

Houston County Public Library System

PERSONNEL POLICY MANUAL

Approved by Houston County Board of Trustees
2018 March 8

Revised from 2016 Feb 12 version

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Centerville, Georgia 31028

Our Mission Statement:

The Houston County Public Library System is bridging yesterday and tomorrow with information and discovery.

Our Customer Service Philosophy:

The customer service philosophy of the Houston County Public Library System is to provide accurate, timely and consistent service in a courteous and informed manner to all who interact with our organization.

During interactions with library staff, customers can expect to:

- Be acknowledged appropriately
- Be treated courteously and respectfully
- Be valued for their input
- Receive the same high standard of service regardless of age, race, ethnicity, religion, physical limitations, or any other criteria
- Receive prompt and timely service
- Receive knowledgeable service and professionalism from all staff
- Have their privacy and confidentiality respected

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**HOUSTON COUNTY PUBLIC LIBRARY
PERSONNEL POLICY MANUAL**

**ACKNOWLEDGMENT OF RECEIPT OF HCPL PERSONNEL POLICY MANUAL
For version dated 2018 Mar 8**

By signing below, I acknowledge that I have received a copy of the Houston County Public Library System (HCPL) Personnel Policy Manual. I understand that it is my responsibility to read and comply with the policies contained in the Manual as well as any revisions made to it. I also understand that if I need additional information, or if there is anything I do not understand in this Manual, I should contact my immediate supervisor, Business Manager, or other appropriate management personnel.

I understand that HCPL is an “at will” employer and, as such, employment with HCPL is not for any definite period of time and may be terminated at the option of either myself or HCPL, with or without cause, and with or without prior notice. I also understand that nothing contained in the Manual may be construed as creating a promise of future benefits or as a binding contract with HCPL for employment, benefits, or any other purpose.

In addition, I understand that this Manual reflects policies, practices and procedures in effect on the date of publication, and that it supersedes any prior policy manual, handbook, work rules, benefits, and practices of HCPL. I further understand that the rules, policies, benefits, and practices referred to in this Manual are continually evaluated and may be modified, reduced, or discontinued at any time by HCPL, in its judgment and discretion, with or without notice. Employees will be notified of policy changes in a timely manner via print, verbal and/or electronic format. Employees are to adhere to all written policies, procedures and guidelines published here and elsewhere within the organization.

SIGNED BY: _____ DATE: _____

EMPLOYEE NAME: _____

POSITION: _____

DEPARTMENT: _____

WELCOME!

Welcome to employment with Houston County Public Library! We are pleased that you are joining the HCPL team. We trust that you will find your employment at the Library to be a positive, rewarding experience.

The Houston County Public Library is an exciting place to be. We are located in one of the fastest growing counties in Georgia and the United States. In addition, this is a time of dramatic changes in information technology and in the way we serve the public. These factors create many challenges and opportunities for change for the Library.

As our employee, YOU are key to the Library's success. Regardless of whether you work directly with patrons or behind the scenes, the quality of customer service that you provide is a reflection on the Library as a whole. If we perform our jobs well, our patrons will be pleased with the services they receive and will be supportive of our library system.

Many of the Library's policies and procedures are outlined in this Manual. Be sure to talk with your supervisor about the location of other sources of information. Employees are expected to follow Library policies, procedures and guidelines with the goal of providing excellent customer service to our patrons.

Again, welcome to Houston County Public Library System.

INTRODUCTION

HCPL welcomes you as an employee. HCPL is committed to ensuring that you have a positive environment in which to pursue your career. To assist in creating such an environment, HCPL expects its employees to meet the following minimum employment standards:

- **Respect the Rights of Our Patrons.** Maintain privacy and confidentiality of all information related to our patrons and their use of the library. Refrain from expressing any personal, social, political or religious views to patrons in the course of your work.
- **Maintain Honesty and Integrity.** All HCPL employees should be honest and ethical. Always comply with HCPL policies and with Federal, State and Local laws.
- **Have Regular and Prompt Attendance.** You cannot fulfill our purpose and our commitment to the public and you cannot be productive if you are not here.
- **Keep a Positive Attitude.** Your attitude and demeanor are infectious. When they are positive, both you and the Library can accomplish great things. That is our standard and our expectation. Negativism is nonproductive and harmful and is inconsistent with our mission. If you have a problem, address it through the proper channels quickly.
- **Be Courteous and Helpful to the Public.** Never forget that our patrons provide us our jobs. They deserve to receive excellent service and to be treated with respect.
- **Show Respect and Courtesy in All Interactions.** Always treat coworkers as the internal customers that they are, demonstrating the same respect and courtesy that would be used with a patron. Courtesy is required by the Library's Mission Statement and Customer Service Philosophy.
- **Respect Yourself and Each Other.** HCPL will not allow racial, gender, religious or cultural bias. Jokes or other behaviors that demean or insult others are not appropriate and will not be tolerated.
- **Be Productive.** Give a full day's labor for a full day's pay, and give earnest effort and thought to the work you perform. Use all of your abilities, every day, to accomplish our mission. Expect excellence from yourself.
- **Work Smart.** Set high standards for yourself and be responsible for your performance. Always try to do the right thing. Be creative. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- **Be Safe.** Accidents hurt everyone. Be careful, work safely and bring attention to any potential safety hazards.
- **Be Accountable.** Take responsibility for your own performance. Be willing to admit to a mistake, learn from it, and move forward. Don't make excuses or blame others when problems arise. Take it upon yourself to solve problems. Never withhold information that would impair proper decision making.
- **Be Committed.** We all spend a significant part of our lives at work. Let's make it count for something. Let's make a difference!

DEFINITIONS

At-Will Employment	A legal doctrine recognized in Georgia that allows both employees and employers to terminate the employment relationship at any time for any reason (except for reasons specifically prohibited by law or contract).
Classified Employee	An employee who is regularly scheduled to work 20 or more hours per week and is eligible for all Library benefits (subject to the terms, conditions and limitations of each benefit plan).
Dismissal	The involuntary separation of an employee from employment with HCPL.
Exempt Employee	An employee in a position that is exempt from the Fair Labor Standards Act. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, and are not required to be paid overtime compensation. Exempt employees typically perform a job involving a higher level of responsibility, independence, expertise, or decision-making authority, and are typically expected to work whatever hours are necessary to meet the responsibilities assigned to the position.
Full-Time Employee	An employee who is regularly scheduled to work 40 hours per week.
Governing Authority	The Houston County Public Library Board of Trustees is the governing authority for the Houston County Public Library.
Immediate Family	Immediate family is defined as spouse, child, father, mother, grandparent, father-in-law, mother-in-law, brothers and sisters. Immediate family also includes any relative or partner who is domiciled in the employee's household. The exception to this definition is when FMLA [Family Medical Leave Act] is in effect.
Leave Benefits	Paid time off provided by HCPL as an employee benefit for employees, to be earned during employment and used as compensation during an absence. Examples of paid leave include annual leave, sick leave, funeral leave, civil leave.
Leave of Absence	A period of absence from work, whether short-term or long-term, paid or unpaid. This must have authorization from the Library Director. Examples include Family and Medical Leave Act, military leave and personal leave of absence.
Minimum Qualifications	Those minimum requirements as to education and experience that qualify an applicant to be considered for employment with the Houston County Public Library. Additional requirements may also be indicated where necessary, such as licenses or certificates.
Non-Exempt Employee	An employee in a position that is covered by the Fair Labor Standards Act. Non-exempt employees receive hourly wages, and must account for all hours worked to ensure payment in accordance with wage and hour laws. Non-exempt employees must be paid overtime compensation if they work over 40 hours in a week and it was approved by the Library Director.

Overtime	Overtime is the work performed by a non-exempt employee in excess of the standard 40 hour work week. Overtime is paid at the rate of one and one half the normal rate for hours actually worked over 40 hours in a week. All overtime must be approved by the Library Director. Unapproved overtime will not be paid.
Part-Time Employee	An employee who is regularly scheduled to work less than 40 hours per week.
Performance Evaluation	A method of evaluating each employee on a periodic basis to inform employees of how well they are performing their work and how they can improve performance.
Promotion	A movement of an employee from one position to another position having a higher pay grade and a higher pay range and typically carrying a greater scope of responsibility and discretion.
Protected Group	A group of people qualified for special protection by law, policy, or similar authority from discrimination or harassment on the basis of certain characteristics (such as race, color, religion, sex, national origin, age, disability, pregnancy).
Reduction in Force	A reduction in force is the separation of one or more employees due to abolishment of a position, a shortage of funds, a shortage of work, a material change in duties, organizational changes, a need to increase efficiency or other reasons not related to the employee's conduct and not reflecting dissatisfaction with the employee's service.
Rehire	A rehire occurs upon re-employment of an individual who was previously employed by HCPL. A rehired employee must serve an initial training period if rehired by the organization. Employees who were dismissed from HCPL or who failed to resign with appropriate notice are not generally eligible to be rehired.
Reinstatement	A reinstatement occurs when an employee who was on approved leave of absence, or was released due to a disability or a reduction in force, returns to the position previously held by the employee. Reinstatements do not include an employee's request to return to work after voluntarily leaving HCPL employment.
Reprimand	A formal disciplinary action that serves as notice of a policy violation, mistake, inefficiency, misconduct, poor performance or other factor that may adversely influence an employee's ability or effectiveness in carrying out duties and responsibilities.
Resignation	A voluntary separation initiated by the employee through submittal of a notice that he or she wishes to resign the position.
Retirement	A voluntary separation initiated by an employee who meets the eligibility requirements to retire under the Teachers Retirement System of Georgia (TRS).
Suspension	A formal disciplinary action that results in an employee being sent home without pay for a specified period of time.
Termination	The end of an employee's period of employment with an employer. Depending on the case, the decision may be made by the employee or the employer, or upon mutual agreement of both.

Transfer

A movement of an employee from one position to another position having the same pay grade, the same pay range, and the same level of responsibility.

Written/In Writing

Notification may be provided to employees via print or electronic formats including email.

SECTION A: EMPLOYMENT PRACTICES AND LEGAL COMPLIANCE

A-1 Purpose and Administration of Personnel Policy Manual

Responsibilities

The Houston County Public Library Board of Trustees is the governing authority for the HCPL and is responsible for formulating policies.

The policies described in this Personnel Policy Manual are administered by and under the direction of the Library Director, who is responsible for supervising library operations and implementing Board policies. In general, library managers are responsible for administering these policies within their respective departments. The Library Director and/or Business Manager is available to provide guidance in administration of policies.

Each employee is responsible for cooperating with the employment policies and practices described in this Manual. Employees are also responsible for reading and complying with policies and practices relating to their position that may be contained in other documents such as department-specific manuals, procedural guides, instructions, emergency procedures or other documentation.

Applicability

This Manual shall apply to all employees of Houston County Public Library (HCPL).

Purpose of Manual

This Personnel Policy Manual provides general information about HCPL employment policies, procedures, expectations, and benefits and is intended to serve as the source of information relative to employment with HCPL. The information in this Manual cannot anticipate every situation or answer every question regarding employment. The Library Director shall make interpretive decisions for situations not specifically covered by the provision of this Manual.

In all cases, current Federal, State and Local laws will apply, even if not specifically stated.

With regard to employee benefits, information in this Manual is intended only to summarize benefits. Terms of official plan documents or insurance policies will be controlling documents.

All employees must sign the **Acknowledgement of Receipt of HCPL Personnel Policy Manual**. All employees must read the Personnel Policy Manual upon hire and/or upon revision. Employees should retain a copy of the Manual and refer to it as needed throughout employment.

Employees with a question concerning a policy, practice, benefit or other aspect of employment should contact their direct supervisor.

Amendment

This Manual may be amended in whole or in part from time to time at the discretion of the Houston County Public Library Board of Trustees in order to maintain legal compliance, operational effectiveness, and desired workplace conditions. The Houston County Public Library Board of Trustees reserves the right to revise, supplement or rescind any employment policies, practices, procedures, programs or benefits at any time for any reason. Employees are to adhere to all written policies, procedures and guidelines published here and elsewhere within the organization.

A-2 “At-Will” Nature of Employment

All employees of Houston County Public Library are “at-will” employees. Employment with HCPL is entered into on a voluntary basis. All employees are employed for an indefinite time period. Either the Library or the employee is free to terminate the employment relationship at any time without notice, for any reason.

A-3 Equal Employment Opportunity

Houston County Public Library is an equal opportunity employer. It is the policy of HCPL to provide equal employment opportunity to qualified persons without regard to race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information. All decisions regarding hiring, placement, promotion, transfer, demotion, termination or any other term or condition of employment will be based upon the qualifications and performance of the employee or prospective employee.

A-4 Immigration Law Compliance

Houston County Public Library is committed to full compliance with Federal and State immigration laws and will only hire individuals with the legal right to work in the United States.

All employees will have their information checked using the E-Verify Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

A-5 Workplace Safety

It is the policy of Houston County Public Library that every employee is entitled to work under the safest conditions reasonably possible. Every reasonable effort will be made to provide and maintain a safe and healthy workplace, safe equipment and proper materials, and to establish and insist upon safe methods and practices at all times. It is the basic responsibility of every employee to make safety a part of their daily concern. Employees are obligated to observe all guidelines governing safety and appropriate conduct to properly use the safety equipment provided, following common-sense safety practices.

Following Safety Guidelines

All employees should participate in training in the correct way to perform their jobs. Any questions or suggestions about better or safer methods of performing tasks should be discussed with the supervisor. Employees should always be conscious of the safety of others as well as of themselves. Employees should always observe the following guidelines:

1. Observe all safety rules, practices and procedures.
2. Promptly report any unsafe conditions, accidents, damaged or malfunctioning vehicles or equipment, or any employee who is performing his or her job in an unsafe manner or any other type of hazardous situation.
3. Only operate equipment assigned to the employee and for which the employee has received full training.
4. Wear a seat belt when in a library vehicle and/or when driving on library business.
5. Never endanger themselves or other individuals through inappropriate actions, horseplay, practical jokes or by taking unnecessary chances.

6. Be prepared for fire or other emergency situations: know what to do, what actions to take, where to go and the location of exits.
7. Observe proper maintenance practices to keep work area, vehicles and other tools and equipment in clean, safe and operable condition.

A call to 911 may be appropriate in any emergency.

Nothing in this Manual is intended to prevent quick action to stop or reduce the risk of harm to anyone in any emergency situation, including requesting immediate assistance from law enforcement or emergency response resources. Staff should use their own judgment to do what is prudent and reasonable.

Reporting Employee Injuries or Accidents

All workplace injuries and accidents must be reported immediately to the supervisor. Except for emergencies, if medical attention by a physician is needed, the employee must use one of the physicians specifically listed on the Workers' Compensation Notice posted by Houston County Public Library System. Failure to report an injury or to receive medical treatment from a physician on the posted panel may jeopardize payment of medical bills or other benefits under workers' compensation insurance.

Response to Emergency Situations

Employees should become familiar with emergency plans established within their assigned department or work area, as well as their assigned role (if any) in the event of an emergency situation.

A-6 Workplace Security

HCPL controls access to library facilities through use of traditional key systems, electronic alarm systems, or other methods. Access keys and/or security codes are assigned as appropriate to employees. Any employee assigned an access key/code must follow all applicable procedures regarding use of buildings and equipment therein. Employees must sign for each key issued to them and will be held accountable for proper use and disposition of assigned keys/codes. Anyone duplicating, processing, or using access keys/codes in an inappropriate manner or without proper authorization will be subject to disciplinary action or criminal charges where appropriate. All keys must be returned to HCPL upon request, upon transfer or upon separation.

Employees should keep in mind that the Library does not have secure locations to store personal property or valuables for employees. HCPL is not responsible for any lost, damaged or stolen personal items.

HCPL may employ sworn local law enforcement officers to enforce security rules and regulations.

A-7 Workplace Violence

Workplace violence is any conduct that is severe, offensive or intimidating enough to make an individual concerned for his or her personal safety or the safety of family, friends, or property.

Acts of violence and/or threats of violence, whether expressed or implied towards individuals in the HCPL workplace, are strictly prohibited and will not be tolerated. All reports of incidents or perceived incidents of workplace violence or threats of violence will be taken seriously and addressed appropriately. Incidents should be recorded and copies sent to the Director – **SEE APPENDIX A – INCIDENT REPORT**

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:

1. Threats of any kind (veiled or direct, verbal or non-verbal); intimidation or attempts to instill fear in others.
2. Physically aggressive, hostile or violent behavior
3. Behavior that suggests a propensity for violence, such as belligerent speech, excessive arguing or swearing, sabotage and threat against HCPL employees and/or property
4. Intentional damage or destruction of HCPL property or another's property
5. Harassing or threatening physical, verbal, written or electronic communications including comments, phone calls, emails, letters, faxes, website materials, diagrams or drawings, gestures or any other form of communication that causes a reasonable fear or intimidation response in others.
6. Stalking

Consequences

Any employee found by the Library to have engaged in violence or threats of violence will be subject to immediate and appropriate disciplinary action, ranging from a written reprimand up to and including termination.

SECTION B: BUSINESS ETHICS

B-1 Overview

The proper operation of a public organization requires that officials and employees be independent and impartial. Policy decisions must be made through proper channels of the organizational structure. Positions should not be used for personal gain.

Library employees are in a unique category—not only are they employed by the Library and have an obligation to Library management, but more importantly, they also serve and represent the citizens of the community and have an obligation to the public. Library employees are highly visible to the community and must adhere to high ethical standards in their work activities and conduct.

B-2 Conflicts of Interest

Employees must avoid any situation which involves (or may involve) a conflict between their personal interest and the interest of HCPL. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for the employee as a result of the Library's business dealings.

Employees shall make prompt disclosure in writing to the Library Director of any circumstance that may involve a conflict of interest. This disclosure requirement is particularly imperative if an employee has any influence on transactions involving purchases, contracts, services or leases.

B-3 Civic, Professional, and Political Activities

HCPL employees may and are encouraged to engage in civic, professional and political activities outside of working hours as long as such activities do not interfere with performance of their Library duties and do not create a real or apparent conflict of interest.

B-4 Outside Employment or Business Activity

HCPL employees may engage in outside employment or business activity as long as they meet the performance standards of their job with HCPL.

B-5 Workplace Relationships --- Family and Romantic

The Library seeks to avoid any suggestion of favoritism, discrimination or conflict of interest in making decisions to hire, promote and transfer staff.

The Library allows the concurrent employment of relatives or immediate family as previously defined. However, in order to avoid actual or perceived conflicts of interest, the following exclusions apply:

- Relatives may not be concurrently employed if either individual is employed in a supervisory role in which they may have a direct effect on the other individual's progress, performance, promotion or training. This typically means that relatives may not be the same in the chain of command.

If HCPL employees come to be in violation of this policy (such as through marriage), one or the other must accept a job reassignment (if available) or must elect to resign. Otherwise, HCPL will initiate appropriate action, based on the best interest of the Library and without regard to gender or other discriminatory characteristics.

Romantic Relationships Off duty conduct is generally regarded as private as long as it does not create problems within the workplace. A romantic relationship between a supervisor and a subordinate employee is considered a conflict of interest and is prohibited, as it may lead to claims of favoritism or bias in work assignments, evaluations, or discipline and may ultimately result in claims of sexual harassment.

If a romantic relationship between a supervisor and a subordinate employee should develop, it shall be the responsibility of the supervisor to promptly disclose the existence of the relationship to the Library Director. The subordinate may make the disclosure as well, but the burden of doing so shall be upon the supervisor.

B-6 Confidential Information

HCPL endeavors to comply with all laws that govern protection of information as well as lawful disclosure of information. During the course of employment, employees often learn or have access to restricted or confidential information regarding patrons, staff, or HCPL business operations. No employee may use, provide or disclose any confidential information acquired through their employment with HCPL for private gain or for the private gain of any other persons or groups.

Such information should only be shared with individuals who have a legitimate need to know. All library records which identify patrons by name or description are strictly confidential. Such records are accessible only to appropriate library staff members and, pursuant to Georgia law, such information should only be shared with individuals who have a legitimate right to know.

(O.C.G.A. 24-12-30). Confidential nature of certain library records (current as of 2015)

(a) Circulation and similar records of a library which identify the user of library materials shall not be public records but shall be confidential and shall not be disclosed except:

- (1) To members of the library staff in the ordinary course of business;
- (2) Upon written consent of the user of the library materials or the user's parents or guardian if the user is a minor or ward; or
- (3) Upon appropriate court order or subpoena.

(b) Any disclosure authorized by subsection (a) of this Code section or any unauthorized disclosure of materials made confidential by subsection (a) of this Code section shall not in any way destroy the confidential nature of that material, except for the purpose for which an authorized disclosure is made. A person disclosing material as authorized by subsection (a) of this Code section shall not be liable therefor.

This policy applies to all library records or knowledge held by library staff members, including, but not limited to, the circulation of library materials, computer database searches, interlibrary loan transactions, information requests, requests for photocopies of library materials, displayed information on staff workstations, title reserve requests or any in-house use of library materials.

Employee Information

Employees should not use, provide or disclose information about other employees and should direct any request for employee information (including employment verification or references) to Business Manager and/or Library Director. All employees are expected to respect and maintain confidentiality of employee medical information and to take reasonable precautions to protect such information from inappropriate disclosure.

B-7 Public/Open Records

As a public agency, HCPL is subject to the Georgia Open Records Act (O.C.G.A. 50-18-70 et seq.). Certain information maintained by HCPL may be considered public information subject to inspection under the Georgia Open Records Act.

When access to such records is requested, requests must be made in writing and forwarded immediately to the Library Director.

SECTION C: DRUG-FREE WORKPLACE

C-1 Statement of Policy

HCPL has a vital interest in maintaining a safe, healthy, and efficient working environment free from adverse effects of employee drug and alcohol abuse. Employee drug and alcohol abuse poses serious safety and health risks to the user and to those who work or come in contact with the user in the workplace. Accordingly, HCPL does not and will not tolerate any employee's consumption, possession, sale, distribution, or presence in the body of illegal drugs or alcoholic beverages while on HCPL property and/or on HCPL work time. HCPL further expresses its intent, through this policy, to comply with Federal, State and Local laws and regulations that relate to the maintenance of a workplace free of illegal drugs and alcohol.

C-2 Scope of Policy and Prohibitions

This policy applies to all HCPL employees, volunteers, interns and any other individuals performing services on the Library's behalf, whether paid or unpaid. For purposes of this policy section, all such persons shall be referred to herein as HCPL employees. The policy applies to all off-site meal breaks or rest breaks when an employee is scheduled to return to work, as well as to all work, activities and occupation and use of HCPL property and facilities. Vendors, and contractors are further governed by this policy to the extent that they are on or in use of HCPL property or facilities. Vendors and contractors will not be permitted access to the library, use of HCPL or to conduct business with or within the library, if found to be in violation of this policy.

C-3 Prohibitions

HCPL prohibits all employees from engaging in the following conduct or behavior while performing HCPL business, while on HCPL property, while in use of HCPL property or while operating or riding in a HCPL vehicle:

- The use or consumption of illegal drugs, controlled substances and/or alcohol
- The possession of illegal drugs, controlled substances and/or alcohol
- The abuse of prescription medications and over-the-counter medications
- Being impaired by and/or under the influence of illegal drugs, controlled substances, and/or alcohol
- The manufacture, sale, purchase, transfer, dispensing of, and/or distribution of illegal drugs, controlled substances, prescription medications and/or alcohol
- The use of HCPL property to store, conceal, or transport illegal drugs, controlled substances and/or alcohol.

C-4 Definitions

For purposes of this Drug-Free Workplace policy, the following definitions apply:

Alcohol	Any beverage or substance that contains alcohol manufactured for the primary purpose of personal consumption, including but not limited to, beer, wine and distilled spirits.
Illegal Drugs	(includes controlled substances) Any drug or substance the law prohibits individuals from manufacturing, dispensing, using, consuming, possessing, distributing, purchasing, selling, or otherwise transferring. This includes all drugs listed as controlled substances under Title 16 of the Official Code of Georgia Annotated.

Impaired	The condition of being weakened, diminished, or damaged, or of functioning poorly, incompetently, uncontrollably or with less control or ability, due to the consumption, use or abuse of illegal drugs, controlled substances, and/or alcohol, or if the employee's drug test results indicate the presence of an illegal drug or controlled substance in the amount that constitutes a positive test under accepted scientific standards.
Prescription Drug	Any drug or substance that is attainable only by lawful prescription from a licensed physician.
Reasonable Suspicion	A belief on objective facts sufficient to lead a prudent person to conclude that a particular employee has used, consumed, is impaired by or is under the influence of illegal drugs, controlled substances and/or alcohol. Reasonable suspicion must be directed at a specific person and must be based upon specific and articulable facts and the logical inferences and deductions that can be drawn upon such things as observable phenomena. These include such things as slurred speech, unsteady gait, a pattern of unusual or abnormal conduct or erratic behavior, odor of the employee, information provided by a reliable and credible source, and/or involvement in a work-related accident, and/or deviation from safe working practices.

C-5 Use of Legally Obtained Drugs

Employees using legally obtained drugs while on the job shall do so in strict accordance with physician and/or manufacturer's directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing his or her work duties.

The abuse and/or inappropriate use of legally obtained drugs while on the job, while on HCPL property, while in operation of an HCPL vehicle, or while in operation of any other equipment or vehicle in performance of HCPL business is prohibited and shall constitute grounds for disciplinary action up to and including termination.

C-6 When Testing is Required

All HCPL employees will be subject to immediate testing (within eight hours of a request to be tested) at the employee's own expense, when there is reasonable suspicion that the employee has used or misused drugs or alcohol in violation of this policy. Any employee who is required to take a reasonable suspicion test may be immediately suspended without pay pending the results of the test and confirmation of the results.

Drug and alcohol testing must be performed within eight hours and at the library's expense when any employee, while in operation of HCPL vehicle, motorized equipment or heavy machinery, or while in operation of any other vehicle or equipment while in performance of HPCL business, is involved in an accident that results in :

- (1) a fatality;
- (2) or a citation issued to the employee;
- (3) or an injured person requiring immediate medical treatment;
- (4) or damage to HCPL property;
- (5) or damage to any other property.

This testing is to be performed in addition to any drug or alcohol test(s) ordered by law enforcement authorities. The involved HCPL employee must report immediately for testing, or be subject to disciplinary action, up to and including termination.

C-7 Disclosure of Convictions of Criminal Drug Laws

All HCPL employees shall have an affirmative duty to immediately, fully and accurately report to the Library Director any conviction of a law concerning use, abuse, consumption, possession, manufacture, sale, purchase, transfer, concealment of, dispensing of, and/or distribution of illegal drugs, controlled substances, prescription medications and/or alcohol within five (5) days of the date of conviction.

C-8 Discipline

An employee who violates any provision of this policy is subject to discipline, up to and including termination.

The following actions shall be presumed to result in immediate termination of an employee:

- Manufacturing, dispensing, using, consuming, possessing, distributing, purchasing, selling or otherwise transferring illegal drug(s) or controlled substance(s) while on the job, while on HCPL property, while in operation of an HCPL vehicle, or while in operation of any other equipment or vehicle while in performance of HCPL business.
- Refusing to consent to or to take a drug or alcohol test pursuant to this policy or failure to appear at the designated collection site to take a drug and/or alcohol test when so directed
- A confirmed positive test for drugs and/or alcohol
- A conviction for violation of any law prohibiting the use, abuse, consumption, possession, manufacture, sale and/or purchase of illegal drug(s) and/or controlled substance(s).

An employee who tests positive for drugs or alcohol shall immediately be relieved from duty and placed on suspension without pay pending disciplinary action. If the positive test is explained or negated by a medical official and/or subsequent confirming testing, the employee shall be reinstated with back pay and the suspension without pay will be expunged from the employee's personnel file.

C-9 Treatment

Employees who have a problem with drugs and/or alcohol are urged to seek help before the problem adversely affects their health, relationships, or work performance or before it results in a violation of this policy.

SECTION D: HIRING AND CLASSIFICATION

D-1 Job Postings

In general, notices of job openings will be posted in a designated location at all library locations, including online via HCPL's website. HCPL reserves its discretionary right not to post a particular opening based on qualified applicants who had previously applied.

D-2 Employment Applications

HCPL will hold all employment applications for one year.

D-3 Screening and Selection

Applicants for positions with HCPL will be subject to a variety of screening activities associated with the hiring process. In addition to completion of the employment application form and resume, processes such as job skills testing, interviews, references, driving history reports, or other methods may be utilized to assist in determining an applicant's qualifications for the position. Any written or performance tests will be designed to test for job performance and will not be discriminatory as to race, color, religion, sex, national origin, age, disability or genetic information.

Background Checks

To promote a safe work environment for patrons and staff, criminal background checks will be required of all potential employees and adult volunteers. All employment offers are contingent upon successfully passing the appropriate background checks, as well as any applicable physical examination or drug testing. No candidate will be authorized to begin employment until Business Manager has received notification that the candidate has successfully passed these screening activities.

D-4 Disclosure of Convictions

Applicants for employment at HCPL must disclose any criminal records on their employment application. Existence of a criminal record does not automatically preclude employment; rather, a determination will be made based on the nature and gravity of the offense for which the applicant was convicted, the time that has passed since the conviction, and/or completion of the sentence, and the nature of the position sought and relevance of the conviction to the position. An offer may be withdrawn as a result of these considerations.

Current employees shall have an affirmative duty to immediately, fully and accurately report to the Library Director the following criminal conviction(s) that they have received, if any within five (5 days) of any of the following:

- All felonies
- All crimes and offenses involving children
- All crimes and offenses requiring the employee's registration as a sex offender
- All crimes of moral turpitude
- Any misdemeanor offense involving violence or theft
- Any conviction for violation of a law prohibiting the use, abuse, consumption, possession, manufacture, sale, purchase, transfer and/or distribution of illegal drugs as defined by this Policy Manual.

All employees who are required to operate a motor vehicle as a regular part of their job must immediately report any drug or alcohol arrest, temporary or permanent suspension of driving privileges and any drug/alcohol related conviction. Any HCPL employee who fails to immediately and accurately disclose such conviction, arrest and/or suspension to the Library Director may be subject to disciplinary action, up to and including termination.

D-5 Work Location

Employees should be aware that their work location may be subject to change at any time during employment at the sole discretion of HCPL. HCPL reserves the right to change the assigned branch or work location of any position or any employee as necessary to meet the operational needs of the Library System.

D-6 Job Descriptions

HCPL's pay plan includes job descriptions for all positions. These job descriptions are intended to indicate general kinds of duties, responsibilities, and job requirements normally associated with the position, but are not intended to be exhaustive. Employees may be assigned other duties not included in the description, with or without notice to the employee. The job description is not a contract of employment and does not alter the employment relationship. **SEE APPENDIX B** for complete list of job descriptions.

D-7 Employment Categories

When hired, each employee will be assigned a FLSA (Fair Labor Standards Act) Status and a Position Status. A status may change if the employee's position changes (such as increasing or decreasing hours, or changing the position's level of responsibility).

FLSA Status Each position is designated as either **non-exempt** or **exempt** from federal and state wage and hour laws, as described under definitions at the beginning of this document. These designations are determined based upon the position's responsibilities and according to guidelines of the FLSA. It is the expressed intent of HCPL to pay non-exempt employees for all hours actually worked, to pay approved overtime hours worked over forty (40) per week, and to strictly comply with all requirements of the FLSA.

Position Status In addition to the above FLSA categories, a position status will be assigned to each employee, as described at definitions at the beginning of this document – of either part-time or full-time employee.

SECTION E: PERSONNEL ACTIONS

E-1 Hiring Actions

Personnel actions relating to hiring may include initial hires, rehires or reinstatements. Employees will be required to serve an initial training period in each hiring status.

Initial Hire An initial hire occurs upon employment of an individual who has not been previously employed by HCPL. An initial hire may consist of employment in a full-time, part-time or a temporary position. Most employees will be required to serve an initial training period.

Rehire A rehire occurs upon re-employment of an individual who was previously employed by HCPL and left in good standing. In terms of benefits, a re-hired employee will generally be required to meet the same eligibility requirements as a newly hired employee. A rehired employee may also be eligible to receive credit in the retirement system for prior years of service.

- Sick Leave-a rehired employee is subject to the same eligibility requirements as a new employee, and will begin accruing sick leave from a zero balance.
- Annual Leave-a rehired employee is subject to the same eligibility requirements as a new employee, and will begin accruing annual leave from a zero balance.

E-2 Initial Training Period

This introductory period allows for training and monitoring of the new employee, and provides an opportunity for both the employee and the employer to determine whether the position is a good fit. Periodic evaluations of the employee's performance will be conducted during the initial training period, and employees are expected to have satisfactory performance in all factors on the performance evaluation by the end of the training period.

1. **Initial Employment.** All newly hired employees must serve an initial training period of three (3) months and must achieve satisfactory performance in the position, based on a written evaluation. Failure to achieve a satisfactory level performance by the end of the initial training period may result in termination of employment.
2. **Promotions or Transfers.** Existing employees who are promoted or transferred to a different position must serve an initial training period of three (3) months and must achieve satisfactory performance in the position. If a promoted or transferred employee fails to attain a satisfactory performance evaluation at the end the of the training period, the employee may return to the previous position if that position is still available, or be transferred or demoted to a different position if one is available and if the employee is qualified; if such opportunities are not available, the employee will be terminated.

Completion of the initial training period does not change or alter the at-will employer-employee relationship.

E-3 Position Changes (Transfers, Promotions)

Personnel actions relating to position changes may include transfers or promotions.

Transfers A transfer is the movement of an employee from one position to another position that has the same pay grade and similar level of responsibility. A transfer may involve moving from one position to the same position but at another location (i.e. branch), or from one position to the same position but at a different number of hours (i.e. from 40 hours per week to 20 hours per week), or from one position to a different position in the same pay grade. Transfers may be requested by an employee or initiated by HCPL. The employee must meet the minimum qualifications or training and experience for the position.

If an open position is posted, an employee may request a transfer by following the procedure to apply for the opening and proceed through the recruitment process. Each employee applying for the open position will be considered along with all other applicants, and the best qualified applicant will be selected.

HCPL may initiate a transfer outside of the recruitment process for administrative purposes. HCPL reserves the right to change the assigned branch or work location of any position or any employee as necessary to meet the operational needs of the library system.

Promotions A promotion is the movement of an employee from one position to another position that has a higher pay grade. The employee must meet the minimum qualifications of training and experience to be considered for the higher position.

If an open position is posted, an employee in a lower-level position may apply for a promotion by following the procedure to apply for the opening and proceed through the recruitment process. Each employee applying for the open position will be considered along with all other applicants, and the best qualified applicant will be selected.

E-4 Separations

Personnel actions relating to separations may include resignation, retirement, dismissal, abandonment of position, disability, failure to return from leave of absence, reduction in force or death.

Resignation A resignation is a voluntary separation initiated by the employee through submittal of a written notice that he or she wishes to resign the position. To resign in good standing, an employee should submit written notice of resignation at least 14 calendar days in advance of the date of resignation (30 calendar days for management personnel) and otherwise have demonstrated satisfactory performance. The written notice should include the employee's anticipated last day of work. Failure to provide the requested 14 day (or 30 day) notice will be noted in the employee's personnel record and may negatively impact eligibility for rehire.

Resigning a position is a major decision. Before submitting notice, employees are encouraged to discuss any job-related concerns with their immediate supervisor or Library Director. HCPL is not obligated to allow an employee to rescind a resignation-

Retirement HCPL employees should carefully research information at trsga.com and consult with guidance counselors at the Teachers Retirement System of Georgia (TRS) to determine eligibility, restrictions and requirements.

Dismissal A dismissal is an involuntary separation initiated by HCPL. A dismissal may be initiated when alternative personnel actions (reprimand, suspension, etc.) are not deemed sufficient, appropriate or in the best interest of the Library. The employee will be furnished a written notice of dismissal that includes the reasons for dismissal and the effective date of dismissal.

Abandonment An employee will be considered to have abandoned his or her position and resigned without notice at the end of the third day when any of the following occur: (a) an employee is absent without notice to the supervisor (or supervisor's designee) or Administrative Offices for all or part of three or more consecutive work days; (c) an employee is absent for all or part of three or more consecutive work days without receiving approval for the absences. The Library Director will send the employee a notice of separation.

An exception may be made if the reason for the failure to make notification of absence is determined to have been unavoidable or due to extenuating circumstances. In such a case, within seven calendar days from the date of the notice of abandonment, the employee should submit to the Library Director a written request for review of the case, including all pertinent details.

Disability HCPL provides reasonable accommodation to employees with a disability as defined under state and federal law.

Information may be requested from the employee's health care provider for verification of the disability and that it necessitates the requested accommodation. Medical information will be obtained on the employee's own time and at his/her own expense.

If an employee refuses the reasonable accommodation and cannot perform the essential functions of the job without the accommodation, he/she will not be considered qualified for the position.

If no reasonable accommodation can be made that will enable the employee to perform the essential functions of his/her job description and no funded vacant positions for which the employee is qualified are available, a disability separation will be considered.

Reduction in Force A reduction in force is the separation of one or more employees due to abolishment of a position, a shortage of funds, a shortage of work, a material change in duties, organizational changes, a need to increase efficiency, or other reasons not related to the employee's conduct and not reflecting dissatisfaction with the employees' service. No reduction in force will be made for the purpose of dismissing an employee for incompetence, misconduct, or for other reasons except as included in this Policy. A reduction in force does not reflect discredit upon the service of the employee.

Employees will be notified in writing at least fourteen calendar days prior to the effective date.

Death In the event of the death of an employee, separation will be considered effective as of the date of death. Compensation and benefits due as of that date will be paid to the designated beneficiary or as otherwise required by law.

E-5 Termination Process

When notified of an upcoming separation of employment, Business Manager will initiate termination activities such as determining status of benefits, preparing relevant forms, and notifying benefit companies of the employee's change in status.

Return of HCPL Property

Employees must return all HCPL property that has been provided to assist in performing their duties by the last day of work. This may include HCPL keys, name badges, training/reference books, laptop computers, computer storage devices, cell phones or other items. Failure to comply may result in ineligibility for rehire and applicable legal action taken.

Exit Interviews

An exit interview will be scheduled on or before the last day of work. The exit interview is intended to provide exiting employees with information about their final pay and how separation affects their benefits. It also provides separating employees with an opportunity to give candid input about their positions, supervisors and overall experiences as HCPL employees.

E-6 Benefits at Separation

Business Manager will provide information about benefits to separating employees. In all cases, the status of an employee's benefits at separation will be based on guidelines governing the respective benefit plan in place at the time of separation.

Resignation Employees who resign will be paid for any accrued annual leave. No payment is made at separation for accrued sick leave. Separating employees may be eligible to extend health-related benefits under COBRA.

Retirement The conditions and benefits of retirement are determined by TRS of Georgia.

Dismissal	Employees who are dismissed will be paid for all time worked up to the time of separation. Dismissed employees will be paid for any accrued annual leave. No payment is made for sick leave.
Disability	Employees who separate employment because of disability will be paid for any accrued annual leave. Separating employees may be eligible to extend health-related benefits under COBRA.
Death	If an employee should die while employed by the Library, any outstanding wages and accrued annual leave will be paid to the employee's designated beneficiary.

SECTION F: PERFORMANCE ISSUES

F-1 Performance Evaluations

HCPL utilizes a system of performance evaluations to evaluate performance of individual employees. The type of system utilized is at the discretion of HCPL and is subject to change without prior notice.

Objective

The purpose of the employee performance evaluation is primarily to inform employees of how well they are performing their work and how they can improve performance. The evaluation provides an opportunity to discuss the employee's job tasks, performance (both positively and negatively), strengths and weaknesses. It can be used to establish standards for the next review period and approaches for meeting goals. Evaluations may be used as a basis for training, promotion, demotion, transfer, or dismissal. In no case should employees view performance evaluations as a right of the employee, or as an obligation of HCPL; rather, they are a management tool to be used at HCPL's discretion.

Failure to bring performance to a satisfactory level within the designated timeframe may result in demotion or termination of employment.

Period of Evaluation

Employee performance is evaluated on a continuing basis through information, coaching and feedback from supervisors, with more formal evaluations performed at periodic intervals throughout employment. Employees typically receive written evaluations at the end of the initial training period and thereafter at regular intervals, normally on an annual basis. Additional evaluations are scheduled in the event of job changes and/or performance issues.

The Evaluation Process

Written performance evaluation forms are usually completed with input by the immediate supervisor and next level manager. After managerial approval, the written form is presented to the employee. Employees are encouraged to become familiar with the evaluation form.

Completed evaluations are maintained in employees' personnel files. Employees are entitled to receive a copy of the performance evaluation upon request. Should employees wish to contest their evaluation, they should follow the problem resolution process, which is outlined in section F-5.

F-2 Performance Probation Period

When an employee's performance is below a satisfactory level, the employee will be placed on performance probation. This may occur when an employee receives an unsatisfactory rating on any factor of the performance evaluation, or when an employee receives a reprimand or suspension. The employee's performance will be monitored closely during the performance probation period. Failure to bring performance to a satisfactory level within the designated timeframe may result in a demotion or termination of employment.

F-3 Prohibited Conduct

Certain actions or forms of behavior are considered unacceptable in the workplace. In general, conduct that interferes with the operations of HCPL brings discredit to HCPL or is offensive to supervisors, co-workers or the public is NOT tolerated. While it is not possible to list all of the actions considered unacceptable, the following are examples of conduct that is not permitted and will subject the individual involved to disciplinary action, up to and including immediate termination of employment:

1. Theft, abuse, misappropriation, or misuse of HCPL property, monies or vehicles, property of other employees, patrons or others doing business with HCPL.
2. Unauthorized use of, or access to HCPL computer systems or communication systems.
3. Falsification or destruction of official records or documents; or willfully giving false statements to supervisors, officials or the public.
4. Careless, negligent, or inappropriate handling of HCPL funds or financial records; failure to follow laws or procedures governing the reporting or use of funds.
5. Falsification of employment applications, timekeeping records, personnel records or expense reports.
6. Violation of HCPL policies regarding business ethics, conflict of interest, or acceptance of gifts or gratuities.
7. Use of official position for personal benefit, profit or advantage.
8. Any use, threatening or attempt at use of personal or political influence to secure employment benefits, including to but not limited to promotion, transfer, change of pay rate, leave of absence or character of work.
9. Conviction of a felony or a crime involving moral turpitude.
10. Failure to do work at an acceptable level of competence as determined by the Library Director; wasted time, inefficiency, sleeping while at work, and/or loitering during working hours.
11. Behavior reflecting conduct and misconduct identified in HCPL policy against workplace violence.
12. Engaging in obscene, offensive, disorderly or violent conduct.
13. Insubordination or uncooperative attitude, including but not limited to, disrespect to a supervisor, co-worker, or the public and failure to follow the lawful orders or direct instructions of the supervisor.
14. Excessive absenteeism or tardiness.
15. Failure to disclose criminal records on employment applications, and/or to report criminal convictions and arrests subject to HCPL policies requiring same to the Library Director.
16. Violation of any HCPL policies, any provisions of this Manual or any departmental rules or procedures.

Off-Duty Conduct

In general, HCPL will only apply its disciplinary policies to any off-duty conduct that affects HCPL's business interests.

While it is not possible to list all of the potential off-duty conduct that may affect HCPL interest, below are examples of off-duty conduct that is not permitted and will subject the individual involved to disciplinary action, up to and including immediate termination of employment:

1. Off-duty sexual harassment of HCPL employees.
2. Off-duty illegal conduct that occurs on HCPL property.
3. Off-duty illegal conduct that causes the employee to be unable to perform his or her essential job functions.
4. Off-duty disruptive actions at an HCPL sponsored event.

F-4 Disciplinary Actions

All HCPL employees are terminable “at will” and at the sole discretion of HCPL. Nonetheless, HCPL seeks to resolve performance and conduct problems in the most positive and constructive manner possible. When situations arise that warrant disciplinary action, HCPL will work to treat all employees fairly and consistently and, whenever possible, provide employees with an opportunity to correct problematic behavior or poor performance.

Progressive Discipline

Progressive discipline is a process in which disciplinary action is taken in degrees of increasing severity, such that when an employee engages in different types of misconduct or poor performance, each incident can provoke increased discipline (even if the incidents are in different areas or unrelated to previous incidents). While HCPL advocates discipline when appropriate, the use of progressive discipline will be discretionary.

Mechanisms for progressive discipline could include a verbal reprimand, written reprimand, suspension without pay or dismissal (or a combination thereof). These disciplinary actions are considered formal actions that are documented in writing, provided to the employee and placed in the employee’s personnel file.

Although this section of the Manual sets forth five available mechanisms for discipline, this policy should not be construed to require five incidents of misconduct or poor performance prior to dismissal being an appropriate disciplinary action. HCPL reserves the right to skip or combine certain steps in a disciplinary process depending upon the nature of the employee’s misconduct, poor performance, probationary status, and/or length of employment.

Supervisors will keep a written record of all performance notes and counseling and reprimands, including any given verbally. Any verbal or written reprimand will also be copied to the Director.

When a supervisor meets with an employee for the purposes of a written reprimand for the employee’s personnel file, there shall be present a third party witness. Written reprimands are signed by the employee, supervisor and witness. The signed document is placed in the employee’s personnel file.

Verbal Reprimand

A verbal reprimand is an oral notice of a policy violation, mistake, inefficiency, misconduct, poor performance, or other factor that may adversely influence an employee’s ability or effectiveness in carrying out duties and responsibilities. The supervisor is expected to keep a written record of this conversation.

Written Reprimand

A written reprimand is a written notice of a policy violation, mistake, inefficiency, misconduct, poor performance, or other factor that may adversely influence an employee’s ability or effectiveness in carrying out duties and responsibilities. It is typically utilized for repeated offenses or those of a serious nature.

Suspension Without Pay

For disciplinary purposes, the Director may suspend an employee without pay for a length of time as considered appropriate, typically not exceeding 3 work weeks. A suspended employee may not utilize paid leave benefits so as to be compensated during the period

of suspension, nor may the employee be compensated for holidays or instances of library closure that might occur during the suspension. A written statement from the Director giving reasons, effective date and length of suspension will be furnished to the affected employee, with a copy placed in the employee's personnel file.

Dismissal

An employee may be dismissed from employment for disciplinary purposes.

F-5 Problem Resolution

The library is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from library supervisors and management. Employees are expected to treat each other with mutual respect and are encouraged to offer positive and constructive criticism. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure which is outlined below. If a situation occurs where employees believe that a condition of employment, a decision or an evaluation is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

- 1) Employee presents problem to immediate supervisor. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, the employee should present problem to the next person up in the chain of command. Should the employee directly report to the Director and the employee believes it would be inappropriate to contact the Director, the step above the Director is to contact the Chair of the Library Board of Trustees (see http://houpl.org/?page_id=1275 for Board contact info) and request to meet with the Personnel Committee of the Library Board of Trustees.
- 2) Supervisor must respond to the problem in a timely manner and document discussion. If the problem is unresolved through the supervisor, the employee presents problem in writing to the Director within ten library working days following meeting with supervisor.
- 3) The Director will make a decision as soon as possible and will forward a response in writing to the employee and supervisor. The Director has full authority to make any adjustment deemed appropriate to resolve the problem.
- 4) Should the staff member not find satisfaction in the Director's decision, they have the option of appealing this decision to the Personnel Committee of the Library Board of Trustees. This committee will make a recommendation for action to the full Library Board of Trustees, whose decision is final.

SECTION G: PAYROLL AND ATTENDANCE INFORMATION

G-1 Employment Records

Business Manager is responsible for maintaining employment records on all employees.

Changes in Personal Information

Employees are responsible for promptly notifying HCPL of changes in their personal information including:

- Notifying Business Manager of changes in name, address, or phone number as well as “life changes” that can affect payroll or benefits. Such events may include marriage, divorce, birth or death in the immediate family, Social Security number corrections, a spouse’s gain or loss of employment, a gain or loss of health insurance, or a dependent reaching an age to be ineligible for health coverage.
- Employees should also regularly update emergency contact information and notify their immediate supervisor of these changes in name or phone number. This is important so departmental call trees can be updated and supervisors can notify employees of schedule changes or emergency situations.

Requests for References or Verification of Employment

Business Manager is responsible for responding to any inquiries regarding employment records, employment verification or employment/credit references on present or previous employees. As a matter of policy, any response to requests for references must be limited to factual information that can be substantiated by HCPL records. Any employee receiving such a request should forward the request to Business Manager for response.

Access to Employment Records

Within the Library, only specific staff have access to all employee records. Supervisors have limited access to position and performance related information for employees under their supervision. Library employees have access to their own personnel files. Any employee wishing to review his/her files should contact Business Manager to schedule an appointment.

G-2 Paychecks

All HCPL employees are paid on the 10th and 25th of each month (State-paid employees are paid once per month on the 25th). If a payday falls on a weekend or holiday, employees will be paid one business day prior. HCPL does not provide advances in pay or loans.

Administrative staff work together to ensure that employees receive their pay in a timely and accurate manner. To help this process, employees should:

- Turn in completed, signed time cards in time for the supervisor to review, sign and submit for payroll deadlines.
- Review each paycheck and pay stub to verify that the information is correct.
- Notify Business Manager of changes in personal information, such as name, marital status, address, or Social Security number. It is very important that the name and Social Security number on paychecks match the data on records with the IRS.

All payroll will be handled through Direct Deposit in the employee's checking or savings account unless other arrangements are specifically set up with Business Manager and with the permission of the Director.

Payroll Deductions

Deductions from an employee's paycheck shall be made in accordance with applicable law or as authorized by the employee. Mandatory deductions such as state and federal income taxes and Medicare are withheld from pay every pay period. The employee's contribution to the Teachers Retirement System of Georgia is also a mandatory deduction for full-time employees. Court ordered deductions, such as wage garnishments or child support payments, will be deducted in accordance with the appropriate court order. In addition, employees may authorize deductions for benefits such as health insurance premiums, flexible spending accounts or voluntary retirement plans. Social Security contributions are not generally made for full time staff.

G-3 Standard Work Week

The official work week of HCPL will begin at 12:01 a.m. Sunday morning and end at 12:00 midnight the following Saturday night. The number of hours an employee is expected to work each week depends upon their FLSA status and position status.

- For non-exempt full-time employees, the standard work week is forty (40) hours per week.
- For exempt full-time employees, the standard work week is generally considered to be forty (40) hours. However, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specific number of hours.
- For part-time staff, the standard work week will vary based on the assignment but will not typically exceed nineteen (19) hours.

G-4 Work Schedules

The Library is open to the public during daytime, evening, and weekend hours. Hours of work and shift assignments vary for each department, based on services provided by the department and staffing requirements to provide those services. Each supervisor will establish employee work schedules in accordance with the needs of the department. Employees are required to work the hours assigned.

Employees should be aware that their work schedule will be subject to change at any time during employment. HCPL reserves the right to change the assigned hours of any branch, any department, any position or any employee as necessary to meet the operational needs of the library system. If an assigned schedule is changed, the change will be communicated to all affected employees.

Staff members should be aware that work schedules cannot necessarily accommodate other employment, school schedules or other recurring demands.

Requesting Leave

An employee wishing to request leave should submit a leave request form to the supervisor as soon as the need for leave is known.

G-5 Timesheets

Employees are required to report accurately their time worked, using methods or forms provided by HPCL. In accordance with requirement of the Fair Labor Standards Act (FLSA), non-exempt employees will be paid for all hours worked. Worked time is defined as the time actually spent on the job performing assigned duties.

- **Non-Exempt (Hourly) Employees:** Non-exempt employees must record their worked time for each day, including the times they start working, stop working, leave for an unpaid break, and return from an unpaid break. Employees are expected to begin and end work in accordance with their established schedule, and may not clock in ahead of the time they are expected to commence work, nor may they delay their clock-out time when work hours are completed. Any deviation to an employee's scheduled start, stop or break times will require supervisory approval.

In addition to recording time worked, employees will record any holidays, leave or other non-worked time on the time sheet. To use paid leave, employees must have sufficient leave time accrued and the nature of the leave must be appropriate to the absence (i.e. annual leave can be used for any absence, but sick leave can only be used for medical absences). The total number of weekly hours (worked and non-worked) should normally equal the employee's assigned schedule of time worked.

- **Exempt (Salaried) Employees:** Exempt employees must record their worked time on a daily basis, and will record the worked day for each normally-scheduled day that the employee works. Holidays and leave days are also recorded on the time sheet. For payroll purposes, exempt employees' leave days are calculated in 8-hour increments (i.e. when an employee reports 1 day of leave, 8 hours will be deducted from the employee's accrued leave).

Discrepancies

Supervisors are responsible for ensuring that time records are properly completed and are accurate upon submission for payment. In the event that an inaccuracy is identified or a correction is needed on a time sheet that has already been submitted, either the supervisor or the employee must immediately notify Business Manager or Library Director.

It is HCPL's policy and practice to compensate employees accurately and in compliance with all applicable laws. HCPL takes all responsible steps to ensure that employees are paid promptly on the scheduled payday and that employees receive the correct amount of pay in each paycheck. Any employee who believes that a mistake has occurred in a time sheet or paycheck, improper deductions have been made from pay, or a paycheck does not accurately reflect hours worked should immediately contact the supervisor, the next supervisor in the chain of command, Business Manager or the Library Director.

G-6 Overtime

Overtime work may be necessary from time to time, based on department workload or staffing. **ALL OVERTIME MUST BE APPROVED AND SANCTIONED BY THE LIBRARY DIRECTOR PRIOR TO ANY TIME WORKED.**

- **Non-Exempt (Hourly) Employees:** Overtime compensation is paid to non-exempt employees in accordance with Federal and State wage and hour guidelines.
- **Exempt (Salaried) Employees:** Exempt employees are not eligible for overtime pay and will receive their normal salary, regardless of hours worked.

Discretionary Time (Exempt Employees):

For exempt employees, at the discretion of the Library Director, an exempt employee may occasionally be allowed to take discretionary time off for time worked beyond the normal work week. This is not a standard practice as exempt employees are not paid based on the number of hours worked. When approved, such time must be taken at the convenience of HCPL.

G-7 Breaks

The Library recognizes two different types of breaks ---Paid Rest Breaks and Unpaid Meal Breaks.

Paid Rest Break (15 minutes)

Rest breaks are designed to provide periodic rest for the employee during the work shift, independent of longer meal breaks. When staffing allows, employees are encouraged to take a 15 minute break per every four hours worked on Library time, as the rest break contributes to the employee's welfare and the Library's productivity. Rest breaks are not required by law, and employees should keep in mind that breaks are a privilege, not a right. All rest breaks are contingent upon workload and coverage, and may not be provided in times of heavy workload or insufficient coverage at the discretion of the supervisor. Paid rest breaks are not recorded on the employee's time sheet.

Breaks may not be saved or lumped together. Unused break time may not be used to leave early, to extend meal breaks or other rest breaks, or to make up for absenteeism or tardiness.

Unpaid Meal Breaks

A 30 minute meal break on the employee's time (off the clock) is required of non-exempt employees working more than 6 consecutive hours. Unpaid meal breaks must be reflected on the employee's time sheet.

A meal break schedule will be developed within each department, taking into consideration operational and coverage needs. Unused meal breaks may not be used to leave early or to extend other meal breaks or rest breaks.

In some cases, a supervisor may approve additional unpaid break time (such as to leave the premises or for a special lunch event). If a non-exempt employee requests a long meal break, and if the supervisor approves the request, it needs to be incorporated into the employee's schedule (e.g., to allow for a 1 hour meal break, a 9-5:30 schedule would change to 9:00-6:00).

Attending Events on Library Premises

As a public site, the Library is often used by outside groups for events or activities that the public may attend, and employees are often interested in attending such functions. If an employee's presence at such a function is not clearly related to the employee's assigned tasks, or is not in his/her role as a HCPL employee, then such attendance may not be charged to HCPL as time worked and must be on the employee's own time (such as during an unpaid break).

G-8 Attendance Issues: Absence & Tardiness

To successfully provide dependable library services to the community, the Library depends on all employees to be present and on time every scheduled workday to perform their assigned duties.

For the purposes of this section

- The term “absence” refers to any time missed during the scheduled workday. This can include an absence for the entire workday, a tardiness (which causes absence at the beginning of the workday), an early departure (which causes absence near the end of the workday), or an extended break (which causes absence in the middle of the workday).
- A “tardiness” will be considered to have occurred when an employee reports to work five (5) minutes after the schedule time to start to work or return from a break.

Employees are expected to arrive to work on time, to promptly take and return from breaks, and to leave work at the scheduled time. HCPL recognizes that there are instances when absence is unavoidable. An absence will be considered acceptable if it is reported promptly and the reason is appropriate. Any pattern of excessive absence is unacceptable and will be dealt with appropriately.

Procedures for Notification of Absence

The following are procedures for proper notification of absence:

1. If an employee will be unable to arrive to work, remain at work, or leave work as scheduled, the employee must personally notify his or her supervisor (or other designated authority) immediately. In circumstances where it is impossible for the employee to talk personally with the supervisor (or designated authority), the employee should (a) have someone else make the notification as soon as possible and (b) personally call and discuss the situation with the supervisor as soon as circumstances permit.
2. An employee who is absent for short-term medical reasons should advise his or her supervisor daily of the employee’s status and estimated date of return.
 - If a medical absence involves 5 days or longer, the employee must provide verification from a health care provider.
 - Medical absences may require verification from a health care provider, permitting an employee to return to work at full duty, or if an employee has excessive absences due to illness.

Once an employee has provided medical or reasonably sufficient documentation that supports absence for a specific timeframe, the employee would not be expected to make daily contact with the supervisor, but should keep the supervisor informed of any change in status.

Each employee is responsible for becoming familiar with specific reporting procedures and contact information for his or her department or branch. If an employee has followed these reporting procedures but has been unable to reach a supervisor, the employee should contact Business Manager or the Library Director.

Frequent or excessive absence and/or tardiness for any reason will not be tolerated and will result in disciplinary action, up to and including termination of employment.

Use of Paid Leave

Employees are expected to have accrued a sufficient amount of paid leave benefits to cover each absence, whether for sick leave or annual leave. No sick leave in excess of that accumulated may be granted. After all paid sick leave is used, an employee must use any accumulated annual leave.

Leave Without Pay

Employees who have exhausted all paid leave may request Leave Without Pay. Leave Without Pay requests will be granted on a case-by-case basis by the Library Director. See also FMLA outlined in Section H-10.

SECTION H: EMPLOYEE BENEFITS

H-1 Overview of Benefits

Houston County Public Library provides a wide range of benefits to eligible employees. These benefits represent a significant part of each employee's overall compensation package. Employees are encouraged to become familiar with the benefit programs for which they are eligible and to take advantage of these valuable benefits.

Information in this section of the Manual is intended only to summarize benefits. Terms of written plan documents or insurance policies will be the controlling documents. Wherever applicable, employees should refer to official plan documents for detailed plan information.

H-2 Group Health Plans

HCPL offers a variety of group health insurance options for eligible employees. Each year the specific benefit plans offered may vary and may include options such as medical insurance, dental insurance, life insurance, disability insurance, or flexible spending accounts.

Details regarding available benefit plans, eligibility criteria, rates, enrollment procedures, and enrollment deadlines will be provided at hire, during scheduled enrollment periods and when new plans are introduced. Annual enrollment sessions are typically conducted at a designated time of year. Eligible employees must submit appropriate enrollment forms within the designated timeframe.

State Health Benefit Plan (SHBP)

Eligible employees may choose to enroll in the group health insurance plans offered through the State Health Benefit Plan (SHBP), which provide health insurance coverage. All details relating to plan options, eligibility, premiums, benefits or other aspects of the plan are determined by SHBP. Information about health insurance is available from Business Manager.

Continuation of Insurance Benefits

Group insurance benefits will terminate upon termination of employment. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under certain conditions

Employees should contact Business Manager to report any change in personal status (or qualifying event) which might affect their benefits, or for any questions about HCPL's health plans.

H-3 Retirement Programs

Teachers Retirement System of Georgia (TRS)

With limited exceptions, all classified employees of HCPL are required to participate in and contribute to the Teachers Retirement System of Georgia (TRS), which is a defined benefit plan. HCPL also makes contributions to TRS on behalf of its employees. All details relating to plan participation, contribution levels, eligibility for retirement, retirement options or other aspects of the plan are determined by TRS. Information about the retirement plan is available from Business Manager.

H-4 Holiday Benefits

Houston County Public Library will close on certain holidays during the year. Changes to the designated list of holidays may be made at HCPL's discretion with Board approval.

Paid Holidays for Classified Staff

The library will be closed and full-time employees will receive holiday pay for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

In addition, the Library closes at 6:00 p.m. on the following days:

- New Year's Eve

Should a holiday fall on a day that a full time staff person does not normally work, the staff person will be given a day (8 hours) off after the holiday. This holiday time must be used within thirty days. Part-time staff will be paid only if the holiday falls on their regularly scheduled work day.

Holidays in Conjunction with Time Off

Unless approved in advance, an employee who calls in sick or otherwise fails to report on a scheduled workday before or after a holiday may not be paid for the holiday. A medical certificate may be required to support a request for sick leave when taken before or after a holiday, and any pattern of frequent or questionable absences will be addressed.

H-5 Annual Leave Benefits

Houston County Public Library recognizes that employees need time away from work for rest and recreation and to manage personal business which in turn promotes a healthier and more productive work force.

Eligibility

All employees are eligible to earn and accrue annual leave benefits. Eligible employees begin accruing annual leave benefits when hired.

Rate of Accrual

Accrual rates are based on (a) the employee's years of service, (b) the number of hours the employee is regularly scheduled to work and (c) the position of the employee.

Annual Leave Chart of Accrual

Hours Worked Per Week	Hours of Annual Leave Accrued per Month	Hours of Annual Leave Accrued per Month	Hours of Annual Leave Accrued per Month
	Years of Service 1-3 Years	Years of Service 4-10 Years	Years of Service 10+ Years
1-15	.875	1.375	1.875
16-24	1.5	2.25	3.25
25-32	3.5	5	6.75
33-39	5.5	8	10.75
40	6.75	10	13.5

Calculation and Use of Annual Leave

- Annual leave must be earned (or accrued) before it can be taken and is available for use after it is accrued.
- Annual leave is paid at the employee's regular rate at the time the leave is taken. Annual leave does not count as hours worked for the purpose of determining overtime.
- Overtime or additional hours are not included in the computation of annual leave accrual.
- Annual leave must be used in increments of 15 minutes (or 0.25 hour).
- Annual leave does not accumulate while the employee is on unpaid leave.

Exceptions

The Library Director has 160 hours of annual leave per year. Salaried staff both state and locally paid, who work 40 hours per week earn 120 hours of annual leave for the first three years, then 8 hours each year thereafter up to a maximum of 160 hours.

Procedure to Request Annual Leave

Use of annual leave is not automatic, but a privilege that requires supervisory approval before the leave is taken. To request annual leave, employees should submit a leave request form to their supervisor.

While supervisors will make every effort to approve leave requests, a request may be denied based on the library's operational needs. Employees are responsible for monitoring their available leave balances to ensure they have enough accrued hours to cover a requested absence. There will be no advance of annual leave.

Maximum Allowable Accumulation

Annual leave balances may carry over from year to year up to a maximum of two times the hours an employee is regularly scheduled for per week.

Status of Annual Leave at Separation or Rehire

Annual leave balances up to two times the hours an employee is regularly scheduled to work per week will be paid upon termination of employment and will be paid at the employee's regular rate. A previous employee who is rehired will begin accruing annual leave from a zero balance.

H-6 Sick Leave Benefits

An employee may use his/her sick leave if sick, injured or for other medical reasons. Sick leave can be used for medical appointments or as needed for illness in the immediate family. Medical documentation (for employee) or reasonably sufficient documentation (for immediate family) is required for absences of five or more consecutive working days. (See also Family Medical Leave Act Section H-10 / Workers Compensation Section H-8)

Upon retirement, an employee enrolled in Teacher's Retirement System should check current regulations for use of tracked unused sick leave to be considered with time of service. There is no pay for accumulated sick leave upon any form of separation from service.

Sick Leave Chart of Accrual

Hours Worked Per Week	Hours of Sick Leave Accrued Per Month
10-15	1.125
16-17	2
18-19	2.25
20-23	2.5
24-25	3
28-29	3.5
30-31	6
32-35	6.5
36-39	7.25
40	8

Calculation of Sick Leave

- Sick leave must be earned (or accrued) before it can be taken, and is available for use in the pay period after it is accrued.
- Sick leave is paid at the employee's regular pay rate at the time the leave is taken. Sick leave does not count as hours worked for the purpose of determining overtime.
- Overtime or additional hours are not included in the computation of sick leave accrual.
- Sick leave must be used in increments of 15 minutes (or 0.25 hour).
- Sick leave does not accumulate while an employee is on unpaid leave.

Benefits during Medical Absence

Employees must have accrued sick leave hours to cover the absence. If they do not, the Library Director will assess the situation to determine whether the employee may qualify for an unpaid absence under the Family and Medical Leave Act or other legislation.

Maximum Allowable Accumulation

Sick leave balances may carry over from year to year, up to a maximum of 320 available hours.

Hours earned beyond 320 will be tracked only for the purposes of reporting to Teachers Retirement System of Georgia (TRS) in calculating potential sick leave credit when employee retires. See TRS for current guidelines and criteria.

Status of Sick Leave at Separation or Rehire

There is no compensation for unused sick leave for any type of separation. A previous employee who is rehired will begin accruing sick leave from a zero balance.

H-7 Bereavement Leave Benefits

Any employee who has a death in his or her immediate family (see definition, p. 10) will be granted up to three (3) days leave with pay. This leave is not to be charged against annual leave or sick leave.

H-8 Workers' Compensation Leave for On-The-Job Injury

All HCPL employees are covered by the Workers' Compensation Act of the State of Georgia.

Any employee who is injured on the job **must** immediately report in writing such injury to the supervisor, Business Manager or Library Director, no matter how minor the injury may appear to be. If medical attention by a physician is needed, the employee must select a doctor from the approved panel of physicians listed on the Workers' Compensation notice posted at each branch. In an emergency, the employee may get temporary medical care from any doctor until the emergency is over, then the employee must get treatment from a doctor on the posted list. If the injury will prevent the employee from working, the employee must submit a physician's statement to that effect. HCPL reserves the right to refuse payment of medical services for any employee examined by a physician not listed on the approved panel of physicians.

Any employee who has lost time due to a work-related injury or illness must obtain a doctor's statement for the time missed and a fitness-for-duty certification to return to work.

Neither HCPL nor its workers' compensation insurance carrier will be liable for payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by HCPL.

H-9 Leave Without Pay

Leave Without Pay

Employees who have exhausted all paid leave may request Leave Without Pay. Leave Without Pay requests will be granted on a case by case basis by the Library Director. See also FMLA.

H-10 Leave under the Family and Medical Leave Act (FMLA)

HCPL complies with all provisions of the Family and Medical Leave Act (FMLA).

[The Family and Medical Leave Act \(FMLA\)](#) provides certain employees with up to twelve weeks of unpaid, job-protected leave per year. A year is defined as a twelve month period based on the employee's hire date.

Paid annual and sick leave will not continue to accrue during periods of unpaid FMLA leave.

Leave under FMLA does not replace other authorized leaves. HCPL requires that any leave under FMLA be taken concurrently with use of available leave benefits.

FMLA also requires that employees' group health benefits be maintained during the leave, generally at the employee's cost. HOUPL is not required to do so, but will continue to pay the employer's portion of the employee's health insurance premium when this is a paid benefit prior to taking FMLA leave. The employee will continue to be responsible for the employee's portion of the premium.

Retirement benefits (paid into TRS by employee and employer) are suspended during unpaid FMLA leave.

Should an employee not return after using all paid and unpaid leave, HCPL will cease to pay the employer share of any benefits.

H-11 Birthday Leave

All employees receive one day (8 hours) of paid time off in observance of their birthday. The birthday observance may be taken on or within five days after the staff member's birthday. This time does not accrue.

H-12 Civil Leave Benefits

HCPL encourages employees to fulfill their civic responsibilities, such as jury duty, voting or Library-related court appearances.

Jury Duty

Upon receiving a summons to serve on jury duty, the employee should present a copy of the Jury Summons to the supervisor as soon as possible. Employees must report to work when the jury is not meeting, as time and circumstances warrant. In all cases, employees must regularly keep their supervisors informed of their status.

Employees will be paid their regular scheduled wages while serving jury duty and may be required to remand any jury pay or benefits to the library upon the completion of service.

Voting

HCPL encourages employees to exercise their individual right to vote by participating in elections. Employees are encouraged to take advantage of advance voting. On election days, most employees should be able to vote either before or after their regular work schedule. An employee may be eligible to receive up to two hours of Civil Leave for the purpose of voting in an election if the employee (a) is a registered voter and (b) does not have sufficient time outside regular working hours within which to vote.

HCPL Related Court Appearances

HCPL employees who are subpoenaed or ordered to appear before a court, public body or commission in connection with Library business may be granted civil leave with pay for such period as required by the court.

H-13 Administrative Leave Benefits

HCPL may grant administrative leave with pay for an absence involving an administrative decision for a situation for which other leaves do not apply.

Examples of situations that may warrant administrative leave include but are not limited to:

- Investigation into possible wrongdoing, misconduct, or violation of law.
- Pending results of a test, examination, drug screening, or other assessment relating to employee's ability to perform essential functions of the job.
- Removal of an employee from the work environment for administrative reasons.

The employee(s) will be paid his or her normal rate of pay for the duration of the leave. Time designated as administrative leave will not be charged to the employee's paid leave. Administrative leave time does not count as hours worked for the purpose of determining overtime.

An employee on administrative leave is expected to be in a work-ready status at all times during his or her regular scheduled time and must be able to report to work with short notice.

SECTION I: OTHER TYPES OF LEAVE

I-1 Furlough Leave

A furlough is a voluntary or involuntary temporary, unpaid leave of absence from employment. While a leave without pay is not a normal practice, HCPL may choose to implement voluntary or involuntary furloughs due to economic conditions or for other operational reasons.

- Involuntary furloughs involve employees being required to take a day off without pay. HCPL may choose to close on a day of involuntary furlough, or may designate a holiday to be an unpaid furlough day.
- Voluntary furloughs are only available during timeframes specified by HCPL and are not allowed outside of such timeframes. Voluntary furloughs should not be confused with “leave without pay,” which is not available to employees, except if approved pursuant to the applicable leave policies set forth in this Manual.

Because the purpose of a furlough is to reduce the employer’s operating costs, employees will receive no compensation and cannot use any paid leave benefits during a furlough. However, each employee’s paid leave benefits would continue to accrue as if the employee were on paid status, and there would be no break in service. HCPL would continue to pay its share of any benefit costs, and payroll deductions would continue to be made to cover the employee portion of applicable benefits. Since a furlough results in employees working less than their normally scheduled hours, employees should be aware that a furlough could negatively impact their eligibility for certain benefits.

The placement of an employee on involuntary furlough does not constitute grounds for complaint or appeal.

When an exempt employee takes an involuntary day of furlough, the employee is considered non-exempt for the week, and should not perform work on the furlough date.

I-2 Military Leave

HCPL shall comply with the applicable State of Georgia law (O.C.G.A. 38-2-279) and federal law for public employees. Any employee who is called up to active duty in any branch of the military service of the United States will be allowed leaves of absence and maintenance of rights and benefits consistent with state and federal law upon presentation of orders pursuant to such active duty.

SECTION J: OTHER EMPLOYMENT ISSUES

J-1 Dress Code

Staff is expected to present a clean, neat appearance. Clothing should be practical and professional for the duties assigned. All employees will wear the library-provided name tags while on the job. The Branch Managers and/or the Director have the final authority on appropriate appearance. Fragrances, if used, must be mild; patrons and other employees may be allergic or sensitive to perfumes, colognes, or other fragrant products.

Since all HCPL employees may encounter the public on any given workday, all employees are expected to follow this dress code. The dress code applies to all on-site and off-site functions at which the individual is representing HCPL.

J-2 Library Privileges and Responsibilities

Staff Borrowing

Library employees are encouraged to use the library. As an employee benefit for active staff members, each employee's library card will be assigned "staff" status and library fines for overdue materials may be waived. Staff privileges expire when the employee separates from HCPL employment.

Each employee holds a position of trust as a steward of the library's resources. Not only are employees expected to follow the same rules and regulations that apply to library patrons, but they are held to a higher standard because of their level of access to library materials, funds and automated systems.

Abuse of Staff Privileges

It is unacceptable for staff members to give themselves (or family members or friends) privileges that other patrons do not have, particularly when their actions prevent other patrons from having access to materials. Staff "perks" are limited to exemption from fines. Staff members are not exempt from adhering to renewal limits or paying for lost or damaged items.

If an employee abuses his or her staff borrowing privileges, inappropriately uses his or her access to library materials, or manipulates the library's automated system for personal benefit, the employee's staff privileges will be revoked. The library card will revert to "patron" status.

J-3 Staff Development and Training

The Library believes that staff participation in continuing education and professional organizations will benefit each individual professionally as well as benefiting the Library. To this end, staff members are expected to participate in job-related training opportunities and in activities of professional organizations as library duties and funding permit.

With approval of the supervisor and the Library Director, a limited amount of time and funding may be allowed for training, professional activities, library conferences and workshops or other events, based on job relevance and the cost of the event.

Required job training will take precedence over other staff development opportunities. To maximize the value of the Library's training funds, employees who attend conferences and training events are asked to share the information acquired at the event with their supervisor and other staff members.

Employees who are interested in attending a specific conference or workshop, or feel that they could benefit from a specific training opportunity, should discuss the situation with their supervisor.

Continuing Education for Librarians

Employees who are professional librarians are required to maintain records of their continuing education. Each librarian is personally responsible for being aware of the rules of the State Board for the Certification of Librarians in terms of educational requirements and for maintenance of records required to maintain his or her individual librarian certification.

J-4 Authorized Drivers and Use of Library Vehicle

The Library has established guidelines to authorize employees to operate a vehicle in connection with their Library responsibilities. These guidelines apply to any HCPL employee who drives an HCPL vehicle, as well as any HCPL employees who drive their personal vehicles in the course of their employment.

License and Motor Vehicle

All employees who drive a HCPL vehicle or who drive a personal vehicle in the course of their employment must possess and maintain a valid Georgia Driver's License for the class of vehicle being driven.

Driver Responsibilities

All employees who drive a HCPL vehicle or who drive a personal vehicle while acting within the scope of their HCPL duties must adhere to the following responsibilities:

1. Immediately report any change in the status of the employee's driver's license.
2. Know and obey all traffic laws of the State of Georgia (and any jurisdiction in which the vehicle is being operated).
3. Practice safe and courteous driving at all times and avoid traffic accidents.
4. Wear safety belts when the vehicle is being driven, and ensure that all passengers are wearing safety belts when the vehicle is being driven.
5. While operating a vehicle, do not use cell phones (or similar devices) and do not read or send text or email messages.
6. Never drive while intoxicated or under the influence of controlled or illegal substances.
7. Immediately report any traffic citation received for any driving offense. Accept legal responsibility for citations, violations, and fines resulting from actions of the driver (to include promptly paying any speeding and illegal parking tickets).
8. Immediately report any accident or incident that involves a HCPL vehicle or that occurs when the employee is operating a personal vehicle while conducting HCPL business.
9. Report any vehicle damage or operational problems immediately; keep vehicle clean and neat.
10. Ensure that HCPL vehicles are used only for authorized purposes.
11. Leave HCPL vehicles on site at assigned location.
12. Never use (or allow use of) any form of tobacco inside a HCPL vehicle, whether by driver or passengers.
13. Employees shall not transport non-Library personnel and/or affiliates in personal vehicles while conducting official Library business unless prior approval has been obtained from the Director.

Any employee who violates any of the responsibilities or requirements described herein will lose the right to operate a HCPL vehicle or to operate a personal vehicle to conduct HCPL business and will be subject to appropriate disciplinary action, up to and including termination.

Personal Vehicle

By opting to use their personal vehicle, the employee affirms their knowledge of this policy and that they have adequate personal vehicle insurance coverage (meets state insurance requirements) and an unrestricted driver's license. An HCPL driver's personal vehicle insurance is primary coverage when driving their personal vehicle. The employee may be held personally liable for injuries or damages to property. The Library's vehicle insurance coverage may provide excess coverage. Payment of the deductible portion of the employee's personal insurance will be determined based on the factors of the accident and is at the discretion of the Library.

Approved employees who use a personal vehicle for authorized HCPL business may be reimbursed for mileage at current rates established by the State of Georgia. Mileage for the normal commute between home and the assigned work location does not qualify for reimbursement.

J-5 Smoke Free Workplace Policy

Houston County Public Library complies with the Georgia Smoke Free Air Act of 2005. All library buildings and library vehicles are designated as smoke-free and tobacco-free areas. In addition, neither smoking nor tobacco use is permitted within 50 feet of any library entrance or exit, on loading docks, in courtyards or on library grounds. This policy applies to the use of any tobacco product, including smokeless tobacco and e-cigarettes, and applies to both employees and visitors of the library.

HCPL understands that tobacco is a legal product and further recognizes that, as an employer, HCPL may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment. The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers.

J-6 Inclement Weather and Emergency Closings

In general, HCPL will follow the closing decisions of Houston County offices. HCPL makes every effort to maintain regular operating hours. However, when situations such as inclement weather, utility disruptions or other emergency conditions require the library to close during regular hours, the guidelines discussed below will apply. (Note: For purposes of this section, reference to “open” and “closed” status means the times the employees are expected to arrive at work or leave work, not the times the library will open or close to the public.)

Communication of Open/Closed Status

A decision to close one library branch or work site does not necessarily mean that another site will be closed. An established procedure will be followed (such as use of a call tree) for communication of the opening/closing status. Employees should become familiar with the proper procedure to learn the status of their assigned location, and should keep their supervisor informed as to their status and ability to get to work.

Essential Staff Reporting

Any employee designated in advance as essential to dealing with emergency situations is expected to be prepared to report to work as assigned. Other employees may also be called to work for an emergency situation, even if not designated in advance.

Reporting to Work

If a library site is officially closed, employees should not report to work. If a site opens late, employees who were scheduled to be at work at the time of the late opening are expected to report to work at that time. If a site closes early, employees who were working at the early closure time will be sent home, and employees scheduled to start a shift after the closing time should not report to work.

BE SAFE! HCPL values the safety of its staff and does not advise employees to take unwarranted risks when traveling to work during inclement weather. Road conditions can vary from one area to another, and employees must make individual

decisions about their ability to safely travel. Any employee who does not feel he or she can safely get to work should notify his or her supervisor as soon as possible.

Compensation and Reporting

HCPL will compensate employees for hours they were scheduled to work during the period of closure (to be reported as administrative leave). When the work site is open, employees who do not work their scheduled hours must use annual leave. Employees who were on a pre-arranged absence (e.g. scheduled day off, sick, vacation, leave of absence, etc.) when a closure occurs will not be affected by the closure and the absence will be charged as originally planned.

J-7 Communication and Information

Successful communication is key to the success of each employee, as well as to that of the Library as a whole. Employees are responsible for checking their mailbox, email, and voicemail (if applicable) on a regular basis. Depending on the subject and level of urgency, all of these methods will be used to communicate important information. Employees can also expect to receive information verbally from supervisors and other staff members. Individual departments may have additional methods of communicating procedural changes or other information. Employees should become familiar with the communication expectations for their assigned department

In most cases, communication occurs up or down the supervisory chain. Employees should keep their supervisors informed of any questions, concerns, suggestions or other issues. Supervisors should be able to advise employees of the best person to contact regarding various issues.

J-8 Travel and Reimbursement

HCPL will use state travel guidelines for reimbursement when funding is available.

J-9 Housekeeping and Office Décor

Each employee is responsible for assisting to uphold a level of professionalism in the workplace, and is requested to assist in maintain work areas. Desks, offices and immediate work areas should be kept neat and free from clutter. Any food or beverage containers in work areas should be removed each workday, and accidental spills should be cleaned immediately. Employees are also asked to assist in keeping common areas (such as break rooms, supply rooms, conference rooms, etc.) clean and orderly.

J-10 Personal Items

HCPL cannot be responsible for the safety, loss, or damage of personal belongings brought to work by an employee. Any personal item that may present a safety hazard in the workplace or that (in the opinion of management) may be considered offensive, profane, hostile, sexually aggressive, or demeaning of an individual or class of individuals is not permitted.

Further, employees should keep in mind that all Library equipment, property, and facilities (including but not limited to desks, workstations, file cabinets, lockers, computers and computer-stored information, email, voicemail, business records, vehicles or any other property or equipment owned or provided by the Library) are subject to inspection at any time and for any reason. No employee shall have any privacy interest whatsoever in any Library equipment, property or facilities.

J-11 Contact with the Media

All media inquiries regarding the Library and its operations must be referred to the Director or designee. Only the Director and/or designees are authorized to make or approve public statements pertaining to the Library or its operations. No employees are authorized to make statements on behalf of the Library, unless specifically designated by the Director.

J-12 Children and Visitors in the Workplace

The Library is unlike most workplaces in that Library facilities are open to the public. This can present a challenge when friends and relatives of employees come to the library. This section of the manual is intended to provide guidelines regarding employees' children or visitors in the Library while the employee is at work.

Children or Other Family Members at Work

In order for the Library to maintain a professional and productive work environment, employees may not bring children to work during scheduled work times. The Library workplace should not be used in lieu of childcare or adult daycare services. Parents should plan accordingly for the care of their children on days when children may be sick, during school holidays, or other occasions. Standards for "child" or "children" also apply to any person who is in the care of the employee (e.g. disabled parent, etc.).

Visitors in the Workplace

Employees should limit their personal conversations with family members or acquaintances who visit the Library. Visits are permissible, but should be infrequent and brief in order to maintain a productive work environment.

Restricted Access to Non-Public Areas of the Library

Access to non-public areas of the library is limited to current employees, approved volunteers (such as Friends of the Library volunteers) and scheduled maintenance or service workers. (For purposes of this section, non-public areas refer to areas behind the public service desk, employee workrooms, employee offices, hallways, storage areas, computer equipment rooms and break rooms.) Other persons with business-related reasons to be in these areas (such as vendors or consultants) must be accompanied by an employee at all times.

Persons visiting employees for reasons other than library business (e.g. family members and friends) may be allowed in non-public areas for brief periods of time. However, all visitors must be accompanied by an employee at all times. Employees will be held responsible for the actions of their guests and of anyone to whom they allow access. Visitors are not permitted to use staff computers or other equipment intended for staff use.

Any exceptions to this policy must be approved by the Director (for example, "Take Your Child to Work Day").

SECTION K: USE OF HCPL PROPERTY (INCLUDING TELEPHONE, INTERNET, AND ELECTRONIC PROPERTY AND EQUIPMENT)

K-1 Overview

The purpose of this section is to provide a broad overview of guidelines for the use of HCPL property, including property related to information technology.

All computers, telephones, facsimile machines, copiers, communication systems, electronic equipment, and/or any other materials, property, or equipment provided by HCPL and used in the course of employment is property that is exclusively owned, leased, borrowed and/or held by HCPL. Such property for the purposes of this Policy, shall be deemed and considered, exclusively the property of HCPL. HCPL employees should have no expectation of privacy with respect to same.

All documents, information, and data created in, stored in and/or copied to HCPL computer systems are the property of HCPL and may not be copied or in any form transmitted to any third party other than in the ordinary course of business on behalf of HCPL.

Personal cell phone use is allowed within reason.

K-2 Confidentiality, Privacy and Monitoring

HCPL has the right to access, monitor, and disclose the contents of any file or electronic message composed, sent, received, or viewed on HCPL computer systems, for any business purpose, including but not limited to investigation of potential security breaches, policy violation, or misuse of computer systems or email. Employees should be aware and understand that the use of personal email accounts to engage in HCPL business may result in those personal accounts being subject to the provisions of the Georgia Open Records Act and/or other statutes pertaining to access of government records.

K-3 Prohibited Activities

HCPL employees are strictly prohibited from using HCPL email, Internet, communication systems, computers, electronic equipment or other HCPL property to engage in the following activities (except where expressly authorized elsewhere):

1. Sending, retrieving, or storing offensive, obscene or defamatory material;
2. Engaging in illegal, fraudulent, or malicious conduct;
3. Transmitting or receiving messages containing derogatory, harassing, or inflammatory remarks about an individual's or a group's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy or related condition, physical attributes or sexual orientation;
4. Working for or on behalf of another employer, business, association, or organization, without obtaining prior supervisory approval;
5. Sending uninvited email of a personal nature;
6. Engaging in personal activities that incur additional costs to HCPL or interfere with an employee's performance;
7. Sending HCPL proprietary or confidential information and/or materials to anyone not entitled to know or receive same;
8. Monitoring or intercepting the files or electronic communications of other employees or of third parties;
9. Obtaining illegal or unauthorized access to another person's or entity's computer system;
10. Using another individual's account or identity without authorization;

11. Attempting to test, circumvent, or defeat the security or auditing systems of HCPL or any other person or organization;
12. Distributing or storing chain letters, jokes, solicitations, or offers to buy sell goods; or
13. Downloading files or programs not authorized by HCPL.

K-4 Software

To prevent software compatibility issues, licensing infractions, and security or privacy concerns (such as computer viruses being transmitted through the system), there will be no unauthorized installations of any software on library owned device.

K-5 Passwords and Access

Access to computers, email, voicemail, and select applications shall be password protected. Such passwords, access and accounts and any other types of authorization employed by HCPL are confidentially assigned to individual employees and may not be shared with others. Each employee is responsible for any access to and use of his or her assigned computer, email, voicemail and applications.

APPENDIX A – INCIDENT REPORT

DATE:

STAFF MEMBER REPORTING INCIDENT:

LOCATION:

INCIDENT:

RESOLUTION:

PHOTOS / VIDEO SCREENSHOTS (IF TAKEN)

APPENDIX B – JOB DESCRIPTIONS

Job Title: Assistant Business Admin./Local Admin. & Operations Manager

Current Employee(s): Part-time employee

Reports to: Business Manager

Supervises: Not applicable

Date of Last Revision: 2018

Position and Benefit Status: FLSA non-exempt / Pro-rated sick and vacation based on hours of average workweek.

SUMMARY: Assistant Business Administrator assists Business Manager as needed in preparation of invoices, banking transactions and other office associated tasks. Local Admin/Operations Manager is responsible for being the single point of contact for consortium-level technical information. Responsible for installing and upgrading PINES software, locally-set system settings, creating and running statistical reports, and submitted trouble tickets to the GPLS Helpdesk.

ESSENTIAL FUNCTIONS - Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

Assistant Business Administrator.

Essential duties include:

- Receives all incoming mail
- Enters deposits received into accounting system.

- Enters invoices processed into accounting system.
- Reconciles bank accounts monthly.
- Prints and distribute variety of internal documents.
- Organizes, maintains and inventories central supply closet for facilities and staff.

Local Admin/Ops Manager.

Essential duties include:

- Coordinates and monitors library social media accounts
- Monitors failed library patron email returns
- Sets up or deletes mail accounts for new or departing employees.
- Makes staff account changes as need.
- Runs and edits library statistical reports.
- Manages email server and assists staff members in managing their email accounts.
- Assists in software testing and upgrades.
- Assists with offline procedures when needed.
- Setups computers/workstations/printers.

MINIMUM REQUIREMENTS:

This position requires an Associate degree or equivalent. Experience or education in bookkeeping. Skilled in the use of computers, software, and Internet searching. Familiarity with social media posting and scheduling.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Good organizational skills; knowledge of principles, methods and practices of services in a public library; ability to establish and maintain effective working relationships with community members and staff; skilled in the use of audiovisual equipment; skilled in oral, written and interpersonal communication. Ability to learn new and emerging technologies. Knowledge of database software, Office suite applications, HTML, library automation and related software.

Job Title: Branch Manager (may also have other duties)

Current Employee(s): Full-time employee

Reports to: Director

Supervises: Branch staff

Date of Last Revision: 2018

Position and Benefit Status: FLSA exempt. Full Time/Salaried. Social Security contributions are not made on behalf of the employee, otherwise full benefits are included.

SUMMARY: Is responsible for the smooth operation of a Branch library and library services at that location. Acts as direct supervisor for all branch staff.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, Peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Plans and coordinates the operation of a branch library by carrying out library policies to provide quality library service to a diverse group of patrons of different ages, ethnicities, socio-economic and education levels.
- Performs public service to such a degree that it becomes excellent public relations for the library.
- Participates in the recruitment, hiring, orientation, training and evaluation of all branch personnel.
- Plans, directs, supervises and evaluates the work of the part-time and full-time employees; prepares work assignments; conducts training; completes employee performance appraisals; and recommends promotions and incentive increases.
- Schedules and maintains adequate staffing levels.
- Prepares annual staff performance evaluations.
- Provides accurate attendance and leave records to administration to insure proper payroll for staff.
- Makes recommendations and assists in collection development for the branch, working within assigned budget.
- Assists in developing annual goals for the branch.
- Oversees all areas of branch programming, including adults, teens, and children.
- Provides readers' advisory and reference service to patrons.
- Accounts for all branch income and provides accurate and timely records of branch finances.
- Regularly inspects building and grounds to insure that they are properly maintained.
- Keeps all necessary statistics for monthly and annual reports.
- Assists in monitoring the behavior and conduct of library patrons and library staff.
- Monitors overall security of the branch.
- Performs other duties as required, for example - coordinates Inter Library Loan Services for Houston County Public Libraries or coordinates summer reading program.
- Requires weekend and evening hours.
- Is regular and punctual in attendance.

MINIMUM REQUIREMENTS:

Undergraduate degree required; MLIS degree from an ALA accredited college or university preferred; excellent written and verbal communication skills; a knowledge of current fiction, non-fiction, and reference resources; excellent customer service skills; previous supervisory experience. Skilled in the use of computers, software and Internet searching

ADDITIONAL DESIRED QUALIFICATIONS:

Good organizational skills; knowledge of principles, methods and practices of services in a public library; Extensive knowledge of literature; ability to establish and maintain effective working relationships with community members and staff; skilled in the use of audiovisual equipment; skilled in oral, written and interpersonal communication.

Job Title: Business Manager

Current Employee(s): Full-time employee

Reports to: Director

Supervises: Assistant Business Administrator/Local Admin. & Operations Manager

Date of Last Revision: 2018

Position and Benefit Status: FLSA exempt. Full Time/Salaried. Social Security contributions are not made on behalf of the employee, otherwise full benefits are included.

SUMMARY: This position is responsible for maintaining detailed and accurate financial records, processing payroll, accounts payable, and accounts receivable for the library system. Administratively manages health and life insurance programs, employee benefits, employee records, financial and business operations of HCPLS, supply and maintenance orders and requests.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Prepares and completes payroll process using accounting software
- Prepares and maintains financial records including (but is not limited to) any business transactions, orders, payments, budget account activity for the Library.
- Prepares and maintains personnel records, including new employee packages.

- Prepares monthly and annual financial reports for Library Director and Library Board.
- Compiles and participates in Annual Audit.
- Provides accurate attendance and leave records.
- Coordinates and approves schedules submitted by Branch Managers.
- Maintains financial records according to the state's record retention schedules.
- Has a working knowledge of library circulation software.
- Has comprehensive knowledge of Houston County Public Library System policies and procedures.
- Adheres to and upholds Houston County Public Libraries policies and procedures
- Promotes a positive image of Houston County Public Library System at all times.
- Performs other duties as assigned by the Library Director.

MINIMUM REQUIREMENTS:

This position requires an Associate Degree or equivalent. Experience or education in bookkeeping/accounting. Skilled in the use of computers, software and Internet searching.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Good organizational skills; knowledge of principles, methods and practices of services in a public library; ability to establish and maintain effective working relationships with community members and staff; skilled in the use of audiovisual equipment; skilled in oral, written and interpersonal communication.

Job Title: Circulation Assistant

Current Employee(s): Part-time employees except as defined elsewhere.

Reports to: Branch Manager / Circulation supervisor

Supervises: Not applicable

Date of Last Revision: 2018

Position and Benefit Status: FLSA non-exempt / Pro-rated sick and vacation based on hours of average workweek.

SUMMARY: Duties related to providing customer service and other assistance to patrons as related to library circulation desk.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

Smiles at patrons in all interactions.

- Serves as primary public contact for all circulation related functions.
- Exhibits excellent customer relationships with patrons and fellow employees. Show politeness, compassion and respect in all transactions.
- Gains an advanced understanding of the library circulation system.

- Checks library materials in and out; registers patrons for new cards; renews library materials in person and over the telephone.
- Handles money with cash register and credit cards for fines and fees.
- Gives basic assistance with library's online catalog and other library computers and software.
- Assists patrons with photocopiers and faxing services.
- Shelves various types of library materials and keeping those on shelves in order and accessible.
- Interpret library rules, policies, and procedures as needed for staff and library patrons.
- Effectively communicates with other staff.
- Has awareness of new titles so that they can be recommended to patrons.

Other duties could include, but are not limited to:

Assisting with collection management. Contributing to the development of children's programs, tours, storytelling, and other programs for various populations. Planning and preparing exhibits and regular displays. Preparing promotional material for programs. Assisting children, young adults, teachers, parents and other patrons with finding information, including the use of computer resources and special collections. Maintaining webpages, social media and other informational sources. Other duties as required by supervisor.

Requires weekend and evening hours.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent. Keyboarding experience. Ability to establish and maintain effective and courteous working relationships with library users and staff; skilled in oral, written and interpersonal communication; self-motivated and able to stay on task; consistent attendance and punctuality.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Skilled in the use of computers, software and Internet searching; knowledge of principles, methods and practices of services in a public library; detail-oriented; knowledge of literature and genres.

Job Title: Circulation Supervisor

Current Employee(s): Full-time employee

Reports to: Branch Manager

Supervises: Circulation staff

Date of Last Revision: 2018

Position and Benefit Status: FLSA exempt / full benefits / Social Security contributions are not made on behalf of the employee.

SUMMARY: Responsible for the smooth circulation operations of a Branch library. Acts as person in charge in absence of Branch Manager.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Serves as primary public contact for all circulation related functions.
- Performs public service to such a degree that it becomes excellent public relations for the library.
- Supervises and assigns duties to circulation staff.
- Aids in training of new circulation staff.
- Uses and has advanced understanding of automated library circulation system and keeps abreast of all changes.

- Fields informational and directional questions and solves problems or refers to others in the library system when appropriate. Works with other libraries as needed.
- Assists with opening and closing the library.
- Communicates with staff effectively.
- Assists with other special projects as assigned by Branch Manager.
- Regular and punctual attendance.
- Requires weekend and evening hours.
- Other duties as required.

MINIMUM REQUIREMENTS:

High school diploma or general education degree (GED). Excellent customer service skills; previous supervisory experience; excellent written and verbal communication skills; a knowledge of current fiction, non-fiction and reference resources; skilled in the use of computers, software and Internet searching.

ADDITIONAL DESIRED QUALIFICATIONS:

College degree preferred. Good organizational skills; knowledge of principles, methods and practices of services in a public library; knowledge of literature; ability to establish and maintain effective working relationships with community members and staff; skilled in the use of audiovisual equipment

Job Title: Courier / Maintenance

Current Employee(s): Full-time employees

Reports to: Head of Technical Services

Supervises: Not applicable

Date of Last Revision: 2018

Position and Benefit Status: FLSA non-exempt / full benefits except for Retirement. Does have Social Security contribution.

SUMMARY:

Courier - Provides delivery of library materials and other supplies on a daily basis using library supplied vehicle among the three library branches, along with other courier duties (bank bags, supply runs, etc. as needed).

Maintenance -Provides cleaning at two of the branches and light general maintenance at all three branches.

ESSENTIAL FUNCTIONS: Drives library vehicle and maintain current, valid Driver’s license in good standing. Lifts and transports bins weighing up to fifty (50) pounds in and out of vehicle and in and out of library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing or sitting for lengthy periods of time. The employee must be able regularly to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Driving a vehicle is a daily requirement which can include driving in heavy traffic. This position will frequently work in an outdoor environment - sometimes in inclement weather. Employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES – COURIER:

- Loads and unloads the truck to deliver library materials among the branches.
- Delivers supplies to branches.
- Follows route and time schedule for deliveries.
- Delivers deposits to banks and picks up and returns bank bags to branches.
- Maintains inventory of cleaning supplies and paper products for the three branch libraries and communicates with supervisor and/or Business Manager about supply needs or concerns.
- Operates and maintains the library vehicle which includes care and operation of vehicle, checking and filling of oil, gas, water and tires.

ESSENTIAL DUTIES – MAINTENANCE:

- Performs general cleaning duties including sweeping, mopping, window cleaning, cleaning of restrooms, emptying trash cans, cleaning other furniture and equipment at Perry and Nola Brantley branches.
- Performs light building maintenance.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent. Current, valid drivers' license. Ability to establish and maintain effective and courteous working relationships with staff; self-motivated and able to stay on task; consistent attendance and punctuality.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Maintenance experience.

Job Title: Director

Current Employee(s): Full-time employee

Reports To: Houston County Library Board of Trustees

Supervises: (Direct reports) Branch Managers, Business Manager, Head of IT, Head of Technical Services

Date of Last Revision: 2018

Employment Status: FLSA exempt. Full Time/Salaried. Social Security contributions are not made on behalf of the employee, otherwise full benefits are included.

SUMMARY: Is responsible for planning, organizing, managing, administering and evaluating of all aspects of library service for Houston County and the Board of Trustees.

PHYSICAL DEMANDS. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Administers the overall library program in accordance with Board policies and within the confines of local, state and federal laws.
- Works with Local and State funding agencies to provide best possible services for library staff and patrons.
- Prepares, submits and defends budget requests and expenditures for the Board, county, state and federal sources and is responsible for executing those budgets in a prudent manner.
- Approves and oversees expenditures, assuring good fiscal management; directs library purchases, including vendor negotiations.
- Supervises staff including selecting or recommending selections, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Collects, assemble and disseminate statistical information as required for federal E-rate funding, state funding, Board of Trustees and grant opportunities Develops and implements policies, procedures, and guidelines for use of library resources.
- Oversees and approves all material selections.
- Monitors and oversees the physical condition of 3 libraries, makes recommendations for maintenance and repair.
- Plans and evaluates programs and services, identifying impact to the community, funding requirements and income solutions.
- Prepares or oversee preparation of publicity for all locations in all available formats.
- Is available for public presentations regarding library services.
- Develops long range plans and strategic plans for services, facility needs and modifications in conjunction with Library Board.
- Keeps abreast of professional trends, reads journals, participates in state and national associations and applies knowledge gained for local implementation.
- Initiates and manages all grants for library system; researches alternative sources of funding for ongoing and special projects; directs the development, administration and evaluation of grant programs.
- Other areas of responsibility may include risk management, inventory, technology management, grant writing, cataloging, etc. etc.

MINIMUM REQUIREMENTS:

Master's degree in library science from an ALA-accredited school; Librarian certification from the state of Georgia; five (5) years' experience in library administration with progressive responsibilities; proven ability to obtain and administer grants; ability to work courteously with staff and public; knowledge of employment laws; current, valid driver's license.

Job Title: Head of Information Technology/Technology Services

Current Employee(s): Full-time employee

Reports to: Director

Supervises: Support staff

Date of Last Revision: 2018

Position and Benefit Status: FLSA exempt / full benefits / Social Security contributions are not made on behalf of the employee.

SUMMARY: Head of Technology Services or I.T. is responsible for the overall installation, performance, security and maintenance of the library system’s network, computers, printers, infrastructure, website and other technology components. Coordinates and oversees building and grounds maintenance for all three locations.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. **The employee must be able regularly to lift and/or move up to 25 pounds.** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Installs, configures, troubleshoots and maintains of all types of software for use by both staff and the public.
- Maintains security of public computers through the use of hard drive protection.
- Performs software updates as needed for both staff and public computers.
- Installs, replaces and configures components, diagnose problems, and perform preventative maintenance on computer equipment and related networks and systems for both the staff and public use.
- Manages and maintains the library's internal and external networks. Works with outside entities to insure the security and integrity of the library's network connections.
- Maintains the library's webpage, troubleshooting and providing technical assistance.
- Installs and configures staff and public equipment such as printers, telephones, etc.
- Maintains an inventory of all equipment in the system.
- Monitors and maintains the library's ILS software, identifying and solving software and hardware problems.
- Researches and recommends upgrades to both hardware and software systems.
- Monitors and maintains as necessary other technologies in the libraries, such as observation system, burglar and fire alarm system, signage and phone systems.
- Maintains knowledge of all library changes in ILS, rules and procedures.
- Works with outside agencies to maintain and update system components. Make recommendations on changes to any components and over see their implementation.
- Researches and is aware of emerging technology trends as related to library functions and services.

MINIMUM QUALIFICATIONS:

B.S. in computer science or equivalent. Knowledge of computer hardware and peripherals required. Experience with computer networks in a Windows environment including servers and clouds. Experience with firewall software and email systems. Must be able to learn how to administer additional specific applications. Understanding of and utilization of IT best practices.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Ability to learn new and emerging technologies. Knowledge of database software, Office suite applications, HTML, library automation and related software.

Job Title: Head of Technical Services

Current Employee(s): Full-time employees except as defined elsewhere.

Reports to: Director

Supervises: Courier / Maintenance

Date of Last Revision: 2018

Position and Benefit Status: FLSA exempt / full benefits / Social Security contributions are not made on behalf of the employee

SUMMARY: Duties related to the planning, implementation and management of the Technical Services Department, which include ordering, cataloging and processing library materials.

ESSENTIAL FUNCTIONS - Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Plans and coordinates the operation of the Technical Services Department adhering to library cataloging policies and procedures.
- Receives and checks in all library materials and verifies that invoices are correct.
- Catalogs and classifies library materials with high degree of accuracy and consistency.
- Prepares materials to be sent to branches, e.g. covers, labels, stamps, bookplates, etc.
- Maintains and organizes cataloging supplies.
- Repairs damaged materials which includes ordering replacement parts.
- Communicates with Branch Managers and Director promptly about any acquisitions or cataloging issues.
- Deletes items from library circulation system and national databases.

MINIMUM REQUIREMENTS:

Undergraduate degree with library courses in cataloging and classification preferred. Experience in public service or technical service required as well as knowledge of library materials in broad subject areas. Some knowledge of book repair and word processing. Ability to establish and maintain effective working relationships with others. Skilled in the use of computers, software and Internet searching

ADDITIONAL DESIRABLE QUALIFICATIONS:

Good organizational skills; knowledge of principles, methods and practices of services in a public library; detail-oriented; ability to establish and maintain effective working relationships with and staff; skilled in the use of audiovisual equipment.

Job Title: Transits Coordinator

Current Employee(s): Part-time employees

Reports to: Head of Information Technology

Supervises: Not applicable

Date of Last Revision: 2018

Position and Benefit Status: FLSA non-exempt / Pro-rated sick and vacation based on hours of average workweek.

SUMMARY: Transits Coordinator is responsible for coordinating the delivery and distribution of library materials through the state and local library courier (STAT).

ESSENTIAL FUNCTIONS - Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

Transits Coordinator.

Essential duties include:

- Sorts and packages library materials for distribution to local branches or other libraries.
- Ensures that material bound for other libraries are sufficiently packaged for travel.

MINIMUM REQUIREMENTS:

This position requires a GED or equivalent.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Good organizational skills; knowledge of principles, methods and practices of services in a public library; ability to establish and maintain effective working relationships with community members and staff; ability to work self-sufficiently with minimal oversight.

Job Title: Youth Specialist

Current Employee(s): Full-time employees

Reports to: Branch Manager

Supervises: Circulation staff when acting as person in charge of building

Date of Last Revision: 2018

Position and Benefit Status: FLSA exempt. Full Time/Salaried. Social Security contributions are not made on behalf of the employee, otherwise full benefits are included.

SUMMARY: Plans, coordinates and implements a dynamic program of library services to children and teens, birth to age 17.

ESSENTIAL FUNCTIONS: Work is performed primarily in a library environment while standing at a counter for extended periods of time or sitting at a desk using a computer.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel or use a computer keyboard; and talk or hear including the use of a telephone; and hear with background noise. The employee frequently is required to stand; walk; reach with hands and arms; and stoop, or kneel, sometimes standing for lengthy periods of time. The employee must be able regularly to lift and/or move up to 25 pounds and push a fully-loaded book cart weighing up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually moderate with frequent occasions of multiple conversations in process. While working in a library environment, the employee may be exposed to dust, loud noises, vibrations, fumes and odors, communicable diseases, wetness/humidity, darkness or variable lighting.

ESSENTIAL DUTIES:

- Plans and presents literacy and literature based, age-appropriate programs for the public, specifically ages birth to 17, including the Summer Reading Program.
- Provides readers advisory services for children and teens.
- Answers reference questions for children and teens.
- Instructs patrons on the use of library resources.
- Is responsible for collection development in the children's libraries.
- Promotes the library by offering tours and activities for groups on a regular basis and as resources allow.
- Promotes the library by speaking and presenting programs to outside groups.
- Assists in keeping the Department neat, organized, and inviting using displays, bulletin boards etc.
- Designs program flyers and other promotional material.
- Works at circulation as needed.
- Acts as person in charge when Branch Manager and Circulation Supervisor are absent.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree (GED). [College degree in associated field preferred]. Knowledge of children and teen literature, reading programs and activities. Ability to be creative, imaginative and resourceful when planning and presenting programs. Ability to read aloud with expression and enthusiasm. Skilled in oral, written and interpersonal communication. Self-motivated and able to stay on task. Consistent attendance and punctuality.

ADDITIONAL DESIRABLE QUALIFICATIONS:

Previous library experience. Experience working with children's programming. Excellent customer service skills. Familiarity with automated library systems. Keyboarding skills.