

**Personnel Policies and Related Guidelines
For Piedmont Regional Library System
WITH MAJOR REVISIONS JULY 1, 2016
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INTRODUCTION

AT-WILL/NO CONTRACT STATEMENT

This manual presents personnel policies and procedures of the Piedmont Regional Library System (PRLS). It serves as a guide and source of information for employees and is not intended in any way to be construed as a binding employment contract.

MISSION AND PURPOSE

The Piedmont Regional Library System, through its headquarters and affiliated libraries, provides organized access to information and services for the residents of Banks, Barrow, and Jackson counties in Georgia. The mission of PRLS is to provide services and materials which will empower people, raise their aspirations, enhance their employability, and build active citizenship and quality of life in the community.

In order for this mission to be fulfilled, each employee must be familiar with his job, its privileges and responsibilities.

ORGANIZATION

The Piedmont Regional Library System is composed of affiliated libraries in three counties: Banks, Barrow, and Jackson. The headquarters library is at 990 Washington Street, Jefferson, Georgia 30549; phone 706-367-9399.

All library materials for the region are processed at headquarters and then distributed throughout the three counties by means of affiliated libraries and outreach services. The statewide PINES circulation and cataloging system is available region-wide for all affiliated branches and library service outlets. Courier service for exchange of materials is provided by the state and the regional system, respectively.

Legal responsibility for the region is vested in the Piedmont Regional Library Board, which consists of eleven sitting members who are appointed by each of the local county library boards. The Regional Library Director is the administrative officer of the system, acting under the direction of the board and carrying out their policies and decisions.

PARAMETERS

This manual is specifically for those employees, both state and locally paid, who are employees of the Piedmont Regional Library System. At the present time these employees' primary work locations are the system headquarters at 990 Washington Street in Jefferson, as well as the libraries in Winder, Auburn, and Statham. Employees of all other affiliated libraries and their respective funding agencies are bound by whatever policies their local library boards have approved, in many instances those being the policies of that library's primary funding agency.

PERSONNEL POLICIES

For Piedmont Regional Library System

Section 1: CONDITIONS OF EMPLOYMENT

1-1 EQUAL OPPORTUNITY EMPLOYER

No person shall be denied employment or advancement, nor shall be evaluated, on the basis of race, color, religion, age, sex, sexual preference, national origin, or physical disability.

The Piedmont Regional Library System subscribes to the principle of the dignity of all people and of their labors, and will take affirmative action to insure the applicants are employed and/or promoted on the basis of qualifications and professional ability.

1-2 SEXUAL HARASSMENT STATEMENT

Both employees and patrons of the library must have a work environment that is free from sexual harassment, herein defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the library staff to another staff member or to a patron. Such conduct shall be considered to be sexual harassment when:

- (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, or when:
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual, or when:
- (3) such conduct has the purpose or effect of substantially interfering with an individual's professional performance or creating an intimidating, hostile, or offensive environment for the use of library services.

Any Library employee who has been found, after appropriate investigation, to have harassed another library employee, will be subject to appropriate sanctions depending on the circumstances, from a written warning up to and including termination of employment. The Library also recognizes that false accusations of harassment can cause serious effects on innocent women and men. Malicious and false accusations may result in disciplinary action, up to and including termination of employment.

Section 1: CONDITIONS OF EMPLOYMENT *(continued)*

1-2-1 SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Sexual harassment will not be tolerated. It is the responsibility of the employee who believes he or she has been the subject of sexual harassment to report the alleged harassment within one week, following the grievance procedure listed below. Complaints of sexual harassment should be reported immediately without fear of retribution from the employer or charged party. Failure to report harassment immediately may impede the Library from taking prompt corrective action.

If the alleged harasser is a library patron or co-worker other than a supervisor or superior, it is the employee's responsibility to assert to the alleged harasser that the behavior is offensive. The employee shall then request that such behavior cease immediately, as well as file a written grievance to his or her supervisor. If the harasser fails to cease the offensive behavior, the supervisor will conduct sensitive, confidential information gathering and present the findings in a report to the Library Director. If the alleged harasser is a supervisor or superior, the employee may present a written grievance directly to the Library Director without informing the supervisor or superior. All information obtained in the fact-finding inquiry shall be held in the strictest of confidence by the parties involved. All interviewees, including the complainant and alleged violator, shall be expected to maintain confidentiality. The Library Director will render a written decision on the matter within a month of receiving the written grievance and report. Before rendering the decision, the Director may choose to consult with the Piedmont Regional Library System Board of Trustees Chairperson.

1-2 DRUG AND ALCOHOL STATEMENT

The library is committed to maintaining a safe and healthy work place free from the influence of alcohol and drugs. In compliance with the Drug-Free Workplace Act, employees are prohibited from possessing, using, purchasing or distributing alcohol, illegal drugs, or controlled substances during work hours, on work premises, or while on duty.

1-3 SMOKE-FREE WORKPLACE

Smoking is prohibited in all areas of the library, both indoors and outdoors on the library grounds.

1-5 ADA STATEMENT

The library abides by the Americans with Disabilities Act (ADA), which prohibits discrimination in employment against qualified individuals with disabilities.

The ADA Coordinator for the Library is the Regional Director.

Section 1: CONDITIONS OF EMPLOYMENT *(continued)*

1-6 WORKERS COMPENSATION

This library system is operated under the provisions of the GEORGIA WORKER'S COMPENSATION ACT. Medical attention for work-related accidents will be provided to each employee at no charge to the employee within the limits of the law.

Work injuries, however, slight, must be reported to the Administrative Office at Piedmont Regional Library immediately. The administrative staff will notify the library's carrier of Worker's Compensation. The worker may lose the right to receive compensation if an accident is not reported immediately.

1-7 CODE OF ETHICS

Employees must provide the highest level of service through fair, equitable application of policies and unbiased, courteous response to all requests for assistance.

Employees must protect each patron's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

Employees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution or professional body. Employees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Employees must protect each patron's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.

1-8 IMMIGRATION LAW COMPLIANCE

[To be added]

1-9 OPEN RECORDS

[To be added]

1-10 ELIGIBILITY TO WORK IN THE UNITED STATES

[To be added]

Section 2: EMPLOYMENT POLICIES

2-1 APPOINTMENT

Upon hiring, notice of appointment is made in writing to the successful applicant, which describes the position to which the person is appointed including position title, whether full or part-time, terms of salary, and beginning date. For temporary positions the anticipated ending date should be stated.

2-2 STATUS OF EMPLOYMENT

Approved October 13, 2009

Regular full-time employees are those employees who work the customary number of hours weekly (**40 hours**) and who maintain continuous regular employment status. All regular full-time employees are eligible for all employee benefits including retirement, paid vacations, paid sick leave, paid holidays, group insurance, etc.

All library employees are employed at the will of the library director, except for the director who is employed at the will of the Regional Library Board.

2-3 SALARY AND PAY FOR PERFORMANCE

Local supplements for state-paid employees may be provided by decision of the Regional Library Board, as recommended by the Director. Local employees and part-time employees are paid at a fixed hourly rate which has been determined to be comparable to rates paid in other libraries and in other communities for similar kinds of work. Every employee's performance is evaluated at least annually using the standard PRLS Employee Evaluation Form. If the employee meets or exceeds expectations in all categories, a wage increase of 3% is granted, to be effective on the first day of the following pay period. Additional cost of living pay increases, traditionally 3%, may be recommended by the Director for consideration by the Regional Library Board. These increases go into effect on the first day of the fiscal year following board approval. **All pay increases are contingent on the availability of funds.**

2-4 PAID HOLIDAYS

Revised/Adopted January 2022

The Piedmont Regional Library System will be closed for paid holidays on the following twelve days of each year:

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day (July Fourth)
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve, Christmas Day, Day after Christmas

Libraries may be closed additional days when holidays fall on weekends at the discretion of the Director and the Regional Library Board. Employees are granted a “floating” holiday when a holiday falls on a day they are not scheduled to work, usually a Saturday and/or Sunday. This floating holiday should be taken during the pay period which includes the actual holiday, preferably during the week of the holiday.

The above-stated holidays are paid leave for all employees. A workday is 8 hours. Holiday leave is granted for part-time staff. One paid holiday for part-time staff is 4 hours, regardless of hours usually scheduled. Temporary and substitute positions are not granted paid holiday leave.

2-5 JOB CLASSIFICATION

Library employees are classed according to the Fair Labor Standards Act as either EXEMPT or NON-EXEMPT.

EXEMPT employees are Executive, Professional and/or Administrative. They work as long as necessary beyond the required hours to get the job done. Flexible scheduling is utilized to cover specific events, programs, activities, and/or responsibilities.

All other employees are NON-EXEMPT. In compliance with the Fair Labor Standards Act, they are not requested to work over 40 hours per week, unless in the case of emergencies or for special work assignments at the discretion of the supervisor. In such instances, the non-exempt employee is compensated by time-and-a-half off, taken within the same period

2-6 HOURS OF WORK

Full-time employees work a **40-hour week**. Part-time employees work a stated lesser number of hours per week. The work schedule will vary with different positions. Occasional or regular night and Saturday hours can be required, depending on the position. Overtime over 40 hours per week is not required except in emergencies or for special work assignments at the discretion of the supervisor and is compensated with the Director's approval by time-and-a-half off, taken within the same pay period.

Section 2: EMPLOYMENT POLICIES *(continued)*

2-7 BUSINESS TRAVEL

For guidelines about business travel, Georgia state travel rules are found at <https://sao.georgia.gov/state-travel-policy>.

When state-paid employees travel on library business, as a rule, the library reimburses the employee for expenditures permitted by the State of Georgia travel regulations, if funding permits. Typically, reimbursements are made for transportation, registration, meals, and lodgings. When meetings sponsored by Georgia Public Library Service of the University System of Georgia exceed state travel regulations, the employee required to attend will be permitted to collect full reasonable cost of hotels and meals planned by the state agency.

Non-state-paid employees will be reimbursed for travel and/or work-related training according to these regulations if funding permits, provided **advance approval** of the travel plans has been given by the Library Director.

When an employee makes travel commitments for business events and then cancels his/her attendance for any reason whatsoever, the employee must assume the responsibility to contact the sponsoring agency and /or hotels, etc. to request refunds. Any fees and costs which cannot be refunded must be paid by the employee.

Employees driving library vehicles or personal vehicles while conducting library business must pay their own traffic fines.

Attendance at professional conferences and workshops is encouraged even if no travel funds are available. In this case, upon request the Library Director will consider granting professional librarians and/or other staff reasonable amounts of paid work time to attend appropriate events, conferences, workshops, at the employee's own expense.

Section 2: EMPLOYMENT POLICIES *(continued)*

2-8 PURSUIT OF FORMAL EDUCATION

Revised/adopted May 15, 2007

A full-time employee is to be commended if he/she voluntarily pursues additional formal education through a degree-seeking program in his or her field of current employment. While the library is unable to provide financial assistance for the pursuit of graduate education, it can provide paid educational leave under these circumstances:

The employee has been with the library for one year, has passed the initial probationary period, and has received written approval from the Library Director.

During the school term, employees who are full-time students may be granted up to four (4) hours per week of educational leave by the supervisor as the work schedule allows. Part-time students may be granted up to 1.5 hours per class per week up to a total of four hours

Also, at the employee's request, the library will try to adjust the employee's daily work schedule to accommodate his/her attendance at classes required to achieve the degree. Such adjustments may be made semester by semester, insofar as possible. Since many degree programs can be accomplished primarily through on-line computer classes, the employee is free to use his/her work computer for study purposes on the employee's own time. If the degree program requires the employee to commit to an extended on-campus stay as part of the requirements for the degree, the employee must either spend his/her available leave for his/her absences OR request approval in advance from the Library Director for a leave of absence without pay. The library cannot guarantee any pay raise or reassignment in position to the employee once the degree is accomplished. However, every effort will be made to utilize the employee's enhanced skills to benefit of the library.

Section 2: EMPLOYMENT POLICIES *(continued)*

2-9 TYPES OF LEAVE

See also Section 2-4 Paid Holidays

2-9-1 LEAVE: DEATHS AND FUNERALS

Paid leave of three working days is granted full-time employees when a death occurs in their immediate family. Immediate family here means spouse, parents, children and siblings as well as parents, children and siblings of the employee's spouse.

2-9-2 LEAVE: JURY DUTY, COURT, AND VOTING

Full-time employees are entitled to leave of absence from duties without loss of pay for all days that they are required to serve as a juror or as a subpoenaed witness in court. Reasonable time off is allowed for voting if time cannot be found to vote either before or after work.

2-9-3 LEAVE: MILITARY SERVICE

Adopted May 18, 2004

A full-time employee may have leave of absence from his/her place of employment while engaged in the performance of ordered military duty, whether it be weekend or annual reserves training or actual operational deployment. Such leave may be required by the library to be documented with military orders. In keeping with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and its updates, Section 4316 (d), "any person whose employment with an employer is interrupted by a period of service in the uniformed services shall be permitted, upon request of that person, to use during such period of service any vacation, annual, or personal leave with pay accrued by the person before commencement of such service." If the employee chose not to use vacation, annual, or personal leave for military duty time away from work, he/she will be on leave of absence without pay. Provided all eligibility criteria are met, the employee may have reemployment rights following a period of service of not more than five years.

2-9 TYPES OF LEAVE (continued)

See also Section 2-4 Paid Holidays

2-9-4 LEAVE: SICK

Changes approved July 2020

All full-time employees are granted 15 days of paid Sick Leave per year to be used for medical or disability needs including pregnancy. (See LEAVE: FAMILY & MEDICAL for stipulations regarding extended family leave, which includes among other purposes, extended leave of absence for pregnancy and/or maternity reasons.) Time used for visits to doctors, dentists, opticians, or other legitimate medical/chiropractic/physical and/or mental therapy practitioners may be counted as sick leave. Sick Leave may not be used for Personal Leave. Where possible, an employee should report planned sick leave in advance to the supervisor. Otherwise the employee should report sick leave as soon as is practical after returning to work. Sick leave may be spent for the above-listed needs of the employee or the employee's immediate family. "Immediate family" here means spouse, parents, children and siblings as well as parents, children and siblings of the employee's spouse. Sick Leave is accrued per pay period and can only be spent when earned.

Amounts of leave earned but not spent in one year are carried forward to the next year. This carried-forward leave, plus whatever has accrued to date, together are called "accumulated leave." There is a cap on the total amount of Sick Leave an employee may accumulate to carry forward to the next year. Accumulation of sick leave is allowable as follows:

- Up to 60 days of unspent Sick Leave may be accumulated and carried forward to the next fiscal year for the Piedmont Regional Library purposes as defined above.
- Up to 600 days of unspent Sick Leave may be accumulated for credit upon retirement as stated in policies of the Georgia State Teacher Retirement System.

Other than for retirement purposes with the Georgia State Teacher Retirement System, as stated above, any and all accumulated Sick Leave is cancelled upon leaving PRL employment for whatever reason.

Part-time employees who regularly are scheduled to work 20 hours or more per week are granted Sick Leave. These leave hours are taken from the employee's regularly scheduled work week, not added to.

	Earned Annually	Earned Per Pay Period	Maximum Accrued	Maximum Carry-Over
Full-Time Sick Leave	120	4.62	480	480
Part-Time Sick Leave (20 hours or more)	60	2.31	240	240

2-9 TYPES OF LEAVE *(continued)*

See also Section 2-4 Paid Holidays

2-9-5 LEAVE: PERSONAL *(Also referred to as ANNUAL or VACATION)*

Changes approved July 2020

All full-time employees are granted 15 days of paid Personal Leave per year. Personal Leave may be used for whatever the employee chooses. Personal Leave may be used for Sick Leave. This includes for such purposes as medical or disability needs including pregnancy. (See LEAVE: FAMILY AND MEDICAL for stipulations regarding extended leave, which includes among other purposes, extended leave of absence for pregnancy and/or maternity reasons.)

Personal Leave requests are made in advance whenever possible, especially for periods of more than one or two days' duration. Personal Leave requests are sent to the employee's supervisor for approval. The employee is responsible to check with his supervisor and/or other employees in his work area before making the leave request, so there will be no negative impact on the work flow as a result of this leave being granted. The Regional Director and the employee's supervisor reserve the right to require an employee to take his/her Personal leave at some other time during the fiscal year if work flows are unusually heavy.

Personal Leave is accrued per pay period and can only be spent when earned.

Amounts of leave earned but not spent in one year are carried forward to the next year. This carried-forward leave, plus whatever has accrued to date, together are called "accumulated leave."

Any and all accumulated Personal Leave is cancelled upon leaving Piedmont Regional Library employment for whatever reason.

Part-time employees who regularly are schedule to work 20 hours or more per week are granted Personal Leave. These leave hours are taken from the employee's regularly-scheduled work week, not added to.

	Earned Annually	Earned Per Pay Period	Maximum Accrued	Maximum Carry-Over
Full-Time Personal Leave	120	4.62	240	240
Part-Time Personal Leave (20 hours or more)	60	2.31	120	120

2-9 TYPES OF LEAVE *(continued)*

See also Section 2-4 Paid Holidays

2-9-6 LEAVE: FAMILY AND MEDICAL

In keeping with most of the provisions of the federal Family and Medical Leave Act, an employee who has been employed with Piedmont Regional Library for at least 12 months and who has worked at least 1,250 hours during the preceding 12 months may take from three to 12 weeks of unpaid leave during any 12-month period, as detailed in this policy.

This policy applies equally and alike to all qualified employees. Short-Term Disability insurance is offered through the State of Georgia Flexible Benefits program on an optional basis to those employees who choose to pay for it. An employee's disability insurance arrangements are additional to, not in place of, whatever leave arrangements the employee makes with the Library according to library policies. It is the employee's responsibility to determine and comply with the insurance company's policies if he/she files a claim; but the Library will assist in these arrangements as needed, and the Library Director will complete the required insurance agency form at the request of the employee. However, the employee applying to the Library for Family and Medical Leave must go ahead with definite plans about leave time without waiting for the insurance company to evaluate the employee's disability claim. The employee cannot change his/her plans about using leave time after finding out the decisions of the insurance company.

2-9-6.1 Reasons for Family and Medical Leave:

- a. Birth of a child, adoption of a child, or placement of a child with the employee for foster care;
- b. A serious health condition which renders the employee unable to perform the functions of his/her position; or
- c. Care for the employee's spouse, child or parent who has a serious health condition.

2-9-6.2 Intermittent Leave or Reduced Leave Schedule:

Intermittent leave or working a reduced number of hours is not permitted in conjunction with Family and Medical Leave Agreements. Leave for a serious health condition of the employee or of a qualifying family member may not be taken on an intermittent basis or on a reduced leave schedule unless medically necessary and certified as such by the doctor. In this event, the leave times added up may not be more than 12 weeks total within the given 12-month period.

2-9-6.3 Maximum Allowable Accumulation:

For purposes of this policy, a "12-month period" means a rolling twelve months measured backward from the date the employee uses any Family and Medical Leave. Each time an employee takes FMLA leave, the remaining leave entitlement will be the balance of the 12 weeks which has not been used during the immediate preceding 12 months.

2-9-6 LEAVE: FAMILY AND MEDICAL (*continued*)

2-9-6.4 Paid, Unpaid, or Both, depending on circumstances:

An employee requesting Family and Medical Leave must choose whether to use any, some, or all accrued personal and/or sick leave time in conjunction with this leave. Personal and sick leave time, if elected to be spent, must be used from the first day of FML leave forward, EITHER until all leave time is spent OR until the amounts of leave time agreed to in advance have been spent.

If the available accumulated personal and/or sick leave for the employee is less than twelve working weeks, or less than the total number of weeks from three to twelve requested by the employee for FML leave, the additional time away from work necessary to allow the employee a total of twelve (12) total weeks of Family and Medical Leave shall be provided without pay, if in fact the employee requests it. In any event, any combination of personal leave, sick leave, and/or unpaid leave accounting for the employee's total time requested for Family and Medical Leave shall not exceed twelve (12) weeks per year.

NOTE: As already explained elsewhere in this policy, any short-term disability insurance benefits paid to the employee at any time during the FML leave are separate and apart from this policy and do not factor into this definition of "paid" or "unpaid" time.

NOTE: Compensatory time policy is covered elsewhere in the staff manual. No compensatory time can be earned or applied toward FML leave unless said time is according to the stated guidelines for all PRL compensatory time & specifically approved by the Library Director in advance. [Guidelines: Only non-exempt employees; not requested to work over 40 hours per week unless in the case of emergencies or for special work assignments at the discretion of the supervisor; must be spent within that same pay period]

2-9-6.5 Benefits During Leave

During Family and Medical Leave, the employee shall not accrue employment benefits such as sick and personal leave unless the employee is in a paid status for 15 or more calendar days of the month in question.

During Family and Medical Leave, the Piedmont Regional Library will continue to provide health coverage under the same terms and conditions as when the employee was working in regular attendance. In other words, the library will continue to pay its portion of the health insurance premiums, & the employee must continue to pay his/her share of the premiums. This is done for the entire period of the FML leave, whether the employee is on paid or unpaid status. If on unpaid FML status for all or part of the agreed-upon leave, the employee has to make appropriate arrangements with the library concerning the payment of his /her share of the insurance premiums.

2-9-6.5 Benefits During Leave: *(continued)*

However, if the employee does not return to work after the expiration of leave, or returns only to resign within one month or less of the date of return, he/she will be required to reimburse the Library for any health insurance premiums paid by the Library during the unpaid portion of the leave. This is true unless the employee's failure to return is due to a serious health condition which prevents the employee from performing his/her job, or other circumstances beyond the employee's control. The Library Director will require that the employee provide a medical certification of such circumstance.

The Georgia State Teacher's Retirement System does not give the employee credit for time on unpaid Family and Medical Leave. The employee must work or be on payroll with approved paid leave for at least half of the number of work days (including paid holidays) in that month in order to earn credit. TRS regulations must be followed in regard to this aspect of the leave request.

2-9-6.6 Application for Family and/or Medical Leave:

- a. Employee shall request Family or Medical leave on a prescribed form submitted to the Library Director.
- b. Employee shall request leave in writing at least thirty (30) days before the leave is to begin. If thirty days' notice is not possible due to the event being unforeseen, then as much prior notice as practicable must be provided. Notwithstanding the date on which an employee requests to begin leave and any corresponding approval based upon that date-specific request, the leave shall begin for purposes of calculating the maximum twelve-week period on the date the employee actually ceases to report to work.
- c. Medical certifications are required for Reasons b. Serious health condition... and c. Care for the employee's spouse, child, or parent...

Certification shall be sufficient if it states:

- (1) The date on which the serious health condition commenced;
- (2) The probable duration for the condition or treatment;
- (3) The appropriate medical facts within the health care provider's knowledge; and
- (4) The estimated amount of time the employee is needed to care for the qualifying family member, OR a statement of the extent to which the employee is unable to perform the essential functions of his/her position.

In any case in which the Library Director has reasonable doubt as to validity of the certification, the Library may require the employee to obtain the opinion of a second health care provider at the expense of the Library.

2-9-6.7 Approval of Leave Process

The employee who wishes to apply for Family and Medical Leave should request a conference with the Library Director to be sure all policies have been explained and responsibilities communicated. If the employee does not request such a conference, the Director must request it. This conference discussion will enable the employee to apply for leave according to PRL policies and make choices which will help assure timely granting of the request.

Upon receipt of a written request for Family and Medical Leave, the Library Director shall respond within three (3) working days by signing the form & giving a copy of signed form to the employee. The Regional Library Board Chairman is consulted regarding for his/her concurrence with the approval, and then the Chairman's signature is obtained at next convenient opportunity. If for any reason the Board Chairman feels Director's decision about this leave request is not correct, the Chairman reserves the right to make final decision. This final decision is conveyed to the employee within seven (7) days of the original request.

Request for Family and Medical Leave Form is on the following page.

REQUEST FOR FAMILY AND MEDICAL LEAVE
Piedmont Regional Library System

EMPLOYEE _____

MAILING ADDRESS _____

EXPECT TO RETURN TO WORK ON: _____

REASON FOR REQUEST: CHECK ONE

- _____ Birth of child, adoption of child, placement of foster child with employee
- _____ Employee's serious medical condition which renders unable to perform functions of job
- _____ Employee care for spouse, child, parent with serious medical condition

During the requested Leave of Absence, I plan to spend the following number of work days of accumulated paid leave first:

SICK LEAVE: _____ VACATION LEAVE: _____

In addition to the paid leave that I plan to spend first, I understand that the following number of calendar days of my leave request will be unpaid Family and Medical Leave according to the policies of Piedmont Library:

FAMILY AND MEDICAL LEAVE: _____

I understand that for my own serious medical condition or for care of my seriously ill spouse, child, or parent, I am required to present medical certification before final approval of leave may be granted.

Signature of Employee

Date of Signature for Request

Signature of Library Director

Date of Signature for Approval

Board Chairman Signature _____

Date of Signature _____

Section 2: EMPLOYMENT POLICIES *(continued)*

2-10 RESIGNATIONS AND TERMINATIONS

Revised and Approved October 13, 2009

An employee may elect to resign his or her position at any time for any reason without requirement for explanation. An employee may be terminated in like manner at the will of the board.

For resignation in good standing, professional and/or state-paid employees should give notice a month in advance. All other employees should give two weeks notice.

A signed letter of resignation should be submitted to the Regional Library Director. The Letter should be dated and should include the date when the resignation becomes effective. The employee is responsible for the completion and submission of the proper separation forms prior to the last day of work.

2-11 GIFT POLICY

Approved January 2021

NOTE: Donations of books, magazines, DVDs, and other library materials are addressed in the Collection Development Policies under "Donated Materials Selection Policy."

The Piedmont Regional Library System gratefully accepts non-monetary and monetary gifts. The donor may make a request of how funds are to be spent, but funds will be used at the discretion of the Library Manager and/or Director to enhance library services or collections. A record shall be kept of how funds are spent.

Gifts of personal property, art objects, portraits, antiques, and other museum type objects, shall be accepted or rejected at the discretion of the Library Manager.

The Library reserves the right to refuse gifts of any kind if the Library Manager and Director decide that conditions for its acceptance are not compatible with the Piedmont Regional Library System mission or cannot reasonably be met.

If accepted, a gift becomes the property of the Piedmont Regional Library System for it to use and dispose of in the best interests of the library at the discretion of the Director. The appraisal of gifts to the library for tax purposes is the responsibility of the donor. The acceptance of a gift that has been appraised by a donor or third party does not constitute the Library's endorsement of the appraisal.

Gifts of property such as real estate titles or investments shall be brought to the Piedmont Regional Library System Board of Trustees for acceptance or declination. These gifts shall become the property of the Library Board to use and dispose of in the best interests of the Library.

If this policy conflicts with any county or municipal policy, rule, or ordinance in Banks, Barrow, or Jackson counties, the county or municipal policy shall apply.

Section 3: Other Personnel Policies

3-1 Non-Discrimination Policy

It is the policy of the Piedmont Regional Library system not to discriminate on the basis of race, color, religion, sex, age, national origin, or physical disability in allowing participation in services, programs, and activities, or in admission to library facilities.

To ensure compliance with this policy, the Piedmont Regional Library shall designate an officer to:

- Coordinate efforts of the system to comply with policy.
- Maintain a filing system to keep records required by policy.
- Receive and investigate complaints of violation of policy.
- Establish a grievance procedure for handling complaints.

The Piedmont Regional Library Board designates the Regional Director to coordinate non-discrimination efforts as the Title IX Coordinator.

3-2 Inclement Weather

In the event of inclement weather, the Library Director will make a decision regarding any change in library openings and closings. All staff will be notified as soon as possible of any change from the normal schedule. If inclement weather occurs during hours when the library is already open, the Director or senior staff member on duty will make the decision regarding closing the library early. If the library officially closes early, staff on duty at the time of early closing will receive credit for time worked to the extent of their normal shift for that day. If no official decision is made to close early, but an employee wishes to leave early anyway, she/he is free to do so but must claim any remaining work time a Personal Leave.

3-3 Building Temperature

(Revised/ adopted July 28, 2008)

Barrow County libraries will not operate at internal building temperatures exceeding 83 degrees, or falling below 66 degrees. If the library officially closes early, staff on duty at the time of closing will receive credit for time worked to the extent of their normal shift for that day.

PERSONNEL GUIDELINES

G1. PAY PERIODS

All employees are paid every two weeks by direct deposit.

G2. PAYROLL DEDUCTIONS AND BENEFITS

New Employees at the Piedmont Regional Library will be given opportunity to complete payroll withholding statements and other employment forms. Mandatory payroll deductions include: State Income Tax, Federal Income Tax, and Social Security (FICA).

This deduction is mandatory for employees of 20 hours per week or more: Georgia State Teachers Retirement.

The following flexible benefits are available to employees who work at least **30** hours per week and choose to participate; payroll deductions are made to cover the benefits chosen by the individual employee: State Health Insurance, Employee and Dependent Life Insurance, Accidental Death and Dismemberment Insurance, Short Term and Long Term Disability, Dental Insurance, Legal Insurance, Spending Accounts, Long Term Health Care.

G3. TIME KEEPING

Non-exempt employees are required to use a timesheet, logging time in, time out, and any non-compensated breaks.

G4. DRESS GUIDELINES

All staff members are expected to present a business-like, well-groomed appearance. Dress should be appropriate to the location and the job. There is no dress code as such, but supervisors may find it necessary to speak to employees whose attire, grooming, or appearance may need some attention in order to be more appropriate for a public library work environment.

G5. RECEIPT OF EMPLOYEE HANDBOOK

New employees will receive a copy of the Employee Handbook and will be given the time to read it and ask any clarifying questions of a supervisor. The signed copy of the “Acknowledgement of Receipt” will be placed in the employee’s personnel file.

Appendixes

Appendix A Overview of Family and Medical Leave Act

Appendix B Acknowledgement of Receipt

Appendix A. Overview of the Family and Medical Leave Act

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees and some federal employees. Most Federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

FMLA became effective on August 5, 1993, for most employers. If a collective bargaining agreement (CBA) was in effect on that date, FMLA became effective on the expiration date of the CBA or February 5, 1994, whichever was earlier. FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. The employer may elect to use the calendar year, a fixed 12-month leave or fiscal year, or a 12-month period prior to or after the commencement of leave as the 12-month period.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

EMPLOYER COVERAGE

FMLA applies to all:

- Public agencies, including state, local and federal employers, local education agencies (schools) **and**
- Private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year **and** who are engaged in commerce or in any industry or activity affecting commerce — including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee **must**:

- Work for a covered employer;
- Have worked for the employer for a total of 12 months;
- Have worked at least 1,250 hours over the previous 12 months; and
- Work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of 12 workweeks of **unpaid** leave during any 12-month period for one or more of the following reasons:

- For the birth and care of the newborn child of the employee;
- For placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by the same employer are jointly entitled to a **combined** total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care and to care for a parent who has a serious health condition. Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. FMLA leave may be taken intermittently whenever **medically necessary** to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Also, subject to certain conditions, employees **or** employers may choose to use accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave. The employer is responsible for designating if an employee's use of paid leave counts as FMLA leave, based on information from the employee. "**Serious health condition**" means an illness, injury, impairment, or physical or mental condition that involves either:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
2. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

2.01 A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:

- Treatment two or more times by or under the supervision of a health care provider; **or**
- One treatment by a health care provider with a continuing regimen of treatment; **or**
- Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
- A chronic serious health condition, which continues over an extended period of time, requires periodic visits to a health care provider and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**
- A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**
- Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

"Health care provider" means:

1. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; **or**
2. Podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice and performing within the scope of their practice, under state law; **or**
3. Nurse practitioners, nurse-midwives and clinical social workers authorized to practice and performing within the scope of their practice, as defined under state law; **or**
4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; **or**
5. Any health care provider recognized by the employer or the employer's group health plan benefits manager.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, the employer may recover premiums it has paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits and other terms and conditions of employment.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave, nor be counted against the employee under a "no fault" attendance policy.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly-paid "**key**" employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:

- Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave;
- Notify the employee as soon as the employer decides it will deny job restoration and explain the reasons for this decision;
Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; **and**
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

NOTE: A "key" employee is a salaried "eligible" employee who is among the highest paid ten percent of employees within 75 miles of the work site.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. Employers may also require employees to provide:

- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions (at the employer's expense) and periodic recertification;
and
- Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When intermittent leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. An employer that willfully violates this posting requirement may be subject to a fine of up to \$100 for each separate offense.

Also, covered employers must inform employees of their rights and responsibilities under FMLA, including giving specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA leave.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also bring a private civil action against an employer for violations.

OTHER PROVISIONS

Special rules apply to **employees of local education agencies**. Generally, these rules provide for FMLA leave to be taken in blocks of time when intermittent leave is needed or the leave is required near the end of a school term.

Salaried executive, administrative and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.

The FMLA does not affect any other federal or state law, which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect an employer's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan. The FMLA also encourages employers to provide more generous leave rights.

Appendix B: Acknowledgement of Receipt

I hereby certify that I have read and fully understand the contents of this Employee Handbook. I also acknowledge that I have been given the opportunity to discuss any policies contained in this handbook with a company official. I agree to abide by the policies set forth in this handbook and understand that compliance with Piedmont Regional Library System’s rules and regulations is necessary for continued employment. My signature below certifies my knowledge, acceptance and adherence to the company’s policies, rules and regulations.

I acknowledge that the company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this company and its employees.

Print Name _____

Signature _____ Date _____