

RED FEATHER MOUNTAIN LIBRARY DISTRICT

EMPLOYEE HANDBOOK

PO Box 123
71 Firehouse Lane
Red Feather Lakes, Colorado 80545

CURRENT REVISION DATE

September 23, 2015

This Handbook has been reviewed by Mountain States Employer Counsel (MSEC) under current Colorado and Federal Employment Law only.

[Table of Contents](#)

IMPORTANT NOTICE.....	4
FROM THE BOARD PRESIDENT.....	5
EMPLOMENT.....	5

EEO/Harassment Policy.....	5
ADA and Religious Accommodations.....	5
Sexual	
Harassment.....	5
Whistleblower Policy.....	6
Conflict of Interest.....	6
Complaint Procedure.....	7
Employee Status.....	7
EMPLOYEE BENEFITS.....	8
Group Insurance.....	8
Retirement Plan.....	8
Holidays.....	8
Flex Days / Flex Time.....	8
LEAVES OF ABSENCE.....	9
Funeral	
Leave.....	9
Jury Duty.....	10
Medical Leave	10
Military Leave.....	11
Voting.....	11
PAY.....	11
Workweek.....	11
Paydays.....	11
Pay for Exempt Employees.....	11
Overtime.....	12
Time Reporting.....	12
WORK ENVIRONMENT.....	12
Alcohol and Drugs.....	12
Anti-Violence.....	12
Attendance and Punctuality.....	13
Personnel File – Colorado Open Records Act.....	13

[Table of Contents Cont.](#)

COMMUNICATION SYSTEMS	13
Personal Use of the	14
Software and Copyright.....	14
Unauthorized Use.....	14
E-mail.....	14
Voice	14
Telephone/Cell Phones.....	15
 CONFIDENTIAL INFORMATION	 15
 DISCIPLINE/DISCHARGE	 15
 DRESS CODE	 15
 POLITICAL ACTIVITY	 15
 NEWLY HIRED and/or PROMOTED EMPLOYEES	 15
 PROBLEM SOLVING	 15
 SAFETY/REPORTING of INJURY	 16
 SEAERCHES and INSPECTION	 16
 SMOKING	 16
 TRAVEL AND REIMBURSEMENT	 16
 SEPERATION OF EMPLOYMENT	 18
 VERSION HISTORY	 18
 ACKNOWLEDGMENT OF RECEIPT	 19

RED FEATHER MOUNTAIN LIBRARY DISTRICT

EMPLOYEE HANDBOOK

*Revised and approved by the Red Feather Mountain Library District Board of Trustees,
September 23, 2015*

IMPORTANT NOTICE

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE LIBRARY AND IMPORTANT INFORMATION ABOUT WORKING HERE. THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF THE LIBRARY'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH RED FEATHER MOUNTAIN LIBRARY DISTRICT IS ATWILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE LIBRARY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE LIBRARY HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF RED FEATHER MOUNTAIN LIBRARY DISTRICT, OTHER THAN THE PRESIDENT OF THE BOARD, WITH BOARD APPROVAL, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, EMPLOYEES THAT HAVE QUESTIONS SHOULD FIRST TALK WITH THEIR IMMEDIATE SUPERVISOR. IF THE QUESTION IS STILL UNRESOLVED, THE EMPLOYEE MAY GO TO ANY MEMBER OF THE BOARD OF TRUSTEES. IN ADDITION, THE NEED MAY ARISE

TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE LIBRARY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

From The Board President

This Handbook was developed to describe important guidelines, programs, and benefits for employees. All employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it may answer many questions about employment with our Library.

We believe that each employee contributes directly to the Library's success, and we hope you will take pride in being a member of our team.

We hope that your experience here will be challenging and enjoyable.

EMPLOYMENT

EEO/Harassment Policy

Library policy prohibits unlawful discrimination against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.

This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose of effect or substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as patrons, client, vendors, consultants, volunteers, etc.

- ***ADA and Religious Accommodation***

Library policy requires reasonable accommodation for qualified individuals with known disabilities and for employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Library or pose a direct threat. Employees needing such accommodation are instructed to contact their supervisor or the President of the Board of Trustees immediately.

- ***Sexual Harassment***

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Library believes it warrants separate emphasis.

Library policy prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Whistleblower Policy

The Library is committed to protecting employees from interference with or retaliation for having made a protected disclosure or for having refused an illegal order.

If retaliatory action has been taken against an employee who has made a good faith report as a whistleblower, a complaint may be filed directly with the Library Director or the Library Board President. The claim may be submitted anonymously if the complainant so chooses.

The Library Board or outside counsel shall investigate this complaint. If the Board or counsel issues a finding that interference or retaliation has occurred, the Board President will provide that information to the Library Director. The determination is final and binding. The Library Director then is responsible to ensure that, through the appropriate channels, corrective action is taken against the employee who is found to have interfered or retaliated against the whistleblower.

Conflict of Interest

Colorado Library Law and American Library Association Code of Ethics, as well as the Library District's Patron Privacy and Confidentiality Policies require that employees protect Library information and avoid outside activities or relationships, which do or could adversely influence their decisions or actions on the job.

A conflict of interest may exist when the interests or concerns of any employee or their immediate family holds a position as an employee, officer or partner that may be seen as competing with the interests or concerns of Red Feather Lakes Mountain Library. Or, the employee holds a financial vested interest contrary to or conflicting with the financial interests of the Library. Conflict of interest situations, could also arise while moonlighting for a vendor of the Library, and should be avoided.

Other examples of conflict of interest could be: Serving as a board member or director of a competing library, holding financial interest in a competing library, or being self-employed in an occupation that competes with the Library, or ownership, partnership, or personal involvement in supplier companies or distribution outlets related to Library business.

Employees must disclose in writing to the Library Director (or in the case of the Library Director, to the Board President) any possible conflict of interest.

If employees have any question whether a situation is or could be a potential conflict of interest, employees should discuss the matter with their supervisor. If it remains unresolved, refer the matter to the President of the Board of Trustees for a final determination.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Library expects employees to make a timely complaint to enable the Library to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Library Director, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to Director with your complaint, or are not satisfied with the Director's actions, you should report the incident to any trustee on the Board of Trustees.

Library policy prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or participating in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If the Library Director and/or the Board of Trustees determine that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Employee Status

Full-time Employee - an employee normally scheduled to work at least 40 hours per week. Fulltime employees are currently eligible for Library benefits.

Part-time Employee - an employee normally scheduled to work less than a 40-hour workweek. Part-time employees are currently ineligible for Library benefits, other than those required by law.

Temporary Employee - an employee who is hired in a job established for a temporary period or for a specific assignment. Temporary employees are currently ineligible for Library benefits.

Exempt Employee - an employee who is not eligible for overtime pay.

Non-exempt Employee - Non-exempt employees are eligible for paid overtime at one and onehalf times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

EMPLOYEE BENEFITS

Group Insurance

After one full day of employment, full-time employees are eligible to participate in group medical, dental and vision insurance.

All employees will be offered a Retirement plan.

Holidays

The Library currently observes the following holidays as paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Spring Break (Coincides with Easter Sunday)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (close at 2 p.m.)
- Christmas Day

When a holiday falls on an employee's regularly scheduled day off the employees can take a flex day in lieu of taking the Holiday off with approval of their by their supervisor. The intent is not to have the Library closed for additional days other than the time off for all the designated holidays listed above.

Flex Days/Flex Time

Full-time employees are currently granted paid flex time after completing continuous service as described below:

Flex Time Granted Per Month Length of Service

10 hours per month:

0 through 4 full years of continuous employment

14 hours per month:

5 through 9 full years of continuous employment

16 hours per month:

10 or more full years of continuous employment

Employees are responsible for scheduling their flex time, in advance, with their Supervisor and must receive their Supervisor's approval for taking the requested time off. Flex time use is scheduled in a manner that minimizes interruptions to Library operations.

Upon separation of employment, employees will receive pay for 50 percent of their unused flex time.

Employees are permitted to accumulate flex time within certain limits. Library employees are allowed to accumulate 240 hours flex time. Employees are required to *use or lose* their excess flex time by the end of the leave year. In the case of the Library, the end of the leave year is December 31st. If an employee has more flex time accumulated than 240 hours at the end of December, the employee will forfeit any amount of flex time in excess of 240 hours.

LEAVES OF ABSENCE

Funeral Leave

Full-time employees are currently eligible for paid leave of up to three days to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, parents, children, step children, sisters, brothers, grandparents, grandchildren, mother-in-law and father-in-law.

In the event of a death of a near relative, full-time employees are currently granted up to one paid day to attend a funeral. Near relatives, include the employee's aunts, uncles, nieces, nephews, and their spouse's grandparents, brothers, sisters, and other associated relative in-law relatives.

The spouse of those family members defined in the above two paragraphs qualifies as (respectively) immediate or near relatives.

If more time off is needed than provided above, flex time may be used upon the approval of the supervisor/manager.

Jury Duty

Library policy recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, an employee will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees receive regular pay for the first three days of jury duty if they were scheduled to work and a juror service certificate is submitted.

Beginning the fourth day and thereafter, employees serving as a juror are paid \$50.00 per day by the State of Colorado for state district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a

maximum of ten days (80 hours). Jury duty leave beyond this time is without pay from the Library.

Medical Leave

A medical leave of absence of not more than three months may currently be granted to full-time employees. This unpaid leave is for absences arising from illness, injury, or pregnancy.

For a medical leave to be granted, the following conditions must be met:

- The employee has completed ninety (90) days of employment with our Library.
- The Library Director must be notified by the employee as soon as possible of the need for medical leave.
- The employee submits to the supervisor a written statement from the attending physician outlining the reason for leave and the estimated time needed.
- If possible, approvals are obtained from the Library Director prior to the leave.

All available flex time must be used at the beginning of the leave of absence.

When the estimated period of leave is less than three months, and an employee needs to extend the leave, another doctor's statement is required indicating the new estimated length of leave.

An employee ready to return to work from leave may be required to present a doctor's statement indicating ability to return to work and any limitations.

The Library Director can reinstate an employee ready to return from a medical leave of absence when, in the opinion of the Director, it is practical to do so.

Library policy currently allows continuation of health insurance benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee's portion of the premium.

Flex days will not accrue during a medical leave of absence. Holidays, funeral pay, or employer's jury duty pay will not be granted during the leave each year. Employees who fail to return at the expiration of their authorized leave may be terminated

Military Leave

Employees granted a military leave of absence are re-employed and paid in accordance with the laws governing veteran's re-employment rights. Employees are paid for the first 15 days of leave. After that time leave is without pay.

Voting

Voting is an important responsibility we all assume as citizens. The Library Board of Trustees encourages employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange this with their supervisor no later than the day prior to Election Day.

PAY

Workweek

The workweek for the Red Feather Mountain Library begins at 12:00am on Sunday and ends at 11:59pm, Saturday.

Paydays

Employees are paid once a month typically on the last full business day of the month. Time sheets are required to be submitted by employees on the 20th of each month. If the regular payday occurs on a holiday, typically the payday is the last working day prior to the holiday.

On or before each payday after time is calculated, employees receive a printed or electronic copy of a statement showing gross pay, deductions, and net pay.

Automatic deductions, such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Financial Librarian.

It is required that **all** employee paychecks be automatically direct deposited to the individual employee's bank account.

The Library Director will provide a monthly statement on the flex leave accrual for employees who receive flex time.

Pay for Exempt Employees

Exempt, full-time employees are paid a predetermined amount of compensation each pay period on a monthly basis.

If an employee believes an improper deduction has been made, the employee should immediately report this information to the Library's Financial Librarian. Reports of improper deductions will be promptly investigated. If it is discovered that an improper deduction has occurred, the employee will promptly be reimbursed. If an addition has mistakenly been made to an employee's pay check a deduction will be taken on the next pay check.

Overtime

From time to time, employees may be required to work overtime. In these instances, employees are given as much advanced notice as practicable.

Non-exempt employees are paid at a rate of one and one half times their regular hourly rate for hours worked in excess of 40 hours during the established workweek. For the purpose of calculating overtime payments, only hours actually worked (e.g. excludes holidays, sick leave and vacation hours) are counted.

Time Reporting

Non-exempt and part-time employees must record time worked on a daily basis. Time cards or time sheets are used for calculating the employees' pay.

Employees are responsible for submitting their time card/time sheet to the Library Director on a monthly basis for approval and submittal to payroll. If the Library Director is on leave, time sheets may be approved by any Board Trustee. The Financial Librarian needs to have the signed time sheets by the morning of the 20th of each month.

WORK ENVIRONMENT

Alcohol and Drugs

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, marijuana, controlled substance, or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on Library premises or while conducting Library business is prohibited.

Anti-Violence

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, verbal abuse, vandalism, arson, sabotage, use of weapons, carrying non-concealed weapons,

unpermitted concealed weapons on to Library property, or any other act, which in management's opinion is inappropriate to the workplace. In addition, employees must refrain from making bizarre or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

Attendance and Punctuality

All employees are expected to be on time for work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the Library.

Employees who are going to be absent or late must contact their supervisor by phone or email as soon as possible prior to the start of their shift.

Failure to call in when absent for three consecutive days may result in termination.

Personnel File - Colorado Open Records Act

Personnel files are kept as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an individual.

Notify the Financial Librarian immediately if you have changes in any of the following areas: Name, residence, telephone, marital status, insurance changes, tax exemptions, person to notify in case of an emergency, and other relevant information.

Additionally, you should notify the Library Director and the Financial Librarian if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the Library.

If you want to look at your file or discuss it with someone, contact the Library Director.

Communication Systems

The communication systems are property of the Library and intended for business use. Therefore, the Library maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. However, other than management employees acting on behalf of the Library, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, or voice mail without the latter's permission.

All information regarding access to the Library's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are Library confidential information and may not be disclosed to non-Library personnel.

- ***Personal Use of the Internet***

Use of the Internet must not disrupt the operation of the Library network or the networks of other users. It must not interfere with employees' productivity. Regardless, the Library prohibits the display, transmittal, or downloading of material that in violation of Library policies, procedures, and guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

- ***Software and Copyright***

The Library licenses, and does not own, the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by the Library Director.

Employees must not use the Library's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission.

- ***Unauthorized Use***

Employees are not permitted to visit websites or send electronic mail that is deemed by management as inappropriate or in violation of other Library guidelines. The Library Director and the Board of Trustees reserve the right to determine when an employee is using the Library communication systems inappropriately.

- ***E-mail***

Because the Library provides the e-mail system to employees to help them with the performance of their job, it should be used for official Library business. Incidental and occasional personal use of e-mail is permitted. However, employees should be aware that these messages will be treated the same as business messages, and subject to review at any time without notice. In addition, all emails sent and received on a Library email account may be subject to review And disclosure under Colorado Open Records Act.

- ***Voice Mail***

Voice mail messages should be reviewed daily. The Library voice mail system is intended for transmitting business-related information. Although the Library does not monitor voice messages as a routine matter, the Library reserves the right to access and disclose all messages sent over the voice mail system for any purpose. Employee must use judgement And discretion in their personal use of voice mail and must keep such use to a minimum.

- *Telephones/Cell Phones*

In the interest of good business practice, telephone calls, including those made with cell phones, must not interfere with employees' performance of their jobs. Personal use of the Library telephones for long distance is not permitted.

Confidential Information

Employees and volunteers of the Library will have access to confidential information of the Library and our patrons. Confidential information includes, but is not limited to, information concerning patron names, addresses, phone numbers, children and dependents, spouses/partners, marital status, financial status, career/work status, and materials circulated, requested or discussed, as well as any other personal information or disclosure either spoken or written, and similar subjects. Confidential information must not be shared or discussed unless legally required to do so. If employees or volunteers have any questions regarding confidential information, they may ask the Library Director.

Discipline/Discharge

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Dress Code

At Red Feather Mountain Library personal appearance, hygiene, and attire are important. A professional image must be maintained to instill confidence in the minds of our customers. Employees' appearance should be consistent with good hygiene, safety, and appropriate attire.

Political Activity

No employee will be asked to pay contributions to any political organization whatsoever.

Employees will not be expected to work for, or to participate in, the support of any political candidate or issue during their off-duty hours.

Employees are prohibited from promoting a political candidate or organization while at work.

Newly Hired and/or Promoted Employees

New employees or newly promoted employees will be evaluated at three months, six months and twelve months, and then on an annual basis.

Problem Solving

Employees who disagree or are dissatisfied with a Library practice should promptly discuss the matter with the Library Director, where appropriate. This discussion should be held within three to five days of the incident, in a timely manner.

If the solution offered is not satisfactory, or if it is inappropriate to go to the Library Director, then employees are encouraged to take the problem to the Board of Trustees. Employees may submit a written complaint to any member of the Board of Trustees for a review and final decision by the Board. Also see EEO/Harassment Complaint Procedure on pages 3-4.

Safety/Reporting of Injury

The Library is committed to a safe, healthy work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must immediately report this fact to the Library Director.

If medical treatment for an on-the-job injury is needed, it must be obtained from designated providers for worker's compensation beyond needed emergency treatment; if not, the employee may be responsible for the cost of medical treatment.

Searches and Inspections

The Library Director and/or Trustee accompanied by a witness may conduct searches of employee's personal effects after notice is given. This may include, but is not limited to: lunch bags, boxes, purses, personal computers, packages or vehicles.

The Library Director and/or Trustee accompanied by a witness may conduct searches of the above items without employee consent if there is a reasonable suspicion that illegal activity is taking place and after a warrant is obtained to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives.

Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, which are keyed by the Library and copies of those keys are kept by the Library.

Smoking

Smoking is prohibited within all areas of the building and within 15 feet of the main and back entrances into the building.

Travel and Reimbursement

Red Feather Mountain Library District will reimburse Library employees for expenses incurred during authorized travel on Library business.

Requests for Library travel must be made (in writing or through email) and be pre-approved. Allowable travel expenses while on travel for official Library business are:

- Mileage for Privately-Owned Vehicles (POV)

- Meals
- Lodging
- Other expenses on a case-by-case basis (i.e., parking, internet access, phone calls)

Requests for travel reimbursement must be made in writing no later than one week following the end of business travel.

Approved travel reimbursements will be made by check, normally, within two weeks from the employee's request.

With prior approval (written or through email), Library debit cards may be used for travel expenses.

Mileage for POV while on exclusive official Library business will be reimbursed at the current Federal reimbursement rate.

- Actual mileage will be determined by Google Maps (<http://www.google.com/maps>) charting the route from the Library or their residence whichever is less, to the destination address. A copy of the google maps page and a narrative of the purpose of the trip must be submitted on a Library Purchase Order (PO) to be reimbursed for mileage.
- If an employee is away from the Library on Library Business for greater than 8 hours in a single stretch, the employee is entitled to claim actual cost for a meal not to exceed \$12.00, with the submitted receipt. The request must be submitted on a Library Purchase Order (PO).
- If an employee conducts Library business (i.e. picking up supplies for the Library) while on a personal trip to the city, the employee may keep track of their time spent performing Library-related tasks and add it appropriately to their time sheet. No mileage will be reimbursed.
- While on official overnight travel the employee is entitled to be reimbursed for reasonable actual lodging costs. Reasonable lodging costs will be determined by the Library Director. The employee must submit actual receipts with their travel reimbursement request. The request must be submitted to the Library Director on a Library Purchase Order (PO). In the case of the Library Director is on official travel, the requested travel reimbursement must be approved by a member of the Board of Trustees.
- Meals while on approved official travel will be reimbursed at actual cost within reasonable limits. Reasonable limits will be determined by the Library Director. The employee must submit actual receipts with their travel reimbursement request. The request must be submitted to the Library Director on a Library Purchase Order (PO).

If the Library Director is on official travel, the requested travel reimbursement must be approved by a member of the Board of Trustees.

Separation of Employment

We request that employees who wish to resign their positions notify their supervisor of their anticipated departure date and go over the *check out* procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Library Director or President of the Board of Trustees.

Employees may be considered for re-employment provided they qualify for the position of interest and maintained satisfactory performance and attendance while they were employed with the Library.

Version history

Revised and approved by the Red Feather Mountain Library District Board of Trustees, September 23, 2015.

Reviewed and revised with minor changes made April 23, 2014.

Reviewed and revised with minor changes made May 22, 2013.

Travel and Reimbursements section incorporated and approved by the Red Feather Mountain Library District Board of Trustees on March 24, 2013.

Revised and approved by the Red Feather Mountain Library District Board of Trustees, August 22, 2012.

Revised, May 23, 2012.

Originally approved May 26, 2010.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED . I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH RED FEATHER MOUNTAIN LIBRARY DISTRICT IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE LIBRARY, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE LIBRARY HAS THE SAME RIGHT.**

- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.**

- **THE HANDBOOK IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF IMPORTANT LIBRARY GUIDELINES.**
- **THIS EDITION REPLACES ALL PREVIOUSLY ISSUED HANDBOOKS OR EMPLOYEE GUIDELINES. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE LIBRARY THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.**
- **NO REPRESENTATIVE OF RED FEATHER MOUNTAIN LIBRARY DISTRICT, OTHER THAN THE PRESIDENT OF THE BOARD, WITH BOARD APPROVAL, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.**

Employee Name

Date