
PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: Review items from Placentia Library District Policy Manual Sections 2000 (Personnel).

DATE: September 22, 2003

BACKGROUND:

At its meeting on August 25, 2003 the Library Board selected Section 2000 (Personnel) for review at the September 22 Board Meeting.

Attachment A is a copy of the current Employee Handbook as updated in 1992.

Attachment B is a series of draft personnel policies and job descriptions based on the sample policy book published by California Special Districts Association (CSDA). In all but the following cases the current District policy or practice was inserted in the CSDA document:

- ☐ 2040 Sick Leave – 2040.11 establishes an incentive program for the accumulation of sick leave hours based on four hours of vacation for each calendar quarter with zero use of sick leave. This program was developed by the staff as a whole and is presented for Board approval.
- ☐ 2110 Health and Welfare Benefits – 2110.5 establishes a new employee benefit based upon matching employee voluntary contributions to the deferred compensation plan to a maximum of \$2,600 per calendar year per employee, or \$100 per pay period. The estimated annual cost would be \$26,000. This program has been reviewed by Library managers but not discussed with the staff as a whole.
- ☐ Several new policies were recommended by CSDA that were not included in either the current Employee Handbook or the old MOU. These include advancement of wages (2140), Drug and Alcohol Abuse (2190), Use of Tobacco (2195), Smoke-free Workplace (2197), Harassment (2215), Equal Opportunity (2225), Letters of Recommendation (2255), and Internet, E-mail & Electronic Communications (2270).

The Board designated section 2000 for review at the April 21, 2003 Board Meeting.

RECOMMENDATIONS:

1. Review and adopt as first reading the policies in Section 2000 (Personnel).

2. Refer Section 2000 (Personnel) to staff for review and comments to be presented at the October 20, 2003 Library Board Meeting.
3. Select sections for review at the October 20, 2003 Library Board Meeting.

EMP NO	EMPLOYEE NAME	SOC SEC NO	ACCOUNT NUMBER	DEPOSIT
15	GUZMAN, ESTHER P.	569-54-4934		25.00 = 650.00
20	MATAS, KATHERINE L.	571-35-7063		50.00 1,300.00
24	MINTER, ELIZABETH D.	181-36-9843		581.82 2,000.00
28	SOLUTIONS, NATIONWIDE RTRMNT			-866.82 3,200
32	SHOOK, JULIE L.	546-96-2210		125.00 1,300
37	WNEK, ESTELLA A.	566-35-9341		50.00 650.00
98	QUINTANAR, BEATRICE V.	559-23-8642		25.00

ADJUSTMENT TOTAL **

0-00

12,150

650.00

8 + 35 =

1,300.00

2,000.00

3,200

New

PLACENTIA LIBRARY DISTRICT
MISSION STATEMENT
Adopted by the Library Board of Trustees
June 15, 1992

To provide library services and materials that are responsive to the informational, recreational, educational, and cultural needs of all member of the community.

THE PURPOSE OF THE PLACENTIA LIBRARY
DISTRICT IS TO:

- Acquire, organize and maintain a collection of print and non print materials to meet the informational, recreational, educational, and cultural reading, listening and viewing needs of the residents of the District and other eligible users.
- Provide qualified staff to assist the public with the use of the collection and the information contained therein.
- Provide and operate a library facility, that is free of physical barriers, to house the collection and services, to provide reading and study space for users, and to provide space for library and community programs.
- Collect, preserve and maintain a collection of published and unpublished material about the City of Placentia and contiguous communities, about current and prior residents of Placentia, and published materials by authors who reside or have resided in Placentia.

SECTION I

GENERAL RULES

Introduction

The Placentia Library District Employee's Manual is designed to assist employees of the Placentia Library District in understanding the functions, rules and policies that promote satisfactory public library service to the community and the individual patron.

The Manual is part of the MOU and is subject to update by future negotiations that may change the MOU.

The Placentia Library District maintains a reputation for courtesy and assistance to all that seek its services. We hope you will enjoy working for the District and that you will cooperate in contributing to a harmonious atmosphere and a high quality of community service.

Responsibility

Each employee is responsible to her/his supervisor and the Library Director. Instructions are to be followed and no rule that conflicts with Library policy will be established.

It is the function of the Library Director to carry out policies established by the Library Board of Trustees. Employees are informed of policy changes by memo in order to implement them.

Library Hours

The Placentia Library District is open to patrons from 10:00 A.M. to 8:45 P.M. Monday through Thursday, and from 10:00 A.M. to 5:45 P.M. on Fridays and Saturdays. The Library is open on Sundays from 1:00 P.M. to 4:45 P.M.

While the Library begins its shutdown procedures at 45 minutes past the hour each employee is expected to remain busy at her/his workstation until the end of the scheduled workday at 9:00 P.M., 6:00 P.M. or 5:00 P.M. respectively.

Work Schedules

The Library workweek starts on Friday morning and ends on the following Thursday evening.

A full-time employee works 40 hours. A regular part-time employee works 20 to 39 hours, and is offered a pro-rata percentage of the benefits of a full-time employee.

An extra help part-time employee works less than 20 hours, and is not eligible for paid benefits.

Work schedules are prepared to provide proper coverage of services for Library patrons. Every effort will be made to adjust for individual employee needs but not at the sacrifice of public service schedules.

Tardiness

Promptness is essential to adequate Library operation. When an emergency arises that will cause any employee to be tardy, the Library Director, Assistant Library Director, Administrative Assistant or, in the absence of all of the above the Librarian-in-charge, must be notified.

Keys

Keys are controlled by the Library Director. They are distributed and maintained by the Administrative Assistant who records and issues keys for any equipment or lock within the building.

Keys issued by the Administrative Assistant will be signed for. Keys will be issued on an as needed basis.

Keys are available at the check out desk for normal Library operation.

A key is issued to users of the Meeting Room when their meeting schedule is outside the Library's schedule. It is to be returned to the book drop beside the main entrance after the Meeting Room is properly secured.

Staff Meetings

Staff meetings are held on the Tuesday following a Regular Meeting of the Library Board of Trustees and other times as required.

Telephone Calls and Conversations

The Library telephone is used for library business. Personal use must be brief and infrequent. All employees are to be aware of the telephone zones and charges. Staff will be asked to identify their calls on the telephone logs and to reimburse the District for actual costs and taxes.

Avoid lengthy conversation at the public desks or while working in any public area of the Library.

Incoming calls should be answered promptly with a smile in your voice, giving the name of the Library and our own name. Always offer to take a message if the person being called is not available.

Employee Parking

All Library and City employees are to park in the eastern parking rows of the northern row closest to the strawberry field. The other three rows of the parking lot are for visitors and reserved parking.

Insert parking lot diagram here

You and the Patron

Patrons form opinions of Library service from the attitudes, appearances, and actions of the employees who assist them. Each employee influences the patron's judgement of the value of the Library.

Assist the patron immediately and courteously. Be helpful and try to not keep them waiting. SMILE.

Dress Code

Report for work neatly dressed and groomed. Blue jeans, shorts, open midriffs, thongs, bare feet in sandals, and tee shirts and slogans are inappropriate attire for any staff member working in a public area. Political or public policy issue buttons may not be worn while working in a public area unless they are approved by the Library Director.

Patron Complaints

When any patron brings a complaint against materials or policies of the Placentia Library District, this patron must be given special attention and courteous treatment by the desk attendant. Offer the patron a complaint/suggestion form to register the concern.

If possible, the patron should be taken to the office of the Library Director or Assistant Library Director to discuss her/his complaint.

Dissatisfied patrons should never be allowed to stand in the public areas disrupting service and disturbing other patrons.

Desk attendants are not expected to listen to unreasonable arguments or to provide interpretation of Library rules and policies.

Professional Reading

Employees are encouraged to borrow books, audiovisual materials, and professional journals from the Placentia Library District.

These materials must be charged out and returned within a reasonable time.

Employees are not charged for overdue material. All material needs to be returned before the final paycheck is issued.

SECTION II

HIRING PRACTICES

Appointment and Examination

Appointment to vacant positions shall be made in accordance with the personnel rules and policies as adopted by the Library Board of Trustees. The Library Director is responsible for the interpretation and implementation of the Board's rules and policies.

Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination.

Examinations shall be used and conducted to aid in the selection of qualified employees and shall consist of selection techniques which, in the opinion of the Library Director, will test fairly the qualifications of candidates. Physical and medical tests may be given as a part of the examination.

Appointments shall be made by the Library Director, pending ratification by the Library Board of Trustees.

Provisional Appointments

A provisional appointment may be made, not to exceed six months, by the Library Director, of a person meeting the minimum training and experience qualifications for the position. A provisional employee may be removed at any time without the right of appeal or hearing. During the period of suspension of an employee, or pending final action on proceedings to review suspension, demotion or discharge of an employee, such vacancy may be filled by the Library Director subject to the personnel rules.

Probationary Period

All regular appointments, including promotional appointments, shall be for a probationary period of six months. During the probationary period, the employee may be rejected at any time without the right of appeal or hearing.

An employee rejected during the probationary period from a position to which she/he has been promoted shall be reinstated to a position discharged from the Library service as provided in the rules and policies.

Seniority

Seniority shall be observed in effecting such reduction in personnel, and the order of layoff shall be in the reverse order of total cumulative time served in permanent and probationary status upon the effective date of the layoff. Layoff shall be made within classes of positions, and all provisional employees in the affected class or classes shall be laid off prior to the layoff of any probationary or permanent employee.

For the purpose of determining order of layoff total cumulative time includes time served on military leave of absence. Any layoffs shall be made in accordance with the personnel rules and policies adopted.

Discrimination

No person shall be employed, promoted, demoted or discharged, or in any way favored or discriminated against because of political opinions or affiliations or because of race, color, ancestry, national origin, religious belief, or disability as stipulated by the Americans with Disabilities Act (ADA).

Employment applications from qualified individuals with a disability or disabilities are welcome.

Fair Employment

No question in any test, or in any application form or by any participant in the selection process, shall be so framed as to attempt to elicit information concerning race, color, ancestry, national origin political or religious opinion or affiliation, except where sex or age is a bona fide occupational qualification.

Medical Exam

All new employees will be required to take and satisfactorily pass a medical exam at District expense. Some classifications may require the employee to have a valid California Driver's License and adequate automobile coverage.

Bilingual Pay

Certain employees who have the ability to write and speak a language in addition to English, and who occupy positions in which said ability is regularly used, may be designated by the Library Director to receive Bilingual Pay differential of five (5%) percent above their regular rate. Bilingual Pay may be offered to employees communicating in languages spoken by more than 5% of the service area's population as identified by either U.S. or California Census Statistics or Placentia School District's data.

The designation of employees to receive Bilingual Pay shall be at the sole discretion of the Library Director. Prior to receiving Bilingual pay, designated employees must pass an objective testing process for oral and written skills as selected by the Library Director.

Certain positions may be advertised as "Bilingual Preferred" or "Bilingual Strongly Preferred". In such cases after the regular examination process is completed, and the relative scores are available, those candidates passing the language exam will be eligible for bonus points, not to exceed 5 points, on an exam with a total possible score of 100 points.

SECTION III

COMPENSATION

Timecards

Timecards must be completed and signed by both the employee and the immediate supervisor. The employee is responsible for keeping accurate records of her/his time worked on a daily basis.

No extra hours or overtime may be worked without prior consent of the Library Director or Assistant Library Director. Failure to submit accurate time cards at the proper time may result in disciplinary action.

Paychecks

Paychecks are issued biweekly on Wednesdays in the Administrative Office. The employee must sign the check register when the check is picked up and no one other than the employee may pick up a check unless a written authorization has been received by the Administrative Assistant prior to the pay date.

Checks not picked up by Friday following a pay date will be mailed to the address of record.

Any employee may make arrangements with the Administrative Assistant for direct deposit of paychecks with participating banks and credit unions. These arrangements take several weeks to process.

Requests for Early Vacation Payroll Checks

Staff members eligible for paid vacation days may receive a paycheck for pay periods ending during a vacation period on the last weekday worked before the beginning of the vacation.

To receive an early vacation payroll check a written request must be submitted to the Library Director no less than two (2) weeks prior to the first day of the vacation period. The minimum absence eligible for an early vacation payroll check is two (2) weeks.

Merit Increases

A merit pay increase program provides a schedule of nine steps. Each step is by two and one-half percent for the classifications represented by the Orange County Employees Association. A meritorious tenth step of 5% is possible for employees who have been at the top of their classification for four years and have demonstrated their ability and proficiency in their assignments.

Part-Time Employees

The District guarantees that all part-time employees in the bargaining unit may work twenty (20) hours per week, if the employee so chooses. An employee who works twenty (20) hours per week will receive a pro rata share of all appropriate fringe benefits, including vacation, holidays, retirement, sick leave, bereavement leave, and jury duty leave.

Overtime/Compensatory Time

Non-exempt employees are to be compensated for extra time worked at the request of the Library Director or Assistant Library Director. Non-exempt employees may not work extra hours without the prior written approval of the Library Director or Assistant Library Director. The standard work week at Placentia Library District is 40 hours starting on Friday morning. All requested and approved work in excess of 40 hours shall be paid at time and one-half the employee's regular hourly rate or with compensatory time equal to time and one-half of the time worked. Compensatory time off need not be taken within the same pay period but should be taken as close to the overtime occurrence as possible.

All work performed in excess of 40 hours by non-exempt employees that has been approved by management but is not at the request of the Library will be compensated with compensatory time equal to time and one-half or that time worked and need not be taken within the same pay period. Exempt employees are Management, Supervisory and Professional employees. This is in compliance with the Fair Labor Standards Act as revised in 1986.

Resignations

When employees terminate their employment with the Library, a letter of resignation should be submitted to the Library Director at least two weeks in advance of the date of termination. This letter should state the effective date and reasons for termination.

Professional employees are urged to give at least one month notice in advance to termination.

Payout of Accumulated Vacation Time

If an incumbent's position is reduced in hours of service per week on a regular basis, he or she will keep the equivalent of one year's vacation at the new rate of accumulation, and be paid for all remaining hours of accrued vacation.

SECTION V

DISCIPLINARY ACTION

Purpose

Discipline is the enforcement of conformity to policies, rules, regulations and other administrative or legal requirements or practices designed to maintain a standard of cooperation and conduct necessary to carry out the duties and responsibilities of the District in a successful manner. Self-discipline or self-conformity is the goal. Where self-discipline fails, disciplinary action by the appointing authority is authorized and shall be accomplished in such a manner as to be just, equitable, consistent and suited to the situation; and shall be taken in such a manner as to obtain conformity.

Disciplinary Action

The Library Director, subject to ratification by the Library Board of Trustees, shall have the right for due cause, to demote, dismiss, reduce in pay, or suspend any permanent employee.

Right to Grieve

Any employee with the exception of those job classes comprising the management staff, as designated by the Library Board, shall have the right to grieve any disciplinary action, interpretation or alleged violation of the personnel rules and policies, except in those instances where the right to grieve is specifically prohibited by the rules or policies.

Abolition of Position

Whenever in the judgement of the Library Board it becomes necessary, the Library Board may abolish any position or employment. Employees transferred, demoted or laid off because of the abolishment of positions shall not be subject to written charges, nor shall they have the right of appeal in such cases.

Types of Disciplinary Action

The disciplinary actions which may be taken, in order of severity, are: dismissal, demotion without consent, reduction in pay (e.g., by a step within a range), suspension, written reprimand, oral reprimand, or any appropriate combination of these.

Grounds for Disciplinary Action

Any employee may be disciplined for due cause. The following is a list of some, but not all, grounds for a disciplinary action:

- A. One or more days of unexcused absence

- B. Repeated tardiness
- C. Violations of rules and regulations, Policy Manual, and departmental procedures established by the employee's department head and approved by the Library Director. Rules and regulations, Policy Manual, and departmental procedures established by prior department heads and/or Library Directors will remain in effect until revised or amended
- D. Consumption of intoxicating liquor, dangerous drugs or narcotics
- E. Gambling for money or articles of value during the workday
- F. Use of District tools or equipment for private or personal purposes without written permission
- G. Abuse of gross negligence in the care or operation of District tools or equipment
- H. Obtaining sick leave falsely
- I. Conduct unbecoming a District officer or employee
- J. Immoral conduct while on duty
- K. Receiving bribes in money or other valuable articles, or receiving personal favors for the performance of a District service
- L. Violation of state laws regulating political activities of District officers and employees
- M. Discussion of confidential business or information with unauthorized persons
- N. Refusal to report to an official call in an emergency
- O. Continued and persistent refusal to pay just debts
- P. Excessive absence
- Q. Making false written or oral statements relating to his employment
- R. Performance unacceptable to the appointing authority

Disciplinary Procedures

Prior to the administration of any non-emergency disciplinary action, other than oral and written reprimands, the following procedures shall be followed:

- A. The authority proposing the disciplinary action shall notify the affected employee in writing of the proposed action. The written notification shall include a statement of the reasons that the disciplinary action is being proposed and a statement of the changes being considered.
- B. The authority proposing the disciplinary action shall, upon request, show the affected employee documents or materials upon which the proposed disciplinary action is based; and shall, upon request, supply to the affected employee copies of these documents, if practicable.
- C. When in the opinion of the authority proposing disciplinary action, emergency conditions exist such that immediate removal from duty of the affected employee is required, the

affected employee may be suspended with pay pending completion of the procedures set forth above, and subject to a final disciplinary decision.

The provisions of Section 4 do not apply to probationary, provisional, or temporary employees.

SECTION VI

FRINGE BENEFITS

Rest Periods

A lounge is provided for employee rest periods. A fifteen (15) minute rest period is given during each four hours on duty. The two periods are not to be combined or used to shorten work schedules. The break is to be limited to fifteen minutes from the work assignment.

Vacations

Vacations with pay are granted to all full-time and regular part-time employees at the convenience of the Library.

While vacation is accrued from the date of employment an employee may not take vacation until the end of her/his probationary period. An employee leaving before the end of her/his probationary period is not eligible to be paid for accrued vacation.

Vacation accrues on the last pay period of each month at a rate of ten (10 working days per year for the first through fourth years of continuous employment, fifteen (15) working days for the fifth through the ninth year of continuous employment, and 20 working days after completion of the tenth year of continuous employment.

Vacation time for employees is cumulative, not to exceed thirty (30) days (240 hours.) The Library Director is authorized to schedule vacation time for employees with more than thirty (30) working days of accrued vacation balance are under 240 hours.

Accrued vacation will be calculated and paid at termination of employment.

Holidays

All full-time and regular part-time employees receive twelve (12) holidays with pay. These holidays are:

Christmas Eve Day	Independence Day
Christmas Day	Labor Day
New Year's Eve Day	Veteran's Day
New Year's Day	Thanksgiving Day
Washington's Birthday	Day after Thanksgiving
Memorial Day	1 Floating Holiday (Birthday)

Regular part-time employees will receive holiday pay at a rate of one-fifth their weekly pay. Extra help will receive no holiday pay.

When a holiday falls on a full-time or regular part-time employee's day off, the employee may select any date during the workweek of the holiday, approved by the scheduling supervisor(s), to compensate for this holiday.

The Library will be closed on Sunday proceeding any Monday holiday. Staff may not be scheduled to work or to take vacation or sick leave on a holiday or a day that the Library is closed.

Full-time and regular part-time employees will have their birthday holiday added to their vacation record on the pay period before their birthday each year.

Sick Leave

- A. Sick leave is granted to employees in case of illness or disability. A written statement from her/his doctor authorizing an employee to return to work after a three-consecutive-day sick leave absence may be required by the Library Director
- B. Sick leave for full-time employees is given and computed at the rate of one 8-hour day per month from date of employment, or twelve days per year, and is cumulated to an unlimited maximum. Regular part-time employees receive hours at a rate of one fifth their weekly schedule. Sick leave is accrued at the last pay period of each month.
- C. Absence due to exposure to a contagious disease when quarantine is imposed by health authorities or when it is determined by a physician that the presence of the employee on duty would endanger the health of others, is considered sick leave.
- D. Absence from duty because the employee's presence is needed to attend to the critical illness of a member of his immediate family where death appears imminent will be paid provided that such absence shall be limited to a maximum of 24 working hours for each occurrence and is considered sick leave. For purposes of this section, immediate family shall mean Father, Father-in-law, mother, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or stepparents.
- E. Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:
 - 1. The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would keep the employee from performing his normal work duties as indicated by a doctor's report.
 - 2. The employee must notify her/his supervisor within four (4) calendar days of the beginning of the illness or prior to the end of his vacation leave whichever is sooner to request that her/his illness on vacation be charged to sick leave.
 - 3. The Library will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

Sick Leave Payoff

The District provides a sick leave payoff plan upon either termination, resignation, or retirement as follows: After 10 years of employment, 25 percent of accumulated sick leave will be paid at current salary; after 15 years employment 37.5 percent; and after 20 years employment, 50 percent. Maximum accumulated sick leave for this purpose is 800 hours before calculations. Calculations of years in retirement, unused sick leave payoff and vacation will be as time within salaried classifications. Service pin years of service will include time as page and salaried employment.

Bereavement Leave

Upon request, employees shall receive necessary time off with pay, not to exceed five (5) days in any one instance, to arrange for or attend a funeral of a member of her/his immediate family. For purposes of this section, immediate family shall mean father, mother, father-in-law, mother-in-law, brother, sister, wife, husband, child, grandparents, legal guardian, or stepparents.

Leave of Absence Without Pay

A. Informal Leave

An employee may request informal leave of absence without pay not to exceed fifteen calendar days. The granting of an informal leave shall be at the discretion of the Library Director.

An employee shall be authorized an informal leave only after all accumulated compensatory time has been applied toward payment of the absence. The use of earned vacation prior to the obtaining of informal leave shall be at the option of the employee.

B. Pregnancy Leave

A pregnant employee will be permitted to work as long as, and return to work when, she is able to safely perform the duties of her position as recommended by her attending physician.

A pregnant employee shall be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery therefrom. The cumulative total is not to exceed four months.

The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four-month maximum.

C. Leaves of Absences for Part-Time Employees

Part time employees may take up to four (4) weeks leave without pay in any given employment year with the exception of maternity leave which allows up to four months of leave with or without pay. Part time employees needing longer periods of leave will need to resign their positions.

A part time employee who resigns in good standing will be eligible for reappointment without participation in a competitive exam, to the same classification, whenever such position is open.

Jury Duty/Witness Leave

A regular employee who is called for jury duty or for examination for jury duty shall be compensated at her/his regular rate of pay for those hours of absence due to the jury duty, provided he deposits with the library her/his fees for such hours of jury duty, exclusive of mileage. Those persons assigned jury duty shall have their schedule adjusted to fall between 9:00 A.M. and 9:00 P.M., Monday through Friday.

Travel Reimbursement

Employees will be reimbursed for travel in their own vehicles when performing District-required and approved activities at the rate established by the Board of Trustees. Transportation forms must be filled out monthly and submitted by the Administrative Office by the Friday before the first Monday of each month.

Unemployment Insurance

The Placentia Library District pays the premium for unemployment insurance for all employees.

Worker's Compensation

The Placentia Library District extends Worker's Compensation to all Employees and Volunteers,

Any injury occurring on duty, however minor, must be reported to the Library Director's Office or the Librarian-in-Charge at once.

It is to the benefit of all to observe good safety practices.

Medical Insurance

After one month's continuous employment, insurance premiums are paid for the full-time employee by the Library.

Employees of 20 to 39 hours will have a pro-rata share of their premiums paid by the library if they activate their share of the policy.

Dependent medical coverage is not paid by the library for those classifications represented by OCEA but may be purchased by the employee.

Dental Insurance

A dental program is available for the employee. Dependent coverage is at the employee's expense.

Optical Insurance

An optical program is available for the employee. Dependent coverage is at the employee's expense.

Employee Assistance Program

An Employee Assistance Program is available for the employee and her/his family. It is an information counseling and referral center; a source of confidential aid for finding solutions to personal problems the employee or her/his family might experience that affect her/his ability to work.

Whatever an employee discusses with the Employee Assistance Center Staff remains confidential. Information will be discussed with others only when the employee gives written permission. Supervisors can require employees to use the service.

Social Security/Retirement

All employees contribute to Social Security coverage and are eligible to collect Social Security at statutory age if remuneration for employment does not exceed the limit.

Long Term Disability

After one month of continuous employment, long term disability premiums are paid for full-time employees to provide after 90 days of disability, payment at the rate of two-thirds of their gross salary up to \$1,500 per month maximum to age 70.

Educational Benefits

It is a policy of the Placentia Library District to encourage its personnel to take advantage of educational opportunities.

Employees may apply for work schedules that facilitate enrollment in classes at a college or university. While the Library will attempt to meet these requests it reserves the right to reduce hours of employment or place other limits if public desk schedules cannot be met.

Full-time employees may apply for advance approval of reimbursement for one-half cost of tuition and books for classes in a college or university, which strengthen professional library abilities and afford professional library advancement. Reimbursement is contingent on both the advance approval and successful completion of the classes.

Upon receiving their advanced professional degree, the employee is to remain in the employment of the Placentia Library District for a period of one year. If said employee leaves prior to the above conditions, all monies advanced for education shall be deducted from the final pay. If payment exceeds the final pay, then a reimbursement is due the library.

A Professional degree does not automatically become a promotion to a professional classification if the classification opening does not exist or is not recommended by the director.

Full-time professional employees may apply for time off with pay to attend professional library conventions and meetings at Library expense.

Orange County Employees Association OCEA

Employees of the Placentia Library District are eligible to join the OCEA. There is a monthly membership fee.

The members are entitled to special discounts and a monthly magazine, which describes special events, and discounts.

Other member benefits include (a) a dental insurance program, (b) insurance: auto, life, home, etc., (c) legal consultation on any matter, (d) travel service, and (e) representation on all matters of employer/employee relations for classifications represented by OCEA.

Credit Union

Orange County Federal Credit Union membership is available to our employees and their families. Payroll deductions can be made to add to savings, checking, or to make payments for loans. It is located at 402 Civic Center Drive West, Santa Ana, California 92702.

Retirement Benefit Plan

The Placentia Library District Board of Trustees provides a retirement program that is financed by a contribution equal to 7 per cent of the eligible employee's previous year's salary. Eligible employees are those who at the anniversary date of July 1 have been compensated for at least 1,000 hours and are at least 21 years of age. Full details of the plan are on file in the Administrative Office.

Deferred Compensation

Eligible employees may contribute up to \$7,500 per year into a variety of deferred compensation plans. These amounts are processed through payroll deductions. Since the deductions are taken before Federal and State Taxes the employees taxable income is lowered. Information about the plans is available from the Administrative Assistant.

SECTION VII

HISTORY & GOVERNANCE

Administration

The Placentia Library District is governed by a five-member elected Board of Trustees. The governing Board promulgates policies and regulations for the district, as well as establishes the budget.

History

The Placentia Library District was formed in September, 1919 pursuant to the Library District Act of 1909 (California State Education Code, Chapter Four (4), Sections 19600 through 19734).

In 1926, the Board started construction on their first non-storefront library located on the northwest corner of Bradford and Center. In 1927, they moved into the new 4500 square foot library. At that time, the population of the district was approximately 800 people.

September of 1974 saw the doors open to the present Library at 411 East Chapman in the Civic Center. The District joined the City in a Joint-Powers Authority to construct the 28,800 square foot structure to serve a growing population of 31,000 people.

In 1966, the Placentia Library District worked in conjunction with the Yorba Linda Library District and the Orange County Public Library to form the Santiago Library System. Membership in the System provides an expanded source of books, reference services, audiovisual and technical processing for all patrons. Autonomy is still maintained by each member library of the System.

In 1979 the Placentia Library District worked in conjunction with Anaheim to develop and install an automated circulation system. Today the Yorba Linda Public Library is also a part of the Anaheim Consortium.

Our total integrated on-line catalog and circulation system started in November, 1987.

Declaration of Policy

The proper operation of the Library District requires that public officials and employees be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

Responsibilities of Public Office

Public officials are all elective officials of the District and the members of all official boards, commissions, and committees of the District.

Public officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State of California, and to carry out the laws of the nation, state, municipality, and district. Public officials and employees are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration, recognizing that the public interest must be their primary concern, that conduct in both their official and private affairs should be reproach.

Dedicated Service

Public Officials and employees should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

Fair and Equal Treatment

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

A. Use of Public Property

No official or employee shall request or permit the use of District-owned equipment, material, or property for personal convenience or profit, except when such services are available to the public generally or are provided as district policy for the use of such official or employee in the conduct of official business. No public official or employee shall use the time of any District employee during working hours for personal convenience or profit.

B. Obligations to Citizens

No public official or employee in the course of her/his official duties shall grant any citizen special advantages beyond that which are available to every other citizen in the same circumstances.

Conflict with Proper Discharge of Duties

No public official or employee, while serving as such, shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature which is substantial conflict with proper discharge of her/his duties in the public interest and of her/his responsibilities as prescribed by policy and existing under Pt. 4, Division 20, Ch.5 of the Education Code of the State of California.

Incompatible Employment

No public official or employee shall accept other employment which he has reason to believe will either impair her/his independence of judgement as to her/his official duties or require him or induce him to disclose confidential information acquired by him in the course of and by reason of her/his official duties.

Disclosure of Confidential Information

No public official or employee shall willfully or knowingly disclose for pecuniary gain to any other person confidential information acquired by him in the course of and by reason of her/his official duties nor shall any public official or employee use any such information for the purpose of pecuniary gain.

Gifts

No public official or employee shall receive, directly or indirectly, any compensation, reward or gift from any source except the Placentia Library District of Orange County for any service, advice, assistance or other matters related to the legislative process, except fees for speeches or published works on library or legislative subjects and except in connection there-with reimbursement for expenses for actual expenditures for travel, and reasonable subsistence for which no payment or reimbursement is made by the Placentia Library District of Orange County.

Conflict of Interest

A conflict of interest exists in a matter before an official for consideration or determination if:

- A. The public official or employee has a substantial personal interest in the outcome as owner, member, partner, officer, employee, stockholder or other professional enterprise that will be affected by the outcome, and such interest is or may be adverse to the public interest in the proper performance of governmental duties by the official or employee.
- B. He/she has reason to believe or expect that he/she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of her/his official activity.

- C. The Public official or employee, because of her/his bias or prejudice or because she/he has prejudged a matter set for public hearing is incapable because of such bias, prejudice or prejudgment of granting to the matter before him a fair and impartial hearing.

Personal interest as distinguished from financial interest is defined as including, among other matters, an interest arising from blood or marriage relationship or close business association.

Disclosure of Interest and Disqualification

Any trustee or employee who has a conflict of interest, as defined herein, in any matter before the Board of Trustees, shall disclose such fact in the records of the Library Board of Trustees and refrain from participating in any discussion or voting thereon, as the case may be, provided that such exceptions shall be observed as are permitted by law. This provision shall not apply if a Trustee has disqualified herself/himself from voting.

Any member of any official board, commission, or committee who has conflict of interest as defined herein, in any matter before the board, commission, or committee, of which he/she is a member, shall disclose such fact in the records of such board, commission, or committee and refrain from participating in any discussion or voting thereon, provided that such exceptions shall be observed as are permitted by law.

Any employee, who has a financial or other special interest in a matter before the Board of Trustees, commission, or committee who participates in discussion with, or gives an official opinion to the Board of Trustees, or to such other board, commission, or committee relating to such matter, shall disclose in the records of the Board of Trustees or such other board, commission or committee, as the case may be, the nature and extent of such interest.

Compliance With State Law

Public officials and employees of the Board of Trustees of the Placentia Library District of Orange County shall comply with applicable provisions of state law relative to conflict of interest and generally regulating the conduct of public officials and employees.

Placentia Library District

POLICY HANDBOOK

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Executive Officer
POLICY NUMBER: 2000

2000.1 The Library Director will be the Executive Officer of Placentia Library District and for the Board of Trustees.

2000.2 The terms and conditions of the Library Director's employment will be specified in the agreement of employment established between the Library Director and the Board of Trustees. The agreement of employment will be for the period of time as specified therein.

2000.3 Whenever the agreement of employment established between the Library Director and the Board of Trustees is in conflict with any District policy, said agreement of employment will prevail.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 2015

2015.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

2015.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

2015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

2015.4 A "Substitute" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The substitute employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Hours of Work and Overtime
POLICY NUMBER: 2010

2010.1 This policy will apply to all non-exempt employees.

2010.2 The regular hours of work each day will be consecutive except for interruptions for meal periods.

2010.3 The workweek will consist of seven consecutive days from 12:01 o'clock A.M. Friday, through midnight Thursday.

2010.4 Overtime is defined as:

2010.4.1 Time worked in excess of 80 hours in a pay period; or

2010.4.2 Time worked in excess of ten hours on a scheduled workday; or,

2010.4.3 Time worked on a designated holiday.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Vacations
POLICY NUMBER: 2020

2020.1 This policy will apply to regular and probationary full-time and part-time employees in all classifications.

2020.2 Paid vacations will be accrued according to the following schedule on an annual basis:

- (a) During the first four years of continuous work, eighty (80) hours.
- (b) Five through nine years of service, one hundred twenty (120) hours.
- (c) After ten years of service, one hundred sixty (160) hours.
- (d) Vacation accrual is based on a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of vacation hours.

2020.3 Employees who have completed six months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six months in regular employee status.

2020.4 Vacation time is accrued at the second pay period of each month.

2020.5 Vacation time may be accumulated or postponed. The total accumulated vacation time will not exceed thirty (30) days (for full time employees 240 hours). The Library Director will require staff members with excessive vacation balances to use them immediately.

2020.6 At termination of employment for any reason, the District will compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.7 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.8 If a holiday falls on a workday during an employee's vacation period, that day will be considered as a paid holiday and not vacation time.

2020.9 Vacations may be scheduled at any time during the year upon approval of the employee's immediate supervisor and the Library Director.

2020.10 Probationary employees will not accrue vacation time during the probationary period. Once regular status has been granted at the completion of the probationary period vacation time is calculated from the date of employment.

2020.11 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work will not be permitted.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Employee Status
POLICY NUMBER: 2015

2015.1 A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period. Regular employees may be full-time or part-time.

2015.2 A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than six continuous months of service with the District. Upon completion of six months of continuous service with the District in said classification, and upon the Library Director's decision to retain said employee, said employee will be granted regular employee status.

2015.3 A "Temporary" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The duration of the work assignment of a temporary employee may range from one day to a maximum of two years of continuous service.

2015.4 A "Substitute" employee is one who is hired to work within any job classification, but whose position is not regular in nature. The substitute employee works whenever the District's workload increases to a level that regular employees cannot accommodate it. He/she also works standby as discussed in Policy #2010, "Hours of Work and Overtime."

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Holidays
POLICY NUMBER: 2030

2030.1 This policy will apply to all regular full-time and part-time employees who work twenty hours or more per week.

2030.2 The following days will be recognized and observed as paid holidays:

New Years Day

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

2 Floating Holidays, one accrued on month preceding the employee's birthday and one accrued in November.

2030.3 All regular work will be suspended and employees will receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the day before and the day after said holiday. Eligibility is also granted if the employee is on vacation or has notified his/her supervisor and the Library Director and received permission to be absent from work on that specific day or days.

2030.4 Holiday hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of holiday hours.

2030.5 When a holiday falls on an employee's day off or when the Library is closed, the employee may select any date during the work week of the holiday, approved by this/her scheduling supervisor, to compensate for this holiday.

2030.6 Placentia Library is closed on the Sundays preceding Monday holidays. The Sunday closings are not paid leave. Staff may either take vacation time or schedule the hours on other days during that workweek.

2030.7 If any employee works on any of the holidays listed above, he/she will be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040

2040.1 This policy will apply to probationary and regular employees in all classifications.

2040.2 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures will be subject to sick leave provided prior notice is provided to the employee's supervisor and the Library Director.

2040.3 Employees will earn sick leave at the rate of one working day per month.

2040.4 Sick leave is accrued at the second pay period of each month.

2040.5 Sick leave hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of sick leave.

2040.6 Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.6.1 The definition of "immediate family" will be the same as specified in Section 2050.3 of the *Bereavement Leave* policy (#2050).

2040.7 In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

2040.8 If absence from duty by reason of illness occurs, satisfactory evidence may be required by the Library Director regardless of the length of the absence. A medical release from the treating physician is required for all absences of three or more work days, regardless of the sick leave balance.

2040.9 Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

2040.9.1 The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.

2040.9.2 The employee must notify the Library Administrative Office within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.

2040.9.3 The District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date. Unusual cases can be brought to the Library Board of Trustees by the Library Director for review.

2040.10 The District provides a sick leave payoff plan upon termination, resignation or retirement as follows:

2040.10.1 After ten (10) years of employment, twenty-five (25) percent of accumulated sick leave will be paid at the current salary.

2040.10.2 After fifteen (15) years of employment, thirty-seven and one half (37.5) percent of accumulated sick leave will be paid at the current salary.

2040.10.3 After twenty (20) years of employment, fifty (50) percent of accumulated sick leave will be paid at the current salary.

2040.10.4 The maximum accumulated sick leave for this purpose is eight hundred (800) hours before calculations.

2040.10.5 Calculations of years in retirement, unused sick leave payoff and vacation will be the amount of time employed with the District within salaried classifications.

2040.11 The District provides an incentive program for the accumulation of sick leave hours.

2040.11.1 For each calendar quarter that an employee has used no hours of sick leave he/she shall receive four hours of vacation.

2040.11.2 The sick leave incentive program based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the sick leave bonus.

2040.11.3 The sick leave bonus hours will be added to the vacation leave balance at the second pay period following the end of the calendar quarter.

2040.12 A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.

2040.12.1 A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disable because of pregnancy, miscarriage, abortion, childbirth and recovery. The cumulative total may not exceed four (4) months.

2040.12.2 The employee may use sick leave and vacation for such absence and shall be granted leave of absence without pay to the extent required to reach the four (4) month maximum.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Bereavement Leave
POLICY NUMBER: 2050

2050.1 This policy will apply to probationary and regular employees in all classifications.

2050.2 In the event of a death in the immediate family, an employee may be granted a paid leave of absence not to exceed five days. Bereavement leave is not charged against either sick leave or vacation time. Certification may be required by the Library Director.

2050.3 Bereavement leave is based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of bereavementleave.

2050.4 "Immediate family" is defined as being spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law or any other person who is a legal dependent of the employee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Jury Duty
POLICY NUMBER: 2060

2060.1 This policy will apply to probationary and regular employees in all classifications.

2060.2 An employee summoned for jury duty will immediately notify his/her supervisor and the Library Director. While serving on a jury, he/she will be given a paid leave of absence for the duration of said jury duty. Said paid leave of absence is conditional upon the employee returning to work upon dismissal each day to complete his/her remaining normal workday. It is also conditional upon the employee's conveyance to the District of any compensation received as a juror, not including any travel allowance received.

2060.3 Jury duty hours are based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of jury duty leave.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Continuity of Service
POLICY NUMBER: 2070

2070.1 For probationary and regular employees in all classifications, length of continuous service with the District will be used as the basis for determining benefits such as sick leave and vacation time. Length of continuous service will also be one of the considerations in promotions, demotions and layoffs.

2070.2 Continuous service with the District will start with the date of employment and continue until one of the follow occurs:

2070.2.1 An employee is discharged for cause;

2070.2.2 An employee voluntarily terminates his/her employment; or,

2070.2.3 An employee is laid off.

2070.3 Continuity of an employee's service will not be broken by absence for the following reasons, and his/her length of service will accrue for the period of such absence:

2070.3.1 Absence by reason of industrial disability;

2070.3.2 Authorized absence without pay for less than 30 days in a calendar year; or,

2070.3.3 Absences governed by applicable state and/or federal laws such as military or National Guard service.

2070.4 A re-employment list will be maintained by the District. The re-employment list will be used to determine the order in which part-time and temporary employees will be employed when other than regular work is available and additional employees are needed. The list will be arranged on the basis of seniority. An individual is considered to have seniority if his/her length-of-service, as defined above, is greater than that of another individual on the list. An individual on the re-employment list will be rehired to fill a vacant position within a specific job classification if:

2070.4.1 He/she was previously employed within said job classification or within a job classification requiring higher qualifications, and/or satisfies the qualifications as specified in the job description for said vacant position; and,

2070.4.2 He/she has seniority, as defined above.

2070.5 When an individual on the re-employment list is called to work and is unavailable to work, the next person on the list having seniority and satisfying the conditions listed in Section 2070.4, above, will be called. If an individual is called to work three times without being available to work, his/her name may be removed from the re-employment list. An individual will be removed from the re-employment list when he/she notifies the District that he/she has taken a regular position elsewhere and is unavailable to work for the District.

2070.6 Regular employees who are laid off will be placed on the re-employment list and will receive seniority based on previously earned length-of-service.

2070.7 Previous regular employees who were laid off and called back for work not being regular in nature will have their employment service records maintained so that they accumulate length-of-service as they work on an "hour-for-hour" basis.

2070.8 Part-time and temporary employees who are hired for a position having regular status will have previously earned length-of-service maintained in their employment service records.

2070.9 Previous temporary employees who are rehired within 18 months of their last date of employment will have their employment service records restored to include previously earned length-of-service.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Vehicle Costs
POLICY NUMBER: 2100

2100.1 When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she will be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

2100.2 Proof of adequate insurance covering collision, personal injury, and property damage will be required by the District of any employee using a personal vehicle in the performance of District work.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Health and Welfare Benefits
POLICY NUMBER: 2110

2110.1 Medical Expense Insurance. Health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for probationary and regular employees in all job classifications will be provided by the District. The scope of coverage and the payment of premiums is subject to periodic review and revision by the Board of Directors. Full payment is made for full-time employees working forty (40) hours per week and pro-rated payment is made for regular part-time employees working twenty (20) hours per week or more. Family coverage is available for all policies except disability insurance if the additional cost is paid by the employee.

2110.2 Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law.

2110.3 Retirement Plan. Upon achieving regular employee status, employees will be enrolled in the District's employee retirement plan.

2110.3.1 The District contributes seven per cent of an employee's annual salary to the plan. There is no employee contribution to the retirement plan.

2110.3.2 Employees are vested in the retirement plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

2110.4 Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. \$15,000 of this coverage is provided only if the employee has elected to accept the medical insurance coverage. The amount of coverage is reduced by the carrier after age sixty-five.

2110.5 Deferred Compensation. Probationary and regular employees in all job classifications are eligible to participate in the United States Conference of Mayors Deferred Compensation Plan or any other deferred compensation adopted by the Library Board of Trustees. Participation is voluntary and the application must be processed by the employee.

2110.5.1 The District will match employee contributions to the deferred compensation plan to a maximum of \$2,600 per calendar year.

2110.5.2 The amount of the maximum deferred compensation match is based on a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of the maximum of the deferred compensation match.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Volunteer Personnel Workers' Compensation Insurance
POLICY NUMBER: 2115

2115.1 Literacy tutors, Friends of Placentia Library and Placentia Library Foundation Board of Directors members, or any unpaid person authorized to perform volunteer service for the District will be deemed to be an employee of the District for the purposes of Workers' Compensation Insurance benefits provided for by law for any injury or illness sustained by them while engaged in the performance of services for the District under its direction and control.

2115.1.1 The Legislature of the State of California has provided through legislation (Labor Code §3363.5) authorization for the inclusion of such coverage in the District's Workers' Compensation Insurance policy.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120

2120.1 Employees of the District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the District, or that will prepare them for future career advancement in librarianship.

2120.2 The District will reimburse regular employees for approved courses of study by the following criteria:

2120.2.1 The District will refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" for the class.

2120.2.2 The District will refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

2120.2.3 No refund will be made to employees who receive a grade below "C" for the class.

2120.3.4 The total amount that the District will reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

2120.3.5 Educational reimbursement is based on an eight hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

2120.3 To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Library Director. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

2120.4 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the Library Director.

2120.5 Two types of classes are generally eligible for reimbursement per this policy:

2120.5.1 Classes which are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.

2120.5.2 Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

2120.6 Only campus-based or web-based courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Pay Periods
POLICY NUMBER: 2130

2130.1 The salaries and wages of all District employees will be paid bi-weekly.

2130.2 In the event a payday falls on one of the holidays listed in Policy #2030, "Holidays", the immediately previous working day will become the payday.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Distribution of Pay Checks
POLICY NUMBER: 2135

2135.1 Paychecks will be issued only to the employee.

2135.1.1 No one may remove a paycheck from the Administrative Office that doesn't belong to him/her.

2135.1.2 Paychecks may not be given to parents, spouses, siblings, other staff members or friends unless there is a written, dated and signed directive from the employee.

2135.2 Paychecks are available in the Administrative Assistant's Office from 9:00 A.M. until 4:30 P.M. each pay day.

2135.2.1 Paychecks not picked-up in the Administrative Assistant's Office by 4:30 P.M. will be placed in the mail.

2135.3 Staff members wishing to have someone else pick-up a paycheck or to have a paycheck held in the Administrative Assistant's Office must provide a written, dated and signed directive.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Advancement of Wages
POLICY NUMBER: 2140

2140.1 This policy will apply to all regular and probationary full-time and part-time District employees.

2140.2 Employees requesting payment of wages in advance of regular pay days as defined in Policy No. 2130, "Pay Periods", will submit said request in writing to the Library Director. The request must include a specific reason for the advance.

2140.3 The Library Director may authorize the requested advancement of wages if the amount requested does not exceed the wages accrued (excluding applicable deductions) by the employee to the date of said request.

2140.4 Advancement of wages prior to a regular payday is not a privilege that an employee may use at his/her discretion, but may be authorized by the Library Director, or the absence of the Library Director the Library Board President, at his/her discretion only in the case of proven employee necessity and/or personal financial emergency.

2140.5 Requests for advancement of wages may be submitted only once in any pay period, and frequent requests will be grounds for denial.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Compensation
POLICY NUMBER: 2150

2150.1 This policy will apply to all District employees.

2150.2 Compensation at Hiring.

2150.2.1 New Employees. All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

2150.2.2 Advanced Step Hiring. If the Library Director finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

2150.2.3 Former Employees. A person who previously held a full-time position from which the person was separated in good standing may, when re-employed in a position with the same or lower pay range than held at separation, be appointed at the same salary rate which was paid at the effective date of the person's termination, or the nearest lower applicable step for the range to which the person is appointed, provided such re-employment occurs within twelve (12) months from the date of said termination.

2150.3 Merit Advancement Within Range.

2150.3.1 Performance Evaluation Required. The Library Director will authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination will be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

2150.3.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee will, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2150.3.2.1 New Employees. A person hired as a new employee will have a merit advancement date which is six (6) months following the appointment date.

2150.3.2.2 Promotion or Demotion. An employee who is promoted or demoted will have a new merit advancement date which will be one year from the date of promotion or demotion.

2150.3.2.3 Voluntary Demotion. An employee who voluntarily demotes to a position at a lower salary range will have no change in merit advancement date.

2150.3.2.4 Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date will not change.

2150.3.2.5 Position Reclassification. An employee whose position is reclassified to a position having the same or lower salary range will have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range will have a new merit advancement date which is one year following the effective date of the position reclassification.

2150.3.2.6 Non-Merit Step Adjustments. An employee whose salary step is adjusted to a higher step for reasons other than regular merit advancement will have a new merit advancement date effective one year from the date of said adjustment.

2150.3.3 Effective Date. An employee's merit increase will take place on the first day of the pay period in which his/her merit advancement date falls. The Library Director may delay authorizing the merit advancement up to 90 days beyond the employee's merit advancement date without affecting the normal merit advancement date. In case of such a delay, the employee's merit advancement will be effective the first day of the pay period following the General Manager's authorization. If authorization for a merit advancement is delayed beyond 90 days from the employee's merit advancement date, the employee will not be eligible for a merit increase until his/her next normal merit advancement date.

2150.4 Promotion. Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

2150.5 Bi-Lingual Pay. Employees in all classifications are eligible to be tested for Spanish bi-lingual pay. The test includes both verbal and written Spanish and is administered by a consultant selected by the Library Director. Staff members who pass the test will receive a five per cent addition to their regular pay-rate effective the date that he/she completes the test. Employees who accept bi-lingual pay will be required to provide translation services for clients and for other staff members.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Gifts
POLICY NUMBER: 2155

2155.1 An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

2155.1.1 Is customary and gives no appearance of impropriety and does not have more than a nominal value;

2155.1.2 Does not impose any sense of obligation on either the giver or the receiver;

2155.1.3 Does not result in any kind of special or favored treatment;

2155.1.4 Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.

2155.1.5 Is given and received with no effort to conceal the full facts by either the giver or receiver.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Authorized Leave
POLICY NUMBER: 2160

2160.1 With the approval of the Library Director, an employee may request a leave of absence without pay for a period of up to ninety (90) days.

2160.2 Such a leave of absence must be taken in conjunction with, and at the conclusion of, an authorized use of vacation.

2160.3 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay and/or other benefits available to regular employees of the District.

2160.4 If the employee is disabled or otherwise injured or unable to work, such period of time when the employee is on disability and/or receiving benefits under the District's Workers' Compensation program, will be considered a period of authorized leave without pay and no other accrual of vacation, holiday, or sick leave will be allowed during such periods of time, excepting applicable provisions of Policy No.2070.

2160.5 Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond ninety (90) days. Employees returning from a leave of absence will be reinstated with the first available job classification for which they are qualified.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Unauthorized Voluntary Absence
POLICY NUMBER: 2165

2165.1 Voluntary absence from work without permission for five consecutive working days will be considered an automatic resignation.

2165.1.1 After two consecutive days of voluntary absence from work without permission, the employee will be notified in writing that the absence will be considered as resignation if it continues consecutively through the fifth working day. Said notice will provide factual evidence that the employee's absence is voluntary and unauthorized and an invitation to the employee to present his/her version of the "facts" at an informal hearing before the Library Director.

2165.1.1.1 Constructive resignation will not be determined to have occurred until after the employee has an opportunity to present his/her version of the "facts" at the informal fact-finding hearing.

2165.1.1.2 The fact-finding hearing will be held within ten days after the end of the five consecutive days of unauthorized voluntary absence.

2165.2 The Library Director may, prior to the informal fact-finding hearing, reinstate the employee who has been voluntarily absent without leave for five consecutive days if the employee provides a satisfactory explanation. If the employee is reinstated after providing a satisfactory explanation, back pay for the period of absence may be disallowed, including the employee's use of vacation or "comp" time to cover the period of absence.

2165.3 If the Library Director determines, as a result of the evidence presented at the fact-finding hearing, that the employee was voluntarily absent without leave and did not have a satisfactory explanation, the employee will not be entitled to a post-severance evidentiary hearing and the employee's resignation will be considered to be effective at the end of the fifth consecutive day of his/ her unauthorized voluntary absence.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Performance Evaluation
POLICY NUMBER: 2170

2170.1 This policy will apply to all employees.

2170.2 The Manager of Public Services or the Manager of Technical Services or his/her designated representative will conduct a scheduled performance review of each employee prior to the merit advancement date. If the employee's immediate supervisor is not the evaluator, he/she will be consulted during the preparation of the evaluation.

2170.3 Performance evaluations for employees not eligible for merit advancement will be conducted during the month of July.

2170.4 Performance evaluations will be in writing on forms prescribed by the Library Director. Said evaluation will provide recognition for effective performance and also identify areas that need improvement. In addition to providing scaled scores in each performance and characteristic category, the evaluator will also provide a narrative explanation of the reason for each score.

2170.5 Performance evaluations will be reviewed by the Library Director prior to being discussed with the employee.

2170.6 The performance evaluation will be signed by the evaluator and will be discussed with the employee. The employee will be provided an opportunity to prepare a written response to the evaluation that will be attached to the evaluation for inclusion in his/her personnel file.

2170.7 Unscheduled performance evaluations may be made at the discretion of the Library Director or his/her designated representative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Grievance
POLICY NUMBER: 2180

2180.1 This policy will apply to all regular full-time and part-time employees in all classifications.

2180.2 The purpose of this policy is to provide a procedure by which employees may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation, or instruction.

2180.3 Specifically excluded from the grievance procedure are subjects involving the amendment of state or federal law; resolutions adopted by the District's Board of Trustees, ordinances or minute orders, including decisions regarding wages, hours, and terms and conditions of employment.

2180.4 Grievance Procedure Steps.

2180.4.1 Level I, Preliminary Informal Resolution. Any employee who believes he/she has a grievance will present the evidence thereof orally to his/her immediate supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The immediate supervisor will hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence. It is the intent of this informal meeting that at least one personal conference be held between the employee and the immediate supervisor.

2180.4.2 Level II, Library Director. If the grievance has not been resolved at Level I, the grievant must present his/her grievance in writing on a form provided by the District (attached hereto as Appendix "A") to the Library Director within ten working days after the occurrence of the act or omission giving rise to the grievance.

2180.4.2.1 The statement will include the following:

- (a) A concise statement of the grievance including specific reference to any law, policy, rule, regulation, and/or instruction deemed to be violated, misapplied or misinterpreted;

- (b) The circumstances involved;
- (c) The decision rendered by the immediate supervisor at Level I;
- (d) The specific remedy sought.

2180.4.2.2 The Library Director will communicate his/her decision within ten days after receiving the grievance. Decisions will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest. If the Library Director does not respond within the time limits, the grievant may appeal to the next level. Time limits for appeal will begin the day following receipt of the Library Director's written decision. Within the above time limits, either party may request a personal conference with the other.

2180.4.3 Level III, Board of Trustees. In the event the grievant is not satisfied with the decision at Level II, the grievant may appeal the decision in writing on a form provided by the District (attached hereto as Appendix "A") to the District's Board of Trustees within five (5) days. The statement will include a copy of the original grievance; a copy of the written decision by the Library Director; and a clear, concise statement of the reasons for the appeal to Level III.

2180.4.3.1 The Board of Trustees, as soon as possible at a regular monthly meeting of the Board, will schedule a hearing in closed session to formally receive the written grievance and the answers thereto at each step and to hear evidence regarding the issue or issues. The Board's decision will be announced in open session immediately after the closed session in which it was made.

2180.5 Basic Rules.

2180.5.1 If an employee does not present the grievance, or does not appeal the decision rendered regarding the grievance within the time limits specified above, the grievance will be considered resolved.

2180.5.2 By agreement in writing, the parties may extend any and all time limitations specified above.

2180.5.3 The Library Director may temporarily suspend grievance processing on a District-wide basis in an emergency situation. Employees covered by this policy may appeal this decision to the Board of Trustees.

2180.5.4 A copy of all formal grievance decisions will be placed in the employee's permanent personnel file

Appendix "A"

EMPLOYEE GRIEVANCE FORM
Placentia Library District

Employee's Name: _____ Date: _____

Statement of grievance, including specific reference to any law, policy, rule, regulation and/or instruction deemed to be violated, misapplied or misinterpreted:

Circumstances involved:

Decision rendered by the informal conference:

Specific remedy sought:

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Drug & Alcohol Abuse
POLICY NUMBER: 2190

2190.1 It is the desire of the Board of Trustees that all work environments of District employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Trustees is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

2190.2 The use (except as prescribed by a physician), sale, possession, purchase, or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

2190.2.1 Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

2190.2.2 Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

2190.2.3 For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

2190.3 The decision to discipline or terminate an employee found to have used and/or be under the influence of drugs, alcohol and/or other controlled substances during working hours may be waived or held in abeyance by the Library Director pending said employee's attempt at rehabilitation. The Library Director has discretion to handle each case individually with factors such as the employee's frequency of use, commitment to rehabilitation, and type of substance taken into consideration regarding the waiving of penalties.

2190.3.1 Discipline or termination that is waived or held in abeyance pending rehabilitation should be done on the condition, set forth in writing, that the employee:

2190.3.1.1 Successfully complete an approved rehabilitation program;

2190.3.1.2 Faithfully comply with maintenance and therapeutic measures (e.g., attendance at AA or NA meetings); and,

2190.3.1.3 Be subject to periodic testing without further reasonable cause.

2190.3.2 Employees who are found to have brought drugs, alcohol or other non-prescription controlled substances onto District property or work sites and to have provided them to other employees will be terminated without recourse to a rehabilitation program.

2190.3.3 Discipline or termination should not be taken until a thorough investigation has been completed.

2190.4 To assure that employees, property and equipment are not endangered by other employees who are involved with, or under the influence of drugs, alcohol and/or other controlled substances, any employee whose conduct, appearance speech or other characteristics create a reasonable suspicion of involvement with, or influence of said substances will be taken to a medical facility and be subject to an exam by a qualified physician at District expense. If said physician determines that a drug/alcohol test is warranted, said employee will be subject to testing for the presence of alcohol or drugs in their bodies.

2190.4.1 Presence of such substances will result in disciplinary action up to and including termination, as described above.

2190.4.2 An employee who is suspected of involvement as described above and refuses to cooperate in the physician's exam and/or drug/alcohol testing is subject to termination.

2190.5 If a qualified physician, as a part of the examination specified in Section 2190.4, above, determines that an employee is not capable of working safely, said employee will be transported to his/her home by a supervising employee and not allowed to drive himself/herself home.

2190.6 Immediately prior to reporting for drug/alcohol testing, all employees will complete a Consent and Release form to be kept on file in the District office which will conform to the general format, as shown on Appendix A.

2190.7 District employees are required to notify the Library Director in writing of any criminal drug statute of which they are convicted for a violation occurring in the workplace no later than five calendar days after such conviction.

Appendix "A"
CONSENT AND RELEASE FORM
DRUG/ALCOHOL TESTING

I hereby authorize Placentia Library District, and any laboratories or medical facilities designated by Placentia Library District, to perform a urinalysis and/or blood test to detect the presence of illicit drugs and/or alcohol in my body. I further authorize the reporting of the results of such test(s) to Placentia Library District and its authorized personnel. I recognize that the results of such test will be used to determine my suitability for employment or for continued employment with Placentia Library District.

Any attempt to switch a sample or adulterate a sample will be considered the same as a positive result. The laboratory may use one or more tests for adulteration.

The only drugs, medicine or mind-altering substances, including drugs prescribed by a physician and over-the-counter medications, by brand name if possible (e.g., Extra Strength Tylenol , Robitussin-DM , Allerst , Mediprin , etc.), that I have used in the last 45 days are as follows:

<u>DRUG/MEDICINE</u>	<u>WHEN USED</u>	<u>ISSUED BY:</u> <u>(IF PRESCRIPTION)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF EMPLOYEE: _____

FACILITY PERFORMING TEST: _____

DATE OF TEST: _____

SIGNATURE OF APPLICANT/EMPLOYEE: _____
(Signature) (Date)

SUPERVISOR REQUESTING TEST: _____
(Signature) (Date)

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Tobacco Use
POLICY NUMBER: 2195

2195.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products will be banned completely within District buildings or confined spaces.

2195.1.1 The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

2195.2 All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals will be asked by staff to refrain from smoking.

2195.2.1 Members of the public who refuse to comply with this policy may be directed by the Librarian in Charge to leave District property.

2195.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #2260.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Smoke-free Workplace
POLICY NUMBER: 2197

2197.1 Smoking is prohibited within the buildings and facilities of Placentia Library District. Those who smoke are requested to do so outdoors.

2197.2 Extra care should be taken when working around combustible materials.

2197.2.1 Personnel who smoke outside should use extreme caution and dispose of cigarettes in a responsible and safe manner, using ashtrays, etc.

2197.3 Smoking is allowed in non-district vehicles with only one occupant.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Pre-Employment Physical Examinations
POLICY NUMBER: 2200

2200.1 All individuals who are offered full-time, temporary or part-time employment will be required to submit to a physician's examination and controlled substance test at District expense. The examining physician will be provided a description of the job involved to assist in a determination of the individual's fitness to work.

2200.1.1 Employment will not occur until after a negative controlled-substance test result is certified, and until after a qualified physician has certified the individual as fit to perform the type of work required by the position applied for.

2200.1.2 Employment will not occur if the individual refuses to cooperate in the examination and testing.

2200.2 Retesting of an individual who was previously employed on a temporary, part-time or full-time basis will be required if more than three months have elapsed since the individual's last day of work for the District.

2200.3 Appointments with the medical facility providing the examination and controlled substance testing will be made at least one day prior to testing if possible, with the individual to be tested provided minimal advance notice (no more than one day, if practical).

2200.4 When the individual to be tested reports to the medical facility for the scheduled examination and controlled substance testing, they must provide proof of identification, such as a drivers license photo or a state-issued photo identification card.

2200.5 All test results will be kept confidential. The applicant may be told they failed to pass the test, but only the Library Director and his/her confidential designee will have access to the actual test results.

2200.6 District employment application forms will contain a notice to applicants as follows:

Placentia Library District has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment, it is recommended that you not submit an application.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Sexual Harassment
POLICY NUMBER: 2210

2210.1 Acts of sexual harassment by employees, supervisors, or managers, are prohibited employment practices and are subject to sanctions and disciplinary measures.

2210.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

2210.2.1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2210.2.2 Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2210.2.3 Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

2210.3 Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Examples of the kinds of conduct included in the definition of sexual harassment are:

2210.3.1 Direct or indirect threats or suggestions of sexual relations or sexual contact which is not freely or mutually agreeable to both parties.

2210.3.2 Continual or repeated verbal abuses of a sexual nature including graphic commentaries on the person's body; sexually suggestive objects or pictures placed in the work area that may embarrass or offend the person; sexually degrading words to describe the person, or propositions of a sexual nature.

2210.4 Policy Publicizing. All employees will be informed of the District's sexual harassment policy and complaint process prior to their need to know, and again when any complaint is filed. Also, said policy and complaint process will be readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees will be given a copy of the sexual harassment policy at the time of hiring and said policy's contents will be discussed with said employee at that time by the division manager within whose division they will be working.

2210.4.2 An annual bulletin will be prepared and distributed to all employees reinforcing them of the District's sexual harassment policy.

2210.5 Within three working days after any complaint has been filed in accordance with this policy, a bulletin will be prepared and distributed to all employees reinforcing them of the District's sexual harassment policy.

2210.6 Complaint Process. Any employee who believes they are the victim of sexual harassment may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to their immediate supervisor. Although filing the complaint with the immediate supervisor is preferred, the employee is free to file their complaint with any supervisory employee.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form," see "Appendix A" in Policy #2180. Said form should be submitted by the employee to their immediate supervisor. Although submitting the formal complaint with the immediate supervisor is preferred, the employee is free to submit their formal complaint with any supervisory employee, or with the President of the Board of Trustees if the employee's immediate supervisor is the Library Director and the Library Director is unavailable or personally involved in said complaint.

2210.7 Complaint Response Process. Any supervisory employee who receives a formal or informal sexual harassment complaint will at all times maintain the confidentiality of the plaintiff and will personally deliver said complaint immediately and directly to their division manager, or to the Library Director if their division manager is unavailable or personally involved in said complaint.

2210.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation will be conducted by the manager of the division within which the alleged harassment occurred. Said investigation will be conducted by the Library Director if the division manager is unavailable or personally involved in said complaint.

2210.7.2 A written record of any investigation of an alleged sexual harassment will be maintained. Findings will be sent to the Library Director. The Library Director will immediately inform, in total confidentiality, the Library Board President.

2210.7.3 All discussions resulting from said investigation will be kept confidential by all informed of said investigation.

2210.7.4 The person initiating the complaint has the right to be accompanied by an advocate(s) when discussing alleged incidents. Said person will be advised of this right prior to the commencement of such discussions.

2210.8 Disciplinary Procedures and Sanctions. Upon conclusion of the investigation of an alleged sexual harassment, appropriate action will be taken by the Library Director against the harasser where sexual harassment is found. Whatever punishment is meted out to the harasser will be made known to the victim of the harassment.

2210.8.1 Appropriate action will be taken to remedy the victim's loss, if any, resulting from the harassment. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.8.2 Action taken to remedy a sexual harassment situation will be done in a manner so as to protect potential future victims.

2210.8.3 Employees complaining of sexual harassment will be protected thereafter from any form of reprisal and/or retaliation.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Harassment
POLICY NUMBER: 2215

2215.1 Placentia Library District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment (see Policy #2210) and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District - supervisors and co-workers.

2215.2 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

2215.2.1 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

2215.2.2 Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;

2215.2.3 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

2215.2.4 Retaliation for having reported or threatened to report harassment.

2215.3 If any employee of the District believes that they have been harassed, they should provide a written complaint to their supervisor, a division manager, the Administrative Assistant to the Library Director, or the Library Director as soon as possible after the incident. Their complaint should include details of the incident(s), name(s) of the individual(s) involved, together with the name(s) of any witness(es).

2215.3.1 Staff receiving harassment complaints will refer them immediately to the Library Director or the President of the Board of Trustees (in the event the complaint involves the Library Director) who will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

2215.4 If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for

harassment will be subjected to appropriate disciplinary action, up to and including termination. Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation by management or co-workers against anyone filing a complaint will not be permitted or tolerated.

2215.5 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Affirmative Action
POLICY NUMBER: 2220

2220.1 It is the policy of Placentia Library District that there will be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2220.2 This policy contains two major commitments:

2220.2.1 To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

2220.2.2 To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

2220.3 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made through the "Grievance Procedure", as described in Policy #2180, or complaints to regulatory agencies.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Equal Opportunity
POLICY NUMBER: 2225

2225.1 Placentia Library District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

2225.2.1 Such equality of opportunity will be based solely on job related knowledge, skills, and job performance, and will be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Nepotism
POLICY NUMBER: 2230

2230.1 It is the policy of Placentia Library District to seek for its staff the best possible candidates through appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

2230.1.1 No employee will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

2230.1.1.1 For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, and brother.

2230.2 When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required at all appointing levels. The objective of this review will be to assure equity to all members of the department.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Outside Employment
POLICY NUMBER: 2240

2240.1 No District employee will be permitted to accept employment in addition to or outside of District service if:

2240.1.1 The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,

2240.1.2 The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,

2240.1.3 The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

2240.2 An employee who does have additional or outside employment will not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Separation from District Employment

POLICY NUMBER: 2250

2250.1 Resignation. To leave Placentia Library District service in good standing, an employee must file a written notice of termination with the Library Director at least two weeks before the effective date. The Library Director may, however, grant good standing with less notice if he/she determines the circumstances warrant. Resignations may not be withdrawn without the Library Director's approval.

2250.2 Layoffs. Whenever, in the judgment of the District Board of Trustees, it becomes necessary, due to the lack of work, lack of funds, or other economic reason, or because the necessity for a position no longer exists, the Board of Trustees may abolish any position of employment, and the employee holding such position may be laid off or demoted.

2250.2.1 Employees to be laid off will be given notice at least 14 calendar days in advance of the layoff date.

2250.2.2 Except as otherwise provided, whenever there is a reduction in the work force, the Library Director will first demote to a vacancy, if any, in a lower position for which the employee who is the latest to be laid off (in accordance with ¶2250.2 of this policy) is qualified.

2250.2.3 An employee affected by layoff may have retreat rights to displace an employee who has less seniority in a lower position that the employee has previously occupied or supervised. For the purpose of this document, seniority includes all periods of full-time service at or above the retreat position being considered.

2250.2.4 In order to retreat to a former or lower position, an employee must request displacement action in writing to the Library Director within five working days of receipt of the layoff notice.

2250.2.4.1 Employees retreating to a lower position will be placed at the salary step representing the least loss of pay. In no case will the salary be increased above that received in the position from which the employee was laid off.

2250.2.5 If two positions have the same job description, then employees will be laid off according to employment status in the following order: temporary, provisional, probationary, and tenured. Temporary, provisional, and probationary employees will be laid off according to the needs of the service as determined by the Library Director. In cases where there are two or more tenured positions with the same job description from which the layoff is to be made, such employees will be laid off on the basis of the last evaluation rating in the position, providing such rating has been filled at least 60 days prior to layoff as follows:

2250.2.5.1 First, all employees having ratings of "Unsatisfactory;"

2250.2.5.2 Second, all employees having ratings of "Marginal;"

2250.2.5.3 Third, all employees having ratings of "Less Than Satisfactory;"

2250.2.5.4 Fourth, all employees having ratings of "Satisfactory;"

2250.2.5.5 Fifth, all employees having ratings of "Commendable;"

2250.2.5.6 Sixth, all employees having ratings of "Superior;" and,

2250.2.5.7 Seventh, all employees having ratings of "Exceptional."

2250.2.5.8 Employees within each of the rating categories will be laid off in order of least seniority first.

2250.2.6 The names of persons laid off or demoted in accordance with this policy will be entered upon a re-employment list. The re-employment list will be used by the Library Director when a vacancy arises in the same or lower position before certification is made from an eligibility list.

2250.2.7 Names of persons laid off will be carried on the re-employment list for one year, except that persons appointed to tenured positions of the same level as that from which they were laid off, will upon such appointment, be removed from the list. Persons who refuse re-employment will be removed from the list. Persons re-employed in a lower position in the same classification, or on a temporary basis, will be continued on the list for the higher position for one year. At the discretion of the Library Director, the list may be extended for an additional year.

2250.3 Dismissal of Tenured Employees. A tenured employee may be dismissed at any time by the Library Director for cause, and after consulting with District Legal Counsel.

2250.3.1 The following will constitute sufficient cause for dismissal:

2250.3.1.1 Conviction of a felony;

2250.3.1.2 Fraud in securing employment;

2250.3.1.3 Misappropriation of District funds or property;

2250.3.1.4 Intentional or gross misconduct; and,

2250.3.1.5 Failure to respond or improve regarding an item specified in ¶2260.2, "Grounds for Discipline", of Policy No.2260, "Disciplinary Action", after an evaluation or corrective action plan has failed to produce an improvement to performance.

2250.3.1.6 Incapacity due to mental or permanent physical disability rendering the employee unable to perform job duties.

2250.3.1.7 Severe physical or mental disability.

2250.3.2 A probationary employee may be dismissed at any time during a probationary period without right of appeal or hearing. In case of such dismissal, the Library Director will notify the dismissed probationary employee in writing that he/she is being separated from District service.

2250.3.3 Dismissal of the Library Director will be as outlined in the employment agreement between the Library Director and the District.

2250.4 Notice of Dismissal. All employees will be provided with a notice of dismissal. This notice will be prepared by the Library Director after consultation with District Counsel and will contain the following:

2250.4.1 A description of the proposed action and its effective date or dates, and in the case of a tenured employee, the ordinance, regulation or rule violated;

2250.4.2 A statement of the acts or omissions upon which the action is based;

2250.4.3 A statement that a copy of the materials upon which the action is based are attached or available for inspection upon request; and,

2250.4.4 In the case of a tenured employee, a statement advising the employee of the right to file an appeal as provided in ¶2250.5 of this policy.

2250.5 Procedures for Disciplinary Action and Dismissal of Tenured Employees.

2250.5.1 A tenured employee may, upon receipt of a notice of dismissal or disciplinary action, appeal in writing to the Library Director within five working days of the date of the notification. The Library Director will then schedule an informal hearing at which the employee may answer the charges against him/her, present any mitigating evidence, or otherwise respond to the notice of dismissal. The hearing guidelines and format will be available upon request. The Library Director will issue his/her opinion and decision within ten working days of the hearing and may, if the Library Director finds that the

dismissal was not justified, he/she may order a less severe disciplinary action, or may order the employee reinstated with full back pay and benefits.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Confidentiality Regarding Resignations¹
POLICY NUMBER: 2251

2251.1 To the extent permitted by law, District staff and Trustees will keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District must release upon request.

¹ Source: Lozano Smith Smith Woliver & Behrens

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Letters of Recommendation¹
POLICY NUMBER: 2255

2255.1 The Board of Trustees recognizes that Placentia Library District faces exposure to significant liability through the provision of letters of recommendation by District employees. The Board finds that it is, therefore, in the best interests of the District to ensure that letters of recommendation issued by individuals in their capacity as District employees, or which could be reasonably interpreted as written in the individual's capacity as a District employee, be accurate and conform to all requirements of law. Therefore, the Library Director or his/her designee is directed to create and implement a practice whereby all letters of recommendation are reviewed and approved by the Library Director or his/her designee before dissemination.

2255.1.1 The Library Director or designee will process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the District for current or former employees must be approved by the Library Director or his/her designee.

2255.1.2 At his/her discretion, the Library Director or his/her designee may refuse to give a recommendation. Any recommendation he/she gives will provide a careful, truthful, and complete account of the employee's job performance and qualifications.

¹ Source: Lozano Smith Smith Woliver & Behrens

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Disciplinary Action
POLICY NUMBER: 2260

2260.1 The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Library Director may discipline any employee for cause.

2260.2 Grounds for Discipline.

2260.2.1 Discourteous treatment of the public or fellow employees.

2260.2.2 Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

2260.2.3 Habitual absence or tardiness.

2260.2.4 Abuse of sick leave.

2260.2.5 Disorderly conduct.

2260.2.6 Incompetence or inefficiency.

2260.2.7 Being wasteful of material, property, or working time.

2260.2.8 Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

2260.2.9 Neglect of duty.

2260.2.10 Dishonesty.

2260.2.11 Misuse of District property.

2260.2.12 Willful disobedience.

2260.2.13 Conduct unbecoming a District employee.

2260.3 All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

2260.4 All negative evaluations or letters of warning will remain part of the employee's personnel file. Negative evaluation will not be used by the Library Director in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.

2260.5 Any disciplinary action which may result in suspension without pay will be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice will be prepared by the Library Director after consultation with the District Legal Counsel and will contain the following:

2260.5.1 A description of the proposed action and its effective date or dates, and the ordinance, regulation, or rule violated;

2260.5.2 A statement of the acts or omissions upon which the action is based;

2260.5.3 A statement that a copy of the materials upon which the action is based is attached or available for inspection upon request;

2260.5.4 A statement advising the employee of the right to request a hearing as provided in ¶2250.5 of Policy #2250, "Separation from District Service";

2260.5.5 A date by which time the employee must respond in writing if he/she wishes to contest the action.

2260.6 All notices of proposed action will be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Internet, E-mail, and Electronics Communication Ethics, Usage and Security
POLICY NUMBER: 2270

2270.1 Placentia Library District believes that employee access to and use of the Internet, e-mail, and other electronic communications resources benefits the District and makes it a more profitable and successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success.

2270.2 The District has established this ethics, usage, and security policy to ensure that all District employees use the computer resources, which the District has provided its employees, such as the Internet and e-mail, in an ethical, legal, and appropriate manner. This policy establishes what is acceptable and unacceptable use of the Internet, e-mail, and other electronic communications.

2270.3 This policy also establishes the steps the District may take for inappropriate use of the Internet and e-mail. All employees must read and adhere to the guidelines and policies established herein. Failure to follow this policy may lead to discipline, up to and including immediate termination.

2270.3.1 Employees will not use the Internet or e-mail in an inappropriate manner. Inappropriate use of the internet and e-mail includes, but is not limited to:

2270.3.1.1 Accessing internet sites that contain pornography, exploits children, or sites that would generally be regarded in the community as offensive, or for which there is no official business purpose to access.

2270.3.1.2 Participating in any profane, defamatory, harassing, illegal, discriminatory, or offensive activity or any activity that is inconsistent in any way with the District's policies (i.e. policy on sexual harassment).

2270.3.1.3 Exploiting security weaknesses of the District's computing resources and/or other networks or computers outside the District.

2270.3.1.4 Internet access is to be used for District business purposes only (unless the employee is on break). Employees who have completed all job tasks should seek additional work assignments. Use of the Internet should not interfere with the timely and efficient performance of job duties. Access to the Internet and e-mail is not a benefit of employment with the District.

(Personal use of the Internet, e-mail, and other electronic communications is prohibited.)

2270.3.2 Employees do not have any right to privacy in any District computer resources, including e-mail messages produced, sent, or received by District computers or transmitted via the District's servers and network. Employee access to the Internet and e-mail is controlled by use of a password. The existence of a password does not mean that employees should have any expectation of privacy. Employees must disclose their passwords to the District upon request, and the District will maintain a file of all passwords currently in use. The District may monitor the contents of all e-mail messages to promote the administration of the District, its business, and policies.

2270.3.3 Employees access to and use of the Internet, e-mail, and other electronic communications will be monitored frequently. Failure to follow the policy may lead to discipline, up to and including immediate termination. Disciplinary action may include the removal of Internet and e-mail access from their computer or termination of employment with the District.

2270.3.4 The Internet and e-mail provide means by which employees of the District may communicate with its customers (general public). Messages to or from customers through the District's e-mail system may be considered part of the District's business records and should be treated as such.

2270.3.5 Deleting an e-mail message does not necessarily mean the message cannot be retrieved from the District's computer system. For a specific period of time, the District retains backup copies of all documents, including e-mail messages, produced, sent, and received on the District's computer system.

2270.3.6 E-mail and any attachments are subject to the same ethical and legal concerns and standards of good conduct as memos, letters, and other paper-based documents. E-mail can be forwarded to others, printed on paper, and is subject to possible discovery during lawsuits in which the District may be involved.

2270.3.7 Currently all District e-mail being sent is not encrypted. Unencrypted electronic mail is not a secure way of exchanging information or files. Due to the way Internet data is routed, all messages are subject to "eavesdropping." Messages may be "stolen" as they temporarily reside on host machines waiting to be routed to their destination, or they may be purposefully intercepted from the Internet during transfer to the recipient. It is possible for someone other than the intended recipient to capture, store, read, alter/or re-distribute your message. Do not transmit information in an electronic mail message that should not be written in a letter, memorandum, or document available to the public.

2270.3.8 E-mail, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

2270.3.9 Use of electronic mail or the Internet to distribute copyrighted materials is prohibited.

2270.3.10 Each user should take the necessary steps to prevent unauthorized disclosure of confidential or privileged information.

2270.3.11 Use of electronic mail or the Internet to send offensive messages of any kind is prohibited.

2270.3.12 Use of electronic mail or the Internet for inappropriate or unauthorized advertising and promotion of the District is prohibited.

2270.3.13 When District employees communicate using electronic mail or other features of the Internet, the employee must be extremely mindful of the image being portrayed of the District.

2270.3.14 Computer viruses can become attached to executable files and program files. Receiving and/or downloading executable files and programs via electronic mail or the Internet without express permission of the Systems Administrator is prohibited. This includes, but is not limited to, software programs and software upgrades. This does not include e-mail and/or documents received via e-mail and the Internet. All downloaded files must be scanned for viruses.

2270.3.15 Use of another user's name/account, without express permission of the Systems Administrator, to access the Internet is strictly prohibited.

2270.3.16 Personal use of the District's computer resources for personal commercial activity or any type of illegal activity is strictly prohibited.

2270.3.17 It is advisable for all employees of the District to remind customers/clients/contractors of these security issues when sending confidential electronic mail and/or documents to the District via electronic mail.

2270.3.18 The District will not be responsible for maintaining or payment of personal Internet accounts or related software.

2270.3.19 E-mail that users need to retrieve from their personal Internet account must be retrieved via that User's personal Internet account. District users will not access such personal e-mail account using the District's network system, telephone system, modem pool, or communication server.

2270.3.20 Employees will only access the Internet through the District's network. Internet access through other methods (i.e. modems) will not be allowed, unless specifically authorized by the Director of Information Technology.

2270.3.21 Employees will only access the Internet using the approved Internet browser (Internet Explorer). Any other browser being used on a workstation will be promptly removed.

2270.3.22 Employees will respect all copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication, which is downloaded onto District computer resources, becomes the sole property of the District.

2270.3.23 Employees will only download information and/or publications for official business purposes.

2270.3.24 Employees are to scan all downloaded materials before using or opening them on their computers to prevent the introduction of computer viruses.

2270.3.25 All list subscriptions should be for business purposes only. The employee will make sure List Servers are notified when the employee leaves the District.

2270.4 Employee Acceptance. By signing this agreement, I hereby represent that I have read, understand, and agree to the District's Internet, e-mail, and electronic communications ethics, usage, and security policy.

Date

Signature

Print name here

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees. He/she administers the District and has exclusive management and control of the operations and works of the District, subject to approval by the board of Trustees, and provides day-to-day leadership for the District. He/she has general charge, responsibility and control over all property of the District.

2300.1.1 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.

2300.1.2 He/she employs such assistants and other employees as he/she deems necessary for the proper administration of the District and the proper operation of the works of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees. He/she will delegate authority at his/her discretion and has authority over and directs all employees, including terminating for cause or lack of worthwhile work. His/her personnel management goal will be to provide a motivating work climate for District employees.

2300.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints. He/she encourages citizen participation in the affairs of the District.

2300.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District, facilitating constructive and harmonious Board relations. He/she will translate the goals and objectives of the Board to the community.

2300.1.5 He/she will prepare and manage the District budget, conducting studies, making oral and written presentations.

2300.2 Typical Tasks

2300.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

2300.2.2 Prepares the library budget for Board review and administers the adjusted budget.

2300.2.3 Serves as liaison between the Library District, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

2300.2.4 Plans and organizes the development of long-range library building programs, additions to library services, and related activities.

2300.2.5 Recruits, interviews, selects, and evaluates the performance of library personnel.

2300.2.6 Conducts labor negotiations.

2300.2.7 Directs and coordinates the public relations activities of the library.

2300.2.8 Participates in Library Board meetings by preparing the agenda, presenting policy matters for Board review, and writing Board minutes.

2300.2.9 Formulates library personnel policies for Library Board review, plans and organizes training programs, and is responsible for personnel actions, work assignments, and related matters.

2300.2.10 Prepares and submits reports of library activities to the Library Board, to the State Library of California, and to other governmental agencies as requires.

2300.2.11 Plans and directs the acquisition, implementation and usage of data processing systems.

2300.2.12 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including extensive experience in a supervisory capacity. He/she will possess a valid California drivers license.

2300.4 Desirable Qualifications:

2300.4.1 Possession of a masters degree in public administration or a related field

2300.4.2 The ability to efficiently prepare annual budgets and long-term revenue/ outlay plans

2300.4.3 The ability to effectively communicate, both written and verbal, with the Library Board, staff, constituents and representatives of other agencies

2300.4.4 The ability to meet and serve the public courteously and efficiently

2300.4.5 Extensive knowledge of the principles and practices of modern public librarianship

2300.4.6 Extensive knowledge of planning, administering and appraising a public library program

2300.5 Other Requirements:

2300.5.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.2 Must possess mobility to operate a motor vehicle.

2300.5.3 Must possess vision to read printed materials and a computer screen.

2300.5.4 Must possess stamina to move about the Library.

2300.5.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.6 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

2300.5.7 Attendance at off-hours meetings and occasional travel are required.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Public Services
POLICY NUMBER: 2305

2305.1 The Public Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the adult services, children's services and literacy services programs of the library. May be designated in charge of the Library during the absence of the Library Director.

2305.1.1 He/she attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 He/she oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.4 He/she coordinates the continuing education and in-service training program for the Public Services staff

2305.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2305.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations. He/she shall translate the goals and objectives of the Board to the staff and the community.

2305.1.7 He/she prepares monthly and annual reports on the public service activities of the Library.

2305.1.8 He/she coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

- 2305.2.2** Coordinates Library services projects with the City of Placentia and other outside organizations.
- 2305.2.3** Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.
- 2305.2.4** Manages and coordinates the Library's WEB site.
- 2305.2.5** Manages the passport application agency program.
- 2305.2.6** Manages the Library's programs for adults and children and schedules and coordinates exhibits.
- 2305.2.7** Prepares grant applications for Public Service activities.
- 2305.2.8** Establishes and implements work procedures for department staff.
- 2305.2.9** Negotiates and manages contracts and service agreements with Library vendors.
- 2305.2.10** Speaks before community groups about books and Library services.
- 2305.2.11** Participates in recruiting, interviewing, selecting Public Services staff and evaluating the performance of Public Services personnel.
- 2305.2.12** Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.
- 2305.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May take notes for the minutes in the absence of the Administrative Assistant.
- 2305.2.14** Plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2305.2.15** Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2305.2.16** May be required to work up to half-time on a public services desk or in the literacy department.
- 2305.2.17** Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications. He/she shall possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's

degree in a related field, and shall have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she shall possess a valid California driver's license.

2305.4 Knowledge and abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies.

2305.4.2 Knowledge of computer hardware and software operations

2305.4.3 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2305.4.4 Knowledge of reference sources and methods to serve adult and children.

2305.4.5 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.6 Knowledge of basic fund accounting and budgeting.

2305.4.7 Ability to apply the knowledge listed above.

2305.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.9 Ability to respond to common inquiries or complaints from Library customers.

2305.4.10 Ability to supervise staff and implement personnel policies and procedures.

2305.4.11 Ability to analyze difficult problems and recommend solutions.

2305.4.12 Ability to take independent action.

2305.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2305.4.14 Ability to present information to Library management, public groups and the Library Board of Trustees.

2305.4.15 Ability to organize and manage work flow for self and others.

2305.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2305.5 Physical Demands

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2305.5.1.2 Must possess mobility to operate a motor vehicle.

2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2305.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2305.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2305.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2305.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2305.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2305.6 Work Environment

2305.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2605.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Technical Services
POLICY NUMBER: 2307

2307.1 The Technical Services Manager is an exempt managerial classification under the general direction of and reporting to the Library Director. Manages the circulation services, and acquisitions and processing services programs of the library as well as all computer operations and services. May be designated in charge of the Library during the absence of the Library Director.

2307.1.1 He/she attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 He/she participates in the selection of staff for his/her activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 He/she oversees the preparation of public service desk schedules for the Circulation Department and the assignment of substitute hours.

2307.1.4 He/she coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.5 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.6 He/she seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2307.1.7 He/she prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks

2307.2.1 Directs, coordinates, and reviews the activities of the Technical Services activities concerning personnel, resources, equipment, services and programs.

- 2307.2.2** Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.
- 2307.2.3** Plans, organizes, supervises, evaluates, and prepares and implements the budget for the circulation services and acquisitions and processing services programs of the library
- 2307.2.4** Allocates the library materials budget and coordinates and supervises the materials selection process
- 2307.2.5** Manages the installation and operation of computer hardware, software and database systems in the Library.
- 2307.2.6** Manages the online catalog for the Library and instructs staff in the use of the online library system.
- 2307.2.7** Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.
- 2307.2.8** Prepares grant applications for Technical Services activities.
- 2307.2.9** Establishes and implements work procedures for department staff.
- 2307.2.10** Negotiates and manages contracts and service agreements with Library vendors.
- 2307.2.11** Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.
- 2307.2.12** Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.
- 2307.2.13** Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review. May takes notes for the minutes in the absence of the Administrative Assistant.
- 2307.2.14** Plans and organizes training programs for the Technical Services staff, and is responsible for personnel actions, work assignments, and related matters.
- 2307.2.15** Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.
- 2307.2.16** May be required to work up to half-time on a Public Service desk.
- 2307.2.17** Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in increasingly responsible public library management positions, including a minimum of two years as a department supervisor. He/she will possess a valid California driver's license.

2307.4 Knowledge and abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies.

2307.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2307.4.3 Knowledge of personal computer and network hardware and software operations.

2307.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources.

2307.4.5 Knowledge of reference sources and methods to serve adult and children.

2307.4.6 Knowledge of literature and standard works in various fields.

2307.4.7 Knowledge of basic fund accounting and budgeting.

2307.4.8 Ability to apply the knowledge listed above.

2307.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.10 Ability to respond to common inquiries or complaints from Library customers.

2307.4.11 Ability to supervise staff and implement personnel policies and procedures.

2307.4.12 Ability to analyze difficult problems and recommend solutions.

2307.4.13 Ability to take independent action.

2307.4.14 Ability to prepare and present reports that conform to prescribed style and format.

2307.4.15 Ability to present information to Library management, public groups and the Library Board of Trustees.

2307.4.16 Ability to organize and manage work flow for self and others.

2307.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2307.5 Physical Demands

2307.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2307.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2307.5.1.2 Must possess mobility to operate a motor vehicle.

2307.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2307.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2307.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2307.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2307.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2307.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2307.6 Work Environment

2307.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2607.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Administrative Assistant
POLICY NUMBER: 2309

2309.1 The Administrative Assistant is an exempt managerial classification under the general direction of and reporting to the Library Director. Works directly with the Library Director, Library Board of Trustees and Managers of Public Services and Technical Services. Performs a wide variety of complex clerical, keyboard, and bookkeeping/accounting tasks, requiring specialized knowledge involving broadly defined policies and procedures. May be designated in charge of the Library during the absence of the Library Director.

2309.1.1 Attends meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2309.1.2 Participates in the selection of Library staff.

2309.1.3 Maintains the schedule for performance evaluations and merit pay increase recommendations for eligible employees and coordinates these with the Library Director and Managers of Public Services and Technical Services.

2309.1.4 Maintains the District's checkbooks.

2309.1.5 Manages the accounts payable and receivable and prepares all claims for payment.

2309.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2309.1.7 Seeks to carry into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the administrative activities and facilitating constructive and harmonious staff relations. He/she will translate the goals and objectives of the Board to the staff and the community.

2309.1.8 Prepares monthly and annual reports on the administrative activities of the Library.

2309.2 Typical Tasks

- 2309.2.1** Directs, coordinates, and reviews the Administrative activities of the Library concerning personnel, resources, equipment, services and programs.
- 2309.2.2** Deposits District receipts and maintains checkbooks for all District and Placentia Library Foundation accounts.
- 2309.2.3** Processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor.
- 2309.2.4** Maintains the office general ledger for the Library and the Placentia Library Foundation.
- 2309.2.5** Prepares materials for the annual audit and coordinates all activities with the District's independent auditor
- 2309.2.6** Prepares and maintains payroll and personnel records including worker's compensation insurance, risk management insurance, pension fund and 457 plan.
- 2309.2.7** Maintains files and records related to the operations of the Administrative Office
- 2309.2.8** Receives complaints from vendors, staff and the public and takes steps to see that they are addressed
- 2309.2.9** Makes travel arrangements for Library Staff and Trustees.
- 2309.2.10** Schedules the use of the Meeting and Conference Rooms.
- 2309.2.11** Prepares District's financial and personnel reports to the State Library and other agencies.
- 2309.2.12** Coordinates bid processes and purchasing (excluding books and library materials).
- 2309.2.13** Coordinates maintenance and safety of the Library's physical facility.
- 2309.2.14** Works on special projects as assigned
- 2309.2.15** Negotiates and manages contracts and service agreements with Library vendors.

2309.2.16 Participates in recruiting, interviewing, selecting administrative staff and evaluating the performance of administrative personnel.

2309.2.17 Makes recommendations to the Library Director concerning the public relations activities for administrative activities.

2309.2.18 Participates in Library Board meetings by preparing agenda items assigned by the Library Director, presenting policy matters for Board review, taking notes and preparing the minutes.

2309.2.19 Plans and organizes training programs for the administrative staff, and is responsible for personnel actions, work assignments, and related matters.

2309.2.20 Prepares and submits reports of administrative activities to the Library Director, to the State Library of California, and to other governmental agencies as requires.

2309.2.21 Serves as a United States Passport Application Acceptance Agent and coordinates supplies and mailing procedures.

2309.3 Required Qualifications. He/she will have the equivalent to two years post high school education. He/she will have three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, word processing, spreadsheet, database, scheduling and writing skills. He/she will possess a valid California driver's license.

2309.4 Knowledge and abilities:

2309.4.1 Proficiency in Work, Excel and Quickbooks

2309.4.2 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2309.4.3 Knowledge of personal computer hardware and software operations

2309.4.4 Knowledge of basic fund accounting and budgeting.

2309.4.5 Ability to apply the knowledge listed above.

2309.4.6 Ability to use word processing software accurately by typing from clear copy at a speed of not less than sixty (60) words per minute, and create and use labels, data and formulas on an electronic spreadsheet.

2309.4.7 Ability to manage work flow in an orderly fashion while processing multiple simultaneous projects.

2309.4.8 Ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2309.4.9 Ability to respond to common inquiries or complaints from Library customers.

2309.4.10 Ability to supervise staff and implement personnel policies and procedures.

2309.4.11 Ability to analyze difficult problems and recommend solutions.

2309.4.12 Ability to take independent action.

2309.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2309.4.14 Ability to present information to Library management and the Library Board of Trustees.

2309.4.15 Ability to organize and manage work flow for self and others.

2309.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2309.5 Physical Demands

2309.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2309.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2309.5.1.2 Must possess mobility to operate a motor vehicle.

2309.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2309.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2309.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2309.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2309.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2309.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2309.6 Work Environment

2309.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2609.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Librarian II
POLICY NUMBER: 2315

2315.1 A non-exempt supervisory classification under the general direction of the Manager of Public Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Supervises the either the reference and adult services activities or the children's services activities including readers advisory, instructing the public in the use of library materials and equipment, selecting print and audio/visual materials and managing the adult services or children's services sections of the District's web site. Supervises and trains public service desk personnel and volunteers. Develops and presents programs and exhibits.

2315.1.1 Does specialized reference work using print and electronic formats.

2315.1.2 Responsible for coordinating the selection and de-selection of books and other library materials for the assigned area of the Library.

2315.1.3 He/she prepares for the Public Services Manager's approval the public service desk schedules for the Reference Desk or the Children's Desk and the assignment of substitute hours.

2315.1.4 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2315.1.5 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2315.1.6 He/she prepares monthly and annual reports as assigned by the Public Services Manager.

2315.2 Typical Tasks

2315.2.1 Implements the public services program of the Library at either the Reference Desk or the Children's Services Desk..

2315.2.2 Assists the Public Services Manager with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

- 2315.2.3** Allocates the library materials budget assigned to that department.
- 2315.2.4** Handles reference questions referred by other staff; performs professional library work including the preparation of bibliographies; catalogs and classifies library materials
- 2315.2.5** Advises the Technical Services Manager on catalog problems and recommends changes
- 2315.2.6** Recommends policies for public services to the Manager of Public Services.
- 2315.2.7** Reviews and makes recommendations on purchases, repair or discard of books and other library materials.
- 2315.2.8** Establishes and implements work procedures for department staff.
- 2315.2.9** Trains and supervises librarians, library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
- 2315.2.10** Represents the District's Reference and Adult Services department or the Children's Department at Santiago Library System and the Library of California.
- 2315.2.11** Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
- 2315.2.12** Coordinates programs and exhibits as assigned by the Manger of Public Services.
- 2315.2.13** Prepares and submits reports of activities to the Manager of Public Services as required.
- 2315.2.14** Serves as a United States Passport Application Acceptance Agent.

2315.3 Required Qualifications. He/she will possess a masters degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field, and will have five years experience in a library of recognized standards, preferably including public service desk assignments. He/she will possess a valid California driver's license.

2315.4 Knowledge and abilities:

- 2315.4.1** Knowledge of modern public library organization, procedures and policies.
- 2315.4.2** Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
- 2315.4.3** Knowledge of personal computer and network hardware and software operations

- 2315.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2315.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2315.4.6 Knowledge of current events, literature and standard works in various fields.
- 2315.4.7 Knowledge of personnel, safety management and supervisory skills.
- 2315.4.8 Ability to apply the knowledge listed above.
- 2315.4.9 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2315.4.10 Ability to respond to common inquiries or complaints from Library customers.
- 2315.4.11 Ability to supervise staff and implement personnel policies and procedures.
- 2315.4.12 Ability to analyze difficult problems and recommend solutions.
- 2315.4.13 Ability to take independent action.
- 2315.4.14 Ability to prepare and present reports that conform to prescribed style and format.
- 2315.4.15 Ability to efficiently use word processing, spreadsheet, database , desktop publishing and library system software applications.
- 2315.4.16 Ability to organize and manage work flow for self and others.
- 2315.4.17 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2315.5 Physical Demands

2315.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2315.5.1.2 Must possess mobility to operate a motor vehicle.

2315.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2315.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2315.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2315.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2315.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2315.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2315.6 Work Environment

2315.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2315.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Librarian I
POLICY NUMBER: 2317

2317.1 A non-exempt professional classification under the general direction of the Manager of Public Services or the Manager of Technical Services. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills. Instructs the public in the use of library materials and equipment, selects print and audio/visual materials as assigned by the Manager of Technical Services. Supervises and trains public service desk personnel and volunteers.

2317.1.1 Does specialized reference work using print and electronic formats.

2317.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2317.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2317.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2317.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2317.2 Typical Tasks

2317.2.1 Answers reference questions at a public service desk.

2317.2.2 Performs professional library work including the preparation of bibliographies and organizing library materials and exhibits.

2317.2.3 Advises the Technical Services Manager on catalog problems and recommends changes.

2317.2.4 Recommends policies for public services to the Manager of Public Services.

2317.2.5 Assists the public in making the most effective use of the Library's collection and facility.

- 2317.2.6 Assists the public with using the electronic databases and reference services.
 - 2317.2.7 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.
 - 2317.2.8 Establishes and implements work procedures for department staff.
 - 2317.2.9 Trains and assists library assistants, volunteers and other staff assigned to Reference Desk or Children's Services Desk..
 - 2317.2.10 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.
 - 2317.2.11 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.
 - 2317.2.12 Serves as a United States Passport Application Acceptance Agent.
- 2317.3 Required Qualifications. He/she will possess a master's degree in library or information science from a school accredited by the American Library Association, or a master's degree in a related field. He/she will possess a valid California driver's license.
- 2317.4 Knowledge and abilities:
- 2317.4.1 Knowledge of modern public library organization, procedures and policies.
 - 2317.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.
 - 2317.4.3 Knowledge of personal computer hardware and software operations
 - 2317.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
 - 2317.4.5 Knowledge of reference sources and methods to serve adult and children.
 - 2317.4.6 Knowledge of current events, literature and standard works in various fields.
 - 2317.4.7 Ability to apply the knowledge listed above.
 - 2317.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
 - 2317.4.9 Ability to respond to common inquiries or complaints from Library customers.
 - 2317.4.10 Ability to follow Library policies and procedures.

2317.4.11 Ability to analyze difficult problems and recommend solutions.

2317.4.12 Ability to take independent action.

2317.4.13 Ability to prepare and present reports that conform to prescribed style and format.

2317.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.

2317.4.15 Ability to organize and manage work flow for self.

2317.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2317.5 Physical Demands

2317.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2317.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2317.5.1.2 Must possess mobility to operate a motor vehicle.

2317.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2317.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2317.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2317.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2317.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2317.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2317.6 Work Environment

2317.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2617.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Assistant
POLICY NUMBER: 2319

2319.1 A non-exempt paraprofessional classification under the general direction of the Library Director, Manager of Public Services or the Manager of Technical Services. . Performs library work in the reference, circulation, technical services, literacy or administration departments. Performs a variety of responsible, specialized activities requiring a broad knowledge of books, information systems, interactive searching and interpersonal communication skills.

2319.1.1 Does specialized reference work using print and electronic formats.

2319.1.2 Responsible for selecting and de-selecting books and other library materials for areas of the collection assigned by the Manager of Technical Services.

2319.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2319.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board to the staff and the community.

2319.1.5 He/she prepares monthly and annual reports as assigned by the Public Services Manager or Technical Services Manager.

2319.1.6 May supervise clerical staff or volunteers.

2319.2 Typical Tasks

2319.2.1 Answers reference questions at a public service desk.

2319.2.2 Works in Technical Services in support of professional staff. Operates the library system software for Acquisitions, manages ordering and receiving operations for library materials, and prepared library materials invoices for payment.

2319.2.3 Works in Administration as the volunteer and support organization coordinator. Assists with fundraising projects for the Friends of Placentia Library and the Placentia Library Foundation.

2319.2.4 Works at the Circulation Desk as the supervisor.

2319.2.5 Manages the library system software for circulation, patron registration and delinquent account collections in compliance with Tri City Library Consortium and Placentia Library District policies and procedures.

2319.2.6 Manages the collection of fines and processing collection notices for delinquent accounts.

2319.2.7 Manages the cash receipts and maintains accurate financial and statistical records for the Circulation Department.

2319.2.8 Manages the public photocopier machines and the Vendacard dispenser.

2319.2.9 Recommends policies for public services to the Manager of Public Services.

2319.2.10 Assists the public in making the most effective use of the Library's collection and facility.

2319.2.11 Assists the public with using the electronic databases and reference services.

2319.2.12 Serves as a United States Passport Application Acceptance Agent.

2319.2.13 Plans and implements a component of the Literacy Department under the supervision of the Manager of Public Services.

2319.2.14 Reviews and makes recommendations on purchases, repair or discard of books and other library materials in areas assigned by the Manager of Technical Services.

2319.2.15 Establishes and implements work procedures for department staff.

2319.2.16 Makes recommendations to the Manager of Public Services concerning the public relations activities for adult services or children's services.

2319.2.17 Prepares and submits reports of activities to the Manager of Public Services or Manager of Technical Services as required.

2319.3 Required Qualifications. He/she will possess a B.A. or B.S. degree. He/she will possess a valid California driver's license.

2319.4 Knowledge and abilities:

2319.4.1 Knowledge of modern public library organization, procedures and policies.

2319.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2319.4.3 Knowledge of personal computer hardware and software operations

- 2319.4.4 Knowledge of skills required to perform reference work for adult and children using print and electronic resources and interactive searching.
- 2319.4.5 Knowledge of reference sources and methods to serve adult and children.
- 2319.4.6 Knowledge of current events, literature and standard works in various fields.
- 2319.4.7 Ability to apply the knowledge listed above.
- 2319.4.8 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- 2319.4.9 Ability to respond to common inquiries or complaints from Library customers.
- 2319.4.10 Ability to follow Library policies and procedures.
- 2319.4.11 Ability to analyze difficult problems and recommend solutions.
- 2319.4.12 Ability to take independent action.
- 2319.4.13 Ability to prepare and present reports that conform to prescribed style and format.
- 2319.4.14 Ability to efficiently use word processing, spreadsheet, database, desktop publishing and library system software applications.
- 2319.4.15 Ability to organize and manage work flow for self.
- 2319.4.16 Ability to establish and maintain effective relations with co-workers, the public and community organizations.

2319.5 Physical Demands

2319.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2319.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2319.5.1.2 Must possess mobility to operate a motor vehicle.

2319.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2319.5.1.4 The employee is required to sit; use hands to finger, handle, or feel objects; twist and reach with hands and arms.

2319.5.1.5 The employee is required to stand; walk; and stoop, kneel, or crouch.

2319.5.1.6 Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry supplies weighing up to twenty pounds is required.

2319.5.1.7 See to perform data entry. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

2319.5.1.8 Attendance at off-hours meetings and occasional travel are required.

2319.6 Work Environment

2319.6.1 The work environment characteristics described here are representative of those and employee encounters while performing the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2619.6.2 Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Clerk II
POLICY NUMBER: 2321

2321.1 A non-exempt clerical classification under the general direction of the Library Director, Manager of Public Services, Manager of Technical Services or the Circulation Supervisor. Performs clerical library work in the reference, circulation, technical services, literacy or administration departments. Performs routine and advanced clerical duties.

2321.1.1 Manages the library system software for magazines.

2321.1.2 Prepares delinquent accounts for reporting to the collection agency.

2321.1.3 Processes incoming and outgoing interlibrary loan materials.

2321.1.3 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public.

2321.1.4 He/she seeks to carry into effect the expressed policies of the Board of Trustees. He/she will translate the goals and objectives of the Board Library customers.

2321.1.5 Manages the Circulation Desk in the absence of the Circulation Supervisor.

2321.1.6 May supervise clerical staff, substitutes clerks or volunteers.

2321.2 Typical Tasks

2321.2.1 Locates, checks-in and checks-out library materials for customers.

2321.2.2 Processes telephone renewals.

2321.2.3 Prepares the daily announcements for the telephone system.

2321.2.4 Files documents and library materials by library filing rules.

2321.2.5 Issues and renews library cards.

2321.2.6 Operates a variety of office and business equipment.

2321.2.7 Calculates and collects fines and fees at the Circulation Desk.

- 2321.2.8 Answers telephone and transfers calls to the appropriate staff or department.
- 2321.2.9 Uses keyboard for data entry for tasks incidental to clerical duties, including the use of word processing and spreadsheet programs.
- 2321.2.10 Records daily statistics at the Circulation Desk.
- 2321.2.11 Receives cash and credit card transactions at the Circulation Desk.
- 2321.2.12 Processes overdue and collection notices according to Tri City Library Consortium and Placentia Library District policies and procedures.
- 2321.2.13 Prepares books and other library materials for public use.
- 2321.2.14 Repairs books and other library materials.
- 2321.2.15 Works in Technical Services in support of professional staff.
- 2321.2.16 Assists the public with using the public photocopier machines and the Vendacard dispenser.
- 2321.2.17 Recommends policies for public services to the Circulation Supervisor, Manager of Technical Services or Manager of Public Services.
- 2321.2.18 Assists the public in making the most effective use of the Library's collection and facility.
- 2321.2.19 Serves as a United States Passport Application Acceptance Agent.

2321.3 Required Qualifications. He/she will possess a high school diploma or the equivalent. He/she will have five years of clerical experience in a library or public service setting. He/she will possess a valid California driver's license.

2321.4 Knowledge and abilities:

- 2321.4.1 Ability to type a minimum of thirty (30) words per minute.
- 2321.4.2 Ability to perform general clerical work including word processing and spreadsheet data entry.
- 2321.4.3 Ability to file accurately according to library filing rules.
- 2321.4.4 Ability to meet the public with tact and courtesy.
- 2321.4.5 Ability to follow oral and written instructions.