

REPUBLICAN VALLEY LIBRARY SYSTEM
PERSONNEL POLICY

I. RESPONSIBILITY

A. The Officers of the Republican Valley Library System have the responsibility for administering the written personnel policies which have been approved by the System Board.

1. To handle situations not covered by written policies, the Officers may take action without System Board approval, keeping the System Board informed of significant outcomes.

2. Changes or amendments to personnel policies may be approved by the System Board at any time. A complete review of personnel policies will be conducted annually, prior to the election of new members to the Board.

B. All employees will receive a copy of these policies.

C. The System Director should consult with the Board President on questions of interpretation before decisions are made or actions taken. Exceptions to written policies may be made by the President, in consultation with the Director, and said exceptions should be reported to the Board as soon as is appropriate.

D. These policies pertain only to the Director and other designated staff of the Republican Valley Library System, and will have no effect on the libraries and media centers within the System, or the personnel policies developed by each of those member libraries.

II. EMPLOYMENT

A. Openings must be publicly advertised in appropriate professional publications, employment agencies or other appropriate resources.

1. Existing job descriptions should be reviewed, or new job descriptions established, before any vacancy is advertised.

2. Candidates for employment will be considered without regard to race, creed, color, national origin, gender, sexual orientation, marital status, economic status, age, physical disability, health, size or political and union affiliation. Physical or mental handicaps will be considered only as they relate to being able to fulfill job requirements.

3. A reasonable number of candidates will be considered for every opening, provided application responses allow, to assure that the best person available is hired. One-candidate hiring is to be avoided.

B. The System Board is responsible for hiring the System Director. The System Director is responsible for hiring all other System staff.

C. The System Board is responsible for establishing the salary of the System Director. The board will annually review and establish the Director's salary prior to submission of the System service plan and budget. Salary for System personnel is awarded at the discretion of the Board of Directors with due regard to the guidelines applicable to Nebraska state employees. Merit and bonus increases are awarded at the discretion of the Board of Directors with due regard to the guidelines applicable to Nebraska state employees.

D. All employees must sign anti-drug abuse act certification, and comply with any similar federal or state statutes before beginning work for the R.V.L.S. See Appendix A for employee procedures checklist.

E. All System employees will serve an original probationary period during the first six months of employment. With written notification from the System Board President, probation may be extended to a maximum of twelve months.

1. Probationary employees receive the same benefits as regular employees.

2. Probationary employees are not entitled to the System grievance procedures.

III. EMPLOYEE STATUS AND BENEFITS ELIGIBILITY

A. Permanent, full-time employees who work a schedule of at least 40 hours per week are considered to be eligible for full employee benefits.

B. Permanent, part-time employees who work a schedule of less than 40 hours per week, but more than 20 hours per week are eligible for prorated paid time-off once they have worked for 30 days.

C. Temporary full or part-time employees are those hired for a specific and limited period of less than a year. Such employees are not eligible for employee benefits.

IV. COMPENSATION

A. Working hours: The normal work week is Monday through Friday from 8:00 a.m. to 5:00 p.m., with a one hour lunch break. The System Director may be required to alter this schedule as necessary to meet the demands and schedules of the position.

B. Salaries will be paid once each month, after the third Monday of each month.

C. Travel expenses: Reimbursement will be made only for travel expenses strictly

essential to the transaction of official System business. The rates reimbursed for mileage, room, and meals will be reviewed annually by the System Board. Documentation will be required for all expenses.

D. Work related office expenses (such as telephone or postage) paid by the Director from personal funds while away from the office will be reimbursed in full.

V. EMPLOYEE BENEFITS

A. All permanent employees earn paid time off (hereafter referred as PTO) in proportion to the time they work.

1. PTO time is earned as follows:

Years of Service	Monthly Accrual Rate
Less than 2 years of Service	1.50
At least 2 years of Service	1.67
At least 3 years of Service	1.750
At least 5 years of Service	2.000
At least 10 years of Service	2.50

2. PTO for the Director may be advanced at the discretion of the Board, but cannot exceed 80 hours. Employees who leave System employment before actually earning this leave will be required to repay the advanced leave.

3. Holidays occurring during an employee's PTO do not count as PTO time, and are not deducted from the PTO record.

4. On June 30 of each year, employee PTO accounts are balanced for the year. Up to one year's accrual of PTO that is earned but not taken may be carried over to the following employment year. However, the number of days carried over cannot exceed the number of PTO days for which you are eligible in the following year.

B. Holidays: Permanent full-time and part-time employees receive the following holidays as time off:

- New Year's Day (January 1)
- Martin Luther King Jrs Birthday (third Monday of January)
- President's Day (third Monday in February)
- Good Friday (afternoon only)
- Arbor Day (last Friday in April)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)

Columbus Day (second Monday in October)
Veteran's Day (November 11th)
Thanksgiving Day and the day after (fourth Thursday and Friday of Nov)
Christmas Eve (December 24th, afternoon only)
Christmas Day (December 25th)

When a holiday falls on Saturday, the preceding Friday is observed as the paid holiday. If the holiday falls on a Sunday, it is observed on the following Monday.

C. The System shall allow permanent full-time employees a set amount toward a health/disability insurance plan and/or a Tax Sheltered Annuity.

D. Military leave: an employee will have the option of either counting military reserve duty as vacation, or of receiving the difference between military pay and the regular System pay if it be greater, without counting the leave as PTO time.

E. Civil leave:

1. An employee is eligible for civil leave when the employee is called to serve as a juror or is appointed as a clerk or judge on an election board. The employee will be paid the difference between any fees paid to him/her as a result of this civil service in addition to receiving paid civil leave.

2. Time spent by an employee appearing in court as a function of their job shall be considered as hours worked. All witness fees and reimbursements received as a result of such court appearances shall be returned to the System.

3. Employees attending court as a plaintiff, defendant, or witness on non-work related matters may use PTO or earned compensatory time, or be granted leave of absence without pay.

F. Extended leave of absence: The System Board may grant employees an unpaid leave of absence, not to exceed 90 days (except for military service), when such absences will not interfere with the best interests of the System. Under unusual circumstances this may be extended by the System Board.

1. A request for such leave must be in writing, stating the reasons for the leave and intention to return to work at a specified date. The Board's decision on the request is final and non-grievable.

2. The leave of absence, when granted, shall be in writing and detail the employment conditions that will be in effect at the end of the absence. The leave period will be counted for subsequent benefits eligibility, but not for pay increases.

G. Compensatory leave: In lieu of overtime pay, the System Director will be granted compensatory time for extra hours worked, when the demands of the job require him/her to work beyond normal working hours (Monday through Friday, 8:00 am to 5:00 pm.) Compensatory time may not be accumulated beyond one year.

H. Leave records: The System Director and the Administrative Assistant will maintain, and regularly submit to the Board, a written report on his/her usage of PTO.

VI. EMPLOYEE DEVELOPMENT

A. Professional memberships: Where membership is for the purpose of officially representing the System, payment of dues and fees will be made by the System. For the System Director, the following memberships will be paid:

1. Nebraska Library Association
2. Nebraska Educational Media Association
3. Such other organizations as determined by the System Board

B. Staff members may request time off with pay, or expenses, or both, for attendance at professional meetings not sponsored by the Nebraska Regional Library System or the Nebraska Library Commission. Expenses for such attendance shall not exceed the annual budget appropriation for staff continuing education and require application to and approval by the System Board.

C. Performance appraisals:

1. It is the responsibility of the System Board to conduct a written performance appraisal of the Director on an annual basis.
2. It is the responsibility of the System Director to conduct written performance appraisals of other System employees on an annual basis.
3. Copies of all written appraisals should be submitted to the Board President and filed in the System files.

D. Grievances: The System Director is expected to consult with the Officers regarding any action, occurrence, or attitude which is perceived as unfair or inequitable on the job. If a satisfactory agreement or resolution cannot be reached, the Director may appeal to the System Board. Decisions by the System Board will be final.

VII. TERMINATION OF EMPLOYMENT

- A. Resignation:
1. The Director is expected to give a minimum of 30 days notice in writing to the System President.
 2. All other employees are expected to give a minimum of two weeks notice in writing to the System Director.
- B. Reduction in Force: Because of reorganization or funding needs it may become necessary to eliminate jobs or reduce work hours. Any employee so affected will be given written notice 30 days in advance, and will be allowed reasonable time off during the notice period to interview for other positions.
- C. Termination for unsatisfactory performance:
1. Prior to any termination of the System Director the Officers must make a reasonable effort to resolve, with the Director, the problem from which the termination would result. Written notice that continued employment is in jeopardy, and of what must be done to improve the situation, will begin a two month probationary period. The Director may then be dismissed by majority vote of the System Board.
 2. Prior to any termination of any other employee the System Director must make a reasonable effort to resolve, with the employee, the problem from which the termination would result. Written notice that continued employment is in jeopardy, and of what must be done to improve the situation, will begin a one month probationary period. If satisfactory improvement is not made, the employee may then be dismissed by the System Director. Such action, and the reasons for it, should be reported to the System Board.
- D. Whatever the circumstances of termination, accrued PTO time will be paid to the terminating employee. Benefits will not be paid on the accrued PTO time when the employee terminates employment with the System.

**Personnel Policy
Appendix A**

The following forms must be completed prior to any employee beginning work for the Republican Valley Library System.

- 1) Application for Employment
- 2) Employment Eligibility Verification (I-9)
- 3) Anti-Drug Abuse Act Certification
- 4) Employee's Withholding Allowance Certificate (W-4)