



**Personnel Policy Manual
2019**

PERSONNEL POLICY MANUAL

Revised 02/29/2019

Table of Contents

1. Job Classifications.	5
2. Initiation of Employment.	5
3. Probation.	5
4. Advancement.	5
5. Work Week and Compensation.	5
6. Sunday and Overtime Work.	6
7. Lunch and Breaks.....	6
8. Vacation with Pay.	7
9. Holidays.....	9
10. Personal Leave.....	9
11. Sick/Injury Leave.....	10
12. Special Leave.	11
13. Workman's Compensation Benefits.....	13
14. Life Insurance.....	13
15. Health Care.	13
16. Retirement Financial Programs.....	14
17. Deferred Compensations Plans.....	15
18. Credit Union and Savings Plans.....	15
19. Business Trips and Meetings.	15
20. Temporary Work Emergencies.	15
21. Delegation of Authority.	15
22. Complaints.	16
23. Dismissal and Suspension.....	16
24. Resignation/Termination.....	16

25. Grievance Procedure.....	17
26. Equal Opportunity Employment.	17
27. The American with Disabilities Act (ADA).	18
28. Weapons in the Workplace Policy.....	18
29. Workplace Violence Policy.....	18
29. Computer Use.	19
30. Computer Use-Terms/Conditions.....	20
31. Misuse of Library Computers.	21
32. Computer Security.....	Error! Bookmark not defined.
33. Computer System Data Security Policy.....	21
34. Consequences for Inappropriate Computer Use.	21
35. Computer Use Disclaimer.	Error! Bookmark not defined.
36. Alcohol & Controlled Substances.	21
37. The Disciplinary Policy of the Library.....	26
38. Sexual Harassment Policy.	27
39. Statement of Prohibited Conduct.....	28
40. Penalties for Misconduct.....	29
41. Procedures for Making, Investigating and Resolving Sexual Harassment and Retaliation Complaints.....	30
42. Index.	31

MONROEVILLE PUBLIC LIBRARY

PERSONNEL POLICY Revised 02/21/2017

Preface

The Board of Directors of the Monroeville Public Library acknowledges its duties under The Library Code and under Monroeville Municipal Ordinance 235, 880, 1758, 2316 and 2423 (see Appendix 1) as amended from time to time and the Monroeville Home Rule Charter. It accepts responsibility for determining salaries, benefits and working conditions of the Library Executive Director.

The Library is an equal opportunity employer and complies with all applicable State and Federal laws pertaining to employment. The Board recognizes that Library personnel are employees of the Library Executive Director and of the Library and are, therefore, public employees. Under current policy, their salaries and benefits are processed through the Municipal office.

Mission: The Monroeville Public Library facilitates information, discovery, and connections. We do this to inspire a growing, connected community where all have the opportunity to create, achieve, and contribute.

Vision: It is the Library's goal to be a community connector by bridging neighborhoods and people while providing equitable access to resources and space in which to connect.

Values: We envision a staff that is adaptable to the changing needs of the community.

- We adapt to the needs of a diverse community.
- We provide dependable services.
- We build collaborative partnerships.
- We promote innovation.
- We foster connections with respect and kindness.

Valuing Diversity

The Monroeville Public Library values diversity as a cornerstone to our success as an organization. We acknowledge the differences and similarities that all employees bring to our team. We are committed to creating an atmosphere that fully utilizes the unique capabilities of each employee, and where all employees are treated with dignity and respect. The Monroeville Public Library also values diversity because it is the right thing to do, because it result in greater organizational vitality and because it helps us to achieve maximum effectiveness through the full utilization of our human resources. With these believes in mind, there are policies and practices in place designated to provide equal opportunity and a workplace free of sexual or any type of harassment.

1. Job Classifications.

A. Professional.

- (1) Executive Director.
- (2) Assistant Director.
- (3) Assistant to the Director/Office Manager.
- (4) Department Heads: Adult Services Librarian, Children's Services Librarian, Technical Services Librarian, Teen Services Librarian, Technology Librarian.
- (5) Librarian.

B. Clerical.

- (1) Library Clerk.
- (2) Library Assistant.

2. Initiation of Employment.

The classification in which an employee is placed will depend upon the type of work for which he/she is hired. In general, an employee may be hired at a step reflecting the length of his/her experience. All employment offers will be contingent upon passing criminal background, child abuse history, and FBI fingerprint checks.

3. Probation.

The first six months of employment shall in every case be a probationary period. During this time an employee is not eligible for vacation, personal days, childbirth or adoption leave or other benefits. Health insurance benefits for full time staff will be available on the first of the month following the employee's start date. Half of the allotted sick days (5) will be available for use during the probation period.

An employee may be dismissed at any time during the probationary period up to and including the final day of probation. Satisfactory completion of the probationary period qualifies the employee for permanent status.

4. Advancement.

Advancement can be made only by the approval of the Library Director. Advancement to a new classification may be made when the employee fulfills educational or experience requirements which are set forth in the job descriptions. Advancement of an employee to a higher classification may be made only when a vacancy exists or when a new position is created.

5. Work Week and Compensation.

The workweek for a full-time employee shall be forty hours. Evening and weekend work will be scheduled for each employee according to the needs of the Library.

Compensation for Library employees, expressed in hourly rates, shall be paid bi-weekly.

All full-time employees shall be eligible for a longevity payment after the completion of the fifth year of continuous employment with the Library. This payment shall be made on the first pay date of each December and shall be paid to each employee at a rate of \$65.00 per year of service with no cap.

6. Sunday and Overtime Work.

A part-time employee who works on Sunday shall receive straight pay for hours worked plus pay for an extra half hour.

All full-time employees who work on Sunday *over their forty-hour workweek* will receive compensatory time equal to 1.5 times the hours worked.

All full-time employees who are requested to work overtime at times other than Sunday, due to an emergency or additional programming and/or staffing needs, will receive compensatory time equal to 1.5 times the hours worked.

Sunday and overtime work must be authorized by the Library Director.

Compensatory time may accumulate from one service year to another and must be approved by the Library Director. No more than 24 hours of compensatory time may roll over from one month to the next.

7. Lunch and Breaks.

A full-time employee may choose from two options for lunch and breaks:

- A. Scheduled for a nine-hour day, with lunch as one hour and two breaks at 15 minutes each (7.5 hours worked).
- B. Scheduled for an eight-hour day, with lunch as one half-hour and no breaks (7.5 hours worked).

Once a full-time employee chooses between Option A and Option B, they are required to keep to that option on a daily basis, and not shift between options. They may make a one-time permanent change between options at the discretion of the Library Director.

A part time employee may be scheduled in any one of the following ways:

- A. Scheduled for a nine-hour day, with lunch as one hour and two breaks at 15 minutes each.
- B. Scheduled for an eight-hour day, with lunch as one hour and no breaks.
- C. Scheduled for a seven-hour day, with lunch as one half-hour and no breaks.
- D. Scheduled for six hours or less, with one 15-minute break.

A part time employee may expect to be assigned different schedules on different days, depending on the needs of the Library and at the discretion of the Library Director.

8. Vacation with Pay.

Vacation will be based on years of service determined from initiation of employment. A vacation week shall be equivalent to five working days. Vacation benefits will be paid at the employee's regular rate of pay. Vacation time may not accumulate from one service year to another and must be approved by the Library Director.

A. Full Time Employee

(1) Professional/Clerical

A full-time professional or clerical employee will receive vacation under the following schedule:

<u>Length of Continuous Employment</u>	<u>Length of Vacation</u>
After six months	Eight Days
After one year	Fifteen days
After five years	Twenty days
After ten years.	Twenty-five days

(2) Accumulated Vacation Leave.

Except in cases of layoff or termination, the Employer shall not make payments in lieu of the use of accumulated vacation leave. Only under the most dire of circumstances may unused annual vacation leave be carried over from one year to the next year with the prior approval of the Library Director. If approved, accumulated vacation leave carried over must be taken within the following year. **Vacation may be scheduled by the Library Director for any employee who fails to schedule his/her vacation.**

(3) Accrued Unused Vacation

Accrued, but unused, vacation leave shall be paid to all terminating or laid-off employees on a pro-rated monthly basis at the normal hourly rate.

(4) Scheduling Vacation Leave.

Vacations may be scheduled throughout the calendar year. Preference on vacation selection will be given on a first-come, first-serve basis. Employees must submit the Leave Request form to their department head in two weeks' advance of taking vacation leave. The department head will make a recommendation to approve or disapprove the request for vacation based on the department's workload and staffing level. The request is then submitted to the Assistant to the Director to be approved

and posted. **The Library Director has the final discretion to allot vacation periods and to change such allotments in order to meet the needs and schedule of business for each department.** When there is no conflict, the Library Director and/or the Assistant to the Director may grant short notice vacation requests.

(5) Unused Vacation Leave

In the event an employee dies prior to using vacation earned, the appropriate vacation for that year shall be paid to the employee's surviving spouse or estate.

(6) Vacation Time and Military Service

During time of war, if any employee volunteers or is drafted, they may be granted leave without pay for the period of actual service. An employee's job may be temporarily filled, but the employee may return to their original job upon release from active duty. Employee's military time shall be added to the vacation time for computation of the number of days, if military time was served after beginning employment with the Library and during the time of declared war.

Full time employees reporting for routine, periodic, military training, short-term active duty, or emergency call-out as a Reservist or National Guardsperson will receive their regular compensation from the Library minus any compensation that may be received from the Armed Services. Such compensation, however, will be limited to a total of fifteen workdays annually; beyond this fifteen-day period, the employee is only assured of obtaining their regular job and other benefits as a full-time permanent employee of the Library upon their return.

B. Part-time Employee.

A part-time permanent employee, who works twenty hours or more each week, after one year of employment at this number of hours, shall receive vacation days proportional they hours they work in the following amounts:

- a. After six months – 5 days
- b. After one year – 10 days
- c. After five years – 15 days
- d. After fifteen years – 20 days

Example: an employee who works an average of 25 hours each year will receive 50 hours of vacation time after one year, 75 hours after five years, and 100 hours after fifteen years.

C. Part-time Employee Who Changes to Full Time.

When a part-time employee becomes a full-time employee, they shall receive vacation days according to the full-time vacation schedule in 8-A. The new allotment of vacation days shall go into effect in the next calendar year. Months or years

worked previously as a part-time employee will count towards total years worked when calculating full time vacation days.

9. Holidays.

All full time Library employees shall be entitled to the following holidays with pay:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

When any of these holidays falls on an unscheduled work day, the employee may, with the consent of the Library Director, receive a floating holiday. Floating holidays may accumulate from one service year to another at the discretion of the Library Director.

The hours that employees work on the day before Thanksgiving and December 31 shall be shortened to close the Library at 3:00 p.m.

Other holidays may be taken with the permission of the Library Director.

10. Personal Leave.

A full-time employee shall be entitled to five additional personal days per year paid at the employee's regular rate of pay. These days may be taken off when advance consent is received from the Library Director. The five personal days cannot be carried over from one calendar year to the next.

Personal days for newly hired employees completing their probationary period shall be five days.

All Personal days should be approved. Any request for vacation or personal days, which is made less than 48 hours before a scheduled shift on the circulation or reference desk applicable shift (short leave notice) will not be granted if the shift cannot be covered. The Library will make every reasonable attempt to replace for short leave notice requests.

11. Sick/Injury Leave.

Each full-time employee will receive at the beginning of each calendar year, an allocation of ten petty sick leave days, which are to be used for absence due to illness or injury of a non-occupational nature and for which worker's compensation is not paid. The use of petty sick days will entitle the employee to 100% of earnings for each of the days he or she may be absent with a bona fide illness or injury. At the option of the employee, at the end of each calendar year, the Library will buy back each unused sick day at \$50 per day, not to exceed a total of \$500; or the employee may accrue up to 20 sick days for emergency purposes. In the case of retirement, all unused days will be paid at a rate of \$50 each, not to exceed a total of \$500.

Sick time for newly hired employees shall be pro-rated in the following manner: Employees completing their probationary period shall receive five petty sick days for the remainder of that calendar year. They shall receive ten petty sick days January of the following calendar year.

A. Short Term Disability

- (1) Employees shall additionally be entitled to short-term disability pay, for illness of a non-occupational nature and for which worker's compensation is not paid, as provided below:
- (2) Short-term disability is defined as a period of disability, which may be anticipated to last ten or more calendar days.
- (3) The employer shall, within each calendar year, provide up to a maximum of twenty-six (26) weeks of short term disability pay at 66.6% of regular base earnings, for each occurrence of short term disability or recurrence of previously compensated short term disability.
- (4) In order to receive short-term disability benefits, an employee must first be absent for ten days, including weekend days. (Use of vacation days, personal days, sick days, or comp hours may be used to compensate for missed time.) The employee must present to the Executive Library Director, for their approval, appropriate medical documentation that the illness may be anticipated to last ten or more calendar days.
- (5) There shall be a ten calendar day waiting period for each new and separate occurrence. When paid time off is not available, the employee shall be placed in approved leave without pay status during which the employee shall retain all benefits provided under this Agreement. If an employee suffers a recurrence of an earlier compensated disability, there shall be no second or subsequent waiting period.

12. Special Leave.

A. Full time Employee.

(1) Jury Duty and Court Leave.

A full-time employee on required jury duty shall be granted leave of absence with pay at his or her regular hourly rate.

Unpaid court leave may be granted to an employee who submits to the Executive Library Director a copy of the applicable court order or subpoena. Vacation or personal days, or comp time, may be used to make up lost hours at the discretion of the Director.

(2) Bereavement Leave.

Paid leave due to the death of a parent, grandparent, sibling, spouse, child, or grandchild shall be granted to a full time Library employee for five working days.

Paid leave due to other deaths in the immediate family/household shall be granted to a Library employee for three working days. The immediate family/household includes parents of a spouse, foster child, foster parent, grandparent of a spouse, or any other person with whom the employee makes their home. Paid leave due to the death of other relatives shall be granted to a full time Library employee for one working day.

Leave without pay may be granted to full time employees for bereavement reasons not covered above.

An employee requesting bereavement leave must inform the Executive Library Director as soon as possible.

(3) Parenthood Leave.

(a) Parenthood Leave can be granted only to a full-time employee, who is about to become a parent by childbirth or adoption. Parenthood Leave may be granted for a period of up to and not to exceed twelve weeks of child's entry into the family.

In the case of a pregnancy, the employee shall receive 6-8 weeks of paid leave, beginning on the day of the child's birth. Six weeks will be given in the case of a natural birth, eight weeks in the case of cesarean birth. After the 6-8 week time period, employee may use accumulated sick, vacation, and/or personal days up to the end of the 12 week time period.

In the case of adoption, six weeks of paid leave will be made available to full time employees. Up to an additional six weeks may be taken unpaid, or covered by vacation, sick, or personal time. An attorney must supply certification sixty days

in advance of the intended leave. In the event of short notification of adoption, the request for leave should be made known to the Executive Library Director as soon as possible.

Continuation is also subject to the approval of the Executive Library Director.

In the case of termination of pregnancy not resulting in the birth of a child, Parenthood Leave terminates upon medical certification and sick leave may begin.

- (b) Notice of intention to return from Parenthood Leave, or to resign from the position from which the leave of absence was granted, must be sent in writing to the Executive Library Director at least sixty days prior to the effective date of the end of the Parenthood Leave.
 - (c) An employee is guaranteed a return to the specific job or one of similar responsibility. Any person assuming this employee's position during the leave must be notified in writing that it is a temporary position.
- (4) The Family and Medical Leave Act of 1993:
The law, which became effective August 15, 1993, applies to employers with at least 50 employees. Employees will be allowed to take up to twelve weeks of unpaid family and medical leave during any twelve-month period. An employee must have worked for the Library for at least twelve months and for at least 1,250 hours during the year preceding the start of the leave. Approval is required by the Library Director to take leave intermittently or to reduced work schedules where leave is taken as a result of the birth, adoption or placement of a child for foster care. Leave to care for a seriously ill family member or due to the employee's own serious health condition can be taken whenever medically necessary. The Library will continue to provide health insurance coverage during this period as though no leave had been taken. When leave ends, employees are entitled to return to the same jobs they held before going on leave or equivalent positions. The Library may require a medical certification from a health care provider to support a leave request. A request for leave form may be obtained from the Library Director.
- (5) Discretionary Leave.
A full-time employee may receive up to three days leave for a personal emergency, with or without pay, at the discretion of the Executive Library Director.
- (6) Military Leave.
(a) A full-time employee will receive up to two weeks of paid military leave at his or her regular hourly rate if called to temporary or summer training duty with the armed forces reserve program, elected in lieu of active duty. An employee requesting paid

military leave shall submit a copy of his or her military orders to the Executive Library Director.

13. Workman's Compensation Benefits.

Workman's Compensation allowances will be two-thirds percent of the employee's base earnings as computed by the guidelines established in the Workman's Compensation Handbook.

Library employees are protected under the Pennsylvania Workman's Compensation program. An employee injured while in the course of library employment must report such injury to the supervisor in charge. An employee injured to such an extent that he or she is unable to work shall not be charged with sick leave during his or her absence, and shall be compensated according to the guidelines established in the Pennsylvania Workman's Compensation Handbook (approximately 66 2/3 % of base earnings). To determine eligibility for such injury leave, an employee must file an employee accident report and show satisfactory evidence that he or she would be legally entitled to Workman's Compensation benefits under the laws of the Commonwealth of Pennsylvania as the result of such injury. The length of the injury leave is determined by a doctor's report. All employees must return to work on modified duty as determined by the doctor's report.

14. Life Insurance.

A full time employee participating in the retirement financial program is eligible for group term life insurance paid for by the Employer. The amount of this insurance shall be \$25,000. Upon retirement, all full time employees with at least fifteen (15) years of service shall be covered by retirement life insurance; the amount of insurance shall be \$15,000. The cost of such retirement life insurance shall be paid by the Employer. Details are available at the Municipality of Monroeville's Personnel Department.

15. Health Care.

It is the intent of the employer to provide Healthcare coverage and other health related coverage to the full time employee and family. Said coverage is as follows:

Hospitalization
Basic Eye Care
High Option Dental
Basic Prescription Drug-Incentive Formulary

Full time Library employees are expected to contribute 4% pre-tax of monthly premium towards the cost of healthcare effective April 1, 2007. The healthcare contribution will be adjusted accordingly if a full-time Library employee alters their status. If the

healthcare monthly premium percentage changes for the municipality, an employee's contribution can be altered.

Any healthcare rebate shall be paid based the municipality's decision. The healthcare rebate will be adjusted accordingly if a full-time Library employee alters their status. If the healthcare rebate rate changes for the municipality, an employee's personal rebate can be altered.

The hospitalization portion of this benefit shall be governed by the conditions of the Municipality of Monroeville which is now in effect, or as from time to time may be amended.

Hospitalization coverage after retirement shall only be afforded to those employees retiring after twenty-five (25) years of service, or ten (10) years of service and attaining age 62. This benefit shall remain available up to an attainment of age 65 or when the employee becomes eligible for Medicare.

An employee retiring from the Library who has not met the eligibility requirements as above stipulated, may continue his or her health care, i.e. individual as well as dependent hospitalization and medical coverage insurance program as paid by the Employer. Such participation would require that the employee pay the monthly premiums for the selected coverage, in compliance with the time limit set by COBRA legislation.

In lieu of hospitalization coverage at retirement, the Executive Director and all full time Employees who were hired on or after March 1, 2007 are entitled to a \$1,000 annual contribution to a Retirement Health Savings Plan while actively employed. This contribution may be used for tax-free medical expense reimbursements for the employee, spouse, or dependents.

All full time employees retiring on or after June 8, 2008 who were hired prior to March 1, 2007 shall contribute the same percentage (%) pre-tax of monthly premium toward health care coverage as active employees upon retirement. This percentage is based on the employee's final annual base salary at the time of retirement.

16. Retirement Financial Programs.

The Employer agrees to maintain the existing Monroeville Employee Pension Trust Plan as provided by Pennsylvania Municipal Retirement System (PMRS). At least one representative from the Library shall serve on any municipal employee pension committee, held now or in the future. Details are described in Monroeville Ordinance 1253 as amended from time to time and Resolution 82-41 as amended from time to time. See Appendix 3 & 4 respectively.

17. Deferred Compensations Plans.

A salary reduction plan is available as a tax-deferred annuity program for *any* Library employee who wishes to participate in such a plan. All costs are borne by the employee. Please see ICMA, Janney, Montgomery, Scott and Nationwide literature, which is available at the Personnel Department of the Municipality of Monroeville.

Deferred Compensation
ICMA 457 Plan
ICMA Retirement Plans Specialist
Website - www.icmarc.org

Janney, Montgomery, Scott 457
Nationwide 457 Plan
Website - www.nrsforu.com

18. Credit Union and Savings Plans.

An employee and his or her family may join the Monroeville Employees Federal Credit Union and authorize payments of not less than \$5.00 per two-week period from his or her pay. Loans may be arranged from credit union funds for an eligible credit union member.

19. Business Trips and Meetings.

When financial circumstances permit, reimbursement will be made for mileage and other reasonably-related expenses of trips made by employees for Library business. The rate of mileage reimbursement will not exceed the current rate allowed by the IRS.

Personnel are encouraged to attend work-related meetings. Requests to attend these meetings must be approved in advance by the Executive Director. Travel, meals, lodging, and registration expenses will be paid at the discretion of the Executive Director. Regularly scheduled work time spent in conference, travel, and attendance shall be counted as time worked.

20. Temporary Work Emergencies.

Action to be taken in an emergency work situation will be determined by the supervisor in charge. If, during the course of the work day, it becomes necessary to cease operations due to emergency conditions, the employees will be dismissed by the supervisor in charge and will receive payment for the time scheduled that day.

21. Delegation of Authority.

The Executive Director will designate a Professional staff member to be Supervisor in Charge when the Director is absent. The succession for this designation will follow the Job Classification listing in Section 1 of this Policy.

22. Complaints.

If an employee, who within five working days of an incident has a complaint, he or she should discuss the matter with his or her Supervisor. If the complaint is not mutually resolved, the supervisor and employee should present the matter in writing within three working days to the Executive Director. If the employee is not satisfied with the decision of the Executive Director, the complaint should be presented in writing by the Executive Director to the Board of Directors at the next regularly scheduled Board meeting.

23. Suspension.

The Executive Director has the right to discharge, discipline, demote, or suspend any employee for just cause.

The Executive Director has the right and authority to suspend or dismiss employees. An employee suspended for cause shall receive a written statement of the reasons for such a suspension. The employee shall have the right to present his or her case to the Library Board if suspension results in dismissal.

An employee charged with conduct that is criminal, infamous, or dishonest in the eyes of the law, may be suspended without pay pending the outcome of any legal proceeding. If the employee is exonerated by these proceedings, restitution of unpaid salary will be made.

24. Resignation/Termination.

A. An employee must give the Executive Director written intent to resign at least two weeks prior to departure date. In case of resignation of the Executive Director, notice should be given to the Library Board as far as possible in advance of leaving.

B. After the probationary period, a Library employee will not be dismissed without cause except in case of financial hardship.

A reduction in force or layoff of Library employees shall be performed at the discretion of the Executive Director.

C. Accrued but unused vacation leave and/or overtime shall be paid at the normal hourly rate to all terminating or laid-off employees.

D. The Executive Director has the right and authority to terminate any employee for just cause.

The procedure for termination is:

- 1.) An employee will receive one verbal warning.

- 2.) If the situation is not satisfactorily addressed, the employee shall receive a written warning.
- 3.) If the situation is still uncorrected, the employee shall receive a third warning in writing, along with an unpaid suspension, the number of days to be determined by the Executive Director.
- 4.) If the situation persists, the employee shall be terminated at the discretion of the Executive Director.

25. Grievance Procedure.

All disputes between the Executive Director and any of the Library employees relating to this Policy Manual, its meaning, application, or interpretation, shall be settled in accordance with the following grievance procedure.

STEP ONE:

A. All grievances must be initiated within ten working days of the alleged occurrence or from that time that the employee could reasonably have been expected to have knowledge of such occurrence. It shall be first discussed verbally by the grievant and his or her Supervisor. The immediate supervisor must give his or her answer within seven working days of the meeting.

STEP TWO:

A. If a satisfactory settlement is not reached in Step One, the grievant must reduce her or his grievance to writing and send a copy of the same to the Executive Director within five working days.

B. Within ten workdays of receipt of the grievance, the Executive Director, the grievant, and the supervisor shall meet in an attempt to settle the dispute. The Executive Director must give a written answer within five working days.

STEP THREE:

A. In the event no agreement is reached, either the employee or the Executive Director may, upon written notice to the other, appeal the grievance to the Library Board within ten working days.

B. The Library Board shall submit their final decision within thirty days after the hearing, unless time is extended by mutual agreement by both parties.

26. Equal Opportunity Employment.

The Monroeville Public Library is committed to acting without regards to race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), physical or mental disability, or age in all of its personnel administration

activities including: employment selection procedures; promotions; training; transfers; lay-offs; compensation; and conditions of employment.

27. The American with Disabilities Act (ADA).

The American with Disabilities Act (ADA) makes it unlawful to discriminate against qualified job applicants and employees on the basis of disability. It is the Library's policy to make an employment offer prior to a medical exam. The offer is then subject to the results of a medical exam. If the results of the exam indicate a handicap or disability, the Library will perform an ADA analysis to determine if the handicap or disability will interfere with the individual's ability to perform the predetermined essential function of the job. If it is determined that the handicap will interfere with job ability, the Library then determines if reasonable accommodations can be made which will allow the individual to perform the essential functions of the job. If reasonable accommodations can be made, the Library will then provide reasonable accommodations for the individual in their new position as determined by the Library Board and Library Director. If an individual or employee feels they have been discriminated against under ADA, a complaint maybe filed with the Library Director.

28. Weapons in the Workplace Policy.

No employee shall use or have on their person or on Library property any weapon as defined by the PA Crime Code (Section 908c) at any time, including any subsequent amendments to the code. Violation of this policy is cause for immediate dismissal.

29. Workplace Violence Policy.

It is the policy of the Monroeville Public Library to ensure that public employees work in a place of employment which is free from recognized hazards that are causing, or are likely to cause, serious physical or mental harm to the employee. The PA Crimes Code, PA Consolidated Statutes, Title 18 and Act 64, as currently amended, shall define workplace violence. Workplace violence may include but not be limited to harassment, physical restraint, stalking, threats, concealment or brandishing of a weapon, kicking, punching, slapping, pushing, attack with or without an object, rape, or homicide.

The Monroeville Public Library has established a "zero tolerance" policy for workplace violence. Any employee who violates such policy will be subject to immediate discipline, up to and including discharge.

The Monroeville Public Library will thoroughly investigate all reported or known incidents of threats, harassment, or violent behavior; document the results of the investigation; and discipline the offending employee accordingly. All complaints received must be investigated through the police department. Any employee who feels that he or she is a victim of workplace violence or who witnesses an incident of

workplace violence may file a complaint either in writing or verbally to their Supervisor/Department Head within 10 days of the alleged occurrence.

The Supervisor/Department Head and the Executive Director will meet with the employees involved within 10 days of receipt of a complaint, in an attempt to resolve the complaint to the satisfaction of both parties. If the complaint is not resolved to the petitioner's satisfaction, the employee shall present said complaint to the Library Board for consideration within 20 days from the date the complaint was originally filed. Within 7 days thereafter, the Monroeville Public Library shall render a written decision.

At any time, the employee may file a formal complaint with one of the following agencies within the respective timeframes:

PENNSYLVANIA HUMAN-RELATIONS OPPORTUNITY COMMISSION
Pittsburgh Regional Office
11th Floor State Office Building
Pittsburgh, PA 15222
412-565-5395
TDD 412-565-5771

EQUAL EMPLOYMENT COMMISSION
Pittsburgh District Office
Federal Building
Room 2038-A
1000 Liberty Avenue
Pittsburgh, PA 15222
412-644-3444

Time Frame: 180 days from date of alleged occurrence

30. Computer Use.

Network and Internet access is available to employees of the Monroeville Public Library. The use of computers and technology is vital to library communication.

As a means for maintaining the integrity of the system, all users:

1. Will be solely responsible for the computer, computer software assigned to them and for any software files residing in their personal directories or folders.
2. Will not reveal their network password to other users, nor will attempt to access another user's account by learning said password.

3. Will report any computer vandalism, computer malfunction or other situation, which has made their assigned computer inoperable.
4. Will not use the computer network for illegal communication purposes.
5. Will not copy Library software or use personal software on the computer networks or on any local drive of a computer, either stand alone or those connected to a network without authorization from the system administrator.
6. Will not intentionally alter any files and/or hardware on Library computer networks. This will be viewed as vandalism.
7. Will not be permitted to distribute any annoying, threatening, obscene, or harassing messages over electronic media.
8. Will not create or introduce into any computer system owned, leased or maintained by the Library, a computer program that invades, disrupts, absorbs or destroys computer programs, computer system resources and/or data.
9. Will use only Library licensed software on the networks.
10. Will understand that the computer networks are valuable resources of the Monroeville Public Library as funded by the taxpayers, and that Library employees, as their guardians, are responsible for any damage that they may cause to the computer network.
11. Will use the network only for lawful purposes and must comply with the Crimes Code of PA 3933 as amended from time to time. Unlawful use of a computer under section 3933 is punishable by law as either a misdemeanor or a felony.
12. Will not use Library Computers for personal use. i.e., documents, e-mail, databases, the Internet or any other electronic use or file not specially relating to your Library job or functions during scheduled work hours.

30. Computer Use-Terms/Conditions.

The use of an eiNetwork account must be in support of Library work. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secret.

The System Administrator or the eiNetwork may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, the System Administrator may access or examine files or accounts that are suspected of unauthorized use or misuse or that have been corrupted, damaged or need to be updated. Files may be subject to search under court order.

31. Patron Confidentiality.

It is the policy of the Monroeville Public Library to preserve the confidentiality of all patrons and Library users. Patrons' activities on computers, personal information, and circulation history will remain confidential unless under court order. Penalties for unauthorized disclosure of confidential patron or Library data, whether deliberate or accidental, may result in Library disciplinary measures up to and including termination of employment, as well as civil and criminal penalties.

32. Alcohol & Controlled Substances.

The Monroeville Public Library is committed to providing a safe, productive, and drug-free workplace. We recognize that our employees are our most valuable resource and we wish to maintain their health and well-being. We believe that most substance abuse problems can be prevented or rehabilitated. We encourage employees with such problems to seek counseling.

The Monroeville Public Library follows the Municipality of Monroeville Alcohol/ Drug Testing Policy as outlined below.

(7.26) Alcohol/ Drug Testing Policy

(7.26.1) The problem: Drug and alcohol abuse is a major health problem in the workplace. It affects all industries, age groups, economic levels, and geographic areas. It jeopardizes safety and reduces productivity. Studies show that employees who abuse drugs and alcohol are more likely to have accidents, use more sick leave, and file more worker's compensation claims. They are also more likely to be absent, late for work, or leave work early. Further, their actions can endanger fellow employees and the general public. Drug and alcohol are a significant factor in highway accidents and death.

(7.26.2) Municipal Philosophy: The municipality is committed to providing a safe, productive, and drug-free workplace. We recognize that our employees are our most valuable resources and we wish to maintain their healthy well-being. We believe that most substance abuse problems can be prevented or rehabilitated. We encourage employees with such problems to seek counseling.

(7.26.4) Drug Education: Periodically, the Municipality will provide employees with information on the effects and consequences of drug use on personal health, safety, and the work environment. Supervisors will attend classes on how to recognize manifestation and behavioral symptoms of drug and alcohol use.

(7.26.4). Policy:

- The lawful manufacture, distribution, dispensing, possession, or use of illegal drugs or alcohol is prohibited in the municipal workplace.
- Illegal drug usage, whether on or off the job, may adversely affect an employee's job performance, jeopardize the safety of other employees, clients, and the general public. As such it is just cause for disciplinary action up to including termination of employment.
- Employees are not permitted to perform safety-sensitive functions within four hours of using alcohol. Employees are not permitted to use alcohol during working hours. No driver should use alcohol for eight hours following an accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- If an employee reports to work in a condition giving a supervisor reasonable cause to suspect the influence of alcohol or illegal drugs, the employee may be required to submit to a breath and alcohol and/or urine drug test. If the test reveals that the employee has an alcohol level greater than .04, or has illegal drugs in his/her system, the employee will be subject to disciplinary action up to and including termination of employment. An employee with an alcohol level .02 to .039 will not be permitted to perform safety-sensitive functions for 24 hours.
- When there is reasonable cause, vehicles, lockers, and/or related personal areas may be searched without prior notice to ensure a work environment free of alcohol and illegal drugs. Any employee found to have illegal drugs in his/her vehicle, locker, and/or related personal area will be subject to immediate disciplinary action up to and including termination of employment.
- Any employee who may be undergoing medically prescribed treatment with a controlled substance which may limit his/her ability to perform the job must report this treatment to his/her supervisor prior to beginning work. Failure to do this shall be cause for disciplinary action.
- It is a condition of continuing employment with the municipality for an employee to notify the municipality if he/she is convicted under a federal or state drug statute for the use, sale, or distribution of drugs in the workplace, such notification must occur within five days of conviction.

(7.26.5) Drug and Alcohol Testing Circumstances: The municipality will conduct drug testing for the following reasons: Pre-employment, random, reasonable suspicion, post-accident, fitness for duty, and follow-up to a positive drug test. Alcohol will be tested for all of the above circumstances except pre-employment.

1. *Pre-Employment:* Prior to employment, all hires will be required to undergo drug screening. Hires who test positive will be denied employment. Failure to consent to this screen will be considered as withdrawal of his/her application for employment.
2. *Random Testing:* To encourage year-round avoidance of illegal drugs, all municipal employees not required to possess a CDL shall be randomly tested at an annualized rate of 25% for illegal drugs and/or substances. All employees who are required to possess a Commercial Drivers License (CDL) will continue to be randomly tested at an annualized rate of 50% for drugs and 10% for alcohol in accordance with DOT/FHWA

governing law(s). Those to be tested will be selected at random, which means that every employee – whether previously tested or not – has an equal chance to be tested every time tests are conducted. Once an individual is notified of the test he/she should go to the collection site immediately.

3. *Reasonable Suspicion Testing*: May be conducted based upon, among other things:
 - A. Direct observation of drug use or possession and/or physical symptoms of being under the influence of illegal drugs and alcohol;
 - B. A pattern of abnormal conduct or erratic behavior;
 - C. Arrest or conviction for drug or alcohol related offense, or identification of the employee as the focus of a criminal investigation into illegal drug possession, use or trafficking;
4. *Post Accident Testing*: Is required for drivers and co-drivers, who are involved in an accident where death occurs, when the driver is issued a citation by the police for a moving violation and someone needs immediate medical treatment away from the scene of the accident or when the employee is issued a citation by the police for a moving violation and a vehicle must be towed from the scene of the accident. The drug and/or breath alcohol test should be conducted as soon as possible after the accident takes place.
5. *Return-to-Duty Testing*: An employee found to have engaged in prohibited drug and alcohol conduct shall submit to return to duty drug and alcohol testing prior to performing safety-sensitive functions.
6. *Follow-up-Testing*: Employees who have engaged in illegal drug or alcohol use shall be required to submit to drug and alcohol testing a minimum of six (6) times for (12) months following the incident. The number of tests should be greater if deemed necessary by the Municipality or the designated Substance Abuse Professional. Cost of Follow-up testing will be borne by the employee.

(7.26.6) Drugs to be Tested: Urine specimens will be screened for the classes of drug and at the cutoffs listed below:

<u>Drug</u>	<u>Immunoassay Screen Cutoffs</u>	<u>GC/ MS Confirmation Cutoffs</u>
Amphetamines	1,000 ng/ml	5000 ng/ml
Cannabinoids (Marijuana)	50 ng/ml	15 ng/ml
Cocaine and Metabolite	300 ng/ml	150 ng/ml
Opiates	300 ng/ml	300 ng/ml
Phencyclidine	25 ng/ml	25 ng/ml

(7.26.7) *Alcohol Testing*: As required by 49 CER Part 40, the alcohol test is to be conducted by a certified “breath alcohol technician” (B.A.T) using an “evidential breath testing device” (E.B.T) which is approved by the National Highway Safety Administration (NHTSA). Tests are conducted in an area where confidentiality of results is assured. If the alcohol screening

testing indicates an alcohol concentration 0.02 or greater, a confirmation test must be done 15-20 minutes later.

(7.26.8) Collection Sites: They must follow the guidelines established by the National Institute on Drug Abuse (NIDA) for collecting handling and storing urine drug specimens and must meet the exacting “Chain-of-custody” requirements. Alcohol testing can be done only by a certified Breath Alcohol Technician (B.A.T.) using an approved Evident Breath Testing Device (EBT).

(7.26.9) Unobserved Specimen Collection: May occur under the following circumstances:

- When the specimen falls outside the range of 90.5 to 99.8 degrees Fahrenheit or shows signs of contamination;
- When a previous urine specimen provided by the individual was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/l; or
- When the collection site person observes conduct clearly indicating an attempt to substitute or adulterate the sample.

(7.26.11) Laboratories to be used: Only laboratories certified by the National Institute Drug Abuse (NIDA) and the Department of Health and Human Service (DHHS) to conduct Workplace Drug Testing Programs will be used to analyze urine specimens. The

(7.26.12) Medical Review Officer (MRO): The municipality will utilize a Medical Review Officer to review and interpret test results obtained through drug testing. The MRO is a physician knowledgeable in the Medical use of prescription drugs and the pharmacology and toxicology of illicit drugs. Our Municipality Medical Review officer services are provided by a third-party administrator.

The MRO receives test results from the laboratory and evaluates them before notifying the Municipality. Prior to notifying the Municipality, the MRO will conduct a medical interview – via phone or in the office – to discuss the individual’s medical history and other biomedical factors. He will receive all medical history and other biomedical factors. He will receive all medical records made available by the tested employee to determine if there might be a legitimate medical reason for a confirmed “positive test.” If there is, the MRO will report the test as “negative.”

If the MRO is unable to reach a person who tested positive, he shall report his efforts to contact the employee to the employers. As soon as possible, the employer shall request the employee to contact the MRO prior to dispatching the employee or within 24 hours, whichever is sooner.

(7.26.13) Reports of Drug Test Results: The Medical Review Officer will forward results only to the person designated in the Municipality to receive such results. The MRO shall

report whether an individual's test is negative or positive. If positive, he will identify the substance for which the test was positive.

(7.26.14) Split Sample Testing: After the MRO informs an employee that he will be reported to his employer as testing positive for illegal drug use, the employee has the right to request that the "split sample" be tested at another NIDA/DHHS Laboratory. The employee must make this request to the MRO within 72 hours after the MRO-Employee evaluation call/visit. The cost of the second laboratory analysis and MRO review will be borne by the employee. The employee will be reimbursed by the Municipality if the split sample is negative.

(7.26.15) Reports of Alcohol Test Results: Following a confirmed alcohol test of 0.03 or greater, the Breath Alcohol Technician (B.A.T) must immediately report the result to the Municipal representative designated to receive this information. This is done so that the Municipality can take steps to ensure the employee testing positive will not drive his/her vehicle. The designated Municipal Representative must provide the testing sites with a telephone number where the representative can be reached at all times.

(7.26.16) Disciplinary Actions:

1. The use of alcoholic beverages or substances containing alcohol including any medication, mouthwash, candy, food, or any other substance while performing Municipal duties is strictly prohibited. An employee who is found to have a breath alcohol concentration of 1.02 or greater but less than 0.039 shall not be allowed to perform safety-sensitive for at least 24 hours following the administration of the test. Employees will punch out immediately after testing in this range and may not punch back in until 24 hours later. There will be a loss of pay during that 24 hour period. Further infractions in this area will incur progressive discipline. A second violation will result in three (3) days suspension from work without pay. A third violation results in termination. Employees whose blood alcohol content is above 0.4 will be immediately suspended for three (3) days without pay. Employees must then see a substance abuse professional, cannot drive commercially until they have done so, and have been released to active duty by the substance abuse professional. A second violation in this area will result in termination. If there are no alcohol violations for three years then the progression through the steps starts over again.
2. An employee who tests positive for drugs will immediately be suspended for three days without pay and must see a substance abuse professional before being allowed to drive commercially. A second violation in this area will result in termination. There is not time limit that can clear a violation.
3. *Refusal of Testing*: Any employee who refuses either drug or alcohol testing will be immediately terminated. There will be no excuse accepted.

(7.26.17) Substance Abuse Professional: Under DOT/FHWA and alcohol regulations, any employee who engages in prohibited drug or alcohol conduct shall be referred to a Substance Abuse Professional (S.A.P.) for an evaluation and possible referral to a counseling or treatment program. By law, the S.A.P. may make specific recommendations for follow-up drug and alcohol testing that could last as long as 60 months from an employee's return-to-

duty date. No employee may return to duty without a negative drug and alcohol test and an evaluation by the S.A.P that the employee has properly followed the rehabilitation program presented by the S.A.P. The cost of S.A.P. shall be borne by Health Insurance or the Employee.

33. The Disciplinary Policy of the Library.

The Disciplinary Policy of the Library defines fair and progressive action in order to effectively correct substandard behavior. Consequently, any disciplinary action will be coupled with a meeting to explain the behavioral or performance standard expected.

Progressive Discipline: If the substandard behavior is not inordinately serious or is not covered by an accepted code of discipline, the progression of discipline will be followed:

- (a) Oral reprimand;
- (b) Written letter of reprimand;
- (c) One day suspension from work without pay;
- (d) Three days suspension from work without pay;
- (e) Termination.

If the substandard behavior is remedied for one year, then begins again, the progression through the steps starts over. However, a continuing pattern of substandard behavior may result in further disciplinary action.

The Monroeville Public Library views Disciplinary Action as a learning situation rather than as punishment. It is designed to encourage exemplary levels of performance. If an employee continually and deliberately fails to meet performance or behavioral expectations, the system is designed for that employee to be terminated.

(1) Defined unacceptable behavior.

Suspension/Dismissal: The Executive Director may suspend or dismiss any employee with just cause (e.g. misconduct, incompetence, or insubordination). Specific behavior warranting such action will include, but not be limited to:

- neglect or violation of any official duty or assignment;
- conviction of a misdemeanor or felony as a current employee;
- conduct which reflects unfavorably on the Library as an employer;
- engaging in political activity prohibited by Article XV, Section 1505 of the Monroeville Home Rule Charter
- abusing sick leave or other leave utilization;
- absence without leave;

- excessive tardiness;
- abuse of Library property;
- falsifying statements to supervisors or the public;
- violation of State Statutes, Municipal Ordinances, Administrative Policy, department regulations and safety practices;
- consumption or possession of intoxicating beverages, or illegal controlled substance, on Library property, or while performing in the official capacity as a Library employee;
- membership in any organization which advocates the overthrow of any legal constituted government;
- the discovery of false statements made on employment applications, documents, or during interviews when being considered for Library employment;
- acceptance of monetary gifts pursuant to the ethics ordinance as amended from time to time;
- refusal to be examined by an authorized physician of the Library when making a claim for extended illness or sickness benefits,
- possession of any papers, books, device, apparatus or paraphernalia for the purpose of receiving, recording, or registering illegal bets or wagers while on Library property;
- gambling on municipal property;
- the use of municipal supplies, materials, equipment or other property for personal purposes or securing the same for others;
- pursuing any non-job related activity during schedule work hours without the permission of the supervisor/department head;
- profane, obscene, insulting words, gestures, or threats toward the public or any Library employee
- Use of hate speech in any form

(2) **Appealing Disciplinary Action:**

Employees have the opportunity to appeal disciplinary action via the Grievance Procedure. See Section 25

34. Sexual Harassment Policy.

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination on the basis of race, color, sex, age, or national origin. Sexual Harassment is included among prohibitions. This policy prohibits not only sexual harassment, but also harassment based upon race, color, national origin, age, or handicap or any other classification protected by law.

Sexual harassment, according to the Federal Equal Employment Opportunity Commission ("EEOC"), consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical acts of a sexual-based nature (See Section 35).

It is also unlawful to retaliate or take reprisal in any way against anyone who has articulated any concern about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual. Examples of conduct that would be considered sexual harassment or related retaliation are set forth in the Statement of Prohibited Conduct which follows:

These examples are provided to illustrate the kind of conduct prescribed by this policy; the list is not exhaustive. Sexual harassment is unlawful, and such prohibited conduct exposes not only the Monroeville Public Library, but also individuals involved in such conduct, to significant liability under the law. Employees at all times should treat other employees respectfully and with dignity in a manner so as not to offend the sensibilities of a coworker.

Accordingly, Monroeville Public Library is committed to vigorously enforcing its sexual harassment policy at all levels.

35. Statement of Prohibited Conduct.

The Monroeville Public Library considers the following conduct to represent some of the acts which violate the sexual harassment policy. Such violations include, but are not limited to:

A. Physical assaults of sexual nature, such as:

- (1) Rape, sexual battery, molestation or attempts to commit these assaults; and
- (2) Intentional physical conduct, which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

B. Unwanted sexual advances, propositions, or other sexual comments such as:

- (1) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates, or has indicated in any way, that such conduct in his or her presence is unwelcome;
- (2) Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;
- (3) Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct, or intentionally making performance of the employee's job more difficult because of that employee's sex.

C. Sexual or discriminatory displays of publications in the work place, such as:

(1) Displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials, that are sexually suggestive, sexually demeaning, or pornographic. A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work at Monroeville and who has posed for the obvious purpose of displaying or drawing attention to private portions of his or her body.

(2) Displaying signs or other material purporting the segregation of any employee by sex in any area of the work place, other than restrooms.

D. Retaliation for sexual harassment complaints, such as:

(1) Disciplining, changing work assignments, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination, or retaliations; and

(2) Intentionally pressuring, falsely denying, lying about, or otherwise covering up or attempting to cover up conduct.

E. Other Acts:

(1) The above is not to be construed as an all-inclusive list of prohibited acts under this policy;

(2) Sexual harassment is unlawful and hurts other employees. Any of the prohibited conduct described here is sexual harassment of anyone at whom it is directed, or who is otherwise subjected to it. Each incident of harassment contributes to a general atmosphere in which all persons who share the victim's sex suffer the consequences. Sexually oriented acts or sex-based conduct have no legitimate business purpose; accordingly, the employee who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

(3) Acts which occur outside the workplace or outside working hours, can also, in certain circumstances, create a hostile working environment and must be brought to management's attention.

36. Penalties for Misconduct.

Any employee's commission of acts of sexual harassment or retaliation against a sexual harassment complainant will result in appropriate sanctions, up to and including dismissal against the offending employee, depending upon the nature and severity of the misconduct. A written record of each action taken pursuant to this policy will be placed in the offending employee's personal file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

37. Procedures for Making, Investigating and Resolving Sexual Harassment and Retaliation Complaints.

A. Complaints.

Complaints of acts of sexual harassment and retaliation that are in violation of the sexual harassment policy will be accepted in writing or orally, and anonymous complaints will be taken seriously and investigated. A complaint need not be limited to someone who was the target of harassment or retaliation. Anyone who has observed sexual harassment or retaliation should report it to his or her supervisor/department head. In the event that it would be inappropriate to report such concerns to one's immediate supervisors, the report may be made to the Executive Director. In the event that the complaint is against the Executive Director, the written report may be made to the Library Board.

Only those who have an immediate need to know the identity of the complainant will be notified. This includes the person to whom a report was made, the alleged target of harassment or retaliation, the alleged harasser or retaliator, and any witness. All parties contacted in the course of an investigation will be advised that *all* involved are entitled to respect. Any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, or who has made a complaint, or who has provided evidence in connection with a complaint, is a separate actionable offense and subject to discipline under this policy.

B. Cooperation.

An effective sexual harassment policy requires the support and example of personnel in position of authority. Monroeville Public Library agents or employees who engage in sexual harassment or retaliation or who fail to cooperate with Library-sponsored investigations of sexual harassment or retaliation may be severely sanctioned by suspension or dismissal. By the same token, officials who refuse to implement remedial measures, obstruct the remedial efforts of other employees, and/or retaliate against sexual harassment complainants or witnesses, may immediately be sanctioned by suspension or dismissal.

38. Dress Code.

A. All employees should dress in attire considered to be business formal or business casual. Inappropriate and unacceptable modes of dress may include, but are not limited to:

- A bare torso (front or back)
- Spaghetti-straps, halter tops, or strapless garments
- Excessively short-shorts or short skirts
- See-through attire
- Pants sagging below the hips

B. Employees should appear neat and clean at all times.

C. Nametags:

All employees will be required to wear nametags at all times when they are on duty both in and outside the Library building.

39. Cell Phone Usage.

Use of cell phones is permissible by staff members except at the public service desks. Staff should not take phone calls on the public floor; you may go into the back room or staff room if you need to make or receive a call.

40. Breastfeeding Mothers

It is the policy of the Monroeville Public Library to support the health and well-being of working mothers and their children. As part of this policy, in compliance with Section 4077 of the Patient Protection and Affordable Care Act of 2010, the Monroeville Public Library will provide eligible employees with:

- Reasonable break periods to express milk during the first year following the birth of a child.
- A private area, other than a restroom, where the employee may express milk and be shielded from view and free from intrusion.
- Appropriate storage areas for pumps and other equipment as well as expressed milk.

Employee Responsibilities:

- Notify your supervisor before taking your break
- Label your expressed milk. The label should identify it as expressed milk and include your name and the date it was expressed.
- Keep the breastfeeding area clean and tidy.

41. Gratuities and Gifts

Customers and vendors may wish to show their appreciation for various reasons in the form of a gift. Employees should not accept any gift with a value of \$50 or more. Also, it is not acceptable for employees to solicit gifts of any type from customers or vendors.

42. Solicitation Policy

To avoid disruption of operations and the disturbance of the public and other visitors, the following rules will apply to solicitation of any type and the distribution of literature on our premises.

Persons not employees at the Monroeville Public Library may not solicit or distribute literature of any kind on the Monroeville Public Library premises at any time, for any purpose.

Employees may not engage in solicitation where such solicitation interferes with the regular workday or hinders the efficient performance of any employees work responsibilities. All employee solicitation must be approved in advance by the Library Director.

43. Proof of Citizenship and ACT 33 and 34 Clearance

The Monroeville Public Library is committed to employing only United States Citizens and aliens who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or natural origin.

In compliance with the Immigration Reform Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and must present documentation establishing identity and employment eligibility.

All employees will be required to obtain Act 33 and Act 34 Clearances, as well as an FBI background check. The library will pay for the clearances; however the results will be maintained in the employees confidential file.

Index.

Begins on the following page.

A

Accrued Unused Vacation · 7
Accumulated Vacation Leave · 7
Advancement · 5
Alcohol & Controlled Substances · 25
Appealing Disciplinary Action · 27

B

Bereavement Leave · 11
Business Trips and Meetings · 16

C

Clerical/Non Exempt Employee · 6
Clerical/Non Exempt Employee · 7
Complaints · 17
Computer Security · 23
Computer System Data Security Policy · 24
Computer Use Disclaimer · 25
Computer Use · 21
Computer Use-Terms/Conditions · 22
Consequences for Inappropriate Computer Use · 25
Credit Union and Savings Plans · 16

D

Deferred Compensations Plans · 16
Defined unacceptable behavior · 26
Delegation of Authority · 17
Discretionary Leave · 13
Dismissal and Suspension · 17
Dress Code · 30

E

Equal Opportunity Employment · 19

F

Full Time Employee (hired after 11/23/92) · 7
Full Time Employee (hired before 11/23/92) · 6

G

Grievance Procedure · 18

H

Health Care · 14
Holidays · 8

I

Initiation of Employment · 4

J

Job Classifications · 4
Jury Duty and Court Leave · 11

L

Leave of Absence · 13
Life Insurance · 14

M

Military Leave · 13
Misuse of Library Computers · 22

P

Parenthood Leave · 11
Part-time Employee Who Changes to Full Time · 8
Part-time Employee · 8
Penalties for Misconduct · 30
Personal Leave · 9
Preface · 4
Probation · 4
Procedures for Making, Investigating and Resolving Sexual Harassment and Retaliation Complaints · 30
Professional/Exempt Employee · 7

R

Resignation/Termination · 17
Rest Periods · 6
Retirement Financial Programs · 15

S

Scheduling Vacation Leave · 7

Sexual Harassment Policy · 27
Short Term Disability · 10
Sick/Injury Leave · 9
Special Leave · 11
Statement of Prohibited Conduct · 28
Sunday and Overtime Work · 5

T

Temporary Work Emergencies · 16
The American with Disabilities Act (ADA) · 19
The Disciplinary Policy of the Library · 26
The Family and Medical Leave Act of 1993 · 12

U

Unused Vacation Leave · 8

V

Vacation Time and Military Service · 8
Vacation with Pay · 6

W

Weapons in the Workplace Policy · 19
Work Week and Compensation · 5
Workman's Compensation Benefits · 14
Workplace Violence Policy · 19