

Chestatee Regional Library System

Personnel Policies

Approved by the Chestatee Regional Library Board of Trustees
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**Chestatee Regional Library System Policies
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SECTION VI: PERSONNEL POLICIES

Part 1 - General Provisions

1.1 Welcome

Welcome to employment with Chestatee Regional Library System. We are pleased that you are joining the Chestatee Regional Library System team. We trust you will find your employment at the library to be a positive and rewarding experience. A dedicated, enthusiastic, and creative staff is the reason for our excellent customer service and reputation. Your selection for a position with our system indicates that we believe you will join the members of the Chestatee Regional Library System staff and continue this tradition of giving the best possible library service to our region.

The library makes every effort to provide secure employment and rewarding careers for those who meet our standards of performance and conduct. However, all employees of the library are “at will” employees. Since employment at the library is based upon mutual consent, either the employee or the employer may terminate the relationship at any time and at their discretion and with or without cause. Neither your employment, nor the maintenance of personnel policies, procedures and benefits creates a contract of employment.

This manual will familiarize you with the policies and procedures of our library. It details many of the personnel policies and procedures, explains your responsibilities as an employee, and summarizes the benefits you may expect. If you have any questions, always feel free to consult your supervisor, the Business Manager, or the Director. Keeping communication open between you and your supervisor will be very important.

I wish you much success and happiness with your work!

Leslie Clark
Director

1.2 Purpose

It is the purpose of these policies to guide administrative action concerning the various personnel activities and operations of the Chestatee Regional Library System. They are intended to indicate the usual and most reasonable methods for carrying out the aims of the personnel program, consistent with the following principles:

- Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge, and skills, including open consideration of qualified candidates for initial employment;
- Provision of equitable and adequate compensation;
- Training employees as needed, and as practicable, to help assure high quality performance;

- Retaining employees on the basis of the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected;
- Assuring fair treatment to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, creed or disability, and with proper regard for their privacy and constitutional rights as citizens;
- Assuring that employees are protected against coercion for partisan political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or nomination for office.

The policies and benefits described in this handbook are not intended to be conditions of employment and the library reserves the right to alter, modify, amend or terminate these policies and benefits, in whole or in part, at any time, at the library's sole discretion and without notice to employees.

1.3 Objectives

This policy manual should:

- Promote understanding and consistent application of personnel policy and procedure;
- Standardize the handling of recurring matters;
- Identify authority and responsibility with regard to personnel policy and procedure administration;
- Provide a guide when training new staff;
- Provide a point of reference in reviewing and improving policies, procedures and practices.

1.4 Positions Covered

These rules and policies cover all Chestatee Regional Library System positions.

1.5 Administration

These policies shall be administered and enforced by the Library Director, as empowered by the Chestatee Regional Library System Board of Trustees. The Library Board shall have the authority to employ, evaluate, and terminate the Chestatee Regional Library System Director. The Library Director shall have the authority to employ, evaluate and/or terminate all staff members as necessary in compliance with applicable local, state, and federal laws and availability of funds.

While the Library Director will have final authority on all personnel actions, it is the responsibility of the Management Team to ensure that all policies and procedures are administered in a consistent and impartial manner. Managers will be responsible for:

- Making recommendations for hiring;
- Assignment of work;
- Supervision of employees;

- Evaluation of employee performance;
- Development and implementation of training programs;
- Initiation of other personnel actions.

1.6 Policy Changes

The Chestatee Regional Library System Board of Trustees reserves the right to change these policies by resolution if the changes do not adversely affect the rights of the employees in accordance with local, state, and federal laws.

1.7 Definitions

Administrative Staff: The management team of the library as specified by the organizational chart.

Schedule Adjustments: Time given at the rate of time and a half in lieu of money for hours worked in excess of the regularly-scheduled number of hours in a work period per FLSA (Fair Labor Standards Act) regulations.

Close Relatives: Same as **Immediate Family**.

Exempt Employees: Professional librarians and employees with the title of Manager are considered exempt from overtime requirements until the new FLSA salary standards go into effect Dec 1, 2016. Once in effect only those employees making the minimum salary requirement as set by FLSA will be considered exempt. All other employees are considered non-exempt.

Grievance: A written complaint made by a library employee alleging that his or her employment or productivity has been adversely affected by unfair treatment by the library; and/or unsafe or unhealthy working conditions; and/or erroneous or capricious application of library policies and procedures; and/or unlawful discrimination based on race, color, religion, sex, national origin, age, handicap, or other protected classification.

Immediate Family: Included are: spouse, children, parents, parents-in-law, grandparents, grandchildren, sisters, brothers, sons-and daughters-in-law, or any other person who is acting in one of the above capacities. Also included are those who live in the same household who present themselves to the community as “a family”, although they may not be legally related.

Training Period: Generally, the initial six (6) months of employment during which an employee is observed for effective performance. The six-month period may be extended at the discretion of the Director.

Regular Full-time Employees: Those who work 30 to 40 hours per week, are employed on a continuing or regular basis following the completion of the training period, and who earn benefits.

Regular Part-time Employees: Those who work less than 30 hours a week and are employed on a continuing or regular basis following the completion of the training period, and who earn partial benefits or no benefits.

Temporary Employees: Those who are hired for a specified period only and who earn no benefits. Temporary employees may be either full-time or part-time.

Workweek: The normal work period (7 days) for the library begins at 12:01 a.m. Saturday and ends at 12 midnight Friday.

Part 2 - Ethics and Conduct

2.1 Code of Ethics for Library Employees

Every citizen has the right as an individual to take part in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by law or regulation. However, since personal views and activities may be representative of the institution, proper precaution must be taken to distinguish between private actions and those authorized in the name of the institution.

Staff members of the Chestatee Regional Library System have special responsibilities to:

- Maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement;
- Learn and execute the library policies and to express in a positive manner any concern or objection with the policies, philosophies or programs of the library;
- Maintain an objective and open attitude of understanding, courtesy, and concern for the patron's needs;
- Protect the essential, confidential relationship which exists between a library user and the library;
- Serve all patrons equitably according to their needs;
- Make the library resources and services known and easily accessible to all current and potential users;
- Carry out activities assigned under the policies of the library in a spirit of cooperation;
- Avoid personal financial gain at the expense of the institution;
- Be cognizant of the obligations of employment and of what constitutes abuse of working conditions and benefits;
- Acknowledge the importance of the work done by all staff in all departments and to maintain a sense of loyalty to and cooperation with fellow staff members;
- Carry out assignments so that fellow staff members need not assume added responsibilities except in emergencies;
- Share knowledge and expertise with others;
- Respect the abilities and knowledge of other staff and to treat others with respect.

2.2 Attendance and Punctuality

Library employees are expected to adhere to the library work schedule. If this becomes impossible because of illness or emergency, the staff member should notify both the business office and their supervisor in advance or as soon as possible.

Punctuality is expected of all library employees at all times. Repeated tardiness will be noted in an employee's personnel record and may be used as grounds for dismissal.

2.3 Personal Appearance

Public image plays an important role in developing and maintaining support for the Chestatee Regional Library System. Appearance should generate patron respect and trust in your professional skills. Good personal hygiene is expected. In order to maintain a public image consistent with a professional organization, it is expected that each staff member's dress and grooming will be appropriate for a casual business environment and in keeping with his or her work assignment. Casual business is defined as professional attire that is clean, neat, and mended. Clothing and accessories should not draw inappropriate or disruptive attention to the individual. Denim jeans that meet the above criteria may be worn. Employees who do not dress appropriately will be counseled on an individual basis and may be sent home on their own time to change into appropriate attire.

No dress code can address all contingencies, and this policy does not attempt to itemize all current and future clothing options. Following are guidelines to assist employees in determining whether attire is acceptable. (If you have to ask it is probably not business casual).

- Only library related or library program specific t-shirts may be worn.
- Clothing that is revealing, low cut or see through is unacceptable. This falls under the "inappropriate or disruptive attention" stated above.
- No flip-flops or "barefoot sandals" should be worn.
- Shorts, midriffs, halters, tank tops, and leggings are prohibited
- Staff working in public areas may not wear audio headphones.
- Denim jeans may be worn with the following conditions. Avoid tears, fraying, writing or other graphics on the jeans. No jeans that are extremely low-rise, too baggy or too tight. No jeans that are dragging on the floor.
- Torso must be covered at all times. When you stretch up or bend down, skin should not show.
- Skirts must not be shorter than 2" above the knee.

2.4 Professional and Public Conduct

In all of its dealings with personnel, the library makes every effort to be fair and to provide good working conditions, equitable payment, and equal opportunity and consideration for all. In return, it expects reasonable effort and productivity, combined with adherence to established rules and guidelines.

Because the demeanor, attitude, and conduct of each library employee is as important to the patron as the service received, the library expects each employee to interact with every patron and staff member with poise, tact, courtesy, and self-discipline and to conduct each encounter with prompt, friendly, and efficient service. For this reason, all employees are expected to conduct themselves in accordance with the following guidelines:

- Each patron should be given courteous and prompt service.

- Prompt and courteous answers to telephone calls are very important. Telephone manners make or lose friends for the library.
- Telephone calls should be answered pleasantly and with the library's name.
- Staff members should show proper restraint and tact at all times.
- Difficult situations, or people, should be brought to the attention of the Branch Manager/Supervisor.
- The staff should be alert and approachable. Patrons should not be made to feel that the staff is completely absorbed in work or conversation and thus too busy to help them.
- Employees working in public areas may not eat food or candy or chew gum while they are on duty.
- Administration or management staff may specify other areas as off limits to eating or drinking.
- Employees are expected to exhibit loyalty to the library system and a spirit of courteous cooperation between individuals and teams when working.
- Except for emergencies, employees are expected to conduct personal business on their own time and away from the public area.
- Employees are expected to exercise due care in the use of library property and to use such property only for authorized purposes.
- Employees are expected to suggest ideas to reduce operating costs to their supervisors.
- Employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee may be impaired because of taking medication according to a doctor's prescription, he or she is expected to discuss it with her/his supervisor before commencing work that day.

2.5 Confidentiality

Library patrons are legally entitled to privacy with respect to information requested on their applications for borrowers' cards, to the information they seek, and to the materials they use or borrow. These matters must not be discussed with other library patrons and should not become the subject of idle conversation among staff members.

Any person who comes to the library and inquires about a patron's reading records or about information contained on the borrower's application cards should be referred to the Library Director or the staff designated as in charge at the time. This information will not be provided except by appropriate court order.

Personal information about staff members, such as home addresses, telephone numbers, children's names, etc., should never be given out on the telephone or across the information desk. Refer inquiries to administrative staff.

2.6 Sexual Harassment

It is illegal and against the policies of the library for any employee, male or female, to sexually harass another employee by (a) making unwelcome sexual

advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or (c) creating an intimidating, hostile, or offensive working environment by such conduct.

No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Any employee who believes he or she has been the subject of sexual harassment, or who suspects sexual harassment of another employee, should report the alleged act immediately, to the appropriate supervisor or another administrator. Upon receiving a complaint, the Director must be notified and an investigation of all complaints will be undertaken immediately. Employees have the right to appeal the findings of such investigations in accordance with the Appeals process. Any supervisor, agent, or other employer who has been found by the library after appropriate investigation to have sexually harassed another employee will be subject to appropriate sanctions depending on the circumstances, from a warning in his or her file up to and including termination.

It is the responsibility of each supervisor to maintain the work place free of sexual harassment. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitative sexual treatment by employees or non-employees, such as vendors or patrons. If any supervisor or any employee becomes aware of, or suspects sexual harassment, it is his/her official duty to immediately report such information to the Director.

The library recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts pertaining to the incident. Given the nature of this type of discrimination, the library recognizes also that false accusations of sexual harassment can cause serious effects on innocent women and men. False accusations will result in severe disciplinary action up to and including termination.

All complaints will be handled in as confidential a manner as possible. An employee who makes a complaint will not suffer adverse job consequences as a result of the complaint.

2.7 Employee Safety

The library strives to develop and maintain safe working conditions and encourages its employees to work carefully and safely and to observe the safety rules of their area or branch. Many injuries are caused by carelessness, even though the job itself is not hazardous. The prevention of accidents is an individual responsibility.

An employee injured on the job should report the injury to his supervisor immediately regardless of how slight it might appear and should also indicate where on library property it occurred. The Business Manager and/or Director should be notified immediately, and an injury report must be completed as soon as possible. In the event of an extreme medical emergency, an employee may be directed to the hospital emergency room or have an ambulance called. An employee can only receive worker's compensation benefits for a work related injury if the injury is reported promptly. What seems like a slight injury may become quite serious after several days. If the injury is not reported when it occurs, an employee may have difficulty proving that it is work related.

Only library personnel and volunteers working under supervision have access to non-public areas of the building.

2.8 Workplace Violence

The safety and security of the library's employees, customers and the general public are of vital importance. Therefore, acts or threats of violence made by an employee against another person's life, health, well-being, family, or property will not be tolerated. Employees found guilty of acts or threats of violence will be subject to discipline, up to and including immediate termination.

The library prohibits the following:

- Any act or threat of violence made by an employee against another;
- Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion;
- Any act or threat of violence that endangers employees, customers or the general public;
- Any act or threat of violence made directly or indirectly by words, gestures or symbols;
- Use or possession of a weapon on library premises.

2.9 Drug Free Workplace

The United States Congress enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal grants is performed in a drug free work environment. Chestatee Regional Library System prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol in the workplace. Such activity clearly affects an employee's ability to perform public duties and may cause an increased risk of accidents and injuries to library employees and others; therefore, Chestatee Regional Library System adopts the following as its drug free policy.

No employee of Chestatee Regional Library System shall illegally engage in the manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol at the workplace. No employee of Chestatee Regional Library System shall use or consume illegal drugs or alcohol outside the workplace so that their ability to perform their work duties is impaired in any way. Such activity will be considered a sufficient ground for a serious adverse

personnel action up to and including dismissal from employment. Not included are substances used in accordance with a valid prescription.

Each employee will be given a copy of this policy. As a condition of employment, employees will sign the policy, thus agreeing to abide by the terms of the Drug Free Policy. If an employee is convicted of violating any criminal drug statute regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the library director in writing of each conviction within five (5) calendar days of the conviction. Within thirty (30) days of notification by the employee or otherwise receiving actual notice of such conviction, the Library Director shall, with respect to the employee if convicted:

- Take appropriate personnel action against such employee up to and including suspension without pay and/or termination; or
- Require such employee to participate satisfactorily in a drug assistance or alcohol rehabilitation program approved for such purposes by local, State, or Federal health, law enforcement, or other appropriate agency.

Failure to comply with any part of this policy will result in serious adverse personnel action up to and including dismissal from employment. Any questions concerning this policy should be directed to the library director.

2.10 Smoking

All library buildings and vehicles in their entirety are designated by the Chestatee Regional Library System Board of Trustees as smoke-free. Staff who wish to smoke at breaks and mealtimes must do so outside the building. Staff members should not smoke within 25 feet of the front entrance of the library or in any location that infringes on patron or staff use of the smoke-free facility.

2.11 Communications

External communications that mention the library in any manner or are on library letterhead must be authorized by the Director, Assistant Director, or Branch Manager prior to submission for publication, or the employee must indicate that the publication does not necessarily represent the views of the library. Use of the library's name in the endorsement of any product or service or other type of promotion is not permitted without prior authorization of the Director

2.12 Civic and political activity

Civic and political activity is vital to a representative government in a free society, and staff members are encouraged to become involved in civic organizations. Employees are free to engage in whatever civic and/or political activity they choose so long as their involvement does not infringe on library time, is not conducted on library premises and is not a conflict of interest. Regularly scheduled and paid work time may not be used to attend meetings that are not job related.

The Internal Revenue Code regarding tax-exempt agencies prohibits employees of public agencies from actively campaigning for any candidates for public office

at the library. Library employees are prohibited from endorsing or advertising a political candidate or issue on library premises with the exception of bumper stickers on employee cars in library parking lots. No promotional materials will be attached to the vehicles owned by the library and political materials will not be permitted on public bulletin boards. The library can provide materials of an educational and informational nature on local, state, and national political issues.

2.13 Other employment

Any outside occupation, pursuit, or endeavor that interferes with the regular and punctual discharge of library duties, or any personal enterprise conducted on library time is prohibited and will result in termination. If activities do not interfere with regular work attendance or quality of work, outside employment is permitted. It should not, however, be in direct conflict with library service or involve the use of confidential information learned directly or indirectly through employment with the library.

2.14 Use of Library Resources

Library telephone and data communication lines are intended for library business purposes only. Incoming and outgoing personal calls are discouraged except in case of emergency and should be kept brief. Employees are responsible for making this clear to family and friends. Personal calls should not be taken at public service desks, but should be taken at phones away from public areas and limited to three minutes. These services may not be used for personal business. Staff should use a phone credit card or charge to their home number any personal long distance calls made from the library.

Library equipment, including computers and printers, is for library business only. Library computers should not be used regularly for personal e-mail, Internet searching, correspondence or other personal purposes. Employees have no right to privacy if the library system's computers are used for personal communication.

The postage meter may not be used for personal mail.

2.15 Staff Purchase of Surplus Library Property

Library staff will receive no special consideration over the general public in the purchase of or access to library materials or equipment that has been withdrawn or declared surplus.

2.16 Reading on Library Time

Reading books and periodicals of professional value is permitted at public work areas only when other deskwork is completed. It is never to be done when patrons are waiting for service.

2.17 Gifts and Gratuities

Monetary gifts and honoraria received for performance of library-related duties should be viewed as a goodwill gesture and must be given to the public library and not to the person performing the service on behalf of the library (speaker at meetings, e.g.). By giving the money to the library any conflicts of interest are avoided, and any attempt at cultivating favoritism can be avoided. Moreover, since many of our services are provided during regular work hours when an employee is receiving compensation for regular work duty, the acceptance of any monetary gift would be a violation of compensation already provided for in the salary schedule.

Some organizations and individuals may present a gift other than money to show appreciation for a service. These might consist of a gift of food or some other material gift, and these, too, should be given to the library and not the individual.

Staff members requested to speak at job related meetings or workshops are encouraged to do so. Any employee who is hired to work as a consultant or is being paid an honorarium to present a program must work on the employee's own time, e.g., vacation, holiday, or off day. Employees must have advance approval to participate in a meeting during the time they would be scheduled to work or to represent the library during a time they are not scheduled to work. Use of vacation or holiday time must also be approved.

2.18 Solicitation and Sales

It is contrary to library policy for sales people and those soliciting contributions to approach patrons or employees during work hours for the purpose of selling to or soliciting from individuals or staff members. This applies to both for-profit and non-profit organizations. Likewise, it is prohibited for employees to sell or solicit while on the job.

2.19 General Housekeeping Duties

A neat and orderly service area and building reflects positively on the service image of the library. Public service personnel do not dress for work to perform heavy custodial tasks, but some light housekeeping activity is expected of all personnel. Efforts should be made to provide a space for everything, and service areas and individual work spaces should be kept clean and orderly. A staff room is maintained for the convenience of employees and volunteers for use during breaks and meal periods. Staff members are expected to wash their own dishes and utensils, dispose of unused food, and leave the area in a clean and orderly condition. Staff is not allowed to bring food into the public service areas. Staff is also expected to remind library patrons that food is not allowed in the library.

2.20 Change of Personal Information

All changes in name, address, telephone number, and other staff information must be reported immediately to the Business Manager or the Director for maintenance of accurate personnel records. Changes should be submitted in writing.

2.21 Staff Children in the Library

Library staff is not permitted to use the library as their child care solution. Children of library staff who must occasionally spend after-school or other extended periods of time in the library due to extenuating circumstances must have prior approval from the Branch Manager or supervisor. If permission is granted, the child will be expected to follow the same rules and policies which apply to all children in the library. Each staff member will be responsible for ensuring that library work remains a top priority, and that library time is not used for supervision of children. The following special provisions will apply:

- Children must remain in public areas of the library. Staff work areas, including parent's offices, are off limits.
- If a staff member's child becomes a disruption or distraction for staff, a supervisor may ask the staff member to make other arrangements for the child's library use.

2.22 Employee Theft

Library property is a valuable asset, costly to replace. All employees must protect it from theft, loss and damage. Library property includes knowledge and information as well as physical goods. Cameras, typewriters, AV equipment, computers, stationery and supplies, etc. are for library business only and are not to be used for personal matters. None of the above items is to be removed from the library other than for library business. If it is necessary to use any of these items outside the library for library business, authorization must be obtained from a member of the administrative staff. The employee is responsible for their safekeeping and return. The library reserves the right to inspect any vehicles parked on library property when there is reasonable suspicion of attempted theft.

Part 3 - Staff Privileges

3.1 Photocopies, Printouts, and Fax

Staff members may use copiers for black & white copies, printers, and fax machines without charge for limited personal copying. Extensive copying, printing or faxing would be subject to regular patron charges.

3.2 Fine-Free Checkout

All library materials must be checked out through the library circulation system if they are removed from the collection areas of the library. No fines are charged to "Staff" borrower cards; however, overdue notices will be generated for items kept beyond the due date. Staff members should adhere to the same limits as library patrons for borrowing periods and renewals.

3.3 Lockers

Lockers are available at each library on a first-come, first-served basis. Please use lockers or locking desk or file drawers to secure all valuables, such as purses, wallets, jewelry and money. Lost property should be reported to a supervisor immediately. The library is not responsible for loss of personal property.

3.4 Voting

Library employees are encouraged to vote in all federal, state, and local elections. Employees may be permitted to come in up to one hour late or leave up to one hour early if necessary in order to vote. Time off to vote will be scheduled with their immediate supervisor.

3.5 Blood Donation

Employees making donations of blood during local blood drives may be permitted, with supervisor's approval, up to two hours of time off in addition to that time required for blood donation. This is limited to the regularly scheduled major drives during the year.

Part 4 - Recruitment and Selection

4.1 Equal Opportunity Employment

The library supports Equal Opportunity Employment designed to insure that all persons have opportunities in recruitment, selection, appointment, promotion, training, discipline, and related areas. All actions are governed by the principles of selecting the best-qualified person for employment without regard to race, color, religious creed, sex, age, national origin, handicap, or veteran status.

The library does not discriminate against a qualified individual with a disability in regard to job application procedures; the hiring, advancement, or discharge of employees; employee compensation or job training; and other terms, conditions, and privileges of employment. Reasonable accommodation will be provided in accordance with the provisions of the Americans with Disabilities Act of 1990.

We trust that all employees of the library will act responsibly to establish a pleasant working environment free from discrimination. The library encourages any employee to raise questions he or she may have regarding discrimination with the Director or appropriate supervisor.

4.2 Recruitment for Vacant Position

The library is committed to developing a diverse workforce. As professional and non-professional positions become vacant, the library will seek to attract the best qualified candidates available.

Application forms are available at the headquarters office and at all branches. Vacant positions will be posted in the libraries and for current staff, listing required qualifications, duties, and salary. Current staff wishing to be considered for the position will be interviewed if they meet all job requirements. Applicants may be required to furnish proof of education, librarian certification for the State of Georgia, military service or any other documentation necessary.

The current application file will be searched for candidates meeting job requirements. Applications are kept on file for a minimum of two years from the date the application is completed. Positions will be advertised as widely as appropriate for the position. For professional openings, ads may be placed in professional journals, and positions may be announced statewide to public libraries.

Exceptions to this policy could include approved departmental reorganization, lateral transfer recommended by a supervisor, upgrade or elimination of a position, or naming an employee in an "acting" capacity.

A minimum of three (3) candidates will be interviewed for each available position, provided there are three qualified candidates. Positions will be offered in writing. It is our policy that all candidates interviewed will be notified of the results of the search.

4.3 Selection of Director

The Director shall be appointed by the Chestatee Regional Library System Board of Trustees in accordance with the laws of the state of Georgia, the regulations of the Georgia Public Library Service of the Board of Regents of the University System of Georgia, and the System Board of Trustees Policies. A job description for the library director constitutes Appendix B.

4.4 Employment Records

The personnel records of all employees are kept in the Headquarters Business Office. Access to these records is limited to those with a business need-to-know: Library Board (in the case of the Director's file), Director, Assistant Directors, Business Manager, employee's immediate supervisor, and employee. All information contained in these files is strictly confidential. The Business Manager maintains the following employment records on each employee:

- Application, cover letter, and/or resume
- Job offer and any response from employee
- Federal and State Tax Withholding Declarations
- Employment Eligibility Verification Form or appropriate INS ID card
- Georgia Professional Librarian Certification and work history paperwork, if applicable
- Health Insurance and benefits forms, if applicable
- Teachers Retirement forms, if applicable
- Employee Information Sheet
- Signed statement acknowledging receipt and understanding of library personnel policies

- Employment and salary history
- PINES Code of Ethics
- Last three years of performance evaluation reports

Other documents that may be found in the file include:

- Written grievances and reports of grievance hearings
- Commendations, reprimands, letters and memoranda relating to performance
- Memoranda relating to health
- Records of attendance at job-related workshops and courses of study
- Letters of reference

4.5 Relatives in Employment

The library will not knowingly employ close relatives (by blood or marriage) of current employees. Close relatives are defined as spouse, children, parents, parents-in-law, grandparents, grandchildren, sisters, brothers, sisters- and brothers-in-law, aunts and uncles, or any other person who is acting in one of the above capacities. Two persons residing in the same household who present themselves to the community as “a family” may not be employed by the library at the same time, although they may not be legally related.

Should a close relative of a trustee be a candidate for a position, the trustee will not take part in any voting or discussion of the position. Should a trustee wish to apply for a job at the library, he or she must first resign from the Board.

4.6 Job Classifications

Job Class	Title	Minimum Requirements	Pay Grade
Shelver	Shelver	2 yrs. High School	5
Library Asst. I	Assistant	High School or GED	9
Library Asst. II	Specialist	2 yrs. College or 2 yrs. PL experience	11
Library Asst III	Coordinator	2 yrs. College or 2 yrs. PL experience	12
Branch Manager	Branch Manager	Bachelor’s Degree or 4 yrs. PL experience	14
Business Manager	Business Manager	Bachelor’s Degree or 4 yrs. Full-charge bookkeeping experience	16
Development Coordinator	Development Coordinator	Bachelor’s Degree and experience in public libraries, nonprofit management, or development	18

For job classification descriptions, see Appendix C.

4.7 Personnel Files and Requests for Information

All requests for information about a current, retired or terminated employee must be referred to the Business Manager or the Director. These individuals may disclose to prospective employers dates of employment, final title or position and

job location. With the employee's written permission, they may give other information specified on the separation form.

An employee may examine his or her personnel records in the presence of administrative staff, and has the right to request a correction, ask for a deletion, or write a statement of disagreement with any item in the file, but may not remove any item from the file.

Any person acting with the employee's permission will be entitled to review the employee's complete personnel file or any specifically designated parts thereof, during library business hours, provided a written and notarized authorization is signed by the employee and delivered to the Director for inclusion in the employee's personnel file. Employee shall be notified of any official request to view their file. This shall not prevent the supervisor, the Library Director, the Library Board or designated staff members from having access to the records in connection with discharge of duties or upon the order of an appropriate legal order or process.

The Business Manager will review each employee's file annually and eliminate inappropriate or outdated information. Records of personnel no longer employed by the library shall be retained in accordance with state and federal law. Such records may be kept in their original form or in other duplicate form as the Library Director deems appropriate. Pre-employment assessment files and employment applications for applicants not hired shall be retained in accordance with state and federal law.

Part 5 - Appointments

5.1 Regular Appointments

Permanent appointments for full-time and part-time positions are made following a successful training period of six (6) months or more.

5.2 Temporary Appointments

Temporary employees may be engaged in the event of extended absence of regular employees or increased workload that is expected to be limited in duration. Temporary employees do not accrue leave, nor do they receive any benefits. Federal and state taxes may be withheld at the employee's request.

5.3 Promotions

A promotion is advancement of any eligible staff member to a higher position where the maximum salary is greater. Promotions will be subject to the same interview requirements as other vacant positions unless occurring through reorganization or appointment to an "acting" position as specified in article 4.2. Promotions are based on qualifications and on how well duties are performed. While there are several factors that influence promotions and advancement, ability to perform the work, support of library's philosophy and goals, and attitude

are the most important factors. The employee's work record and dependability are very important and will be considered.

Promoted employees have a six-month training period in the new job. If at any time during this training time the supervisor decides the employee is not suitable for the position, the employee may be offered a transfer to one that he or she is qualified for. This position will not necessarily be the same one held before promotion.

The promotion policy does not apply to temporary openings or reassignments.

5.4 Demotions

If an employee is moved to a position with a maximum salary lower than that for the previous position, this is considered a demotion. If the move was not voluntary, the employee may appeal it. If the employee has asked to be assigned to another position in a lower classification, this is still defined as a demotion. If an employee appeals a demotion on the basis of educational training, certification and experience, said employee is required to present proof of educational qualifications and documented evidence of past experience and areas of past management and supervision.

5.5 Lateral Transfers

A lateral transfer is a move to a position similar to the one presently held and at the same job classification and salary range. An employee may apply for a lateral transfer within the library system if there are openings. Lateral transfers may not be subject to interviewing requirements as are other vacancies.

5.6 Administrative Reassignment

The Library Director has full authority to make transfers of personnel within the library system where needs of the system are paramount. The library director reserves the right to issue mandatory reassignment to any employee when it is determined to be in the best interest of the library to do so.

Administrative reassignment shall not be used for disciplinary or capricious reasons, and may be temporary or regular. Employee(s) and supervisor(s) affected by the reassignment will receive as much advance notice of the transfer as possible.

Part 6 - Employee Benefits

6.1 Health Insurance

Employees who work 30 hours or more per week on a regularly scheduled basis may participate in the State Health Benefit Plan. Rates are available for individual and family coverage. The employee authorizes the library to withhold from his or her salary the proper amount due for the coverage selected. A complete guide to the program is available in the Business Office.

6.2 COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides for continued health benefit coverage for terminating qualifying employees, generally up to 18 months. Notification about eligibility under COBRA will be made by the State Health Benefit Plan.

6.3 Flexible Benefits

The library participates in the Flexible Benefits Plan offered by the state of Georgia. This plan allows employees who work 20 or more hours each week to choose additional insurance coverage including but not limited to for dental, legal, disability, and life insurance. It also provides for payment with pre-tax dollars of qualified childcare costs and qualified medical reimbursement costs. A complete guide to the program is available in the Business Office.

6.4 Retirement Plans and Tax-Sheltered Contributions

All regular employees who work 20 hours or more per week are required to belong to the Teachers Retirement System (TRS) of Georgia except those who are over 60 years of age at the time of hire who opt not to participate. Contributions to Teachers Retirement are deducted from members' paychecks at a rate determined by TRS; local and state funding agencies make additional contributions.

At the employee's request, the library will establish a 403(b) account with a qualified provider. Payroll deduction will then be available for contributions by the employee.

6.5 Social Security

Library employees participate in the Social Security program. The individual (through payroll withholding) and the library share the contribution to this program. The amount of the contribution and the benefits received are established by the United States Congress.

6.6 Worker's Compensation

Employees of the Chestatee Regional Library System are covered by Worker's Compensation medical coverage when performing normal functions of their jobs. Any employee who is injured on the job whose injury results from willful intent to injure himself or herself, reckless behavior, being under the influence of alcohol or illegal controlled substances, or deviation from the normal work assignments, may jeopardize coverage under Worker's Compensation and may receive no benefit.

All injuries must be reported immediately to the Director. Any employee who does not report an injury in the proper manner while on the job, may jeopardize

coverage under Worker's Compensation, may receive no benefit, and will be subject to disciplinary action as outlined in the Personnel Policy.

6.7 Unemployment Compensation

Library employees are covered under the Georgia Employment Security Law commonly known as "Unemployment Compensation." The Business Manager can provide information on this program.

6.8 Direct Deposit

The library pays employees through direct deposit of payroll checks into employees' banks. All employees must provide bank information before working their first shift.

6.9 Annual Leave

Annual (personal and vacation) leave may be requested and granted as the library operation schedule permits. Full time (40 hour a week employees) with less than five years of service earn annual leave at the rate of 10 hours per month; 12 hours per month for the next 5 years of service; and 14 hours after the completion of ten years of service. Employees in regularly scheduled positions who work over 17.5 hours per week, but less than 40 hours per week, will receive annual leave on a prorated basis: 1 hour for each 17 hours worked for employees of less than 5 years; 1 hour for each 14 hours worked for the next five years; and 1 hour for each 12 hours worked for employees after completion of 10 years of service.

As of January 1, 2003, a maximum of hours equivalent to 10 working days annual leave may be carried over from the previous calendar year (see table). Any unused annual leave beyond the maximum may be added to the employee's sick leave balance at year-end if their sick leave balance does not exceed the maximum annual carryover (see Sick Leave 6.10).

Employees shall be compensated for all accrued annual leave upon termination of service from the library. Such compensation shall be based on information from the library's official leave records, which are maintained in the Business Office. A terminating employee shall not accrue annual leave after the last working day of his or her employment.

The Director shall earn a minimum of 16 hours per month annual leave. Additional leave time may be granted by the Regional Board of Trustees. The Assistant Director and Certified professional librarians shall earn 14 hours per month annual leave.

The basic purpose of annual leave is to allow an employee a vacation period away from the job. It may also be used for such purposes as conducting personal business that cannot be taken care of during off-duty hours, or caring for sick family members. Annual leave must be approved by the supervisor, and must be scheduled far enough in advance to permit the supervisor to schedule work

priorities. Leave request forms must be on file for all uses of annual leave. Annual leave may not be taken during the first full month of work for a new employee, unless negotiated otherwise at hiring.

Annual leave may be denied if it will jeopardize the routine operation of the library. Ordinarily, requests for annual leave will not be accepted more than six months before the desired time of absence. All requests must be turned in to the employee's immediate supervisor for approval. The Director may deny annual leave for the time requested if such absence would adversely affect the operation of the branch.

	Annual Leave Earned Years 1-5	Annual Leave Earned Years 6-10	Annual Leave Earned Years 11+	Maximum Annual Carryover
Part-time (over 17.5 hrs/wk)	1 hr / 17 hrs worked	1 hr / 14 hrs worked	1 hr / 12 hrs worked	35 hrs
Full-time	10 hrs / mo	12 hrs / mo	14 hrs / mo	80 hrs

6.10 Sick Leave

Full-time employees earn sick leave with pay at the rate of eight hours per month or 12 working days per year. Part-time employees in regularly scheduled positions who work 17.5 or more hours per week receive sick leave on a prorated basis, one hour for every 20 hours worked during a pay period. For all employees, unused sick leave, not to exceed hours equivalent to 30 work days (240 hours for full-time, prorated for part-time) may be carried over into the next year (see table).

Sick leave may be taken for personal illness or injury; medical, dental or eye examinations or treatment; exposure to a contagious disease; or for pregnancy. Sick leave may be used to care for members of the employee's immediate family (as defined in 1.7) who are sick.

A request for leave form must be filled out for each use of sick leave and signed by the employee's supervisor.

If an employee is sick and unable to come to work, the individual should notify his or her supervisor as soon as possible in accordance with the supervisor's procedure. A medical certificate signed by a physician may be required:

- for absences of three or more consecutive days;
- for leave of any duration if absence from duty occurs frequently or habitually, provided the employee has been notified or warned that a certificate shall be required;
- to support a request for sick leave during a period when the employee is on annual leave, or when taken before or after a holiday or other scheduled day off.

No sick leave in excess of the leave accumulated to the employee's credit may be granted unless authorized by the Director.

Upon termination of employment, an employee shall not be paid for any unused sick leave.

	Sick Leave Earned	Maximum Annual Carryover
Part-time (over 17.5 or more hrs/wk)	1 hr / 20 hrs worked	105 hrs
Full-time	8 hrs / mo	240 hrs

6.11 Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993, any person employed by the library 12 months or more for at least 1250 hours during that 12-month period is eligible for Family and Medical Leave. The employee may take up to 12 weeks of unpaid leave during any 12-month period because of the birth or adoption of a child by the employee, the placement of a foster child with the employee, the serious illness of a child, spouse or parent of an employee to care for that person, or due to the employee's serious illness. The 12-month period is measured forward from the date the leave begins.

A request for unpaid family leave stating the dates of leave requested must be submitted in writing to the employee's supervisor, and approved by the Library Director. In the case that such leave is foreseeable, as for the expected birth or adoption of a child, the employee shall make his or her request 30 days in advance of the expected date of commencement of the leave.

The Director may request written certification of the medical condition of the employee, employee's child, spouse or parent, including the date on which the condition began, the probable duration of the condition, a statement that the employee is needed to care for the child, spouse or parent, and an estimate of the amount of time that the employee will be needed. The Director may request that the employee obtain, at library expense, the opinion of a second health-care provider when certifying the need for a leave of absence. If a second opinion differs from the first, the Director may request, at library expense, a third opinion which shall be the final opinion, binding on the library and the employee.

The employee's supervisor or the Director may request employees on Family Leave to report periodically on their status and intention to return to work.

The employee's Regular position and all benefits accrued by the employee prior to taking Family Leave or Maternity Leave shall remain in place pending the employee's return to work. The library may employ a temporary employee to execute the duties of the position during the permanent employee's absence.

Any request for unpaid leave in excess of 12 weeks in any 12-month period shall be referred to the Regional Library Board, which may extend unpaid leave for an employee at its discretion.

6.12 Holidays

The Chestatee Regional Library System will be closed and all full-time employees are granted the holidays listed below. Regularly-scheduled part-time employees normally scheduled to work on days the library is closed because of holiday closing shall be offered an equivalent number of additional work hours within the week as is feasible.

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

If a holiday falls on a Saturday, the library director is authorized to designate the appropriate weekday of the holiday observance. Part-time and temporary employees are not paid for holidays. Hours that would normally be scheduled on a day that the library is closed for a holiday may be scheduled as convenient for the library system's operation. Full-time employees will be entitled to take a different day off if their scheduled day off falls on a library closing holiday. The day off will be scheduled with the approval of their immediate supervisor.

One additional holiday may be taken on the employee's birthday, or another day subsequent to the employee's birthday instead, as approved by the supervisor.

6.13 Other Types of Leave

Disability

The Library Director, at the library system's expense, may require an employee of the library system to be examined by a physician or other appropriate medical professional designated by the library director to determine medical disability of that employee. The medical professional should provide a written report to the Library Director stating findings.

When a disability is discovered that impairs the effectiveness of the employee to perform his or her job or makes the continuation of the job a danger for the employee, patrons, or library system the following action may be taken: If the disability is correctable, the employee shall be allowed a reasonable specified time, as determined by the library director, to have it corrected. Such time will be charged as sick leave. If the employee does not have accrued sick leave, then such time will be charged to annual leave. If the employee does not have accrued annual leave, then such time will be charged as leave without pay. If the employee fails to take action to have the disability corrected within the specified time, the employee may be subject to disciplinary action or dismissal. (See also Section 10.06.)

Jury Duty

An employee will be given time off without loss of pay when performing jury duty or when subpoenaed to appear before a court, public body, or commission in connection with library business. When requesting this time off, the employee must turn in a copy of the subpoena attached to the leave request. If the employee is excused with more than four hours left in the working day, he/she will return to work.

Funeral Leave

If there is a death in the immediate family (as defined in 1.7), full-time employees may receive up to three (3) consecutive scheduled days of emergency leave with pay, which will not be charged against either annual or sick leave. Any leave in excess of 3 days will be charged to annual or sick leave.

Professional Leave

Employees attending conferences and meetings in the course of the regular work day either on-site or away from the library will request as Professional/Community Leave on the Leave Request form.

Maternity Leave

Female employees may be granted all accrued annual and sick leave during any pregnancy. When all such accrued leave has been exhausted, the employee will be granted leave without pay as specified in the policy on Family Leave, Section 6.11.

There is no prescribed time before delivery that a pregnant employee must cease working. She may continue working for as long as the conditions of her pregnancy do not adversely affect either her work performance or her health, as determined by her physician and her supervisor.

Leave of Absence Without Pay

An employee may need an extended leave due to problems such as illness, education, maternity leaves, or other important personal concerns. The library board may grant this request for a leave of absence without pay for a period of up to one year. Each employee seeking extended leave must submit a request to the library board through the library director. The request must indicate the reason for and the starting and ending dates of the leave. An employee unable to return to work after using up all accumulated sick leave and accrued vacation time may be granted leave without pay for a period not to exceed one year, including the accrued sick leave and vacation. At the end of the extended leave period, the employee will be offered whatever position is available, for there can be no assurance that it will be the same as the one occupied before the leave or at the same pay level. Seniority does not accumulate during leaves of absence; nor do benefits. The Business Manager will provide information about continuing insurance benefits. It is the responsibility of the employee to inform the library of his or her intent to return to work. If the approved leave expires and the employee has not returned to work nor requested in writing an extension of that leave, it will be assumed that the employee has resigned his position. A leave of absence is limited and shall not be approved for the purpose of permitting employees to engage in work elsewhere. A leave of absence is not a right, and will be granted only in exceptional cases.

Educational Leave

When circumstances justify, the Director may grant full-time staff members leave time at a rate of 8 hours per month during work hours with pay to take courses beyond the minimum educational requirements for initial employment. Scheduling of these hours require supervisor's approval and may be subject to the needs of the library. The employee must be enrolled in a clearly defined program of study in library and information science. Approval by the Director must be obtained in advance for such leave. The maximum number of hours that will be approved in any one year will be 96.

Military Leave

Employees who are members of a reserve component of the United States Armed Forces will be allowed leave of absence for required training or duty without loss of pay for a period not exceeding two weeks in any calendar year. The loss of pay provision within this paragraph will mean that if there is a difference between military pay for such duty and the employee's salary, the library will pay the difference between the regular compensation and the amount received as base pay from the military service. In the event that the time of such training is optional, the time may be designated at the discretion of the library. Employees must furnish a statement from the military unit setting forth the requirement of training, the dates of training, and the amount of the employee's base pay.

In the event that the military unit is activated for service, the library will grant military leaves of absence as required by law and by the needs of the employees who are members of the military service. Any full-time employee who is called to active military duty will be granted a military leave of absence.

The duration of the leave will be the term of the enlistment plus any additional time that may be required by the government. It will include a reasonable allowance of time for travel and adjustment.

Reenlistment or any other voluntary extension of the tour of duty may affect the leave of absence. On return from military leave of absence, the employee will be reinstated as required by law, subject to these conditions:

- (1) The employee must apply for reinstatement within the time required by law;
- (2) If the employee's former job is not available, the library will provide a job of similar status, seniority, and pay. Adjustments and exceptions to this policy may be made as circumstances require.

The library makes it a policy not to discriminate in any way against employees who are members of the military. The employee's job will not be in jeopardy if a military leave of absence is requested or taken.

Part 7 - Wage Administration

7.1 Pay Procedures

Wage and salary payments are made by check or direct deposit in time to be deposited by the next to last banking day of the month. If a payday falls on a Saturday, Sunday, or holiday, checks will be distributed on the preceding Friday or working day.

Payroll and other reimbursement checks will only be given to the employee. Written authorization must be provided to the Business Manager giving permission for the check(s) to be released to a designated other person. Employees are responsible for stop payment charges if paychecks are lost more than one time.

7.2 Salary Schedule

Pay rates depend upon many factors such as experience, special skills, the responsibilities of the job, and the availability of funds. Constant effort is made to maintain a fair salary range for each job and equitable relationship within the ranges.

State-allotted personnel are paid on the state scale for public librarians based on certification level and experience. In no case will state-allotted employees receive less compensation than is called for under the Georgia Public Library Service salary schedule for their experience level.

Each position is assigned a classification with an accompanying numerical pay grade. Salary steps are assigned at hiring based on the number of years of equivalent experience brought by the successful candidate. The salary schedule is updated annually, and employees who have worked more than six months are moved ahead one step depending on funds available and board action.

The salary range for each position starts at STEP "A" as a minimum and STEP "R" as a maximum step which is a 52% increase. Any employee who reaches the cap at STEP "R" would continue to receive any COLA increases given to staff but would no longer receive a 2.5% STEP increase each year.

7.3 Deductions

Mandatory deductions for all employees include state and federal income tax and Social Security. Contributions to Teachers Retirement System are deducted for those who work 20 hours or more per week, unless they were over age 60 at the time of hiring and opted not to participate.

Employees who work 17.5 hours or more per week are eligible to participate in the State Health Benefit and Flexible Benefits Plans. In addition, contributions to a tax-sheltered 403(b) account may be deducted upon request.

7.4 Garnishments

The Chestatee Regional Library System considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility, and it must respond in appropriate legal fashion to all requests for garnishment.

7.5 Time Sheets

Time sheets are provided for recording hours worked and must be filled in daily by all non-exempt employees. Part-time staffs' paychecks will be written based on the information provided on the time sheets only. Each employee should sign in on his or her own sheet when reporting for work. At the end of each shift, the employee should total and record the number of hours worked that day. Employees may not sign in or out for anyone else.

Full time non-exempt staff will fill out time sheets for the entire month and, after approval by their supervisor, will turn them into the Business Office at the beginning of the next month.

Part time non-exempt staff will fill out their time sheets with a cutoff date of the 20th of each month. Their paycheck will reflect all time worked from the 21st of the previous month through the 20th of the current month.

Completed time sheets are to be approved by your Supervisor who will check the time sheet for accuracy prior to approval.

7.6 Workweek

The official workweek is Saturday through Friday. Full-time employees work 40 hours per week.

7.7 Breaks and Meals

An employee must be scheduled at least four (4) hours to receive a break and at least five (5) hours to receive a meal period. Employees are paid for break time, but not for meal times.

Employees may take a 15-minute break for every four hours worked. Breaks must be scheduled with the supervisor and taken as time permits. Breaks will not be taken in the library's public areas. Employees may leave the building during break periods, but must sign out and report to their post within the allotted time period.

7.8 Employee Schedules

Employees fall into three categories: Regular full-time, regular part-time, and temporary employees. Each employee will be given a work schedule at the time of employment. Some employees must be scheduled to begin work before the library is open to the public. Employees in all public service departments will be expected to share equally in staffing the library during all hours the library is

open, including evening and weekend hours. Employees are expected to report for work on time and to remain on the job until official quitting time unless excused by their supervisor.

7.9 Leaving the Workplace on Library Business

When an employee leaves the workplace on library business, he or she must sign out at the designated location showing time departing, destination, and estimated time of return. Upon return to the library, the employee should sign in and indicate the time returned. The staff will use this information for efficiency in answering the phone and for emergency contact purposes. This requirement protects staff should an accident occur while conducting library business. A supervisor must approve library errands that require an employee to leave the building. If library business is conducted on the way to or from work, the employee is not considered on library business between home and the place of the business.

7.10 Emergency Closings

In case of emergency closing of the library for inclement weather, death, disaster, etc., all staff members will be paid for their regular work schedules. Employees who were on a pre-arranged absence (e.g., scheduled off-day, sick, vacation, leave of absence, etc.) when a closure occurs will not be affected by the closure, and their absence will be charged as originally planned. There will be no compensatory time. If the library is open during inclement weather, but local conditions are hazardous, the employee should use discretion as to whether to report to work. Once the library is declared to be open, employees must either report to work or charge lost time to annual leave.

7.11 Overtime

Employees exempt from overtime requirements are defined as professional librarians and those with the title Manager until the new Fair Labor Standards Act salary standards go into effect Dec 1, 2016. Once in effect only those employees making the minimum salary requirement as set by FLSA will be considered exempt. All other employees are considered non-exempt. In accordance with the FLSA, non-exempt employees are not permitted to work more than 40 hours per week except in the case of emergency overtime.

Overtime for non-exempt staff is scheduled only in emergencies and requires the approval of the immediate supervisor and the Director. Schedule adjustments will be made for time worked over 40 hours. (See 1.7)

Part 8 - Staff Development

8.1 New Employee Orientation

All new employees will participate in a general orientation session within one month of start date. A checklist of items covered should be completed and signed by the employee no more than four weeks following orientation. Employees will also be given a copy of the personnel policy of the Chestatee Regional Library System and will be asked to sign that they received and understand it.

8.2 Employee Training

As a public service organization, the library recognizes that the quality and range of services it is able to provide to patrons is determined by the skills of library staff. The employer and the employee share the responsibility for ensuring that the staff member is adequately trained to perform his or her job. Employees are encouraged to have a personal staff development plan written in consultation with the supervisor. Every effort will be made to determine and respond to training needs related to an employee's job performance.

Employees may request permission or may be designated by their supervisor to attend job-related workshops, seminars, etc. Time off and reimbursement may be allowed as funds and work schedule permit.

8.3 Professional Conferences and Meetings

All staff members are encouraged to belong and participate in the activities of library professional organizations. Within budgetary and staff limitations, staff members may receive professional leave time and reimbursement for all or part of the expenses to attend meetings of library professional organizations.

Attendance at any conferences on library time must be clearly job-related. Conference attendees must be members of the sponsoring organization in order to be eligible for reimbursement. Priority for expense reimbursement shall be given to Library Director approved official library representatives, office holders, committee members, program participants, and/or library designees. All attendees should be prepared to report on the conference. Employees may also be required to conduct one-on-one training, programs, or similar activities for other staff based on experience gained at the conference.

Staff wishing to attend library conferences, workshops or meetings must complete a "Professional Leave Request" and submit it to the Library Director for approval. If the request is approved and the library pays for registration, staff members are required to attend the full conference, including any weekend/evening sessions. Failure to do so will result in the requirement that the staff member reimburse the library for the full cost of the registration. Attendance at professional conferences and meetings will be rotated as equitably as possible among staff members.

Exempt employees may be reasonably expected to attend professional functions that are scheduled at times not normally worked. In these cases, compensatory time is at the discretion of the Library Director and may not be granted.

8.4 Travel and Mileage Reimbursement

Personal vehicle mileage for approved travel will be paid at the current rate established by the Chestatee Regional Library System Board. All other travel reimbursements will be in accordance with the State of Georgia Department of Audits Travel Regulations, which may be found at <http://www.audits.state.ga.us/internet/nalgad/trvlpg.html>. State travel funds may be expended only for authorized travel expenses incurred by individuals occupying state-allotted positions. The director may authorize prepayment of registration fees, airline tickets, and other expenses to be incurred in travel for the library.

Part 9 - Performance

9.1 Training Period

All regular employees shall be in training for six months after employment. During this time the employee's work performance will be reviewed and evaluated by the supervisor and the Business Manager, and strengths and weaknesses will be discussed. The library is not obligated to retain an employee for the entire training period if his or her performance is not satisfactory. In such instances a professional employee will receive one month's notice and other employees two weeks' notice, or pay in lieu of notice. No appeal will be available for dismissals initiated during the training period. At the end of the training period, the employee's record will be reviewed and a decision will be made as to continued employment, or the training period may be extended at the discretion of the Director. New employees may elect to leave the employ of the library at any time during the training period without prejudice.

9.2 Evaluation of Performance

The Chestatee Regional Library System recognizes that a formal program of performance evaluation is an essential management tool that serves to further the accomplishment of organizational goals. In order to effectively utilize and develop the human resources of the library, specific job expectations and specific performance standards are necessary. Supervisors will evaluate all regular library employees on at least an annual basis. All evaluations are subject to review by the Director. All evaluations will be placed in the individual's personnel folder and may be seen upon request at any time by the employee or supervisors concerned. The supervisor will furnish the employee an official copy of the evaluation form. If an employee disagrees with any statement in an evaluation, he/she may, within 10 days following the conference with the supervisor, request a review of the evaluation by the Director, who shall sustain or amend the

evaluation. The employee may also write a response to the evaluation to be placed in his or her personnel file.

The Chestatee Regional Library Board of Trustees will conduct an annual evaluation of the Library Director. Procedures for the director's review may be found in the Board of Trustees Policies.

9.3 Disciplinary Action

Employees who fail to fulfill the duties and responsibilities of their positions will be subject to disciplinary action. The Director should be informed before any disciplinary action is taken. While generally the following progressive discipline steps are used, discipline may be initiated and administered at any one of the steps, including suspension or dismissal, depending on the seriousness or nature of the cause for disciplinary action.

9.4 Oral reprimand

The minimum disciplinary action is the oral reprimand which is an articulation of the problem by the supervisor to the employee. This serves as a warning and may be repeated for minor infractions before a supervisor applies stronger action. It should be stated specifically that the employee is receiving a formal warning. A written record of the reprimand will be made and such will be made a part of the employee's personnel file, from which it may be removed after one (1) year, provided no additional reprimands are received by the employee. Such removal shall be at the discretion of the Director. Such records should include time, date, a brief description of the problem, and direction given to the employee.

9.5 Written reprimand

The written warning is a formal account of an infraction, and a copy must be filed in the employee's permanent personnel record. This documentation must be reinforced by a discussion of the problem with the employee and must be acknowledged by the signature of the employee. The signature does not imply agreement. A repeat offense may result in an interview and second written warning being placed in the employee's files; a third infraction is grounds for dismissal. The director or supervisor may submit a written reprimand to the employee when an oral warning has not resulted in the expected improvement, or when more severe initial action is warranted. Written reprimands should contain the specific time, date, place of offense, and a statement of corrective action to be taken by the employee.

9.6 Probation

The Director may place the employee on probation for a designated time period when there is a serious problem with performance. During that time, the employee is expected to make significant improvement. Written notice of the

probation period, specifying beginning and ending dates, and a statement of corrective action expected, will be placed in the employee's personnel file.

9.7 Suspension

The Director may, for cause, suspend, with or without pay, an employee of the Chestatee Regional Library System for a set period of time. A written statement specifically setting forth reasons for the suspension and duration of the suspension shall be furnished to the employee. Copies shall be placed in the employee's personnel file.

9.8 Dismissal

Dismissal is the act of removing an individual from employment from the library for just cause, due to employee-created problems, and carries with it the permanent loss of staff privileges. An employee may be discharged at any time, without regard to the preceding steps, if he or she commits an offense for which immediate dismissal is specified as a penalty or if, in the supervisor's judgment, the employee's continued presence would be contrary to the well-being of the library or any of its employees.

The Director may dismiss an employee. The employee shall be furnished notice of dismissal in writing, stating the reason for dismissal. Dismissal normally, but may not always, takes place only after an employee has received an oral warning and a follow-up written reprimand that has been discussed with the employee. It is recognized there will be occasions when immediate dismissal is required. The Library Director shall inform the Chairman of the Library Board of the action taken.

The following causes relating to failure in the performance of duties or to personal conduct are representative of, but not limited to, those considered adequate grounds for dismissal.

Causes that, if repeated, may be grounds for dismissal:

1. Failure to fulfill work obligations and assignments.
2. Inefficiency, negligence, or incompetence in the performance of duties.
3. Misuse or appropriation of library supplies, equipment, or funds.
4. Refusal to accept a reasonable and proper assignment from an authorized supervisor, or subversion of the supervisor's goals (insubordination).
5. Conviction for commission of a misdemeanor.
6. Engaging in activity that would adversely affect job performance.
7. Failure to observe precautions for personal safety, posted rules, signs, or instructions. Contributing to or creating unsafe conditions.
8. Violating traffic regulations, reckless driving or improper operation of a motor vehicle owned by the library.
9. Discourteous treatment or use of insulting, abusive, threatening, or obscene language toward public, other employees, or supervisor.
10. Sexual harassment or discrimination against an employee or applicant because of race, religion, sex, national origin, sexual orientation, age or

handicap, and any reprisal action against an employee for reporting such discrimination.

Causes that may result in immediate dismissal:

1. Guilty of gross misconduct that could bring contempt, ridicule, public derision to the library.
2. Abandonment of job.
3. Conviction of a felony.
4. Conviction of drunk or reckless driving while operating a library-owned vehicle.
5. Actual theft or attempted theft of library property or the property of others.
6. Falsification of job information to secure position.
7. Willful damage or destruction of property while on the job.
8. Willful acts at the work site that would endanger the lives and property of others.
9. Possession of firearms, explosives or other weapons on library property.
10. Reporting to work under the influence of alcohol or proscribed drugs, or partaking of such on the job.
11. Involvement in the sale, delivery, receipt, or possession of any narcotic or alcoholic substance or committing any criminal or illegal act in connection with the library, either on the premises or off-site while engaged in library work.
12. Removal of library records or unauthorized publication, distribution or release of confidential information or official records about patrons or employees.

A staff member charged with an offense that would necessitate immediate termination for cause may be suspended without pay, pending action by the Library Board. If the employee is cleared by investigation, restitution of unpaid salary will be made.

9.9 Grievances and Appeals

A staff member with a grievance should first discuss the problem with the supervisor. If the employee's grievance involves the supervisor, the employee should discuss the problem with the Director. If agreement is not reached with the supervisor, the employee should file a written grievance and request a hearing with the Director within five days. The Director will act toward resolution within 5 days of the hearing.

In the case of alleged sexual harassment or violation of rights by the Director, or to appeal the decision of the Director after a hearing, the employee may request in writing of the Board, within 14 days of the hearing with the supervisor, to be heard by an attorney representing the Board. The attorney will make a recommendation to the Board, with the Board's decision being final. Under no circumstances should grievances be brought to the Board without going through the proper chain of command.

Employees (other than temporary and those who have not satisfactorily completed the training period) who are dismissed are entitled to the basic rights of due process. Dismissed employees may request of the Board a hearing with an attorney representing the Board. The attorney will make a recommendation to the Board, with the Board's decision being final. The Board will be required to provide a timely hearing to such complaints, including written notice to the complainant.

No employee shall be disciplined or discriminated against in any way because of the use of the grievance or appeals procedure.

Non-grievable issues include but are not limited to:

- Manner and method of performing work assignments
- Temporary work assignments
- Work assignments which do not result in demotion or salary reduction
- Budget and organizational structure
- Selection of an individual to fill a position unless it is alleged that the selection is in violation of the library's written policy
- Content and rating of reports of performance
- Disciplinary action other than reprimands
- Any matter not within the jurisdiction or control of the library
- Internal security practices as established by the director or library board
- Issues being dealt with by other administrative procedure

Part 10 - Separation

10.1 Resignation

All resignations must be submitted in writing to the Director. One month's notice is requested, under normal circumstances, for all professional positions, and two weeks' notice for non-professional positions. Payment for unused annual leave may not be made unless proper notification has been given. The Business Manager will provide information about continuing health insurance coverage and withdrawing retirement contributions.

10.2 Compulsory Resignation

If any employee is absent for three consecutive days without notifying the appropriate supervisor, the library will assume voluntary resignation, barring extenuating circumstances.

10.3 Retirement

The retirement of an employee shall consist of the voluntary separation of an employee who has met the requirements under the Teachers Retirement System. Applications for retirement benefits should be completed and mailed to the Teacher's Retirement System at least 90 days prior to retirement date. The Business Manager has the appropriate forms.

10.4 Reduction in Force

In the event that a reduction in force becomes necessary, criteria will be chosen which best meets the needs of the library to determine which employees will be retained and which will be laid off. Employees who are laid off because of reduction in force shall be given at least two weeks' notice or pay in lieu of notice, or a combination thereof, over and above any scheduled vacation time for which pay is usually given upon termination. Employees separated due to a reduction in force should be informed that, if the person is re-employed by the library within a one year period, sick leave credits may be reinstated. When reductions in force conditions cease to exist, preference may be given, where possible, to employees previously terminated under such circumstances.

10.5 Dismissal

Dismissals shall constitute discharges or separations and shall be governed by the provisions set forth in these policies.

10.6 Disability

The Director, at the library's expense, may require any employee of the library to be examined by a physician designated by the Director. A written report will be requested from the doctor (to the Director) stating the findings. When a disability of any kind is discovered which impairs the effectiveness of an employee or makes continuance on the job a danger to the employee or others, the following action shall be taken:

1. If the disability is correctable, the employee shall be allowed a reasonable specified time as determined by the Director to have it corrected. (See also Section 6.13.) If the employee fails to take steps to have the disability corrected within this specified time, he or she shall be subject to disciplinary action or unsatisfactory service separation.
2. If, in the opinion of the examining physician, the disability cannot be corrected, the Director shall attempt to place the employee in another position that he or she can perform satisfactorily, and/or to make reasonable accommodation as specified in the Americans with Disabilities Act. If that cannot be accomplished successfully, the Director shall take steps to separate the employee from the library service through retirement or dismissal.

10.7 Death

Separation shall be effective as of the date of the employee's death. All compensation due to the employee shall be paid to the estate of the employee as determined by law.

10.8 Personnel Reference Requests

All requests for personnel information about former employees should be referred to the Business Manager or Director or their designated representative. In response to a telephone request, they are authorized to confirm or verify only the dates of employment, final job title or position, and job location. With the employee's written permission, they may give an employment and salary history.

No additional information will be given out except upon receipt of a written authorization from the former employee specifying the information to be released. The written request for release of information will be kept in the former employee's personnel file.

10.9 Property and Equipment Return

At the time of separation and prior to final payment of a terminating employee, all records, assets, keys and other items of library property in the employee's personal custody shall be transferred to the Business Manager.

10.10 Rights of Employees

Employees who separate shall receive payment for all earned salary. Those employees who have earned annual leave and given proper notice shall receive payment for all accrued annual leave at the time of separation.

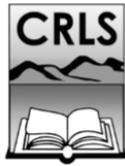
Part 11 - Volunteers

The Chestatee Regional Library System welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. Volunteers are recognized by the public as representatives of the library and are expected to conform to the same work and behavior code as employees. Volunteers must wear name badges when working for the library, and shall have access to staff restrooms, lounge and work areas.

- Volunteers must complete a volunteer application form and a liability waiver.
- Volunteers under 12 require supervision by parent, caregiver, or library staff.
- Volunteers under 18 must have written permission from a parent or guardian to volunteer at the library.
- Volunteers are selected by the library, assigned a supervisor, evaluated, and retained as long as their services are needed.
- Volunteers may be discharged with or without notice or cause at any time.
- Volunteers may be used for special events or projects, or on a regular basis to assist staff. Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in place of hiring full- or part-time staff.

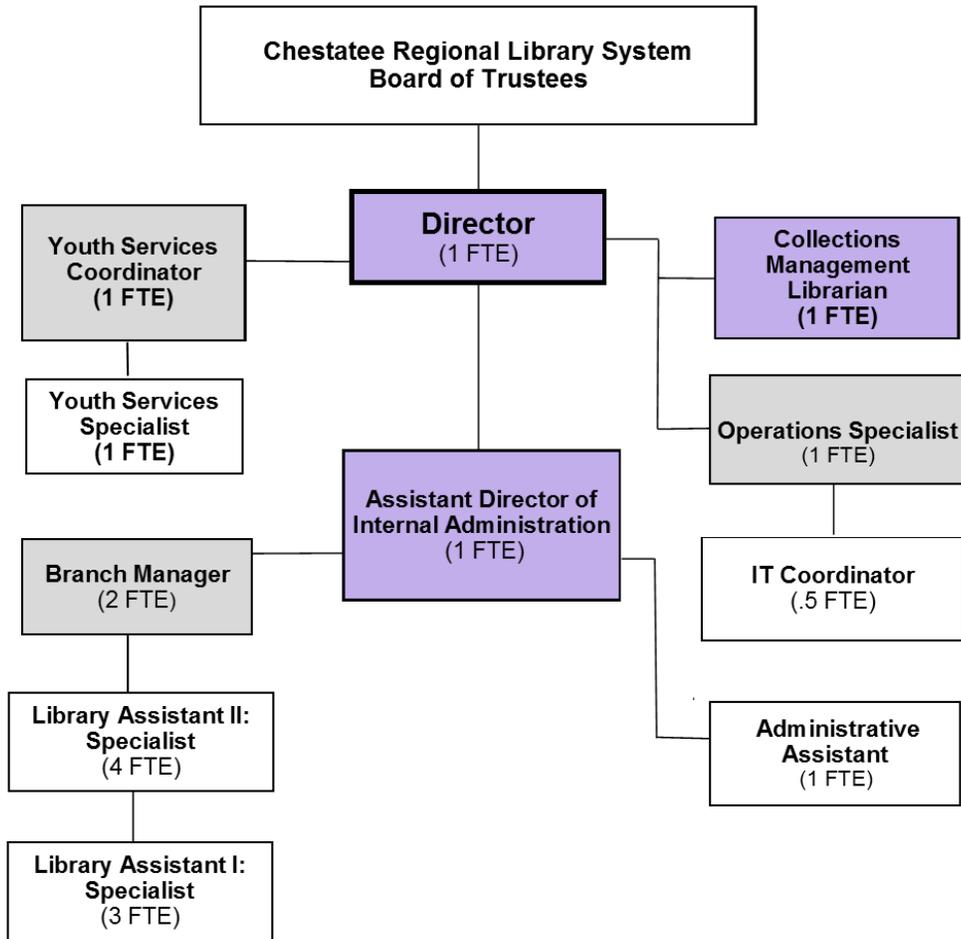
- Volunteers do not receive wages or benefits. Friends of the Library and community service workers work under the same guidelines as other library volunteers.
- Children of staff may volunteer, but may not be supervised by their parent.
- Volunteers may apply for paid positions under the same conditions as other outside applicants. In accordance with labor laws and library policy, paid staff may not volunteer their services to the library except with written permission from the Library Director.

Appendix A. Library Organization Chart



Chestatee Regional Library System

Organizational Chart



Chain of Responsibility:

1. Director (reports to Regional Board of Trustees)
2. Assistant Director of Internal Administration
3. Acquisitions Librarian
4. Youth Services Coordinator
5. Branch Manager
6. Specialist
7. Assistant

FTE shown is Full-Time Equivalent, i.e., number of staff hours devoted to the position divided by 40.

- Member of Management Team and State-reimbursed salary & benefits
- Member of Management Team

Appendix B. Library Director Job Description

The Regional Library Director is responsible for the overall operation and administration of the library system, including planning and implementation of policies, programs, and procedures, and the development of long-range plans for service. The Director has responsibility for preparation and administration of the regional and county budgets for the library system and for employment of library staff. Reports to the Chestatee Regional Library Board of Trustees.

PRIMARY RESPONSIBILITIES

- Develops library policies for approval by the Library Board.
- Develops operating procedures in accordance with board policies.
- Interprets library policies and procedures for Board, staff, and public.
- Monitors compliance with local, state, and federal laws and regulations affecting library policies and operations.
- Oversees the employment, training, supervision, and evaluation of library staff.
- Responsible for preparation of county and regional budgets, overseeing budget expenditures, and operating in accordance with Generally Accepted Accounting Principles (GAAP).
- Coordinates all capital expansion and/or improvement projects.
- Prepares regular financial, statistical and other reports on library services.
- Promotes the library's services to the public and to local civic and educational groups within the region.
- In cooperation with the leadership of the library board, plans and provides for board orientation and other board development opportunities.
- Attends all meetings called by Georgia Public Library Service (GPLS) of the Georgia Board of Regents or sends an alternate authorized by the GPLS Director.
- Attends all full meetings and committee meetings of the Chestatee Regional Library Board of Trustees, Dawson County Library Board, and Lumpkin County Library Board, or designates a person to attend in her place.

OTHER RESPONSIBILITIES

- Attends workshops to improve job skills; is active in professional organizations.
- Submits quarterly report of activities to the Regional Board.
- Coordinates collection development.
- May assist in the interview/selection process for employees.
- Performs additional duties as assigned by the Regional Library Board.

MINIMUM REQUIREMENTS

- Masters degree in library science from an institution accredited by the American Library Association.
- At least a grade 5 (b) librarian's professional certificate as defined by the State Board for the Certification for Librarians.
- At least five years of progressively responsible experience in professional library work.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of professional library principles, policies, systems and facilities.
- Considerable knowledge of modern library practices, organizations, aims, and objectives.
- Ability to administer library operations, promote library use, and develop high standards of library service.
- Ability to inspire and support staff to achieve excellence in a team environment.
- Ability to establish and maintain effective working relationships with library trustees, community groups, public officials, and the general public.

PHYSICAL REQUIREMENTS

- Ability to lift and carry 13-15 lb. loads over 100 feet multiple times in a three-hour period.
- Ability to stand for three-hour periods without sitting.
- Ability to carry 2 lbs. overhead to a height of 6 ft. and to bend, stoop, kneel to floor multiple times in a 3 hr. period.
- Ability to carry 32 lb. audiovisual equipment 25 ft.
- Ability to read 8 pt. type.
- Ability to hear patrons in conversational voice at distance of 10 ft. and on telephone.
- Ability to speak clearly and audibly to patrons standing at 10 ft. distance.

Appendix C. Job Classification Descriptions

Administrative Librarian Certified (Grade 22)

The Administrative Librarian is responsible for coordinating major services and for collection development. Serves on the library management team and directly assists the director in planning and development of the library system. May act as the library's representative and director in the absence of the Director. Reports to the Library Director.

MINIMUM REQUIREMENTS

- Master's degree in library science from an institution accredited by the American Library Association.
- At least a grade 5 (b) librarians' professional certificate as defined by the State Board for the Certification for Librarians.
- Appropriate experience in professional library work.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of current trends in public library services.
- Ability to work independently in developing and expanding library programs within the scope of the job.
- Ability to establish and maintain effective working relationships with library trustees, library staff, and the general public.
- Ability to inspire and support staff to achieve excellence in a team environment.
- Familiarity with the needs of local patrons of each library.
- Ability to work effectively with the regional director and be capable of acting on behalf of the director as required.

Librarian - Certified (Grade 21)

The Librarian is responsible for coordinating major services and directly assisting the director in planning and development of the library system. Serves on the library management team. May act as the library's representative and Director in the absence of the Director. Reports to the Library Director.

MINIMUM REQUIREMENTS

- Master's degree in library science from an institution accredited by the American Library Association.
- At least a grade 5 (b) librarian's professional certificate as defined by the State Board for the Certification for Librarians.
- Previous experience in public libraries desirable, but not required.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of professional library principles and current trends in public library services.
- Good communication and supervisory skills.
- Ability to work independently in developing and expanding library programs within the scope of the job.
- Ability to establish and maintain effective working relationships with library staff and the general public.
- Familiarity with the needs of local patrons of each library.

Development/Community Relations Coordinator (Grade 18)

The Development Coordinator is responsible for financial development of the library system, development of community partnerships, and publicity and marketing of library services. Reports to the Library Director.

MINIMUM REQUIREMENTS

- Bachelor's degree in communications, marketing or a related field.
- Experience in public libraries, nonprofit management, marketing and/or development.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Belief in and enthusiasm for the mission of the public library
- Highly developed interpersonal skills
- Good writing and editorial skills; good oral communication and public speaking skills
- Ability to work independently in developing and expanding library programs within the scope of the job
- Ability to establish and maintain effective working relationships with the community, library board and staff

Business Manager (Grade 16)

The Business Manager assists the Director in the overall management and fiscal operations of the Library System. Acts as full-charge bookkeeper, personnel records coordinator, office manager, and purchasing agent. Works independently, performing responsible office management and accounting services. Reports to the Library Director.

MINIMUM REQUIREMENTS

- Bachelor's degree in accounting or a related field, or 4 years full-charge bookkeeping experience, preferably in governmental fund accounting.
- Prior office experience preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic principles of accounting
- Excellent organizational and clerical skills
- Experience with computer operations in an office environment

- Ability to operate standard office machines
- Ability to work independently with minimum supervision
- Ability to communicate effectively with staff and administration

Collection Management Librarian (Grade 15)

The Collection Management Librarian develops, administers and coordinates all activities of the Technical Services Department including management and assessment of the library's collection, acquisition and cataloging of library materials, interlibrary loans and borrows, maintaining the database of library holdings, and supervising Technical Services staff and volunteers. Reports to the Director.

MINIMUM REQUIREMENTS

- ALA-accredited Master's degree in library science.
- Minimum one year experience in library acquisitions.
- One year of supervisory experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of professional library principles and current trends in public library services.
- Knowledge of library technology, bibliographic utilities, and integrated online systems.
- Ability to complete original and copy cataloging, perform authority control and catalog maintenance in online catalog; and use MARC record formats, AACR2r, OCLC, LCSH, LC; classification; and authority control.
- Proficiency with office applications in a Windows environment.
- Basic knowledge of computer hardware.
- Ability to communicate effectively with vendors, staff and administration.
- Keen attention to detail.
- Excellent clerical and organizational skills.
- Good communication and supervisory skills.
- Ability to prioritize daily assignments and work activities.
- Ability to work effectively in a team environment.
- Ability to be flexible and adapt to frequently changing environment.

Youth Services Coordinator (Grade 15)

The Youth Services Coordinator develops, administers and coordinates all activities of the youth services department for the library system including management and selection of youth materials, outreach for children and teens, and the Vacation Reading Program. In addition the Coordinator serves as primary youth librarian in Dawson County.

MINIMUM REQUIREMENTS

- ALA-accredited Master's degree in library science.
- Minimum two years' experience working with children in a learning environment.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of professional library principles and current trends in public library services.
- Knowledge of library technology, bibliographic utilities, and integrated online systems.
- Ability to plan and implement age appropriate programs for youth.
- Proficiency with office applications in a Windows environment.
- Basic knowledge of computer hardware.
- Ability to communicate effectively with vendors, staff and administration.
- Keen attention to detail.
- Excellent clerical and organizational skills.
- Good communication and supervisory skills.
- Ability to prioritize daily assignments and work activities.
- Ability to work effectively in a team environment.
- Ability to be flexible and adapt to frequently changing environment.

Branch Manager (Grade 14)

The Branch Manager has major responsibility for the operation of a branch or unit of the library system, and may also serve in a specialist capacity. This position requires significant interaction with the public; planning, delivery and promotion of services; budget administration, and supervision of staff. The Library Assistant III is the "person in charge" at the branch level, and serves on the library system management team. This person is the branch liaison with county officials and the county library board. Reports to the Library Director.

MINIMUM REQUIREMENTS

Bachelor's Degree, or a high school diploma or GED with at least four years public library experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of all policies, procedures, and activities of the Library System as they pertain to the performance of duties relating to the position of Branch Manager.
- Ability to communicate effectively with library administration, staff members throughout the System, and the public.
- Ability to use independent judgment in routine and non-routine situations, and an understanding of when it is appropriate to do so.
- Ability to plan, organize, and prioritize daily assignments and work activities.
- Ability to work effectively in a team environment.
- Proficiency with office applications in a Windows environment.
- Thorough knowledge of library automated systems and ability to teach staff and patrons to use systems effectively.
- Knowledge of Dewey Decimal system, reference resources, and branch collections.

Coordinator - Library Assistant III (Grade 12)

The Library Coordinator is responsible for coordination of a system-wide service and making high-level decisions in a particular area of expertise. Reports to the Director or Assistant Director.

MINIMUM REQUIREMENTS

Two years of college, or a high school diploma or GED with at least two years public library experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively with library administration, staff members throughout the System, and the public.
- Ability to use independent judgment in routine and non-routine situations, and an understanding of when it is appropriate to do so.
- Ability to plan, organize, and prioritize with minimum direction.
- Ability to work effectively in a team environment.
- Proficiency with office applications in a Windows environment.
- Organizational and clerical skills.
- Ability to be flexible and adapt to a frequently changing environment

Specialist - Library Assistant II (Grade 11)

The Library Specialist is responsible for planning and implementing public or technical services and making high-level decisions in a particular area of expertise. Public service responsibilities may include materials selection, department budget management, staff and volunteer supervision, and delivery and promotion of public services both within and outside of the library facility. Technical service responsibilities may include ordering, receiving, cataloging, processing, and distributing new library materials; maintaining the database of library holdings; and assisting in maintenance of technology infrastructure. Reports to the Branch Manager or other administrative staff.

MINIMUM REQUIREMENTS

Two years of college, or a high school diploma or GED with at least two years public library experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively with library administration, staff members throughout the System, and the public.
- Ability to use independent judgment in routine and non-routine situations, and an understanding of when it is appropriate to do so.
- Ability to work effectively in a team environment.
- Knowledge of Dewey Decimal system and branch collections.
- Proficiency with office applications in a Windows environment.
- Thorough knowledge of the library automation system
- Organizational and clerical skills.

Library Assistant - Library Assistant I (Grade 9)

The Library Assistant is responsible for supporting library services and providing other assistance as needed. Reports to the appropriate library Specialist or Manager.

MINIMUM REQUIREMENTS

High school diploma or GED.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively with patrons, other staff, and administration.
- Ability to work effectively in a team environment.
- Genuine interest in and liking for people.
- Organizational and clerical skills.
- Basic knowledge of computer software applications, networks, and hardware.

Shelver (Grade 5)

The Shelver provides support services to branch staff, shelving and maintaining shelves, and helping in a variety of ways as needed. Reports to the appropriate Specialist.

MINIMUM REQUIREMENTS

Satisfactory completion of two years of high school.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to communicate effectively with staff and administration.
- Ability to work effectively in a team environment.
- Ability to alphabetize and sequence decimal numbers accurately.
- Computer skills desirable, but not required.