

# WINNEFOX LIBRARY SYSTEM

## Personnel Policy



2018

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## **ACKNOWLEDGEMENT OF RECEIPT OF WINNEFOX LIBRARY SYSTEM PERSONNEL POLICY**

I \_\_\_\_\_ acknowledge that I have received the Winnefox Library  
System Personnel Policy, dated September 26, 2018, and have read and understand the contents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **CHAPTER 1 - INTRODUCTION**

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Winnefox Library System consists of a federation of thirty independent public libraries in five counties. It is established by joint resolution of Fond du Lac, Green Lake, Marquette, Waushara, and Winnebago Counties and is organized in accordance with Chapter 43 of Wisconsin Statutes.

The State of Wisconsin funds public library systems in order to provide all residents with convenient and equitable access to knowledge and information resources.

The System leadership provides growth and development of member libraries through long-range planning, cooperation and resource sharing between member libraries. The System also coordinates central support services (avoiding duplication of effort and costs within member libraries), research and development of new services to keep member libraries on the cutting edge of providing quality information to their communities.

## **CHAPTER 2 – GENERAL POLICIES**

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This document contains a general explanation of current Winnefox personnel policies and employee benefits. This personnel policy supersedes and replaces all previous policies including but not limited to all memoranda or written policies which may have been issued on the subjects in this manual. Governing policies include those adopted with this personnel policy, along with any addenda or changes subsequently approved by the System Board.

### **201 Not a Contract**

This policy is not a contract or guarantee of employment, either expressed or implied. Each employee's employment is considered at-will and may be terminated for any reason not prohibited by law, with or without notice. No oral or written representations to the contrary may create an enforceable contract of employment, expressed or implied, unless a written agreement of specific duration is expressly entered into with the Winnefox Library System Board of Trustees.

## **202 Non-Severability**

Should any provision in this personnel policy be found to be unenforceable and invalid, such finding does not invalidate the entire personnel policy, but only that particular provision. The System shall endeavor in good faith to replace the invalid or unenforceable provisions with valid provisions that preserve the intent of the invalidated provision.

## **203 Compliance with State and Federal Law**

In any case where any section of this personnel policy conflicts with applicable federal, state or local law, the applicable federal, state or local law shall take precedence.

## **204 Definition of Employees**

System regular employees are divided into groups:

Full-time employees are eligible for retirement benefits, sick leave, vacation, personal time, and insurance. Full-time employees are classified as either:

- “Exempt” employees are exempt from overtime laws.
- “Non-exempt” employees are not exempt from overtime laws.

Part-time employees are paid on an hourly basis and do not receive benefits.

## **205 System Director**

In accordance with Wisconsin Statutes, the System Director shall be required to hold and maintain Grade I Certification. All employees are selected and appointed at the sole discretion of the Director. The Director may delegate portions of the selection process.

## **206 Equal Employment Opportunity Statement**

The System considers for employment and hire qualified candidates without regard to race, creed, religion, color, sex, sexual orientation, arrest and conviction record, genetic testing, , age, national origin, ancestry, , military service or disability or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, and municipal laws.

## **207 Request for Reasonable Accommodation**

Employees who may need accommodation for a temporary or permanent disability are encouraged to contact the Director or Assistant Director.

## **208 Whistleblower Protection Policy**

The System will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

## **209 Right to Access Personnel Records**

In accordance with Wisconsin Statutes Sec 103, employees and former employees are allowed to inspect personnel records and will receive access to them within seven working days of making request. An employee involved in a current grievance may designate a representative or agent, to inspect records that may be relevant to resolving the grievance.

Employees may view records during normal working hours at the System business office.

The Employees' right of inspection includes the right to make or receive copies. The System may charge the actual cost of reproduction.

If an employee disagrees with any information in the personnel record and cannot come to an agreement to remove or correct it, the employee may submit an explanatory written statement. The System shall attach the statement to the disputed portion of the personnel record.

## **210 Use of System Computer Resources**

Computers, programs, file space, and email accounts remain the property of the System and are provided to employees to enable them to do their jobs. Employees shall limit personal use of these resources. The System retains the right to inspect, view, transfer, and delete all files stored on System computers or servers. All files may be subject to release under the Wisconsin Public Records Law. Employees are expected to sign and abide by the WALS Responsible Use policy.

## **211 - Amendment Procedure**

The Winnefox Library System Board of Trustees may amend or modify this personnel policy by resolution formally adopted at any board meeting.

## **CHAPTER 3 – CONDITIONS OF EMPLOYMENT**

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<b>301</b>	<b>Work Week</b>
<b>302</b>	<b>Salaries</b>
<b>303</b>	<b>Job Anniversary</b>
<b>304</b>	<b>Overtime Pay and Compensatory Time</b>
<b>305</b>	<b>Telecommuting</b>
<b>306</b>	<b>Training Period</b>

### **301 Work Week**

The work week for all full-time employees is 40 hours, except during the period between Memorial Day and Labor Day when it shall be 37 hours. Summer hours cannot be accumulated from week to week. Working hours are scheduled to meet the needs of the System.

Each employee shall be provided one 15-minute rest break for each scheduled four hours of work.

### **302 Salaries**

Employees are paid bi-weekly. Direct deposit to a qualifying financial institution is required.

The salary matrix as approved by the System Board represents the salary plan for all employees. Adjustments to the salary matrix may be made from time to time upon the recommendation of the System Director and with the approval of the System Board. The salary matrix contains several steps that shall be attained annually at the beginning of the year until the employee reaches the top step.

### **303 Job Anniversary**

An employee's job anniversary date shall be his/her date of hire.

### **304 Overtime Pay and Compensatory Time**

The System does not normally require employees to work overtime. However, when the need arises, overtime must be authorized by the Director or Assistant Director. If a non-exempt employee is required to work over 40 hours in a given work week, they may choose to receive either overtime pay at rate of 1½ their regular pay or will receive compensatory time at 1½ times the hours worked. If compensatory time is chosen it must be used within the same or the next pay period.



## **305 Telecommuting**

Employees may telecommute (work from home) with their supervisor's permission and as a limited exception. Because collaboration between employees is an important part of the work process, telecommuting, if approved, will ordinarily be limited to one day per week.

## **306 Training Period**

Every full-time System employee will be required to serve an initial six-month training period. Part-time employees will be required to serve an initial three-month training period. This applies to new hires as well as employees with promotions or position reclassifications. During the training period, evaluations may be conducted as frequently as deemed necessary by the employee's supervisor. At the end of the training period, it will be determined whether or not such training period has been satisfactorily completed. If additional guidance is deemed necessary by the employee's supervisor, the training period may be extended.

## **CHAPTER 4 - BENEFITS**

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- 409 Other Benefits**

### **401 Eligibility**

All full-time employees shall be eligible for benefits.

## **402 Paid Time Off**

Vacation, personal time, and sick leave may be taken in ¼ hour increments. This time shall not accumulate while on a leave of absence without pay. This time may not be taken during the training period unless authorized by the Director or Assistant Director.

### **402.1 Holidays**

Full-time employees shall receive the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day. The scheduling of holidays falling on a weekend shall be at the discretion of the Director.

### **402.2 Vacation**

Paid vacation for employees shall accrue at the following rate.

- |                                |                              |
|--------------------------------|------------------------------|
| • Less than 3 Years of Service | 8 hrs./mo. (12 days/year)    |
| • 4-6 Years of Service         | 10 hrs./mo. (15 days/year)   |
| • 7-9 Years of Service         | 12 hrs./mo. (18 days/year)   |
| • 10-12 Years of Service       | 14 hrs./month (21 days/year) |
| • 13+ Years of Service         | 16 hrs./month (24 days/year) |

Vacation shall accrue monthly on the first day of the month. New employees shall begin to accrue vacation as of their first day of work.

Employees may not accumulate more than the amount of vacation earned in 12 month's employment, except with the prior written approval of the Director. Any time earned in excess of this limit will be forfeited.

### **402.3 Personal Time**

Full-time employees shall receive 30 hours of personal time annually, earned at the rate of 2½ hours per month. Personal time shall be accumulated and treated on the same basis as vacation time.

### **402.4 Sick Leave**

All full-time employees shall accrue sick leave with pay at the rate of 8 hours per month cumulative to a total of 1,200 hours. The System may require a physician's statement describing the nature of the employee's illness or injury and its effect upon the employee's ability to work. New employees shall begin to accrue sick leave as of their first day of work.

Sick leave may be used for personal illness or injury of the employee or that of a family member.

Sick leave is not a right but a privilege to be used carefully. Abuse of sick leave shall constitute grounds for disciplinary action.

Upon proof of retirement under the Wisconsin Retirement System, or death, the employee (or employee's beneficiary in case of death) shall be paid half of his/her unused, accumulated sick leave.

## **403 Other Leave With Pay**

### **403.1 Bereavement Leave**

In the event of a death in the immediate family (mother, father, sister, brother, spouse, children, father-in-law, mother-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepchild, grandparents, son-in-law; daughter-in-law; grandchild), full-time employees will be granted up to 4 working days leave with pay.

### **403.2 Jury Duty**

To encourage fulfillment of an employee's civic duty, the System will continue to pay full-time employees when called to serve jury duty. The employee must turn over to the System the check they receive for jury duty pay and will be reimbursed for mileage as paid on the check.

### **403.3 Military Duty**

In accordance with the law, the System will continue to pay an employee while they have been called to active duty. Paid time off will continue to accumulate while the employee is on active duty.

### **403.4 Inclement Weather**

If the Director or Assistant Director decides to close the facilities early or not to open due to inclement weather, full-time employees shall suffer no loss of pay for the period of time the System is closed.

## **404 Leave Without Pay**

Leave of absence without pay may be granted at the discretion of the Director when it is in the best interest of the System. Ordinarily, vacation and personal time must be used prior to granting leave without pay. Requests shall be made in writing to the Director or Assistant Director stating the length of the leave and reason for same.

## **405 Family and Medical Leave Act (FMLA)**

Persons employed by the System for fifty-two (52) consecutive weeks and at least one thousand (1,000) hours annually, shall be governed by Wisconsin's Family Leave Act (Wis. Stats. 103.10). Employees who have worked for at least twelve (12) months and at least one thousand, two hundred fifty (1,250) hours in the previous 12-month period will be eligible for leave under the Federal Family and Medical Leave Act of 1993. Provisions of these laws shall supersede any contradictory policies and will be coordinated with each other. Specific provisions of the laws are posted in the workplace.

## **406 Insurance**

### **406.1 Group Health Insurance**

Full-time employees are eligible to participate in the System's health insurance plan. The System will pay a portion of the employee's premium in accordance to the rules of the Wisconsin Department of Employee Trust Funds (ETF).

### **406.2 Group Life Insurance**

The System makes participation in the Wisconsin State Group Life Insurance Plan available to its employees in accordance to the plan's provisions. The following coverages are available:

- a. Basic plan: The System will pay the cost of this premium.
- b. Supplemental group life insurance plans: The System shall pay 20% of this premium.
- c. Additional life insurance plans—employees may select up to three units and shall pay the entire cost of this plan.
- d. Spouse and Dependent Coverage - the employee shall pay the entire cost of this plan.

### **406.3 Income Continuation Insurance**

Full-time employees shall be covered by the Income Continuation Insurance plan in effect. The System will fund the premium for a 90-day elimination (waiting) period. Employees may select a 30-day or 60-day elimination period and are responsible for the difference of the premium cost. Eligibility is determined under the Income Continuation Insurance plan offered by the Wisconsin Department of Employee Trust Funds (ETF).

## **407 Retirement**

The System participates in the Wisconsin Retirement System (WRS).

## **408 Longevity**

The System offers longevity pay for full-time employees as a bonus for years of service. Actual payment of longevity will be in December of each year for current employees who select the cash option.

- \$125.00 per year after the 5th year of service
- \$250.00 per year after the 10th year of service
- \$325.00 per year after the 15th year of service
- \$500.00 per year after the 20th year of service
- \$625.00 per year after the 25th year of service

As an alternative, full-time employees may annually choose to receive a matching contribution to the ICMA-RC deferred compensation plan, based on the following schedule. There is a minimum contribution match amount of \$10.00 per pay period.

- \$260.00 per year after the 1st year of service.
- Up to \$520.00 per year after the 10th year of service.
- Up to \$780.00 per year after the 15th year of service.
- Up to \$1,040.00 per year after the 20th year of service.
- Up to \$1,300.00 per year after the 25th year of service.

In order to receive longevity, eligible employees must select their option of cash or ICMA-RC contribution in December for application the following year. Failure to do so by deadline will result in forfeiture of this benefit.

## **409 Other Benefits**

Other benefits available to all staff members are:

- Participation in a cafeteria plan under Section 125 of the Internal Revenue Code. A Cafeteria Plan allows employees to pay certain qualified expenses (such as health insurance premiums) on a pre-tax basis.
- Participation in the deferred compensation plan provided by ICMA-RC.
- Workers Compensation
- Employees may obtain cellular telephone service from U.S. Cellular, via the Winnefox account. Payment for these services will be from payroll deduction.

## **CHAPTER 5 – RESIGNATION, RETIREMENT, AND DISMISSAL**

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<b>501</b>	<b>Resignation and Retirement</b>
<b>501.1</b>	<b>Payout of Accumulated Time Off Under Wisconsin Retirement System (WRS)</b>
<b>502</b>	<b>Layoff</b>
<b>503</b>	<b>Final Pay</b>
<b>504</b>	<b>Exit Interview</b>
<b>505</b>	<b>Return of System Property</b>
<b>506</b>	<b>Consolidated Omnibus Budget Reconciliation Act (COBRA)</b>

## **501 Resignation and Retirement**

Employees are requested to submit a written notice of resignation or retirement to the Director, at least two (2) weeks prior to vacating their position.

### **501.1 Payout of Accumulated Time off Under Wisconsin Retirement System (WRS)**

Employees who have retired under WRS may elect to continue on the System payroll until all accumulated time has been used up, may elect to direct lump-sum payments to their WRS or ICMA-RC accounts, or may receive it as a lump sum payment. Employees who have retired under WRS shall also receive a payout of one-half of accumulated sick leave. Sick leave payout may be directed towards paying for health insurance under Consolidated Omnibus Budget Reconciliation Act (COBRA).

## **502 Layoff**

In the event a decision is made to lay off employees, all affected employees shall receive 30 days written notice.

## **503 Final Pay**

Final pay and unused vacation and personal time will be issued on the first payday after the employee's separation date. Unused vacation and personal time shall not be paid out upon separation for discipline or performance reasons.

## **504 Exit Interview**

Prior to separation from employment, all employees leaving either because of resignation or retirement shall receive an exit interview.

## **505 Return of System Property**

Departing employees must return all keys and property belonging to the System including, but not limited to, laptop computers or other equipment. Departing employees must terminate or transfer cell phone contracts.

## **506 Consolidated Omnibus Budget Reconciliation Act (COBRA)**

All departing employees shall be offered continuing health insurance as specified under COBRA, unless terminated for reasons making the employee ineligible as set forth by law. Payment for health insurance must be received by the 15<sup>th</sup> of the month for coverage during the next month.

## **CHAPTER 6 – PERFORMANCE EVALUATION**

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Employees' work performance will normally be evaluated annually by the Director, Assistant Director, or supervisor. New employees' work performance will be evaluated during and at the end of the training period. Evaluation results will be discussed with the employee.

Employees evaluated as meeting or exceeding expectations may be eligible for performance pay. Failure to be evaluated as meeting or exceeding expectations will result in development of an improvement plan. Lack of improvement may result in disciplinary action.

## **CHAPTER 7 – EXPENSE REIMBURSEMENT**

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**701 Mileage and Other Travel**

**702 Conference, Meeting, and Continuing Education Expenses**

### **701 Mileage and Other travel**

When employees use their own vehicle for authorized travel, the System will reimburse mileage at the Internal Revenue Service (IRS) Business Rate. The System will reimburse costs for authorized out-of-state travel.

### **702 Conference, Meeting, and Continuing Education Expenses**

The System may pay expenses for authorized conference, meeting, or continuing education attendance.

## **CHAPTER 8 – DISCIPLINE AND GRIEVANCE PROCEDURE**

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**801 Discipline**

**802 Grievance Procedure**

**803 Steps of the Grievance Procedure**

### **801 Discipline**

Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the System. Disciplinary action may call for any of four steps:

- verbal warning;
- written warning;
- suspension (with or without pay), or;

- termination of employment

depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The System reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

## 802 Grievance Procedure

This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. An employee may appeal any level of discipline under this grievance procedure.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it,
- A statement of the issue involved,
- A statement of the relief sought,
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place,
- The identity of the policy, procedure or rule that is being challenged;
- The steps the employee has taken to review the matter, either orally or in writing, with the employee's supervisor; and
- The employee's signature and the date.

## 803 Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

If a grievance is regarding discrimination, harassment, or other issue covered under state or federal law employees may file a grievance within the time limits specified in those laws. Mediation shall be an option at any step in the process.

1. Step 1 – Written Grievance Filed with the Assistant Director. The employee must prepare and file a written grievance with the Assistant Director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Assistant Director or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance. In the event the grievance involves the Assistant Director, the employee may initially file the grievance with the System Director, who shall conduct the Step 1 investigation.
2. Step 2 – Review by the System Director. If the grievance is not settled at Step 1, the employee may appeal the grievance to the System Director within five (5) business days of the receipt of the decision of the Assistant Director at Step 1. The System Director or his/her designee will review



the matter and inform the employee of his/her decision, if possible within ten (10) business days of receipt of the grievance.

3. Step 3 – Impartial Hearing Officer. If the grievance is not settled at Step 2, the employee may request in writing, within five (5) business days following receipt of the System Director's decision, a request for written review by an impartial hearing officer. The System shall select the impartial hearing officer. The hearing officer shall not be a System employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the System acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus, the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision within thirty (30) business days.
4. Step 4 – Review by the System Board. If the grievance is not resolved after Step 3, the employee or the System Director shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the System Board. The System Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on a review of the record before the hearing officer. The matter will be scheduled for the System Board's next regular meeting. The System Board will inform the employee of its findings and decision in writing within ten (10) business days of the System Board meeting. The System Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

The following actions are not subject to grievance:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling, meetings or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Change in job assignment;
- Termination of employment due to an employee's inability to work following exhaustion of leave and accommodation, lack of qualification or license, or other inability to perform job duties.
- Layoff or failure to be recalled from layoff
- Other personnel actions taken by the employer that are not a form of progressive discipline.

## **CHAPTER 9 – STAFF DEVELOPMENT AND INTELLECTUAL PROPERTY**

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- 901 Staff Development
- 902 Intellectual Property

## **901 Staff Development**

The System expects that employees will maintain and develop the skills and abilities necessary to satisfy the demands of an ever-changing environment through appropriate forms of continuing education and professional involvement.

Employees are encouraged to participate in programs that will advance the goals and objectives of the System, keep the employees informed about new developments in library service, and improve effective performance of duties.

## **902 Intellectual Property**

All intellectual property in any format (graphic art or layout, publications, images, web design and content, presentations, etc.) done on System time shall be the sole property of the System.

## **CHAPTER 10 – DRUG FREE WORKPLACE**

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As required by the Drug-Free Workplace Act of 1988, the System is committed to providing a drug-free workplace.

The use of illegal drugs and alcohol create a danger in the workplace. Drug and alcohol use impairs safety and health, promotes crime, and lowers productivity and quality of work. Employees have the right to know the dangers of drug and alcohol abuse, to work in a drug-free environment, and to know the System's policy on a drug-free workplace.

All employees are prohibited from manufacturing, distributing, possessing, being under the influence of, or using illegal or unauthorized drugs or alcoholic beverages while being engaged in work or on behalf of the System. All employees are prohibited from being engaged in work or on behalf of the System if impaired through the use of medication prescribed or recommended by a healthcare provider. Those who violate this policy shall be subject to disciplinary action, up to and including immediate discharge without progressive discipline.

An employee convicted of a drug or alcohol related charge in association with the workplace must notify his/her supervisor within five (5) working days of such conviction. The System shall take appropriate disciplinary action including termination against the employee and/or may require the employee to undergo substance abuse treatment within thirty (30) days from the employee conviction notice. Refusal to attend such treatment will result in discharge.

The System will provide a drug-free workplace awareness program through:

- Publishing and distributing this policy statement to all System employees;

- Incorporating this policy within the Winnefox Employee Manual and;
- Providing information to employees on the dangers of illegal drugs & alcohol.

Employees who think they may have a substance abuse problem are urged to voluntarily seek assistance. Drug counseling and rehabilitation programs are available in the community and may be covered by health insurance. Assistance in locating those programs is available on request from the System.

Under the provisions of this policy the System declares it will make a good faith effort to maintain a drug-free workplace.

## **CHAPTER 11 – HARASSMENT AND BULLYING**

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- 1101 Statement of Purpose**
- 1102 Definition**
- 1103 Reporting**
- 1104 Investigation**
- 1105 Disciplinary Action**

### **1101 Statement of Purpose**

The System is committed to maintaining a safe and non-threatening workplace. Harassment and bullying will not be tolerated.

### **1102 Definition**

According to the U. S. Equal Employment Opportunity Commission (EEOC) harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where enduring the offensive conduct

1. becomes a condition of continued employment, or
2. is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people, as set forth by law

Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

### **1103 Reporting**

Employees who feel they have been harassed or bullied should report the conduct to the Assistant Director or Director immediately. If the Director is the harasser, the employee should report it to one of the Winnefox Library System Board officers.

### **1104 Investigation**

Once reported, allegations of harassment or bullying shall be investigated immediately. If necessary, an outside investigator may be brought in.

### **1105 Disciplinary Action**

If allegations are confirmed, action shall be taken in accordance with the System Disciplinary policy.

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This policy was adopted by the Winnefox Library System Board of Trustees on September 26, 2018