

**RED FEATHER MOUNTAIN LIBRARY  
DISTRICT  
EMPLOYEE HANDBOOK**

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**July 31, 2019**

RED FEATHER MOUNTAIN LIBRARY DISTRICT  
EMPLOYEE HANDBOOK

*Reviewed and approved by the Red Feather Mountain Library District Board of Trustees, July 31, 2019*

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## **IMPORTANT INFORMATION ABOUT THE EMPLOYEE HANDBOOK**

**THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE RED FEATHER MOUNTAIN LIBRARY DISTRICT (HEREAFTER, THE RED FEATHER LAKES COMMUNITY 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 AND OUR EXPECTATIONS REGARDING YOUR CONDUCT. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS ISSUED PRIOR TO THIS HANDBOOK.**

**EXCEPT AS MAY BE REQUIRED BY STATE LAW, EMPLOYMENT WITH THE LIBRARY IS AT WILL. 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 WHO HAVE QUESTIONS SHOULD FIRST TALK WITH THEIR IMMEDIATE SUPERVISOR. IF THE QUESTION STILL REMAINS 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 RESERVES THE RIGHT TO MAKE SUCH CHANGES WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS EMPLOYEE HANDBOOK.**

From the Board President

This Handbook was developed to describe important guidelines, programs, and benefits for employees.

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

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

## **EMPLOYMENT**

### **Equal Employment Opportunity and Unlawful Harassment**

Red Feather Mountain Library District (hereafter, the "Library") is dedicated to the principles of equal employment opportunity. We celebrate diversity and are committed to creating an inclusive environment for all employees. The Library prohibits unlawful discrimination against applicants or employees on the basis of race, color, religion, sex, national origin, sexual orientation, disability, genetic information, age 40 and over, military status, or any other status protected by applicable state or local law.

### **Disability and Religious Accommodation**

The Library will make 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 to health or safety. Employees needing such accommodation are instructed to contact their supervisor or the President of the Board of Trustees immediately.

### **Pregnancy Accommodation**

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the Library will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the Library's business operations.

The Library may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Library Director.

The Library will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

### **EEO Harassment**

The Company strives to maintain a work environment free of unlawful harassment. In doing so, the Company prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, sexual orientation, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### **Sexual Harassment**

Because sexual harassment raises issues that are to some extent unique in comparison to other types of 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.

Employees are always expected to conduct themselves in a professional and businesslike manner. 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.

### **Conflict of Interest**

Colorado Library Law 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. A conflict also could occur if the employee holds a financial vested interest contrary to or conflicting with the financial interests of the Library. Conflict of interest situations also could 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.

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 may investigate the matter and take corrective action. Your complaint may 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 may 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 may 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. Full-time 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 one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

## **EMPLOYEE BENEFITS**

As part of its compensation strategy, the Library offers a number of different insurance plans for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions. The Library complies with all applicable federal and state laws regarding the provision of benefits to same-sex spouses, domestic partners and couples in a civil union.

Benefit plans offered by the Company are defined in legal documents such as insurance contracts and summary plan descriptions. In the event information in this Handbook or other

employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control.

Benefits described in this Handbook, including the types of benefits offered and/or the requirements for eligibility of coverage, may be modified or discontinued from time to time at the Library's discretion as permitted by law. The Library and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the Library.

Employees will have an opportunity to make changes to their benefit selections during the Library's annual open enrollment period. Employees who experience a qualifying life event such as marriage, divorce or the birth of a child will also be allowed to make a change in their benefit selection when that event occurs, in accordance with the terms of the plan document.

In the event you take a personal or other leave of absence, please consult the Financial Librarian to determine the impact the leave may have upon your benefits, including eligibility and/or making any required premium payments.

For more information about these plans, including the terms, conditions, or eligibility requirements, please contact the Financial Librarian to obtain a copy of any Summary Plan Document.

## **Holidays**

The Library currently observes the following holidays as paid holidays:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve (after closing at 2 p.m.)
- Christmas Day

At the Library Director's discretion, the Library may be open on paid holidays, most commonly in the event of an area festival at which the value of offering community library service that day is considerable. Scheduled part-time employees working on holidays will be paid at the rate of time and a half.

When a holiday falls on a full-time employee's regularly scheduled day off, the employee can take a flex day in lieu of taking the Holiday off, subject to approval 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 based on 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 should be scheduled in a manner that minimizes interruptions to Library operations.

Upon separation of employment, employees may receive pay for 50 percent of their unused flex time at their current pay rate.

Employees are permitted to accumulate flex time subject to certain limits. Library employees can accumulate a total 240 hours flex time. Employees are required to *use or lose* their excess flex time in excess of 240 hours by the end of the leave year. A total of 240 hours may carry over to the next leave year. In the case of the Library, the leave year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup>. If an employee has more flex time accumulated than 240 hours at the end of December, the employee may 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, stepchildren, 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 relatives or 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 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 their 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 a sum 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.
- 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 do 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. If the employee's failure to return is due to a disability under the Americans with Disabilities Act (ADA) or other law, additional accommodations may be provided. Employees must supply enough information from their medical provider indicating that they have a covered disability and when they can return to work with or without reasonable accommodation. Accommodations must not cause undue hardship to the employer. Potential accommodations will be determined in an interactive process between the employee and the Organization.

Part-time employees are not eligible for medical leave except as required for a disability.

## **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 on military leave 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 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 12:00 a.m. on Sunday and ends at 11:59 p.m., Saturday.

## **Paydays**

Employees are paid once a month typically on the last full business day of the month. Time sheets must be submitted by non-exempt employees on the 20<sup>th</sup> 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 may provide a monthly statement on the flex leave accrual for employees who receive flex time.

## **Pay for Exempt Employees**

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The Library is committed to complying with salary basis requirements that allow properly authorized deductions. 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 may promptly be reimbursed. If an addition has mistakenly been made to an employee's paycheck, a deduction may 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 employees must record their time worked daily. Time cards or time sheets (or electronic equivalents) 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 should be submitted for approval to any Board Trustee. The Financial Librarian must have the approved signed time sheets by the morning of the 20<sup>th</sup> 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, marijuana or alcohol on Library premises or while conducting Library business is prohibited.

### **Anti-Violence, Harassment and Bullying**

Employees may 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 will 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.

With reasonable advance notice, an employee may review their own personnel file in the presence of an individual responsible for file maintenance. If you want to look at your file or discuss it with someone, contact the Library Director.

## **Communication Systems**

The Library's computer network, access to Internet, e-mail, and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the Library. All information regarding access to the Library's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential Library information and may not be disclosed to non-Library personnel.

All computer files, documents, and software created or stored on the Library's computer systems are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received.

Computer equipment should not be removed from the Library premises without written approval from the Library Director. Upon separation of employment, all communication tools should be returned to the Library.

## **Personal Use of the Internet**

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or lunch period. Regardless, the Library prohibits the display, transmittal, or downloading of material that is in violation of Library guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time.

## **Software and Copyright**

The Library fully supports copyright laws. Employees may not copy or use any software, images, music, or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in Library facilities.

### **Unauthorized Use**

Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission. Employees are strictly prohibited from using the Library communication systems in ways that management deems to be inappropriate. If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

### **E-mail**

E-mail is to be used for business purposes. While personal e-mail is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. The Library prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Library premises at any time.

Employees should be aware that emails are public records and subject to public disclosure.

Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to another employee's e-mail messages.

### **Voice Mail**

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 systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

### **Telephones/Cell Phones/Mobile Devices**

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or mobile device. Phones and mobile devices with cameras should not be used in a way that violates other Library guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and mobile devices to make calls while driving. Employees must park whenever they need to use a cell phone. Generally, stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a

cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest in a shoulder lane or lawfully parked.

Library telephone lines should not be used for personal long-distance calls.

### **Confidential Information**

Employees of the Library 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 may not be shared or discussed unless legally required to do so. If employees or volunteers have any questions regarding confidential information, they should ask the Library Director.

### **Data Disposal Policy**

During your employment, the Library will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- and more.

The Company may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Library will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

### **Media Contacts**

The Library maintains good and appropriately open relationship with the press and other media; however, unless otherwise designated, only the Library Director or President of the Board of Trustees has authority to speak officially for the library.

## **Discipline/Discharge**

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action that, 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 should be maintained to instill confidence in the minds of our customers. Employees' appearance should be consistent with good hygiene, safety, and appropriate attire.

## **Political Participation**

The Library encourages employees to participate in matters of responsible citizenship. The Library will not interfere with the conduct of organization employees engaged in political activity, as long as the activities are confined to hours when the employees are not on duty, are not campaigning in their official organization uniforms, and that the activities do not impair the employee's job efficiency or that of others.

Employees whose principle employment is in connection with federally financed activities are subject to the following federal requirements as a condition of such employment.

Covered employees may not use their official authority or influence for the purposes of interfering with or affecting the results of elections or nominations for office.

In addition, they may not coerce, attempt to coerce, command, or advise other covered employees to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

Political beliefs, activities, and affiliations are the private concern of the employee. An employee's work status is not affected by participating or not participating in lawful civic and political activities. No employee of the Library can directly or indirectly coerce or command any other employee to pay, lend, or contribute salary, compensation, service, or anything else of value to any political party, group, organization, or candidate.

Any Library employee may be a candidate for a partisan political office provided that the involvement does not interfere or present a conflict of interest with his or her job. If involvement is necessary during normal working hours, the individual must take vacation leave or leave without pay. Employees whose salary comes in part or in whole from federal government sources are subject to the Hatch Act and its revisions.

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

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

## **Newly Hired and/or Promoted Employees**

At the discretion of the Library Director, employees may be periodically evaluated, and work performance reviewed.

## **Problem Solving**

Employees who disagree or are dissatisfied with a Library practice should promptly discuss the matter with the Library Director, where appropriate. Normally, this discussion should be held within three to five days of the incident, in a timely manner. Discussions held in a timely manner will enhance our ability to resolve concerns while they are fresh in everyone's mind. Many misunderstandings can be resolved at this level.

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 President. If the problem still cannot be resolved, 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).

## **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.

Colorado law requires employees to report an illness or injury within four days or risk losing one day of benefits for each day they are late.

If medical treatment for an on-the-job injury is needed, it should be obtained from the Library's designated physicians; if not, the employee may be responsible for the cost of medical treatment.

## **Searches and Inspections**

Searches and inspections may be conducted by authorized law enforcement representatives if there is suspicion of illegal activities and the proper warrant is presented. Employee access to Library-owned lockers, desks, cabinets, or file drawers, all of which are keyed by the Library and copies of those keys are kept by the Library may be necessary in the conducting of Library business.

## **Smoking**

Smoking is prohibited within all areas of the building and within 15 feet of the main and back entrances into the building. Employee smoking may be done on designated work breaks following the same restrictions.

### **Travel and Reimbursement**

Travel expenses reimbursed by the Library include those pre-approved as reasonable and necessary to properly conduct Library business.

Employees request reimbursement by completing a purchase order. Receipts supporting expenses for lodging, commercial transportation, auto rental, business entertainment, and other single expenditures must accompany the submitted purchase order. Employees are asked to document the purpose of the expense and the nature of the business conducted. Purchase orders should be submitted within one month from the time the expense is incurred.

Employees authorized to travel by personal car for business purposes are reimbursed at the Internal Revenue Service's allowable rate per mile. Tolls and parking fees are also reimbursable.

Travel advances may be authorized when it is expected an employee may be incurring significant cash expenses.

### **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 checkout procedures at separation (such as continuation of insurance, return of Library 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.

**ACKNOWLEDGEMENT OF RECEIPT**

**I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED \_\_\_\_\_ . I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE LIBRARY’S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.**

**I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE LIBRARY IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE COMPANY IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE LIBRARY AT ANY TIME, FOR ANY REASON.**

**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 ANY SPECIFIC DURATION.**

**I UNDERSTAND THAT NO REPRESENTATIVE OF THE RED FEATHER MOUNTAIN LIBRARY DISTRICT, OTHER THAN THE LIBRARY DIRECTOR , HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE LIBRARY DIRECTOR AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.**

**FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE LIBRARY RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE RED FEATHER MOUNTAIN LIBRARY DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.**

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Print Employee’s name:** \_\_\_\_\_