



Muhlenberg Community Library Employee Handbook

Muhlenberg Community Library
3612 Kutztown Road
Reading PA 19605
610-929-0589

*Approved by the Board of Trustees on 02/13/2017
Reviewed and Revised by the Board of Trustees on 10/11/2021
Approved and adopted by Board of Trustees on 05/13/2019 to replace prior
Employee Policy & Personnel Policy.*

Table of Contents

Overview & Expectations	4
Section 1. Introduction	5
1.1. Purpose of this Handbook.....	5
1.2 Change of Policy.....	5
Section 2. Employment.....	5
2.1 Probationary Period	5
2.2 Orientation	6
2.3 Employee Background Check.....	6
2.4 Immigration Law Compliance.....	6
2.5 Termination of Your Employment.....	6
2.6 Employment Forms.....	7
Section 3. Terms & Definitions.....	7
3.1 Employment Classification	7
3.2 Definition of "At-Will" Employment	7
3.3 Type of Workers	8
Section 4. Payroll.....	8
4.1 Payment Schedule.....	8
4.2 Paycheck Distribution	9
4.3 Wages	9
4.4 Deductions & Garnishment	10
Section 6. Paid/Unpaid Time-Off.....	10
6.1 Holidays.....	10
6.2 Vacations.....	11
6.3 Personal Holidays.....	11
6.4 Sick Leave	12
6.5 Funeral (Bereavement) Leave	12
6.6 Jury Duty	13
6.7 Military Leave of Absence.....	13
Section 7. Rights & Policies	13
7.1 Equal Opportunity Employment Policy	13
7.2 Accommodation for Disabled Employees.....	14
7.3 Employment of Minors	14
7.4 Employment of Relatives	14
7.5 Religion & Politics	15
7.6 Private Information.....	15

7.7 Leaves of Absence	15
7.8 Discrimination & Harassment	16
7.9 Drug-Free Workplace.....	17
Section 8. Employment Benefits	17
8.1 Unemployment Insurance	18
8.2 Workers' Compensation.....	18
8.3 Social Security Benefits (FICA)	18
8.4 Additional Benefits	18
Section 9. Rules of Conduct.....	18
9.1 Code of Conduct.....	18
9.2 Attendance/Reporting for Work.....	20
9.3 Dress Code.....	21
9.4 Confidentiality	22
9.5 Workplace Inspections.....	22
9.6 Open Communication	23
9.7 Personal Cell phones.....	24
9.8 Family Members in the Library	24
10. Disciplinary Action.....	24
10.1 Crisis Suspension	26
10.2 Violence in the Workplace.....	26
10.3 Personal Use of Library Property	27
10.4 Computer & Electronic Mail Usage	27
10.5 Computer Software – Copyright Laws.....	27
10.6 Electronic Mail	28
Section 11. General Employee Safety	28
Section 12. Terminating Employment	30
12.1 Exit Interviews.....	31
12.2 Return of Library Property.....	31
12.3 Re-Employment	31
Receipt & Acknowledgement	32
Employee Handbook Addendum - A.....	33

Overview & Expectations

Muhlenberg Community Library believes in creating a harmonious working relationship among all employees. In pursuit of this goal, the Library has created the following employee relations objectives:

- Provide an exciting, challenging, and rewarding workplace and experience.
- Select people on the basis of merit and business needs, not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.
- Compensate all employees according to their effort and contribution to the success of the Library and review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
- Promote employees based on their ability and merit and make promotions or fill vacancies from within the Library whenever practical.
- Provide eligible employees with vacation, sick leave, holidays, ~~health, and welfare benefits.~~
- Assure employee an opportunity to discuss any issue or problem with the Director. The offended employee may contact the President of the Board only if the complaint is against the Director. Prompt investigation of any complaint that may arise in the everyday conduct of our business, to the extent that is practicable.
- Respect individual rights and treat all employees with courtesy and consideration.
- Provide shared workspaces that are comfortable, orderly, and safe.
- Keep employees informed of the progress of the Library and its overall goals and objectives.

Muhlenberg Community Library needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. You are also expected to cooperate with management and your fellow employees and to maintain a good team attitude. How you interact with fellow employees and those whom the Library serves, and how you accept direction can affect the success of the Library. In turn, the performance of one employee can impact the entire service offered by the Library. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. You help create pleasant and safe working conditions at the Library. The result will be better performance for the library overall, and personal satisfaction for you.

You are encouraged to take advantage of opportunities for personal development offered to you. This handbook offers insight on how you can perform positively and to the best of your ability to meet and exceed Muhlenberg Community Library expectations.

We believe in direct access to management. We are dedicated to making the Library an organization where you can approach your supervisor or the Director to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality service of the Library.

Please communicate with each other and with management.

Section 1. Introduction

1.1. Purpose of this Handbook

The purpose of this Handbook is to familiarize you - the employee - with the policies, rules, and other key aspects of Muhlenberg Community Library (the "Library"). It is also designed to answer many of your questions about the practices and policies of the Library. Feel free to consult with the Library Director (hereafter referred to as "Director") for help concerning anything you don't understand.

The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this Handbook is compulsory for all employees. The Library reserves the right to interpret this Handbook's content as it sees fit, and to deviate from policy when it deems necessary. Should any provision in this Employee Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Handbook, but only that particular provision.

1.2 Change of Policy

Muhlenberg Community Library reserves the right to change this Handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. Any such action will apply to existing as well as to future employees.

No one other than the Muhlenberg Community Library Board of Trustees (hereafter referred to as the "Board") may alter or modify any of the policies in this Employee Handbook.

- No statement or promise by a supervisor, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Section 2. Employment

Muhlenberg Community Library is confident that because of the mutual selection process undertaken, your employment will prove to be beneficial to the Library as well as yourself and we look forward to having you join us. We carefully select our employees through written applications, personal interviews, and background checks regarding skills, abilities and experience. This selection process helps the Library find and employ people who are concerned with their personal success and the success of the Library; who want to do a job well; who can carry on their work with skill and ability; and who can work well with our library team and our library patrons.

2.1 Probationary Period

Your first three months of employment at Muhlenberg Community Library are considered a probationary period, and during that period fulltime, salaried exempt, salaried non-exempt, and hourly employees will not be eligible for benefits described in this Employee Handbook unless otherwise required by law. This period will be a time to get to know your fellow employees, your supervisor or the Director and the tasks involved in your job position, as well as becoming familiar

with the Library's products and services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

During your probationary period, we will evaluate your suitability for employment, and you can evaluate the Library as well. Please understand, however, that completion of the probationary period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and we may choose to terminate your employment at any time, with or without reason.

A former employee who has been rehired after a separation from the Library of more than one year is considered an introductory employee during the first six months following rehire.

2.2 Orientation

On your first working day, you will be asked to complete initial employment paperwork. Your supervisor will introduce you to the Director and your co-workers and give you a tour of the building to familiarize you with the Library layout. Please feel free to ask any questions not answered during your orientation.

2.3 Employee Background Check

Prior to becoming an employee of Muhlenberg Community Library, a job-related background check may be conducted to protect the Library's interest and that of its employees and patrons. The background check may consist of verification of prior employment, professional reference checks, and confirmation of educational credentials. Additionally, all employees must have the following clearances prior to employment: PA Department of Public Welfare Child Abuse History Clearance, PA Criminal Record Check, and Federal (FBI) Criminal History Background Check.

2.4 Immigration Law Compliance

Offers of employment are contingent on verification of your right to work in the United States. You will be asked to provide original documents verifying your right to work and as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, the Library may be obliged to terminate your employment.

2.5 Termination of Your Employment

Muhlenberg Community Library will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from the Library
- Fail to return from an approved leave of absence on the date specified by the Library
- Fail to report to work or call in for three (3) or more consecutive workdays

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Library policies. Since your employment is at-will, both you and the Library have the right to terminate your employment for any or no reason.

2.6 Employment Forms

All new employees are required to complete and submit an *At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook*. All others have been or will be provided separately.

Employment Eligibility Form I-9

On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents to verify identity and employment eligibility within the next three (3) business days. The same policy applies to re-hired employees whose I-9's are over three (3) years old or otherwise invalid.

Non-Disclosure Agreement

This Handbook expressly prohibits the unauthorized disclosure of confidential Library information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the Internet, for employee's own benefit or the benefit of any third party.

Section 3. Terms & Definitions

3.1 Employment Classification

Muhlenberg Community Library employs regular and temporary employees on an "at-will" basis. This section defines the terms of "at-will" employment, as well as the different types of employees we hire and distinguishes between the different types of workers the Library employs.

Employee status is established at the time of hire and may only be altered via a written statement signed by the Library. Employee classifications include salaried exempt, salaried non-exempt, full-time hourly, part-time hourly, or temporary.

All policies described in this Employee Handbook and communicated by the Library apply to all employees, except for those policies directed towards specific classifications. If you are unsure of which job classification your position fits into, please ask your supervisor or the Director.

3.2 Definition of "At-Will" Employment

Your employment with the Library is at-will. The job of an "at-will" employee is not guaranteed. This means that neither you nor Muhlenberg Community Library has entered a contract regarding the duration of your employment. You are free to terminate your employment with the Library at any time, with or without reason. Likewise, the Library has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of the Library.

The Library also reserves the right to alter an "at-will" employee's benefits, pay rate, and assignments as it sees fit. The "at-will" terms of employment may only be changed with the approval of the Board and must be signed off by the Board. No employee of the Library can enter into an

employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Board.

3.3 Type of Workers

Exempt vs Non-Exempt Employees

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty (40) hours per work week.

Exempt status is defined by standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually the director or the assistant director and is a salaried employee.

Non-exempt is a full-time employee who regularly works 37.5 hours per week and is paid an hourly rate or a part-time employee who regularly works less than 37.5 hours per week and is paid an hourly rate.

The **Full-time hourly employee** is entitled to overtime pay based on the Fair Labor Standards Act (FLSA) for any hours worked over 40 in each week and is also entitled to some benefits. If you were a full-time hourly employee and have been on an approved leave of absence, upon return, you will be considered a full-time hourly employee, provided you return to work as agreed in the provisions of your leave.

The part-time hourly employee's hours are subject to change based upon a supervisor's scheduling needs. Part-time hourly employees are eligible for some benefits.

Regular vs. Temporary Employees

Regular employees work a regular schedule, either on a full-time or part-time basis.

A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an "at-will" basis (defined above).

Independent Contractors & Consultants

Independent contractors and consultants are not Library employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Library direction, and control their own methods, materials, and schedules. They are not eligible for library benefits.

Section 4. Payroll

4.1 Payment Schedule

Employees are paid bi-weekly generally every other Wednesday. In cases where the regular payday falls on a holiday, employees will receive payment on the last business day before said holiday. The bi-weekly pay schedule is normally made up of twenty-six (26) pay periods per year.

4.2 Paycheck Distribution

The Muhlenberg Community Library requires all employees to have paychecks directly deposited. To enroll in direct deposit employees must provide a cancelled check or Direct Deposit paperwork completed by their financial institute.

4.3 Wages

It is the Library's desire to pay all regular employee wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. The Library applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Wages vary from employee to employee and are based on level of skill and experience. The Library conducts regular evaluations of all employees and issues promotions as it sees fit. In addition to regular pay, employees may have the option of earning overtime pay if approved by the Director.

An exempt employee who works 37.5 hours per week, receives a consistent salary each pay period that is not based on hours work, and is exempt from overtime pay based on the Fair Labor Standards Act (FLSA) is considered a salaried exempt employee.

Overtime

A non-exempt employee may work overtime on the terms defined by Pennsylvania law pending prior authorization by the Director.

Time Sheets

By law, we are obligated to keep accurate records of the time worked by all non-exempt employees via time sheets. You are responsible for accurately recording your time. No one can record hours worked on another's time sheet. Tampering with another's time sheet is cause for disciplinary action, up to and including possible termination of both employees. In the event of an error in recording your time, please report the matter to the Director immediately.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Director. He/she will take the necessary steps to research the problem and to assure that any necessary correction is promptly made.

Expense Reimbursement

Purchases must be approved by the Director prior to any purchase. To be reimbursed for all authorized expenses you must submit a voucher accompanied by receipts. Please submit your voucher as you incur authorized reimbursable expenses. In order for the Library to keep records and accounting accurate and current, vouchers older than two months old may not be honored.

If you are asked to conduct library business using your personal vehicle, you will be reimbursed at the current mileage rate approved by Berks County Public Libraries. A mileage voucher must be completed for any mileage reimbursement.

4.4 Deductions & Garnishment

Federal and state law requires that we deduct the following from every paycheck:

Social Security

- Income tax (federal and state)
- Medicare
- State Disability Insurance & Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee.

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year. If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to the Director.

Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your bi-weekly electronic payroll vouchers to ensure that it reflects the proper number of withholdings. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Wage Garnishment

Sometimes the Library receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full through withheld payments or otherwise.

Section 6. Paid/Unpaid Time-Off

Normal working hours of operation for the library is at least forty-five (45) hours weekly, including a seven (7) hour weekend. Full-time employees are scheduled 37.5 hours per week; part-time employee are scheduled less than 37.5 hours per week. Exempt and non-exempt salaried employees shall be scheduled to work thirty-seven and a half (37.5) hours each week.

6.1 Holidays

Full-time, exempt salaried, and non-exempt salaried employees are eligible for fourteen (14) paid holidays, generally, when the Library is closed:

1. New Year's Day	8. Labor Day
2. President's Day	9. Election Day—General Election
3. Election Day—General Primaries	10. Thanksgiving Day
4. Spring Break (Friday before Easter)	11. Thanksgiving Weekend (Friday)
5. Spring Break (Saturday before Easter)	12. Christmas Eve
6. Memorial Day	13. Christmas Day
7. Independence Day	14. New Year's Eve

In the event these holidays fall on a weekend, the library may be closed on Friday, Saturday, and/or Monday in observance of the holiday. If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence. If the library is closing to observe the holiday on a full-time, salaried exempt, or salaried non-exempt employee's regular day off, that employee will take his/her entitled holiday on another day during the week before or after the holiday. Approval of selected holidays will be at the discretion of the Director and based on library staffing needs. For example, if Christmas Eve falls on a Sunday, and the library recognizes Saturday as the Christmas Eve holiday and Monday as the Christmas holiday, a full-time, salaried exempt, or salaried non-exempt employee, who does not regularly work on a Saturday, may select a day off during the week before or after Christmas Eve as his/her entitled holiday.

6.2 Vacations

All employees except temporary or contractual employees are eligible for vacation allowances. Vacation allowances will be granted, as far as practicable, in accordance with the desires of the employees; but the Library Director may allot paid or unpaid vacation or alter vacation schedules to ensure sound operation. Request for vacation shall be presented to the Library Director a minimum of two (2) weeks in advance for approval.

Paid vacation leave will be provided for exempt and non-exempt, full and part-time hourly employees based on years of service with the library. Accrual of paid vacation leave for full and part-time hourly employees will also be based on the customary number of hours worked per work week.

Employees will not accrue vacation time while they are out of work on short or long-term disability. Vacation hours will start accruing on the employee's first day of employment; however, vacation time may not be used until the following year or successfully completing the 90 day probation or during the three (3) month probationary period.

The library encourages its employees to utilize all their vacation allowances each year. Employees not able to take their allotted vacation in the year granted may carry over up to one (1) week's portion of the current year's vacation into the next calendar year. Carry-over vacation time must be used by the end of February of the carry-over year.

An absence caused by a leave of absence granted to the employee by the Board of Trustees or caused by a temporary layoff will not be regarded as a break in continuous service when determining vacation allowances. However, employees will not accrue vacation during layoffs or leaves of absence in excess of six (6) months.

Upon resignation, retirement, death, or termination of employment, employees will be paid for any prorated earned vacation allowance at the then current rate of pay. Vacation allowances of employees are to be utilized in increments of 4 hours or 7.5 hours toward vacation days, unless otherwise approved by the Director.

Salaried Employees

Exempt and non-exempt salaried employees will be entitled to vacation allowances as set forth below:

Length of Service	Days Annually
After 90 days probation	5
1 year to 3 years	10
4 years to 6 Years	15
7 year or more	20

Vacation days will be allocated on anniversary date of the employee. Employees may start taking the allotted vacation as of the anniversary date of hire.

Full and Part-time Employees

Vacation allowances are granted for the prior calendar year after the anniversary date of hire and the anniversary hire date in which the subsequent anniversaries occur. If a holiday falls during an employee's vacation period and that employee receives holiday pay, it will not be counted as part of that employee's vacation allowance.

Full-time and Part-time employees will be entitled to vacation allowances as set forth below.

Length of Service	Hours accrued
After 90 days probation	1 hour for each 50 hrs worked
1 year to 5 years	2 hours for each 50 hrs worked
5 years and more	2.5 hours for each 50 hrs worked

Hourly employees vacation time may not be taken until it is earned.

6.3 Personal Holidays

Exempt salaried and non-exempt salaried employees shall receive pay for the fourteen (14) identified holidays that library observes and an additional two (2) personal holidays each calendar year. Personal holidays shall be scheduled with the approval of the Library Director. Personal holidays are not cumulative from year to year. Personal holidays will not be paid as severance pay.

6.4 Sick Leave

Exempt and non-exempt salaried employees shall receive up to five (5) paid sick days per calendar year, accumulating to a maximum of twenty (20) days. Unused sick time will not be paid out at the time of termination or resignation.

Muhlenberg Community Library may require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

6.5 Funeral (Bereavement) Leave

Exempt and non-exempt salaried employees will be allowed up to four (4) working days of leave with pay (not charged to other leave time) upon request for bereavement, to plan for, and attend funeral services of the employee's spouse, child, parent, or brother/sister. In the event of a death in an

employee's secondary family (grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, brother-in-law, sister-in-law, niece, nephew, cousin, aunt, uncle or another blood relative) the employee may take up to two (2) days without loss of pay. If additional leave is necessary, earned vacation leave may be taken and must be approved by the Director.

Funeral leave pay will only be paid if the bereavement period falls on a regularly scheduled work day. For example, if the funeral occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

6.6 Jury Duty

If you are called for jury duty, you must notify your supervisor within 48 hours of receipt of the jury summons. Employees will be permitted to take the necessary time off with pay. On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Director. This document is issued by the court.

6.7 Military Leave of Absence

If you are a full-time, exempt salaried, or a non-exempt salaried employee and are inducted into the U.S. Armed Forces, you will be eligible for reemployment after completing military service, provided:

- You show your orders to the Director as soon as you receive them
- You satisfactorily complete your active duty service
- You enter the military service directly from your employment with the Library
- You apply for and are available for re-employment within 90 days after discharge from active duty. If you are returning from up to six months of active duty for training, you must apply within 15 days after discharge.

Employees who serve in U. S. military organizations including Military Reserve and National Guard units may take the necessary time off without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. Employees may apply accrued personal leave and unused earned vacation time to the leave if they wish; however, they are not obliged to do so. You are expected to notify the Director as soon as you are aware of the dates you will be on duty so that coverage arrangements can be made.

Section 7. Rights & Policies

The following section summarizes your legal rights as an employee of Muhlenberg Community Library. Questions about any rights or policy detailed in this section may be addressed with the Director.

7.1 Equal Opportunity Employment Policy

The Library provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or

characteristics, marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment with Muhlenberg Community Library. As an employee, you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

Equal employment opportunity notices are posted in the workroom as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against. Management is primarily responsible for seeing that the Library's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply to everyone. Any employees involved in discriminatory practices will be subject to termination.

7.2 Accommodation for Disabled Employees

We are happy to work with otherwise qualified disabled employees to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the Library's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

7.3 Employment of Minors

Our policy on employment of minors adheres to all FLSA standards, including the following:

Minimum employment age

- Maximum weekly hours for employees under 16
- Minimum hazardous job employment age (18)
- Minimum wage standards for students, apprentices, disabled employees, and employees under the age of 20.

7.4 Employment of Relatives

The employment of relatives can prove problematic, particularly in situations where relatives share a department or a hierarchical relationship. The Library will not hire relatives to work in any potentially disruptive situation. An employee must inform us if he or she becomes a co-worker's relative. If at any time we perceive the situation to be dysfunctional, we may have to reassign or ask for one relative's resignation to remedy the situation.

7.5 Religion & Politics

Muhlenberg Community Library is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Library in any way. We are happy to work with employees to accommodate political and religious obligations, provided accommodation is requested from a manager in advance.

7.6 Private Information

Employee information is private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reasons. If you wish to view your files, you must set up an appointment in advance with the Director. A Library-appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Library premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

7.7 Leaves of Absence

Employees requiring time off from work may apply for a leave of absence. All leaves must be approved by management. For planned leaves, employees must submit requests at least 14 days in advance. Emergency leave must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on the Library and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's healthcare provider. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave unless the law states otherwise. However, the Library will try to reinstate each returning employee in his or her old position, or one that is comparable.

Below are the three main types of leave that Muhlenberg Community Library offers employees. Some, but not all, are governed by law.

1. Work-Related Sickness & Injury

Employees eligible for Worker's Compensation rendered unable to work because of a work-related injury or illness will receive unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as family and medical leave under FMLA.

2. Maternity

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.

3. Vacation Policy

It is the policy of Muhlenberg Community Library to provide each employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his or her employment anniversary date. (Review in Paid/Unpaid Absence section within this document.)

7.8 Discrimination & Harassment

In keeping with our Equal Opportunity Employment clause, the Library will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, disability, medical condition, sex, sexual preference, or gender identification. Harassment and discriminatory behavior among employees or contractors will result in disciplinary action, with the possibility of termination. Discrimination and harassment by customers or other business associates should be immediately reported to your supervisor, at which point the Library will investigate and take corrective action. You are welcome to seek legal relief if you find the Library's actions inadequate.

Muhlenberg Community Library intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort—verbal, physical, visual—will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to: race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law. The Library prohibits harassment of its employees in any form by supervisors, co-workers, patrons, or business associates.

Workplace harassment can take many forms. It may be, but is not limited to: words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact violence. Such conduct may result in disciplinary action up to and including dismissal of the employee who harasses others. With respect to non-employees, offending Library patrons and business associates will be asked to leave and not to return.

Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment

or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

Responsibility

All Muhlenberg Community Library employees, and particularly supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their supervisor or the Director. The offended employee may contact the Board only if the complaint is against the Director. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the library to do so.

Reporting

While Muhlenberg Community Library encourages you to communicate directly with the alleged harasser and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. Any incidents of harassment from employees or the public must be reported to a supervisor or the Director immediately even if you are not sure the offending behavior is considered harassment. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment. However, willfully false statements or allegations made by any individual will not be tolerated, and will result in disciplinary action, which may include termination.

7.9 Drug-Free Workplace

It is the goal of Muhlenberg Community Library to maintain a drug-free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, the Library has adopted the following policies:

- The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace.
- Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
- As an on-going condition of employment, employees are required to abide by this prohibition and to notify the Director of any criminal drug statute conviction that they receive, in writing and within five (5) days of the violation.
- If you report for duty debilitated through the use of drugs, appropriate personnel action will be taken, up to and including termination.
- If you sell illegal drugs while on duty or in the workplace, you will be immediately terminated from Muhlenberg Community Library.

Section 8. Employment Benefits

Muhlenberg Community Library offers a comprehensive benefits program for all eligible employees. We reserve the right to modify, add or delete the benefits offered.

- Salaried Exempt and Salaried Non-exempt Employees are eligible for paid holidays, sick days, personal days, snow days, ~~pension plan~~ and vacation.
- Full-Time Employees are eligible for paid holidays and vacation.
- Part-Time Employees are eligible for vacation.
- Temporary Employees are not eligible for benefits, unless otherwise determined by the Board.
- Anniversary Date - the first day you report to work is your "official" anniversary date. It is used to compute various conditions and benefits described in this Employee Handbook.

8.1 Unemployment Insurance

Employees rendered unemployed through no fault of their own or due to circumstances prescribed by law, and who meet the State eligibility requirements for time worked or wages earned, may receive unemployment insurance (also called unemployment benefits or compensation). State agencies directly administer this insurance and determine benefit eligibility, amount (if any), and duration.

8.2 Workers' Compensation

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. Muhlenberg Community Library provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance for injured employees in returning to suitable employment.

8.3 Social Security Benefits (FICA)

Both employees and the Library contribute funds to the federal Social Security Program as prescribed by law, providing retirees with benefit payments and medical coverage where applicable.

8.4 Additional Benefits

The Library offers the following benefits to its employees. If you would like to obtain more information about any of them, please contact the Director.

Retirement Plan

Muhlenberg Community Library participates in the Simplified Employee Pension (SEP) to provide eligible employees (those who have completed sufficient service) with a benefit upon retirement. Eligible employees must work at least three (3) years. The calculation of the three (3) years of employee begins on your date of hire.

Section 9. Rules of Conduct

9.1 Code of Conduct

The success of the Library depends upon the quality of the relationships between the Board, the staff and the general public. The public impression of the Library and their interest and willingness to

support us is greatly formed by the library staff. Regardless of your position, you are the Library's ambassador. The more goodwill you promote, the more our patrons will respect and appreciate the Library and its services.

Below are several things you can do to help give patrons a good impression of Muhlenberg Community Library. These are the building blocks for our continued success.

- Act competently and deal with people in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner
- Take great pride in your work and enjoy doing your very best

Unacceptable Activities

Note that the following list of unacceptable activities below does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or the Library may terminate the employment relationship with or without reason, and in the absence of any violation of these rules. If you have any questions, please see your supervisor or the Director.

- Failure to report an absence or late arrival; excessive absence or lateness.
- Stop working or leaving Library premises before the end of a workday, or not being ready to work at the start of a workday without approval of your supervisor or the Director.
- Falsification of your own time sheet or records or attendance documents; entering or altering data on another employee's time sheet or records; or causing someone to alter your time sheet or records.
- Dishonesty: falsification or misrepresentation on your employment application, resume or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Library; alteration of Library records or documents.
- Unsatisfactory or careless work; failure to meet performance or quality standards as explained to you by your supervisor or the Director.
- Insubordination or refusing to obey work instructions properly issued by your supervisor.
- Threatening, intimidating, or coercing fellow employees on or off the premises at any time.
- Any act of harassment, sexual, racial or other; sexist, racist, ethnic jokes/slurs.
- Obscene or abusive language, indifference or rudeness toward any library employee or patron; any disorderly, antagonistic, immoral or indecent conduct on Library premises.
- Spreading malicious gossip and/or rumors; engaging in behavior that creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Violation of the Confidentiality Policy; giving confidential or proprietary Library information to other organizations; breach of confidentiality of patron or personnel information.
- Violation of security or safety rules and practices; failure to wear required safety equipment; tampering with safety or security equipment; negligence or any careless action which endangers the life or safety of another person.
- Excessive use of Library telephone for personal calls and inappropriate cell phone usage
- Sleeping during working hours.
- Smoking/vaping on school grounds, in restricted areas, or at non-designated times.

- Using one's position or authority for personal or political profit or gain; soliciting or accepting gifts of substantial value, campaign contributions, gratuities, favors, services, promises of future employment, entertainment, loans or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the Library.
- Conducting a lottery or gambling on Library premises not sanctioned by the library and covered by its Small Games of Chance License.
- Soliciting for any cause during working hours is not permitted. This includes selling merchandise or collecting funds of any kind for charities or others without authorization during work hours, or at a time or place that interferes with the work of another employee on Library premises.
- Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on Library premises, except medications prescribed by a physician which do not impair work performance.
- Possession of firearms, weapons, or explosives on school property is prohibited, as per PA statute 18 Pa.C.S. § 912, and therefore while the library resides on the Muhlenberg School grounds, such weapons are prohibited.
- Engaging in an act of sabotage; negligently causing the destruction or damage of library property, or the property of fellow employees, patrons, or business associates in any manner.
- Theft or unauthorized possession of Library property or the property of fellow employees; unauthorized possession or removal of any Library property, including documents, from the premises without prior permission from management; unauthorized use of library equipment or property for personal reasons; using library equipment for profit.
- Engaging in any criminal conduct or acts of violence or making threats of violence toward anyone on library premises or when representing the Library; fighting, or provoking a fight on library premises, or negligent damage of property.

9.2 Attendance/Reporting for Work

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor before the start of the workday if you will be absent or late and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or report to work for consecutive workdays will be considered voluntary resignation and result in removal from payroll. Salaried exempt and salaried non-exempt employees are given sick leave; however, full-time and part-time employees are not given sick leave.

Absence from work for three (3) consecutive days without notifying your supervisor or the Director will be considered a voluntary resignation. If you are absent because of an illness for three or more consecutive days, the Director may request that you submit written documentation from your doctor.

A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness, or leaving early may lead to disciplinary action, including possible dismissal.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Director may decide to close the library. If you decide to miss a normally scheduled day of work because of severe weather or hazardous travel conditions, you have the option of taking a vacation day, if you have accrued vacation time.

Paid Break Periods

Unless defined otherwise by Pennsylvania state law, non-exempt employees are entitled to a paid 10-minute break for every four hours of work, as well as a 30-minute meal break for any shift lasting longer than five hours. Employees who work 4 hours will receive a 15 minute paid break. Any employee who works more than 6 hours is entitled to a 30 minute paid meal break, or two 15 minute paid breaks. During paid meal periods, employees must remain in the library and may be interrupted to assist patrons.

Library Meetings

On occasion, we may request that you attend a library-sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee and attend a meeting held during your non-working hours, you will be paid for the hours worked.

Other Library Business

At times, we may ask an employee to shop for/purchase supplies or equipment for the Library or Library programs that are not available locally. Employees will be compensated for the time required to make the purchases contingent on the prior approval of the Director.

9.3 Dress Code

Our daily dress code is business casual. Your appearance and grooming contribute to the positive impression you make on our customers. You are expected to be dressed appropriately during working hours or when representing the Library. If your supervisor feels your clothing and/or grooming is inappropriate, you may be asked to leave the workplace. Employees who violate dress code standards may be subject to disciplinary action.

Acceptable business casual attire options include:

- Skirts and Dresses no shorter than 2 inches above the knee
- Slacks or Jeans in good condition (Dress jeans up with a nice top, not Jeans & T-shirt)
- Blouses, knit shirts, sweaters
- Capris and culottes that fall below the knee
- Dress shoes, walking shoes or sneakers that are in good condition

What not to wear:

- Clothes with tears or holes, and/or workout or gym attire
- Skirts shorter than 2 inches above the knee
- Shorts, skorts, sweatpants/shirts, hoodies
- T-shirts (with limited exceptions)
- Yoga Pants/Leggings (leggings may be worn under a dress, skirt, or tunic top provided that the item is no shorter than 2 inches above the knee)

- Sleeveless shirts such as tank tops, spaghetti straps, etc. (cap sleeves blouses, cold shoulder sleeve blouses, and sleeveless blouses are okay)
- Open toed shoes
- Hats and head coverings, with the exception of those that are required for religious purposes or to honor cultural traditions.

Friday/Saturday and Special event dress:

- Summer Reading T-shirts may be worn any day during the 10 weeks of Summer Reading
- Fridays and Saturdays: Library appropriate T-shirts are acceptable (such as Muhlenberg Community Library purchased Tees other than summer reading shirts and literature related Tees in good taste); otherwise, T-shirts are not permitted
- If you are hosting a special event, there may be exceptions with prior permission (i.e. wearing a themed Tee that matches the theme of the event)

Scents:

- While we can't avoid all scented products, to minimize allergy, asthma, and migraine issues that are triggered by certain scents, anyone working at the library should refrain from wearing perfume, cologne, or after-shave.

9.4 Confidentiality

No previous or current employee may disclose or give access to confidential Library information, in any way or at any time, unless otherwise authorized by Management.

Upon accepting employment with Muhlenberg Community Library, you were asked to sign a Receipt & Acknowledgement statement which includes a Confidentiality Agreement. Generally, it provides that you will not disclose or use any of the Library's confidential information, either during or after your employment. Your employment with us assumes an obligation to maintain confidentiality, even after you leave the Library's employment.

Additionally, our customers and business associates entrust us with important information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the Library earns the respect and further trust of our Library patrons and business associates.

If someone questions you outside the Library and you are concerned about the appropriateness of giving certain information, you are not required to answer. Instead, refer the request to your supervisor.

No one is permitted to remove or make copies of any Muhlenberg Community Library records, reports, or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

9.5 Workplace Inspections

At Muhlenberg Community Library we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- Offices
- Computers and other equipment
- Any personal possessions brought onto Library premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Library premises and be subject to disciplinary action.

9.6 Open Communication

Muhlenberg Community Library encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an open communication meeting is considered confidential. Retaliation against any employee for appropriate usage of open communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

If you have a complaint with regard to a supervisor or an employment practice or condition, you are encouraged to follow the Library's complaint procedure. This complaint should be filed within 60 days of the occurrence. Following is the suggested process:

- Notify the Director, in writing, of the issue of concern.
- The Director will review and investigate the complaint.
- The offended employee may contact the President of the Board only if the complaint is against the Director.
- The Director makes a decision regarding the validity of the complaint and decides on a corrective action.
- If the offended employee does not feel the Director's decision fully resolves the complaint, then the Director will refer the complaint to the Board's Personnel Committee.
- If needed, the Director will discuss the complaint and possible action with the Board's Personnel Committee, and they will then decide on corrective action or decide to refer the complaint to the Board.
- The Director notifies the parties involved of the decision.

Successful working conditions and relationships depend upon successful communication. Not only do you need to be aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

We encourage all employees to bring forward their suggestions and ideas about how the Library can be made a better place to work and how our service to the public can be enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. She/he can help you bring your idea to the attention of the people in the organization who may be responsible for implementing it.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Library methods of communication, including this

handbook, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and e-mail.

9.7 Personal Cell phones

We recognize that cell phones and smartphones have become an integral part of everyday life and can be a great asset if used correctly. They may also cause problems when used imprudently or excessively. Employees who use their cell phones excessively may get distracted from their work, disturb colleagues by speaking on their phones, or cause security issues from inappropriate or misuse of our company's internet connection. While working cell phones should be stored in staff lockers, at staff off-desk workstations, or in the staff office. They should not be carried while working nor should they be brought to the front desk. Phones should be turned off or silenced when an employee is working. At no time should an employee use their cell phone's camera or microphone to record confidential information, or to download, upload, stream or access inappropriate, illegal or obscene material on a cell phone using the library's internet connection. Employees can use their phones during breaks at their own discretion, but only within the staff office, a staff designated area, or another private location away from patrons. The library retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with operations, we will ban that employee from using their cell phone. Employees may face severe disciplinary action up to and including termination, in cases when they cause a security breach, violate our confidentiality policy, or cause an accident by recklessly using their phone. Exceptions to this policy may be made for extenuating circumstances. EX: sick child, aging parent, a family emergency.

9.8 Family Members in the Library

The Library is a public building and strives to be a family friendly workplace. As such, children, family members, associates, or friends are welcome in the library as long as the following conditions are met. Visitors must be aged 10 or older and allowed to be in the Library without adult supervision or must be accompanied by another adult 18 years old or older who is responsible for their supervision. Visits should not be lengthy, frequent, or otherwise interfere with a staff member's ability to perform their duties. Visitors may not be allowed behind the circulation desk, inside the staff office, or within any other staff only designated areas. The Director may make exceptions to this policy for extenuating circumstances. Exception requests should be made in advance of the visitor(s) arrival when possible.

10. Disciplinary Action

The Library takes disciplinary matters very seriously and will exact discipline as it sees fit for any unacceptable action or behavior. These may include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Library property
- Unauthorized use or disclosure of Library information
- Possession and/or use of illegal drugs, weapons or explosives

- Illegal harassment and/or discrimination - of any kind
- Violations of Library policy

Disciplinary action may consist of anything from verbal/written warnings and counseling, to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Library will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "Don'ts" above and try to use good judgment at all times.

This policy applies to all employees. The policy pertains to matters of conduct as well as the employee's competence. An employee who does not display satisfactory performance on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy. Under normal circumstances, supervisors are encouraged to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the Library may decide to repeat a disciplinary step.

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner: Verbal Warning - Written warning – Suspension – Termination. To ensure that Muhlenberg Community Library business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures will apply:

Step One: Verbal Warning

Your supervisor or the Director will meet with you to discuss the problem or violation to make sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet the Library's expectations.

Your supervisor or the Director will document the Verbal Warning. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

Step Two: Written Warning

If your performance does not improve within three (3) months of the Verbal Warning (or the time frame designated during the Verbal Warning) or if you are again in violation of Library practices, rules or standards of conduct, your supervisor or the Director will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. A performance improvement plan may be issued with a time schedule for improvement, or a written warning is placed in your personnel record is completed at this time.

Step Three: Suspension

Suspension or dismissal is the third step of the Library's disciplinary process. If your performance does not improve within a three (3) month period of the Written Warning (or the time frame designated during the Written Warning), or if you are again in violation of Library practices or Code

of Conduct, you will either be placed on a three day suspension or dismissed immediately. Disciplinary suspensions are unpaid. You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, you will be terminated.

10.1 Crisis Suspension

Salaried exempt or salaried non-exempt employees accused of any of the actions listed below, or any other action not specified but similarly serious, will be suspended with pay pending a one (1) to two (2) week investigation of the situation. Hourly employees accused of the actions below, or any other action not specified but similarly serious, will be suspended without pay pending a one (1) to two (2) week investigation of the situation.

- Theft
- Falsification of the Library's records
- Failure to follow safety practices
- Breach of Confidentiality Agreement
- Threat of, or the act of, doing bodily harm
- Willful or negligent destruction of property
- Use and/or possession of intoxicants, drugs or narcotics

The Library reserves the right to terminate employment at any time, with or without reason. Additionally, we reserve the right to prosecute any employee for any of the above infractions.

10.2 Violence in the Workplace

Muhlenberg Community Library has adopted a policy prohibiting workplace violence. Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the Library, or which occur on the premises will not be tolerated. This includes conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at Muhlenberg Community Library, or to create a hostile, abusive, or intimidating work environment for one or several employees.

The prohibition against threats and acts of violence applies to all persons involved in the Library's operation, including but not limited to personnel, patrons and anyone else on the Library premises. Violations of this policy by any individual on Library property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to a supervisor or the Director.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction of, or threatening to, destroy Library property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking

- Unauthorized possession or use of firearms or weapons

10.3 Personal Use of Library Property

In some instances, employees and board members may be allowed to borrow certain Library tools or equipment for their own personal use while on our premises. In no instance may this be done off our premises, or without prior management approval. The Library is not liable for personal injury incurred during the use of Library property for personal projects. As a Library employee, you accept full responsibility for any and all liabilities for injuries or losses that occur, or for the malfunction of equipment. You are responsible for returning the equipment or tools in good condition and you agree that you are required to pay for any damages that occur while using the equipment or tools for personal projects.

10.4 Computer & Electronic Mail Usage

This policy is to advise those who use Muhlenberg Community Library's equipment on the subject of access to and disclosure of computer-stored information, and electronic mail (e-mail) messages created, sent or received by the Library's employees with the use of Library equipment. It also sets forth policies on the proper use of the computer and e-mail systems provided by the Library. Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

Muhlenberg Community Library needs to be able to respond to requests resulting from legal proceedings that call for electronically stored evidence. The contents of computers and e-mail, properly obtained for some legitimate business purpose, may be disclosed by the Library if necessary within or outside of the Library.

10.5 Computer Software – Copyright Laws

The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "It is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117). The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages and criminal penalties, including fines and imprisonment. Library employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination.

Muhlenberg Community Library licenses the use of computer software from a variety of outside companies. We do not own this software or its related documentation and, unless authorized by the software manufacturer, do not have the right to reproduce it. With regard to use on local area networks or on multiple machines, Library employees shall use the software only in accordance with the software publisher's license agreement. Library employees aware of any misuse of software or related documentation within the system must notify their supervisor or the Director immediately.

10.6 Electronic Mail

Library computers and e-mail, should only be used for conducting Library business. Incidental and occasional personal use of Library computers and e-mail systems is permitted when the employee is on break time, but information and messages stored in these systems will be treated no differently from other Library-related information and messages. Although we provide certain codes to restrict access to computers and e-mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information and e-mail messages are to be considered as library records. The Library maintains the right to enter into any of these systems and to inspect and review any and all data recorded in those systems, including e-mail messages left on or transmitted over the Library system and with library email accounts. Employees should not assume that such messages are private and confidential.

The Library's e-mail accounts and system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. The e-mail accounts and system is not to be used to create any offensive or disruptive messages (see also sections on Harassment and Violence in this handbook). The e-mail accounts and system may not be used to send or receive copyrighted materials, proprietary financial information, or similar materials without prior authorization.

Individuals using the Library's computers should have no expectation that any information stored on their computer, whether the information is contained on a computer hard drive, computer disks or other type of data storage will be private. The Library has the right to, but does not regularly monitor e-mail messages.

We will inspect the contents of computers or e-mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means. Given our right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees. The Director will review any request for access to the contents of an individual's computer or e-mail prior to access being made without the individual's consent.

Section 11. General Employee Safety

Muhlenberg Community Library is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment requires the continuous cooperation of all employees.

If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Safety Rules

Safety is to be given primary importance in every aspect of planning and performing all Library activities. We want to protect you against occupational injury and illness. Below are some general safety rules to assist you in making safety a regular part of your work.

- Safety is everyone's responsibility. Remind your co-workers about safe work methods. Immediately report any suspected hazards and all accidents to your supervisor.
- Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles. Stack materials only to safe heights. Keep cabinet doors and file/desk drawers closed when not in use.
- Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.
- To prevent slips and tripping, clean up spills and pick up debris immediately.
- Do not stand on a wet floor while using any electrical apparatus. Do not overload outlets. Don't make unauthorized connections or repairs. Use flammable items, such as cleaning fluids, with caution.
- Know where fire extinguishers are and how to use them.

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety, or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is the Library's responsibility to provide for the safety, health, and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations, and guidelines set forth. Failure to adhere to these safety rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. Federal law requires that we keep records of all illnesses and accidents that occur during the workday. If an injury does not require medical attention, a Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected.

The Pennsylvania state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

The federal Occupational Safety and Health Administration (OSHA) also provides for your right to know about any health hazards, which might be present on the job. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. If you have any questions or concerns, contact the Director for more information.

Security Checks

The Library may exercise its right to inspect all packages and parcels entering and leaving our premises.

Weapons

Possession of firearms, weapons or explosives on school property is prohibited, as per PA statute 18 Pa.C.S. § 912, and therefore while the library resides on the Muhlenberg School grounds, all such weapons are prohibited, whether the person is licensed to carry the weapon or not.

Fire Prevention

It is your responsibility to know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise. Notify your supervisor if an extinguisher is used or if the seal is broken. Extinguishers that are rated ABC can be used for paper, wood, or electrical fires. When fire is spotted, evaluate the situation quickly to determine if evacuation is necessary, or if you can fight the fire using an extinguisher. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

If evacuation is necessary:

- Dial 911
- Warn co-workers in immediate area of fire
- Staff will check all areas, including rest rooms and storage, at early stages of evacuation
- Handicapped individuals will be taken to an exit and should be accompanied by one person, until a member of the Fire Department removes the handicapped person.
- Gathering point will be at the clock tower on Kutztown Road.

Once the "ALL CLEAR" is given by the Fire Department, staff may re-enter the library.

Security

Maintaining the security of the Library is every employee's responsibility. Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible
- When you leave the Library's premises at closing time make sure that all entrances are properly locked and secured

Section 12. Terminating Employment

Muhlenberg Community Library operates under the principle of at-will employment. This means that neither you nor the Library has entered into a contract regarding the duration of your employment. You are free to terminate your employment with the Library at any time, with or without reason. Likewise, we have the right to terminate your employment, or otherwise discipline or demote you at any time, with or without reason, at the discretion of the Library.

Resignation

For exempt salaried, non-exempt salaried, and full-time employees, we would appreciate four (4) weeks' notice in the event of resignation. For part-time employees, we would appreciate least two (2) weeks' notice. Upon resignation, retirement, death, or termination of employment, employees will be paid for any of that year's unused vacation allowance at the then current rate of pay, but will not be entitled to any vacation currently being earned to be used the following year. The Muhlenberg Community Library does not pay out any accrued but unused sick time at the termination of employment.

12.1 Exit Interviews

In a termination situation, Library management may wish to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have of the Library. During the exit interview, you can provide insights into areas for improvement that the Library can make. Every attempt will be made to keep all information confidential.

12.2 Return of Library Property

Any Library property issued to you must be returned to the Library at the time of your termination. You will be responsible for any lost or damaged items. The value of any unreturned property may be deducted from your paycheck.

12.3 Re-Employment

Depending on the circumstances, we may consider a former employee for re-employment. Such applicants are subject to the Library's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with us.

Receipt & Acknowledgement

Please read the following statements, and sign at the bottom and return to the Director for inclusion in your personnel folder.

Understanding and Acknowledging Receipt of Muhlenberg Community Library's Employee Handbook

I have received and read a copy of the Muhlenberg Community Library Employee Handbook. I understand that it is my responsibility to read and comply with all policies in the employee handbook, and to consult my supervisor regarding any questions I may have. I understand that the policies and benefits described in it are subject to change. I understand and recognize that there may be changes to the information, policies, and benefits in the handbook. I understand that Muhlenberg Community Library may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the Director and the Board of Trustees.

At-Will Employment Agreement

I further understand that my employment is at will, and neither myself nor Muhlenberg Community Library has entered into a contract regarding the duration of my employment. I am free to terminate my employment with the Library at any time, with or without reason. Likewise, the Library has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of the Library. No employee of the Library can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the Board.

Confidentiality Policy Agreement

I am aware that during the course of my employment confidential information may be made available to me, for instance, Library patron information, employee information, and other related business information. I understand that this information is proprietary of Muhlenberg Community Library and must not be given out or used outside of the Library's premises or with non-Library employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or group.

Employee's Printed Name

Position

Employee's Signature

Date

1

2

1

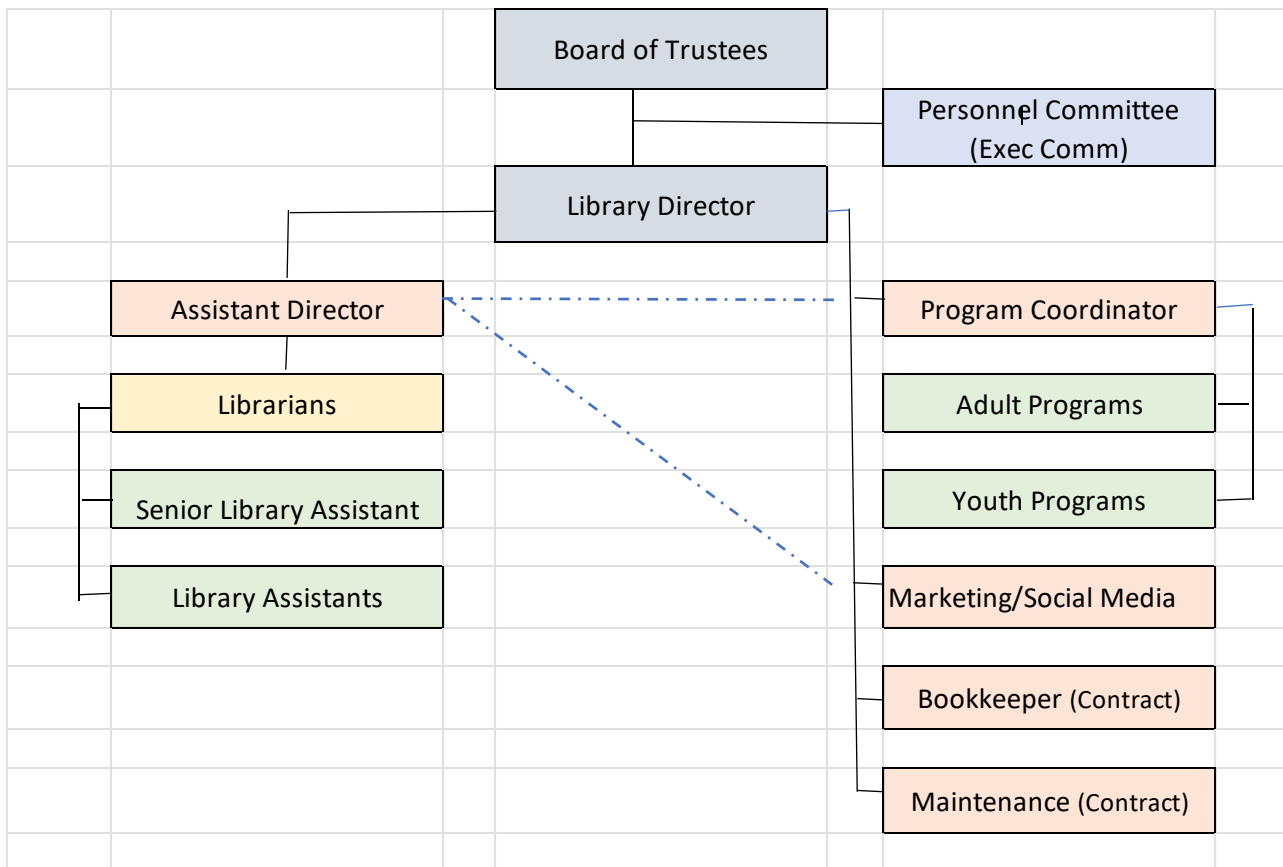
2

Employee Handbook Addendum - A

Staff And Organizational Chart

The staff of the library may consist of the following:

- Library Director
- Assistant Library Director
- Librarian
 - o Senior Library Assistant
 - o Librarian Assistant
- Marketing/Social Media
- Bookkeeper
- Maintenance
- Programming Coordinator
 - o Adult
 - o Youth



PERSONNEL COMMITTEE

The Personnel Committee consists of the Board of Trustees members of the Executive Committee - President, the Vice President and the Treasurer of the Board of Trustees