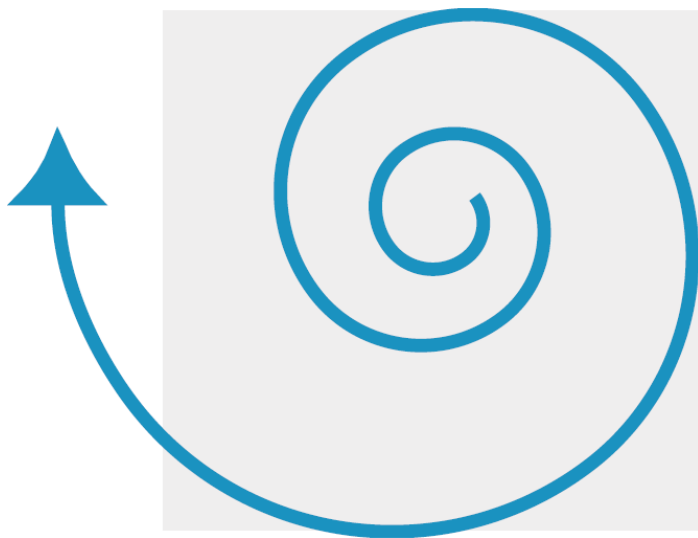


Library Connection, Inc.  
*Employee Handbook*



*“We look forward to working with you.”*

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

## **A Personal Welcome**

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 patrons.

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, nor is it a contract of employment, either express or implied. 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 you or the organization may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

This handbook is provided as 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.

We have a limited number of staff positions, each of which fills roles essential to the quality and vitality of the organization. To continue to provide our libraries and their patrons with the highest possible service levels, we have high recruitment standards and high performance expectations of all staff.

Each position is distinct. The responsibilities of one do not lead to the responsibilities of another. Thus, there are no promotional ladders.

In return for the high expectations we have of our employees, we strive to offer a supportive work environment and a quality salary and benefits package.

As the Executive Director, I will be happy to discuss the information in this handbook with you, should you have any questions.

We hope you will find your job with us to be an exciting and enriching experience. We look forward to working with you.

---

George Christian  
Executive Director

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## **Section I: Hiring Practices**

### *Job Classifications*

As an employee of Library Connection (sometimes referred to as “LCI” or the organization), your position is classified as either a full-time (35 or more hours), part-time (less than 35 hours), or temporary employee (hired for a limited period of time). In addition, each employee is either an exempt salaried, non-exempt salaried, or non-exempt hourly employee. Definitions for these terms are included in the Glossary of Terms at the end of this document.

### *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.

### *Equal Employment Opportunity*

It is the policy of Library Connection to provide equal opportunity in employment to qualified individuals regardless of race, color, religious creed, age, sex, marital status, national origin, ancestry, physical or mental disability, mental retardation, learning disability, sexual orientation, genetic information, or membership in any other legally protected class in accordance with all applicable laws. This commitment extends to all employment decisions, including, but not limited to, recruiting, hiring, promotion, training, compensation, discipline and discharge, and to all terms, benefits, privileges and conditions of employment. Discrimination in violation of this policy is prohibited and will not be tolerated. Employees who encounter problems or who have questions or concerns with equal employment opportunity should contact the Financial Officer or the Executive Director.

### *Affirmative Action Policy*

Library Connection endorses the principle of equal opportunity and values diversity among its employees. Library Connection does not discriminate in employment in accordance with applicable Connecticut and federal law.

## Section II: Employment Procedures

### *Evaluation Period*

The evaluation period for all new regular employees is 90 days. During this period, each employee has the opportunity to demonstrate the aptitude, attitude and abilities for the job for which he or she was hired. Employees will be advised of their continued employment status either during the course of or at the conclusion of the 90-day period. Library Connection has the right to extend the 90-day evaluation period for a longer period as it deems necessary.

### *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, the Operations staff hours are between 8:00 a.m. and 4:30 p.m. and Office staff hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. All regular full-time employees are required to take a one-hour lunch period. The office is closed on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas.

### *Time Slips*

Non-exempt employees must keep accurate records of their time worked by completing a time slip, having it signed by their supervisor, and submitting it to the Financial Officer. The time slips for hourly non-exempt employees must be submitted by the 11<sup>th</sup> and the 25<sup>th</sup> of each month or earlier, if requested by the Financial Officer.

### *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 Financial Officer within one week of receiving the report.

### *Overtime*

Employees are expected to work overtime when assigned. 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 week (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.

### *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.

### *Closings Due to Weather Conditions*

Library Connection offices will be closed when either

- 1) The Governor requests non-essential employees to remain home due to weather conditions,  
or
- 2) The Windsor Board of Education closes all its offices due to weather conditions. There are times when the Board of Education closes all offices except Tree House. Tree House provides day care services for Windsor parents and the need to keep it open is viewed

differently from the need to keep business offices open. The decision to close Library Connection offices will be independent of the operational status of Tree House.

Whenever Library Connection closes its offices, notification will be sent via CONNECT News informing members and staff of the closing. When Library Connection is closed, employees will be paid for the hours they were scheduled to work.

### *Delayed Openings Due to Weather Conditions*

On days when the Windsor Board of Education delays the opening of its offices due to weather conditions, Library Connection will also delay its opening to match the opening time of the Board of Education. In the event of a delayed opening, LCI staff who normally report to work before the delayed opening time of the Board of Education will delay their arrival at the office until that time. Staff who normally report to work after the delayed Board of Education opening will report to work at their usual time. On days with delayed openings, staff should leave at their usual departure time. In the event of a weather related early closing, LCI offices will close at the same time the Board of Education offices close.

Whenever Library Connection has a delayed opening of its offices, notification will be sent via CONNECT News informing members and staff of the delay in opening. When Library Connection has a delayed opening or early closing, employees will be paid for the hours they were scheduled to work.

As of January, 2019 the official opening time of the Board of Education is 7:45 a.m. Until the Board of Education changes its official opening time, all delayed openings will be calculated from 7:45 a.m.

### *Other Work Option for All Employees*

When the office remains open during inclement weather, and a staff member determines that she/he is unable to come to work due to inclement/severe weather, a phone call, text or email to inform the Executive Director is required. The Executive Director can approve requests for employees to temporarily work from home. All hourly staff must report and record all hours worked remotely. All salaried employees will submit an informal record of work performed. Employees who do not report to work on a day when LCI is open and do not perform any work remotely are required to use any accrued time off or, if no accrued leave is available, they will not be paid for the day.

### *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.

### *Employee Evaluations*

Formal evaluations are generally conducted at the end of the evaluation period, and thereafter at the end of each fiscal year. 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.



### *Grievances*

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 may institute a grievance by following the steps outlined below:

- 1) The employee shall submit a written grievance to his immediate supervisor or, if the employee's grievance concerns his immediate supervisor, the employee may refer the grievance to the next level of authority: the Executive Director, Personnel Committee, President or Vice-President of the Board of Directors.
- 2) Upon receiving a grievance, the supervisor or other recipient is required to make a careful inquiry into the facts and circumstances of the complaint and to give the employee a written decision within five working days.
- 3) If the employee is not satisfied with the decision, the employee may, within five working days, refer the grievance in writing to successively higher levels of authority to end with a review by the full board. Failure of the employee to proceed to the next level of authority constitutes acceptance of the decision reached at that level. The decision of the Board is final.

### *Whistleblower Policy*

All Library Connection directors, employees and officers are able to submit a good faith complaint to the appropriate senior staff without fear of dismissal or other retaliation of any kind. A complaint may be submitted in writing to any of the following individuals: the Executive Director, Chair of the Finance Committee, or President of the Board. Each level of authority must respond in writing within five days.

## Section III: Paid Time Off

### *Full-Time Employees (35 hours or more)*

Each employee receives nine paid holidays, three personal days, and three paid floating holidays per fiscal year. In addition employees are given three consecutive days off in the event of the death of a spouse or significant other, sibling, sibling's spouse, parent, grandparent, child, or child's spouse or significant other. 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

\*The term "Years of Service" is defined in the Glossary of Terms.

### *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 multiple by what the employee would earn if he 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

### *Temporary Employees*

Temporary employees receive no benefits other than those required by law.

### *Carry Over and Compensation for Paid Time Off*

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. One fiscal year's vacation time may be carried over to next fiscal year and a maximum of 90 days of sick time may be accumulated. At the time of termination, employees will be paid for half the sick leave in excess of 60 days that they have accrued but not used and for all vacation time that they have accrued but not used provided that, in the event of a resignation, the employee provides at least two weeks advance written notice of resignation to receive such payment. Employees will not be paid for unused holidays, floating holidays or personal leave.

## Section IV: Time Off and Leaves of Absence

### *Scheduling & Reporting Paid Time Off*

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. Employees will receive their regular pay while on leave for these circumstances and will reimburse Library Connection their jury pay. 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/or by telephoning the hotline (860 298-5329). 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.

### *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 or, if the internet is not available, call 860-298-5329 and leave a message (time of arrival, type of leave you are taking, time of departure, etc.).

### *Absence Due to Doctor Appointments*

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*

Employees unable to work due to pregnancy or delivery will use sick-time pay to cover any time they are medically unable to work related to their pregnancy or delivery. If an employee is still medically unable to work after all sick-time pay/personal time off is exhausted, the employee may apply for benefits under the employee's short-term disability insurance (maximum benefit 60% of pay), or request additional unpaid leave under the Family and Medical Leave (FML) provision.

### *Child Care Leave*

All employees are eligible for up to two weeks of paid childcare leave at full pay following the birth or adoption of a child plus any available vacation days. The childcare leave period shall follow any disability absence due to pregnancy. During this two-week period the employee shall continue to receive all employee benefits previously provided and shall be eligible for salary increases and bonuses. Each employee may request additional child care leave under the Family and Medical Leave provisions.

### *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.

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 his or her 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 him or her 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 his or her 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 his or her 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 V: Insurance 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 is the first of the month following 30 days from date of hire. Current employees with a qualifying event may enroll at the time of that event. All other employees must wait until the open enrollment period which is the month of December with coverage renewing on January 1<sup>st</sup> of each year.

### *Compensation for Opt Out*

Employees who decline to take health insurance through Library Connection will be compensated 50% of the premium of the individual coverage that they decline. Employees declining health insurance cannot seek health insurance for their family members. There is no compensation for declining dental, life, short-term, or long-term disability insurance.

### *Employees Over the Age of 65*

Active employees over the age of 65 can choose to leave the employer-sponsored plan and move to a Medicare Part B, and the Medigap or Medicare Advantage plan. The employee should consult with the Financial Officer for details on the available option. This option will only be offered contingent on compliance with all federal and state laws.

### *Post Retirement Benefit Plan*

Library Connection will offer to contract on behalf of existing and future retired employees for continued health and dental coverage in the same way that they do for their active employees. This coverage carries a reminder that:

1. A retired employee is defined as a former employee who either receives retirement income as a result of services with LCI or was employed by LCI for a minimum of 10 years.
2. This policy can be modified, reduced, or eliminated at any time at LCI's discretion.
3. This coverage is subject to the terms and conditions of the policy and all federal and state laws.
4. The entire cost of coverage is the responsibility of the retired employee.

## **Section VI: 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 one year 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.

## **Section VII: Other Benefits**

### *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 his or her 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.

### *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 he or she 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.

## **Section VIII: Employee Conduct**

### *Dress Code*

Employees are required to maintain good personal hygiene and wear clean casual attire. Employees attending meetings of the Board of Directors are required to wear business casual attire (shirts with collars and no jeans). Employees who come to work in dress that management believes to be inappropriate will be sent home to change. Any time lost by non-exempt employees as the result of their failure to dress appropriately will not be paid.

### *Smoking*

Smoking is not permitted in the Library Connection offices or at any member library.

### *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 or illegal drugs while on Library Connection property, 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. Arriving at work under the influence of alcohol or illegal drugs or 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 his or her 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 on Library Connection premises or in the course of performing Library Connection duties may be subject to termination of employment, suspension, or warnings.

### *Proper Use of Business Mobile Phone*

The 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. Employees may use the Meeting Room for calling privacy when desired. 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 out of our office on Library Connection business, as when attending a meeting or visiting a library.

If you take your mobile phone home, you have a responsibility to bring it to work when you come to work. If you forget, you must return home for your phone—but on your own time.



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.

### *Employee Use of the Internet*

Personal use of the Internet must not disrupt the operation of the Library Connection network or the networks of other users, or 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.

### *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
- Violation of health, housekeeping or safety rules, including littering grounds or work areas or failure to maintain a neat workspace
- Boisterous or disruptive activity in the workplace including, the use of obscene, abusive, or offensive language
- Gambling on Library Connection property
- Falsifying Library Connection records and/or completing another employee's time slips; altering any time slips
- 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 IX: Termination**

*Notice of Termination; Return of Property*

Employees who voluntarily (initiated by the employee) terminate their employment are asked to give at least two 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, employees will be paid for half the sick leave in excess of 60 days that they have accrued, but not used, and vacation time they have accrued (maximum of one year's vacation time), but not used provided that, in the event of a resignation, they provide Library Connection at least two weeks prior written notice of their resignation. Employees will not be paid for unused holidays, floating holidays or personal hours when they leave Library Connection.

*Final Paycheck*

Voluntarily terminating employees will be given their final paycheck at the next regularly scheduled payday.

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.

*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 of up to 2% of the premium.

## Section X: LCI Policies

### *Travel and Reimbursements*

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 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 his or her 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 Financial Officer to be processed with the next payroll.

### *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.

### *Privacy of Electronic Messages and Files*

All messages composed, sent, or received over the Internet and all files on computers 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 work station, 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.

### *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 his or her supervisor.

### *Solicitation and Distribution*

The distribution of printed literature by employees or the solicitation by employees of other employees for charitable activities (Girl Scout cookies, food for those in need, etc.) is restricted to the employee break area. The solicitation or distribution of literature by non-employees on Library Connection premises is prohibited at all times.

### *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.

### *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 Financial Officer 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 Financial Officer. 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 on Library Connection property or at member libraries will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution.

All individuals who apply for or obtain a protective or restraining order which lists Library Connection's workplace as a protected area, should provide a copy of the protective or restraining order to the Executive Director, who will take appropriate action.

### *Anti-Harassment Policy*

Harassment based on an individual's race, color, religious creed, age, sex, marital status, national origin, ancestry, physical or mental disability, mental retardation, learning disability, sexual orientation, genetic information, or any other legally protected class in accordance with all applicable laws will not be tolerated or condoned.

Sexual harassment includes:

- Unwelcome or unwanted sexual advances, meaning patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors, including subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
- Verbal abuse or kidding that is sexually oriented and considered unacceptable by another individual, including comments about an individual's sexual preference or orientation, or body or appearance, if such comments extend beyond mere courtesy, "dirty jokes" that are clearly unwanted and considered offensive by others, or any other tasteless sexually oriented comments, innuendos, or actions that offend others.
- Engaging in any type of sexually oriented conduct that would unreasonably interfere with another employee's work performance, including extending unwanted sexual attentions to someone that reduces personal productivity or time available to work at assigned tasks.
- Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Employees who believe they have been harassed by a Library Connection employee, vendor, consultant, client, or contractor should contact the Executive Director, Board President, or any member of the Personnel Committee (all complaints will remain confidential to the extent required by applicable law). The complaint will be promptly reviewed, investigated, and the complaining party advised of the recommended disposition of the claim. Appropriate action will be taken to remedy any such conduct. Any employee found in violation of this policy will be subject to serious disciplinary action up to and including termination.

## 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.

## Appendix B: Glossary of Terms

**Regular Full-time** - A regular full-time employee is an employee hired for an indefinite period and regularly scheduled to work at least 35 hours per week.

**Regular Part-time** - A regular part-time employee is an employee hired for an indefinite period and regularly scheduled to work less than 35 hours per week.

**Temporary** - A temporary employee is an employee hired to fill short-term needs on an intermittent basis. 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.

**Exempt Employees** - are exempt from the overtime and minimum wage provisions of state and federal wage and hour laws. In general, employees engaged in executive, administrative, professional, computer-related, and artistic work and who are paid a fixed salary as determined by law fall within this classification.

**Non-Exempt Employees** - are subject to the overtime and minimum wage provisions of state and federal wage and hour laws. In general, such employees are eligible for overtime pay for work in excess of 40 hours per week.

**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).



## 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 Financial Officer. The signed and dated page will be placed in the employee's personnel file.*