



Personnel Policy Handbook

**The Mission of the AMY Regional Library
is to help communities create and maintain a foundation for
economic development, literacy and democracy.**

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Introduction

WELCOME !

Welcome to our team. Our continued success in meeting our Mission Statement depends on how well each of us does our job. The quality and level of service we provide ultimately depends on you—your professionalism, creativity, courtesy, commitment and dedication to the people of Avery, Mitchell and Yancey Counties. We are and now you are the AMY Regional Library. (AMY)

We are an equal opportunity employer. Qualification for employment and promotion are based solely upon your ability to perform the job and your dependability and reliability. Race, color, religion, age, sex, genetic information, national origin, sexual preference, marital status or disability are not considered to hire, provide benefits or for advancement opportunities.

This document will help you to develop a clear understanding of board adopted policies which define your responsibilities, benefits, workplace guidelines and rights as an employee of AMY. Additionally, these policies provide a foundation for recruiting, selecting, developing, and maintaining an ethical, effective, efficient, responsible and motivated staff. Please read it carefully and refer to it regularly. One hardcopy will be placed at each library with the current copy available on the AMY website < <http://www.amyregionallibrary.org/>>. Do not hesitate to speak with your immediate supervisor or Regional Library Director if you have any questions or concerns now or in the future.

We are proud to have you as a member of our team.

About this Handbook

The procedure for revising the current Personnel Policy Handbook included a review of the 1913 policy Handbook; an organizational template and inclusions suggested by the Regional Library Board Attorney; current personnel policies of the county governments of Avery, Mitchell and Yancey and the Town of Spruce Pine; state level personnel policies and laws governing the rights of employees and the responsibilities of the employers.

The process began with a recommendation to the Regional Library Board during the strategic planning efforts leading to the development and adoption of the 2012—2017 Long Range Plan required for State Funding. Included were meetings of all full time library staff at local and regional levels, review of current and suggested documents by a Personnel Committee appointed by the Regional Library Chair, discussions at each local library board 2012-2013 meetings, draft reviews by library staff and all local and regional library board members, draft review by State Library Consultants and a final draft review by the Regional Board Attorney.

An employee who violates any provision of these policies is subject to warning, reprimand, suspension and/or dismissal in addition to any civil or criminal penalty which may be imposed for the same violation as indicated within the document.

This policy Handbook, which supersedes all others with an earlier date, becomes effective when approved by the AMY Regional Library Board. The policies set forth in this Handbook can be modified, revoked, or added to at any time at the discretion of AMY, through its Board of Directors.

Amendments to these policies must be presented by the Regional Library Director and passed by a majority vote of the Avery-Mitchell-Yancey Regional Library Board in a scheduled meeting. No other personnel have the authority to alter the policies. Any revisions will substitute and replace prior policy or procedure statements and become a part of this Handbook. All employees will become subject to the new addition, deletion, or change regardless of date of hire.

Neither the text of this Handbook, nor that of any policy or procedure statement of AMY, is intended to be, or should be construed as, a contract of employment or as a contract guaranteeing continued employment. This handbook supersedes any previous employee handbook or other written or verbal statement of policy which may have been previously issued by AMY.

AMY Management Rights

AMY retains the exclusive right to hire, direct, promote, schedule and assign tasks as it may deem necessary to the libraries' staffs; to plan, direct, and control all operations; to discontinue, reorganize or combine any department or branch of operations; to hire, terminate, furlough and lay off employees; to announce rules and regulations; and in all respects, carry out the ordinary and customary functions of management.

It is AMY's intent to grow and prosper, but we recognize that all policies, benefits, procedures and/or operating methods are subject to change or discontinuation at its option.

A list of all those involved in the process will be included here.

Adoption

Following the draft review process, this Handbook was adopted as policy by the Regional Library Board at the Annual Meeting on August 29, 2013.

Regional Library Board Chair

Article I. AMY Employee Responsibilities

Section 1.01 To the Community

- (a) The primary responsibility of the library staff is to serve the public in a pleasant and efficient manner. All users, regardless of gender, race, religion, age, disability, sexual preference, appearance or perceived intellectual or social status are to be given the same high standard of service in all contacts with libraries and librarians.
- (b) All individuals are to be treated in a friendly and courteous manner, keeping in mind that each employee plays a vital role in developing and maintaining good public relations with residents and their communities.
- (c) Each staff member has important assigned regular duties; however, first consideration should always be given to the individual user. Every AMY employee is expected to provide the best possible service to every user and group.

Section 1.02 To the Library

- (a) Employees represent the library both on and off the job and are encouraged to take an active part in community affairs and to represent the library in a positive manner as opportunities arise.
- (b) AMY employees will avoid making negative remarks about staff, services, or policies to the general public.
- (c) Grievances will be resolved within the library setting by following proper administrative protocol and the officially adopted procedures in this manual.

Section 1.03 To the Library Boards

- (a) While employees will be cordial to all board members, special treatment or consideration is not expected and should not be given board members by staff.
- (b) The library boards welcome input from individual staff members; however, discretion should be used and, when necessary, the appropriate administrative protocol should be followed based on the Organizational Chart in the Appendix

Section 1.04 Head Librarians to the Staff

- (a) The primary responsibility of the Head Librarian is to ensure effective and efficient library operation in which he/she works.
- (b) The Head Librarian must have a clear and workable knowledge of the Personnel Manual and the policies and procedures under which the libraries function.
- (c) It is the responsibility of the Head Librarian to provide employees under his/her supervision with:
 - (i) A clear and precise job description signed by both parties.
 - (ii) The training necessary for satisfactory job performance.
 - (iii) The equipment, materials, and supplies necessary to perform tasks assigned.
 - (iv) An understanding of the policies and procedures of AMY Regional and local AMY.
 - (v) An annual evaluation, for all permanent full-time and part-time local library employees in collaboration with the Regional Library Director.

- (vi) Communicate clearly her or his job related expectations and all matters that relate to employees in the local library and the Regional AMY.

Section 1.05 Staff to Head Librarian and Regional Library Director

- (a) Staff members are responsible for doing the work assigned to them by the Head Librarian and the Regional Library Director with accuracy and efficiency in a pleasant and cooperative manner.
- (b) Questions or complaints about a work assignment or duty should be discussed by the employee with the Head Librarian first, then with the Regional Library Director, if the problem cannot be resolved.

Article II. Harassment/Anti-Discrimination Policy

Section 2.01 General Policy and Guidelines

- (a) AMY ensures that all employees are able to work in an environment free from any discrimination or harassment, including sexual harassment.
- (b) Harassment in General
 - (i) Comments or conduct directed at an employee's age, race, ethnic background or disability which have the purpose or the effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile work environment will not be tolerated.
- (c) Sexual Harassment
 - (i) No employee of the AMY Regional Library will engage in sexual activity or sexual harassment of any other employee while during work hours or while representing the library in any manner.
 - (ii) The AMY Regional Library has adopted the Equal Employment Opportunity Commission's (EEOC) definition of sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are considered to be sexual harassment when:
 - (iii) submission to such conduct is made either directly or indirectly a term or condition of employment;
 - (iv) submission to or rejection of such conduct is used as the basis for employment decisions which affect an employee;
 - (v) conduct has the purpose or the effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile work environment.
 - (vi) The following are examples of conduct that may be considered sexual harassment under this policy:
 - a. repeated, unwelcome and offensive sexual flirtations, advances or propositions;
 - b. continued or repeated verbal abuse of a sexual nature; continued or repeated graphic verbal commentaries about a person's body; intentional touching,
 - c. brushing, pinching another person's body;
 - d. display of sexually suggestive objects or pictures; continued or repeated suggestive sexual comments or remarks.

Section 2.02 Definition

- (a) Sexual harassment does not refer to occasional socially acceptable compliments. It refers to behavior that is unwelcome, personally offensive or sufficiently severe, or repeated that it alters the conditions of employment and creates an abusive working environment.

Section 2.03 Reporting

- (a) Employees who feel that they have been discriminated against or who have been subject to harassment, including sexual harassment (or any employee with direct knowledge of such incidents) must immediately report such incidents to The Regional Library Director or to the Chair of the Regional Library Board. Reports in writing should be in a sealed envelope marked "personal and confidential."

Section 2.04 Confidentiality

- (a) All information will be held in strict confidence and will be disclosed only on a need-to-know basis if necessary for the investigation and resolution of the matter.

Section 2.05 Allegations

- (a) Allegations of harassment, including sexual harassment made in good faith will not be subject to disciplinary action, whether or not they can be substantiated.

Section 2.06 Investigations

- (a) In determining whether the alleged conduct constitutes harassment, including sexual harassment, the totality of the circumstances, the nature of the harassment and context in which the alleged incident or incidents occurred will be investigated promptly and thoroughly.

Section 2.07 Disciplinary Action

- (a) Any employee found to be in violation of this policy will be subject to disciplinary action which may include reprimand, suspension or dismissal.

Article III. Safety and Accidents

Section 3.01 Safety

- (a) To assist in providing a safe and healthful work environment for employees, customers, and visitors, AMY employees who has ideas, concerns or suggestions for improved safety are encouraged to voice them to the Regional Library Director.
- (b) Each employee is expected to obey safety rules and to exercise caution in all work activities.
- (c) Aisles or exits are never to be blocked.
- (d) All displays and library materials are to be presented and/or stored in a safe manner.
- (e) Employees must immediately report any unsafe condition to the appropriate supervisor.
- (f) Employees who violate safety standards, cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Section 3.02 Accidents

- (a) In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor and/or the Regional Library Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.
- (b) Accident, Incident Reports, and Emergencies
 - (i) AMY is safety oriented and is proud of its insured safety rating. However, even under the most ideal situations an accident may occur.
 - (ii) An accident or injury during operational hours, on AMY premises, involving an employee, customer or visitor, must be reported immediately to the immediate supervisor and/or the Regional Library Director.
 - (iii) Details of the incident must be documented on the AMY Incident form.
 - (iv) It is imperative that no incident, involving personal injury or property damage related to AMY be overlooked.
 - (v) It is very important that any injury is reported immediately as any delay may make it more difficult for the insurance company to process a claim for workers' compensation.
 - (vi) Any questions concerning reporting accidents or injuries should be directed to the Regional Library Director.
- (c) Customer Injury
 - (i) If a customer is injured in the library or AMY property, call 911 immediately, report the incident to the immediate supervisor and/or Regional Library Director and obtain and fill out an accident report as soon as possible.
 - (ii) If possible, take pictures of the accident and of the area where the accident occurred.
 - (iii) Tell the injured party that the incident will be reported to the AMY insurance carrier and a representative will contact them.
 - (iv) Make no comments regarding fault or liability.
 - (v) Accidents in the parking lot between two customers are their own concern. If there are injuries, call 911.

Article IV. Zero Tolerance Violence Policy

Section 4.01 Policy

- (a) Threats, threatening or intimidating behavior, harassment, acts of violence or any related conduct which disrupts another's work performance or the ability of AMY to execute its mission will not be tolerated.
- (b) No person may, while on property owned by or under the control of AMY, display violent, threatening, intimidating, harassing or disruptive behavior for any reason.
- (c) Zero tolerance extends to jokes, jests, horseplay and any act of intimidation. Any threat will be presumed to reflect the employee's intent to physically harm another employee or property and will be treated seriously regardless of whether the employee later claims that he had no intention of action on the threat.
- (d) AMY employees are specifically prohibited from engaging in any violent behavior toward another person while in the performance of their duties or at any time while on property owned by or under the control of AMY.

- (e) This policy applies regardless of the means of transmission and includes, without limitation, oral or written statements, telephone, facsimile, email, mail, texting or transmission by any other communication medium.

Section 4.02 Enforcement

- (a) An employee found to be in violation of this policy will be terminated immediately.
- (b) Any person found to be in violation of this policy will be instructed not to return to AMY property and in some instances the matter may be referred to the appropriate law enforcement agency for criminal prosecution.

Section 4.03 Employee Responsibilities

- (a) An employee knowing of or suspecting a violation of this policy must immediately report such knowledge or suspicion to his or her immediate supervisor or to the Regional Library Director.
- (b) Failure to report known or suspected violations of this policy is grounds for immediate termination.

Article V. Zero Tolerance Weapons Policy

Section 5.01 Policy

- (a) Weapons present a safety hazard and are both inappropriate and inconsistent with the mission of AMY. Weapons are strictly prohibited on all property owned by or under the control of AMY. No employee, vendor, visitor or other person may, while on property owned by or under the control of AMY, possess, carry, use or display a weapon for any reason.
- (b) This policy excludes law enforcement officers while on AMY property.
- (c) The prohibition against weapons applies regardless of whether the weapon is unloaded or incapable of being fired.
- (d) Definitions
 - (i) a weapon is: any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, shot, or other material or propellant;
 - (ii) any incendiary device, poison gas or biological agent,
 - (iii) any incendiary or explosive materials, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
 - (iv) any replica, reproduction, counterfeit, fake or toy weapon.
 - (v) This definition includes, without limitation: firearms, bows, rockets, slingshots; knives (other than kitchen or small pocket knives), razor blades (other than for shaving), stilettos, daggers, swords; clubs, metal knuckles, martial arts weapons; air guns, spear guns, dart guns; and flare guns, tranquilizer guns, and stun guns.

Section 5.02 Excluded Weapons

- (a) Chemical sprays (including mace and pepper spray) commonly used for self-defense;
- (b) Razor blades contained in box-cutter tools used by staff.

Section 5.03 Enforcement

- (a) An employee found to be in violation of this policy can be terminated immediately.
- (b) Any person found to be in violation of this policy may be instructed not to return to AMY property and in some instances the matter may be referred to the appropriate law enforcement agency for criminal prosecution.

Section 5.04 Employee Responsibilities

- (a) Any employee knowing of or suspecting a violation of this policy must immediately report such knowledge or suspicion to her or his immediate supervisor or to the Regional Library Director.
- (b) Failure to report known or suspected violations of this policy is grounds for immediate termination.

Article VI. Substance Abuse

Section 6.01 Purpose

- (a) As part of its commitment to safeguard the health of its employees, to provide a safe place for its employees to work, and to promote a drug-free community, AMY establishes this policy on the use or abuse of alcohol and illegal drugs by its employees. This policy will comply with N. C. General Statutes Sec. 95-230 et seq., the Controlled Substance regulation.
- (b) Substance abuse, while at work or otherwise, seriously endangers the safety of employees, as well as the general public, and creates a variety of workplace problems, including increased injuries on the job, increased absenteeism, decreased morale, decreased productivity and a decline in the quality of care and services provided by AMY.
- (c) AMY has established this policy to detect and remove abusers of alcohol and illegal drugs from the workplace and will comply with North Carolina General Statute § 95-230 et seq. (“Controlled Substance Regulation”).

Section 6.02 Scope

- (a) All AMY employees are covered by this policy.
- (b) As a condition of employment, employees are required to abide by the terms of this policy.
- (c) This policy is not considered a contract between the employer and the employee.

Section 6.03 Definitions

- (a) **Illegal Drugs:** drugs or controlled substances which are (1) not legally obtainable or (2) are legal drugs legally obtainable but not obtained or used in a lawful manner.
- (b) **Legal Drugs:** those prescribed or over-the-counter drugs which are legally obtained by the employee and used for the purpose for which they were prescribed or sold.

Section 6.04 Drug Use Prohibitions

- (a) Using, selling, purchasing, possessing, manufacturing, distributing or dispensing illegal drugs on AMY property, during working hours or while representing AMY is against this policy and is cause for immediate discharge.
- (b) It is also against this policy for any employee to report to work or to work with the presence of illegal drugs in the employee's body.
- (c) Employees who violate this policy are subject to disciplinary action, up to and including discharge.
- (d) Legal drugs may also affect the safety of the employee or fellow employees or residents. Therefore, any employee who is taking a legal drug which might impair safety, performance, or any motor function must advise the Director before reporting to work under such medication. A failure to do so may result in disciplinary action. Improper use of legal drugs is prohibited and may result in disciplinary action.
- (e) Refusal to submit to, efforts to tamper with, or failure to pass a drug test will result in disciplinary action, up to and including discharge.

Section 6.05 Cause for Drug Testing

- (a) Employees may be asked to submit to a drug test if cause exists, to ensure their ability to perform work safely and/or effectively.
- (b) Testing for cause will be based on specific objective facts and reasonable inferences drawn from these facts in the light of experience.
- (c) Factors which could establish cause include, but are not limited to, the following:
 - (i) Direct observation of an individual engaged in drug-related activity;
 - (ii) A pattern of abnormal conduct;
 - (iii) Unusual, irrational, or erratic behavior;
 - (iv) Unexplained, increased or excessive absenteeism or tardiness;
 - (v) Sudden changes in work performance;
 - (vi) Repeated failure to follow instructions or operating procedures;
 - (vii) Violation of AMY safety policies or failure to follow safe work procedures;
 - (viii) Unexplained negligence or carelessness;
 - (ix) Discovery or presence of drugs in an employee's possession or near an employee's workplace;
 - (x) Arrest or conviction for a drug-related crime; Information provided either by reliable and credible sources or independently corroborated;
 - (xi) Evidence that an employee has tampered with a prior drug test.
- (d) Testing Procedure
 - (i) Any employee who refuses to consent to testing, fails to appear for testing, tampers with the test, or fails to cooperate with the testing procedures, will be terminated.
 - (ii) AMY will utilize an approved laboratory certified by the U.S. Department of Health and Human Services or the College of American Pathologists.
 - (iii) Urine collection procedures shall provide for reasonable individual dignity based upon the circumstances.
 - (iv) All test results remain the property of AMY.

- (v) Any employee whose test is positive may, at the employee's expense, obtain a retest of the same sample at the same or another approved laboratory. AMY reserves the right to assess an administrative fee of \$15 per retest.
- (e) Investigation
 - (i) To ensure that illegal drugs and alcohol do not enter or affect the workplace, AMY reserves the right to search all vehicles, containers, lockers, or other items on AMY property in furtherance of this policy.
 - (ii) Individuals may be requested to display personal property for visual inspection upon AMY's request.
 - (iii) Searches will be conducted under this policy only where AMY has reason to believe that the employee has violated this substance abuse policy.
 - (iv) Failure to consent to a search or to display personal property for visual inspection will be grounds for discharge or denial of access to AMY premises.
- (f) Confidentiality and Notices
 - (i) Prior to administering a drug test, the applicant or employee will be provided with the requisite statutory notices.
 - (ii) Results of a test for the use of illegal drugs or alcohol shall be transmitted by the Regional Library Director.
 - (iii) In order to effectively address the employees with drug or alcohol problems, it will be necessary for AMY to consult with other persons in the process. However, such results will be disseminated only on a need-to-know basis.
 - (iv) An employee or applicant that tests positive will be provided with the requisite post-testing notices.

Article VII. Ethics and Confidentiality Policy

Section 7.01 Ethical Conduct

- (a) Being an AMY employee carries with it a responsibility to be constantly aware of the importance of ethical conduct and the need for strict adherence to the confidentiality of the information obtained while working in our facilities. The following rules are mandatory and any violation will result in disciplinary action, up to and including termination.
- (b) Employees shall refrain from any use of their position which is motivated by the desire for private gain for themselves or other persons. They must conduct themselves in such a manner that there is no suggestion of the extracting of private advantage from their employment with AMY.
- (c) Employees shall exercise discretion in the care of their personal financial affairs to avoid any legal liabilities which would reflect unfavorably upon AMY.
- (d) Employees shall not use their positions in any way to threaten or coerce, or give the appearance of threatening or coercing another employee to provide any financial benefit to the employee or other persons.
- (e) Employees shall avoid any action which might result in giving preferential treatment to any organization or person; losing their independence or impartiality of action, or adversely affecting the confidence of the public in the integrity of AMY.
- (f) Staff may not accept personal gifts worth \$50 or more. Unsolicited gifts of items that are perishable or otherwise impractical to return (such as flowers, plants, floral arrangements, fruit baskets, or candy) may be accepted if the items are made generally accessible to other staff members or given to charity. Children and their parents who

give library employees homemade gifts, such as homemade “art work” and baked goods may be accepted. Honorariums for services rendered as a part of an employee’s work will be donated in the employee’s name to the library book fund.

- (g) Employees shall not be simultaneously employed by another firm, without the written authorization of the Director. If permitted, outside employment shall not interfere with or lessen the effectiveness of the employee’s job and cannot be performed during regularly scheduled work hours. Nor may the employee use the facility, materials or equipment of AMY to perform outside services.
- (h) Employees may not transact business with any salesperson, vendor, or other individual who does business with or who furnishes goods or services to AMY if the employee is engaged in any intimate, romantic, or dating relationship with that person.
- (i) Employees are often in a position to learn or have access to personal facts about a co-employee, or they may learn of sensitive information about AMY, management, or other employees. Such information is considered strictly confidential and the employee is both legally and morally obligated to refrain from discussing any confidential information with anyone.
- (j) Integrity in preserving and protecting the rights and privacy of employees and AMY is a prime consideration for continued employment and breach of confidentiality is grounds for immediate termination.
- (k) AMY recognizes and respects the right of individual employees to engage in activities outside of the organization that are private in nature and do not in any way conflict with or reflect poorly on AMY.
- (l) AMY also recognizes its right and its obligation to prohibit activities which may represent a conflict of interest, reflect in a negative way upon an employee’s personal integrity, limit the ability of an employee to discharge job duties in an ethical manner, or that would otherwise bring hardship to AMY.

Section 7.02 Employee Privacy, Property and Security

- (a) It is the policy of AMY to respect the legitimate personal privacy of all employees within the context of the right and obligation of AMY to protect personnel, corporate property, operations, safety and security.
- (b) For security reasons, personal effects should never be left or stored on AMY premises.
- (c) AMY will not be responsible for any losses that may occur if personal property is left on AMY premises.
- (d) AMY’s space, equipment, furniture and supplies are to be used for the purpose of work performance and not for purely personal purposes, satisfaction or gain.
- (e) AMY’s space, equipment, furniture and supplies, and property, as well as the contents thereof, are subject to inspection, based on a legitimate business reason, to insure compliance with this policy.
- (f) All information, messages, data, reports, files, downloads, applications, etc., making use of AMY computers, fax, telephone or other communications equipment is the property of AMY.
- (g) When passwords are assigned or data access is restricted, it is for the purpose of enhancing security for the work to be done and not for the purpose of personal privacy.

Section 7.03 Confidentiality and Non-Disclosure

- (a) It is the policy of AMY to protect the confidential client/consumer, business and private proprietary information, which is vital to the interests and the success of AMY.
- (b) Such confidential information includes, but is not limited to, the following:
 - (i) Client/consumer/user information;
 - (ii) Computer programs and passwords;
 - (iii) Personnel/medical file information including salaries or financial information.
 - (iv) All employees are required to sign a non-disclosure agreement as a condition of employment.
 - (v) Employees who improperly use or disclose confidential user or business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.
 - (vi) During and following employment with AMY, employees are prohibited from disclosing or using any confidential or proprietary information of AMY and/or its affiliates, or to authorize anyone else to do so, without the express written consent of the Regional Library Director.
 - (vii) Confidential and proprietary information includes, but is not limited to circulation records procedures, protocols, contracts, agreements, data in any form, client lists, computer programs, and/or any other materials developed by employees on behalf of AMY or any information that is learned by the employee as a result of employment with AMY.

Article VIII. Technology Policy

Section 8.01 Staff Competency

- (a) All AMY employees will be able to demonstrate competence at least to the Third level of Technology competencies for libraries in North Carolina
<http://statelibrary.ncdcr.gov/ld/education/Competencies.pdf>

Section 8.02 Computers

- (a) AMY provides employees access to computers, printers and other equipment which is to be used exclusively for the business activities of AMY.
- (b) Employees found to be using library computer equipment for excessive personal use may be subject to appropriate disciplinary action, up to and including termination.
- (c) Employees will not use AMYs to knowingly violate any city, state or federal laws.
- (d) Library equipment will not be used to store or display documents or images depicting violence, sexually explicit material or racially offensive material.
- (e) Employees are not permitted to download any software (free or otherwise) without express permission of the Regional Library Director.
- (f) Do not expect privacy on library equipment. Use of library computers, email, telecommunications, and office equipment constitutes consent to monitoring the use of this equipment.

Section 8.03 Internet

- (a) AMY computer systems are connected to the internet for business purposes only. Accessing the internet for excessive personal use is discouraged and must not interfere with library user services.

Section 8.04 Email & Electronic Communication

- (a) Personal emailing must be kept to a minimum and not interfere with public service in any way. All emails, sent or received, are AMY's records and as such, are accessible to appropriate staff members. No anonymous emails can be sent from AMY's domain. All employees are required to identify themselves by name and email address. Chat room participation is prohibited except for education or library business related activities.

Section 8.05 Blogging/Social Networking Guideline

- (a) Staff should not use Library time, equipment or materials to create, update, maintain or in any other way support a blog or other social networking sites except as related to their job.
- (b) Be aware that AMY has a right to monitor staff Internet access during work hours and on Library provided equipment.
- (c) Staff who choose to blog or use the internet for social networking on own time, should make it clear to readers that the views expressed are theirs alone and that they do not reflect the views of AMY. To help reduce the potential for confusion, the following notice—or similar wording—should be included in staff signature files: “The views expressed on this website/weblog are mine alone and do not reflect the views of my AMY Regional Library.”
- (d) DO NOT disclose any information that is confidential or proprietary to AMY. Staff should ask their supervisor if they have any questions about what is or is not appropriate to include in a blog or to discuss on a social networking site.
- (e) A staff member may not discuss or identify other employees, customers, clients, or anyone with whom they come into contact as a result of their employment with AMY on personal social media applications.
- (f) These prohibitions regarding the disclosure of Library information apply even after their employment relationship with the Library has ended.
- (g) Since a personal site or blog is a public space, we expect that staff will be respectful to AMY, our employees, our clients, our partners and affiliates. One will not use ethnic, racial, gender or religious slurs, and will not include sexually provocative or offensive language or material in a blog or social networking site.
- (h) Written permission from AMY is required before staff may use Library logos, trademarks or reproduce any Library material on an internet site; otherwise such use is strictly prohibited. This policy should not and is not intended to prohibit employees from exercising their rights under Section 7 of the National Labor Relations Act.

Article IX. Attitudes and Conduct

Section 9.01 Impartial Courteous Service

- (a) It is important for all members of the staff to keep in mind that in meeting the public they are representatives of their local government as well as the Regional Library System.
- (b) Rudeness, carelessness, or indifference can cause the libraries and the staff to be perceived as ineffective, uncaring and unnecessary.
- (c) Providing positive reliable services is the only purpose of the local and Regional AMYs.
- (d) All library users have a right to expect prompt and friendly services at all times.
- (e) Any question that is asked or presented is important to a library user and deserves time and attention.
- (f) The best advertising for a library is a satisfied user. Being indifferent or showing an attitude of superiority or amusement can undo at once the goodwill which may have been built up through years of friendly relationships with library users.

Section 9.02 Personal Opinions

- (a) Library staff members are requested while on duty or in any way representing their library or the Regional AMY to avoid voicing opinions about controversial topics of any sort, whether political, religious, or social.
- (b) The libraries in AMY Regional are impartial institutions which provide, as nearly as possible, access to information on all aspects of controversial questions without offering personal interpretation.

Section 9.03 Conversation

- (a) Conversation among library staff should be kept to a minimum in public areas, respectful of those using the library and should never interfere with service to library users.

Section 9.04 Personal Appearance

- (a) During business hours or when representing AMY, staff are expected to present a clean, neat, and tasteful appearance.
- (b) Staff should dress and groom according to the requirements of the position and accepted social standards.
- (c) Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image AMY presents to customers and visitors.
- (d) Supervisors are responsible for establishing a reasonable dress code appropriate to the job
- (e) If a supervisor feels that a staff member's personal appearance is inappropriate, they may be asked to leave the workplace until they are properly dressed or groomed. Under such circumstance, they will not be compensated for the time away from work.
- (f) Staff should consult their immediate supervisor if they have questions as to what constitutes appropriate appearance.

Section 9.05 Punctuality

- (a) All staff members should be in the library and ready for work on time.
- (b) Staff members going off duty should explain clearly and completely the work left to the staff members replacing them.

Section 9.06 Reading

- (a) Staff reading while on duty at a service desk is limited to professional periodicals, book reviews, and other materials requested for user assistance.
- (b) Staff members first priority is to their users.

Section 9.07 Personal Communication

- (a) Personal communications including any mobile communication device are discouraged except in emergencies.
- (b) All personal communications should be kept as brief as possible, conducted in a nonpublic area and not interfere with library service to users.
- (c) All communication devices must be set on vibrate during work hours.

Section 9.08 Political Participation

- (a) Federal and state laws prohibit an employee from using official authority to interfere with, or affect an election or nomination.
- (b) An employee may not coerce, command, or advise another employee to lend or contribute his/her time, money, or any library supplies or equipment for political purposes.
- (c) When an employee expresses his/her opinion publicly, he/she will indicate that the opinion expressed is his/her own and not that of AMY.

Section 9.09 Public Office

- (a) An employee who seeks a public office will be subject to any rules or regulations from the county or town in which the employee resides.
- (b) In all cases, campaigning for or holding public office should not interfere in any way with job performance.

Section 9.10 Appointments

- (a) AMY employees are encouraged to participate in community service organizations as members of the organization and to serve on their boards.
- (b) An employee (full or part-time) may not accept an appointment to any Board, Commission, or Advisory group that has any supervisory or budgetary relationships with AMY without permission from the Regional Library Director.

Section 9.11 Absences

- (a) If a local employee is to be absent from work, he/she must contact his/her immediate supervisor on the day of the absence.

- (b) If the immediate supervisor is not available when the employee calls, the employee should then call the Regional Library Office.
- (c) Regional Library employees always are to call in their absences to the Regional Office.
- (d) All employees must follow this procedure for each absence in order to receive proper compensation.

Section 9.12 Violations

- (a) Violations of these policies may result in disciplinary action, up to and including termination. Questions about these guidelines or any matter related to personal websites that these guidelines do not address, should be directed them to an immediate supervisor or the Regional Library Director.

Section 9.13 Related Conduct or Responsibility Policies

- (a) It is not possible to cover every aspect of correct behavior in a policy handbook; however, the following are suggested:
 - (i) In the absence of a written policy on a particular situation or question, the employee, when in doubt, is urged to ask his or her immediate supervisor on duty for clarification or suggestions for dealing with that specific situation.
 - (ii) If a supervisor is not present, common sense, sound judgment, and good taste should be used.
 - (iii) If a formal written policy is needed on a matter it will be presented by the Regional Library Director to the Regional Library Board for consideration and action.

Article X. Provisions for Staff Convenience

Section 10.01 Borrowing Privileges

- (a) All circulating materials owned by the library including books, electronic media, art prints, and magazines are available to the staff.
- (b) All materials must be checked out with a library card adhering to the regular checkout procedures.
- (c) Staff members are not charged overdue fines; however, they are expected to return materials on time.
- (d) Materials in the processing area are not to be removed prior to processing.

Section 10.02 Nonpublic Areas

- (a) Where possible, the library provides a break room for its employees.
- (b) This is a “staff only” facility and no guests are allowed except those visiting the library in an official capacity.
- (c) Staff members using the facility are responsible for cleaning up after themselves.

Section 10.03 Breaks

- (a) A staff member may take a rest period not to exceed a maximum of fifteen (15) minutes per each four (4) hours worked.

- (b) Break periods may be taken only when there will be no interference with public service and departmental routines.
- (c) Break time is not cumulated or combined, nor added to mealtime, taken at the end of the day to leave early, or to make up time.
- (d) As a standard procedure all employees will be required to take a thirty (30) minute lunch break which is not accumulated nor used to shorten the workday.

Section 10.04 Personal Leave

- (a) Personal Leave (twelve (12) hours per year) is available to all full-time staff for personal needs as determined by the individual staff member.
- (b) Personal Leave is separate from Sick Leave or vacation time deductions.
- (c) It is to be taken in blocks of two (2) hours and must be reported to the Regional Office before leave is taken.
- (d) If, during the fiscal year, Personal Leave time should exceed the twelve (12) hours, the excess time can be deducted from vacation or Sick Leave time.
- (e) Personal Leave is noncumulative from fiscal year to fiscal year (July-June) and is granted to full-time employees after their probationary period.
- (f) If an employee leaves AMY, there is no pay for unused Personal Leave hours.

Section 10.05 Bereavement Leave

- (a) In case of a death in the immediate family, staff are eligible for bereavement leave of three (3) days.
- (b) Immediate family is defined as spouse, child, mother, father, guardian, stepparents, sister, brother, grandfather, grandmother, grandchildren, mother-in-law, father-in-law, daughter-in-law, and son-in-law.
- (c) In the case of the death of a spouse or child, special consideration will be given by the Regional Library Director to ensure that the employee has adequate time to deal with the situation.
- (d) Leaves for other funerals are to be taken from vacation time.

Section 10.06 Educational Leave

- (a) Full-time employees are encouraged to pursue educational courses related to their field of library work according to the following guidelines:
 - (i) Full-time employees taking an evening course related to their area of work may leave for class up to one hour before the end of the work day.
 - (ii) It will not be necessary for this one (1) hour of work time to be made up, but approval of the Regional Library Director is required.
 - (iii) This one hour's leave time will apply only to two (2) evenings of courses per quarter/semester.
- (b) Job related courses taken during a typical working day (9:00 AM to 5:00 PM) are not encouraged; however, if circumstances deem such to be necessary, then each situation will be considered on an individual basis with permission for educational leave to be considered by the Regional Library Director.
- (c) Once a full-time employee has undertaken a course of study which will enhance professional growth within the library field (example: Master's Degree in Library Science) and has completed half of the courses to meet the degree requirements, he/she

may be given an educational leave of sixty (60) consecutive working days with half pay for this time period.

- (i) The staff member must be employed with AMY for one (1) year (twelve (12) months) before this leave is applicable.)
 - (ii) Such a leave with half pay will be subject to a satisfactory written agreement between the employee and the Regional Library Director whereby it is evident that half of the course work has been met.
 - (iii) The employee will complete the degree requirements within a year's time which begins with the sixty (60) consecutive days of leave with half pay requested.
 - (iv) An employee granted this form of educational leave will agree to return to the service of AMY upon the completion of his/her training and remain as an employee of AMY for one year.
- (d) An educational leave exceeding the sixty (60) consecutive days allowed may be granted to an employee upon the recommendation of the Regional Library Director to the Regional Library Board. If this leave is to include half pay, such a decision will be based upon each individual request and the recommendation by the Regional Library Director.
- (i) A request for educational leave or leave for special work which will permit AMY to profit by experience gained or work performed is not to exceed twelve (12) consecutive months.
 - (ii) Such a leave with half pay will be subject to a satisfactory written agreement between the employee and the Regional Library Director.
 - (iii) A request for educational leave or special work leave of one (1) year with no pay may be granted if requested. At the year's end, the employee must return to the service of AMY, or be terminated.
 - (iv) Employees may be granted only one (1) year educational/special work leave with no time extensions available.
 - (v) This type of leave is available only to full-time employees who have been employed with the Regional AMY for three (3) consecutive years or longer.
 - (vi) An employee granted this form of educational leave will agree to return to the service of AMY upon the completion of his/her training and remain as an employee of AMY for one year.
- (e) Continuing Education
- (i) AMY staff members are encouraged to participate in continuing education activities such as state and regional workshops, conferences, webinars and AMY workshops.
 - (ii) Time taken for these activities will not be deducted from vacation or other educational leaves, but will require approval by the Regional Library Director.
 - (iii) The library will assist an employee's attendance financially at workshops and conferences within the limitations of the existing budget.
 - (iv) Attendance at local workshops and/or meetings is required of those to whom a memo is directed.

Section 10.07 Leaves of Absence

- (a) Leaves of absence, without pay, may be granted for adoption, illness, travel, or military service.
- (b) All leaves without pay are considered individually and must be approved by the Regional Library Director.

- (c) Leaves in excess of sixty (60) working days must have Library Board approval.
- (d) Requests for such leave (except illness) must be submitted in writing at least one (1) month before the leave is to begin.
- (e) Leaves without pay do not accrue vacation, sick leave, or holiday time.
- (f) Maternity leave is covered elsewhere in this document.
- (g) Hourly employees, not eligible for paid vacation, may apply for a leave of absence, without pay, for vacation purposes.
 - (i) Such requests must be approved in writing by the Regional Library Director.
 - (ii) Approval will be filed in the employee's personnel file.
- (h) Full-time employees are not eligible for day(s) leave without pay for vacation purposes.
- (i) The Regional Library Director, in extenuating circumstances, may advance from the next fiscal year up to, but not exceeding, six (6) days of either vacation or sick leave, but not both.
- (j) Additional day(s) of leave requested are subject to review by the Regional Library Director and the local or Regional Library Board.

Section 10.08 Snow Days and Library Closing

- (a) Snow days will be determined by each county as follows:
 - (i) Local library closings and late openings are determined primarily by decisions made by county and town governments.
 - 1) If county or town offices are closed due to snow, the library also will be closed.
 - 2) If county or town offices open on a delayed scheduled, local libraries will follow similarly.
 - 3) If the libraries close according to county and town directives, librarians are not charged with snow leave time.
 - (ii) All library closings or delayed openings will be communicated to the Regional Library Director by each Head Librarian before a final decision is made.
 - (iii) When the decision is made to close a library, the Head Librarian is responsible for contacting local radio stations, and when possible, posting a closed notice on the library door(s).
 - (iv) If the library does open and a staff member elects to take a Snow Day Leave, days for part-time and full-time employees are governed as follows:
 - 1) Employees scheduled less than thirty (30) hours a week – receive no snow leave days. They may make up the time lost because of bad weather thereby losing no pay.
 - 2) Employees scheduled over thirty (30) receive three (3) days (or twenty-four (24) hours) for snow leave.
 - a) Lost time over three (3) days may be made up using vacation days, thereby losing no pay.
 - (v) In the event of prolonged inclement weather-snow leave days may be extended by the director at his/her discretion.
 - (vi) Closing the Regional Office, due to weather or unusual circumstances will be determined by the Regional Library Director in consultation with other Regional staff members.
 - (vii) In the event of inclement weather (but county or town offices are not closed), staff members who are unable to get to work, must contact the Head Librarian of their library. The Head Librarian and Regional staff members in this situation are to call the Regional Administrative Assistant or Regional Library Director.

- (viii) If a library is to close for any circumstance (bad weather, no heat, etc.), the Regional Library Director is to be consulted first and/or advised of the situation before the library is closed. If the Regional Library Director is unavailable, the Administrative Assistant is the next person to be contacted before closing a library.
- (ix) In extenuating circumstances, the governing library board has authority to close a public library.

Section 10.09 Jury Duty and Subpoenaed Absence

- (a) All staff members are required to serve on compulsory jury duty when called and will be entitled to their regular compensation plus jury fees received for such duties.
- (b) Time served on jury duty will not be deducted from vacation or sick leave.
- (c) If the employee is required to report for jury duty service and is then excused, he/she will immediately return to work or forfeit the day's pay.
- (d) The employee must provide a copy of their jury summons to the Regional Library Director.
- (e) If a staff member is subpoenaed to court as a witness, then the same regulations pertaining to jury duty apply. However, if one goes to court for private litigation matters, then vacation time must be taken.
- (f) Jury duty or subpoenaed absences are to be communicated to the Regional Library Director upon receiving them.

Article XI. Fringe Benefits

Section 11.01 Insurance

- (a) Workers' Compensation: All library employees are covered by Workers' Compensation as protection in case of injury or illness that is a result of a service related accident or condition.
- (b) Continuation of Coverage: Employees on leave without pay, may choose to continue insurance coverage through personal payment. Arrangements and prepayment of all insurance premiums will be made with the Regional Office.
- (c) Hospital Insurance: All full-time employees have hospital insurance coverage.
 - (i) Coverage is provided through the Regional Group Policy or the hospital insurance policy of the county or town, if available.
 - (ii) Insurance premiums for coverage under the Regional Group Policy for local library employees will be paid from the local library budget.
 - (iii) A part-time employee who becomes a full-time employee is entitled to hospital insurance coverage after assuming the full-time position.
- (d) Short-term Disability: This benefit is provided for full time employees.
 - (i) Any sick leave must be used before this benefit can be accessed.
 - (ii) Benefits begin on the eighth (8th) day of total disability.
 - (iii) Arrangements must be made with the supervisor in the event of a continuing absence.

Section 11.02 Vacations/Annual Leave

- (a) Full-time employees are entitled to the following:
 - (i) Annual leave may be taken as earned after the first six months of employment.

- (ii) Generally, annual leave time does not accumulate and must be taken within the fiscal year earned or it is forfeited.
- (iii) In extenuating circumstances and with the approval of the Regional Library Director, a very limited number of vacation/annual leave days may be carried over into the first month of the new fiscal year.
- (iv) Annual leave may be advanced at the beginning of the fiscal year not to exceed the amount the employee will earn during that fiscal year.
- (b) Part time employees working twenty-three (23) hours a week or less will receive no annual leave with pay, but take some time off with the Head Librarian's approval.
 - (i) Time taken by choice cannot be made up at a later date.
- (c) Part time employees working twenty-four (24) hours a week, and up to thirty-nine (39) hours a week receive the same proportionate annual leave allowance as full-time employees, according to the chart above. (e.g., A part-time employee who has worked 32 hours per week [80% of full-time] for 8 years will receive 14 days [80% of 18 days] per year.)
- (d) Annual leave time is to be requested at least two (2) to three (3) days ahead of desired date with an email to the Administrative Assistant and Regional Library Director who will reply to both and the Business Manager.
- (e) Regular weekly part-time employees have first option at available hours for substituting (vacations, sick leave days, leaves of absence, etc.) in their own library and, when convenient, with other libraries in the system.
 - (i) This is the responsibility of the Head Librarian.
- (f) Established weekly programs, monthly runs, and regularly scheduled visits cannot be cancelled because of vacation time without a minimum notice of one (1) week.
 - (i) The staff member is to contact the Administrative Assistant and Regional Library Director via email who will reply to both and the Business Manager.
 - (ii) The staff member making the request is required to follow up by contacting all the parents and/or library users involved at least a week ahead of time.
- (g) Vacation requests will be planned so that all duties and services will be continued uninterrupted.
- (h) Full-time employees will receive pay for all holidays designated as such by the North Carolina State Library.
 - (i) Part-time employees do not receive holiday pay.
- (j) All planned vacations, whenever possible, should be scheduled and approved at least two (2) weeks before beginning the first day of vacation. All vacation schedules are to be approved in writing by the Regional Library Director. An email will be sent to the Administrative Assistant and Regional Library Director who will reply to both and the Business Manager.
- (k) Libraries and the Regional Office will be limited as to the number of their employees which may be on vacation at the same time.
- (l) New employees may not take vacation time during the probationary period except for extenuating circumstances.
- (m) The minimum amount of vacation or sick leave to be taken at one time is 30 minutes per working day.
- (n) All absences by local library employees for sick leave, personal leave, vacation or otherwise must be approved by the Head Librarian in an email sent to the Administrative Assistant and Regional Library Director who will reply to all and the CFO.
- (o) Regional Library Office Staff are to notify or receive email permission from the Regional Library Director for all absences.

Section 11.03 Legal Holidays

- (a) Paid legal holidays are observed by AMY are as follows:
 - (i) New Year's Day – 1 Day – January 1st
 - (ii) Martin Luther King's Birthday – 1 Day – Second Monday in January
 - (iii) Good Friday and Easter Saturday – 2 days
 - (iv) Memorial Day – 1 Day – Last Monday in May
 - (v) Fourth of July – 1 Day – July 4th
 - (vi) Labor Day – 1 Day – First Monday in September
 - (vii) Veteran's Day – 1 Day – November 11th
 - (viii) Thanksgiving including Saturday – 3 Days
 - (ix) Christmas – 3 Days – day before, Christmas Day, and day after

Section 11.04 Sick Leave

- (a) Paid sick leave is a benefit for all salaried employees at the rate of one day per calendar month. Sick leave time accumulates from the beginning date of employment.
- (b) For employees who retire, credit for accrued sick leave will be prorated based on the time worked.
- (c) Leave from work with pay may be charged as sick leave, if the absence is due to sickness; bodily injury; required physical and dental examination or treatment; exposure to a contagious disease when continued work might jeopardize the health of others; illness in the employee's family.
- (d) A doctor's statement verifying the need for the absence may be required for the employee to return to work.
- (e) No sick leave will be granted while an employee is on scheduled vacation unless there is an extreme emergency and/or hardship
- (f) Employees who resign or are discharged will not be paid for any accrued sick leave.
- (g) Part time employees (24 hours a week or more) earn sick leave on a prorated basis for time worked.
- (h) Sick leave credit accumulated prior to the date of the adoption of this policy may be retained.
- (i) For an extended illness of an employee (or an employee's family member), all of that employee's accrued sick leave and accrued vacation leave may be used.
 - (i) Following this, upon the recommendation of the Regional Library Director, and with the approval of the Regional Library Board, a leave of absence, without pay, may be granted.
 - (ii) The time period of the accrued sick leave time used is not to exceed twelve (12) months (365 days) from the date of the 1st paid sick leave day taken.
 - (iii) Beyond this accommodation, in the interest of the operation of the library, the employee will be terminated.

Section 11.05 Maternity/Paternity Leave of Absence

- (a) Employees may use accrued sick leave for actual periods of temporary disability connected with childbearing and be granted leave of absence without pay to total not more than twelve (12) months from the date the first maternity leave day taken.
- (b) Employees do not accrue sick or annual leave during this absence.
- (c) Employees must notify their immediate supervisor and the Regional Library Director in writing as soon as possible when this leave will probably begin and end, otherwise, the position can be filled by another employee.
- (d) In being granted a maternity/paternity leave of absence, the following procedures are to be used:
 - (i) Maternity/paternity leave is granted up to three (3) months with a lesser amount of time granted in monthly increments.
 - (ii) Following this three (3) months' leave, the additional months remaining of the total twelve (12) months leave, if granted, will be based on a doctor's written statement establishing what additional time is needed for the mother's and/or child's health.
 - (iii) This additional leave is subject to approval by the Regional Library Director and the appropriate library board.
 - (iv) Ten (10) days prior to the planned work return date, if additional leave time is desired, the employee must notify in writing his/her immediate supervisor that an additional month (30 calendar days) of leave is needed. This requested extension is reviewed by the Regional Library Director, and if necessary, by the local or Regional Library Board.
 - (v) Regardless of the amount of maternity/paternity leave taken, once an employee officially returns to work, any additional time needed for the health of the mother and/or the child must be taken as sick leave.
 - (vi) When an employee has used the twelve (12) months maternity/paternity leave and is unable to return to work as planned, the employee must notify in writing the Regional Library Director at least fourteen (14) working days in advanced before the twelve (12) month period is to end. In meeting the best interest of the library and the library users, the appropriate library board will be required to fill the position with permanent employee.
 - (vii) AMY understands that from time to time, medical emergencies may arise which require employees to request a special leave of absence beyond that afforded under our paid/unpaid leave policies. AMY will make every effort to accommodate reasonably an employee's need for additional time off if their serious illness requires such an accommodation. All such requests for this accommodation must be made to the Regional Library Director in writing.

Article XII. AMY Organizational Structure

Section 12.01 Position Classification.

- (a) Each position of AMY is classified and placed in proper levels of responsibilities as described in the Appendix.
- (b) Job Descriptions
 - (i) The responsibilities and duties of staff positions within a particular level or classification are similar throughout AMY and remuneration will be made on the

basis of the responsibilities of the job itself, the education and work experience of the person, and the staff member's length of service at the library.

- (ii) Written job descriptions are found in the Appendix.
- (c) Review
 - (i) All positions within AMY are subject to review at the initiative of the Regional Library Director and/or at the request of the Regional Library Board.
 - (ii) Employees may also request a review of their job description and/or classification by filling a written request with the Regional Library Director.
 - (iii) At times deemed appropriate, the Regional Library Director may make recommendations to the Board for job classification changes.
 - (iv) Organizational Chart
 - (v) The Appendix contains the Organizational Chart which indicates the levels of responsibility and appropriate lines of authority. Regional and local staff members follow these protocols.

Article XIII. Employment Practices

Section 13.01 Equal Opportunity

- (a) The AMY Regional Library is an equal opportunity employer that will not discriminate on the basis of race, color, religion, gender, sexual preference, age, national origin, marital status, or against any qualified individual with disabilities and will not tolerate sexual harassment.

Section 13.02 Employment Authority

- (a) The authority and responsibility for recruiting, selecting, appointing, staffing, evaluating, and dismissing of all library employees rests solely with the Regional Library Director in consultation with either the appropriate local library board or the Regional Library Board as set forth below.
- (b) Recruitment
 - a) For any position of twenty (20) hours a week or more, with the exception of the Regional Administrative Assistant, the position is to be advertised in the local county/town newspaper(s) and posted on the local library bulletin board or the Regional Headquarters bulletin board, as appropriate for a minimum of 2 weeks.
 - b) Notices of staff vacancies of less than twenty (20) hours a week will be posted in the staff work area of the local library where the vacancy exists, or in the Regional Library Headquarters for a Regional Staff position.
 - c) Interested staff members should submit a short written notice to the Regional Library Director advising the Director of their interest in promotion to the vacant position.
- (c) Selection
 - a) When a position becomes available, the following considerations are given to library employees if they apply for the position being advertised:
 - i) Appointments to any position within the Regional AMY will be made on the basis of education, technical and personal qualifications, ability, experience and personal recommendations.
 - ii) Employees are hired for specific kinds of work, but are expected to perform any library related activity when necessary.

- iii) Individuals presently employed will be made aware by a vacancy announcement and will be considered, if they elect to apply along with new applicants for vacancies as they occur.
 - iv) Preference will be given to persons within AMY when their qualifications are essentially equal to the qualifications of other applicants and when their qualifications better meet the needs of the library position to be filled.
 - v) Two (2) relatives from the same family will not be employed by a local library or the Regional Office on a full-time and/or part time basis. Custodial services are to be an exception to this rule.
 - vi) No member of the immediate family of a library board may be considered for a full-time or part time employment in a local library or the Regional Office governed by the Board on which the Board member is serving.
- (d) Hiring Procedures
- a) The available position is advertised or posted in appropriate media for a minimum of 2 weeks.
 - b) Applications are vetted by the Regional Library Director in consultation with the appropriate personnel committee.
 - c) Selected applicants for Regional Library staff positions are interviewed by the Regional Library Director and members of the Personnel Committee of the Regional Library Board.
 - d) Applicants for positions at local libraries are interviewed by the Regional Library Director and the Personnel Committee of the local library board.
 - e) A final selection is made by the Regional Library Director in consultation with the Regional or Local library Board, whichever is appropriate.
 - f) Drug Screenings
 - i) All new hire employees, full or part time, of the Avery-Mitchell-Yancey Regional Library System must pass a drug screening.
 - ii) The screening will be conducted by the Blue Ridge Regional Hospital.
 - iii) The cost of the drug screening and appointment for the drug screening will be the responsibility of the Avery-Mitchell-Yancey Regional Library System.
 - iv) The new job applicant will consent to provide a urine specimen for the purpose of having a drug screening.
 - v) Any positive test result will be confirmed by a second test conducted on the original sample.
 - vi) A positive test result on the second test will result in becoming ineligible for hire by the library system.
 - vii) The new job applicant waives all rights to bring any type of legal action against the AMY Regional Library System, management personnel, or agents acting on the behalf of the AMY Regional Library System including, but not limited to, the imposition of any procedure, any requirement, or consequences triggered by this drug screening.
 - g) Background Checks
 - i) All new hire employees, full or part time, of the AMY Regional Library System in determining their eligibility for employment will be subjected to a background check.
 - ii) AMY may conduct an investigation of a new hire employee's background by obtaining a Consumer Report background check relating to new hire employee from a reporting agency of the AMY Regional Library's choice.

- iii) If any adverse action is taken based in whole or in part on information contained in the new hire employee's consumer report, they will be provided with a copy of the report and a description of their rights under the Fair Credit Reporting Act.
 - iv) The potential new hire employee will authorize the AMY Regional Library to make an independent investigation of their background by obtaining a Consumer Report (background check).
 - v) This report may include, but is not limited to, a criminal record check, validation of previous names and addresses, driver's license check, and sex offender search.
 - vi) The information contained in any report will be used solely to determine eligibility for employment or continued employment.
 - vii) This will result in immediate termination with no oral or written warning for new hire employees or ineligibly for employment.
 - viii) The cost of the Consumer Reports (background check) will be the responsibility of the AMY Regional Library.
- (e) Appointment
- (i) The Regional Library Director will notify the successful candidate by a letter.
 - 1) The letter will include the job title or classification and locations of place of work; any special conditions of employment; the beginning salary; the name and title of the applicant's immediate supervisor; the date on which the candidate should report to work; and a request for a written acceptance of the position to be addressed to the Regional Library Director.
 - 2) The letter will be reviewed by the employee and Regional Library Director, signed by both parties and filed at the Regional Library Office.

Section 13.03 Probation and Conditions of Probationary Period

- (a) Probation
- (i) Each new part time staff member will complete a probationary period of six (6) months and each new full-time staff member will complete a probationary period of one (1) year.
 - (ii) The Regional Library Director, together with the employee's immediate supervisor, will familiarize the employee with the contents of the Employee Evaluation Form during the first week of employment (See Appendix).
 - (iii) Upon the completion of the probationary period, the employee's immediate supervisor will complete an Employee Evaluation Form and the new staff member will meet with the Regional Library Director to determine the suitability of that employee for permanent employment.
 - (iv) A signed copy of the Employee Evaluation Form is to be kept in the employee's personnel file, and a copy given to the employee.
- (b) Conditions of Probationary Period
- (i) Time worked during the probationary period will count towards vacation and sick leave accumulation.
 - (ii) Sick leave may be taken as accumulated during the probationary period, and accumulated vacation time may be taken after 6 months of employment.
 - (iii) Health benefits begin within 30 days of a signed contract.
 - (iv) Any employee, if dismissed during the probationary period, will not be eligible for terminal pay for the accumulated vacation leave.

- (v) Any full-time employee will receive pay for all paid holidays which fall within the probationary period.

Section 13.04 Conditions of Employment

- (a) Full-time employees normally work five (5) (eight (8) hour) days per work week. When an employee must work overtime, with the Regional Library Director's approval, compensatory time is given and must be taken within a period of thirty (30) days from the date earned. The employee(s) responsible for opening the library is/are required to arrive at the library ten (10) minutes before the opening hour in order to take care of opening procedures prior to being ready to serve the public.
- (b) Prior to library closing, the librarians(s) is/are required to remind the library users in a courteous manner that the library is closing to provide adequate time for checking out materials.
- (c) In order to better serve the public, AMY libraries will not close for lunch. Employees will take a 30 minute lunch break on a mutually determined rotation basis. Throughout the 8-hour day, a 15 minute morning and afternoon break is allowed. Breaks are to be taken at a time that does not interfere with public service. These 15-minute rest periods cannot be added to the lunchtime or used for an employee to leave early or come in late to work.
- (d) It is understood that the evening and Saturday work hours are delegated to the newest employee as a benefit earned by those staff members having seniority. An exception to this seniority benefit here is the position of Head Librarian who does not work these hours, unless circumstances dictate such.
- (e) In keeping with AMY's intent to provide a safe and healthful work environment, and current county ordinances, smoking and the use of smokeless tobacco products are prohibited by staff and users on library property.

Section 13.05 Progressive Discipline

- (a) AMY follows a policy of progressive discipline (see Appendix) for employee incompetence/negligence or misconduct based on the following models with definitions below. AMY reserves the right to use a system of warnings or progressive discipline when and if AMY determines that it would be helpful and appropriate under the circumstances. AMY may follow one or more of the steps discussed below if it chooses to do so. Employees should not expect a warning prior to termination in all cases.
 - (i) First offense - oral or written warning is given and notice of warning is signed by the employee and filed.
 - (ii) Second offense - written warning is issued and signed by the employee and filed.
 - (iii) Third offense - suspension or termination at the discretion of AMY.
 - (iv) Note: Depending upon the nature and severity of the violation, or combination of violations, the normal problem correction procedure steps may be accelerated and a more extensive corrective action step imposed, up to and including termination.
- (b) Prohibited Conduct
 - (i) The following are some examples of the reasons for employee discipline which includes termination. This list is for illustrative purposes only to provide employees with some examples and it is not inclusive.

- 1) Incompetence in work standards and performances; performing inefficiently or unsatisfactorily, or failing to apply effort on the job, including intentionally slowing down work or productivity.
- 2) Unauthorized use of AMY property; committing unsafe acts that affect equipment or personnel
- 3) Violating a safety rule or safety practice
- 4) Being absent or tardy excessively or being absent or tardy without proper notice or excuse or habitual tardiness or absenteeism.
- 5) Loafing or spending unnecessary time away from the job.
- 6) Leaving the job or regular work place during working hours for any reason without authorization from the immediate supervisor except for scheduled lunches, breaks and going to the rest room.
- 7) Leaving work before the end of the regular workday or not being ready to work at normal starting time.
- 8) Violation of AMY's Drug or Alcohol Policy; reporting to work in an intoxicated condition or under the influence of drugs other than properly used prescription drugs; possession, distribution or consumption of alcohol and illegal substances on AMY property; refusal to submit to drug and alcohol testing; refusal to submit to drug or alcohol search when authorized.
- 9) Participating in disorderly, immoral or indecent conduct reflecting on AMY on the job or while representing AMY.
- 10) Misusing or stealing funds; committing any other forms of dishonesty; taking AMY property from the premises without permission; any other breach of AMY records retention, security or funds handling policies and procedures.
- 11) Misrepresenting facts in seeking employment.
- 12) Willfully destroying or damaging AMY property or property of a co-employee.
- 13) Refusing to perform a service connected with an employee's job as required by management, failing to follow instructions or being insubordinate; arguing with a Supervisor or the Director.
- 14) Violation of AMY's weapons policy; possessing firearms, fireworks, or explosives on facility property.
- 15) Contributing to unsanitary conditions or poor housekeeping.
- 16) Violation of AMY's Technology Policy.
- 17) Conducting one's self in a manner that shows disregard for AMY's best interest.
- 18) Violating a work rule or inducing another employee to violate a work rule.
- 19) Participating in criminal or illegal activities.
- 20) Repeatedly wearing improper attire or evidencing uncleanness.
- 21) Failing to notify AMY immediately of any accident on the property.
- 22) Conducting activities that endanger life, safety, or the health of others or self.
- 23) Using, altering, removing, or destroying AMY records without authorization.
- 24) Using profane or abusive language, as determined by the Director.
- 25) Making false or malicious statements.
- 26) Violating federal or state law on AMY property or while conducting AMY business.
- 27) Using any tobacco product on or near the work place.
- 28) Violation of AMY Harassment Policy, including sexual and racial harassment; threatening, intimidating or otherwise interfering with other employees.
- 29) Violating AMY's Ethics and Confidentiality Policy.
- 30) Failing to report a conviction within 5 days under criminal drug statutes.
- 31) Repeatedly failing to work in harmony with other employees on a day-to-day basis.

- 32) Committing other job related conduct not keeping with AMY objectives.
- (ii) Regular Attendance and Being on Time
- 1) Being on time and present is among one of our most important expectations of our employees. A staff member cannot make an impact when they are not at work and cannot impact others when they are not on time. It is important that each individual understand the importance of being on time and present for work.
 - 2) Absenteeism: In order to properly maintain a reliable work force and productivity, the following policy on attendance will be enforced:
 - a) Any employee who is absent more than once without a supervisor's approval in any given month for any reason will be subject to disciplinary action up to and including termination of employment.
 - b) Any employee failing to call in prior to starting time more than two times per month will be subject to disciplinary action and/or termination.
 - c) Any employee not reporting to work and failing to call in after one day will automatically be subject to termination (no call/no show).
 - 3) Tardiness: In order to schedule work for the day and to maintain productivity, the following policy on tardiness will be enforced:
 - a) Any employee late for work more than two times in any given month will be subject to disciplinary action and/or termination.
 - b) Circumstances beyond a person's control will be considered if they are late.
 - c) When calling in to report an absence or being late for work the employee must report to their supervisor, or leave a message and a number where they can be reached.
- (c) Procedure for Dismissal/Termination
- (i) Employees are dismissed or terminated as follows:
- 1) The Regional Library Director will advise a permanent employee of his/her recommendation for dismissal/termination and provide him/her with the written reasons for this action. The letter must state that the employee may appeal the Director's decision within two (2) weeks and that failure to do so will result in the decision becoming final.
 - 2) Within a period of two (2) weeks, beginning with the dismissal/termination date, an employee may appeal, in writing, the Regional Library Director's decision to the Regional Library Board. The writing must include a statement of the grounds as enumerated in part c. of this section. The appeal hearing is to be held before a quorum of the Regional Library board with the Regional Library Director present within 2 weeks after receiving the appeal letter. If an appeal is not granted, the dismissal will be final.
 - 3) In the event of an appeal to the Regional Library Board, the Board's review will be limited to whether the decision of the director for the dismissal or termination had no basis in fact or was in violation of an employee's rights as protected by the federal or state constitutions, statues, or regulations. The burden is on the employee to prove a violation of these rights, or that the decision has no basis in fact. The Board will accept and consider written statements made on behalf of the Regional Library Director or the employee in support of the dismissal or the appeal. Unless otherwise requested by the Board, no testimony will be heard other than from the Regional Library Director and the employee. The appeal will be heard in Executive Session unless otherwise requested in writing by the employee. In the event that a majority of the Board fails to find a violation of the employee's rights, the recommendation of the Regional Library Director will be final.

- 4) Probationary Employees – Any probationary employee may be dismissed, without documented cause, with or without the recommendation of their immediate supervisor, by the Regional Library Director. There is no appeal from this decision.
- 5) Termination due to Reduction in Force/Lay Off. The Regional Library Board, in the interest of economy and to arrive at a balanced budget, may terminate any position or positions at its discretion and deemed to be necessary for such purpose. No employee will have the right to continue in his/her position when so terminated. However, in the event that a reduction in force becomes necessary, consideration will be given to the quality of each employee's past performance, the needs of AMY, the employee's level of education, and the employee's seniority in determining those employees to be retained.
 - a) When there is a reduction in force, affected employees are to be given a 30-day notification.
 - b) Employees of twenty (20) hours a week (or more), and having been employed for twelve (12) months are to be given (30) days severance pay following their thirty (30) days notification period.
 - c) During the thirty (30) days notification period, if the employee leaves before completing these working days, no thirty (30) days severance is awarded.
 - d) For employees working less than twenty (20) hours a week and having been employed twelve (12) months (or longer), the amount of severance pay to be awarded is left to the discretion of the Library Board.
- 6) Suspension.
 - a) During the investigation, hearing, or trial of an employee on any criminal charge, or pending the period of an appeal following a recommendation of dismissal, or when the suspension would be in the best interest of AMY, the Regional Library Director may without consultation or approval of the Library Board, suspend the employee.
 - b) The suspended employee will not receive any pay or benefits during the suspension period, but may be entitled to restitution of unpaid salary and benefits in the event the suspension does not result in dismissal or termination.
- 7) Demotion
 - a) Any employee whose work in his/her present position is unsatisfactory may be demoted by the Regional Library Director if the employee shows promise of becoming a satisfactory employee in another position.
 - b) Neither consultation with, nor approval of the Regional Library Board is necessary prior to a demotion decision. A position demotion can result in a reduction in pay, and a reduction in benefits, if applicable. A demotion decision is not appealable.
- 8) Reassignment.
 - a) The Regional Library Director may reassign an employee to a different position or add or eliminate specific job duties from an employee's job description without consultation or approval of the Regional Library Board.
- 9) Grievance Procedure
 - a) Definition: A grievance is an allegation by an employee that there has been a breach, misinterpretation, or improper application of the established personnel policies, or discriminatory application of terms and/or conditions of employment.
 - b) Informal Procedures: Misunderstandings and problems arise from time to time in any employment situation. Almost all such problems can be handled in an informal manner by discussing the problem with the immediate supervisor and/or the Regional Library Director. It is recommended that all possible informal channels of communication between employee and supervisor be explored before a grievance is

filed. If, however, a satisfactory conclusion cannot be reached, an action of grievance may be filed. The purpose, therefore, is to facilitate a uniform and equitable procedure in the problem solving. The grievance procedure is to be followed as described.

- c) Formal Procedures: When a staff member has a complaint against another member of the staff or his/ her supervisor, all parties involved are to meet and attempt to reach a workable solution. If the grievance is against the immediate supervisor, the aggrieved party will request in writing to the next supervisor in line that a meeting be arranged involving the two (2) supervisors and the affected party in an effort to reach a workable solution.
 - i) All official grievances must be in writing and should contain all possible dated documentation.
 - ii) The supervisor who is handling the official grievance must reply in writing to the aggrieved party within seven (7) working days of receipt of the grievance.
 - iii) The aggrieved party has seven (7) working days to appeal the decision to the next supervisor in authority
 - iv) If the Regional Library Director is the last supervisor to render a decision, the employee may then appeal that decision in writing to the Regional Library Board within seven (7) working days from the Regional Library Director's decision.
 - v) The Regional Library Board, in its discretion, may conduct a hearing, in which event the employee will be notified of the time and place of the hearing. If the Regional Library Board deems that a hearing is unnecessary, the Regional Library Board will notify the employee, in writing, of its decision within ten (10) days.
 - vi) The decision of the Regional Library Board is final.
 - vii) Copies of all official documents used in the grievance procedure will be filed in the employee's personnel file and become part of the permanent records.

Section 13.06 Resignations

- (a) An employee who intends to resign must inform the immediate supervisor in writing as soon as possible, and then submit a written resignation to the Regional Library Director and the Chairman of the appropriate Library Board.
- (b) Four (4) weeks notice before the last working day is the minimum required for all positions.
- (c) In the event that an employee fails to give the requisite notice, the library will deduct vacation pay equivalent to the shortage in the notice requirement. If the employee has no vacation time that can be deducted from the notice requirement, the library will deduct from any salary then due and owing, on a prorated basis, and equivalent to the remaining time during the notice.

Section 13.07 Retirement

- (a) A staff member cannot be required to retire, due to age, but rather due to an inability to perform one's job.
- (b) In keeping with the Retirement Plan, three (3) months before an employee plans to retire, the employee is to work with the Regional Office concerning the necessary paper work for the retirement benefits.

Section 13.08 Disability

- (a) A staff member may be separated from service for disability when he/she cannot perform essential job functions of a particular position because of physical or mental impairment, and no reasonable accommodation.
- (b) The Regional Library Director, with the approval of the Board, may require an employee to undergo an examination by a physician at the employee's expense to determine his/her ability to perform essential job functions without danger to himself/herself or others.

Section 13.09 Performance Evaluations

- (a) All staff members, both professional and nonprofessional, will be evaluated annually.
- (b) This evaluation process provides an opportunity for supervisors and employees to look at job performance, to seek solutions to problems, and to discuss needed improvements. Areas of needed additional training may be identified.
- (c) Local library employees will be evaluated according to the evaluation forms found in the Appendix.
- (d) Head Librarians and regional library staff will be evaluated annually the Regional Library Director according to the evaluation forms found in the Appendix.

Section 13.10 Personnel Records

- (a) A personnel file kept in the office of the Regional Library Director for each staff member will contain documents relating to the employee's job performance evaluations and other needed information.
- (b) Personnel should review their files on a regular basis to assure that current personal (address, phone, email, etc.) information is correct.
- (c) The Regional Library Director will be responsible for each file's contents.
- (d) An individual staff member may have unconditional access to everything contained in his/her personnel file.
- (e) A staff member may ask for and receive from the Regional Library Director a review of his/ her personnel file. This request will be honored at the completion of three (3) working days.
- (f) After a staff member leaves the library's employment, his/her personnel record will be kept indefinitely.

Article XIV. Salaries and Hours

Section 14.01 Salaries

- (a) Salaries of employees are reviewed annually by the local library board at their annual fall meeting.
- (b) Each position in AMY has been defined to relate one position to another in terms of work load and responsibility.
- (c) If the budget permits, the Regional Library Director will submit to the specific library board his/her recommendations for staff salary adjustments.
- (d) If approved, salary adjustments will become effective on July 1st of each year.

Section 14.02 Payment

- (a) All employees are paid by check on the 20th of each month. If the 20th falls on Saturday, Sunday, or a holiday, employees will be paid on the last working day prior to the regular payday.
- (b) Pay checks are distributed directly by the Business Manager by the 20th of each month.

Section 14.03 Deductions

- (a) Regular deductions on each payroll are made for federal and state taxes, Social Security (F.I.C.A.), state retirement, and any other approved withholdings.

Section 14.04 Time Sheets

- (a) In order to insure that an employee receives due compensation, each member of the staff keeps a daily record of the time worked on a standard time sheet.
- (b) This sheet shows the time the employee begins and stops work, as well as overtime, personal leave, vacation, and sick leave.
- (c) At the completion of the pay period, the staff member totals and signs the time sheet attesting to the accuracy of the entries.
- (d) This time sheet is then forwarded to the Regional Office.
- (e) This office will make payment in accordance with the time sheet as submitted and certified.
- (f) Discrepancies in a time sheet may result in deductions which cannot be corrected until a supervisor certifies these discrepancies.
- (g) Any deliberate misrepresentations on the time sheet will result in the dismissal of the responsible person.

Section 14.05 Travel Sheets

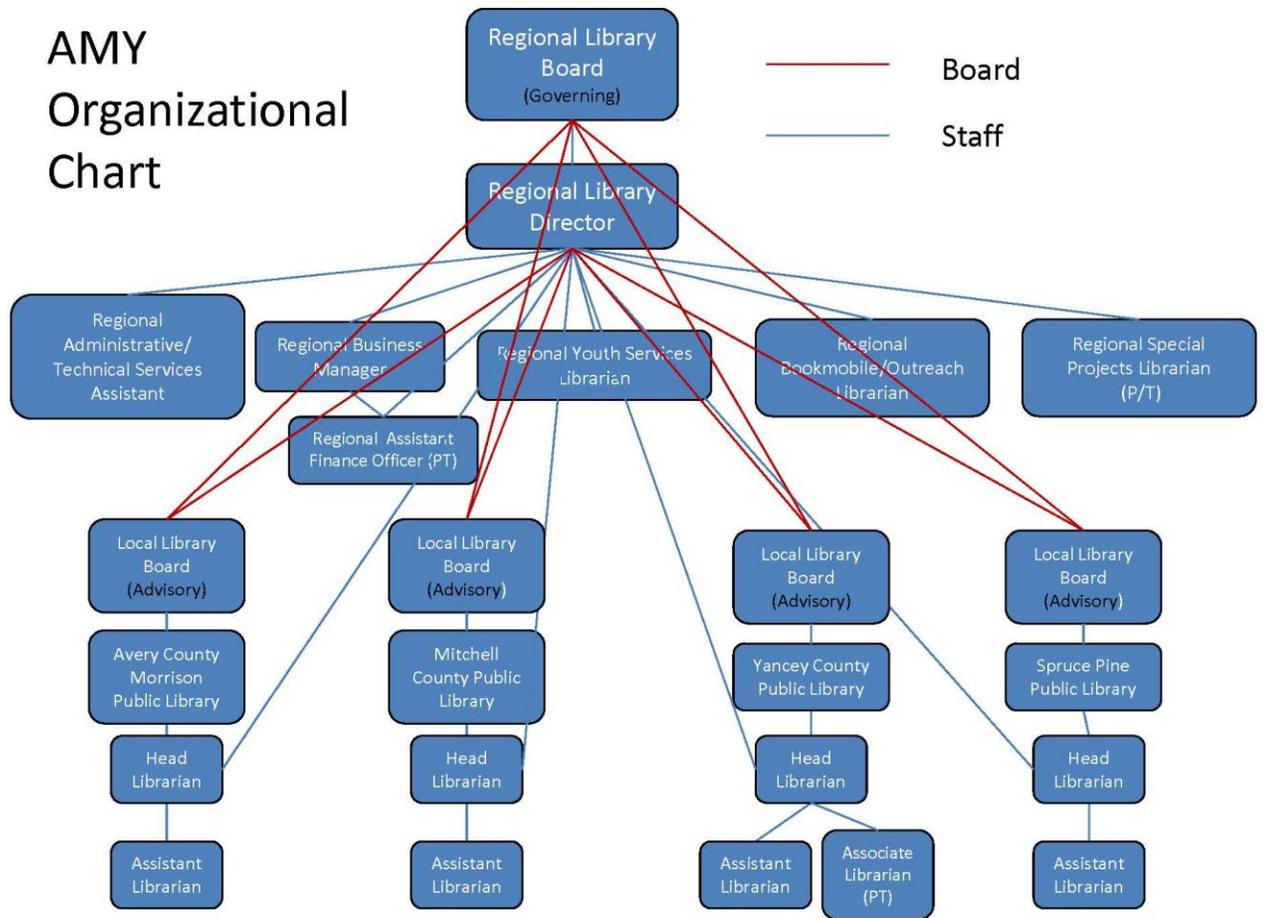
- (a) Travel sheets are to be filed by employees on a monthly basis.
- (b) Travel reimbursements are made for distance traveled in one's private vehicle for library services and work related activities.
- (c) Travel reimbursement rate per mile is based on the standard established by the State of North Carolina.
- (d) Any deliberate misrepresentation on travel sheets will result in dismissal.

Section 14.06 Overtime and Compensatory Time

- (a) Salaried part time staff will be paid for any authorized time over their normal schedule.
- (b) Overtime will qualify for compensatory time only when it is necessary for the operation of the library.
- (c) If full-time staff members are required to work overtime to cover a schedule, the time should be entered on the time sheet as compensatory time due.
- (d) Prior approval to take compensatory time must be authorized by the Regional Library Director.
- (e) Compensatory time is to be taken within a 30-day period from the time earned.
- (f) A request for compensatory time is to be submitted no later than three (3) working days before the date compensatory time permission is to be used.

Appendix

Organizational Chart



Job Descriptions

Regional Library Director

Regional Library

Job Responsibility

The chief executive and administrative officer of the AMYRL and has charge of administering the ARL in accordance with approved policies of the AMYRL Board. The Director is an ex-officio member of the AMYRL Board and all committees.

Job Duties

The Director must be certified by the North Carolina Public Librarian Certification Commission. She or he is responsible for attending all Regional and Local Board meetings; all expenditures, which must be made in accordance with the budget and amendments to the budget adopted by the AMYRL Board; care and maintenance of buildings, equipment, and systems; recommending appointment or dismissal of staff to local governing bodies for local libraries and to the AMYRL Board for Regional Office staff; supervising and training staff; notifying the appointing body of any vacancies on the Board; collaborating with local board chairs to recommend individuals to fill vacancies on the AMYRL Board; supervising materials acquisition; collaborating with the Chair of the Board to provide new Trustee orientation; preparing agendas; reporting quarterly on all activities of the AMYRL to the Board and the governing bodies; maintaining positive relationships with other agencies and institutions involved.

Job Examples

1. Plans, organizes, and directs the overall activities of the Regional Library; interviews, selects, and releases library employees as authorized in the Personnel Policy Handbook.
2. Supervises the work of the Regional Library employed engaged in professional, paraprofessional, and clerical library work; supervises the maintenance of library buildings, grounds, vehicles, and related property; plans alterations to existing buildings and grounds.
3. Supervises all levels of local library staffing.
4. Serves as executive officer to the Library Boards; attends all meetings and submits reports of all library activities; advises Board members on all programs or policy recommendations.
5. Prepares local and regional library budgets; presents budgets for full Board approval; periodically presents and interprets statistical, financial, and other reports to the Boards, governmental officials, and the general public.
6. Plans publicity; develops programs; participates in community activities.
7. Analyzes and evaluates local and regional library accomplishments and makes recommendations for revised or new procedures.
8. Attends professional meetings, workshops, and seminars to keep up-to-date with the latest trends in public library services and management.
9. Serves as a member of appropriate local, state and national boards, commissions and organizations to collaborate in mutually beneficial efforts to serve the library and information needs of the Region's residents.

Job Knowledge and Abilities

Knowledge of:

1. Library and information science as a guide to practice
2. Evidence based practice in public library service, management and operations.
3. Specific legal, operational guidelines and practices required to meet state and national requirements for quality library service.

Ability to:

1. Supervise library staff engaged in carrying out daily operational and specialized library services and management.
2. Supervise applications of bibliographic control, information and data analysis and storage, circulation procedures, information services and digital/information literacy.
3. Establish and maintain effective working relationships with community groups, library personnel, and library users.
4. Demonstrate competence to perform and/or manage functions at all three levels of the North Carolina Technology Competencies for Librarians.
5. Compose effective written communications.
6. Orally communicate effectively.
7. Answer telephone in a professional manner.
8. Use information technology applications in all phases of management operations effectively and efficiently.
9. Create and present accurate library operation reports.
10. Walk, bend, and lift.
11. Drive own vehicle and travel independently.

Education and Experience

A Master's Degree in Library Science is required with five (5) years of professional library experience, including a minimum of two (2) years of library administrative experience and/or an equivalent combination of experience and training.

Special Requirements

Certification by the North Carolina Public Library Certification Commission.

Administrative/Technical Services Assistant

Regional Library

Job Responsibility

Performs specialized office and technical service management functions under the direct supervision of the Regional Library Director and is the general supervisor for the Regional Library Office.

Job Duties

An employee in this position performs a wide variety of clerical and library related duties under the direct supervision of the Regional Library Director. This is only full-time position in which the Regional Library Director is given the authority to employ and terminate without the Regional Library Board input. Independent judgment and discretion are required for daily operations. Works and evaluated under the general direction of the Regional Library Director.

Job Examples

1. Responsible for all materials acquisition and technical service processes (e.g. gathering orders, submitting orders to vendors, verifying receipt with Business Manager, inputting OPAC data, physical processing and distribution to appropriate locations)
2. Serves as liaison to the ILS vendor for daily operations.
3. Coordinates and supervises daily office activities.
4. Serves as liaison with libraries and the Regional Library Office to determine local library needs and meet local library user requests.

Job Knowledge and Abilities

Ability to:

1. Use appropriate information technology applications effectively and efficiently.
2. Compose effective written communications.
3. Orally communicate effectively.
4. Answer telephone in a professional manner.
5. Establish and maintain effective working relationships with local library staffs.
6. Apply standard library techniques, practices, and procedures.
7. Walk, bend, and lift.
8. Drive own vehicle in performance of duties.

Education and Experience

High school diploma required with additional courses in office management preferred. Experience in office management, information technology applications and library service preferred. A degree or courses in library and information science preferred.

Business Manager

Regional Library

Job Responsibility

An employee in this position assists the Regional Library Director in fiscal management of all federal, state, and local funds. Duties involve effective and efficient application of fiscal management principles adhering to all governmental fiscal regulations and policies. Work is performed under the general supervision of the Regional Library Director and is subject to review for conformance to the regulations and policies adopted by the Regional Library Board and approved by an independent auditor.

Job Examples

- 1) Creates and maintains an individual budget for each of the four regional libraries and the regional library office plus budgets for two individual library trust accounts which are all under the supervision of the Regional Director and subject for approval by each respective individual library board for that particular library budget.
- 2) Attends all local and regional library board meetings and presents the financial information for that respective library.
- 3) Maintains a complete set of accounting information for each individual library budget and the regional library budget and is audited annually by an independent auditing firm.
- 4) Delivers all yearly maintained files to the independent auditing firm and meets with auditors as needed until the final audit report has been completed.
- 5) Prepares the monthly payroll conforming to all state and federal regulations and policies and state retirement rules. Completes a fiscal year end individual payroll totals document for the independent auditing firm.
- 6) Processes all state and federal quarterly tax and wage reports and quarterly multiple worksite reports.
- 7) Processes all state and federal tax year ending reports for all library employees.
- 8) Maintains files for all library employees.
- 9) Maintains all individual employee vacation and sick leave time allowed records for the fiscal year.
- 10) Performs and files all new hire employee information records and works under library policies to make sure all new hire procedures have been performed correctly including working with outside sources for drug screenings, background checks, and driving performance records.
- 11) Works with the Regional Library Director on employee policy changes if needed.
- 12) Works in the position of Healthcare Insurance Administrator to locate and maintain competitive health insurance for all library employees.
- 13) Maintains all individual employee retirement account information files and begins the process of the individual employee retiring.
- 14) Pays all monthly invoices in a timely matter including the book contract invoices.
- 15) Prepares all regional and library bank deposits.
- 16) Maintains a month end revenues and disbursements worksheet for each individual library, the regional office, and the two trust accounts.

- 17) Works with the Regional Library Director on processing the LSTA grants and keeps detailed records on each grant for the annual fiscal year- end audit.
- 18) Maintains a record of all bookmobile materials checked out to bookmobile patrons.
- 19) Chooses and keeps a record of all memorial books purchased by each individual library throughout the fiscal year.
- 20) Performs any other duties requested by the Regional Library Director.

Job Knowledge and Abilities

- Knowledge of basic:
 - accounting principles (e.g., debits, credits, assets, liabilities, fund balance)
 - basic financial reporting (e.g., profit and loss statement, balance sheet)
 - library accounting systems (e.g., fund accounting, cash-based accounting, accrual accounting)
- Ability to:
 - Exercise initiative and independent judgment.
 - use basic information technology applications for fiscal management of library operations
 - use basic accounting principles to develop and/or maintain budgets
 - understand and interpret financial reports
 - use library financial reporting systems for informed decision making
 - travel to meetings and workshops
 - create effective written communications
 - communicate effectively orally
 - establish and maintain effective working relationships with local library staffs
 - answer telephone in a professional manner
 - walk, bend, and lift.

Education and Experience

High school diploma required with additional courses in fiscal management preferred. Experience in bookkeeping or accounting with office experience preferred. A degree or courses in business management and library and information science preferred.

Special Requirements

Must be able to furnish own transportation and remain out of town/county overnight for extended periods of time.

Assistant Finance Officer

Regional Library

Job Responsibility

Performs fiscal control oversight by balancing monthly revenue and disbursement totals and reporting to the Regional Business Manager and Regional Library Director.

Job Duties

An employee in this position assists the Regional Business Manager and Regional Library Director to manage accounting functions and related records of all federal, state, and local funds. Work is performed under the general supervision of the Regional Business Manager and Regional Library Director and is subject to review for conformance to regulations and policies adopted by the Regional Library Board and approved by an independent audit.

Job Examples

1. Maintains a complete set of general accounting books, including control accounts, and informs the Regional Library Director of budget balances.
2. Assists the Regional Business Manager and Library Director in preparing all accounting records for the annual budget and audit.

Job Knowledge and Abilities

1. A considerable knowledge of the application of generally accepted bookkeeping and accounting principles and techniques of fiscal management and governmental accounting.

Ability to:

1. Comprehend and apply laws, regulations, and policies for effective fiscal management of library operations.
2. Use information technology applications effectively and efficiently.
3. Compose effective written communications.
4. Work without direct supervision
5. Orally communicate effectively.
6. Establish and maintain effective working relationships with local and regional library staffs.
7. Walk, bend, and lift.

Education and Experience

High school diploma required with additional courses in fiscal management preferred. Experience in bookkeeping or accounting with office experience preferred. A degree or courses in business management and library and information science preferred.

Children's Librarian

Regional Library

Job Responsibility

Responsible for planning, organizing, and promoting all facets of children's and young adult services of the Regional Library.

Job Duties

An employee in this position is responsible for planning, organizing, and directing programs for children and young adults of the Regional Library. Duties include determining the need of library services for children and young adults throughout the region. The employee is also responsible for purchasing library materials for these age groups. The employee confers periodically with the Regional Library Director regarding the overall needs in children's and young adult services and the materials necessary to satisfy these needs. An important facet of this position is working successfully with community child-care centers, headstarts, parents, home schoolers, teachers, and local school librarians to increase the use of library services. Responsibilities also include presenting quarterly reports to the Regional Library Board at scheduled meetings. Work is performed under the supervision of the Regional Library Director.

Job Examples

1. Directs programs for the Regional AMY designed to interest children and young adults in the use of AMY.
2. Selects children's and young adult materials (print and non-print) and maintains these collections.
3. Gives reader's advisory and reference services to children, young adults, and their parents.
4. Plans and presents story hours and other programs to children and young adults.
5. Plans and presents periodic programming for school-age children.
6. Uses a variety of materials and equipment in carrying out program presentations for children and young adults.
7. Creates reports for Regional Library Director and Board
8. Arranges for displays and exhibits.
9. Prepares publicity.
10. Coordinate annual summer reading programs for young adults.
11. Attends professional meetings and participates in activities of professional organizations.
12. Serves as courier for materials distribution
13. Performs related work as required.

Job Knowledge And Abilities

Knowledge of:

1. child development
2. children's and young adult literature
3. specialized library services for children and young adults

4. storytelling, puppetry, and communication skills of children

Ability to:

1. Exercise initiative and independent judgment.
2. Stimulate user interests through community contacts and library programming for children.
3. Deal effectively with day-cares, headstarts, parents, children, and the general public, and maintain effective working relationships with other employees.
4. Use appropriate information technology applications for program development, marketing, and reporting.
5. Ability to travel independently.
6. Compose effective written communications.
7. Orally communicate effectively.
8. Create and present reports to a variety of audiences.
9. Establish and maintain effective working relationships with local library staffs.
10. Walk, bend, lift, and drive a vehicle.

Education and Experience

A Master's Degree in Library Science with experience in working with children and young adults in preferred, but with a minimum of Bachelor's Degree in Elementary Education with demonstrated experience in working with children and young adults required.

Bookmobile Librarian

Regional Library

Job Responsibility

Responsible for planning and implementing library bookmobile services.

Job Duties

Work involves the responsibility for planning bookmobile schedules; selecting books, magazines, and other library materials for users; and maintaining all records and reports related to this service. Work also includes driving the bookmobile over specified routes; checking books in and out; keeping a record of books circulated at each stop; and the responsibility for ensuring that the bookmobile is kept in good working order and reporting needed repairs. The employee works directly under the supervision of the Regional Library Director.

Job Examples

1. Coordinates all phases of the library bookmobile program; selects a variety of books and other materials to meet anticipated interest and specific requests of library users; ensures that the bookmobile is loaded with the necessary books and materials; checks list of special request to ensure they are included on the prescribed route.
2. Drives over scheduled routes, making stops at specific stations; completes circulation procedures; refers library users to other library sources when books or materials are not on the bookmobile.
3. Maintains record of the number of bookmobile stops and library users; determines new bookmobile stops and locations based on requests from the general public; prepares schedules as necessary.
4. Answers routine reference or research questions; instructs library users on the use of bookmobile materials.
5. Supervises the maintenance and repair of the bookmobile.
6. Performs related work as assigned.

JOB KNOWLEDGE AND ABILITIES

1. Considerable knowledge of the reading levels and interests of library users served by the bookmobile.
2. Working knowledge of circulation procedures, use of the OPAC, library data gathering and reporting systems, and the various types of informational materials in the libraries.

Ability to:

1. Exercise initiative and independent judgment.
2. Use appropriate information technology applications effectively.
3. Shelve books and library materials accurately
4. Guide library users in making book selections.
5. Maintain accurate records.
6. Orally communicate effectively..
7. Establish and maintain effective working relationships with local library staffs.

8. Drive a moderately heavy vehicle.
9. Walk, bend, and lift.

Education and Experience

High school diploma or an equivalent combination of experience and training. Some experience in library work preferred.

Special Requirements

The employee must hold a valid North Carolina Driver's License with no record of a moving traffic violation or impaired driving conviction for at least three (3) years.

Outreach Librarian

Regional Library

Job Responsibility

The employee initiates and maintains contacts with human service agencies and civic and community organizations regarding library services for special populations. The employee is responsible for compiling statistical reports to be submitted to the Director monthly. Responsibilities also include presenting quarterly reports to the Regional Library Board at scheduled meetings. The employee encourages wide use of services for special populations such as senior citizens, home bound, and physically challenged including helping qualifying individuals to access services from the North Carolina Library for the Blind and Physically Handicapped.

Job Examples

1. Directs library services to the aging, homebound, and physically handicapped.
2. Plans and presents library programs for senior citizen centers, rest homes, and nursing homes.
3. Provides homebound individuals (who cannot be served by the regional bookmobile) with large print books and other materials.
4. Promotes the services of the North Carolina Library For The Blind And Physically Handicapped and assists eligible library users to use this service.
5. Orders large print books and maintains collections.
6. Provides library resource materials which relate to the specific clientele to senior citizen centers, rest homes, and nursing homes.
7. Prepares publicity and reports.
8. Attends professional meetings and participates in activities of professional organizations.
9. Performs related work as required.

Job Knowledge and Abilities

Knowledge of:

1. Basic library principles, practices, and techniques.
2. Issues concerning the quality of life for the aging, homebound, and physically handicapped.
3. Adult literature and information needs of special populations.

Ability to:

1. Exercise initiative and independent judgment.
2. Plan, organize, and promote outreach programs.
3. Establish and maintain effective working relationships with community groups, library users.
4. Stimulate user interests through community contacts and library activities.
5. Use appropriate information technology applications effectively and accurately.
6. Prepare effective and accurate reports.
7. Create effective written communications.
8. Orally communicate effectively.
9. Establish and maintain effective working relationships with local library staffs.

10. Walk, bend, and lift.
11. Answer telephone in a professional manner.
12. Drive own vehicle and travel independently.

Education and Experience

A Master's Degree in Library Science with experience in adult programming is preferred, but the minimum of a Bachelor's Degree in liberal arts education with experience in working with adults is required.

Special Requirements

The employee must hold a valid North Carolina Driver's License with no record of a moving traffic violation or impaired driving conviction for at least three (3) years.

Special Projects Librarian

Regional Library

Job Responsibility

Performs specialized library work as assigned by the Regional Library Director.

JOB DUTIES

An employee in this position works on a diversity of special projects that are ongoing and/or which may result from new library operations, grants or projects identified to expand existing or create new library services. The employee can expect to work in the Regional Office and in any of the four libraries. Work is performed under the guidance of the Regional Library Director.

Job Examples

1. Catalogs and classifies materials.
2. Selects items to be discarded.
3. Collaborates to write and compile user surveys.
4. Assists with reviewing personnel policies and procedures.
5. Reviews gift collections for possible inclusion.
6. Helps organize newspapers for microfilming.
7. Works to arrange book collections for more effective use.
8. Assists in planning growth and development of all aspects of library services.
9. Performs any related work as required.
10. Attends professional meetings and workshops as appropriate.

Job Knowledge and Abilities

1. Through knowledge and ability to use principles of library techniques, system, working tools, and procedures.

Ability to:

2. Exercise initiative and independent judgment.
3. Work well with co-workers and the general public.
4. Operate modern technology/automation equipment.
5. Answer telephone in a proper, pleasant, business-like manner.
6. Type with accuracy.
7. Prepare reports.
8. Compose effective written communications.
9. Orally communicate effectively with courtesy and tact.
10. Use correct grammar, punctuation, and spelling.
11. Establish and maintain effective working relationships with local library staffs.
12. Walk, bend, and lift.
13. Drive own vehicle and travel independently.

Education and Experience

Minimum education requirement is a Bachelor's Degree (liberal arts) with a Master's Degree in Library Science preferred and with library experience preferred.

Special Requirements

Certification by the North Carolina Public Library Certification Board is preferred.

Head Librarian

Local Library

Job Responsibility

Responsible for the daily management operations of the local library and coordinating the activities of the local library with the Regional Library System.

Job Duties

An employee in this position supervises, directs, and coordinates the activities of the local library and serves as a liaison between the Regional Office and the local library. The employee is responsible for supervising daily operations in the library, planning staff work schedules, supervising and evaluating staff and participating in all activities of the local library. Work is performed under the general supervision of the Regional Library Director.

JOB EXAMPLES

1. Supervises, trains, and directs staff.
2. Coordinates employee work schedules to ensure effective and efficient user services.
3. Participates in and supervises circulation routines (e.g., registers library users for cards, keeps statistics, collects fines, shelves books, checks library material in and out, reserves materials upon request, records computer use, completes overdue processes).
4. Compiles all required statistics for monthly and annual reports.
5. Assists library users in the selection of books, using information and information technology resources, and other specialized sources and services.
6. Maintains well ordered shelves, files and facilities that support user access.
7. Represents the library at selected organizational meetings and workshops.
8. Performs related work as assigned.

Job Knowledge And Abilities

Knowledge of:

1. All adopted library procedures and policies
2. Basic reader's advisory and digital/information literacy services
3. Interests and needs of the community served

Ability to:

1. Exercise initiative and independent judgment.
2. Maintain statistical records.
3. Demonstrate competence at least to the Third level of Technology Competencies for Libraries in North Carolina <http://statelibrary.ncdcr.gov/ld/education/Competencies.pdf>
4. Assist users to apply information technology for general and specialized applications up to the Third Level.
5. Train and supervise employees.
6. Establish and maintain effective working relationships with employees and library users.
7. Use information technology applications for general and specialized user services.
8. Prepare reports.

9. Answer telephone in a professional manner.
10. Compose effective written communications.
11. Orally communicate effectively.
12. Walk, bend, and lift.
13. Drive own vehicle and travel independently.

Education and Experience

High School diploma is required professional degree and NC Certification preferred.
Some related experience in library work preferred.

Assistant Librarian

Local Library

Job Responsibility

Performs various assigned duties at the local library.

Job Duties

An employee in this position performs circulation and reference work assisting library users in the use of the library and library resources. Work involves providing assistance at the circulation desk, shelving returned books, collecting fines, shelf and file maintenance, and notifying library users by phone or mail of overdues. Work may include supervision of other library assistants in the absence of the Head Librarian. Tact and courtesy are required in frequent contact with the public. Independent judgment must be exercised in advising library users on books and other library materials. Work is performed under supervision of the Head Librarian and is evaluated through observation, discussion, and reaction of library users.

Job Examples

1. Assists library users in book and other media selection, using information and information technology resources, and support for other specialized sources and services.
2. Participates in circulation routines (e.g., registers library users, keeps statistics, collects fines, shelves books, checks library material in and out, reserves materials upon request, records computer use, ILL, completes overdue processes).
3. Supervises the work of library assistants in the absence of the Head Librarian.
4. Reads shelves to ensure that books are in proper order and completes routine maintenance.
5. Performs related work as assigned.
6. Attends professional meetings and workshops.

Job Knowledge and Abilities

Knowledge of:

1. All adopted library procedures and policies
2. Basic reader's advisory and digital/information literacy services
3. Interests and needs of the community served

Ability to:

1. Exercise initiative and independent judgment.
2. Maintain statistical records.
3. Demonstrate competence up through the second level of *Technology Competencies for Libraries in North Carolina* <http://statelibrary.ncdcr.gov/ld/education/Competencies.pdf>
4. Assist users to apply information technology for general and specialized applications up to the Third Level.
5. Establish and maintain effective working relationships with employees and library users.
6. Use information technology applications for general and specialized user services.

7. Prepare reports.
8. Answer telephone in a professional manner.
9. Compose effective written communications.
10. Orally communicate effectively.
11. Walk, bend, and lift.
12. Drive own vehicle and travel independently.

Education and Experience

High School diploma required. Some course work in Library and Information Science with library experience preferred.



Staff Performance Review

Employee/ Title _____ **Location** _____

Review Period _____

Staff please mark with and x and Supervisor with a *

Adaptability: *Is able to adapt to changes in the work environment, manage competing demands, and accepts feedback.*

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Attendance and Punctuality: *Schedules time off and coverage of duties in advance, is on time for work and meetings.*

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Communications: *Expresses ideas and thoughts effectively verbally and in writing, listens and comprehends well, keeps others adequately informed.*

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Customer Service: *Is courteous, sensitive, responsive, and pleasant, manages difficult situations effectively, and solicits customer feedback.*

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Cooperation: Exhibits tact, consideration, and respect, offers assistance, and works to resolve conflicts.

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Quality of Work: Accurate, thorough, looks for ways to improve, applies feedback to improve performance.

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Personal Appearance: Dresses appropriately and is well groomed.

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Problem Solving: Identifies problems, develops solutions, and resolves problems in a timely manner. Works well in group situations.

Meets Expectations		Needs Improvement		Unsatisfactory	
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Comments:

Initiative: Volunteers readily, undertakes self-development, gives good suggestions, and asks for help when needed.

Meets Expectations		Needs Improvement		Unsatisfactory	
--------------------	--	-------------------	--	----------------	--

Comments:

Job Knowledge: *Competent in job skills, is able to learn new skills, keeps abreast of current developments, needs minimal supervision, uses resources effectively.*

Meets Expectations		Needs Improvement		Unsatisfactory	
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Comments:

Teamwork: *Is open and objective to views of others, puts welfare of team above own interests, contributes to positive team spirit.*

Meets Expectations		Needs Improvement		Unsatisfactory	
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Comments:

Please List all Continuing Education Activities for this Period

Goals for Upcoming Year:

Employee Comments:

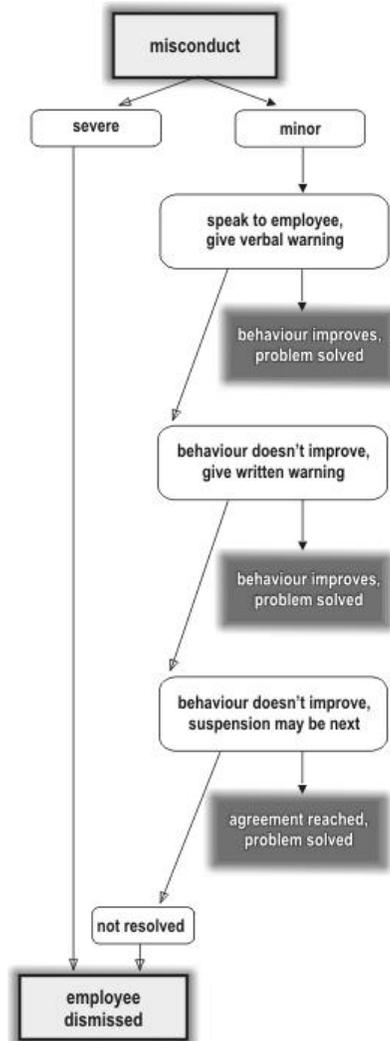
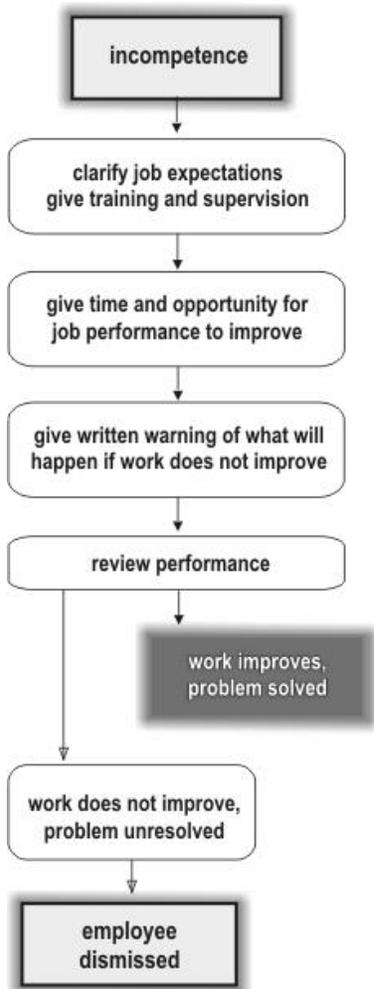
Employee Acknowledgement

I have reviewed this document and discussed the contents with my supervisor. My signature means that I have been advised of my performance status and does not necessarily imply that I agree with the evaluation. (Employees who do not agree with the reviewer's assessment or comments are asked to submit a written statement to that effect and file it with the Regional Business Manager to be placed in his or her personal file.)

Employee signature/ date

Reviewer signature/date

AMY Progressive Discipline Model



AMY Regional Library Incident Report

Date of Report: _____ **Completed by:** _____ **Position:** _____
(Print Name)

User/Library Visitor Information

Name: _____ **Age (if Minor):** _____ **Driver's License #:** _____

Home Address: _____ **Contact Phone #:** _____

Parent/Guardian Name & Address (if applicable): _____

Email: _____

Incident Information

Date and Time of Incident: ___/___/___ | ___AM ___PM **Type:** Injury Security
(Circle one)

Others Involved/Witnesses: 1) Name: _____ Phone: _____
2) Name: _____ Phone: _____

Use back of form for additional names. Include contact information (Phone number, address, etc.)

Law Enforcement/EMS Called?: __Yes__ No__ | **Time** _____ | **Officer/EMT** _____

Equipment Involved?: _____ **Vehicle ID#:** _____

Library: _____

Describe what happened and injuries if any (who, what, when, where, why):

Follow up Action Taken by whom (ex: Telephone call):

Cause of Incident:

Preventive Action Taken:

Additional Comments:

Signatures:

Library Employee: _____ **Date:** _____

Witness: _____ **Date:** _____

AMY Director: _____ **Date:** _____

All information on this form is private and not to be shared with anyone other than those responsible for following up on the incident. A copy is to be kept at the individual library and a copy sent to the Regional Library Director to be kept for 3 years at which time it shall be destroyed.

**AMY Applicant Disclosure and Consent
For Background Investigation**

As part of the process of determining your eligibility for employment and, in the event you are hired, your continued employment with AMY Regional Library (AMY), AMY will conduct an investigation of your background by obtaining a Consumer Report (ie background check) relating to you from a Consumer Reporting Agency of its choice. No Consumer Report will be used in violation of any Federal or State Equal Employment Opportunity law or Regulation. If AMY intends to take any adverse action based in whole or in part on information contained in your consumer report, you will be provided with a copy of the report and a description of your rights under the Fair Credit Reporting Act.

I, _____, hereby authorize AMY to make an independent investigation of my background by obtaining a Consumer Report (ie background check) relating to me from a Consumer Reporting Agency of AMY's choice. I understand that this report may include, but not limited to, a criminal record check, validation of previous names and addresses, verification of higher education, driver's license check, and verification of previous employment.

I understand and agree that the information contained in any Consumer Report will be used solely to determine my eligibility for employment and, if I am hired; my eligibility for continued employment, and that action may be taken by AMYRL based on this information. To assist AMYRL in obtaining my Consumer Report, the following information is provided:

Name (Printed):

Date of Birth:

SS#:

Driver's License #:

State:

Home Phone:

Mobile Phone:

eMail:

Please list all previous names up to and including your present name for the past 10 years. (Include maiden, previous married names, aliases, etc.) (Please use the back if necessary.)

Please list current address and all previous addresses for the past 10 years. (PO Boxes are not acceptable) (Please use the back if necessary.)

Applicant Signature:

Date:

Amy Regional Library Drug and Alcohol Policy

Employee Acknowledgment of Receipt and Understanding

I _____, acknowledge that I have been provided access to a copy of, read and understand the AMY Regional Library Drug and Alcohol Policy, and I have had an opportunity to have explained to me any aspect of the Policy which I did not understand. I understand that I must abide by the Policy as a condition of employment and any violation may result in disciplinary action up to and including termination.

Further, I understand that during my employment I may be required to submit to other testing for the presence of drugs or alcohol pursuant to the Policy. I understand that submission to such testing is a condition of employment with the AMY Regional Library and disciplinary action up to and including termination may result if I refuse to consent to such testing; if I refuse to execute all forms of consent and release of liability as are usually and reasonably attendant to such testing; if I refuse to authorize release of the test results to the AMY Regional Library; if the test results establish a violation of the Policy; or if I otherwise violate the Policy.

I also understand that the Policy and related documents are not intended to constitute a contract between the AMY Regional Library and me.

I further state that I have read the foregoing acknowledgment and know the contents thereof and that I sign the same of my own free will.

Employee Signature _____ Date _____

Director AMY Regional Library _____ Date _____

AMY Personnel Policy Handbook Reading and Compliance Statement

I, _____, have read and have had the Regional Personnel Handbook reviewed and discussed with me by _____ * on _____. I know that the Handbook is available in hardcopy at each library and the Regional Library Office and that it with any updates is available on the AMY website.

I understand the contents of the Handbook concerning my rights, duties, benefits, and responsibilities.

I understand that I may ask for clarification of any content at any time while employed in the AMY system.

I understand that my continued employment is contingent upon my compliance with the policies in the Handbook.

Employee:

Staff*:

Date:

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