



**PRAIRIE RIVER  
LIBRARY DISTRICT**

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# **PERSONNEL POLICY**

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Adopted November 2013, Revised May 2023

PRAIRIE-RIVER LIBRARY DISTRICT

## *Welcome*

It is our privilege to welcome you to the Prairie River Library District. We wish you every success in your new job, and we hope you quickly feel at home. This personnel policy was developed to describe the expectation from employees, and what all of our employees can expect from Prairie River Library District. We hope your experience here will be rewarding, enjoyable, and thought-provoking.

Again, Welcome!

Prairie River Library District Board of Trustees

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## ***I. Personnel Policy - Purpose***

The purpose of this Policy is to establish a safe, efficient, and cooperative working environment, to establish the responsibilities and level of performance expected of all District employees, and to explain benefits provided to District employees.

**Prairie River Library District Mission: To enrich lives and strengthen communities through universal access to information and services.**

Some helpful terms to know as your read this policy:

The District – Refers to Prairie River Library District

The Library Administrator – Director of Prairie River Library District

## ***II. Your Employment Relationship with the District***

This policy is designed to introduce you to Prairie River Library District, familiarize you with various policies, practices, and procedures currently in effect in the district, and help answer many of the questions that may arise in connection with your employment.

This policy is not a contract of employment and does not create a contract of employment. This policy does not create a contract, express, or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. Its purpose is simply to provide you with a convenient explanation of the present policies and practices of the district.

Prairie River Library District reserves the right to modify the policies, benefit offerings, and procedures, including those covered in this policy at any time, without prior notice to, or consent of District employees. Changes may be made at the sole discretion of the Board

## ***Introduction***

The policies of Prairie River Library District have been formulated to assure the highest quality service to our patrons and a safe and equitable workplace environment for staff. Prairie River Library District is an independent taxing district, as defined by Idaho Code, and as such serves as a governmental entity subject to federal and state labor laws and state district library law. The Board of Trustees serves as the governing body and has primary authority to establish terms and conditions of employment.

All selection of Prairie River Library District employees and all employment decisions, including classification, transfer, discipline, and discharge will be made without regard to race, religion, gender, age, national origin, or non-job-related disability. No job will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification.

The purpose of this manual is intended to provide a basis for mutual understanding and effective personnel management and to provide each employee with specific information as to the responsibilities and privileges of employees of the Prairie River Library District. The Board of Trustees shall review this manual at least once annually.

### **III. GENERAL POLICIES**

#### **A. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

All selection of Prairie River Library District employees and all employment decisions, including classification, transfer, discipline, and discharge, will be made without regard to race, religion, gender, age, national origin, or non-job-related disability. No job or class of jobs will be closed to any individual except where a mental or physical attribute, gender, or age is a bona fide occupational qualification. It is the policy of the Prairie River Library District to comply in all respects with the Americans with Disabilities Act. All objections to the application of Prairie River Library District's policy in this regard will be brought to the attention of the administrator's office or in the case of objection to actions undertaken by the administrator, to the board of trustees.

#### **B. THE ORGANIZATION IN WHICH YOU WORK**

Working for Prairie River Library District [the District] may be somewhat different from any employer for which you may have worked in the past. Prairie River Library District is a political subdivision of the State of Idaho, though it is not a part of the state government. The District's Board of Trustees serves as the governing body for Prairie River Library District, carrying out local legislative duties and fulfilling other obligations as provided by law. The governing board is the general policymaker for the District and as such, has primary authority to establish terms and conditions of employment with Prairie River Library District.

As with all elected public officials, the governing board is ultimately responsible to the voters of Prairie River Library District. The terms set forth herein reflect the District's policy at the time of its printing, but they are subject to change at any time, without prior notice, and at the sole discretion of the governing board.

The governing board has the authority to establish general and administrative policy for the District's employees. Each employee should recognize that although they may serve as an employee supervised by a staff member, they remain an employee of the District, not of the official who supervises their work. The terms and conditions outlined in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official's pledge, without the express action of the governing board. That is particularly true for terms or conditions which would establish a financial obligation for the District now or in the future.

**C. VETERAN'S PREFERENCE**

Prairie River Library District will give a preference to the employment of veterans of the U.S. Armed Services per provisions of Idaho Code Title 65, Chapter 5, or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference under Idaho Code § 65-503, or its successor will be employed. Under certain circumstances, the widow, widower, spouse, or parent of a veteran may also be entitled to the veteran's preference under Idaho Code § 65-503.

**D. CONFLICT OF INTEREST**

No person shall be employed by the Prairie River Library District when said employment would result in a violation of the anti-nepotism provision found in Idaho Code Section 59-701, Section 18-1359, or their successors. Any such appointment may be void.

An employee who's relative is subsequently elected may be eligible to retain his/her position as allowed in Idaho Code §18-1359(5).

**E. PREFERENCE FOR HIRING FROM WITHIN**

Qualified individuals who are already employees of the Prairie River Library District may be given preference over outside applicants to fill vacancies in the workforce. At the discretion of the Library Administrator, employees may be selected for transfer positions without following any notice and selection procedures normally required for hiring new employees.

## **IV. RECRUITMENT**

The basic purpose of personnel recruitment and selection shall be to fill existing vacancies with individuals who meet established qualifications and who appear likely to succeed in the position to which they are assigned. The process of recruitment and filling vacancies shall be at the sole discretion of the Library Administrator except as herein specified. Position openings may be posted internally prior to opening a search, however the nature of being an internal applicant will not be considered a waiver for minimum position requirements.

### **A. LIBRARY ADMINISTRATOR**

The selection of the Library Administrator(s) is the responsibility of the Library Board of Trustees.

### **B. BRANCH MANAGER**

Branch manager positions shall be filled in accordance with procedures outlined in the District's city contracts, which state:

*SIXTH: PERSONNEL. The City shall appoint a community selection committee to make recommendations to the library administrator in the process of selecting the branch manager. Actual hiring decisions shall be made by the District in accordance with Idaho Library Laws, Sec. 33-2721(2), which states:*

*"The board shall fix and pay employee salaries and compensation, classify employees, adopt personnel policies, and discipline or discharge any library director or director team member for cause. The library director or director team shall hire or oversee the hiring of all other employees based on the policies, procedures, and job descriptions created by the library board, and shall discipline and discharge any employee for cause, as necessary, according the written policies of the board."*

Should such contracts be subsequently changed to differ from these terms, hiring of a branch manager shall be done according to the contract with that branch's city.

Applicants are required to complete an application form provided by the District. Any prospective employee may be interviewed by the Library Administrator and interview committee which may include the Board of Trustees, the branch coordinator, and members of the community selection committee.

The District reserves the right to obtain a criminal background check and/or drug testing on any employee at the discretion of the Library Administrator or Board of Trustees.

### **C. OTHER DISTRICT STAFF**

Following Idaho Library Law, the Library Administrator shall have the

authority to hire or appoint other staff without prior approval of the Board provided that any such appointment shall be reported to the Board at its next regularly scheduled meeting. All hiring throughout the District is done by or coordinated through the Library Administrator, per state law as follows:

*I.D. 33-2721(2) The board shall fix and pay employee salaries and compensation, classify employees, adopt personnel policies, and discipline or discharge any library director or director team member for cause. The library director or director team shall hire or oversee the hiring of all other employees based on the policies, procedures, and job descriptions created by the library board, and shall discipline and discharge any employee for cause, as necessary, according to the written policies of the board.*

## **V. EMPLOYMENT START-UP**

### **A. EMPLOYMENT FORMS TO BE COMPLETED:**

The following employment forms must be completed by each new employee:

- **Employment application form**
- Insurance forms (if applicable)
- W-4 withholding form
- Immigration form (I-9)
- Direct deposit information;
- Background Checks
- Any other forms necessary for processing employee information

### **B. DISTRIBUTION OF PERSONNEL POLICY**

At the time of employment, each employee should have access to either a paper or electronic copy of this personnel policy. It is the responsibility of the employee to familiarize him/herself with the contents of the personnel policy and to acknowledge its receipt in writing. Staff should direct any questions regarding the personnel policy to the Library administrator. Periodic updates or changes should be distributed either electronically or by paper copy and acknowledged by the employee.

### **C. EMPLOYEE PERSONNEL FILES**

#### **1. Personnel Records**

The official employee records for Prairie River Library District will be kept in the District office in Lapwai. Along with these personnel files will be kept all records of payroll, employee performance evaluation, employee status, and other relevant materials related to the employee's service with the District. Any supervisory personnel or the employee himself/herself may contribute materials to the personnel records deemed relevant to the employee's performance. Each employee shall have the right to review

**materials placed in his/her personnel records at any reasonable time. Copies of materials in a personnel record are available to each employee or legal counsel without charge. Original personnel records shall not be removed from the premises.**

**Each employee shall be provided an opportunity to contest the contents of his/her personnel file at any time. This is to be done by filing a written objection and explanation that will be included in the file along with the objectionable material. In the judgment of the Library Administrator, with the concurrence of the Board, any offending material may be removed upon a showing by the employee that it is inaccurate or misleading.**

## Outside Parties

It is the policy of Prairie River Library District to allow only limited access to an employee's personnel file. Those authorized to evaluate materials in a personnel file include the Library Administrator, the employee's supervisor(s) ~~Branch Coordinator~~, the Board of Trustees when acting as a body in the course of its official business, attorneys for the District, and the employee themselves. Based upon the general confidentiality of personnel files, access by others to such files shall be allowed only with the authorization of the supervising official after consultation with District legal counsel. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the District or under Court order, or pursuant to a proper subpoena. The District reserves the right to disclose the contents of personnel files to outside state or federal agencies, to its insurance carrier, or its agents for risk management purposes or when necessary to defend itself against allegations of unlawful conduct.

### 3. Retention of Personnel Records

Personnel records will be retained in accordance with State and Federal record retention guidelines.

## VI. RULES OF EMPLOYEE CONDUCT

### 2. <sup>A</sup><sub>c</sub> PERSONAL PERFORMANCE AND BEHAVIOR

<sup>c</sup> Each employee of Prairie River Library District is expected to conduct him or herself in a manner that is helpful and productive and which does not reflect adversely upon Prairie River Library District. Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. To accomplish the goals of Prairie River Library District as a public institution, each employee is expected to scrupulously avoid personal behaviors which would bring unfavorable public impressions upon Prairie River Library District and its officials. In order to accomplish this, each employee must comply with the following expectations:

1. <sup>r</sup> Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the priority for all employees.
2. <sup>n</sup><sub>e</sub> Be prompt and regular in attendance at work or other required employer functions. Excessive absenteeism and/or tardiness will be <sup>l</sup> cause for disciplinary action.
3. <sup>R</sup><sub>e</sub> Dedicate primary efforts to Prairie River Library District employment. <sup>o</sup> Secondary employment should not conflict with duties performed for the District in any meaningful way.
4. <sup>r</sup> Avoid conflicts of interest in appointments and working relationships <sup>o</sup> with other employees, contractors, and potential contractors in Prairie <sup>s</sup> River Library District and related agencies. No employee shall engage in conduct that violates the laws of the State of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. <sup>b</sup> §59-701 et seq. (Ethics in Government Act), I.C. §59-201 (Prohibitions <sup>y</sup>

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5. a Not accept gifts or gratuities in any personal or professional capacity which could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.  
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6. Not serve on any board or commission which regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create a disadvantage for other members of the public or an advantage for the employee.
7. Not release any public record without the express authority of the public official responsible for the custody of the record or without an order from a court or public agency of competent jurisdiction.
8. Not release any personnel record without the concurrence of the public official responsible for custody of the record and after consulting with legal counsel for the District or without an order from a court or public agency of competent jurisdiction.
9. Not engage in conduct away from work which, although not criminal, may reflect adversely upon Prairie River Library District or its officials or otherwise impair the employee's ability to perform.
10. Not use any substances, lawful or unlawful, which will impair the employee's ability to function as a valued and competent part of the Prairie River Library District workforce. The employee may be required to take sick leave while taking the medication.
11. Not engage in the workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the governing board or the department for which he/she works.

***WORKPLACE CONDUCT***

Adopted November 2013  
Revised January 2023

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These rules are not all-inclusive of conduct expected of Prairie River Library District employees. Each employee will be expected to conduct him/herself in the workplace in accordance with the following rules, and shall:

1. Give his/her best efforts to accomplish the work of Prairie River Library District for public benefit in accordance with policies and procedures adopted by the District displaying an attitude of cooperation and constructive participation.
2. Be subject to the administrative authority of personnel where the employee works even though such personnel may not have been involved in the hiring of the employee.
3. Adhere to any code of ethics in his/her profession and avoid conflicts of interest or using his/her public position for personal gain.
4. Defend and adhere to the constitutional rights of all individuals, of all ages, to use the resources and services of libraries, champion and defend the freedom to speak, the freedom to publish, and the freedom to read, as promised by the First Amendment of the Constitution of the United States.
5. Follow all rules for the care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.
6. Follow all directives issued by the Library Administrator. No employee shall be required to follow the directive of a supervisor which violates the laws of any local jurisdiction, state, or nation.
7. Abide by pertinent State and Federal statutes, and Prairie River Library District rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the Library Administrator or Board of Trustees when acting as a whole. Each employee shall maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.
8. Adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for appropriate disciplinary penalties.
9. Follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. The timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.

10. Report to the supervisor any medical condition or illness that might affect the employee's ability to perform his/her work, or which could in some way impact other library employees.
11. Report all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident so that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
12. Report any accidents observed to have happened on District property or involving District property. Each employee shall provide as much information as he/she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
13. Follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
14. Maintain a current driver's license, when necessary, in the conduct of work for Prairie River Library District. Each employee must report any state-imposed driving restrictions to his/her immediate supervisor. Each employee is also obligated to notify his/her supervisor if his/her driving abilities are impaired.
15. Perform such obligations as are necessary to carry out the work of Prairie River Library District efficiently and effectively at minimal costs and with limited risk to the public and fellow workers.

### **C. *PROHIBITED CONDUCT***

Employees of Prairie River Library District shall not:

1. Be present in the workplace under the influence of drugs, alcohol, illegal substances, or other legal substances which would impair the ability of the employee to perform his/her work competently or which would threaten the safety or well-being of other workers or the public.
2. Smoke except in designated outdoor smoking areas if so provided.
3. Engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include but is not limited to profanity and loud or harassing speech.
4. Sleep or be absent from the employee's workstation when on duty. Employees shall be attentive to their work at all times.
5. Engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.

6. Excessive use of work time or district equipment or materials for personal business, including the selling of goods or services to the general public. Employees should minimize the amount of work time spent on similar activities engaged with fellow employees.
7. Use work time or public premises to promote religious or political beliefs to members of the public or fellow employees.
8. Engage in political activities while on duty in public service. This rule shall not apply to elected officials.
9. Provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
10. Destroy, alter, falsify, or steal the whole or any part of any record kept as part of the official governmental records of the District (I.C. §§ 18-3201 and 18-3202).
11. Discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability or national origin.
12. Abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits that are not deserved in accordance with Prairie River Library District policy.
13. Violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by the Prairie River Library District policy for use of vacation, sick, bereavement, or other types of leave granted by this personnel policy.
14. Engage in prolonged visits with co-workers, children, friends, or family members that interfere with the course of work in the office or department in which the employee serves.
15. Use phones or computers in the workplace in a manner that violates policy or disrupts workplace activities.
16. Engage in criminal conduct of any kind while on duty or off. Prairie River Library District employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. Violate any lawful rule established by the appointing official to maintain order and productivity in the workplace.
18. Unlawfully harass a fellow worker or member of the public at any time while in the Prairie River Library District active service, as outlined in the District's Unlawful Harassment Policy.

19. Bring pets into the workplace, with the exception of a certified service animal. Or a preapproved library program that involves animals.
20. Bring young children or other persons requiring the employee's supervision or care to the workplace (including offsite work) at any time. This interferes with the course of work and is not permitted except in special circumstances and only with prior approval of the employee's supervisor.
21. Speak or make statements on behalf of the district or that could be construed as being on behalf of the district without express permission by the Library Administrator.

Violation of any of the rules set forth above shall be grounds for disciplinary action, including possible dismissal. The rules contained in this personnel policy manual are subject to change at any time at the sole discretion of the Board of Trustees.

#### **DRESS CODE**

Because of varied work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress. The following lists examples of unacceptable attire. Supervisors will discuss inappropriate dress with individual staff members and are available to clarify expectations upon request. Staff will wear clean and well-maintained attire appropriate for the type of work they do. Prairie River Library District adopts a relaxed but professional dress code.

Examples of unacceptable attire:

- Tank tops, tube tops, halter tops, crop tops or muscle shirts – bare midriffs are not acceptable
- Strapless sun dresses and clothing with spaghetti straps unless the spaghetti straps or shoulder area is covered.
- Clothing with slogans, large-letter advertising, foul language, cartoons, obscene images or political wording or images.
- Torn, ripped or otherwise dirty attire.
- Sweat pants, sweat suits, warm up suits, pajamas.
- Short shorts and mini-skirts; faded, frayed or baggy shorts or pants – no underwear should be seen, nor should any skin be exposed from your shoulders to about 1" above the knees.
- Hats; baseball caps

#### ***D. RELATIONSHIP POLICY***

1. No employee of Prairie River Library District shall hire, supervise or otherwise exercise discretion concerning a paid employee who is his/her spouse.
2. No employee of Prairie River Library District shall supervise or otherwise exercise discretion concerning a paid employee to whom he/she is related within the first degree of affinity or consanguinity (I.C. § 18-1359 or its successor).
3. No employee of Prairie River Library District shall hire a paid employee to whom he/she is related within the first degree of affinity or consanguinity pursuant to state law.
4. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

# **CY AND COMPLAINT PROCEDURE**

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## **A. PURPOSE**

The purpose of this harassment policy is to clearly establish the District's commitment to provide a work environment free from unlawful harassment, to define discriminatory harassment, and to set forth the procedures for investigating and resolving internal complaints of harassment. Because of the importance of a workplace free from unlawful harassment, this policy should be reviewed with each employee on a regular basis.

All employees must treat all other employees and members of the public with decency and respect. It is the responsibility of each employee and supervisor to prevent

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Revised January 2023

inappropriate behavior in the workplace. Inappropriate behavior which impacts or has the potential to impact the workplace will not be tolerated.

This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation, and training.

## ***B. POLICY***

Harassment of an applicant for employment, a member of the public, or an employee by any employee of the District on the basis of race, color, religion, national origin, sex, age (40 and over), and/or disability is in violation of State and/or Federal law and will not be tolerated.

Prairie River Library District complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity). The District does not exclude people or treat them differently because of race, color, national origin, age, disability, religion, or sex (including pregnancy, sexual orientation, and gender identity).

Employees found to be participating in any form of employment-related unlawful harassment or retaliating against another employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action up to and including termination of employment.

## ***C. RESPONSIBILITIES***

***The District*** - It is the responsibility of the District to develop this policy, provide training on this policy, keep it up to date, and ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this policy.

The District should designate an official responsible for following the complaint procedures as set out in this policy, referred to as the "Designated Official." The Library Administrator is appointed as the Designated Official for this harassment policy.

***Supervisors*** - It is the responsibility of supervisors to enforce the policy, to train new employees on the policy, to make a regular review with all employees to ensure they know the policy and to regularly check the workplace to make sure the policy is being followed.

If a supervisor observes that unlawful discrimination, harassment, or retaliation is occurring, they should take immediate action to address the problem. Such action should include but is not limited to, speaking directly with the affected person, developing a specific account of the actions, omissions, or occurrences that are deemed discriminatory, consulting with their supervisor, and taking corrective or disciplinary action as appropriate. If the alleged discrimination, harassment, or

retaliation is not within the supervisor's area of responsibility or oversight, they should notify the appropriate management employee, who should then take prompt steps to address the allegation.

If unlawful harassment is reported or alleged, follow-up must be done. No complaining party should be allowed to retract an allegation of unlawful harassment without a determination that it was made erroneously. If a supervisor receives information that discrimination, unlawful harassment, or retaliation might be occurring, they should follow the Complaint Procedure as set out in this policy below.

**Employees** - It is the responsibility of each employee to know this policy and to follow it. All District employees share the responsibility of understanding and preventing unlawful discrimination and harassment. But, ultimately, no satisfactory investigation or resolution of complaints can occur without the initiative and continued cooperation of the affected person. Individuals who believe they have been discriminated against or unlawfully harassed have the primary obligation of informing their supervisor, or District management of the act of discrimination, unlawful harassment, or retaliation, recounting specific actions or occurrences whenever possible. Every employee must treat every other employee and member of the public with decency and respect to facilitate a sound professional work environment.

#### **D. DEFINITIONS**

For purposes of clarification, unlawful harassment includes but is not limited to the following behaviors:

**Verbal Harassment**– Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, color, religion, national origin, sex, age (40 and over) and/or disability whether made in general, directed to an individual, or directed to a group of people regardless of whether the behavior was intended to harass. This includes but is not limited to inappropriate sexually-oriented comments, including dress or physical features, sexual rumors, code words, and race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” which is oriented towards a prohibited form of harassment.

**Physical Harassment**– Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age (40 and over) and/or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, sleeping facilities and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.

**Visual Forms of Harassment**– Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of race, color, religion, national origin, sex, age (40 and over)

and/or disability. This applies to both posted material and material maintained in or on Prairie-River Library District equipment or personal property in the workplace.

**Sexual Harassment**– Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile, or offensive work environment. Definitions of two types of sexual harassment:

1. **Quid pro quo harassment**, where submission to unlawful harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment.
2. **Hostile work environment**, where unlawful harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or the public. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

## ***E. COMPLAINT PROCEDURE***

The following complaint procedure will be followed to address a complaint regarding harassment, discrimination, or retaliation:

1. A person who believes they are being unlawfully harassed, discriminated or retaliated against by another employee should report it to their supervisor, or if the complaint is made against their supervisor, to the Library Administrator. If the complaint is made against the Library Administrator reporting should be done in writing to the board when acting as a whole at a board convened in compliance with Idaho Open Meeting Law.
2. If a supervisor becomes aware that unlawful harassment or discrimination is occurring as a result of an employee coming forward, the supervisor should immediately report it to the Designated Official pursuant to this policy. Once a complaint of unlawful harassment, discrimination, or retaliation has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
3. Promptly upon receiving the complaint, the Designated Official should initiate the investigation to determine whether there is a reasonable basis for believing that an alleged violation of this policy occurred.

4. Upon receiving the complaint, or being advised by a supervisor that a violation of this policy may be occurring, the Designated Official should review the complaint with the District's attorney.
5. The Designated Official, in conjunction with legal counsel for the District, should engage an appropriate person to investigate the complaint. The investigator should be a neutral party.
6. The investigator will interview the complainant, the respondent, and any relevant witnesses to determine whether the conduct occurred.
7. As soon as practical, the investigator will conclude the investigation and submit a report of his or her findings to the Designated Official, who then will route it as appropriate.
8. If it is determined that unlawful harassment or discrimination in violation of the District's policy has occurred, the appropriate official will recommend the appropriate course of action to be taken by the District. The appropriate action will depend on the following factors:
  - a. The severity, frequency, and pervasiveness of the conduct;
  - b. Prior complaints made by the complainant;
  - c. Prior complaints made against the respondent; and
  - d. The quality of the evidence (first-hand knowledge, credible corroboration, etc.).
9. If the investigation is inconclusive or it is determined that there has been no unlawful harassment or discrimination in violation of this policy, but some potentially problematic conduct is revealed, corrective action may be taken.
10. Promptly after the investigation is concluded, the supervisor(s) will meet with the complainant and the respondent separately to notify them in person of the findings of the investigation.
11. The complainant and the respondent may submit statements to the supervisor(s) challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting with the supervisor(s) in which the findings of the investigation are discussed.
12. Promptly after the supervisor(s) has met with both parties and reviewed the documentation, he or she will decide after consultation with legal counsel what action, if any, should be taken.

## ***F. DISCIPLINARY ACTION***

If unlawful harassment is determined to have occurred, the supervisor should take prompt and effective remedial action against the harasser. The action should be commensurate with the severity of the offense, up to and including termination of employment.

### **G. RETALIATION**

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information, or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The supervisor should take reasonable steps to protect the victim and other potential victims from further harassment or related consequences.

### **H. CONFIDENTIALITY**

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved.

### **I. FALSE COMPLAINTS**

Any complaint made by an employee of the District regarding employment-based harassment which is conclusively proven to be false, should result in discipline which may include termination of employment. This section is not intended to discourage employees from making complaints regarding employment-based harassment. However, false complaints adversely impact the workplace and the career of the accused even when disproved and will not be tolerated.

### **J. DISTRIBUTION OF HARASSMENT POLICY**

This policy should be disseminated to all employees, supervisors, and elected officials of the District. Any questions, concerns, or comments related to this policy should be directed to the Library Administrator, who will contact legal counsel as needed.

## **VIII. EMPLOYEE CLASSIFICATION, COMPENSATION, AND BENEFITS**

For various reasons, employee status must be organized by class or category to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that they are properly categorized for purposes of each issue or benefit type. The District will endeavor to assist with such matters, but the employee shall be ultimately responsible for assuring that their service is properly addressed.

## **A. CLASSIFYING EMPLOYEES FOR POLICY PURPOSES**

### ***1. Employment Status***

**Employed Attorneys and Other Legal Counsel** Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, attorneys employed by the District are considered to be at-will employees, and serve at the pleasure of the Board, and can be appointed or removed at their pleasure.

**Temporary Employees.** Employees who work on an irregular, seasonal, or temporary basis are at-will temporary employees. Temporary employees do not have the right to request an opportunity to be heard concerning disciplinary processes. However, such an employee who believes that they have been removed from their position or demoted with a reduction in pay as a result of unlawful discrimination or retaliation, or as a result of an allegation entitling them to a name-clearing hearing, may utilize the procedures set out in this policy.

Except as otherwise provided herein, including provisions regarding reduction in force, employees of the District will not be suspended without pay, demoted with an accompanying change in pay, or discharged from their positions except for cause related to the performance of their job duties or other violations of this policy. Cause shall be determined by the Library Administrator and shall be communicated in writing to the employee when the employee status is changed.

Only suspension without pay, demotion with a change of pay, or discharge for cause shall be subject to the appeal procedure outlined in this personnel policy. It is the duty of the employee appealing to show by clear and convincing evidence that the factual basis for the personnel action is incorrect or that the reasons for the personnel action are contrary to the public interest or violate existing law. Should they establish such a basis, the employee's back wages and benefits shall be restored as if the specified action had not taken place.

Should an employee believe that any such decision is the result of unlawful discrimination, they may utilize the hearing procedures set out in Section IX.C.3 of this policy, Employee Performance & Discipline.

**Veteran's Rights Following Reinstatement** - Any veteran, who has been restored to their position in accordance with Idaho Code § 65-512, shall not be discharged from such position without cause for one (1) year after such restoration. During this one year, a returning veteran shall be entitled to a hearing prior to termination and shall also be considered as having been on unpaid leave of absence during their period of military duty. They shall be restored to their position without loss of seniority, status or reduction of pre-leave-of-absence pay.

### ***2. Employee Classification for Benefit Purposes***

The classification of the position you hold with Prairie River Library District may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective statuses are outlined as follows:

***Regular Full-Time Employees*** - Employees whose employment is sustained and continuing and whose typical work week consists of at least 30 hours are considered Regular Full-time Employees. Regular full-time employees shall receive all employee benefits provided by Prairie River Library District as such benefits now exist or may be subsequently changed by action of the governing board.

***Regular Part-Time Employees*** - Employees whose employment is sustained and continuing, but whose typical work week consists of less than 30 hours regularly are considered Regular Part-time Employees. Regular part-time employees shall receive no employee benefits except those required by law or in accordance with specific policies adopted by the governing board. The scope of benefits received may vary proportionately based on the number of hours typically scheduled for a regular part-time employee. The number of hours scheduled may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

***Temporary, Substitute, or Seasonal Employees*** - Employees who work on an irregular or temporary basis, even though they may work more than 30 hours per week are classified as temporary, substitute, or seasonal employees. Temporary, substitute, or seasonal employees will receive no benefits provided to regular employees, except those required by law or those approved by official action of the governing board.

## **B. COMPENSATION POLICIES**

### **1. Establishment of Employee Compensation**

Prairie River Library District compensates employees in accordance with decisions by the governing board as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or status quo maintenance for any time. The Library Administrator may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation policy rests with the governing board. The governing board reserves the right to make budget adjustments, and consequently pay adjustments, during the budget year to manage cash flow or to deal with other circumstances which justify or require a change in District expenditures.

### **2. Compliance with State and Federal Pay Acts**

Prairie River Library District shall comply with all State and Federal Pay Acts respecting the compensation of employees for services performed in the public service.

### **3. *Right to Change Compensation and Benefits***

Prairie River Library District reserves the right to change general compensation for any reason deemed appropriate by the Board of Trustees. Compensation may also be adjusted based on job performance and the availability of funds to maintain a solvent District budget. Hours worked may be reduced or employees may be laid off as necessary to meet budgetary constraints or as workload changes.

### **4. *Overtime Compensation - Compliance with FLSA***

In addition to the employee classifications set forth elsewhere in this policy, all employees are classified as Exempt (salaried) or Nonexempt (hourly) for purposes of complying with the Federal Fair Labor Standards Act (FLSA). The Library Administrator is salaried and thus exempt from the operation of this law because they perform work that qualifies for the professional, executive, or administrative exemption. As such, the Library Administrator is not required to receive overtime pay for hours worked beyond the limits provided by the statute.

### **5. *Compensatory Time Policy – Regular Full-Time Employees***

Prairie River Library District adopts the FLSA work week consisting of 40 hours per week.

It is the policy of the District that full-time hourly employees who work over 40 hours per week will accrue compensatory time computed at one and one-half ( $1\frac{1}{2}$ ) times the time over the 40 hours worked. For example, an employee who works one-half hour more than 40 hours in a single work week will be entitled to .75 hours of compensatory time ( $.5 \times 1.5 = .75$ ).

Holidays are not considered a day worked for purposes of calculating compensatory time unless work is actually performed.

For leave time, any accumulated compensatory time should be applied first before the use of sick or vacation leave.

### **6. *Non-Operating Hours Policy – Part-Time Employees.***

Each fiscal year, branches are allocated *operating hours* (hours during which the library is open to the public), *non-operating hours* as determined by the Board of Trustees. Non-operating hours are available for necessary work outside of open library hours, such as planning for and conducting programming or special events, performing library tasks that cannot be completed during regular hours, and attending training, conferences, Friends' meetings, or other authorized work. Employees are expected to make the best use of operating hours to perform tasks and use non-operating hours only to the extent necessary.

During the fiscal year branches will be advised periodically by district staff of the number of non-op hours remaining for their use. Branches may not use more than

their allotted hours without prior approval of the Library Administrator. Should questions arise about the use of non-op hours, employees should first contact their direct supervisor or the Library Administrator.

### **7. *Reduction in Force***

Employee assignments may be affected by reductions in force made due to economic conditions or changes in staffing and workload. The Board of Trustees reserves the right to make any changes in workforce or assignment of resources that it deems to be in the District's best interests. The Board may also specify at the time reductions in force are made what reinstatement preferences may accompany the reductions. Said reinstatement preferences may be tied to the classification of the employee or specialized skills possessed by the employee.

### **8. *Reporting and Verifying Time Records***

It is the responsibility of each hourly employee to properly record the time that he or she has worked. Each timesheet shall bear the signature of the employee with a statement verifying its accuracy and a counter signature by a supervisor, if applicable, indicating that the hours claimed were worked. These records shall be retained as required by the records retention policy of the District, consistent with state law. Exempt employees may be required to document time worked for accountability and benefit purposes.

### **9. *Promotions and Compensation***

Compensation policy for all employees is established by action of the Board of Trustees. The District's annual budget establishes the funding available for compensation for positions throughout the District. Promotions and changes in status may be recommended, but final authority regarding compensation rests with the Board of Trustees. Employee Reviews will be considered for Merit-based compensation. Employees who do not receive "meets requirements" on their review will not be eligible for merit-based requirements for the corresponding budgeting cycle.

### **10. *Payroll Procedures and Paydays***

Employees are paid the last working day of every month by direct deposit in accordance with procedures established by the payroll officer and Library Administrator. Should an employee need a printed paycheck in a particular month in the event of special circumstances, arrangements may be made in advance with the payroll officer. Employees will provide the payroll officer and/or Library Administrator with all information necessary to receive payment by direct deposit.

Any employee with concerns about his/her compensation, rate of pay, payroll status, deductions, etc., shall communicate such concerns to their direct supervisor or

the library administrator as soon as any such concern becomes evident. A written record of such issues should be maintained in the employee's personnel file.

Repeated failures to submit accurate timesheets on time or knowingly falsifying timesheets may be cause for disciplinary action.

### **11. Compensation – Serving on Jury Duty or as a Witness in a Court Proceeding**

Leave will be granted to regular employees called to jury duty or to serve as court witness. For regular full-time employees pay will be provided for the first three (3) days of such service, Regular part-time employees will receive pay for the first two (2) days of such service. In both cases, the employee will receive their regular pay, less amounts paid by the court during those days. To receive such pay, documentation of amounts paid by the court must be provided by the employee. After the three (or two) days of leave, the employee may elect to use accrued vacation time or unpaid leave of absence.

### **12. Payroll Deductions**

In accordance with Idaho Code § 45-609 or its successor, no payroll deductions will be made from an employee's paycheck unless authorized in writing by the employee or as required by law.

### **13. Travel Expense Reimbursement**

An employee on approved District business shall be reimbursed for mileage, meal, and/or lodging expenses incurred in completing his/her work-related assignment in accordance with the policies established by the District.

**Mileage** – Mileage shall be reimbursed at an amount set by the Board of Trustees, typically the current federal mileage reimbursement rate. Mileage is allowed for such things as meetings; trainings; transporting, repairing, or maintaining district equipment; transporting library materials with the authorization of administrative staff; traveling to substitute for work on a temporary or emergency basis at a different library branch; and other authorized activities.

**Mileage paid to work at another branch** – Regular employees who travel to work at a branch other than their regular branch shall be entitled to round-trip mileage.

For temporary, substitute, or seasonal employees, their "home branch" will be the one to which they live nearest. No mileage is paid to work at the home branch. When traveling to work at other than their home branch they shall be entitled to round trip mileage.

Travel miles are to be accurately recorded on the employee's timesheet for the month in which the travel occurred, and payment for mileage will be included in the employee's paycheck

***Meal expense*** - Meal expenses related to authorized activities referenced above shall be reimbursed by the District through per diem as approved by the board of trustees. Employees must follow the proper processes to receive per diem.

#### **14. On-the-Job Injuries**

All on-the-job injuries shall be reported to the employee's supervisor, who will then notify the Library Administrator, as soon as practical to allow the filing of a worker's compensation claim properly. A delay in reporting an injury may affect eligibility for compensation. If an employee is disabled temporarily by an on-the-job accident, he/she should be eligible for worker's compensation benefits. Return to employment will be authorized on a case-by-case basis upon consultation with the supervising official and the State Insurance Fund. Concerns about injured worker status may be brought before the Library Administrator for review.

#### **15. Military Leave**

Unpaid leave of absence will be granted to participate in ordered and authorized field training. The District's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for military service and the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended (USERRA).

### **C. EMPLOYEE BENEFITS**

#### **Travel Expense Reimbursement**

**Mileage** – Mileage shall be reimbursed at an amount set by the Board of Trustees, typically the current federal mileage reimbursement rate. Mileage shall be reimbursed at the Federal Rate, unless otherwise determined by the Board of Trustees. Mileage is reimbursed as part of the employee's paycheck.

#### **1. Vacation Leave**

**Vacation Accrual** - Vacation accrues for regular employees (regular employees refers to all employees of the district that are not employed on a substitute basis). Vacation accrues for regular employees from the start of regular employment and can be used immediately upon accrual. Vacation leave is calculated on actual hours worked and is pro-rated for employees working less than 40 hours per week. from the start of fulltime employment and may be used after the completion of twelve (12) months of continuous employment. Such vacation leave will be calculated on actual hours worked and will be pro-rated for employees working less than 40 hours per week in a calendar year.

#### **Pro Rating Accrual**

For pro rating the following percentage will be used: .0385.

For example, 2080 hours x .0385 = 80 total hours, 10 total days accrued.

For pro-rating, the same number is used.0385. For example, an employee who works a total of 40 hours per month would get 1.54 hours of vacation accrued per paycheck.

**Vacation Payment Upon Termination of Employment** - Employees will be paid for their unused vacation time upon termination of employment provided he/she has completed one (1) year of continuous employment as a full-time regular employee eligible to earn vacation time. No vacation will be paid out for any employee who has not completed one

r employee, except as otherwise provided by law.

## **2. Sick Leave**

Sick leave benefits are provided to regular full-time employees at the rate of one (1) day per month of employment, with hours prorated for full-time employees working less than 40 hours per week.

Unless circumstances outside the control of the employee prevent such notice, an employee should give his/her supervisor notice of the need to use sick leave as early as possible. An employee should report to the supervisor any medical condition or illness which might affect the employee's ability to perform work, or which might impact other members of the library staff or members of the public.

Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his/her immediate family. It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative for necessary care. When an employee is away from work for one week or more due to illness or injury or is hospitalized for any length of time, he/she may be asked to provide a physician's written statement upon return to work, which may include the nature of the illness or injury, any restrictions on work due to the illness or injury, and the length of time the restrictions apply. At the discretion of the Library Administrator arrangements for modified work duties may be made for an employee returning from an illness or injury.

### **Sick Leave Accrual –**

Sick leave Regular employees can accrue a maximum of one hundred twenty (120) days of sick leave. Sick leave benefit recipients will receive their normal compensation when using sick leave. This is not to be construed as a guarantee of continuing employment in the event of illness-related absence. All unused sick leave will be forfeited without compensation upon separation from employment

### **Pro Rating Accrual –**

For pro rating the following percentage will be used: .0462.

A person who works full time, 40 hours per week, can earn a total of 96 hours of sick leave annually.

**Sick Leave Accrual - Sick leave can accrue to a maximum of one hundred twenty (120) days**

**annually. Sick leave benefit recipients will receive their normal compensation when using sick leave. This is not to be construed as a guarantee of continuing employment in the event of illness-related absence**

**Donating Sick Leave** – For an employee who accrues sick leave, the Library Administrator may extend sick leave at their discretion as determined on a case-by-case basis. An employee may donate unused sick leave to a sick leave bank that will be regulated by the Library Administrator. The Library Administrator should notify the Board of Trustees at the next regularly scheduled board meeting.

## **3. Holidays**

Eleven official holidays are provided for full-time regular employees. Employees who have regular full-time active status on the date of any holiday shall receive compensation for that day even though they do not work. Holidays that fall on Saturday shall be observed on the preceding Friday. Those which fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Board of Trustees.

ays such as an unscheduled emergency, full-time regular employees who work on holidays shall,

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Revised February 2016

within sixty days of the date of the holiday they worked, receive compensatory time off equal to 1½ times the holiday time they worked. For example, an employee who worked 3 hours on a holiday would be allowed 4.5 hours of compensatory time, to be used within 60 days after the holiday worked. Holidays are not considered a day worked for purposes of calculating compensatory time unless work is performed.

**Recognized Holidays:**

New Year's Day  
Martin Luther King, Jr. /Human Rights Day  
Presidents' Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day & Day After Thanksgiving Day  
Christmas Eve & Christmas Day

**4. *Floating Holidays***

In addition to the recognized holidays named above. All regular Prairie River Library District employees are eligible for two floating holidays each year. The use of floating holidays should be scheduled and approved in advance by the employee's direct supervisor or the library administrator.

**5. *Bereavement Leave***

Up to three days of paid leave of absence shall be allowed for full-time regular employees for a death in the immediate family (spouse, parent, grandparent, child, grandchild, brother, sister). Additional leave may be granted from accrued vacation leave or unpaid leave of absence.

**6. *Disability Leave***

The District shall allow any full-time regular employee who is disabled in such a manner that his/her return to work is anticipated, a maximum of 120 calendar days unpaid leave for purposes of recovering from said disability. The employee may, at his or her option, choose to use vacation and/or sick leave to receive pay as long as such benefits are available. Disability leave is specifically for circumstances not covered by workers' compensation.

**7. *Leaves of Absence***

Up to thirty (30) calendar days of unpaid leave can be granted by the Library Administrator for any justifiable purpose. Paid leave in any amount or unpaid leave in excess of thirty days shall require written approval of the Board of Trustees.

Adopted  
November  
2013  
Revised  
January  
2023

## 8. Family Medical Leave Act (FMLA)

Prairie River Library District is not subject to the Family Medical Leave Act, as it does not employ at least 50 people. However, the following FMLA policy is required by law to be included in our policy.

- a. **Eligibility Requirements** - To be eligible for FMLA benefits, your employer must employ at least 50 employees. In addition, prior to any leave request, the employee:
  1. Must have worked for the employer for at least 12 months;
  2. Must have worked at least 1,250 hours for the employer during the previous 12 months; and
  
- b. **Entitlements** - The Family and Medical Leave Act (FMLA) provides an entitlement of up to 12 weeks of job-protected, unpaid leave during any 12-month period to eligible, covered employees for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition. It also requires that employees' group health benefits be maintained during the leave. The 12 months is determined using a "rolling" 12-month period measured backward to the date an employee first uses any FMLA leave.

If all eligibility requirements are met, the employee is covered under the FMLA. He/she may request up to 12 weeks of leave which the District will continue the employee's benefits (employer portion only) during the leave period. If the employee does not return to work for reasons other than their own continued serious health condition or that of an eligible family member, the District may recover from the employee the premium(s) that were paid for the employee's medical coverage.

Total combined FMLA leave for employee spouses who both work for the District's 12 weeks combined if the leave is for reasons other than the employee's own personal serious illness.

Examples where employees of the District are entitled to leave under FMLA include:

1. To care for a child following a birth or placement of a child with the employee for adoption or foster care.
  2. To care for a sick child, spouse or parent who has a "serious health condition."
  3. If the employee him/herself is unable to perform his or her own work responsibilities because of his/her own serious health condition.
- c. **Concurrent Use of Accrued Leave and Worker's Compensation Required**  
Employees are required to use any accrued paid vacation and sick leave (if applicable) concurrently with any FMLA leave. If paid leave accruals are

less than 12 weeks, the employee may take the remainder of FMLA leave as unpaid leave. Employees will continue to accrue leave while utilizing their paid sick and vacation leave. They will cease to accrue vacation and sick leave during the unpaid portion of their leave. If the employee is on Worker's Compensation leave, such leave will also run concurrently with any FMLA leave.

- d. **Employee Obligations** - Employees are required to give 30 days advance notice or as much time as practical when the need for FMLA leave is foreseeable. The District reserves the right to request medical certification supporting any leave and may require second or third opinions (at the District's expense). The District may also require a doctor's fitness for duty report before your return to work. Leave may be denied if these requirements are not met. The decision to allow an employee to return to work will be solely the District's in compliance with the provisions of the Family and Medical Leave Act. Should a doctor not find the employee fit to return to duty, the employee will not be allowed to return to work.

Contact the Library Administrator to discuss your rights and obligations for a continuation of any current benefits you are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.

To request FMLA leave please write a brief letter or memo to your Library Administrator indicating the reason for requesting FMLA leave and the expected duration of leave. Note: Your supervisor may request that you provide certification by your physician or medical practitioner indicating the diagnosis and probable duration of your medical condition or the medical condition of your family member.

- e. **Intermittent Leave Requests** - FMLA leave may be taken intermittently or on a reduced leave schedule to allow the employee to care for a sick family member, or an employee's serious health condition with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the governing board.
- f. **Employer's Rights and Obligations** - Prairie River Library District has the right to determine whether the employee is or is not an "eligible employee" under the Act. Prairie River Library District has the right to place an employee on FMLA leave without the employee's consent should the District determine that the employee meets the eligibility requirements under the Act.

The District will return the employee to the same or an equivalent position after returning from FMLA leave, subject to the terms of the Family and Medical Leave Act. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

The District reserves the right to require periodic notices (determined by The District) of the employee's or the employee's family member's FMLA status and the employee's intent to return to work.

- g. **The National Defense Authorization Act** - On January 28, 2008, the FMLA was amended by the National Defense Authorization Act. This amendment provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty which renders that person unfit to perform his or her duties in the Armed Forces. Prairie River Library District may require the request for this type of leave be supported by certification that the service member being cared for by the employee has a serious health condition.

The National Defense Authorization Act also provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. Prairie-River Library District may require the request for this type of leave be supported by certification that the service member has actually been called to active duty. Employees shall provide prior notice when the need for this type of leave is foreseeable.

For any questions about your rights under FMLA please contact the Library Administrator.

## 9. *Change in Benefits*

Prairie River Library District, through its Board of Trustees, reserves the right to change or terminate any benefits outlined in this section. No employee shall acquire any rights in any current or future status of benefits except as the law otherwise requires.

## 10. *Benefits for Part-Time, Substitute, Temporary, or Seasonal Employees*

All employees shall receive benefits as required by law to include Worker's Compensation insurance. All other benefits are to be determined by the Board of Trustees.

## 11. *Insurance Coverage Available to Employees*

**Health Insurance** is provided by the District to full-time employees. Insurance coverage begins on the first day of the month following a 30-day probationary period which begins on the first day of full-time work. All coverage is subject to policy terms and changes at any time.

*Example*

*A new or previously part-time employee moves into a full-time position on April 8, completing the 30-day probationary period on May 7. Coverage begins on June 1st.*

Coverage is available only to employees. Spouses, children and other dependents of employees are not eligible.

Medicare-eligible employees should contact the Library Administrator about their options.

Limited Life Insurance Coverage is available to full-time employees, paid by the employee by payroll deduction.

Worker's Compensation Insurance covering job-related injuries is provided for all employees.

Information about these insurance benefits may be obtained from the Operations Manager

## 12. Retirement

Social Security - Mandatory contributions to Social Security (FICA) are paid by both the employee (via payroll deduction) and the employer in amounts specified by federal law.

Public Employees Retirement System of Idaho (PERSI) - Mandatory contributions to PERSI's Base Plan are made for employees meeting PERSI's eligibility criteria. These contributions are based on a public employee's gross salary for tax-deferred pension purposes, with a portion being paid by the employee and a (larger) portion being paid by the employer on the employee's behalf, in amounts specified by state law.

PERSI Choice 401(k) plan - PERSI-eligible employees may also participate voluntarily in the Choice 401(k) Plan. Employees may designate an amount to be automatically deducted from their paycheck each month, and may opt out at any time. The District does not contribute to an employee's Choice 401(k) plan. Contact the District office for further information.

## IX. EMPLOYEE PERFORMANCE AND DISCIPLINE

### A. PURPOSE OF DISCIPLINE/PERFORMANCE POLICY

The purpose of the discipline/performance policy of Prairie River Library District is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

## ***B. EVALUATION PROCEDURES***

1. Evaluations will be performed by an employee supervisor. The reporting period contains the inclusive dates covered by the review. The standard annual review dates will be from July 1<sup>st</sup> through June 30<sup>th</sup>. If the employee was hired after July 1<sup>st</sup>, then the hire date is the “From” date.
2. The supervisor must sign and date before forwarding to the next level in the review process. The review process chain, as outlined in this section of the Personnel Policy is as follows:
3. The second-level reviewer is generally the next-level supervisor. If the employee’s performance level has been rated as “Needs Improvement” the Library Administrator and immediate supervisor will discuss it before a meeting with the reviewer. If the second-level reviewer questions the rating or the content of the evaluation, those issues should be rectified before the reviewer’s signature.
4. After both signatures are completed, if applicable, the evaluation moves to the employee for review and signature. The employee may attach comments along with their signature. The employee’s signature indicates receipt of the performance review document. It does not indicate agreement or disagreement with the content of the review.
5. The employee then returns the completed document to the Library Administrator for placement in the employee’s personnel file

## ***C. EMPLOYEE DISCIPLINE PROCEDURES AND PRINCIPLES***

### ***1. Purpose of Discipline Policy***

Prairie River Library District adopts the following framework for actions to be taken if any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented to encourage improved performance or attitude, but are not required.

### ***2. Hierarchy of Disciplinary Actions***

The following actions are among the progressive disciplinary steps that may be taken by the supervisor in response to personnel policy violations. The District reserves the right to take any of the prescribed steps in any order that supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

- Oral warning
- Written warning or reprimand
- Suspension with or without pay
- Demotion

- **Probation**
- Dismissal

### **3. *Appeal Hearing***

The District's personnel policy establishes the right to a hearing in the event of suspension, demotion, or dismissal. The procedure to be followed in any such hearing is as follows:

- a. The employee shall be provided notice of the charges against him/her and the time the hearing is to be conducted.
- b. The employee shall be heard before the supervisor, the Library Administrator, and the Board of Trustees, with the oral hearing to last no longer than two hours.
- c. There shall be a record maintained, including a recording, of the hearing.
- d. The employee shall have a right to an explanation of the conduct complained of.
- e. The employee shall have an opportunity to be represented by legal counsel at his/her own expense.
- f. The employee shall be provided an opportunity to present evidence and to rebut the information upon which his/her charged misconduct or inadequate performance is based.

Every such hearing shall take place as soon as can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee upon showing that additional time is necessary to provide the facts necessary to respond to the charges. The final decision shall set forth the reasons for the personnel action.

### **4. *Grievance Policies and Procedure***

An employee has the right to file a grievance in the event of an action that is contrary to any provision of the personnel policy manual and which adversely affects the employee.

The procedure to be followed in the grievance proceeding shall be as follows:

- a. The employee shall file with the supervisor or elected official a written explanation of the basis for their grievance that shall include the action for which the grievance is based, the provision of the personnel policy manual which applies, and the requested corrective measure.
- b. Once the employee presents the written grievance it will be given to the appropriate supervisor or elected official for investigation of the matter. A written response to said grievance will be given to the aggrieved employee of the facts or circumstances which they find to exist, an explanation of how those findings apply to the applicable provisions of District policy, and

a statement of explanation as to the appropriate action, if any, which the supervisor or official shall take.

- c. The employee shall not have the right to legal counsel in the grievance process.

## **X. SEPARATION FROM EMPLOYMENT**

### **A. REDUCTIONS IN FORCE (RIF)**

When financial circumstances or changes of workload require, the District reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of library services. Decisions about the functions to be reduced are not subject to the appeal procedure established by the District.

### **B. REINSTATEMENT PREFERENCE**

In the event of workforce rebuilding, employees who leave the District's employment due to a reduction in force shall be entitled to the first right of return for one year from the date of their separation provided the available job is one for which the employee is fully qualified and the duties of which they are able to perform.

### **C. RETIREMENT POLICY**

The retirement policy of Prairie River Library District shall comply in all respects with federal and state requirements respecting mandatory retirement and the obligations established by the Public Employee's Retirement System of Idaho (PERSI). No employee shall be compelled to retire except in compliance with said acts.

Upon retirement, a full-time employee is entitled to the payment of accrued vacation time provided they have completed 12 months of continuous employment with the district. The retiring employee will not be compensated for unused sick leave.

### **D. RESIGNATION POLICY**

Voluntary resignations may be made orally or in writing. The employee's supervisor should note the effective date of resignation and relay the information to the Library Administrator. The employee will receive his/her final paycheck in accordance with applicable law.

## **ACKNOWLEDGMENT**

**By signing below, I acknowledge that I received a copy of the Prairie River Library District Personnel Policy Manual, adopted by the Board of Trustees on November 25, 2013, and most recently revised on March 20th, 2025**

**By signing below, I further acknowledge and understand that:**

It is my responsibility to read and review this Policy.

This Policy is not an employment contract, that none of the provisions of this Policy can create a contract, and that the Policy is not a guarantee of any particular length or term of employment.

**I am obligated to perform my duties of employment in accordance with the provision of the Prairie River Library District personnel manual and any additional rules, regulations, policies, or procedures imposed by the District in which I work whether or not I read the manual.**

This Policy may be modified without prior notice to me.

Should this Policy be modified that I will be provided with a copy of the modifications.

This Policy may be provided to me in either paper format or by electronic access.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**Personnel Policy Review Dates**  
**February 29<sup>th</sup>, 2016**  
**May 23<sup>rd</sup>, 2023**