



Southwest La Plata Library District

Employee

Handbook

2020

AT-WILL EMPLOYMENT DISCLAIMER

This handbook does not constitute a contract for employment for any period of time but merely sets forth policies and procedures in effect on the date it was issued. This handbook may be amended from time to time without prior notice to employees. Additional policies and procedures specific to particular job classifications may be added as needed. Both the Southwest La Plata Library District (SWLPLD) and any employee have the right to terminate the employment relationship at any time, with or without cause or notice. Please understand that no library director, manager, or representative of SWLPLD other than the SWLPLD Board of Trustees has the authority to enter into any agreement with an individual for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Any employment agreement entered into by the board of trustees will not be enforceable unless it is in writing.

INTRODUCTION/WELCOME

A Message from the Chairperson of the Southwest La Plata Library District Board of Trustees

On behalf of the board of trustees, the library director and your fellow employees, I am pleased to welcome you to the SWLPLD and to wish you success with your employment. I hope that you will enjoy all the satisfaction that comes from a career in public libraries.

This handbook was developed to describe some of the expectations the SWLPLD has for its employees, and to outline the policies, programs, and benefits that are available to eligible employees. You should familiarize yourself with the contents of the Employee Handbook as soon as possible, for it will answer most questions you may have about employment with the SWLPLD.

We believe that each employee contributes directly to SWLPLD's ability to provide the best service possible to the patrons we serve. We hope that you will take pride in being a member of our team and that your experience with the SWLPLD will be challenging, enjoyable, and rewarding.

Again, welcome!

Very truly yours,

Roy Horvath
Chairperson

Table of Contents

AT-WILL EMPLOYMENT DISCLAIMER.....	i
INTRODUCTION/WELCOME.....	i
EMPLOYMENT PRACTICES	1
EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT.....	1
COMPLAINT PROCEDURE	1
SEXUAL HARASSMENT	2
EMPLOYEE CATEGORIES	3
CHAIN OF COMMAND FOR OPERATIONAL COMMUNICATIONS.....	3
ATTENDANCE AND TARDINESS.....	3
ORIENTATION/BACKGROUND CHECKS	4
PERFORMANCE EVALUATION AND IMPROVEMENT PROCESS.....	4
WORKERS’ COMPENSATION/SAFETY REPORTING.....	4
TERMINATION OF EMPLOYMENT.....	5
CLOSINGS DUE TO EMERGENCIES	5
TIME OFF POLICIES.....	5
HOLIDAYS.....	5
PAID LEAVE TIME.....	6
EMPLOYEE/FAMILY MEDICAL LEAVE OF ABSENCE	6
LEAVES OF ABSENCE (NON-MEDICAL).....	6
FUNERAL LEAVE.....	7
MILITARY LEAVE.....	7
JURY DUTY	7
PAY PRACTICES.....	8
HOURS OF WORK	8
TIME AND ATTENDANCE REPORTING.....	8
RECORD OF HOURS WORKED - EXEMPT EMPLOYEES	8
RECORD OF HOURS WORKED - NON-EXEMPT EMPLOYEES.....	8
COMPENSATION.....	8
PAY INCREASES	8
PAYROLL PERIOD AND PAY DAY	9
PAY CORRECTIONS.....	9
OVERTIME	9
TRAVEL & EXPENSE REIMBURSEMENT	9
HEALTH BENEFITS.....	9
EMPLOYEE ASSISTANCE PROGRAM	10
RETIREMENT BENEFITS	10
CONDUCT.....	10
GIFT POLICY.....	10
WEAPONS POLICY	10

GRIEVANCE PROCEDURE	11
PROGRESSIVE DISCIPLINE.....	11
CONFIDENTIAL INFORMATION	11
TELEPHONE AND CELL PHONE POLICY	12
MAIL POLICY.....	12
E-MAIL POLICY.....	12
DRESS CODE.....	13
FACILITY POLICY.....	13
JOB TITLE POLICY.....	13
VIOLENCE IN THE WORKPLACE PREVENTION POLICY	14
ZERO TOLERANCE	14
SMOKING, DRUGS & ALCOHOL	14
EMPLOYEE HANDBOOK: ACKNOWLEDGEMENT FORM.....	15
APPENDIX A: SOUTHWEST LA PLATA LIBRARY DISTRICT PROGRESSIVE DISCIPLINE POLICY	A-1
PROGRESSIVE DISCIPLINE STEPS	A-1
Step 1- Verbal Warning:.....	A-2
Step 2 - Written Warning:.....	A-2
Step 3 - Final Written Warning (which may include a suspension without pay):.....	A-3
Step 4 - Termination of Employment:	A-3
IMPACT OF WRITTEN OR FINAL PROGRESSIVE DISCIPLINE WARNING	A-4
RESOURCES AVAILABLE TO EMPLOYEES.....	A-4
APPENDIX B: SOUTHWEST LA PLATA LIBRARY DISTRICT BOARD OF TRUSTEES AND LIBRARY DIRECTOR	B-1
APPENDIX C: APPROPRIATE USE OF SWLPLD COMPUTERS FORM	C-1
USER GUIDELINES FOR DISTRICT COMPUTERS	C-1
USE OF LIBRARY NETWORK AND LIBRARY E-MAIL ACCOUNT:	C-1
Acceptable Use:.....	C-1
Unacceptable Use:.....	C-1
Public Computers:	C-2

EMPLOYMENT PRACTICES

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

The SWLPLD provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws.

The SWLPLD complies with applicable state and local laws governing non-discrimination in employment in every location in which the library has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. SWLPLD expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Improper interference with the ability of an employee to perform his/her job duties is absolutely not tolerated.

COMPLAINT PROCEDURE

Each member of management is responsible for maintaining an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their co-workers.

If an employee experiences any job-related discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a disabled veteran, or if the employee believes he/she has been treated in an unlawful, discriminatory manner or has been unlawfully harassed, he/she should promptly report the incident to the library director. If an employee believes it would be inappropriate to discuss the matter with the library director, he/she should report it directly to the chairperson of the board of trustees. Once made aware of a complaint, the board of trustees is committed to commence an immediate, thorough investigation of the allegations. An employee's complaint will be kept confidential to the maximum extent possible.

Ideally, a complaint should be submitted in writing, however if it is submitted via email or verbal communication, the director will write a description of the complaint which will be signed by the employee submitting the complaint. Written documentation of the complaint will be kept by the library director throughout the investigation process and thereafter in confidential personnel files.

If, at the completion of the investigation, the board of trustees determines that an employee is guilty of discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee. Disciplinary actions may range from verbal warnings to immediate termination, depending on the severity of the offense. SWLPLD's Progressive Disciplinary Policy is described in detail in Appendix A of this document.

SWLPLD prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, it is determined that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

SEXUAL HARASSMENT

SWLPLD employees are entitled to work in an environment free from sexual harassment and a hostile or offensive working environment. SWLPLD prohibits sexual harassment of its employees and applicants for employment by any SWLPLD employee or applicant. Such conduct may result in disciplinary actions, up to and including discharge. This policy covers all employees. The SWLPLD will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, library directors, associates, clients or other non-employees who conduct business with the SWLPLD.

Sexual harassment is any behavior that includes unwelcome sexual advances and other verbal or physical conduct of a sexual nature when:

1. Submission to, or rejection of, such conduct is used as the basis for promotions or other employment decisions or
2. The conduct interferes with an individual's job performance or creates an intimidating, hostile or offensive work environment.

No library director or supervisor shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect that person's employment, compensation, advancement, assigned duties, or any other term or condition of employment or career development. Sexual joking, lewd pictures and any conduct that tends to make employees of one gender "sex objects" are prohibited.

Employees who have complaints of sexual harassment should (and are encouraged to) report such complaints to their library director. If this person is the cause of the offending conduct, the employee may report this matter directly to the chairperson of the SWLPLD board of trustees. The complaint will be promptly and thoroughly investigated.

Confidentiality of reports and investigations of sexual harassment will be maintained to the greatest extent possible. Any library director or employee who, after appropriate investigation, is found to have engaged in sexual harassment of another employee or patron will be subject to disciplinary action, up to and including discharge.

If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his or her written comments to the chairperson of the SWLPLD board of trustees.

SWLPLD will not in any way retaliate against any individual who either makes a report of sexual harassment or permits any employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

EMPLOYEE CATEGORIES

Full-time Employees: An employee who is regularly scheduled to work a minimum of 35 hours per week.

Part-time Employees: An employee who is regularly scheduled to work at least 20 but less than 35 hours per week.

Non-traditional Part-time Employees: An employee who is not regularly scheduled, but may be asked to work as needed, as a substitute may be.

Non-Exempt and Exempt Employees: The Federal Fair Labor Standards Act classifies employees as either non-exempt or exempt for the purpose of minimum wage and overtime requirements. Under federal law, non-exempt employees are entitled to minimum wage and, if an employee works more than 40 hours in a work week, he/she is entitled to overtime pay. The employee's job duties determine whether he/she is exempt or non-exempt.

CHAIN OF COMMAND FOR OPERATIONAL COMMUNICATIONS

In case of emergency, the board-approved chain of command should be observed. Contact information for the following individuals is attached at the end of this document in Appendix B.

Position

Library Director
Board Chairperson
Board Vice-Chairperson

ATTENDANCE AND TARDINESS

Employees are expected to arrive at work on time and be ready to work when the library is scheduled to open. Except for sick leave, all time off must be requested in advance and scheduled with the employee's supervisor.

If it is impossible to report for work as scheduled, employees must call the library director before their starting time. If the library director is unavailable the chain of command as defined above shall be followed until a direct communication is made. If the absence is to continue beyond the first day, the employee must notify the library director on a daily basis unless otherwise arranged. Calling in is the responsibility of each employee who is absent. Absence for three consecutive workdays without notifying the library director is considered a voluntary termination.

Absences due to transmittable conditions will require doctor's approval before returning to work. The employee is responsible for obtaining medical attention.

Unreasonable tardiness is not acceptable. Employees should make every effort to be sure they are at work on time. If the library director determines that an employee is tardy excessively, he/she may institute progressive procedures to correct the problem.

SWLPLD views attendance as one of the most important facets of an employee's job performance review. All unapproved absences will be noted in the employee's personnel file. Excessive absences will result in disciplinary action up to and including termination.

ORIENTATION/BACKGROUND CHECKS

New employees will be provided orientation to library policies, on-the-job training and other orientation procedures that may be required at the discretion of the library director.

Prior to starting work, employees will undergo a thorough background check to maintain compliance with the Durango School District 9-R requirements.

PERFORMANCE EVALUATION AND IMPROVEMENT PROCESS

The SWLPLD has established a performance evaluation program for full-time and part-time employees on the job for more than 90 days. The purpose of the performance evaluation is the following:

- 1) To enable the employee and library director to discuss the employee's performance based on responsibilities and objectives as well as performance factors;
- 2) To provide an opportunity for the employee to participate in defining objectives and identify actions he/she can take to increase overall performance;
- 3) To clarify and communicate the relationship between the employee's performance and pay.

Performance evaluations are scheduled on a formal basis every six months during the first year of employment and annually thereafter. Informal meetings will take place quarterly. The intent of evaluations is to maintain clarity of expectations and performance.

Employees do not need to wait for a performance evaluation to discuss issues or problems. Immediate concerns should always be brought to the attention of the library director on a day-to-day basis,

Colorado is an "at-will" state, the library can terminate an employee at any time without cause, and likewise, the employee can terminate any time without cause.

WORKERS' COMPENSATION/SAFETY REPORTING

Workers' Compensation Insurance covers employees injured on the job at SWLPLD. It is the employee's responsibility to notify the library director in writing within four days of an injury. In the absence of the library director, notify a member of the board of trustees of the SWLPLD.

We encourage injured employees to seek immediate medical attention. All medical expenses related to the treatment of an injury sustained on the job are paid in full direct to the medical providers. After a specified waiting period, employees are also eligible for disability payments set forth by Colorado law.

A separate insurance company, who will be notified by the library director, administers the workers' compensation plan. A representative of the administering company will contact the employee. The library director will provide information on the current insurance company administering the plan. Information is available on posters displayed in a prominent location, as required by law. Additional information on workers' compensation insurance is available at the Colorado State Government website (<http://www.colorado.gov>).

TERMINATION OF EMPLOYMENT

Employees who voluntarily resign from SWLPLD are asked to provide at least two weeks' advance notice of their resignation. This notice should be in writing and should briefly state the reason for leaving and the anticipated last day of work. Employees terminated by the library, or who voluntarily resign, will have a chance to participate in an exit interview with the library director or a board member. The purpose of the interview is to assist the SWLPLD to improve its workplace policies and relations with employees.

CLOSINGS DUE TO EMERGENCIES

The SWLPLD acts to ensure the safety of its patrons and its employees during hazardous weather. All decisions about whether to close the library or delay opening will be made by the library director in consultation with the school administration. The library director will inform the board chairperson and employees by phone about emergency conditions. If the library is closed due to emergencies, employees are not paid for scheduled hours. Employees may have an opportunity to make up missed hours with the approval of the library director.

During certain hazardous conditions, e.g. when the 9-R public schools have made a decision to close, the director may allow employees to work if they choose. In some cases, the library may open late and close early so that employees can get to work and return home from work during the best possible travel conditions. When extreme weather conditions make it impossible for an employee to arrive at work on time, reasonable allowances for lateness will be made.

When the library is closing or modifying its hours, notice will be posted on the website and on the library's front doors if possible.

TIME OFF POLICIES

HOLIDAYS

SWLPLD observes the following holidays:

NEW YEAR'S DAY	January 1st
MARTIN LUTHER KING JR'S BIRTHDAY	Third Monday of January
PRESIDENTS' DAY	Third Monday of February
MEMORIAL DAY	Last Monday of May
INDEPENDENCE DAY	July 4th
LABOR DAY	First Monday in September
THANKSGIVING DAY	4th Thursday of November
The day following THANKSGIVING DAY	Friday after the 4th Thursday of November
The day prior to CHRISTMAS DAY	December 24 th
CHRISTMAS DAY	December 25 th

When a holiday falls on a weekend, SWLPLD will have the discretion to designate the Friday preceding or Monday following as the observed holiday.

Full-time employees are paid 8 hours for each holiday. 30-hour employees are paid 6 hours for each holiday. 20-hour employees are paid 4 hours for each holiday. Employees working less than 20 hours per week do not receive holiday pay.

PAID LEAVE TIME

Regularly scheduled employees are entitled to accumulate leave hours each pay period to be used for personal business, illness, vacation, or family emergencies. Leave time can be carried over from one year to the next up to a cap of 160 hours. Leave hours are accrued as follows:

First five years of employment: 5 hours leave earned per 80 hours worked

Six to ten years of employment: 6 hours leave earned per 80 hours worked

Eleven to fifteen years of employment: 7 hours leave earned per 80 hours worked

Sixteen or more years of employment: 8 hours leave earned per 80 hours worked

Employees working less than 20 hours per week will not earn paid leave time.

Employees are not eligible to earn any additional leave hours once they have reached their "cap," until they use all or a portion of their earned leave hours. Leave hours earned are considered wages earned, and all wages are due and payable to an employee upon termination.

EMPLOYEE/FAMILY MEDICAL LEAVE OF ABSENCE

If an employee or family member is ill, or has a disability which extends beyond his/her accumulated leave hours and has worked for at least one continuous year, he/she may request a leave of absence without pay of up to twelve (12) weeks. At the discretion of the library director, the leave may be extended beyond ninety (90) days in intervals not exceeding thirty (30) days for up to six (6) months provided the employee requests that extension prior to the expiration of the authorized leave. Leave requests and requests for extensions of leave must be accompanied by a doctor's certificate. To the extent possible, SWLPLD will hold an employee's job open while the employee is on approved leave.

Following any medical leave of absence, the employee must bring in a doctor's report showing that the employee is able to resume job duties without restriction. If the employee does not return from a medical leave when scheduled, it will be assumed that the employee decided not to return to work and has resigned.

During a period of medical/family leave, no additional benefits shall accrue.

LEAVES OF ABSENCE (NON-MEDICAL)

Employees are eligible to apply for an unpaid leave of absence if they have been regular employees of the library for at least one year and scheduled to work 20 hours or more a week. The library director will make a decision on the leave request. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on SWLPLD. If the request for leave of absence is for personal reasons, the library director will decide whether the current position will be held open, or if the employee will be offered the first available similar position that becomes available.

FUNERAL LEAVE

SWLPLD allows three (3) days off, with pay, for a death in the immediate family. Immediate family includes parents, spouse, children, brothers, sisters, mother-in-law, father-in-law, grandparents, or grandchildren.

Employees may request up to an additional two (2) days, which must be approved by the library director. If accrued leave hours are available, this benefit will be used for the additional two days; otherwise, the additional two days will be unpaid. The library director must approve funeral leave for death of other than immediate family. Absence for such a death is limited to two (2) days and will be unpaid.

MILITARY LEAVE

Military leaves are governed by federal and Colorado state law, and will be treated in accordance with applicable regulations. Generally, such leaves include national guard and reserve duty, and will be granted. Where reasonably possible, an employee must give advance notice that he/she will be taking a military leave of absence.

JURY DUTY

SWLPLD supports employees called to fulfill their civic duty to serve jury duty. Employees must provide the library director with a copy of their jury summons as soon as possible. The employee's regular salary will continue as before jury duty for each day served, up to 40 hours per week, for a maximum of four (4) weeks.

Employees must provide adequate proof of service in order to receive their regular salary during absence for jury duty. When the employee returns to work, he/she should provide the library director with verification from the court of the number of days served on the jury, and the amount the employee was paid per day.

Should extraordinary circumstances exist at the time of the employee's call to jury duty, which would make his/her absence severely detrimental to the operation of the library, SWLPLD reserves the right to contact the court to request that such service be postponed.

PAY PRACTICES

HOURS OF WORK

The library director will set work schedules two weeks in advance. Employees may be assigned to different work schedules and/or shifts outside of normal library hours. If an employee must be outside of the library for non-business-related reasons during his/her normal work schedule, the employee should schedule time off with the library director.

TIME AND ATTENDANCE REPORTING

To comply with federal and Colorado state laws and regulations, staff members are required to maintain and submit accurate records of hours and days worked and records of absence. The SWLPLD provides staff with a timesheet to complete each pay period. This must be signed by the employee and by the library director.

RECORD OF HOURS WORKED - EXEMPT EMPLOYEES

Salaried personnel are not required to log the daily number of hours worked on the timesheet. However, the board of directors may require them to document their work hours. As required by federal law, time worked or not worked will be computed for pay purposes only in full days.

RECORD OF HOURS WORKED - NON-EXEMPT EMPLOYEES

All other staff members are referred to as non-exempt employees. Non-exempt employees must record daily on the time sheet, the number of hours worked. Time worked or not worked will be computed for pay purposes in 15-minute intervals. In all cases, the actual number of hours worked each day must be recorded. Falsification of timesheets will lead to disciplinary action up to and including discharge.

COMPENSATION

Employees are paid an hourly wage or a salary based on the salary and wage scale established by the board of trustees. New employees are required to complete an Employee's Withholding Allowance Certificate (W-4) and an Employee Identification Form (I-9). It is not the responsibility of the library to remind employees to report any changes.

PAY INCREASES

Salary increases are based on merit, productivity, quality of work, attendance, punctuality, business/economic conditions and available funds, work ethic, and other factors. Each factor is normally based upon employee evaluations in accordance with the performance evaluation schedule. However, the SWLPLD cannot guarantee that each employee's performance evaluation will result in a pay increase.

PAYROLL PERIOD AND PAY DAY

The work week begins on Sunday and ends on Saturday. The SWLPLD is on a semi-monthly pay period, which is made up of 24 pay periods per year. Pay periods end on the 10th and 25th day of each month. Employees will be paid by direct deposit no later than the 15th and the 30th of each month. Accommodations will be made for payment by check if an employee is unable to receive direct deposit. If a regular pay day falls on a holiday or a weekend, every effort will be made to have paychecks ready for distribution on the day before.

PAY CORRECTIONS

While all reasonable precautions are taken to ensure that each employee receives the correct amount of pay, errors can occur. If an employee finds a discrepancy in his/her paycheck, he/she should bring it to the attention of the library director as soon as possible so the cause can be investigated and corrected. Any adjustments required will be processed with the next available payroll.

OVERTIME

Non-exempt employees under the Fair Labor Standards Act are eligible for overtime for all hours worked in excess of 40 in any work week. The library director must approve all overtime in advance. Overtime is paid at the rate of one-and-one-half times the employee's regular hourly rate of pay for hours worked over 40 hours per week. No leave hours used for sick, holiday or vacation time are included in calculating overtime.

TRAVEL & EXPENSE REIMBURSEMENT

Employees must have the library director's written authorization prior to incurring an expense on behalf of the SWLPLD. To be reimbursed for all authorized expenses, employees must submit an expense report and voucher accompanied by receipts and approved by the library director. Please submit expense report and vouchers each week, as authorized reimbursable expenses are incurred. Reimbursement will be made upon receipt and approval of voucher.

If employees are asked to conduct library business using their personal vehicle, they will be reimbursed at the current GSA rate per mile. Please submit this expense on the weekly expense report/voucher.

HEALTH BENEFITS

The board of trustees will provide a variety of health-related benefits for all employees regularly scheduled to work 20 hours or more per week. Employees scheduled for 36 or more hours will have the employee portion of the premium paid in full. Those scheduled for less than 36 hours will have the employee portion of the premium paid by the SWLPLD, prorated, with the employee required to pay the balance.

Employees may add legal dependents to most of the plan coverages with the additional premiums deducted from their paychecks each pay period. An open enrollment period will occur towards the end of each calendar year when employees can make some changes to their benefits selections. Certain life events will allow an employee to add or delete dependents at other times during the year.

Medical, Dental, Vision: SWLPLD pays all or part of employee premiums based on scheduled hours. Full cost of dependents is paid by employee. Employee will have at least two choices of medical plans to select from each year. All family members will be covered by whatever plan is selected. Dental and vision plans will have a single option.

Life Insurance, Accidental Death and Dismemberment: The SWLPLD will pay the premium for \$20,000 of group coverage. Employee may elect to have increased coverage at their expense. Employee may add coverage for dependents equal to half of what the employee is covered for, at the employee's expense.

Short-term Disability, Long-term Disability: District will pay the premium to cover the employee. No coverage is available for dependents.

EMPLOYEE ASSISTANCE PROGRAM

Through our partnership with CEBT employees have access to several other resources as part of an employee assistance program, currently offered by Triad. Benefits include counseling, legal consultations and financial consultations as well as online seminars and other resources. These benefits are accessed through www.Triadeap.com. Login using Username=CEBT and Password=eap. Resources can also be accessed by phone (877-679-1100 or 970-242-9536).

RETIREMENT BENEFITS

All employees of the SWLPLD will be enrolled in COPERA regardless of regularly scheduled hours (including Non-Traditional Part-Time employees). Each pay period SWLPLD and the employee will make their respective contributions to the fund. The employee contribution will be withheld from their paycheck and SWLPLD will deposit with COPERA on their behalf.

Because of SWLPLD's affiliation with COPERA no withholding or contributions will be made to FICA-Social Security. FICA-Medicare deductions and contributions will continue to be made by SWLPLD and the employee each pay period.

CONDUCT

We expect that our employees will cooperate with one another in order to provide the best services possible for our patrons. Engaging in verbal abuse, name-calling, ethnic or racial slurs addressed to patrons, school students and teachers, or co-workers will not be tolerated.

GIFT POLICY

No library employee shall benefit from a personal gift or accept any compensation given by a vendor in appreciation of library patronage.

WEAPONS POLICY

Because the libraries are located within school buildings, Durango School District 9-R weapons policies will be followed.

GRIEVANCE PROCEDURE

Work-related problems can arise in any place of employment. We hope individuals will try to reconcile differences on an individual basis. Should this not be possible, to resolve problems quickly and fairly, SWLPLD has developed a grievance procedure using the following steps:

1. If an employee has a problem, he/she should notify the library director immediately. Most difficulties can be settled promptly at this point. The library director shall respond in writing within five (5) days after meeting with the employee. In the absence of the library director the employee should notify the chairperson of the board of trustees.

2. If the problem is not resolved to the employee's satisfaction, the employee (and a co-worker of the employee's choice) may schedule a meeting with the chairperson of the board of trustees and verbally explain the problem to him/her. Alternatively, employees may submit the problem to him/her in writing. Employees should take this step within five (5) working days after the library director has given his/her decision or after the incident giving rise to the grievance. If the circumstances require it, the chairperson will conduct an investigation. Following his/her investigation, the chairperson will respond in writing to the employee's grievance. The decision of the chairperson shall be final.

PROGRESSIVE DISCIPLINE

The SWLPLD must retain the ability to discipline employees where it determines that such action is warranted. Although all employment relationships are terminable at-will, at any time, either at the employee's option or at the option of the library, the SWLPLD may exercise its discretion to administer a system of progressive discipline in cases where it deems it appropriate. That system may include various forms of discipline, such as a verbal counseling, one or more written notices, and termination. However, progressive discipline is not mandatory. SWLPLD reserves the right to deviate from any formal system. Refer to Appendix A for a full description of SWLPLD's progressive discipline policy.

CONFIDENTIAL INFORMATION

Employees of SWLPLD will have access to confidential patron information. This means any information that is not generally known to or accessible by the public. The SWLPLD is subject to Colorado Revised Statute 24-90-119, and all SWLPLD employees are expected to be familiar with and adhere to this statute.

Privacy of User Records 24-90-119. Privacy of user records.

(1) Except as set forth in subsection (2) of this section, a publicly-supported library shall not disclose any record or other information that identifies a person as having requested or obtained specific materials or service or as otherwise having used the library.

(2) Records may be disclosed in the following instances:

- (a) When necessary for the reasonable operation of the library;*
- (b) Upon written consent of the user;*
- (c) Pursuant to subpoena, upon court order, or where otherwise required by law;*

(d) To a custodial parent or legal guardian who has access to a minor's library card or its authorization number for the purpose of accessing by electronic means library records of the minor.

(3) Any library official, employee, or volunteer who discloses information in violation of this section commits a class 2 petty offense and, upon conviction thereof, shall be punished by a fine of not more than three hundred dollars.

TELEPHONE AND CELL PHONE POLICY

SWLPLD understands that when employees work during the week it is occasionally necessary to conduct personal (not for profit) business during office hours. However, employees should limit their personal use of the telephone or other communication device during work hours. Employees should talk to the library director if there are extenuating circumstances. SWLPLD reserves the right to access voicemail and to disclose the messages that employees send or receive on the voice mail or e-mail systems. Employees who abuse this policy are subject to immediate discharge.

Cell phone use shall be limited to break times and lunch times (with the exception of emergencies). Cell phones must be placed on vibrate at all times.

MAIL POLICY

Mail should be opened by the person to whom it is directed, or the person currently holding the position that is referenced in the address line.

E-MAIL POLICY

This document sets forth the policy of SWLPLD with respect to e-mail. All employees who use SWLPLD's e-mail system are required to comply with this policy statement.

1. Business Use
The e-mail system is to be used solely for business purposes of SWLPLD and not for personal profit of the employees.
2. Ownership
All information and messages that are created, sent, received or stored on the district's e-mail system is the sole property of SWLPLD.
3. E-mail Review
All e-mail is subject to the right of SWLPLD to monitor, access, read, disclose and use such e-mail without prior notice to the originators and recipients of such e-mail. E-mail may be monitored and read by authorized personnel of SWLPLD for any violations of law, breaches of district policies, communications harmful to SWLPLD, or for any other reason.
4. Prohibited Content
E-mails may not contain statements or content that is libelous, offensive, harassing, illegal, derogatory, or discriminatory. Foul, inappropriate or offensive messages such as racial, sexual, or religious slurs or jokes are prohibited. Sexually explicit messages or images are prohibited.
5. Security
The e-mail system is only to be used by authorized persons, and an employee must have been issued an e-mail password in order to use the system. Employees shall not disclose their codes or passwords to others and may not use someone

- else's code or password without express written authorization from SWLPLD.
6. No Presumption of Privacy
E-mail communications should not be assumed to be private and security cannot be guaranteed. Highly confidential or sensitive information should not be sent through e-mail.
 7. Certain Prohibited Activities
Employees may not, without SWLPLD's express written authorization transmit trade secrets or other confidential, private or proprietary information or materials through e-mail.
 8. Message Retention and Creation
Employees should be careful in creating e-mail. Even when a message has been deleted, it may still exist in printed version, be recreated from a back-up system, or may have been forwarded to someone else. Please note that electronic messages may need to be saved. SWLPLD may be required to produce e-mail in litigation.
 9. Viruses
Any files downloaded from e-mail received from non-district sources must be scanned with SWLPLD's virus detection software. Any viruses, tampering or system problems should be immediately reported to the library director.
 10. Consequences of Violations
Violations of this policy or other district policies will result in discipline, suspension or termination.

In addition, each employee will be asked to sign the Appropriate Use of Library Computers Form found in Appendix C.

DRESS CODE

SWLPLD maintains a business casual working environment. All employees should use discretion in wearing attire that is appropriate for SWLPLD and customer interaction. Employees are expected to dress neatly and practice good grooming and hygiene. The library director determines appropriate attire.

FACILITY POLICY

Use of SWLPLD facilities when the libraries are closed is prohibited with the exception of the wireless facilities available in the parking lot or by prior approval of the library director.

JOB TITLE POLICY

Employees should be aware that even though their job title is the same as another employee that does not mean that their duties will be the same. Each employee has specific duties that enhance the functioning and mission of the library. Duties and responsibilities will be assigned by the library director.

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

ZERO TOLERANCE

SWLPLD has a policy of zero tolerance for violence. If an employee engages in any violence in the workplace, or threatens violence in the workplace, his/her employment will be terminated immediately for cause. No talk of violence or joking about violence will be tolerated.

Violence includes physically or verbally harming another, shoving, pushing, harassing, intimidating, yelling, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that no one associated with the SWLPLD, including employees and customers, ever feels threatened by any employee's actions or conduct. Any violence as defined above against any employee will not be tolerated and needs to be reported to the library director.

SMOKING, DRUGS & ALCOHOL

SWLPLD realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees and customers. SWLPLD is committed to maintaining a productive, safe, and healthy work environment, free of drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and/or alcohol on district premises or work sites, or working under the influence of such substances, will be subject to immediate dismissal and referral for prosecution.

In accordance with Colorado state law, any form of tobacco use is prohibited in SWLPLD or anywhere on SWLPLD property.

EMPLOYEE HANDBOOK: ACKNOWLEDGEMENT FORM

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices and benefits of the SWLPLD.

PLEASE READ IT CAREFULLY.

Upon completion of your review of this handbook, please sign the statement below, and return to the library director within five (5) days. A reproduction of this acknowledgment appears at the back of this booklet for your records.

I, _____, have received and read a copy of the Southwest La Plata Library Employee Handbook on _____ (date) that outlines the goals, policies, benefits and expectations of SWLPLD, as well as my responsibilities as an employee.

I understand that The Southwest La Plata Library District Employee Handbook is not a contract of employment and should not be deemed as such, and that I am an employee at will. I have entered into this relationship voluntarily and acknowledge that there is no specified length of employment, unless I have a contract with the board of trustees indicating a specific time frame of employment. Accordingly, either I, or the SWLPLD can terminate the relationship at will, or without cause, at any time, so long as there is no violation of applicable state or federal laws.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the employee handbook provided to me by SWLPLD. I understand this handbook is not intended to cover every situation which may arise during my employment but is simply a general guide to the goals, policies, practices, benefits and expectations of SWLPLD.

I understand that the policies herein are subject to change at any time.

I understand that if I do not follow these policies, or amended policies approved by the SWLPLD Board of Trustees, I may be terminated.

(Employee signature)

Date signed: _____

APPENDIX A:

SOUTHWEST LA PLATA LIBRARY DISTRICT PROGRESSIVE DISCIPLINE POLICY

Southwest La Plata Library District (SWLPLD) expects all employees to be aware of and to follow workplace policies and rules for the well-being of our employees, patrons, students, and school staff. Employees are expected to comply with SWLPLD's internal requirements as well as requirements from federal, state, and local laws, and funding and governing agencies.

This policy defines the process for correcting single and repeat episodes of employee failure to comply with rules and/or to meet specific workplace expectations for conduct. Corrections to unacceptable behavior may be addressed under this policy or through the employee evaluation and improvement process (see page 4), depending on the individual circumstances and the nature and extent of correction that is needed. Workplace expectations may be addressed under either process, depending on the circumstances of the situation.

Progressive discipline is a step-by-step process designed to modify unacceptable employee behaviors, which also allows for discipline to start at a higher step based on the severity and circumstances of the situation. For example, one incident of profanity overheard by others is different from profanity in anger directed at others; poor judgment in wearing inappropriate clothing in the workplace is different from making direct physical sexual advances towards a co-worker or patron. The library director should assess the employee's understanding of the rules and expectations, their willingness to follow them, any systems failures and workplace obstacles interfering with compliance, such as equipment malfunctions, and whether the action was the result of an excusable mistake, an inexcusable error or deliberate action.

Examples of performance and conduct covered by this policy

- Violations of protocols, regulations and procedures governing safety or compliance for patrons or employees
- Misuse of fiscal or electronic resources or SWLPLD facilities
- Inappropriate and unprofessional behavior, such as profanity, insults or solicitation
- Attendance and absenteeism

An employee is expected to have sustained improvement while on progressive discipline. Should an employee be away from work for an extended and continuous period of time under any SWLPLD leave policy, the disciplinary action step may be extended by the time the employee was away from work and the employee would be given the opportunity to demonstrate improved behavior once the employee returns to work. Extending progressive discipline should be done in consultation with the SWLPLD board of trustees.

PROGRESSIVE DISCIPLINE STEPS

The purpose of progressive discipline is to assist employees by being clear and precise about problems and the consequences if the same or other mistakes or misconduct reoccur. It is important that discipline is applied in a fair and consistent manner. The library director has a critical role in conducting a fair and objective investigation of a situation. An investigation may be as simple as

confirming a late arrival time or more complex with interviewing many employees and reviewing documents. More complex investigations should be conducted in coordination with the SWLPLD board of trustees (and other institutional offices, as needed). The library director should review all relevant documents, review how the employee was notified of the expectation that has been violated, speak with any witnesses (and obtain written statements, if appropriate) and ask the employee about the situation. The conversation with the employee should include asking if any extenuating or mitigating circumstances exist.

An employee may be placed on a paid administrative leave during an internal investigation. During the administrative leave, the library director should remind the employee that he/she is expected to be available during their regularly scheduled hours of work, should not be in the workplace, and should not conduct any business on behalf of SWLPLD.

The library director must have an understanding of the facts and circumstances before assessing appropriate discipline. The library director should discuss the situation with the board of trustees and consult a human resource professional, if necessary, to determine the appropriate level of disciplinary action. Many situations should be able to be resolved through verbal counseling or discussion with the employee; however, some one-time incidents may be severe enough to merit a formal written warning, suspension (without pay), final warning or termination. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All decisions to escalate disciplinary action to a higher level of discipline should be made in consultation with the board of trustees.

Situations may arise where an employee's conduct and performance falls under both the Progressive Discipline Policy and the performance evaluation and improvement process. In these situations, the totality of the circumstances will be assessed when determining appropriate action.

Step 1- Verbal Warning:

In many situations a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should also be taken into consideration. The library director should document for his or her records that the conversation occurred, keeping in mind the significance of the impact of the act or omission.

Step 2 - Written Warning:

If the conduct addressed by a verbal warning is repeated or additional problems occur within 12 months of a verbal warning, the library director should follow up with a written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a verbal warning, the library director should issue a written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within 12 months.

Step 3 - Final Written Warning (which may include a suspension without pay):

If the conduct addressed by the written warning is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning, which may include an unpaid suspension. However, a single incident may be so severe as to merit an immediate final warning and suspension without pay. As noted above, the library director should work in consultation with the board of trustees prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination.

Step 4 - Termination of Employment:

Employment may be terminated based on progressive discipline within a 12-month period or based on the severity of a single incident. Misconduct that involves dishonesty, violation of the law, or significant risks to SWLPLD operations or to the safety or well-being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge from employment, is appropriate. Decisions to terminate employment should be made in consultation with the board of trustees. Examples of misconduct include, **but are not limited to:**

1. Violations of policy or procedure
 - Anti-Harassment and Equal Opportunity and Affirmative Action
 - Hours of Work (i.e., unauthorized sleeping while on scheduled work time)
 - Drugs & Alcohol
 - Electronic Communication Policy
2. Violence in the workplace
 - Possessing an unauthorized weapon on SWLPLD time or premises
 - Threatening or assaulting another person on SWLPLD time or premises
3. Serious neglect of duty, insubordination (including refusal to comply with SWLPLD policy on background checks for current employees), violation of safety rules, dishonesty, falsification of SWLPLD records, breach of confidentiality, unauthorized use of SWLPLD resources for personal gain, unauthorized removal or destruction of property belonging to others
4. Criminal Activity and Disclosures
 - Failure to report a criminal arrest or conviction within three (3) business days of the arrest or conviction
 - Failure to disclose criminal convictions as requested during a criminal background check performed pursuant to SWLPLD policy
 - Conviction of a crime involving dishonesty, violence or other behavior that impacts suitability for employment
 - Activity that involves dishonesty, violence or other behavior that impacts suitability for employment, whether or not it results in criminal prosecution or conviction

A review of any criminal activity and disclosure will be conducted prior to any action being taken. The review will include, but not be limited to, an assessment of the underlying conduct, the nature and gravity of the offense or conduct, when the incident occurred (whether it occurred many years ago or within the last few years), and the nature of the position.

Note: SWLPLD employees' PTO may not be paid out for terminations deemed as gross misconduct.

IMPACT OF WRITTEN OR FINAL PROGRESSIVE DISCIPLINE WARNING

- **Internal Transfers** (applying for another position within SWLPLD) – the employee is required to share with the hiring manager, prior to the job offer, the circumstances and severity of the disciplinary action. This information may be a deciding factor in the hiring decision. Failure to disclose a disciplinary action prior to accepting an offer of transfer may also result in additional discipline, up to and including the termination of employment.
- **Annual Increase** – Employees on a final Progressive Discipline Warning are not eligible for an annual increase. Employees on a written Progressive Discipline Warning are not automatically eligible for an annual increase. At the library director’s discretion and in consultation with the board of trustees, an increase for an employee who has been on a Disciplinary Warning may be considered provided they have significantly met and sustained performance expectations.
- **Professional Practice Ladders** – discipline issues related to a current or past Progressive Discipline Warning may be considered when assessing advancement.

Note: PTO will not be paid when an employee is placed on suspension as the result of progressive discipline actions.

RESOURCES AVAILABLE TO EMPLOYEES

The Employee Assistance Program, detailed above, is available to provide resources and suggestions as an employee is taking steps to ensure that the inappropriate conduct or policy violation does not recur. The dispute resolution process is available to employees who are outside their orientation period if they wish to dispute a written warning or higher-level action that was taken under the Progressive Discipline Policy. EAP services can be accessed via the Internet at WWW.Triadeap.com. Login using Username=CEBT and Password=eap. Resources can also be accessed by phone (877-679-1100 or 970-242-9536)

An employee who believes that s/he has been subjected to discipline because of race, sex, religion, color, national or ethnic origin, age, disability, military service, genetic information, sexual orientation, gender expression, gender identity, or in retaliation for 1) filing or encouraging one to file a complaint of unlawful discrimination, 2) participating in an investigation of unlawful discrimination, 3) opposing unlawful discrimination, 4) or some other protected activity, should contact the Colorado Equal Employment Opportunity Commission at 800-669-4000.

This policy is not intended to apply to statements or actions protected under Section 7 of the National Labor Relations Act ([NLRA](#)).

This policy is intended as a guideline to assist in the consistent application of SWLPLD policies and programs for employees. The policy does not create a contract implied or expressed, with any SWLPLD employees, who are employees at will. SWLPLD reserves the right to modify this policy in whole or in part, at any time, at the discretion of SWLPLD.

Adapted from 2020 Vanderbilt University Progressive Discipline Policy

APPENDIX B:

SOUTHWEST LA PLATA LIBRARY DISTRICT BOARD OF TRUSTEES AND LIBRARY DIRECTOR

Below are the names, positions, and contact information for the SWLPLD Board of Trustees as of August 2020. This information shall be updated annually, and following any unscheduled changes to board membership and assignments.

Roy Horvath	Chairperson	<u>horvath.r.swlpld@gmail.com</u>
Cynthia Loebig	Vice Chairperson	<u>cloebig.swlpld@gmail.com</u>
Rebecca Benally	Secretary	<u>rebecca.benally.swlpld@gmail.com</u>
Scott Davey	Treasurer	<u>davey.s.swlpld@gmail.com</u>
Nona Dale	Trustee	<u>ndale.swlpld@gmail.com</u>
Nycole Eoff	Trustee	<u>neoff.swlpld@gmail.com</u>
Peter Miesler	Trustee	<u>miesler.p.swlpld@gmail.com</u>
_____	Interim Library Director	_____

APPENDIX C:

APPROPRIATE USE OF SWLPLD COMPUTERS FORM

USER GUIDELINES FOR DISTRICT COMPUTERS

The following applies to all SWLPLD computers (without prior authorization from library director):

- Do not download or install any software or updates to existing software
- Do not make changes to the hardware (including mouse, keyboard, monitor, printers)
- Do not alter or attempt to alter the settings on Internet browsers
- Do not attempt to open or alter files, documents or folders that are not your own, or that you are not collaborating on with another staff member.
- Do not share your password with other staff members or log in as yourself to allow another staff person to use your account.

USE OF LIBRARY NETWORK AND LIBRARY E-MAIL ACCOUNT:

Acceptable Use:

- Used for library work-related purposes
- Library projects, bookmarks, brochures, monthly reports, etc.
- Work-related Internet research, library business trip planning
- Buying items online for work-related purposes, Amazon, Ingram, etc.
- Brief checking of world news or other events
- Downloadable audiobooks and transfer to MP3
- Downloadable pictures from cameras, thumb drivers or media cards as related to library business

Unacceptable Use:

- Viewing or accessing, by Internet or email, pornographic material.
- Personal e-mail (Yahoo, Gmail, Hotmail, Brainstorm, AOL, etc.)
- Instant messaging or chat rooms
- Internet surfing that is NOT related to work (personal vacation planning, concert tickets, streaming video, live concerts, real estate shopping, etc.)
- Personal buying/selling online, auction sites, retail sites
- Working on your own personal social networking, blog, or website
- Online gambling or Internet game sites
- Online dating services
- Saving documents that are offensive to the PC hard drive or your staff server account
- Copying or duplicating any material that is protected by copyright law.

Public Computers:

On your break, lunch and before and after your assigned workday you are welcome to use the public computers in the same way as any other public user. Copier/printer may be used during break for personal use at half the rate that is charged to the general public.

Abuse of the policy will be addressed by the director.

Thank you for your cooperation in this matter, if you are unclear about whether a computer activity falls into “acceptable” or “unacceptable” category, please ask for clarification before you proceed.

I acknowledge that I have read the Southwest La Plata Library District Appropriate Use of District Computers Policy and as an employee of the SWLPLD I will adhere to the policy as set forth.

Name: _____

Signature: _____

Date: _____

A copy of this form will be included in your personnel file.