



Beauregard
PARISH LIBRARY
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EMPLOYEE MANUAL

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Section 1 Introduction

1.1 Objectives

The Beauregard Parish Library Board of Control recognizes that a personnel system which recruits and retains competent, dependable library personnel is indispensable to effective, efficient library operations. The rules and procedures set forth in this manual are designed to:

1. Promote high morale among library employees by fostering good working relationships and, by providing uniform personnel policies, opportunities for advancement, and consideration of employee needs and desires
2. Maintain recruitment and promotion practices which will enhance the attractiveness of a library career and encourage each employee to give his or her best effort to the library and the public
3. Provide courteous and dependable service to the public
4. Provide fair and equal opportunity for qualified persons to enter and progress in library service in a manner based on merit and fitness, as ascertained through fair and practical personnel management methods
5. Maintain consistent, up-to-date position classification and compensation plans based on the relative duties and responsibilities of jobs in library service
6. Conduct all operations in an ethical and legal manner, so as to generate by its actions a reputation as an efficient, progressive institution in the community and state.

1.2 Equal Opportunity

Discrimination against any persons in recruitment, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration because of political or religious opinions or affiliation, or because of race, color, national origin, marital status, or other non-merit factors is prohibited. Discrimination on the basis of age or sex or physical disability is prohibited, except where specific age, sex, or physical requirements

constitute a bona fide occupational qualification necessary to proper and efficient administration.

1.3 Unlawful Harassment & Sexual Harassment

1. Unlawful Harassment

The Beauregard Parish Library is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the Library prohibits sexual harassment and harassment because of age, race, sex, color, sexual orientation, religion, national origin, disability, sickle cell trait, protected genetic information, or any other legally protected status. 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 race, color, national origin, disability, sickle cell trait, protected genetic information, or any other legally protected characteristic will not be tolerated.

Prohibited behavior includes but is not limited to the following:

- Written form such as cartoons, email, 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 patrons, visitors, vendors, consultants, etc.

2. Sexual Harassment

All employees are responsible for assuring that the workplace is free from sexual harassment. Because of the library's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment, including, but not limited to:

- Unwelcome sexual advances
- Requests for sexual acts or favors
- Granting or denying job benefits based on receptivity to sexual advances
- Other verbal or physical conduct of a sexually harassing nature that has the

purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors (patrons, vendors, etc.) must bring the problem to the attention of their Supervisor, Director, or the Human Resources Coordinator.

Any supervisor, upon hearing complaint of sexual harassment, shall notify the Human Resources Coordinator at once of the complaint.

All complaints will be promptly and carefully investigated by the administration, and all employees are assured they will be free of any and all reprisal or retaliation from filing such complaints.

An administrative investigation will include interviews with all relevant persons, including the complainant, the accused, and other potential witnesses. In determining whether alleged conduct constitutes sexual harassment, the record as a whole and the totality of the circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred will be examined. A determination of appropriate action will be made from the facts, on a case-by-case basis. All employees should be aware that all inquiries, complaints and investigations are treated confidentially. Information is revealed strictly on a need to know basis. However, the identity of the complainant usually is revealed to the accused and witnesses. All individuals contacted in connection with a complaint will be counseled that retaliatory actions will not be tolerated.

The administration will apprise the complainant and the accused of the investigation's outcome at the conclusion of its investigation, with appropriate emphasis on the rights of all involved. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action, up to and including dismissal, will be taken to stop the harassment and prevent its recurrence. If the validity of the complaint cannot be determined,

immediate and appropriate action will be taken to assure all parties are reacquainted with the sexual harassment policy and to avoid sexual harassment in the future.

Any finding may, with the consent of the Board and if placed on the Board meeting agenda, be appealed to the Beauregard Parish Library Board of Control by contacting the Board President as outlined in this policy. If a harassment complaint involves the director, then a written request should be made to the President of the Board of Control to establish a committee to investigate the complaint.

Prevention is the best tool for the elimination of sexual harassment. The library board and the administration express strong disapproval of any acts that can be construed as an act of sexual harassment of any library employee or member of the public using the library. (This includes inappropriate jokes, displays of posters, etc.)

PROCEDURE:

- A) All reports of sexually inappropriate behavior will ultimately be reported to the Human Resources Coordinator (H.R.) who generally will direct the investigative process with the knowledge of the Director. Management personnel on a need to know capacity will be apprised of the complaint.
- B) H.R. and administration (or the Board of Control's designated committee, when applicable) will investigate all complaints. "Informal" complaints or requests to withhold investigation (unless or until a future occurrence) will be treated the same as a formal complaint and investigated immediately.
- C) To prevent further occurrences or to preserve the integrity of the investigation, temporary reassignment, transfers, forced leave or other personnel actions may be utilized.
- D) The investigation will be thorough and include interviews with the complainant, the accused, witnesses and other individuals possessing relevant information. Records, logs, reports, photos, emails, or other documentation pertinent to the complaint will be reviewed.
- E) The investigative process will be memorialized, thus requiring that all involved prepare written statements or provide verbal statements that will be recorded.
- F) Persons called upon to participate in the investigation are required to answer all questions truthfully and cooperatively. Employees do not have the option of remaining silent or declining to be involved and failure to cooperate may constitute grounds for employee discharge including dismissal or termination.
- G) The investigative process will be conducted expeditiously and professionally, with appropriate emphasis on the rights of all involved.
- H) To the extent allowed by law, the investigative process will be conducted in a confidential manner, with only those in a need to know position involved.
- I) Upon completion of the investigation, H.R. will apprise management of the outcome and recommendations for resolution which the director will decide. The complainant and accused will be apprised of the outcome of the investigation, with appropriate emphasis on the rights of all involved.
- J) The decision of the Director shall be final unless reversed by the Board of Control.

Employees who discuss a Library administrative decision with a Library Board member without following the prescribed procedure could possibly be considered as insubordinate and may be subject to disciplinary actions including dismissal and termination.

Adopted 6 February 2019

1.4 Applicability

These rules apply to *ALL* Library employees. A person on retainer or under contract is not considered to be a library employee in the absence of a specific agreement to that effect.

1.5 Management Rights

The Beauregard Parish Library Board of Control maintains the ultimate right to establish policies governing the library's operation including the determination of methods and procedures, hours of employment, transfer, and the right to relieve employees from duty because of lack of work or other legitimate reasons.

1.6 Dissemination

All library employees shall be informed of the existence of these rules and each branch of the library shall keep a copy available for review by employees.

The official copy of this document is the original SGML from which the web page at <http://www.beau.lib.la.us/lib/manuals/employee.html> and printed copies are generated. Printed copies may not reflect changes which have been made to the manual.

1.7 Amendment of Rules

These rules may be changed, supplemented, or superseded at any time as provided by the Beauregard Parish Library Board of Control.

1.8 Administration of the Personnel System

The personnel system established shall be administered by the Office of the Administrative Librarian.

In addition to other duties as set forth in this manual, the Administrative Librarian shall:

1. Exercise leadership in developing a system of effective personnel administration within the library.
2. Administer and interpret policies and procedures as they apply to all departments and employees.
3. Maintain records of all employees subject to the provisions set forth herein.
4. Advise management in all areas of personnel administration, including employee/management relations, training and career development, employee health, safety, and morale.

The *Administrative Librarian* is responsible for enforcing the provisions of these rules.

1.9 Branches

The following is a list of library branches under the Beauregard Parish Library:

1. DeRidder Branch (or Main Branch)
2. R.O.A.D.S. Centers
 - Merryville
 - East Beauregard
 - South Beauregard
 - Singer
 - Fields

Section 2 Methods of Filling Vacancies

2.1 Vacancies: Identification, Announcement, and Application

1. Positions are filled by persons promoted from within the Beauregard Parish Library system

whenever possible and in the best interest of the library. If no one is properly qualified for advancement, the job will be filled by hiring an outside applicant.

2. In order to be considered for an open position, the employee must apply in writing for that position. The employee will be evaluated in the same manner as outside applicants. In addition, the employee's current supervisor(s) will be asked to submit an evaluation report.

3. When it is determined that an outside applicant and an employee are equally qualified for a position, the employee may be given priority.

4. The Office of the Administrative Librarian shall publicly announce by appropriate means all vacancies to be filled in the library by other than administrative transfer or reinstatement, and shall maintain a list of announced vacancies for public inspection.

5. Each announcement, insofar as practicable, shall specify the title, salary, and nature of the job; the type of selection procedure to be used; and the deadline and method of application. Each announcement shall contain a statement affirming library commitment to a policy of equal employment opportunity.

6. An application must be properly completed and submitted to the Office of the Administrative Librarian before the applicant will be considered for employment. This includes current employees who are applying for another vacant position.

7. All library vacancy announcements must be posted on all branch bulletin boards for three (3) days prior to being publicly announced. In an emergency, an exception may be made at the discretion of the Administrative Librarian.

2.2 Evaluation of Applicants

1. The Administrative Librarian shall determine the most appropriate means of evaluating applicants against job requirements to identify the best qualified person. Reference checks, interviews, medical examinations, background checks, performance tests, job-related tests, and/or other selection procedures may be used as appropriate.

2. Applicants shall be required to provide information and undergo any examinations necessary to demonstrate compliance with prescribed qualifications requirements for the position involved.

2.3 Disqualification

An applicant shall be eliminated from consideration if he or she:

- a) Does not meet the minimum qualifications necessary for the performance of the duties of the position involved.
- b) Has made false statements on the application form or supplements thereto.
- c) Has committed or attempted to commit a fraudulent act at any stage of the selection process.
- d) Is an alien not legally permitted to work.

An applicant may be eliminated from consideration upon other reasonable grounds relating to job requirements.

2.4 Promotion

1. A promotion is the assignment of an employee from a position in one class to a position in another class having a higher maximum salary.
2. It shall be library policy to provide promotional opportunities to qualified employees whenever possible.
3. A newly-promoted employee shall not be subject to a formal probationary period. However, such employee may be returned to his/her former position within forty-five (45) days after promotion when, in the judgment of the supervisor, the employee's fitness and/or quality of work are not such as to merit continuation in the higher level position. Such action must be approved by the Administrative Librarian and shall not be considered disciplinary, nor shall it eliminate the employee from consideration for later advancement.
4. After completion of the forty-five (45) day trial period, the promoted employee shall be compensated at the lowest step of the approved range which would provide an increase in pay over that received in the previous class.

2.5 Hiring Authority

The Administrative Librarian is responsible for staff employment decisions and classifications based on the employment policies of the Beauregard Parish Library Board of Control.

The Beauregard Parish Library Board of Control is responsible for the selection and employment of the Administrative Librarian.

2.6 Transfer

1. A *transfer* may be defined as the movement of an employee from one position to another where there is no change in level of responsibility or salary range. Generally, such transfers will be made from one job to a similar job in a different branch library.

2. Request for such transfers may be made by employees, or the Administrative Librarian may feel that such transfer is in the best interest of both the employee and employer. Transfers between classes or branches shall be subject to approval by the Administrative Librarian.

3. A written request by an employee to be transferred to another branch will be granted at the discretion of the Administrative Librarian. In all cases, the needs of the employer (personnel needed, availability of work, skill requirements, etc.) will determine if such a request is granted. The needs of the employer take priority over the wishes of the employee in such matters.

4. An employee being laterally transferred shall ordinarily continue to receive the same salary and shall retain the same eligibility date for pay increases.

2.7 Nondisciplinary Demotions and Separation

1. A *demotion* is the assignment of an employee from a position in one class to a position in another class having a lower maximum salary. If qualified to perform the duties of the lower level position, an employee may be administratively demoted at his/her own request or as an alternative to layoff, if there is a classified position open. Compensation shall be within the salary range for the new position at a step determined by the Administrative Librarian.

Such demotions shall not be considered disciplinary actions or disqualify the employee

involved from consideration for later advancement. Demotion effected as an alternative to layoff may be fully or partially rescinded at any time.

2. *Incapacity*: An employee may be separated for incapacity for medical reasons when the employee, as an individual, no longer meets the standards of fitness required for the position. A finding of incapacity shall be made through an individual medical determination by competent authority as prescribed by the Administrative Librarian. Separation for incapacity shall not be considered disciplinary action and shall not operate to deny an employee the use of any accrued illness, injury, disability, or other benefits. Separation for incapacity is an administrative measure designed to protect the interests of the library and the employee, and to unencumber the employee's position so that a replacement may be assigned for the maintenance of essential library functions.

2.8 Application

Applications for initial appointment, promotion or other type of transfer, and reinstatement shall be submitted to the Administrative Librarian. Only applications officially received by the Administrative Librarian in the manner specified in the applicable announcement shall be considered. Seasonal workers must make application to the library for each period of desired employment. Students who have a satisfactory work record with the Beauregard Parish Library may be given priority for vacation and summer work. In the event that there are more seasonal workers than positions available, consideration will be given to each worker's performance record, training for the task at hand, and length of service to the library.

Section 3 Appointment

Appointments shall be made based on the qualifications of applicants as ascertained through fair and practical selection methods.

3.1 Emergency Temporary Appointment

Whenever an emergency exists which requires the service of personnel who are not otherwise

available, the Administrative Librarian may immediately hire such personnel for a period not to exceed six (6) months without regard to normal recruitment and selection requirements.

3.2 Employee Status

1. All employees of the Beauregard Parish Library shall be classified as full-time, part-time, temporary, or seasonal.
 - a) A full-time employee is an employee who works forty (40) hours per week on a regularly scheduled basis.
 - b) A part-time employee is an employee who works less than forty (40) hours per week, but on a regularly scheduled basis.
 - c) A temporary or seasonal employee is an employee who works in a position which is of a non-permanent nature (full-time or part-time). A temporary or seasonal appointment is of limited duration, ordinarily specified in advance. All student, aide, or page positions are considered temporary.
2. *Regular* employees averaging 20 or more hours per week in the immediately preceding 13 pay periods shall be entitled to annual leave, sick leave and holiday pay benefits. Recent hires (within the last 6 months) with an Administrative Librarian - approved regular schedule of 20 or more hours per week are entitled to annual, sick leave and holiday pay. A regular employee regularly scheduled for *less than 20* hours per week is *not* entitled to holiday pay, annual or sick leave benefits.
3. Regular part – time employees should not be scheduled to work more than 27 hours per week, except in circumstances approved by the Administrative Librarian.
4. Regular employees, both full - time and part - time, averaging twenty (20) or more work hours per week shall be entitled to annual leave, holiday pay, and sick leave. Those working twenty - eight (28) hours or more per week must participate in the Parochial Employees' Retirement System.
5. Temporary or seasonal employees, and regular employees who work less that twenty (20) hours per week, are not entitled to annual leave, holiday pay, and sick leave. Nor shall these

employees be entitled to any benefits unless specified by the Beauregard Parish Library Board of Control. See LA Legislative Act No. 498 of 1982, page A-4.

3.3 Nepotism

1. The library will not employ members of the immediate family of present employees to work in the same office or department, or in a direct supervisory relationship (chain of command). Immediate family includes spouse, children, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather, grandmother, grandson, or granddaughter.
2. If two employees marry, however, neither shall be required to resign or transfer unless they have a direct supervisory relationship.
3. No change in the existing status or position of a permanent employee will be required if such position and/or relationship existed at the time of the adoption of this policy manual.
4. The Administrative Librarian may apply the nepotism prohibition in the case of other organizational and/or personal relationships when failure to do so would be detrimental to the library.

Section 4 Employee Performance

4.1 Training Period

1. Every person entering library service under these policy provisions shall be required to successfully complete a training period of six (6) months.
2. Supervisors shall use the training period to closely observe and evaluate the work and fitness of employees, and to encourage adjustment to their jobs and the library service.
3. A newly - promoted employee shall not be subject to a formal training period. However, such employee may be returned to his/ her former position within forty - five (45) days after

promotion when, in the judgment of the supervisor, the employee's fitness and/or quality of work are not such as to merit continuation in the higher level position. Such action must be approved by the Administrative Librarian and shall not be considered disciplinary, nor eliminate the employee from consideration for later advancement.

4. Employees shall be evaluated at the mid - point of their training period and again immediately prior to the completion thereof.

5. Upon completion of the six (6) month training period, a marginal employee may be placed by the Administrative Librarian on an additional six (6) month training period with thorough documentation.

6. The Administrative Librarian, assisted by the supervisor, shall ensure the thorough documentation of training.

4.2 Training

Evaluation

The Administrative Librarian shall periodically examine current and proposed training programs to ensure their relevance to both the present and projected staffing needs of the library and the identified training needs of the employees. The Administrative Librarian shall also consider employee achievement.

On – The - Job Training (OJT)

On-the-job training prepares an employee for performance of tasks for which he/she is accountable. The purpose of *on-the-job* training is to show the employee the duties to be performed, the correct procedures for accomplishing those duties, and the level of achievement expected. Conducting such training is the responsibility of supervisors, and cannot be delegated.

Needs Inventory

Supervisors shall maintain an inventory of the current skills and abilities of employees in order to identify persons to be trained and promoted. In addition, supervisors shall maintain an

inventory of skills and abilities needed in the department.

Training for Advancement

Supervisors shall counsel lower level employees in planning career development toward promotion. Specific training programs, prerequisite to certain promotions or required to maintain present position, may be prescribed and monitored by the supervisor with the approval of the Administrative Librarian.

4.3 Performance Evaluation

Performance evaluations are designed to help the supervisor and the employee measure how well the employee is doing the job, and to provide a tool for management decisions regarding training, assignment, promotion, and retention of employees. The work performance of each regular employee shall be evaluated in accordance with procedures established by the Administrative Librarian and approved by the Beauregard Parish Library Board of Control.

1. An employee shall be evaluated annually on his/her anniversary date.

Evaluation scores shall be used as a management tool in making decisions regarding merit increases. Special evaluations may be made if authorized by the supervisor and the Administrative Librarian. Probationary employees shall be evaluated at the mid-point of their probationary periods and again prior to the completion thereof.

2. Each employee shall be provided a copy of his/her performance evaluation. The supervisor shall discuss the report with the employee and shall counsel the employee regarding his/her career and any improvement in performance which appears desirable or necessary. Employee will sign his/her evaluation and be provided ample space for comment.

3. Employees dissatisfied with their performance evaluations may seek reconsideration through use of the grievance procedure.

4. Employees under the supervision of two (2) or more supervisors shall be evaluated by all supervisors. In the event that the evaluations of two (2) or more supervisors conflict, the Administrative Librarian shall determine the official evaluation score.

5. Supervisors are to maintain observations of and communications with employees throughout

the year. Noteworthy behavior or habits – positive or negative – are to be documented. Negative behaviors (those detrimental to the library or in violation of policy) are to be addressed with the employee in question. The supervisor will not wait until the annual evaluation to discuss the matter with the employee, unless the behavior is observed shortly before the annual evaluation. Procedure for interim evaluation should be followed.

Section 5 Classification and Performance

5.1 Classification Plan

1. The Administrative Librarian shall prepare and administer a classification plan for library service based on analysis of the duties and responsibilities of positions. Class specifications shall include official class title, nature of work, examples of work, and minimum qualifications.
2. Official class titles shall be used in all personnel and payroll matters.
3. The Administrative Librarian shall periodically review the duties and responsibilities of library positions and make necessary adjustments to the classification plan.
4. The Administrative Librarian shall be responsible for:
 1. Significant changes in job duties, the creation or deletion of positions, and other changes affecting the classification plan.
 2. Classification and following sound classification procedures.
 3. Making changes to the classification plan.

5.2 Compensation Plan

1. The Beauregard Parish Library Board of Control, in a sincere effort to pay its employees fairly, has established a compensation plan with salary and wage ranges which provide for adequate differentials among positions of varying responsibilities.
2. The Administrative Librarian shall prepare and administer the compensation plan for library employees subject to the approval of the Board of Control. The Administrative Librarian shall consider the prevailing rates of pay among public and private employers; the duties,

responsibilities, and qualifications required of employees in the respective classes; funds available; and other relevant factors.

3. A new employee shall normally be compensated at the minimum step of the approved salary rate. In exceptional circumstances, the Administrative Librarian, with approval by the Board of Control, may authorize hiring above the minimum step. If such authorization is based on general recruitment difficulties rather than on unique qualifications of the new employee, other employees in the same class shall immediately receive any pay increases, upon approval of the Board of Control, necessary to assure that they are not compensated less than the new employee.

4. A newly-promoted employee shall be compensated at the lowest step of the approved range which would provide an increase in pay over that received in the previous class. An employee being laterally transferred shall ordinarily continue to receive the same salary and shall retain the same eligibility date for pay increases.

5. No employee shall be paid more than the rate established in the approved compensation plan. In the event that a position is downgraded by reclassification or changes in the labor market, the Administrative Librarian may determine that employees already in that position will continue to be compensated at the former rate of pay until a rate on the new salary range equals or surpasses the old rate.

6. Individual increases within the class range and step may be granted as specified in the compensation plan upon recommendation of the Administrative Librarian and approval by the Board of Control, with careful consideration given to the ability and production record of each employee.

7. An employee voluntarily or involuntarily demoted for any reason shall be compensated on a step of the new range as administratively determined.

8. An employee shall be considered for step increases on the employment anniversary date. Step increases are not received automatically on the anniversary date; they must be recommended by the employee's supervisor and approved by the Administrative Librarian.

9. Across-the-board increases in pay may be recommended by the Administrative Librarian and approved by the Board of Control. When such a pay increase is considered and approved, the

compensation scale will be adjusted and checked for fairness. Such an increase will become effective for all employees on the same date. Generally, this date will be January 1.

5.3 Pay Period

1. Employees are paid by check every other Thursday (26 pay periods per year). If a library holiday falls on the scheduled pay day, checks will be issued on the last working day prior to the holiday.
2. Pay checks are issued for the hours worked the preceding two weeks. For example, a pay period began Monday, September 1, and ended Sunday, September 14. The pay check for this time period will be issued on Thursday, September 19. Pay checks are issued only for hours already worked, not projected hours.

5.4 Time Sheets Procedure

1. Employees are required to record all paid hours in the on-line Time Clock. Paid hours are either actual hours worked, or hours approved for paid leave.
2. Employees are to post their hours each day they are assigned to work. Data entry is not to be done in advance.
3. Supervisors are responsible for training and followup to insure employees understand and follow data entry procedure. At the end of each week, employees are expected to check the records that they have posted and to add notes regarding paid leave time (annual, comp or sick) which should be credited to their account. This check must be made prior to the end of the pay period. The employee is responsible for insuring that all applicable leave forms, schedule changes, etc. have been turned in. Library administration may, at its discretion and with advance notice to the employee(s), require supporting documents to the online time-clock.
4. Employees will be paid only for those hours properly recorded as worked or documented by an approved paid leave request. The payroll department is not authorized to pay any undocumented hours.
5. Failure to submit properly filled out and approved leave forms will result in loss of pay for those hours until such time as appropriate documentation is provided and may result in pay

being delayed until the next pay period.

6. The payroll clerk will include a printout of the hours worked with each employee's check. Employees are required to note any problems and then sign and return this time sheet to payroll prior to the end of the next pay period.

7. If an employee plans on being on leave the last day of the pay period, the employee must complete and sign their time sheet on the last day they work during the pay period. If an employee is ill or absent for emergency purposes on the last day of the pay period, the employee is to contact their supervisor or the payroll clerk to authorize the completion of the time sheet for the employee.

8. If an employee wishes to permit another individual to pick up his/her check on his/her behalf, notice must be given in writing prior to the check being released. Payroll clerk will maintain a file of approved individuals for each employee.

Section 5.4 Amended November 1, 2017; April 1999

5.5 Payroll Deductions

Certain Deductions are made from the salary check as required by law, in accordance with employee benefit plans, or as requested by the employee. These deductions are itemized on the employee's pay statement which accompanies the check. Deductions include:

1. **Income Taxes.** The federal and state governments require that taxes be withheld from each salary payment. The amount of tax to be withheld is determined from withholding tables furnished by the Internal Revenue Service and varies according to the amount of salary and number of dependency exemptions. Employees are required to complete withholding tax certificates upon initial employment, and to inform the Payroll Department of any dependency change whenever such change occurs.
2. **Hospitalization Insurance.** Full-time employees may participate in the group hospitalization program with the premium for EMPLOYEE ONLY being paid in full by the library. Families of all full-time employees are eligible for coverage under the parish group

hospitalization insurance program. To obtain family coverage, each employee must meet the requirements set forth by the insurer and authorize deduction of the premium.

3. Retirement Plan. See Section retirement_plans .

4. PEBSCO Deferred Compensation Plan. All regular employees may contribute a portion of their salary to the PEBSCO Deferred Compensation Plan as a means of reducing taxable income, building a retirement supplement, or as a savings plan. The Beauregard Parish Library DOES NOT contribute any funds to a PEBSCO account if the library is already paying an employer's matching portion for the employee in either the Parochial Retirement System or the Social Security System.

5. Federal savings bonds.

6. Any additional deduction that is approved by the Police Jury and/or the Board of Control.

7. IRA. See Section ACTS OF LEGISLATURE, Act No. 126 of 1982, page A-3.

5.6 Retirement Plans

Employees regularly scheduled to work 28 or more hours per week are covered by the Louisiana Parochial Employees' Retirement System, Plan A. This is mandatory and begins when the employee's probation period ends or when a non-probationary employee's status changes from less than 28 hours per week to 28 or more hours per week. Membership is canceled only by death, termination of employment, or retirement. Employees enrolled in another public funded retirement system and employees who have retired under a public funded retirement system may be subject to special rules. Please check this carefully if you believe it may apply. Previous rules which prevented dual membership have been changed.

Employees regularly scheduled to work less than 28 hours and probationary employees are covered by Social Security. This is mandatory, begins on the employment date and continues throughout the period of employment unless the employee is moved into the Louisiana Parochial Employees' Retirement System or qualifies for and requests a move to the PEBSCO system. Employees who are normally covered by Social Security may qualify for a voluntary move into the PEBSCO system. Employees who are covered by the Louisiana Parochial

Employees' Retirement System may make voluntary contributions into the PEBSCO system. For additional information contact the personnel office.

5.7 Workman's Compensation

The Beauregard Parish Library carries insurance to cover employees who are injured on the job as required by law. Coverage and filing procedures vary as the law and/or the insurance carrier is changed. Questions should be given in writing to library headquarters so that the insurance carrier can provide up-to-date information.

All on-the-job injuries must be reported in writing immediately after emergency assistance measures have been completed. Failure to report at once can jeopardize the employee's benefits and the library's coverage.

Necessary reports include the *Employer's First Report of Work Injury* and a *first report* and *final report* from the attending physician. Forms are available through library headquarters.

The Beauregard Parish Library, as a component unit of the Beauregard Parish Police Jury, is included in the Police Jury's Workman's Compensation Insurance Policy. Benefits depend upon the type of policy purchased.

After an on-the-job injury, an employee must be absent for at least seven (7) consecutive days, including weekends, before workman's compensation insurance benefits begin. Benefits ARE NOT paid for these first seven days by the insurance company unless an employee is out of work for at least four weeks; however, an employee will be allowed to use their accrued sick or annual leave to cover the first seven days of absence. The first payment of benefits will cover the eighth through fourteenth days (one week); after that, benefits will be paid every two weeks for a two week period. Benefit will be 66 and 2/3 percent (.6667) of average wage during the four-week period immediately preceding the on-the-job injury.

The insurance company sends the benefit payments directly to the employee and does not withhold for any federal, state, or local taxes. Payment of any taxes owed is the responsibility of the employee receiving the benefit.

Payments to the Parochial Retirement System, Social Security System, or Deferred Compensation Program (PEBSCO) are based upon wages paid by the library. Employees who

are drawing workman's compensation benefits and are not receiving any compensation from the library will not have any payments made to any retirement system on their behalf. This includes both employee and employer contributions.

5.8 Garnishments

The Beauregard Parish Library accepts garnishments against its employees with appropriate court proceedings. However, the library would encourage such employees to act as quickly as possible to relieve the library of this administrative burden.

See LA Legislative Act No. 536 of 1982, page A-6.

5.9 Expense Reimbursement

1. A. The library shall reimburse employees of the Beauregard Parish Library for all necessary and proper expenses incurred in connection with the discharge of their official duties in accordance with the guidelines set forth.

B. The official travel expenses of employees of the Beauregard Parish Library, for which the library will reimburse, shall be the amount actually expended, but not to exceed the following:

1. Hotel/Motel Accommodation: Actual cost of accommodations supported by receipt for payment.
2. Automobile Travel: Library employees are to be reimbursed per mile of official travel performed in their privately owned vehicles. The rate of reimbursement is to be the same as the rate established by the Beauregard Parish Police Jury.
3. Communications: Actual charges for official telephone/telegraph costs that are necessary, supported by paid receipts when possible.
4. Meals and Miscellaneous Expenses: The actual charges for conference registration fees, storage and handling of equipment, taxi, bus, and airport limousine service, tips and parking garage charges, supported by paid receipts when available and practical. Any meal expense over \$5.00 for breakfast, \$10.00 for lunch, or \$20.00 for dinner must be supported by paid receipts. In some instances and with advance notice to employees,

Library Administration may determine to provide a per diem meal reimbursement based on the aforementioned schedule regardless of receipts provided.

5. Airline Transportation: Economy class airline tickets, when available, will be purchased for travel.

2. Any expenses incurred by employees of the library which are not in accordance with this section shall not be paid except on approval by the Board of Control in regular session.

5.10 Unemployment Insurance

1. In accordance with US Public Law 94-566 and LA Legislature Act 745, the Beauregard Parish Library carries unemployment insurance. The following outline is intended to provide a brief overview of this coverage. Since the coverage is subject to change as the laws are amended, etc., this is not intended to provide in-depth nor up-to-date information. Questions should be submitted in writing to library headquarters so that the insurance carrier can be contacted for current information.

2. All library employees are covered except:

1. A person receiving work relief or work training in a program assisted or financed, in whole or in part, by any federal agency or any agency of the state or any political subdivision thereof.

2. A person employed in public service employment and operating under the Federal Jobs Training and Partnership Act.

3. A person earning credit toward a high school degree when working for a business establishment or political subdivision. Some of these persons may be covered by unemployment policies paid through the various government programs.

3. Benefits are determined by lawmakers and vary according to the economic conditions of the times. Benefits, in general, are based upon earnings and period of employment.

4. A person may be disqualified from receiving benefits if:

1. He quits his employment without good cause connected with his employment.

2. He was discharged for misconduct connected with his employment.

3. He refuses to seek work or he refuses to accept available suitable employment.

4. He fails to report to work as scheduled.

Section 6 Absence

6.1 Holidays

1. Actual dates of holidays for library employees shall be determined by the Board of Control at its' January meeting and posted in each branch of the library. Approved paid library holidays are as follows:

- New Year's Day - January 1 (one day paid)
- Good Friday (Friday paid, Saturday closed and unpaid)
- Memorial Day (one day paid)
- Fourth of July - July 4 (one day paid)
- Labor Day (one day paid)
- Thanksgiving (two days paid, closed Thursday - Saturday)
- Christmas 24, 25, 26 (three days paid)
- New Year's Eve – December 31 (one day paid)

If a holiday falls on Saturday, the observed paid day will be the preceding Friday with Saturday being an unpaid day. If a holiday falls on Sunday, the observed paid day will be the following Monday with Sunday being an unpaid closed day.

2. Employees who are entitled to holiday pay (see 3.2.2) shall be entitled pay for 1/5 of the number of hours in that employee's scheduled work week for each day of the holiday. For example, an employee who normally works twenty (20) hours per week is entitled to four (4) hours pay for each library holiday.

3. Temporary and seasonal employees who would normally have worked on a day of the week observed as a holiday may be granted unpaid holidays. With the approval of the supervisor, the employee may be rescheduled to make up the hours missed at some other time during the same pay period.

4. For policy regarding holidays which occur during an employee's scheduled vacation, see Section Leave-Holiday(6.4.5).

5. Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay, or may be authorized to use accrued vacation leave. Department heads shall ensure that full-time and part-time regular employees working unusual schedules or on shifts receive benefit of the full number of official paid holidays.

6.2 Definitions

1. Sick leave is defined as any period of time during which an employee may use credited sick leave and be excused from work without loss of pay due to:

a) Personal illness, injury, or any other type of physical disability, except injuries incurred on the job that are covered under Worker's Compensation.

b) Doctor and dental appointments for self or minor child

c) Serious illness in the employee's immediate family requiring the employee to assist in care-giving.

2. Immediate Family: The employee's parents, spouse, children, brothers, sisters, and immediate in-laws.

3. Serious illness of a family member: Illness or injury requiring hospitalization and/or treatment extending beyond 3 days with supporting documentation from attending physician.

4. Probationary Period: The first 6 months after hire is the probationary period. Upon approval of the Library Director, the probationary period may be extended to give the employee additional time to master the requirements of the position or waived in special circumstances, i.e. a former employee returning to the Library.

5. Regular Employee: An employee who has been assigned a non-temporary position.

6. Substitute Employee: An employee who works in an on-call basis.

7. Temporary Employee: An employee who is hired for a specific period of time such as a summer reading program presenter hired for June to August.

8. Leave Without Pay: leave without pay may be granted by the Library Director after all annual leave and sick leave have been exhausted. No paid sick or annual leave credit will be given for time periods during which an employee is on leave without pay.

9. Salaried Position: In most cases an employee in a salaried position will be granted leave

based on 40 hours per work week. Where a salaried position is clearly defined as a part time position, the leave posted may be based on fewer hours per week.

6.3 Leave Rate

Leave is based on the number of hours in the employee's regularly scheduled work week. The following rate is multiplied by the total work hours in the employee's work year to arrive at the hours of leave.

Length of Employment	Non-Professional	Para-Professional	Professional
	Staff Rate	Staff Rate	Staff Rate
	<u>Per Hour Worked</u>	<u>Per Hour Worked</u>	<u>Per Hour Worked</u>
Hire through 1year	.038462	.057693	.076924
1 - 9 years	.038462	.057693	.076924
10 - 19 years	.057693	.076924	.096154
20 years and over	.076924	.096154	.115385

6.4 Annual Leave and Sick Leave

1. Annual leave and sick leave will be posted for all regular employees on the first day of the pay period immediately after the employee's anniversary date according to the Leave Rate Schedule (see Definitions in this section)
2. At each anniversary date of employment, the amount of leave available for use during the next year of employment is figured based on the above formula. If employee terminates employment either voluntarily or involuntarily prior to the anniversary date, no leave is granted.
3. Leave will be charged against the employee's account as it is used. The business office will update leave records to show leave times used and the current balance after each pay period.
4. Employees being transferred, promoted, or demoted shall retain their leave credits.
5. Holidays occurring during an employee's scheduled vacation or while an employee is on sick

leave shall not be charged to his/her leave time.

6. Absence for part of a day which is chargeable to annual or sick leave shall be charged only for the amount of leave actually taken.

7. An attendance record is one of the factors that will be taken into consideration in completing each employee's annual progress report for salary increases.

6.5 Annual Leave Only

1. Employees who terminate employment with the library will be paid for the annual leave which remains posted to their account, as required by law. Alternatively, employees may seek approval from the Library Director to use their annual leave prior to the resignation date.

2. Annual leave should be used by the last work day of the anniversary year for which it was posted. In special circumstances, the Library Director may approve a carry forward of unused annual leave into the following year. A plan must be in place to take leave during the following year. It is the employee's responsibility to make written request to carry forward unused leave.

3. All vacations must be scheduled four (4) weeks in advance and approved by the applicable department supervisor. Supervisors shall schedule vacations and give due consideration to the needs of the library and the interests of the employees. Vacations may be split. Priority shall be given to employees based on "first one requesting" and "length of service" basis. Also, employees who have paid leave earned will receive priority over employees requesting leave without pay.

4. Annual leave may be used for sick leave purposes after sick leave is exhausted.

6.6 Sick Leave Only

1. After a new employee has been in a regular position for 6 months, sick leave will be posted to his/her account based on the hours worked during the first 6 months of employment. The other half of leave will be posted on the employee's anniversary date.

2. An employee on sick leave shall inform his/her the scheduling supervisor of the fact, and the reason, as soon as possible; it is requested that the employee call before the beginning of his/her shift. Failure to do so may result in termination of employment for failure to report to

work as scheduled or denial of sick leave with pay for the period of absence.

Amendment approved 2/7/22

3. Unless the employee specifically states upon notification on first day of absence, that he/she will be absent for more than one day, the employee must again notify ~~his/her~~ the scheduling supervisor of successive absences. Employees may use accumulated sick leave for the actual amount of time missed from work. Amendment approved 2/7/22

4. For each employee, the amount of leave posted at the beginning of the anniversary year is available for use during that year.

5. At the end of the year, any balance of unused sick leave remaining in the employee's account will be noted in the employee's personnel folder. Employees will be allowed to "bank" unused sick leave up to 8 equivalent work weeks. This "banked" leave could be used for medical situations requiring an absence beyond the employee's regular sick leave allowance such as surgery and recovery. Leave could not be used to supplement the annual sick leave available for day to day illnesses and appointments covered by the regular sick leave amounts. Equivalent work weeks would be defined as an employee's regularly scheduled hours per week. Otherwise, sick leave cannot be carried forward.

6. The library does not reimburse an employee for unused sick leave on job termination whether it is in the current year or in "banked" leave.

7. If illness is given as cause of absence, the Administrative Librarian reserves the right to require a written statement from the employee's physician and/or a physician chosen by the Administrative Librarian when deemed necessary.

8. A doctor's excuse will be required whenever the employee:

1. takes a day of sick leave immediately before or after a holiday.
2. is absent on sick leave for more than three (3) days.

6.7 Employee Benefit Year

1. For the purpose of calculating annual leave, sick leave, and other employee benefits, the business office shall establish an employee benefit year for each employee.

2. The first employee benefit year will be measured from the date of employment to the first

anniversary of regular employment. Thereafter, each employee benefit year will be measured from one employment anniversary to the next.

6.8 Emergency Leave

1. The Administrative Librarian, after ascertaining the exact circumstances, may grant a regular employee paid emergency leave in the event of a death, disaster, serious injury, or serious or contagious illness within the employee's immediate family. The usual emergency leave period is not more than three (3) days.

2. For the purpose of this section, immediate family is defined as mother, father, sister, brother, child, spouse, mother-in-law, father-in-law, grandparents, or any relative residing under the same roof.

3. Part-time employees averaging less than twenty (20) hours per week may be granted unpaid emergency leave in the above stated circumstances.

4. The Administrative Librarian may declare an emergency closing of the Library and its branches, or any subset thereof, in the face of an event including but not limited to natural disasters, wherein government officials are warning residents to avoid intra- parish travel or are strongly recommending or mandating evacuation.

If the emergency closing is system-wide, employees scheduled to work that day will receive pay for their scheduled time. If the closing is not system-wide, employees scheduled to work at the effected branch(es) may opt to work from another, unaffected branch or use annual leave or unpaid time off to make up the lost scheduled time.

6.9 Voting Time

The Beauregard Parish Library Board of Control encourages employees to vote for political candidates for public office. However, when the polls are open before and/or after the normal workday, employees are expected to vote during non-working hours.

6.10 Jury Duty (Civil Leave)

Employees of the Beauregard Parish Library shall be entitled to their regular compensation when

absent from duty because of compulsory service on grand juries, petit juries, and as witnesses summoned in judicial proceedings. Their regular compensation will be reduced by any compensation allowed such employees for services as grand juror, petit juror or witness.

6.11 New Parent Leave

Employees experiencing the birth of their child or placement of a child through adoption or foster care in their care are eligible to use any annual, banked sick, or sick paid leave (in that order) for this/these events. After all paid leave is exhausted, the Director may approve unpaid leave.

Paid and unpaid leave combined will not equal greater than 12 weeks of leave per instance. For employees not eligible for coverage under the Family and Medical Leave Act, the amount of leave time, paid and/or unpaid, may be less than 12 weeks. Each employee anticipating invocation of New Parent Leave should discuss the matter with his/her supervisor as soon as possible to determine how much leave time can / will be used and to allow the Library to arrange for coverage, if necessary, while the employee is on leave.

During any period of unpaid leave, the employee is responsible for paying for any deductions normally taken out of his / her paycheck. BPL is required to continue paying the same percentage of eligible employees' major medical insurance premium during FMLA leave.

6.12 Family And Medical Leave

Beauregard Parish Library adheres to the legal requirements put forth by federal and state law including, but not limited to the Family and Medical Leave Act (FMLA). As such, we include the FMLA's Employee' Rights poster here for our employees' edification. This poster will be updated in the manual as required by the Department of Labor.

<https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Sections 6.11 & 6.12 adopted August 2016

Section 7 Conduct

7.1 Attendance

1. The department supervisor shall establish daily work schedules and library headquarters shall maintain daily employee attendance records.
2. Since the library is a public service, working hours are based on the times that library service is most convenient to the public. Work schedules are posted two (2) weeks in advance, but, in emergency situations, schedules may be changed in order to provide service to the public. It is the employee's responsibility to check schedules daily for any changes in his/her work hours. If an employee's schedule is changed while the employee is off from work (on leave, day off, etc.) and the employee will not be on duty prior to the schedule change taking effect, it is the department supervisor's responsibility to notify the employee of the schedule change.
3. The library makes no provisions for make-up time. Whenever an employee is absent from work through no fault of the employer, the employee will not be permitted to work overtime solely for the purpose of restoring the time lost. Any make-up time must be requested on a schedule change form, approved by the department supervisor, and be in the best interest of the library.

7.2 Tardiness

1. Occasional tardiness may be unavoidable. Infrequently, there may be days when bad weather or other conditions result in lateness to work. Continued tardiness, on the other hand, is inexcusable and will not be tolerated. Whenever an employee is late for work, he/she shall offer an explanation to his/her immediate supervisor. If the employee's reason for being late is unacceptable, he/she will be subject to a reduction in pay for the time absent.
2. Anything later than scheduled sign-in time shall be considered tardy for library personnel.

7.3 Lunch Period

1. Workers may be scheduled for thirty (30) or sixty (60) minute lunch periods. Bonafide lunch periods during the scheduled work day are not considered as worked time and are not paid. Employees scheduled to work at least six (6) or more consecutive hours will generally, but not always, be scheduled to take a lunch break.
2. Occasionally, it may be necessary to ask an employee who is on lunch period to assist a patron or to handle an emergency situation. Whenever this happens, the employee may extend his/her lunch period for the length of the interruption.
3. If only one employee is to cover an entire day, the library will remain open across the lunch period and the employee will be paid for the full day, lunch period included. The employee will NOT sign out for lunch and MUST make a note on the time sheet to say that the lunch period was working time. The notation is to prevent payroll errors and is the responsibility of the employee. The employee may prepare and eat lunch while watching the branch and waiting on patrons as necessary.

7.4 Safety

1. Safety is the responsibility of both supervisory personnel and individual employees. It is their responsibility to make certain that all safety procedures and practices are observed. Appropriate disciplinary action shall be taken, at the discretion of the Administrative Librarian, when an employee is found negligent in equipment operation resulting in either damage to the equipment or an accident.
2. The safe performance of all work assignments, without injury, is the Board of Control's primary safety concern. Only through the determined elimination of the causes of accidents can the frequency of accidents be reduced.
3. All employees, particularly supervisors, have the responsibility of reporting the existence of any hazardous conditions or practices.
4. Any accidents occurring during normal working hours shall be reported to the immediate supervisor at once. The supervisor shall, in turn, notify the Administrative Librarian. Upon notification of an accident, the Administrative Librarian shall complete an accident form which must be forwarded to the Beauregard Parish Police Jury no later than forty-eight (48) hours after the accident in order that an employee may be covered under Workman's Compensation Insurance.

7.5 Tools, Supplies, and Equipment

Misuse, neglect, theft, and abuse of tools, supplies, and equipment is prohibited. Accidents involving misuse of tools or equipment will be cause for disciplinary action (see Section 7.4 Safety). Loss of tools on more than one occasion will require payment by the employee for those tools lost.

7.6 Solicitation

Solicitation of funds or anything of value, or signature on petitions from or by library employees on the job, for any purpose whatsoever, shall be permitted only with the expressed approval of the Administrative Librarian. No employee may be required to make any contribution or sign any petition, or may be penalized or rewarded in any way in connection with his/her employment according to the response to the solicitation.

7.7 Political Activity

Except as otherwise provided by law, the following restrictions on political activity shall apply to library employees:

1. Employees shall refrain from publicly using their position or influence for or against any candidate for public office in any jurisdiction.
2. Employees shall not use working hours or library property to be, in any way, concerned with soliciting or receiving any subscription, contribution, or political service, or to circulate petitions or campaign literature on behalf of candidates for public offices in any jurisdiction.
3. This section does not prohibit employees from ``personal" participation in the political process.

7.8 Moonlighting

Moonlighting (holding any job other than library job) is permissible if it does not create a conflict of interest.

7.9 Breaks

1. Any employee who is scheduled for four (4) consecutive hours is entitled to a fifteen (15)

minute mid-work break.

2. Breaks are to be scheduled by the immediate supervisor and are to be taken at the scheduled time. Any deviation from this schedule must be approved by the supervisor. Breaks are not to be used in conjunction with lunch periods or sign-out time.
3. Breaks shall be considered a privilege and not a right and shall never interfere with the proper performance of the work responsibilities of the department.
4. Breaks are counted as part of the employee's working time.
5. Employees leaving the building during a break are expected to sign in and out on the time sheet and to indicate that the period was a break.
6. Breaks cannot be used for make-up time.

7.10 Dress Code

Conventional dress and personal grooming include the standards given below:

1. Employees working in view of the public shall dress in conventional office style. This does not include sports styled clothing such as shorts, halters, beachwear, or see-through or excessively revealing clothing. Appropriate jeans OR jean skirts of any color and library-related tees are only permitted on Fridays and Saturdays.
2. Mobile division workers, custodial workers, and aides shall dress in conventional clothing suited to the task at hand. Footwear should protect the feet from any reasonable expected hazards.
3. Employees are expected to observe conventional standards of cleanliness and grooming. Excessive use of heavy scents is discouraged. Any styles of clothing, hairdo, or footwear that interferes with safe, efficient performance of duty is not permitted.
4. Jeans of any color can only be worn on Fridays and Saturdays and must be paired with a library shirt. They must be full-length (no capris or shorts), clean, free of rips, tears, holes, and have no decorative writing on them.
5. Tee shirts, too, are only allowed on Fridays and Saturdays. They may not advertise any corporation, event, etc. except the library.
6. Flip-flop shoes are not allowed. Flip-flops are light sandals (usually, but not always, rubber or plastic) fastened to the foot by a thong between the first and second toes. However, the definition of a flip-flop, for our purposes, is extended to include any shoe that makes a slapping sound with every step.

They are banned for two reasons: the noise, and the utter lack of foot protection they provide.

7. Jean skirts are, like jean pants, allowed on Fridays and Saturdays when paired with a library shirt. During special occasions like SRP or Halloween, we may also allow library t-shirts to pair with jeans on those days.

7.10 Amended by the Board of Action on May 4, 2016

7.11 Workshops

1. Part time and full time hourly employees who attend workshops may receive compensatory time for hours worked beyond their normally scheduled work week for the time. In accord with FLSA, hourly employees whose work week exceeds 40 hours will receive compensatory time at the rate of one and one-half hours per hour worked over 40.

2. Workshop time begins at the start of the workshop and ends at the conclusion of the workshop.

3. Travel time is not included in workshop time with the following exceptions:

1. An employee who is driving to or from an out of parish workshop is paid for the time spent driving.

4. Employees will not 'lose' paid work time due to travel to and from out of parish workshops. For example, if an employee is normally scheduled to work 5 hours on Monday travels to an out of parish workshop which lasts for 4 hours, the employee may be paid for the normal 5 hour day.

5. Mileage to out of parish workshops is reimbursed at the existing rate if personal vehicle is approved for travel use. Generally, the use of a personal vehicle will not be approved if the library van is available. Employees traveling to the same destination are required to conserve library resources by traveling together as much as possible.

7.12 Overtime

Legal Basis

This section is designed to ensure that the library is in compliance with the federal Fair Labor Standards Act (FLSA) also known as the Federal Wage and Hour Law.

Who is covered

The act covers all employees except those who qualify as EXEMPT EXECUTIVE EMPLOYEE, EXEMPT ADMINISTRATIVE EMPLOYEE or EXEMPT PROFESSIONAL EMPLOYEE. These employees will be paid on a salaried basis. All other employees will be paid on an hourly basis. When the Library receives notification that the conditions of exemption have been changed or redefined or when working conditions and/or duties change, the Library will reclassify and notify the employee and his/her supervisor of any changes which were made.

Compensatory Time

The federal Fair Labor Standards Act (FLSA) requires that overtime in the amount of one and one half times an employee's regular pay rate be paid for hours worked in excess of 40 hours in a workweek. If compensatory time is given in lieu of overtime, the rate of compensatory time must be one and one half times the number of hours worked overtime.

When compensatory time is given in lieu of overtime, the compensatory time must be used prior to December 31 of the year in which it was posted or the comp time will be converted into overtime payment and paid out with the first paycheck of the new year. To schedule use of comp time off employees shall follow the same procedure as requesting to use annual or sick leave and shall denote on the Leave Request form that the time off is Comp time.

No library employee will be scheduled to work over 40 hours per week. Library employees are required to report to work and to leave work as scheduled. Authorization for any change in schedule for any hourly library employee must be approved in writing by the employee's direct supervisor or by another supervisor in that employee's line of supervision.

Amended by the Board of Action on February 6, 2019

Voluntary projects

Nothing in this section is intended to interfere with the right of a library employee to serve as a volunteer for any project which is sponsored or co-sponsored by the library. However, employees who are working on volunteer projects should give written notification to the library so that there will be no confusion regarding hours spent on library premises which are not on the authorized schedule. Employees may not volunteer to perform duties at library events / functions that are substantially similar to their paid duties.

Emergency situations

Where a situation develops in which authorizing an hourly employee to work beyond 40 hours in a workweek is necessary, the employee will be granted compensatory time at a rate of one and one half times the number of hours worked. This will only be authorized when it is necessary to prevent damage to library property or in other serious and unusual situations. There must be written authorization from the direct supervisor with the full consent and knowledge of the Administrative Librarian.

Employee responsibility (hourly workers)

Report to work and leave work as scheduled. The library does not authorize nor will it encourage "early sign-in" or other practices which result in the employee working any unscheduled time.

Give written notification to the direct supervisor when working on volunteer projects on library premises.

Supervisor responsibility

Arrange work schedules so that hourly full-time employees will not be asked to remain at the library past the time they are scheduled to leave. Where part time employees are available, they may be kept past the scheduled leave time as long as the employee's workweek schedule does not exceed 40 hours.

Secure the necessary authorization before allowing any employee to work more than 40 hours in a workweek.

7.13 Social Media Policy

The purpose of this policy is to guide library employees in their interactions with Library social media forums. The Library understands that social networking and Internet services have become a common form of communication in the workplace and that employees may engage in social media as individuals. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about use of social media, the Library has established these guidelines for appropriate use of social media.

Definitions

Social media/networking, for the purposes of this policy, is defined as any electronic service that allows users to create or join online communities sharing ideas, messages, pictures, videos, and other content. Examples include but are not limited to Facebook, Twitter, Instagram, Pinterest, and YouTube.

“Posting” or “post” is the creation of any link, picture, text, video, or other content written, shared, or placed on any social media platforms.

Employee Behavior

- A) Only authorized administrators can prepare and modify content for the Library's social media pages. While the Library understands that unofficial Library pages may exist, we encourage employees to direct patrons to the official Library pages. Library employees may not create individual branch pages or Beauregard Parish Library fan pages. Responsibility for the official Library social media accounts rests with the Library Director, under the authority of the Board of Control. The Director may, in turn, delegate authority for creation and management of the Library's social media accounts to appropriate departmental staff.
- B) Employees should be professional, use good judgment and be accurate and honest in their communications. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the internet archives everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Library, co-workers, patrons, or people working on behalf of the Library. The Library encourages Freedom of Speech; however, the Library reserves the right to review social media posts. Any posts deemed disruptive to the Library or used against the Library could be used against the employee for discipline, up to and including termination.
- C) When commenting on business, unless authorized to speak on behalf of the Library, an employee should state that the views expressed are their own. If an employee is

discussing work related matters within their area of responsibility, the employee must disclose their affiliation.

- D) Employees should always be respectful to every individual's legal right to express their opinions and have consideration for the opinions and positions of others, whether they are in alignment or conflict with their own. Employees should always be fair and courteous to co-workers, patrons, suppliers, or people who work on behalf of the Library. Work-related complaints are often resolved by speaking directly with co-workers and/or supervisors rather than posting complaints on social media. Nevertheless, if complaints or criticisms are posted, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage patrons, co-workers, suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment based on race, religion, color, sex, national origin, age, disability or any other status protected by law or company policy.
- E) Employees shall not post financial, confidential, sensitive, or proprietary information about the Library, patrons, employees, or applicants. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- F) When using social media, employees are expected to abide by all applicable Library policies, including, but not limited to, policies concerning harassment and confidentiality.
- G) When using social media, employees are expected to observe and abide by all applicable laws including, but not limited to, those pertaining to copyright, trademark, and service mark restrictions.
- H) No users shall use the Library social media networking, forums, or messaging tools for commercial promotions, spamming or political campaigning.
- I) Any conduct that adversely affects an employee's job performance, the performance of co-workers, or otherwise adversely affects employees, customers, suppliers, people who work on behalf of the Library, or Library's legitimate business interests may result in disciplinary action up to and including termination.

Adopted by Beauregard Parish Library Board of Control August 3, 2020

Section 8 At Will Employment

1. Louisiana is an "at will" State. Unless otherwise defined by applicable law, any employment

relationship with the Beauregard Parish Library is of an "at will" nature, which means that the employee may resign at any time and the employer through the Director may discharge an employee at anytime with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document unless such change is specifically acknowledged in writing by the Director.

Section 9 Nondisciplinary Separation

9.1 Resignation

1. Employees who plan to resign voluntarily should notify the Administrative Librarian with a formal letter of resignation at least two (2) weeks in advance of the effective date of termination, if at all possible.
2. Any employee who resigns is encouraged to give his/her reasons for resigning and discuss with his/her supervisor any working conditions which he/she feels are unsatisfactory.
3. Annual leave that is to be used immediately prior to employee's resignation date must be scheduled at least one (1) month in advance.
4. An employee resigning without the required notice shall be ineligible for reinstatement and for reimbursement of unused annual leave.

9.2 Layoff

1. An employee may be laid off because of changes in duties, in organization, or for lack of work or funds. Whenever possible, at least two (2) weeks notice shall be given an employee prior to layoff. Layoffs shall not be considered disciplinary action.
2. Layoffs shall be carried out on the basis of demonstrated job performance and efficiency, with the most proficient employees being retained the longest. Seniority within library service may be used to determine the order of layoff among employees with substantially equivalent records of job performance and efficiency, with the most senior employees being retained the longest. Temporary employees shall be laid off before regular employees performing similar

duties.

Layoffs shall not be considered disciplinary actions.

9.3 Retirement

1. Employees of the Beauregard Parish Library participate in one of the following retirement programs:

a)Parochial Retirement System enrollment is mandatory for all employees who regularly work more than twenty-seven (27) hours per week.

b)Deferred Compensation Program may serve as a qualified retirement program for all regular part-time employees (those who regularly work less than 27 hours per week).

c)Social Security System enrollment is mandatory for all temporary employees and those regular part-time employees not enrolled in an eligible deferred compensation program.

Library employees may retire whenever they meet the eligibility requirements of the particular program in which they are enrolled.

9.4 Inability to Perform Duties

An employee may be separated from duty when the Administrative Librarian determines that he/she is physically or emotionally unable to perform the duties assigned and that this inability could result in damage to library property, violation of the rights of library patrons or other staff members, unsafe working conditions, or other serious interference in the library's ability to serve the public.

Separation for physical or emotional inability to perform duties shall not be considered disciplinary action. The separated employee is eligible for reinstatement if a change occurs which would permit him/her to function in a library position.

Section 10 Personnel Records

10.1 Personnel Files

The office of the Administrative Librarian shall maintain the official personnel files for all library employees. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes unconnected with the personnel management system, except with the permission of the employee involved.

Nothing herein shall prevent the dissemination of impersonal statistical information.

An employee shall have the right of reasonable inspection of his/her official personnel file.

See LA Legislative Act No. 24 of 1982, page A-1.

10.2 Personnel Reports

The office of the Administrative Librarian shall prepare such rosters, statistical summaries, and other reports as are necessary or desirable to provide useful information to the Beauregard Parish Library Board of Control.

Section 11 Reinstatement

1. Following Resignation: A person who resigned in good standing may be reinstated in his/her former type of position within one (1) year following resignation, provided the position is vacant and the person remains qualified to perform the duties of the position, and such reinstatement would be in the best interest of the library and meets with the approval of the Administrative Librarian.
2. Following Layoff: A person who was laid off, including a former temporary employee separated upon completion of duties, may be routinely recalled to work at any time provided the position is vacant and the person remains qualified to perform the duties of the position, and is approved by the Administrative Librarian.
3. Following Separation for Incapacity: A person who was separated for incapacity may be reinstated in his/her former type of position within one (1) year following separation, provided the reason for incapacity has been removed to the satisfaction of the library, the position is vacant, and the person remains otherwise qualified to perform the duties of the position, and reinstatement would be in the best interest of the library and meets with the approval of the

Administrative Librarian.

4. Veterans: Employees who left the library service in good standing to enter duty with the armed forces of the United States shall be eligible for reinstatement in accordance with applicable state and federal laws.

5. Restoration of Credits: Unless otherwise provided by law, rules, or administrative directives, persons previously earning seniority, service, or sick leave credits for which they did not receive payment at the time of separation, shall have their credits restored up to any maximum permitted accumulation following reinstatement under the provisions of this section.

Section 12 Educational Leave

1. Purpose: The purpose of the educational leave policy is to encourage employees to continue their professional growth and development by attending classes that can be of direct benefit to the library and the employee.

2. Goal: To upgrade the skills of all library employees to meet the LLA standards statement of "knowledgeable ...skilled intermediaries in accessing information as well as collection development and preservation ...".

3. Objectives:

1. To provide financial assistance for employees engaged in approved educational courses that are job related.

2. To provide "release time with pay" for employees enriching or enhancing job-related skills.

3. To provide "mileage reimbursement" or library van use for employees attending approved educational courses.

4. Activities: BPL employees will be allowed to participate in the following educational activities:

Workshops, conferences, staff training, and other continuing education activities which improve job knowledge and skills.

5. Requirements:

1. BPL will provide educational assistance to all eligible employees subject to the availability of funds as allocated by the Board of Control.
2. Employee must complete a written application from and receive written approval from the Library Director prior to enrolling or registering in order to be eligible for reimbursement or other financial assistance.
3. Employees must furnish documentation for reimbursement.
4. To be eligible employees must have been employed for one year and a "satisfactory" job performance rating.
5. Employees must remain on the active payroll and perform their job satisfactorily through the completion of each course.
6. Employees must maintain a "B" average for courses that are graded to be eligible for educational assistance.
7. Employees must receive license and/or certification for those courses that do not issue grades to be eligible for educational assistance.
8. While educational assistance is expected to enhance employees' performance and professional abilities, the Library cannot guarantee that participation in continuing education will entitle employee to automatic advancement, a different job assignment, or pay increases.
9. Employee must agree in writing to work for the BPL for one year for every 200 hours (equivalent of 5 weeks full-time work) of professional development for which tuition, leave with pay, or other financial assistance is requested and received. Time spent in professional development/continuing education instigated by administration and not at the employee's request shall not count towards the 200 hours.
10. Employee must agree in writing to reimburse the Library for any financial assistance received if the employee does not work for BPL (either voluntarily or involuntarily) for the stipulated time period, does not meet the minimum grade of "B" or does not receive certification or license.
11. Employees will be required to reimburse the Library if they fail to attend scheduled

continuing education classes, workshops, seminars or conferences that are paid by BPL.

Exceptions for emergency circumstances will be handled on a case by case basis.

12. Incentives:

1. BPL may reimburse employee for tuition, books, mileage and other approved expenses.
2. BPL may provide "leave with pay" for employee to attend approved courses.
3. BPL may provide use of library van for travel to approved educational courses.

13. Funding:

1. Board will determine the number of courses funded for reimbursement, leave with pay positions funded, and other financial incentives annually.
2. Funding priorities based on library needs will be established by the Library Director.

Changes adopted November 1, 2017