supervisor Name: _____

Effective Date: _____

I fully understand the terms of my participation in remote work for LCI as outlined above. I understand that management may discontinue my participation in remote work and may assign me to report to a designated work location at any time for any legitimate business reason. These include, but are not limited to, a change in business needs, a determination by my supervisor that my participation in remote work is not in the best interests of the business, a determination by my supervisor that the quality of my job performance is declining and/or not meeting expectations and/or my failure to abide by these remote work guidelines.

I further understand that my participation in remote work for LCI does not change any of the terms and conditions of my employment at LCI, including my compensation and benefits, unless otherwise expressly detailed by LCI. I understand that I remain subject to and am expected to comply with all of LCI's policies and procedures, including but not limited to the Employee Handbook.

This Remote Work Agreement is not a contract of employment. Neither is this Agreement nor my participation in remote work for LCI a promise or guarantee of employment for any specified period of time. I understand that my employment with LCI remains terminable at-will, which means LCI and I are both free to terminate the employment relationship at any time, for any lawful reason.

I understand that I am responsible for any and all tax and insurance consequences, if any, of this assignment.

I understand that my participation in remote work will be reviewed (with or without me) on at least an annual basis or more frequently as needed for as long as I continue to work remotely.

Employee Signature and Date: _____

Supervisor Signature and Date: _____

Note: This page should be copied or removed from the handbook, completed, signed, dated, and returned to the Executive Director. The signed and dated page will be placed in the employee's personnel file.