

Kansas City Metropolitan Library & Information Network

Personnel Manual

I. PERSONNEL POLICIES

Personnel policies are presented to provide information about the job, working conditions, benefits and policies. The contents are presented as a matter of information only, and should not be construed as creating any contractual rights or as guaranteeing any employee continued employment. All employees are employed at the will of the Kansas City Metropolitan Library & Information Network (KCMLIN); either party can terminate employment at any time and for whatever reason.

A. APPOINTMENT:

1. PROBATION:

All employees are hired on a probationary basis for 6 months, and a formal evaluation is done at the end of the probationary period. The Director provides performance feedback on a regular basis throughout the probationary period. Any employee assuming a new or different position will be placed on a 6-month probation.

2. WORK SCHEDULE:

The workweek consists of 40 hours per week for full-time employees. The work schedules are posted in the KCMLIN office and modified as necessary. Flexible schedules are used to accommodate courier delivery service, workshops and other events. Overtime is not expected, required or remunerated except in emergency situations, and only upon approval of the Director or the Executive Committee. A staff member may not work more than 40 hours per week without the Director's prior approval. All work must be done at the employee's designated work location. This is either the KCMLIN office, workshop locations or courier delivery vans.

Part-time employees work the number of hours per week designated for their positions by the Director. Four (4) hours shall constitute a day's work for half-time employees.

3. SALARY INCREMENT

All employees hired after December 31 will not receive a salary raise increment, i.e., only employees hired between July 1 and December 31 will receive a salary raise increment the next fiscal year.

B. LEAVE REGULATIONS

1. ANNUAL LEAVE:

Annual leave is paid vacation and personal business leave allowance. Annual leave shall be taken at the convenience of the network and must be approved in advance by the supervisor.

a. Utilization of annual leave is restricted to employees successfully completing six (6) months of paid service with the network.

b. Staff members may not take unearned annual leave and “work it off” during the remainder of the year. Total amount of annual leave carried over on June 30 may not exceed one and one half times that which can be earned in the previous fiscal year unless approved by the Director of Board.

c. Permanent part-time positions that work a minimum of 20 hours per week will accumulate annual leave of 40 hours yearly. This 40-hour block of time will be credited to the employee on a prorated monthly basis after one year of employment.

d. After thirty (30) calendar days on the payroll, each full-time employee will accrue annual leave according to the following schedule:

e. Annual Leave Table

<u>Years of Employment</u>	<u>Monthly</u>	<u>Yearly</u>
Full-Time Staff		
0 – 2	6.7	80 hours
3 - 5	10.0	120 hours
6 +	13.3	160 hours
Director		
0 – 2	13.3	160 hours
3 – 5	16.6	200 hours
6 +	20.0	240 hours

f. Annual leave shall be taken at the discretion of the Director and advance annual leave shall not be granted. Annual leave shall be requested at least two weeks in advance except in emergency situations.

g. Staff members terminating will be paid unused annual leave if employed as a salaried employee for a minimum of six (6) months.

Annual leave may not be used during required notice of termination [two (2) weeks/four (4) weeks]. Example: Employee is required to give two (2) weeks notice. Annual leave may not be used during the two (2) week period.

h. Any excused absence less than one (1) hour may be made up on the approval of the Director. The minimum unit of annual leave to be deducted from the time card will be one half hour.

i. Supervisors may permit an occasional and satisfactorily explained lateness which may be made up within the schedule of the department. However, unexcused deviations from schedules shall be charged as annual leave. In instances of repeated unexcused lateness or other deviations from schedule, the unit supervisor may charge an hour or more to the staff member's annual leave balance, may secure a salary deduction for the deviation, or may take other action as the Director or designated representative deems necessary. Employees reporting to work ten (10), fifteen (15), twenty (20), etc. minutes late, without prior approval from supervisor, shall be charged a minimum of one-half (1/2) hour annual leave.

Accrued leave will be credited at the end of month earned. Accrued leave cannot be taken before it is credited.

j. If an employee becomes ill during annual leave, the hours ill may be deducted from sick leave rather than annual leave, at the discretion of the supervisor.

k. Holidays, which fall in the period covered by this annual leave, serve to extend the period.

2. SICK LEAVE:

Sick leave is a paid allowance to be used only for the personal illness or medical disability of the staff member, spouse, parent or child, or when approved in advance by the supervisor to meet such personal medical, dental, or similar appointments as cannot be scheduled except during operating hours.

a. Employee may use accumulated sick leave credits to care for a spouse, parent, or child.

b. Sick leave credit on a staff member's Time Sheet at the first of a month and any earned in that month may be used to cover the appropriate absences in the month. Director or supervisor must approve any sick leave.

Employee must be on payroll twelve (12) working days in a calendar month (8 hours constitutes a day for full-time employees and a minimum of 4 hours for part time employees) without lost time before accruing annual leave or sick leave.

Accrued leave will be credited at the end of the month earned.
Accrued leave cannot be taken before it is credited.

c. The basic sick leave allowance is 8 hours for each month of full-time paid service or a total of 12 work days per year.

A maximum of nine hundred sixty (960) hours (one hundred twenty (120) eight-hour work days) of sick leave credit may be accumulated by full-time staff. After maximum is reached, no additional sick leave credits may be earned by the staff members except to the extent of restoring credits used. Credits may be restored monthly as earned. The minimum unit of sick leave to be deducted off the time cards is one-half (1/2) hour.

e. Except in instances of emergency, a staff member is expected to report absence from work prior to the beginning work schedule for that day. Such a report should be made by the staff member (or in cases of serious illness, by a member of employee's family household or employee's physician) by telephone to the staff member's supervisor. If the supervisor cannot be reached by telephone, the report should be made to the supervisor by leaving a phone message and/or an email message.

f. Employee absent from work (five (5) working days) due to injury, either job related or non-job related, will be required to update KCMLIN with a weekly written report from attending physician as to progress and expected date of return. Upon return from injury or extended sick leave (five (5) working days) employee must have a physician's statement indicating ability to return to regular duties. Employees returning to work other than regular schedule, i.e., fewer hours, or other than regular duties, must have work schedule approved by the Director or designated representative.

g. Sick Leave Table

Weekly Work Schedule	Annual Rate	Monthly Credit
40 hours	96 hours	8 hours

h. At such time an employee uses all leave time and is no longer on the payroll, the employee shall not accumulate annual leave, sick leave, or other fringe benefits.

- i. Upon retirement or termination from KCMLIN, and if employed a minimum of 15 years as a salaried employee, employee will be reimbursed for all accumulated sick leave at fifty percent (50%) of current pay rate.
- j. If an employee's employment is terminated by KCMLIN through disciplinary action or for poor performance, no accumulated sick leave shall be reimbursed.

3. HOLIDAYS AND PERSONAL DAYS:

Special holidays with pay and personal days shall include:

- New Year's Day – January 1st
- Dr. Martin Luther King Day – 3rd Monday in January
- President's Day – 3rd Monday in February
- Memorial Day – last Monday in May
- Independence Day – July 4
- Labor Day – 1st Monday in September
- Thanksgiving Days – 4th Thursday and Friday in November
- Christmas Eve Day – December 24
- Christmas Day – December 25
- New Year's Eve Day – December 31
- Personal Day = 1 day at employees discretion

a. Holiday schedules are in effect on each of the above days and required work hours are reduced for the week in which holidays fall. Staff members on unpaid leave and those paid on hourly or contractual basis are not eligible.

b. Holiday observance

If a holiday falls on Sunday, the Monday immediately following will be the holiday. If a holiday falls on an individual's regular day off, they will receive a day off later in lieu of the holiday. Should a holiday fall on the weekend and not be officially celebrated on another day, each eligible staff member's hours of required work hours in the week before or after the holiday will be reduced so they may have extra time off in one of the two weeks, or as permitted by the unit's work schedule.

Employee must be on payroll the day before and the day after holidays to receive pay. (The day before and the day after must be eight (8) hour days for full-time employees.)

Holidays must be taken as a full day (eight (8) hours for full-time employees.)

Only full-time employees are eligible for holiday pay.

d. Personal Day – Employees will be given one (1) personal day per year which will be placed on time card as “other paid time.” Personal Day must be used within the fiscal year and must be taken as a full day. New employees must be on the payroll six (6) months before being eligible to use the personal day benefit.

Employee must be on payroll the day before and the day after Personal Day to receive pay. The day before and the day after must be eight hour days.

4. LEAVE WITH PAY

The following absences may be excused at the discretion of the Director or designated representative without charge to annual or sick leave credits upon submittal of evidence satisfactory to the Director or designated representative. Such evidence may be a memorandum to the Director or designated representative from the staff member. The reason for absence is to be specified on the Time Sheet and the period of absence recorded as “other paid time.”

a. Death in the immediate family – absence not to exceed three (3) work days will be granted to attend the funeral of a salaried full time staff member’s spouse, natural, foster, or step parent, brother, sister, parent-in-law, child, daughter-in-law, son-in-law, grandparent, grandchild, or a relative residing in the staff member’s household. One (1) work day may be excused to attend the funeral of a full time salaried staff member’s aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. Employee must be on the payroll the day before and the day after funeral leave to receive pay. (The day before and the day after must be eight (8) hour days for full time employees.)

Time off is recorded as “other paid time.”

b. Civil leave: Employees who are required to serve on juries or as witnesses in court, other than for personal affairs, are allowed leave with pay provided the employee deposits the monies received for such duty with KCMLIN.

c. Reimbursement by the court, kept by the employee, will require the employee to count such time as annual leave.

Time off is recorded as “other paid time.”

d. Reserve Units: Leave of absence with pay up to thirty-one (31) days a year and without a reduction of time credit will be granted members of reserve units which require annual training periods. Regular drills or meetings of military reserve units not involving encampment or the like shall be indicated well in advance and the staff member’s supervisor advised so the work schedule can be adjusted so

that absence from library duties can be avoided. When schedules cannot be rearranged, absence for the purpose of regular drills and meetings will result in a charge to annual leave credits or a salary deduction for lost time.

e. Patriotic leave:

“Time off to vote with pay will be given to all eligible full time salaried employees to vote in elections, as defined by section 115.639 of the Missouri Revised Statutes”.

Time off is recorded as “other paid time.”

f. Miscellaneous Closings – only full time salaried employees working and/or scheduled to work will receive “other paid time” for closings due to weather, civil disorders, building conditions, etc. Employees on annual or sick leave do not receive “other paid time” for miscellaneous closings. Unless there is an official closing made by the Director, all employees are expected to report to work. The Director may designate a “late start” time. Full time salaried employees may take personal leave or sick leave if they are unable to work as required.

Time off is recorded as “other paid time.”

g. All employees are encouraged to pursue personal professional development by availing themselves of the benefits derived from attending professional library-related conferences and workshops. The Executive Board approves attendance at these meetings.

5. Leave Without Pay – leave without pay for a period of up to six (6) months may be granted with approval of the Director or designated representative who will consider not only the reason for leave, but also the length and character of staff member’s service, as well as extent and manner of staff member’s use of annual leave and sick leave allowances. Extension of such leave may be granted for up to six (6) months subject to the same approvals, providing written application for the extension stating reason is submitted to Director or designated representative at least two (2) weeks before expiration of initial period of leave.

Leave without pay will not be approved when staff member has available credits for an appropriate leave with pay. For example, staff member must exhaust sick leave and annual leave credits before being eligible for leave without pay for reasons of illness and disability.

a. Family and Medical Leave – see Section 6.

b. A staff member may be granted leave without pay for education or research, for travel, because of personal illness, or for any other purpose deemed by the Director or designated representative to be in the interest of the Library.

c. Military Leave – The law provides that “Inductees and enlistees who serve on active duty as distinguished from training duty, for not more than four (4) years, are entitled to re-employment if they apply within ninety (90) days after discharge. Those hospitalized have a period of one (1) year after discharge to be re-employed.”

Veterans returning to KCMLIN will be given position in the same grade held on leaving to enter the service with credits for increments earned within the grade.

6. American’s With Disabilities and Family Medical Leave Act

KCMLIN is not covered under these acts. The network will however attempt to assist an employee with particular needs that require physical accommodations or limits on work duty when a physician's statement is presented to verify the condition and the accommodation does not pose an undue burden on the network. An employee may use vacation leave and sick leave as outlined in policy for family medical leave.

7. Lost Time – Time off other than annual leave and sick leave shall be recorded as lost time and deducted first from overtime and then annual leave. The lost time shall be deducted from employee’s salary if credits are not available to cover this time off. Employees may not have a salary deduct if they have leave credits.

Lost time is considered a serious offense and may result in termination. Any anticipated lost time must have prior approval in writing from the Director or designated representatives.

8. Overtime – The U.S. Department of Labor’s regulations provide that public agencies can give employees compensatory time off in lieu of monetary overtime compensation. However, the compensatory time must be earned at the rate of at least one and one-half (1 ½) hours for each hour of overtime. Public employees can accrue up to two hundred forty (24) hours of compensatory time.

KCMLIN does not anticipate or expect employees to work overtime. Flex hours during a forty hour work week should never exceed 40 hours.

Employee must have prior permission from immediate supervisor to work overtime.

9. Other

a. Honorarium – Employees who speak or serve representing KCMLIN for another organization will be allowed leave with pay provided the employee deposits honorariums received for such duties with the library. If the honorarium is kept by the employee, annual leave must be taken to cover the time off.

Employees who serve as a consultant shall not do so on KCMLIN time. Annual leave must be taken.

b. Breaks -

Each employee shall be allowed one (1) fifteen (15) minute break per four (4) hour work period. Breaks cannot be taken consecutively or be used to take off early, i.e., an employee who works from 8:00 – 4:30 may not take off at 4:00 if they have not taken breaks during the day. An employee may not take a thirty (30) minute break in the afternoon because of failure to take a morning break.

All employees working eight (8) hours are required to take a one-half ½ hour break for lunch. Due to the nature of the courier delivery service and the workshop service performed by KCMLIN, this ½ hour can be taken anytime during the work day to fit into the service of KCMLIN members.

10. Welfare and Economic Security

a. Retirement Plan

In addition to Federal Social Security, the Kansas City Metropolitan Library & Information Network offers a retirement program for full-time employees through TIAA-CREF. Employees may join this program after completion of their probationary period. The KCMLIN Officers will make a recommendation of the percentage match annually through the budget proposal to the KCMLIN Council and membership.

b. Health and Dental Insurance

KCMLIN does not offer health or dental insurance coverage. At the discretion of the KCMLIN board, full-time employees may be offered a health insurance stipend as a condition of employment.

c. Life and Disability Insurance – KCMLIN provides life and disability insurance to all full-time salaried employees

d. Accidents

All accidents, whether to staff or public, should be reported at once on an Incident Form to the Director.

e. Worker's Compensation Insurance

KCMLIN provides Worker's Compensation to employees who are injured on the job for lost time, medical expenses, and disability.

Time off for Worker's Compensation Hearing is granted for employee receiving worker's compensation.

Time is recorded as "other paid time."

f. Bonds

The Director of the network will be bonded at the rate of \$10,000.

11. Separation From Service

a. Resignation

An employee who intends to resign must inform the Director (who informs the Executive Board President) and submit a written resignation citing a reason for resigning. Four (4) weeks' notice is the minimum required for the Director and two (2) weeks' notice is the minimum for other positions.

b. Dismissals

All employees other than the Director who have been dismissed will be given two (2) weeks' notice. The Director, if dismissed, will be given four (4) weeks' notice. Pay for, in lieu of, the notification period may be granted should the Executive Board approve it.

c. Grievances

KCMLIN attempts to provide an atmosphere in which all employees feel free to express grievances. All grievances should be made to the immediate supervisor who will attempt to make the necessary adjustment. If no solution is reached, the immediate supervisor will place the matter on the agenda of the KCMLIN Officers.

C. Sexual Harassment

It is KCMLIN's objective to provide a working environment free from factors inhibiting effective work, including unlawful discrimination and conduct commonly referred to as sexual harassment. Employees are encouraged to express

concerns in this regard, and KCMLIN and its Board have an open door policy to encourage employees to report incidents of inappropriate behavior.

The Equal Employment Opportunity Commission has offered the following definition of "sexual harassment" which may not be absolutely clear in evaluating everyday circumstances:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

"Sexual harassment" may characterize a wide range of behavior but it does not include occasional compliments of a socially acceptable nature or mere personal animosity or dislike between a male and a female. "Sexual harassment" refers to behavior which is inappropriate in the work place because it is unwelcome, offensive behavior which would not occur but for the sex of the person offended.

Both "sexual harassment" and accusations of "sexual harassment" are disruptive and damaging to KCMLIN and the interests of its employees and patrons. If you or a co-worker experience what you believe to be sexual harassment or other conduct disruptive or damaging to the work place, it should be reported promptly as provided below.

KCMLIN will not tolerate sexual harassment in the workplace by any supervisor, co-worker or non-employee. Allegations of sexual harassment will be impartially and carefully investigated and analyzed. The parties involved and any actual or apparent witnesses will be asked to provide information or respond to allegations. Intimidation or retaliation because of appropriate participation in an investigation will not be tolerated. Based on available information, an investigative team appointed by the KCMLIN Council, will take appropriate action with regard to the parties, prepare for appropriate follow-up, and communicate with respect to any complaints on a need-to-know basis.

If after the investigation it is determined that the harassment charge is valid, prompt attention and disciplinary action will be taken to immediately stop the harassment and prevent the recurrence. Any questions about KCMLIN's policy against sexual harassment should be directed to the KCMLIN Director.

D. Dangerous Behaviors

Under no circumstances may firearms or other weapons be carried by any KCMLIN staff member or brought onto KCMLIN property. This policy specifically applies to concealed firearms regardless of whether the person with the weapon has a permit to carry it. This policy does not prohibit law enforcement officers from bringing their weapons into a KCMLIN facility, and it does not prohibit concealed weapons left in a vehicle parked in a parking lot.

Anytime a KCMLIN staff member believes that anyone other than a law enforcement officer has brought a weapon into a KCMLIN facility, the situation should be treated as one endangering the health and safety of patrons and staff. If KCMLIN personnel believe that someone has brought a weapon into a KCMLIN facility, but have not actually seen the weapon, then a staff member should ordinarily contact the director's office immediately. If a person other than a law enforcement officer has actually displayed a weapon, whether in a KCMLIN facility or in the parking lot of a KCMLIN building, then law enforcement officials should be contacted immediately.

E. Anti-Discrimination Policy:

The Kansas City Metropolitan Library and Information Network does not discriminate in recruitment of applicants or employment practices by race, religion, color, sex, age, national origin, handicap or disability.

IV. Miscellaneous

A. Travel Expenses

Upon presentation of mileage vouchers and receipts, employed, appointed and elected representatives of the network will be reimbursed for actual expenses incurred when traveling on authorized network business out of town. The meal per diem is \$35 per day.

The meal per diem for non-overnight/partial day travel is \$5 for breakfast, \$10 for lunch, and \$20 for dinner and will be based on actual meals required based on the meeting schedule. No receipts for partial day meal expenses are required.

Mileage reimbursement is based on the official IRS rate when traveling on authorized network business.

B. Drug-Free and Smoke Free Workplace

The Kansas City Metropolitan Library and Information Network is a drug free and smoke free workplace. Employees who violate this policy are subject to disciplinary action.

C. USE OF PROPERTY

An employee who handles KCMLIN property is responsible for the care and security of such property while it is under their control. This includes all types of property including vehicles, supplies, telephones, typewriters, computers, equipment, electronic mail, and copy machines.

No one will be permitted to use for personal use from the buildings or grounds any property belonging to KCMLIN even though it may seem to be of no value without the expressed consent of the Director.

Telephone service and e-mail is provided for the purpose of conducting business. Personal use of these services should be restricted to incidental and emergency use. If an employee must use long distance service for personal use, the employee should review all long distance charges and make payment to KCMLIN for charges related to personal calls. Office supplies and stamps purchased with KCMLIN funds are not for use for private purposes including mailing of private materials.

D. Location and Access of Personnel Records:

The Director shall select a locked and secure location to maintain personnel records.

E. Attendance Reports:

An attendance report is required for every employee showing leave and other absences as they occur. Except in instances of emergency, an employee is expected to report any absence from work prior to the beginning of the work schedule for that day.

F. Payday

Employees will be paid on the last working day of the month.

G. Annual evaluations

The Executive Committee will evaluate the Director each April. Evaluations will be based on the job description, with input solicited from the full Council. The Director will evaluate staff members each April. Evaluations are not performed if staff have been employed less than six months, and are deferred until the end of the probationary period.

H. Job Descriptions

Job descriptions are provided for all KCMLIN personnel. Job descriptions are reviewed and modified as needed at the time of annual evaluations.

J. Disciplinary Action and Progressive Discipline:

KCMLIN uses a series of disciplinary procedures designed to correct an employee's unsatisfactory behavior with each step progressing to a more severe measure of discipline. The primary objectives are to promote and maintain a maximum level of acceptable behavior on the part of all staff members with the ultimate goal of providing the best possible service for KCMLIN members. (See Appendix)

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