



PERSONNEL

POLICIES OF THE

BELL MEMORIAL PUBLIC LIBRARY

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Revision History

All sections updated – March 2016

Other sections – as noted

Grievance – April 2016

Covid policy -- April 2020 at end.



I. Introduction

- A. The Library's operations model is that of a tax supported business. While we do not sell a product we are here at the behest of the taxpayers via the tax dollars that we receive from them for the services and facilities that we offer.

II. Employee Conduct and Responsibilities

- A. We strive to provide the best patron service possible regardless of the patron's religion, color, socio-economic status etc.
- B. We protect each users legal right to privacy. Requests for patron or staff information must be sent to the Director.
- C. Personal beliefs and biases should not cloud our judgement and influence how we relate to patrons.
- D. Being a "class act" is an easy motto to remember when working with fellow staff members and patrons; we are approachable.
- E. Children and young adults matter and we treat them with dignity and respect.
- F. We dress according to the jobs we perform. We choose clothing that will neither offend nor shock the average citizen of our community.
- G. *We request that patrons use their "Library Voices," so too should Library staff.

III. Definitions

- A. Full-time is considered to be 40 hours per week, any hours worked less than 40 hours per week is considered as part-time and benefits will be on a pro-rata basis

IV. Employee Selection

- A. Bell Memorial Public Library is an equal-opportunity employer. Employment is based solely upon merit, with consideration to personal qualities, education, aptitude for the position's work and state licensing requirements. No consideration is ever given to race, sex, religion, national origin, age, physical attributes or to marital status. The Bell Memorial Public Library employs at will.

- 1. All new hires are subject to a background check including the Director.

- B. No children of Trustees, the Director, nor support staff will be hired by the Library.
 - C. Student Help / Interns: In the event student helpers (pages) are employed, they are required to secure a work permit and file a copy with the personnel officer of the Library. Students under 18 years of age will work in compliance with their secured work permit.
 - D. Volunteers: The Library welcomes volunteers of any age but accepts no liability for the health or safety for actions that are the volunteer's own doing. Volunteers help perform routine tasks and special projects tailored to talents the volunteer may possess. They may be asked to assist a staff member in his/her duties or to help supervise at library programs. There are not always tasks waiting for volunteers but every attempt will be made to find a task when there is a person willing to give of his or her time and knowledge to help the library. Literacy Coalition tutors are considered library volunteers. These specialized volunteers receive training before being paired with a learner.
 - E. Community Service Workers: The library attempts to provide duties for community service workers whenever there are persons who need to work such hours, but also reserves the right to turn away such workers when there is no suitable work, or if there is any question as to the suitability of the worker for the library. In order to be allowed to work at the library such workers must gain approval in advance, show up on time, carry out the work assigned in an efficient and courteous manner, and let the library know how many hours they are required to work. Specific information must be supplied on a library form, almost like a job application, before Bell Memorial Public Library will accept such workers.
- V. Introductory period, training and workshops.
- A. All new staff members are in an introductory period of 90 days. This period is designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. After this period the employee will be evaluated the same as their peers. A satisfactory evaluation will qualify the employee as a regular staff member. An unsatisfactory evaluation at any time during the introductory period may result in the employee's immediate termination. The evaluation reports will be maintained in the employee's personnel file.
 - B. Mileage for use of personal vehicles will be reimbursed at the current Internal Revenue Service rate.
 - C. The Board of Trustees will be given the opportunity each year at budget time to set a per diem amount for food and lodging for traveling staff. Receipts for these as well as for necessary incidentals, such as tax or bus transportation, must be turned into the Treasurer for reimbursement at the trip's end.

- D. Training: Employees are encouraged to attend workshops which apply to jobs in which they are presently active, or as preparation for other areas within the Library. At the time a workshop is announced, the interested employee will check with the Director and personnel manager to determine if work schedules can be adapted to permit attendance. The Library will pay for staff training that the Director has approved and decides is necessary.
- E. Lunch will be included in the training if the session is 6 or more hours in length. Mileage will be paid to one driver. If 4 or more staff are attending the training, then a second driver will be needed and mileage will be paid.

VI. Pay, breaks, schedules

- A. Library personnel are paid according to a Board adopted pay-scale, which is revised each June for the following year. At that time, yearly salaries are set for professional staff and hourly rates are adopted for the various levels of support staff. Levels are set to represent the job performance, experience, and skills.
- B. The Library's work week is from Monday to ~~Monday~~ Sunday, and employees are paid at two week intervals on Wednesday.
- C. Overtime: As a general rule, employees are not asked to work more than forty hours per week, nor more than eight hours per day. On occasion, it may be necessary to extend an employee's day beyond the regular eight hours. In this case, the employee will be given a choice of either taking 1.5 x the hours over eight off during the present, or the following pay period, or they may opt for 1.5 x their rate of pay for those hours more than eight that they work
- D. Work Breaks; Personnel who work four or more hour are given a paid, fifteen minute break. Employees are given a paid lunch break of one half hour. Breaks are to be taken in one of the back rooms out of the public eye, if possible. ** for clarification* Employees working an 8 hour day are granted 2 fifteen minute breaks and a lunch break of ½ hour.
- E. Work Schedules: Employees will be expected to work all scheduled days and hours, unless sickness prevents their doing so. Work schedules are posted well in advance and employees are expected to work their entire shift.

VII. Separation

- A. Resignation or Retirement: Notice is expected from the Director at least two months in advance. Two weeks shall be expected from all other personnel. The age of retirement shall not be specified as long as the employee is capable and performs his/her duties efficiently and effectively.

- B. *In the event of a reduction in funds received for the operation of the library or the discontinuance of a service it may become necessary to terminate the service of staff members. Notice shall be given as far in advance as possible to those employees affected by such action.

VIII. Personnel Files – added to general policies re: exempt from public disclosure.

IX. Leaves

- A. Holidays: Every year the Library will be closed for these holidays: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve.

- 1. Example: Were a holiday to fall on a full-time employee's day off a compensatory day will be granted to that employee. That compensatory day off should be taken within 3 weeks after the day off is earned.
- 2. Clarification: Part-time employees too will be granted compensatory time off for days closed as referred to in section IX. letter A. Days off will be pro-rated to the employee's regularly scheduled hours.

- B. All library staff will be paid for these days off. Holiday pay for each employee will be based on their average hours worked per week divided by 5 and multiplied by their hourly wage.

- C. * Bereavement: Each *full-time* employee will be entitled to be absent following the death of an immediate family member: parent, sibling, spouse, child, *grandparent*, or *immediate in-laws* for period of up to *five* days without loss of pay. For extended family members, one day will be granted without loss of pay. Unpaid leave will be granted for the funeral day of a friend of the employee.

- 1. Part-time employees receive bereavement leave on a pro-rata basis.

- D. Vacation: An employee is eligible for vacation after they have reached the anniversary of their hire date. They are then allowed the number of days (or hours) they work in one week for vacation. These days are then to be taken before the end of the present calendar year. Vacation times must be approved by the *Director*.

- 1. The first year (hiring date to anniversary thereof) - 1 week's worth of days or hours worked

2. Second year (calendar year) - 1 week Third year - 1 week Fourth & Fifth years - 2 weeks Sixth thru Tenth year - 3 weeks Subsequent years - 4 weeks.

- E. An employee is eligible for sick leave after they have reached the anniversary of their hire date. They are then allowed the number of days (or hours) they work in one week. Sick days may accumulate up to thirty days and may not be taken in conjunction with other leaves i.e. Vacation Leave.

Example: During a one week vacation employee is ill for three days. Sick leave may not be taken during this time.

- a. If necessary an employee may call in to notify the Library that the employee isn't feeling well and may report for duty later. If the employee is feeling up to working then they are encouraged to come to work. Otherwise the employee must call in again to notify the Library that they will not be in that day.

- b. Employees may not call in and take a sick day and then show up.

2. Personal Days: The Board will grant two paid personal days each year to full-time employees and a commensurate amount of time for part-time staff. Personal days are for personal use. Personal days ~~do not~~ accumulate to a *maximum of 24 hours*. Whenever possible, a week's notice should be given when an employee plans to request a personal day, but is not required. Personal Leave is taken in three (3) hour increments.

3. Unpaid Leave: Eligible employees will be granted up to twelve weeks of unpaid leave of absence during any twelve-month period for one or more of the following reasons: birth of a child, adoption of a child, care of a spouse, child, or parent with serious health condition. The employer may require, or employee may request that accrued paid vacation time and/or sick leave days be substituted for any portion of the twelve weeks of leave.

- a. Employees eligible for unpaid leave are those who work forty hours a week and have been employed by the Library for thirteen months or more.

4. Military Leave: Any employee entering into the Armed Services at any time during his/her employment or who becomes a member of the Armed Services (including the National Guard and U.S. Reserve Forces) while in the employment of the Library shall be granted a leave of absence in accordance with applicable law during such period of service.

5. Jury Duty: Staff is expected to accept jury duty when selected and the Director

is not to request an employee be excused from jury duty unless library services will be adversely affected. Employees are to return to work after jury duty, although no more than eight hours for both jury duty and work will normally be required. The library will pay the difference between jury duty and regular salary.

6. Family and Medical Leave (FMLA): The Bell Memorial Public Library subscribes to the federal Family and Medical Leave Act of 1993 (29 USC 2601). Family leave of absences without pay are available to employees who want to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child or to care for an immediate family member (spouse, child, or parent) with a serious health condition. Medical Leaves of absence without pay are available to employees who are unable to work because of a serious health condition. An combination of family and medical leave may not exceed 12 weeks per 12 month period.
 - a. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involved inpatient care in a hospital, hospice, residence, or residential medical care facility or certain continuing treatment by a health care provider.
7. Requests for family or medical leave should be made to a supervisor at least 30 days prior to foreseeable events, and as soon as possible for unforeseeable events. Employees requesting leave due to a serious health condition may be required to submit a health care provider's statement.
8. Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, the Library will provide health insurance benefits for the full term of the family or medical leave of absence.
9. Employees not returning after their approved leave will then owe the Library for all insurance premiums paid on their behalf by the Library for the employee. To avoid this penalty, the employee must work their scheduled shift for one day.

X. Benefits

- A. Special Privileges: Library staff and their minor children are exempt from overdue fines. Employees may make up to ten free copies per week.
- B. Borrowing Privileges: While exempt from overdue fines, Library staff may not abuse their borrowing privileges. Within reason, staff may borrow more than what is allowed for patrons, but materials must be returned within a reasonable length of time. Borrowing items and keeping them for more than six months is considered an abuse of

this privilege. Employees are expected to pay for any lost or destroyed library materials.

- C. If it is necessary to use the Library telephone for personal calls, please keep the call time at an absolute minimum.
- D. Internet usage for personal reasons. Employees are not to update their Facebook pages while on Library time. Checking personal e-mail etc. periodically through the day is allowed as long as it too is kept to an absolute minimum.
- E. Insurance: The Library will pay for health/life/dental insurance for full-time employees. Forty hours are considered full time. The Library will be responsible for insurance coverage on employees only; family members of employees will not be covered, except at employee expense.
- F. Public Employees' Retirement Fund: The Library is currently paying one hundred percent of full-time employees' PERF

XI. Closings Inclement Weather Procedures Adopted February 3, 2014, updated January 26, 2015.

- A. Guidelines to follow in the event of severe weather and/or building utility issues.
- B. Library closing or opening late or not opening at all will be considered in the event of heavy weather conditions such as: blowing & drifting snow, blizzard conditions, heavy ice and/or sleet, heavy fog, wind chill warnings, travel advisories or warnings by county officials, and any other conditions as determined by the Library Administration. *Please note that the Library does not follow closing or late opening procedures as the school corporation.*
- C. As deemed necessary, the Director will consult with the Library Board President or the next person in line if the President is unavailable, to determine whether or not the Library will be closed due to weather or other issue. This action does not necessarily need to originate with the Library Director. If necessary, the Library Board President may confer with the Director to determine the best course of action with respect to the closure. Action may also begin with another Trustee, but the decision needs to be finalized by the President or the next officer in line.
- D. In the event of a life threatening emergency, the Director or designated alternate is to see that the Library is evacuated and that all staff and patrons are accounted for. The Library Board President or the next officer in line will then be contacted and be given an update. Example: gas leak.
- E. CLOSED ALL DAY

1. Staff members who are scheduled to work will be paid for their regularly scheduled number of hours that they would have worked that day.

F. PARTIAL DAY CLOSINGS

1. Staff who are present at the time the decision is announced to close the Library for the balance of the day will be paid for the hours for which they were scheduled to work. Example: All regular Tuesday morning staff arrived on time. Snow is accumulating so that travel is becoming dangerous, travel warnings have been posted. It is determined to close the Library at noon. Staff who are present and scheduled to work past the announced closing time will be paid their regularly scheduled hours.
2. Staff who are scheduled to work later in the day (such as from 5:00-7:00) will not be paid, though they are welcome to work additional hours at a later time so as to not be shorted their regular pay.

- G. It needs to be stated that the personal safety of the Library's staff is always important. If for whatever reason a staff member feels that conditions (notably winter conditions) are such that their personal safety would be in jeopardy traveling to work, they are able to use whatever earned leave is available so as to not lose any wages.

XII. Conduct ; consequences

- A. Employees absent for three days or more without having called in sick are considered to have resigned their position with the Library.
- B. Sexual Harassment: It is the policy of Bell Memorial Public Library that our work place is for work. It is our goal to provide a work place free of tensions involving matters that do not relate to Library business. An atmosphere of tension created by ethnic, sexual or religious remarks, conduct, or animosity shall not be permitted in our work place. Ethnicity, age, race, religious, or sexual consideration shall not be used as the basis for employment decisions affecting any employees. If any verbal or physical conduct takes place, the offended individual is asked to notify the Director or a Board member so that Bell Memorial Public Library can deal with the problem in a confidential manner, and so that appropriate action, including disciplinary actions, can be taken. Library policy prohibits harassment of any employee or patron by anyone. We do not seek to regulate anyone's personal morality, but we must assure that no one is harassed in the workplace.
1. While it is impossible to list all types of harassment, they include, but are not limited to:

- a. unwelcome sexual advances
- b. requests for sexual favors
- c. other verbal or physical contact of a sexual nature
- d. offensive sexual remarks
- e. offensive sexual flirtations
- f. display of sexually suggestive objects or pictures
- g. verbal comments about an individual's body
- h. sexually suggestive or offensive dress
- i. any actions, words, jokes, or comments based on a person's sex, race, ethnicity, age, religion, or any other legally protected characteristic
- j. any actions, words, jokes, or comments meant to demean another individual
- k. any other actions, words, jokes, or comments which interferes with a person's ability to perform his/her job; or adversely affects the workplace environment
- l. The prohibitions on harassment apply not only to male/female, but also female/male, male/male, and female/female situations.
- m. Any employee or patron who feels that s/he is a victim of harassment, or who observes any type of harassment, should report the matter immediately to a supervisor. In the event the offended person is, for any reason, uncomfortable in approaching a supervisor about harassment, the employee should contact the Director or a Library Board member.

2. The Library strongly disapproves of sexually or any other harassing conduct related to the workplace and will take appropriate corrective action against those who violate this policy.

3. While not generally encouraged, children of staff members may occasionally find it necessary to spend extended time in the Library. After depositing personal gear, they should quietly retire to one of the public seating areas of the building to study or read.

C. Drug Free Workplace

1. The Bell Memorial Public Library is committed to providing and maintaining a drug-free workplace. It is, therefore, library policy that any employee found with the presence of alcohol or illegal drugs in his/her system, in possession of, using, manufacturing, trading, selling or offering for sale alcohol or illegal drugs on library property at any time will be subject to disciplinary action up to and including termination.

2. Prescription drugs prescribed by the employee's physician may be taken during

work hours. The employee should notify their supervisor if the use of properly prescribed prescription drugs will affect the employee's work performance. Abuse of prescription drugs will not be tolerated.

3. Any employee convicted of violating a criminal drug statute in the work-place (property of the Bell Memorial Public Library) must notify his/her employer within five days of such conviction.
4. Adherence to this policy is a condition of employment. Violations will result in disciplinary action up to and including dismissal. Employees may also be required, at their own expense, to participate in an approved drug or alcohol abuse rehabilitation program as a condition of continued employment.

D. Disciplinary procedures

1. The violation of work rules will result in progressive disciplinary action. Discipline can range from an oral reprimand to immediate dismissal, depending upon the situation. Each situation will be handled on an individual basis.
2. Where necessary, the Library Director will take appropriate action that may not be specifically covered in this policy section. All disciplinary actions, formal and informal, are conducted in private, but may be conducted with a witness.
 - a. Verbal Reprimand: The Library Director will initially have a discussion with the employee regarding the problem. A note will be placed in the employee's file for a minimum of six months. This record will include the time, date, description of the problem and direction given to the employee.
 - b. Written Reprimand: If the problem continues the Library Director will have a formal meeting with the staff member in question and issue a Director and Employee Conference Report and must be signed by both the Director and the Employee. This report will note the same details as above except that this warning will become part of the employee's permanent record. A follow-up conference is required three (3) weeks after the initial conference for any additional assistance or direction for the employee.
3. A repeat offense results in a interview and second written warning being placed in the employee's files; a third infraction is grounds for dismissal. When the employee is dismissed, the Library Director is to give written notification to the Library Board President regarding the situation.
4. Suspension: The director may, for cause, suspend, with or without pay, an employee for a set period of time. A written statement specifically setting forth

reasons for the suspension and duration of the suspension shall be furnished to the employee. Copies shall be placed in the employee's personnel file.

a. Examples for discipline:

- (1) Consistently late to work without an acceptable excuse. Must make up time on the day the employee is late.
- (2) Failure to properly check in at the beginning of a work shift.
- (3) Failure to report personal injury or accident.
- (4) Inattentiveness to work: loafing, wasting time, failing to start work at designated time, quitting before the proper time, or leaving the job during working hours without supervisor's permission.
- (5) Disregarding job duties by neglect of work, carrying on personal business, or reading for pleasure.
- (6) Unexcused absence on one or more scheduled days of work.
- (7) Excessive absenteeism.
- (8) Failure to observe precautions for personal safety, posted rules, signs or instructions. Contributing to or creating unsafe conditions.
- (9) Rude behavior toward patrons.
- (10) Smoking in unauthorized areas.
- (11) Use of library equipment, or library building for other than directed use.
- (12) Disrespectful conduct: use of insulting, abusive, threatening, or obscene language toward public, subordinate, fellow employees or supervisor.
- (13) Unauthorized use of library property for private work or performing private work on library time.
- (14) Threatening, intimidating, coercing or interfering with employees or supervision at any time.
- (15) Sexual harassment or discrimination against an employee or applicant because of race, religion, sex, national origin, sexual orientation, age or handicap, and any reprisal action against an employee for reporting such discrimination.
- (16) Falsifying attendance records for oneself or another employee.
- (17) Insubordination. Disobedience to constituted authorities or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee.

b. The following are one-time grounds for immediate dismissal:

- (1) Fraud in securing employment.

- (2) Actual theft or attempted theft of library property or the property of others.
- (3) Willful misconduct or violation of library rules and regulations resulting in damage to public or private property or to any person.
- (4) Unprovoked physical assault on another person.
- (5) Involvement in the sale, delivery, receipt, or possession of any narcotic or alcoholic substance or committing any criminal or illegal act in connection with the library, either on the premises or off-site while engaged in library work.
- (6) Removal of library records or unauthorized release of confidential information or records about patrons or employees.
- (7) Falsifications, misstatement, exaggeration, or concealment of material facts in connection with the employment, promotion, and record investigation or other proper proceeding concerning an employee or applicant.

E. Grievance Policy and Procedures

- 1. The Library strives to treat all employees fairly and with dignity and respect. Disagreements, though, will happen and will occasionally require additional effort to bring about a resolution. If a staff member believes they have been treated unfairly by a fellow employee or the Director, a guideline has been created to secure a successful final result. The steps outlined below are required for a grievance to be filed:
- 2. After an employee has attempted to settle the issue, it is their option to file a formal grievance. The grievance needs to be submitted to the Director within seven (7) business days after the action occurred and needs to be succinct and fact based with the following information:
 - a. Employee name and position.
 - b. Date, time, location and witnesses (if any) of incident occurrence.
 - c. Name of staff member about whom grievance is being filed.
 - d. Succinct description of the issue/s.
 - e. Action/s taken to resolve the issue.
 - f. Recommendations as to how issue can be resolved.
 - g. Employee signature.
- 3. Even if the issue is between the staff member and the Director, this same procedure is required to be followed.
- 4. All documents will become part of the personnel file for both parties.

5. The Director will respond to the employee within seven (7) business days; additional time may be required for investigation and fact finding. If so, the Director will inform the employee of such and will state by when a response will be forthcoming.
6. At a time convenient for both parties, an in-person meeting will be held between the Director and the employee to discuss the Director's findings and decision. Both the Director's findings and decision will be given in writing to the employee.
7. If the employee is dissatisfied with the Director's decision, an appeal can be filed with the Library Board President within seven (7) business days of the Director's response. A copy of all documentation must be included with the written appeal. These copies must also be forwarded to the Director.
8. The Library Board President will then convene a meeting of the Trustees at a time convenient for all to meet with the employee and discuss the issue/s. A similar meeting will also be held with the Director.
9. The committee will then determine a timeline by which their response to the grievance will be given. Additional time may be required if the committee feels it necessary to consult with legal counsel.
10. The committee will deliver their final determination in writing to both parties.
11. All Board decisions are final.
12. All documentation will be kept private and confidential.

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g. CLOSURES LASTING MORE THAN 48 HOURS.

- i. This section is intended to provide for the full/partial closure of the Library due to health emergencies or disasters as declared by local, national or federal orders which recommend that opening the Library could/would be detrimental to the health of the Library staff or public.

(1) If elements of this section do not provide adequate direction, then common sense must prevail and this policy should be used as a template for the issue at hand.

- ii. The Library will comply with all local, state, federal laws as well as any acts or orders that effect Library personnel and could influence some of the following sections. The purpose of any level of closure is to:

- (1) Ensure safety and security of the Library staff, patrons and facility through a closure.
- (2) Maintain a continuity of Library's mission including communication to staff, trustees and the public.
- (3) Provide guidance for staff compensation.
- (4) Ensure basic building and asset maintenance at all times except in the event of a full quarantine.

- iii. Level of closure and staff duties during closure:

- (1) Full closure – (note: in the event of a quarantine no staff are allowed in the building)
 - (a) Department heads are expected to telework or take home materials etc. to continue planning for future programs, material selection, participate in online meetings and webinars, attend online courses to satisfy Library Education Units (LEUs) approved by the Indiana State Library or other online course as approved by the Director. Staff member will provide the Director with a certificate of completion as proof of course completion or other documentation showing participation. Time spent on planning or material selection should be noted as if the staff member were performing such duties at the Library.
 - (b) Staff members who do not have access to the Internet or equipment to perform telework or whose duties cannot be performed remotely will need to consult with the Director on an alternative method of performing their duties or other services that could count toward their duties.
 - (c) The above supports the maintenance of the Library's mission and staff are paid accordingly as long as there is supporting

documentation on time spent on Library duties. Staff not turning in documentation or request to take earned will receive no pay for that pay period.

- (2) Partial closure – Library closed to the general public but staff are allowed in the building.
 - (a) Staff could be performing their normal duties or other duties as requested by the Director
 - (b) Staff schedules could be modified as needed or required by events such as maintaining a physical distance from another staff member. Should physical distancing be required, the Director or a delegate will create a staff schedule that allows for only a certain number of staff in the building at any one time.
 - (c) If a staff member's scheduled hours do not equal that of their generally scheduled hours they are to consult section 3.a.(1) and 3.1.(2) above to fill-in the balance of their scheduled hours.
- (3) Library partially open providing services via non-standard means (i.e. curbside delivery of materials) or open with limited services and limited number of people in the building.
 - (a) If a staff member's scheduled hours do not equal that of their generally scheduled hours they are to consult section 3.a.(1) and 3.1.(2) above to fill-in the balance of their scheduled hours