

LORAIN PUBLIC LIBRARY SYSTEM
Lorain, Ohio

Minutes

Lorain Public Library System
Thursday, March 21, 2019
5:00 p.m. South Branch, 2121 Homewood Drive, Lorain, OH
Regular Meeting

Dr. Badillo called the meeting to order at 5:01 p.m.

Roll Call

Present: Dr. Badillo, Col. Belanger, Ms. Schiemann, Ms. Snipes, Dr. Tomas, Ms. Torres

Absent: Dr. Tomas

Lisa Crescimano administered the Oath of Office to Tiffany McClelland.

Regular Business *(the chair asks if any Members have a conflict of interest with today's agenda)*

#2019-031 Approval of Minutes

Ms. Schiemann moved, Col. Belanger seconded that the minutes of the March 1, 2019 regular meeting be approved.

Roll Call: yeas, unanimous

#2019-032 Approval of Fiscal Officer's Report

Col. Belanger moved, Ms. Torres seconded that the Fiscal Officer's Report for the year ending February 28, 2019 be approved.

Ms. Crescimano reported the cash balance in the bank as of February 28 was \$11,555,801. The balance after our commitments, for example purchase orders, is \$7,200,439.

The PLF received through February is \$729,320 for the month and compared to last year, we are .78% lower in funds received from PLF.

The total revenues is at 6.1% of budget and compared to last year we are almost equal without transfers.

Board investments as of February 28, 2019 was \$11,555,802. Our current yield at Star Ohio is 2.55%. Ms. Crescimano stated she will be comparing interest rates from other accounts to see if they at least match Star Ohio's rate.

Ms. Crescimano stated the purchase agreement with the Lorain Historical Society for the property at 500 W. Sixth Street has been signed. Fidelity National Title is currently working on the title search, and hopefully we will be closed by the next board meeting.

Roll Call: yeas, unanimous

Report of the Director

Anastasia Diamond-Ortiz reported on the progress of 2019 Program of Work plans. Ms. Diamond-Ortiz stated the personnel policies are currently being updated. The self-service printing has been installed in all locations. She also stated she has the results from investigating Fine Free Libraries and will address these findings in the board work session schedule for Saturday.

Ms. Diamond-Ortiz stated she will be adding a new section to her report called Grants awarded to LPLS. Ms. Diamond-Ortiz stated her management team is pulling together, applying for and being awarded several grants and intend for this to continue. Ms. Diamond-Ortiz stated she wanted to draw attention to the approved grants that were awarded to the Lorain Public Library System.

Ms. Elaine Betting reported that she has earned a grant to help pay for four interns this summer. The interns will help at Main and South branches for example compiling statistics for the grants. Ms. Betting expressed her excitement to offer the internships to introduce young people to the library profession. Ms. Betting also announced the Library has been awarded a grant to hire career coaches for the high school interns.

Ms. Diamond-Ortiz was very excited about the completion of the Main library renovation. She stated the feedback from patrons were positive. Currently having tours by area professionals showing the renovations.

Ms. Diamond-Ortiz mentioned Thinking Money Financial Exhibit. Staff will be trained in Washington D.C. and will receive \$1,000 for the program. This will spotlight financial literacy for kids and this program will start in 2020.

Ms. Diamond-Ortiz mentioned the next board work session on Saturday, March 23, 2019 from 9 a.m. to 1 p.m. to discuss the CFO position, fine free library results and the strategic plan.

Ms. Diamond-Ortiz mentioned the changes to the personnel policy manual, Strategic Initiative Manager position and non-bargaining unit salary changes.

Committee Reports –

The Library Services and Personnel Committee met on March 13, 2019.

Supervisor-

Brittany Thomas, Librarian from South Branch, welcomed the board. She shared the successful rainbow unicorn event that celebrated literacy and the melted crayon art program. She noted patrons had donated the crayon machine. The Rising Titans group emphasizing kindergarten readiness for children and parents met over the past month. Finally, tween and teens no sew sock donut program was held at South this month.

Friends of the Library-

Ms. Schiemann stated the Columbia Friends met in March. She shared a member of the group and former Board Trustee, Ed Kovach, is still sick but slowly improving. She stated the next book sale is in April.

Cheryl Grizzell, Chief Operating Officer, reported that the Avon and Domonkas Friends had book sales in March. Ms. Grizzell thanked the Lorain Friends for welcoming and helping at the open house.

Foundation –

Ms. Diamond-Ortiz stated the Foundation had a BVU presentation, which will help them examine the future direction of the foundation. The members on the board has increased and currently exploring all options.

Communications –

Lisa Crescimano stated the board received a letter from Karen Sigsworth thanking the board for the food, care and flowers and hoped the library experiences much growth and recognition in the coming year.

Fraud Hotline- None

New Business

2019-033 Appropriation Modifications

Ms. Torres moved, Col. Belanger seconded to approve the following appropriation modifications:

101	General Fund	\$ 60,778.00
110	North Ridgeville Levy Fund	(1,045,000.00)
112	Avon Levy Fund	12,217.00
122	Domonkas Levy Fund	(1,000.00)
130	Lorain Levy Fund	109,435.00
215	Book Memorial	32,000.00
401	Building/Repair	100,000.00

Roll Call: yeas, unanimous

#2019- 0034 Approval of Fund Transfers

Ms. Schiemann moved, Ms. Snipes seconded to authorize the following fund transfers, as per the 2019 Appropriations Budget:

FROM			TO		
101-01-59999	General Fund	\$1,863,536	112-04-49999	Avon	\$100,000
			120-07-49999	Columbia	\$40,000
			122-08-49999	Domonkas	\$50,000
			110-10-49999	N. Ridgeville	\$150,000
			130-02-49999	Lorain	\$523,536
			401-02-49999	Building/Repair	\$1,000,000
130-03-59999	Lorain	\$1,000,000	401-02-49999	Building/Repair	\$1,000,000
	Total	\$2,863,536			\$2,863,536

Roll Call: yeas, unanimous

#2019- 035 Approval for Director to Attend ALA Annual Conference

Ms. Torres moved, Ms. Schiemann seconded to approve the registration and four days of release time and expenses for Anastasia Diamond-Ortiz to attend the ALA Annual Conference in Washington, DC, June 20 through June 25, at a cost not to exceed Two Thousand Five Hundred and Twenty-Five Thousand Dollars (\$2,525.00).

Registration\$335
Hotel Room\$1,500
Meal Stipend\$240
Airfaire\$350
Ground Transportation\$100

Not to Exceed Cost \$2,525

Roll Call: yeas, unanimous

#2019- 036 Approve Contract with Henceroth Construction, LLC

Col. Belanger moved, Ms. Schiemann seconded to approve a contract with Henceroth Construction, LLC to build scaffold and remove 2” of mortar to replace points at the Domonkas Branch at a cost of Eleven Thousand Seven Hundred and Forty Dollars (\$11,740).

Mr. Gerena stated there was water damage located in the older section of Domonkas needs to be repaired.

Roll Call: yeas, unanimous

2019- 037 Approve Increase to Contract with Performance Painting

Ms. Torres moved, Ms. Schiemann seconded to approve the increase to the Contract with Performance Paint for the amount of One Thousand Four Hundred and Ninety-Five Dollars (\$1,495.00).

Mr. Gerena stated the administration office walls had some damage and needed to be redone.

Roll Call: yeas, unanimous

#2019- 038 Approve Contract with Tameran Graphic Systems, Inc.

Col. Belanger moved, Ms. Torres seconded to approve a contract with Tameran Graphic Systems, Inc. for digital microfilm scanning services in the amount of Ten Thousand Dollars (\$10,000.00).

Roll Call: yeas, unanimous

#2019- 039 Approval of 2019 Salaries for Non-Bargaining Unit Staff

Ms. Snipes moved, Col. Belanger seconded to approve salary adjustments for non-bargaining unit staff, effective March 24, 2019.

2019 Non-bargaining Unit Staff Salaries Effective 3/24/19						
Last Name	First Name	Grade	Title	Current Rate	New Rate	% Increase
Turner	Maureen	C	ACCOUNTING ASSISTANT	\$ 16.000	\$ 16.480	3.00%
Leyva	Deborah	C	CENTRAL SUPPLY ASSISTANT	\$ 15.200	\$ 15.656	3.00%
Russo	Carol	C	HUMAN RESOURCE SPECIALIST	\$ 17.070	\$ 17.582	3.00%
Williams	LaQuanda	C	PUBLIC RELATIONS ASSISTANT	\$ 13.200	\$ 13.596	3.00%
Musser	Robert	D	GRAPHIC DESIGNER	\$ 23.000	\$ 23.690	3.00%
Patterson	Jennie	E	ADMIN SERVICES OFFICE MGR	\$ 23.140	\$ 23.834	3.00%
Godec	Anne	E	ASST MGR	\$ 24.100	\$ 24.823	3.00%
Nix	Katherine	E	CONTENT MARKETING STRATEGIST	\$ 20.250	\$ 20.858	3.00%
Kelly Sprinkle	Donna	F	BRANCH MANAGER	\$ 28.710	\$ 29.571	3.00%
Watling	Marleen	F	BRANCH MANAGER	\$ 25.000	\$ 25.750	3.00%
Gerena	Richard	F	FACILITIES MGR	\$ 34.890	\$ 35.937	3.00%
Spivey	Susan	F	BRANCH MANAGER	\$ 31.377	\$ 32.318	3.00%
Lewis	Samuel	F	BRANCH MANAGER	\$ 24.500	\$ 25.235	3.00%
Betting	Elaine	G	DIRECTOR OF COMMUNITY ENGAGEMENT	\$ 32.570	\$ 33.547	3.00%
Paganelli	Cheryl	G	TECHNICAL SERVICES MANAGER	\$ 26.690	\$ 27.491	3.00%
Diamond	Michael	K	DIRECTOR OF HUMAN RESOURCES	\$ 35.430	\$ 36.493	3.00%
Black	Jennifer	K	DIRECTOR OF MARKETING	\$ 31.500	\$ 32.445	3.00%
Grizzell	Cheryl	-	CHIEF OPERATING OFFICER	\$ 36.440	\$ 37.533	3.00%

Diamond-Ortiz	Anastasia	-	CHIEF EXECUTIVE OFFICER	\$52.000	\$53.560	3.00%
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Roll Call: yeas, unanimous

#2019- 0040 Revise Personnel Policies and the Wage, Leave & Benefit Policy for Non-bargaining Unit Staff

Ms. Torres moved, Ms. Schiemann seconded to approve the revised Personnel Policies and the Wage, Leave & Benefits Policy for Non-bargaining Unit staff to be effective immediately.

DRUG FREE WORKPLACE RESOLUTION (1991-04-18)4.02

WHEREAS, the Drug-Free Workplace Act of 1988 requires the library to provide for a drug-free workplace if the library wishes to receive grants from any federal agency, and

WHEREAS, the Lorain Public Library from time to time seeks such grants from federal agencies.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the Lorain Public Library hereby establishes the following drug-free workplace policy:

The unlawful manufacture distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace, and will be subject to discipline according to the library's discipline policies.

All employees shall notify the library of any conviction for a violation of a criminal drug statute occurring in the workplace within five days after such conviction.

DRUG AND ALCOHOL ABUSE POLICY (????-??-??) 4.02.1

~~*Appendix E-Drug and Alcohol Abuse Policy*~~

DRUG AND ALCOHOL ABUSE POLICY
of the Lorain Public Library System

I. STATEMENT OF POLICY

The Lorain Public Library System (the "Library") has a firm commitment to its employees and the community it serves to provide a safe, secure and drug-free environment in which to work and visit. The Library has no intention of interfering with the private lives of its employees, unless involvement with alcohol and other drugs off the job affects job performance or public safety. Alcohol and illegal drug use constitutes a potential danger to the security and welfare of the Library's patrons and its employees, and exposes the Library to the risk of property loss or damage. For these reasons, the Library feels it is important to establish this Policy to reinforce its commitment to a drug-free workplace, balancing its respect for individuals with the need to maintain an alcohol and drug-free environment.

Therefore, the Library prohibits the sale, use or possession of illegal drugs, alcohol or other controlled substances while in the workplace, while on the Library's property or while performing Library business on Library time away from the Library. The Library also does not permit or tolerate an employee arriving at work under the influence of drugs or alcohol.

II. DEFINITIONS

A. Covered under this Policy. This Policy includes both bargaining unit and non-bargaining unit staff.

B. Controlled substances. Any substance whose dispensation is controlled by federal or state law or is deemed illegal under federal or state law. Examples of substances include:

- Amphetamines
- Barbiturates
- Cocaine
- Opiates (e.g., Heroin, Morphine, Codeine)
- Methadone
- Phencyclidine (e.g., PCP)
- Propoxyphene (e.g., Darvon)
- Benzodiazepines
- Methaqualone (e.g., Quaaludes)
- Cannabinoids (e.g., Marijuana, Hashish)

Also encompassed by this definition are substances not sold as drugs or medicines, but which are used for mind- or behavior-altering effect.

C. Illegal drug. Any drug or controlled substance, the sale or consumption of which is illegal, and includes any drug (a) which is not legally obtainable, or (b) which is legally

EQUAL EMPLOYMENT OPPORTUNITY POLICY (EEO) (2019-03-21|1985-03-29)4.03

It is the policy of the Lorain Public Library to provide equal opportunity in employment for all persons and to promote its full realization through the development and continued maintenance of an affirmative action program. The library shall not discriminate against any employee or applicant for employment because of race, color, age (in case of individuals above and below 70 years of age), religion, gender, national origin, disability, or ancestry, or against any disabled veteran or Vietnam veteran, in the selection, promotion, classification, training, compensation, discipline, or termination of employees.

Lorain Public Library System is an equal opportunity and affirmative action employer and seeks to ensure that employment decisions are based only on valid job requirements and that all employees and applicants are provided with equal opportunity in all employment practices including recruitment, selection, promotion, compensation and salary administration, benefits, transfers, training and education, working conditions and application of policies without regard to race, color, religion, gender, sexual orientation, gender identity, pregnancy, marital status, age, nationality, ethnicity, ancestry, disability, military status, genetic information, protected veteran status, or any other factor or characteristic protected by law.

POSITION CLASSIFICATION & PAY PLAN (2014-08-21/2019-03-21 rev.)4.05

A. THE CLASSIFICATION PLAN

1. Definitions

- a. A position is a group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.
- b. A grade is a salary range to which positions are assigned based on internal relationships and external market values for similar positions.
- c. A position classification summary describes positions that:
 1. have similar duties and responsibilities,
 2. require like qualifications and
 3. can be equitably compensated by the same salary range.
- d. The grade title is the official designation or name of the position classification. It shall be used on all personnel records and actions. Working or office titles may be used for purposes of internal administration.

2. Administration

Under the policy guidance of the Board, the Library **Director-CEO** shall be responsible for the day-to-day administration of the Classification Plan developed in March 1999 by William M. Mercer. This responsibility may be delegated at his/her discretion.

The Job Evaluation Process refers to the method whereby positions are evaluated, classified, and assigned to pay grades for purposes of establishing internal equity within the Library and will be used to review position classifications that may require changes. The Classification Plan will be used for the following purposes:

- a. Each time a vacancy occurs, a classification summary shall be reviewed and any recommended changes submitted to the Library **DirectorCEO** or his/her designee for review.
- b. Each time a department or division is reorganized, classification summaries for all affected employees shall be submitted to the Library **DirectorCEO** or his/her designee for review. The Library **DirectorCEO** exercises final approval.
- c. The Library **DirectorCEO** may require unit supervisors or employees to submit classification summaries on a periodic basis, or any time he has reason to believe that there has been a change in the duties and responsibilities of one

The Library ~~Director~~CEO shall notify each employee of any change in the classification of his/her position in writing.

4.05-2

7. Reclassification Requests

If an employee or group of employees feel that the job content of the employee's position has materially changed and may be improperly classified, the employee or employees may request the Director to review the description of the position and its assigned classification. Such requests must be made in writing and must contain documentation supporting the request.

- Requests for reclassification may be submitted only during the months of May or November on the Reclassification Request Form (attached).
- The request will be reviewed by the Director or the Director's designee using the Job Evaluation Plan.
- The request will be approved or disapproved by the Director.
- *The position for which a reclassification has been denied may not be submitted for review until one (1) year from submission of the initial request.*

B.THE COMPENSATION PLAN

1. New Appointees

In general, new hires are paid at the first step of the job classification in which a position is classified.

The minimum rate of each grade is based upon the assumption that a new employee meets the minimum qualifications stated in the classification summary.

Specialized education and/or experience may be recognized by appointment at a higher salary step at the discretion of the Director.

Employees appointed to positions in grades that have salary ranges with a minimum rate, mid-point and maximum rate, but no steps, are placed at the minimum of the range, or up to the midpoint of the established salary range, depending on experience and qualifications, at the discretion of the Director.

2. Promotions (See also CBU Agreement)

The rate of pay for an employee on a stepped salary scale who is promoted or reclassified to a position in a higher job classification will be either the minimum rate of pay for the new job classification or the lowest salary step in the new job classification that will give the employee at least a three percent (3%) increase in rate of pay, whichever is greater.

	impact of your work on operations, the contacts you have with other people, and/or any <u>supervisory</u> responsibilities you may have. This information will be important to the Appeals Panel in making an informed and equitable determination regarding your classification. Attach additional page(s) if necessary.
Employee Signature:	Date Signed:

II. THIS SECTION TO BE COMPLETED BY THE EMPLOYEE'S IMMEDIATE SUPERVISOR

[Symbol] I have discussed the appeal request with the employee

[Symbol] I have not discussed the appeal request with the employee

SUPERVISORY REVIEW OF REQUEST
Please review the employee's reason(s) for appeal and provide below comments you might have.

Lorain Public Library System
Lorain, Ohio

WAGE, LEAVE & BENEFIT POLICY FOR NON-BARGAINING UNIT STAFF

Adopted by the Lorain Public Library System Board of Trustees
~~August 21, 2014~~ March 21, 2019

Nondiscrimination/Equal Opportunity Policy

The Lorain Public Library System shall not discriminate against any employee or applicant for employment because of race, color, age, religion, ~~gender~~ sexual orientation, ~~gender identity~~, ~~pregnancy~~, ~~marital status~~, ~~genetic information~~, national origin, disability, ancestry, or ~~protected~~ veteran status ~~or any other factor or characteristic protected by law.~~

I. WAGES

Salaries for employees are set annually by the Board of Trustees in accordance with the Position Classification and Pay Plan and the "Salary Structure Implementation Plan" adopted by the Library Board ~~on April 22, 1999.~~ on March 21, 2019.

A. Salary Policy for Exempt Employees

1. Employees appointed to positions in all grades are placed at the minimum of the range, or up to the midpoint of the established salary range, depending on experience and qualifications. Salary ranges in these grades have a minimum, mid-point and maximum, but no steps.

2. Annual merit reviews for Branch Managers, Facilities/Fleet Manager, Technology Manager, Director of Marketing, Director of Human Resources, Director of Community Engagement, Assistant Fiscal Officer, Administrative Services Office Manager, Content Marketing Strategists, Graphics Designer, Administrative Assistants and Student Library Aides are held the first quarter of each calendar year, and any salary adjustments are effective starting with the first full pay period in April. Annual merit reviews for the ~~Director~~ Chief Executive Officer, ~~Assistant-Director~~ Chief Operating Officer, and ~~Chief~~ Fiscal Officer are held in November and December and salaries are set by the Board of Trustees at the meeting of the Board in December, to be effective on the first day of the pay period in which January 1 falls.

B. Salary Scales

1. The salary scale shown in Appendix A represents a zero percent (0%) increase over the salary scales in effect immediately prior to this Agreement.

2. If the legal minimum wage rate per hour is raised to a rate higher than any of the salary rates per hour in the salary scale then in effect, then all of the salary rates per hour lower than the legal minimum wage rate per hour then in effect will be raised to the minimum wage rate per hour then in effect and no other changes will be made to the salary scale.

C. Compensatory-Time/Overtime Pay

1. Employees are permitted to work beyond their normal workweek for special projects, deadlines, staffing shortages, etc. when approved in advance by their supervisor.

a) Employees in classifications of ED, EF, EG, EH and EI may work over thirty-eight (38) and up to forty (40) hours in a workweek (excluding Sundays) ~~and will accrue compensatory time.~~ (Under no circumstances may an employee in the above classifications work any hours over forty (40) in a workweek, excluding Sundays, without the advance approval of the ~~Director~~Chief Executive Officer.) ~~Compensatory time hours are not compensated to the employee, and the employee is required to take compensatory time off after it was earned. Compensatory time hours are not to be taken off before they are earned or in anticipation of earning them, and are to be scheduled off with advance notice in the same manner they are accumulated. Employees covered by the Fair Labor Standards Act (FLSA) will receive overtime pay for hours worked over forty (40) in a workweek at a rate not less than time and one-half their regular rates of pay.~~

b) Administrators and Management employees (classifications of EJ, EK, EL), who are Fair Labor Standards Act (FLSA) exempt, ~~may record time worked in excess of thirty-eight (38) hours in a work week (excluding Sundays) to be taken off later as compensatory time. The maximum accumulation of compensatory time is forty (40) hours and is not compensated to the employee if a balance remains at the time of separation of employment. Compensatory time hours are not to be taken off before they are earned or in anticipation of earning them, and are to be scheduled off with advance approval of the Director or Assistant Director, will have a normal workweek of 38 hours in a five day period. However, it is understood that Administrators and Management employees will on occasion need to work beyond their normal 38 hours in order to fulfill their duties.~~

2. When a full-time employee (except employees in grades EJ, EK, EL and Administrators) does not have enough work hours, accumulated compensatory and/or Paid Time Off (PTO) time to comprise their normal work week, the employee's normal compensation will be docked by the number of insufficient hours, and the employee may be subject to discipline.

II. LEAVE BENEFITS

NOTE: Student Library Aides and temporary employees are not eligible for holiday, paid time off (PTO), sick leave, or other paid leave benefits.

A. Holidays

1. The Library is closed on the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day ~~Before~~ Christmas, Christmas.

a) When Christmas, New Year's or Independence Day fall on Sunday, the Library will be closed on the following Monday.

b) The Library is open the following holidays: Martin Luther King Day, Presidents' Day, Columbus Day, and Veterans Day. These holidays have been converted to paid time off (PTO), as described in Section II, E, Paid Time ~~Off~~ (PTO). Employees who wish to observe any of these holidays may request the use of PTO in accordance with Section II, E, ~~paid~~ time off (PTO).

2. The Library will close no later than 6:00 p.m. on the day before Thanksgiving and the day of New Year's Eve.

3. Full-time staff will receive eight (8) hours of pay for each holiday listed in this Section II, A, ~~and will be given an alternate day off if not scheduled to work when the Library is closed. Holiday pay is~~

allowed for part-time employees according to the number of hours that would be worked if it were a scheduled day for those employees. The holidays for which prorated pay will be allowed are those listed in this Section II, A.

B. Sick Leave

1. General

a) Sick leave is allowed for personal illness, pregnancy, injury, or medical appointments that cannot be scheduled outside work hours. Personal illness is defined as an infection that might endanger others or the physical inability to perform the required work. For purposes of this Section, medical emergency means any health situation that cannot be anticipated or reasonably planned for in advance.

b) An employee who suffers a serious health condition while on paid time off (PTO) should notify the Library as soon as practicable of the condition. The Library may require that the employee obtain a certification of the serious health condition. If the employee's serious health condition is certified, the Library will convert that portion of the employee's paid time off (PTO) in which the employee had a serious health condition to sick leave.

2. Accrual

a) Eligible full-time and part-time employees will accrue .0577 hours of sick leave per hour compensated (or 114.01 hours per year), excluding Sunday and/or overtime hours.

b) Sick leave may accumulate up to one hundred and fifty (150) days (or 1,140 hours) for full-time employees. The maximum sick leave accumulation for part-time employees shall be prorated based on the number of hours in the employee's current normal workweek.

3. Use (See also subsection D. FMLA Leave).

a) With the supervisor's approval, up to three (3) days of annual sick leave allowance may be used for the illness or medical emergency of a parent, parent-in-law, sibling, spouse, child, adult child and other person living in the household.

b) Each year a maximum of 50% of an employee's earned but unused sick leave may used for family sick leave in the event of a serious health condition of a parent, parent-in-law, sibling, spouse, child, adult child, and other person living in the household when the employee certifies that she/he is the primary caregiver for such person, and when approved by the Director. Family sick leave is noncumulative.

c) For purposes of this Section, serious health condition shall have the meaning as defined under the Family and Medical Leave Act.

4. Certification – A doctor's certificate confirming illness may be required at the Director's discretion. Misrepresentation of the reason for the use of sick leave is grounds for discipline up to and including dismissal.

5. Other.

a) The Library provides a Sick Leave Bank for all employees with long-term illnesses or injuries and who are eligible to earn sick leave time under the guidelines adopted by the Board (*Appendix B*).

b) An employee may transfer from another Ohio political subdivision the unused balance of the employee's accumulated sick leave up to thirty (30) days (or ~~225-240~~ hours), if certified by the previous employer.

C. Leaves of Absence Without Pay

1. Leaves of absence without pay, if such leaves would not be detrimental to the service of the Library or to the welfare of the other employees involved, may be granted for personal illness, illness in the immediate family or household, travel, work experience that would be of benefit to the Library, attendance at school or professional study.

Leaves of absence without pay will be granted for military leave and for those circumstances stated in the Family and Medical Leave Act of 1993 ("FMLA") as listed in Section H below.

2. Requests for leaves of absence without pay must be made on the designated form at least thirty (30) days in advance, or more whenever possible. Requests must be cleared with the supervisor and are subject to the approval of the Director. Leaves of absence without pay may also be granted at the discretion of the Director in cases of emergency, i.e., with less than thirty (30) days' notice.

3. Leaves of absence without pay will not be granted until earned PTO, plus time, and where applicable sick leave, are exhausted.

4. Paid leave time is not credited to employees on leaves of absence without pay. Therefore, PTO and sick leave will not accrue during a leave of absence without pay. The Library's portion of health care program costs and life insurance premiums will be paid by the Library through the end of the calendar month in which the employee received compensation.

a) An employee on leave of absence may elect, in writing, to continue his/her health care and life insurance coverage at his/her own expense. In such event, the employee will provide the Library with the premium amount seven (7) days prior to the premium due dates during the period of her/his leave for which the Library would not otherwise be paying the premiums for these benefits.

b) A leave of absence without pay up to two (2) months for extended professional study (library school) does not affect the benefit allowance.

5. Leaves of absence shall not exceed one (1) year. Such temporarily vacant positions will be filled for the period of the leave only, if possible. However, no guarantee will be given that an employee shall be assigned to the same position upon return to work unless required by law. Position and date of return from a leave will depend upon the needs of the Library.

6. Failure to return to duty at the end of the leave period will terminate Library employment.

D. FMLA Leave (See Board Family and Medical Leave Policy 4.11) or See Appendix C.

E. Paid Time Off (PTO)

1. General

~~Effective January 1997, the Library converted vacation days, personal leave days and floating holidays (i.e., Martin Luther King Day, Presidents' Day, Columbus Day and Veterans Day) into paid time off (PTO). All references to vacation time, personal leave and floating holidays would apply to PTO.~~

- a) PTO shall be accrued for all employees according to the schedules listed in section 2.b. below. ~~Advance notice of this change in PTO allocation shall be given to all employees.~~
- a).
- b) PTO balances shall be printed on each employee's pay stub.
- c) PTO accumulation may not exceed 1.5 times the earned yearly amount.

2. Accrual

Employees earn PTO from the first day of employment and are credited with PTO for hours compensated, except for premium and/or overtime hours, at the following rate:

a) Administrators, Assistant Director, Branch Managers, Facilities/Fleet Manager, Director of Marketing, Director of Human Resources, Director of Community Engagement and Technology Manager earn PTO at the rate of twenty- six (26) days (199.2 hours) per year, or 7.66 hours per pay period, or .1008 hours per hour compensated. The Assistant Fiscal Officer, Content Marketing Strategist and Administrative Services Office Manager earns PTO at the rate of twenty-four (24) days (183.9 hours) per year, or .0931 hours per hour compensated.

b) All other full-time and part-time employees earn PTO at the following rates:

During the: 1st through 5th years of full-time equivalent (FTE*) service:	Employees Earn PTO at the Rate of:	Equivalent in	Maximum
		Days per Year	Accumulation
		(Prorate for Part-time staff)	
	.0546 hours per hour compensated	14 Days	162 Hours
6th year of FTE* service:	.0739 hours per hour compensated	19 Days	219 Hours
7th year of FTE* service:	.0778 hours per hour compensated	20 Days	231 Hours
8th year of FTE* service:	.0816 hours per hour compensated	21 Days	242 Hours
9th year of FTE* service:	.0854 hours per hour compensated	22 Days	253 Hours
10th year of FTE* service:	.0893 hours per hour compensated	23 Days	265 Hours
11th year of FTE* service:	.0931 hours per hour compensated	24 Days	276 Hours

* Full-time equivalency equals 1,976 hours compensated (38 hours per week x 52 weeks).

c) Part-time employees:

i) Part-time employees will earn PTO based on the schedule in Section 2.b. above. Part-time employees will receive an additional year's credit of PTO service for every 1,976 hours of work compensated at the time such accrual is attained.

ii) PTO will be accrued in the first full pay period following a change in employment status.

d) New employees earn PTO from the first day of employment. However, new employees cannot take accrued PTO until the first full year of employment is completed, except as otherwise provided in Section 3 below. Employees leaving employment before the end of the first year of employment forfeit earned PTO.

3. Use of PTO

a) New full-time employees in grades ED, EF, EG, EH, and EI, may schedule up to sixteen (16) hours (pro-rated for part-time) of accrued PTO during the first six (6) months of employment and up to thirty-eight (38) additional hours (pro-rated for part-time employees) of accrued PTO after the first six (6) months of employment.

b) Full-time employees in grades EJ, EK, EL, and Administrators, may schedule up to seventy-six (76) hours of accrued PTO during the first twelve (12) months of employment.

c) PTO time will be scheduled in one (1) hour increments up to full day segments.

d) When the Library remains open during extreme weather conditions, an employee may use accrued PTO to cover an absence or tardiness, or to leave early. The employee will notify her/his supervisor as soon as practicable of the need for such PTO.

e) An employee with at least one (1) year of service terminating employment with required notice in accordance with Section IV.J. will be paid for all unused, accrued PTO to be included in his/her final paycheck. An employee using more than earned PTO before separation from employment will have excess time used deducted from her/his final pay.

3. Requests of PTO

The needs of the Library will be the criteria for approval/refusal of PTO.

~~a) From February 1 through February 15, and from August 1 through August 15 of each year, employees may request PTO leave for the six (6) month periods beginning May 1 through October 31 and beginning November 1 through April 30, respectively. Approval of such requests shall be subject to the needs of the Library.~~

~~b)a)~~ PTO requests of any amount of time submitted before or during the semi-annual request period will be approved or denied by the supervisor by the first of the month following the end of the request period.

~~c)b)~~ PTO may be requested at times other than those named above and may be approved or denied at the discretion of the Library. PTO for periods of five (5) consecutive working days or more, or PTO of one (1) full day or more scheduled in conjunction with a paid holiday, excluding Sundays, shall be requested at least thirty (30) calendar days in advance. Such requests will be approved or denied by the supervisor within two (2) weeks of the submission of the request. PTO for periods of less than five (5) consecutive working days, excluding Sundays, shall be requested at least seventy-two (72) hours in advance. The Director may waive the advance notice requirement for FLSA exempt managers.

~~d)c)~~ If an employee wishes to change her/his PTO from that granted, changes in her/his PTO schedules may be made at the discretion of the Library.

~~e)d)~~ PTO Pay In Lieu of Time Off

Once a full-time employee or a part-time employee on a pro-rated basis has

~~accrued~~ one (1) week of PTO, the employee may choose to work during one (1) week of his/her accrued PTO and receive his/her regular compensation for such week, in addition to PTO pay. No more than one (1) week of accrued PTO per calendar year for a full-time employee and one (1) week on a pro-rata basis per calendar year for qualified part-time employees may be used under this option for employees in grades EA through EH.

The Director may approve payment to non-bargaining unit employees in Grades EI, EJ, EK, or EL and to the Assistant Director and Fiscal Officer of a second week (38 hours) of accrued PTO in any calendar year, in lieu of taking that time off.

Employees may request PTO pay in lieu of taking time off with two (2) weeks advance notice prior to the first day of the pay period in which the payment will be effective.

A new employee may not request a payout of PTO under this option during the first year of employment.

F. Bereavement Leave

1. Employees are entitled to a maximum of three (3) days bereavement leave for the death of a child, spouse, sibling, parent or parent-in-law, grandparent, grandchild, or for the death of a current step family member in the relationships listed in this Section 1, or for the death of any other person living in the employee's immediate household.

2. In the event of a death during an employee's PTO, the amount of time used for bereavement leave as outlined above, will be converted to bereavement leave hours and not charged as PTO.

3. An employee may use up to four (4) days of PTO to supplement the paid bereavement leave permitted in this section, subject to the needs of the Library. The thirty (30) day notification requirement for the use of five (5) days or more of PTO used in conjunction with bereavement leave will be waived.

G. Jury Duty and Court Appearances

When an employee is called to serve on a jury, the Library will allow the time off work and pay that person his/her regular wages for the day(s). Any compensation received by the employee from the court will be given to the Library with any allowance paid for mileage being retained by the employee. The employee must furnish a certificate of jury duty. The same applies to an employee who has been subpoenaed to appear in court. This could be as a result of being a victim in a criminal proceeding or a witness.

H. Military Leave

Library policy concerning military leave follows federal and state laws.

I. Emergency Call-Outs

From time to time, the Library may require an employee to work at a nonscheduled time to resolve an emergency situation. Employees who are called out in an emergency situation will receive a minimum of two (2) hours of compensation for each occurrence.

III. **INSURANCE**

A. INSURANCE

1. The Library will make available a health care program with employee only, ~~employee/spouse, employee/children,~~ and family coverage options, for which full-time employees may apply. The Library will make available a health care program with an employee only coverage option for which part-time employees who the Library is statutorily required to make available health care coverage may apply. Part-time employees who become eligible for health care coverage will remain eligible for coverage for only so long as the Library is statutorily required to make available health care coverage to them.

2. The Library will offer all bargaining unit employees eligible under Section 1 above insurance coverage through a plan of ~~its LPLS's~~ choosing. The Library will consider the recommendations of the Healthcare Committee.

~~3. Employees participating in the plan will contribute toward the payment of premiums on the following basis, twenty-five percent (25%) of the premium for employee only coverage and twenty-five percent (25%) of the premium for family coverage, not to exceed the following caps:~~

	Through- 06/30/2017	07/01/2017— 06/30/2018	07/01/2018 — 06/30/2019	07/01/2019 — 03/31/2020
Employee-only	\$241/mo.	\$241/mo.	\$289/mo.	\$347/mo.
Employee/spouse	\$662/mo.	\$662/mo.	\$794/mo.	\$953/mo.
Employee/children	\$509/mo.	\$509/mo.	\$611/mo.	\$733/mo.
Family	\$930/mo.	\$930/mo.	\$1,116/mo.	\$1,339/mo.

~~a. The monthly coverage contribution for a full-time employee whose most recent date of hire is before April 1, 2014, will not exceed the percentages of the employee's gross amount of monthly compensation by fifteen percent (15%) from April 1, 2017 through March 31, 2020. For this purpose, gross amount of monthly compensation will mean the employee's current hourly rate multiplied by 1,976 hours and divided by twelve (12).~~

~~b. Part-time employees eligible under Section 1 above electing employee only health care coverage will contribute toward the payment of premiums on the same basis as described above, as permitted by law. In addition, eligible part-time employees may elect employee/spouse, employee/children, or family coverage, but they will be charged the difference between the full premiums for the option they select and the Library's employee only coverage option plus their contribution for the Library's employee only coverage. For example, if the Library's employee only coverage option has a full premium of \$1,000 per month and the Library's family coverage option has a full premium of \$3,000 per month, an eligible part-time employee selecting the Library's family coverage option would pay the difference between the Library's family and employee only coverage~~

options, or \$2,000 per month, plus 20% of the Library's employee only option, or \$200 per month, for a total contribution of \$2,200 per month.

c. Employee health contribution payments shall be made through biweekly payroll deductions, and shall not exceed two pays per month.

d. Full-time employees eligible for health care coverage who elect at the annual enrollment period to waive health care coverage shall receive an annual payment of \$500 during the last month of that health plan fiscal year. The election must be made in writing to the Administration Office no later than forty-five (45) days before the health plan fiscal year begins, or such other time as the Library may require. For example, if the health plan year begins on July 1, 2017, election to waive coverage must be made by May 15, 2017, and the annual payment will be made during June 2018. New hires will not be eligible to elect a waiver bonus until the first annual enrollment period designated by the carrier after the date of employment of such new hires. The Library will process health care waivers as a separate pay.

e. Nothing in this Section shall be construed to relinquish, restrict, or otherwise limit the Library's rights, entitlements, and obligations under the federal Patient Protection and Affordable Care Act, or any other federal or state law.

B. Life Insurance

For employees eligible for health insurance coverage, the Library will provide \$20,000 term life insurance. For new hires, this term life insurance policy will have the same effective date as the health insurance.

C. Section 125 Plan

The Library will make available a Section 125 plan, which will permit employees to pay their healthcare, dental and vision insurance premiums on a pre-tax basis. The Library will offer employees a dental insurance plan and a vision insurance plan, both of which will be employee-paid, but which payments will be eligible to go through the Section 125 plan.

D. Workers' Compensation

Under the Ohio workers' compensation laws, employees may be eligible for ~~workers' compensation~~ benefits.

E. Flexible Spending Account

The Library will make available a flexible spending account (FSA) plan for all employees.

IV. OTHER BENEFITS AND WORKING CONDITIONS

A. Retirement Fund

1. Library employees are covered by the Public Employees Retirement System (PERS) of Ohio rather than Social Security and are eligible for coverage under regulations established by OPERS. The total

When Taxes & Benefits Differ for Non-Resident Staff

compensation payable by the Library to each employee in any pay period will be reduced by the amount payable by the Library to OPERS on behalf of the employee as a pick-up amount.

2. Employees who elect to retire and meet the requirements of Ohio Revised Code Sections 124.38 and 124.39 shall be paid a lump sum equal to one-fourth (1/4) of the value of accrued but unused sick leave credit upon notice from OPERS. Such payment shall be made only once to any employee.

B. Continuing Education

1. Job Enrichment Account

a) The Library will provide a Job Enrichment Account for each of the exempt employees (excluding Student Library Aides) to be used for the purpose of paying professional dues, annual membership dues for service organizations within the Library district (i.e. Rotary, Kiwanis, Lions), membership in a job-related association, librarian certification fees, attendance at job-related seminars or workshops, or for tuition fees for job-related courses. Requests to use funds in the account must be made in writing by the employee and approved by his/her supervisor. The accounts shall be established in the following amounts:

i) \$275.00 per year allowance for Clerks, Administrative Clerks, Graphics Specialist, Administrative Services Office Manager, Public Relations Associate, and Assistant Fiscal Officer.

ii) ~~\$475.00 per year allowance for~~ For Public Service Coordinators, Librarian Supervisors, Public Relations Officer, Facilities/Fleet Manager, Technology Manager, and Administrators the Library will cover the cost of professional memberships, attendance at seminars, conferences, and workshops, and job related courses if deemed beneficial to the operation of the Library.

2- Schedule Adjustment for Educational Purposes

~~An employee in grades ED through EI planning to take courses for credit in any of the following:~~

- ~~* A program of an accredited school of library science;~~
- ~~* A program leading toward completion of a bachelor's degree;~~
- ~~* A program of study leading toward the completion of an associate arts degree;~~
- ~~* A subject field directly related to the employee's job responsibility, including computer-related courses, to improve his/her capability to perform his/her specific job;~~

~~may request from the supervisor up to three (3) hours per week schedule adjustment without pay for class and travel time. The hours shall be arranged in advance with the supervisor so that they shall not be detrimental to the needs of the Library. The Director or his/her designated representative will be the sole judge of the "needs of the Library." Employees may be permitted to make up time missed, but this is not an automatic right. An employee must show proof of enrollment and completion of coursework.~~

3- Tuition Reimbursement

a) ~~The Library may reimburse all or a portion of the reasonable cost of tuition for employees who complete courses of study that the Board of Trustees consider essential to the Library or to the improvement of the employee's performance as a member of the Library staff. Mileage and other expenses will not be reimbursed under the provisions of this section. First priority will be given to candidates who, in the opinion of the administrative staff and with the approval of the Director, can perform satisfactorily in a specified position that has been difficult to fill and that has been vacant for an extended period of time. Second-~~

~~priority will be given to candidates who, because of job modifications, require an increased level of skill and/or knowledge, need course work and/or training in order to meet specific job performance objectives.~~

b) In the event the Library requires an employee to enroll in and satisfactorily complete a course, one hundred percent (100%) of the tuition cost will be reimbursed.

4.2 Professional Activities

a) All employees are encouraged to attend the library conferences, professional meetings, and other programs that are beneficial to their position. The Director or Assistant Director must approve requests for employee attendance at these activities.

b) Time with pay may be allowed to employees with the following guidelines:

- * The Library's service must not suffer.
- * When all requests for released time cannot be granted, the practice of rotation of employees attending meetings should be followed.
- * Time credited for a workweek, which includes a meeting or conference cannot exceed the normal hours, unless the Library assigns an employee to attend a specific meeting.
- * Only members of OLC and ALA may have released time to attend the respective annual conferences; members of ALA may have released time to attend the PLA biennial conference; all must be approved by the Board of Trustees.

c) Funds permitting, authorized attendees may be reimbursed following the Board of Trustees Travel Policy (*Appendix D*).

C. Direct Deposit

All CBU exempt employees must have Direct Deposit of their entire pay into one or more financial institutions of their choice, including a credit union. The Fiscal Officer's office has information on area banks for employees of the Library who use Direct Deposit. The Library will provide pay documents to employees only.

D. Credit Union

Lorain Public Library is affiliated with the LorMet Community Federal Credit Union as a special employee group. All employees and their family members are eligible for membership in that credit union. Employees may elect to have payroll deductions for participation in a credit union.

E. Tax-Deferred Plans

The Library offers two optional tax-deferred plans for employees through payroll deduction. See the Assistant Director or Administrative Services Office Manager or Fiscal Officer for more information as well as a comparison of these plans.

IRS Section 457 Plans – These tax-deferred supplemental retirement plans are administered by the Ohio Public Employees Deferred Compensation Plan and [INGVoya](#).

Appendix A-Exempt Salary Scale

Lorain Public Library-System Lorain, Ohio NON-BARGAINING UNIT-SALARY SCALE- March 17, 2016					
Grade	Position	Min	Max	Min	Max
EA	Student Library Aide Administrative Aide	A \$15,000 H \$15,100		\$17,269 \$18,041	\$18,722 \$19,601
ED	Clerk	A \$15,167 H \$16,722		\$18,028 \$19,425	\$19,685 \$21,121
EE	Administrative Clerk	A \$16,850 H \$17,082		\$19,385 \$19,578	\$21,580 \$22,076
EG	Graphic Specialist	A \$18,211 H \$18,272		\$19,284 \$19,332	\$21,314 \$21,428
EH	Administration Secretary	A \$18,267 H \$18,226		\$19,872 \$19,521	\$21,258 \$21,616
EJ	Assistant Fiscal Officer Administrative Serv. Office Mgr. Public Relations Associate	A \$18,426 H \$18,616		\$19,134 \$21,626	\$21,082 \$26,782
EJ	Personnel Coordinator	A \$17,740 H \$18,289		\$19,723 \$19,657	\$21,203 \$22,434
EK	Facilities Manager Librarian Supervisor Marketing/Communications Mgr.	A \$21,087 H \$21,289		\$21,298 \$21,665	\$24,431 \$24,641
EL	Public Serv. Coordinator Technology Manager	A \$21,993 H \$21,789		\$21,998 \$21,222	\$26,423 \$26,876

NOTE: Salaries based on Collective Bargaining Agreement and past practice salary. Tax increased 2%.

Source: Bureau de Statistique Fédérale des États-Unis

F. Scholarship Fund for Employees

The Lorain Friends of the Library, Inc. may maintain a Scholarship Fund for employees.

G.F. Employee Assistance Program (EAP)

The Library Board of Trustees offers an employee assistance program (EAP) for all employees. This benefit is a confidential assessment and referral program that assists with any personal problem.

H.G. Orientation

1. Lorain Public Library makes use of an orientation period to provide an opportunity for on-the-job training and to judge the employee's ability to perform his/her job.
2. Before the end of the first quarter of the orientation period, the supervisor will establish performance objectives to serve as the basis for evaluating the successful completion of the period.
3. The orientation period for professional employees is twelve (12) months, for Student Library Aides is three (3) months, and for all others is six (6) months.
4. An employee may be discharged at any time without cause, during the orientation period.

I. Performance Review

There will be a performance review of each employee by his/her supervisor once per calendar year. The performance review will focus on work-related behavior of the employee. The purposes of the performance reviews are to inform the employee of any strengths/weaknesses she/he may have in her/his performance, to provide the employee with additional instruction on the improvement needed, and to allow the employee to ask questions or make suggestions regarding the work of the department/branch. However if problems do exist, supervisors will make reasonable efforts to discuss them with an employee as they arise.

Lorain Public Library System				
Lorain, Ohio				
NON-BARGAINING UNIT SALARY SCALE - March 15, 2018				
GRADE	JOB TITLE	Minimum	Midpoint	Maximum
A	Office Assistant	\$ 8.30	\$ 10.00	\$ 11.50
-				
B	Public Relations Clerk	\$ 11.05	\$ 12.00	\$ 14.95
-				
C	Central Supply Assistant	\$ 12.20	\$ 16.50	\$ 19.80
	Accounting Assistant	\$ 12.20	\$ 16.50	\$ 19.80
	Administrative Office Assistant	\$ 12.20	\$ 16.50	\$ 19.80
	Human Resources Specialist	\$ 12.20	\$ 16.50	\$ 19.80
	Public Relations Assistant	\$ 12.20	\$ 16.50	\$ 19.80
-				
D	Graphic Designer	\$ 16.00	\$ 20.00	\$ 24.00
-				
E	Content Marketing Strategist	\$ 18.80	\$ 23.50	\$ 28.20
	Assistant Fiscal Officer	\$ 18.80	\$ 23.50	\$ 28.20
	Human Resources Administrator	\$ 18.80	\$ 23.50	\$ 28.20
	Grants and Development Strategist	\$ 18.80	\$ 23.50	\$ 28.20
-				
F	Branch Manager	\$ 21.28	\$ 28.50	\$ 35.63
-				
G	Facilities Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Human Resources Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Information Technology Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Main Library Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Marketing Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Technical Services Manager	\$ 26.25	\$ 35.00	\$ 43.75
	Community Engagement Manager	\$ 26.25	\$ 35.00	\$ 43.75

Appendix C Family and Medical Leave Policy

FAMILY AND MEDICAL LEAVE POLICY (2009-01-29) 4.11

An employee who has worked 1,250 hours in the immediately preceding twelve (12) months and has been employed with the Library for a minimum of twelve (12) months is entitled to twelve (12) weeks family/medical leave ("FMLA leave") in any of the following circumstances:

1. Family Leave

- (a) At the birth of a child;
- (b) At the adoption or placement of a child into foster care;

For purposes of family leave, the employee must take FMLA leave within twelve (12) months of the qualifying event. When a husband and wife are both employed by the Library, the aggregate number of work weeks of FMLA leave to which both are entitled is limited to twelve (12). The individual spouses are entitled to any remaining weeks of FMLA leave for their own or an immediate family member's qualifying medical condition.

2. Qualifying Emergency Leave

- (a) When a covered military family member is notified of a deployment of seven (7) or less days, the employee may take up to seven (7) days of leave for any reason related to that deployment. The seven (7) days begins to run when the covered family member is provided the short-notice deployment.
- (b) The employee may take leave to attend any official ceremony, program or event sponsored by the military, and to attend family support and assistance programs and information briefings sponsored by the military, military service organizations or the American Red Cross.
- (c) The employee may take leave to arrange for child care or attend school functions of the son or daughter of a covered military family member related to the active duty of a covered military family member, including leave to (i) arrange for alternative school or childcare; (ii) provide childcare on an urgent, immediate need (not regular) basis; (iii) enroll or transfer a child in a new school or day care facility; or (iv) attend meetings with school or day care staff regarding discipline, parent-teacher conferences or school counseling.
- (d) The employee may take leave to make or update financial or legal arrangements to address the covered military family member's absence while on active duty call to active duty, such as preparing or executing a will or powers of attorney, transferring bank account signature authority, obtaining military identification cards or securing military service benefits such as enrollment in the Defense Enrollment Eligibility Reporting System (DEERS).
- (e) The employee may take leave to attend counseling by a non health care provider. Leave is available when the counseling is needed by the employee, the covered military member or the son or daughter of the covered military member; provided, however, that the counseling arises from active duty service or a call to active duty.
- (f) The employee may take up to five (5) days leave to spend time with a covered military member on rest and recuperation leave during a period of deployment.
- (g) The employee may take leave to attend ceremonies incident to the return of the covered military family member, including arrival ceremonies, reintroduction briefings and events and any other official ceremony or program sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status. The employee may also take leave to address issues arising from the death of a covered military family member, such as meeting and recovering the body or making funeral arrangements.

(h) — The employee may take leave which arises out of a covered military member's call of service to active duty/contingency operation; provided, however, that the Library and the employee must agree on coverage, timing and duration of the leave.

For purposes of this section, a "covered military family member" is the spouse, son, daughter or parent of the employee who is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

"Contingency operation" is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations or hostilities against an enemy of the United States or against an opposing military force. The covered military member's active duty orders will reveal whether the call is for a contingency operation.

§ — Medical Leave

(a) — To care for an immediate family member with a "serious health condition";

(b) — In the event that the employee has a "serious health condition" that makes the employee unable to perform the functions of his/her position.

"Serious health condition" is defined as an illness, injury or impairment that requires:

(a) — Inpatient care in a hospital, hospice or residential medical care facility including any period of incapacity or subsequent treatment in connection with inpatient care;

(b) — Continuing treatment by a health care provider involving any of the following:

(i) — A period of incapacity of more than three (3) consecutive calendar days that involves Treatment two (2) or more times by a health care provider within a 30-day period; or One (1) treatment by a health care provider that results in a regimen of continuous treatment.

(ii) — Any period of incapacity due to pregnancy or prenatal care;

(iii) — Any period of incapacity or treatment for incapacity due to a chronic serious health condition; provided, however, for chronic conditions requiring periodic visits for treatment, such visits must take place at least twice a year;

(iv) — Permanent or long term conditions for which treatment may not be effective; or

(v) — Any period of incapacity to receive multiple treatments either for restorative treatment or for a condition that would likely result in a period of incapacity of more than (3) consecutive calendar days in the absence of such medical treatments.

For purposes of this section, "treatment" includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. "Treatment" does not include routine physical examinations, eye examinations or dental examinations.

Also for purposes of this section, immediate family member is defined as a spouse, parent or child.

k — For all uses of FMLA leave, the twelve (12) month period will be the calendar year.

e — FMLA leave is charged in minimum units of fifteen (15) minutes.

d. While on FMLA leave, the employee is required to use sick leave, if available. If an employee does not have sick leave available, the employee is required to use all paid time off prior to being placed on unpaid status. All paid sick leave and paid time off will be included in the twelve (12) week leave period. An employee on the unpaid portion of FMLA leave does not accrue sick leave or paid time off. An employee's seniority is not affected by FMLA leave.

e. Timing of Notice. When the approximate timing of the need for leave is not foreseeable, the employee must provide notice to the Library as soon as practicable under the facts and circumstances of the particular case. It generally should be practicable for the employee to provide notice of leave that is enforceable within the time prescribed by the Library's usual and customary notice requirements applicable to such leave.

f. When the employee is granted FMLA leave for illness, injury or any other medical condition, the employee must furnish a written statement from the employee's physician confirming that the employee is unable to work and the expected date of the employee's return to work. When an employee is requesting FMLA leave to care for a family member, the employee must furnish a statement from the family member's doctor confirming the condition and the expected date of the employee's return to work.

The Library may request that the employee clarify information contained in the written statement. Furthermore, the Library's Assistant Director or the employee administering the Library's FMLA program may contact the employee's health care provider directly to verify or clarify information contained in the written statement. In the event that the employee refuses to cure the deficiencies in the written statement or does not grant the Library permission to speak to the health care provider to obtain clarification, the employee's request for FMLA leave will be denied.

After the original period of incapacity certified by the employee's or the employee's family member's physician, the Library may request recertification every thirty (30) days. If the employee requests an extension of FMLA leave, or the circumstances described by the previous certification have changed significantly (e.g., the duration or nature of the illness) or the Library receives information casting doubt upon the validity of the previous certification, then the Library may request a recertification immediately.

The employee must comply with any request for certification or recertification as soon as possible, but not more than fifteen (15) days as a condition of FMLA leave approval, or continuation of FMLA leave. The cost of certification or recertification will be paid by the employee.

If the Library doubts the validity of the certification provided, the Library may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the Library. If the second opinion differs from the original certification, the Library may require, at its expense, the opinion of a third health care provider jointly approved by the Library and the employee. The opinion of the third health care provider will be considered final and binding on both the Library and the employee.

g. When the employee is granted FMLA leave for a Qualifying Emergency, the employee must furnish a written certification confirming the need for leave. The Library requires that the employee provide it with (1) a copy of the covered military member's active duty call to active duty in support of contingency operations, and (2) a signed statement from the employee describing the facts regarding each request for leave for each form of Qualifying Emergency Leave. The Library may verify the information on the certification, including contacting the Department of Defense to verify the call to active duty, or calling a third party to verify a meeting or appointment schedule.

h. When an employee is granted a family leave or a leave for planned medical treatment, the employee must give thirty (30) days notice of the day FMLA leave is expected to commence and the anticipated length of the leave. When thirty (30) days is not feasible, the Library requests that the employee give as much notice as is practicable so that operational needs can be met. In the case of a planned medical leave, the Library requests that treatment be scheduled so as to cause minimal disruption to services.

i. The Library will continue to pay the Library's portion of the employee's health care and life insurance plan during FMLA leave. The employee is required to pay the employee's premium contribution seven (7) days before the end of a month in which the employee is not on the active payroll. An employee who does not return to work at the end of the leave will be required to repay the premiums paid by the Library to retain the employee's health care and life insurance during the unpaid portion of the leave unless the reason the employee does not return to work is due to the continuation, recurrence, or onset of a serious health condition which would otherwise entitle the employee to FMLA leave or other circumstances occur which are beyond the employee's control.

j. An employee wishing to return before the scheduled end of an FMLA leave must give two (2) working days advance notice to his/her supervisor. If the employee is on FMLA leave due to a serious health condition, the employee will be required to provide a physician's release before the employee is permitted to return to work.

k. FMLA leave may be taken intermittently (periods of fifteen (15) minutes or more over several weeks) or on a reduced schedule (less than full-time basis) when medically necessary or the employee is needed to care for a family member with a serious medical condition. Intermittent/reduced schedules are available subject to the following conditions:

1. The employee makes a reasonable effort to schedule time off so as not to disrupt the operations of the Library. The employee provides not less than thirty (30) days notice before the date the leave is to begin, unless the medical condition requires leave to begin in less than thirty (30) days, or as soon as practicable in the event of a request for Qualifying Emergency Leave. Finally, the employee provides his/her supervisor with the date on which medical treatment is expected along with the expected duration of the treatment or the length of time needed to care for a family member.

2. The Library may require an employee to transfer temporarily to an alternative position if the employee is qualified and the position has equivalent pay and benefits, and if the position better accommodates recurring periods of leave than the employee's regular position. An employee may not be transferred when qualifying emergency leave is taken on an intermittent or reduced leave scheduled basis.

l. The time during which an employee serving a promotional trial period is on a FMLA leave will not be counted towards the employee's trial period.

m. On return from an FMLA leave, an employee will return to the same position the employee held when the leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

n. If the Library discovers that an FMLA leave that was granted for a specific purpose is not being used for that purpose, the Library may cancel the FMLA leave and direct the employee to report to work.

o. An employee who fails to return to work at the expiration or cancellation of an FMLA leave will be terminated.

p. The provisions of this FMLA leave policy will comply with the Family and Medical Leave Act of 1993. Nothing in this FMLA leave policy will be construed as limiting an employee's eligibility for or entitlement to leave pursuant to the Family and Medical Leave Act of 1993.

q. This FMLA leave policy does not limit the paid or unpaid leave for which an employee may be otherwise eligible.

4. Service Member Family Leave

Eligible employees can take up to 26 weeks of leave in a single 12-month period because their spouse, child, parent or next of kin (nearest blood relative) is seriously ill or injured as a result of serving on active duty in the Armed Forces.

Appendix E-Drug and Alcohol Abuse Policy

**DRUG AND ALCOHOL ABUSE POLICY
of the Lorain Public Library System**

I. STATEMENT OF POLICY

The Lorain Public Library System (the "Library") has a firm commitment to its employees and the community it serves to provide a safe, secure and drug-free environment in which to work and visit. The Library has no intention of interfering with the private lives of its employees, unless involvement with alcohol and other drugs off the job affects job performance or public safety. Alcohol and illegal drug use constitutes a potential danger to the security and welfare of the Library's patrons and its employees, and exposes the Library to the risk of property loss or damage. For these reasons, the Library feels it is important to establish this Policy to reinforce its commitment to a drug-free workplace, balancing its respect for individuals with the need to maintain an alcohol and drug-free environment.

Therefore, the Library prohibits the sale, use or possession of illegal drugs, alcohol or other controlled substances while in the workplace, while on the Library's property or while performing Library business on Library time away from the Library. The Library also does not permit or tolerate an employee arriving at work under the influence of drugs or alcohol.

II. DEFINITIONS

A. Covered under this Policy: This Policy includes both bargaining unit and non-bargaining unit staff.

B. Controlled substances: Any substance whose dispensation is controlled by federal or state law or is deemed illegal under federal or state law. Examples of substances include:

- Amphetamines
- Barbiturates
- Cocaine
- Opiates (e.g., Heroin, Morphine, Codeine)
- Methadone
- Phenyletidine (e.g., PCP)
- Propoxyphene (e.g., Darvon)
- Benzodiazepines
- Methaqualone (e.g., Quaaludes)
- Cannabinoids (e.g., Marijuana, Hashish)

Also encompassed by this definition are substances not sold as drugs or medicines, but which are used for mind or behavior-altering effect.

C. Illegal drug: Any drug or controlled substance, the sale or consumption of which is illegal, and includes any drug (a) which is not legally obtainable, or (b) which is legally

~~obtainable but has not been legally obtained. The term includes prescribed drugs not being used for prescribed purposes.~~

~~D. Prescribed drug. Any substance prescribed for individual consumption by a licensed medical practitioner.~~

~~E. Substance abuse. Use of illegal drugs, controlled substances, legal drugs (by prescription, over the counter or through illegal possession) or alcohol in amounts hazardous to individual health or the safety of the community; or use of such substances on one's own initiative and without medical supervision, especially in large doses that may lead to psychological dependency, tolerance, or abnormal behavior.~~

~~F. Positive result. The presence of one or more of an isolated group of substances above the minimum standards in the specimen. Standards for drug screens are set by the National Institute on Drug Abuse (NIDA) and/or the Department of Health and Human Services. For alcohol, a positive result will be 0.04% or higher.~~

~~G. Library property. All areas or portions of the Library's facilities or other workites, including vehicles, that are owned, leased, managed or otherwise under the control of the Library.~~

~~H. Library time. All working hours, including break periods.~~

~~I. Reasonable suspicion. Defined as:~~

- ~~• Direct observation of drug/alcohol impairment as reported by a trained individual;~~
- ~~• Suspicious attendance or tardiness pattern, as documented by specific dates and instances of absence or lateness;~~
- ~~• Unexplainable deterioration of work performance, as documented by specific dates and instances of unsatisfactory work performance;~~
- ~~• Specific observations concerning the appearance, behavior, performance, speech, and/or body odors of the employee, as observed by trained individuals; or~~
- ~~• Arrest or conviction for a drug-related offense, or identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The employee is responsible to notify the Director within five (5) working days, of any drug-related conviction.~~

~~J. Trained individual. An individual who has received at least four (4) hours of substance abuse training in the first year of this Policy's enforcement and two (2) hours in subsequent years by a third party.~~

~~K. Employee Assistance Program (EAP). Program provided by the Library to assist employees through personal problems including but not limited to substance abuse.~~

~~L. Medical Review Officer (MRO). A licensed physician who reviews laboratory results generated by an employer's drug testing program and evaluates medical explanations for certain drug test results.~~

~~III. PROHIBITED ACTIVITIES~~

- ~~A. Employees will not report to work under the influence of any substance that impairs any part of their mind or physical body, including but not limited to drugs or alcohol.~~
- ~~B. Employees must not manufacture, sell, distribute, dispense, possess or use controlled substances, inhalants or alcohol, or abuse prescriptions on Library property or on Library time.~~

~~IV. TESTING FOR THE PRESENCE OF ILLEGAL DRUGS AND/OR ALCOHOL~~

~~Any drug or alcohol testing required by the Library will be conducted by a certified laboratory.~~

~~The Library reserves the right to test any employee for the presence of illegal drugs under the following circumstances:~~

- ~~A. Testing of applicants: All applicants who have been offered employment will be required to be tested for the presence of illegal drugs and/or alcohol. All applicants who have been made an offer of employment will be required to read and sign an "Applicant Consent for Drug and/or Alcohol Test" and "Authorization for Release of Information" form. Any applicant who refuses or fails to take such a test as directed by the Library will be disqualified from employment consideration. Furthermore, any applicant who tests positive for the presence of illegal drugs and/or alcohol will be disqualified from employment consideration.~~
- ~~B. Testing of current employees: The Library may require a test (at the Library's expense) for the presence of illegal drugs and/or alcohol, if the Library has a reasonable suspicion, as defined above. Observations must be verified by a second trained individual. An employee may be suspended with pay pending the results of the drug and/or alcohol screen until results are received.~~

~~The decision to conduct a drug and/or alcohol test is the Director's responsibility, in consultation with the employee's supervisor. If the Director is suspected of being impaired by the presence of illegal or alcohol, then the decision to have the Director tested will be the responsibility of the Chair of the Personnel Committee of the Library's Board of Trustees.~~

~~V. TEST PROCEDURES~~

- ~~1. The testing collection site will explain the testing procedures to the employee being tested.~~
- ~~2. All collection and chain-of-custody procedures will follow the guidelines of the agency from which the testing facility was certified.~~

3. The form of drug testing will be

- urinalysis (EMIT screen plus Gas Chromatography/Mass Spectrometry [GC/MS] confirmation for a panel of ten drugs
- breath or saliva with a confirmatory evidential breath test (EBT) for alcohol.

4. Drug tests will include a review process in which a qualified medical review officer (MRO) interprets the laboratory results for all drug tests. Employees subject to testing will be offered the opportunity to explain the circumstances surrounding a positive result to the MRO. The MRO will report positive results to the Library only after verifying that there are no valid medical explanations for the positive result.

5. Drug testing includes a split specimen procedural safeguard in which urine is subdivided into two containers.

6. If a specimen generates a positive result, an employee may request the split sample for independent testing at the employee's expense within (3) days of notification of the positive result.

7. Alcohol testing includes a confirmation breath test procedural safeguard.

The cut off levels on the EMIT screen and GC/MS confirmation will be those established by Section 4123.54(B)(1)(b) (d). The current cut off levels are:

Drug to be tested	Screening Cut-Off Level	Confirmation Cut-Off Level
Amphetamines	1,000 ng/ml	500 ng/ml
Barbiturates	300 ng/ml	300 ng/ml
Benzodiazepines (Valium, Librium, etc)	300 ng/ml	300 ng/ml
Cannabinoids (THC, Marijuana)	50 ng/ml	15 ng/ml
Cocaine (including Crack)	300 ng/ml	150 ng/ml
Methadone	300 ng/ml	300 ng/ml
Methaqualone	300 ng/ml	300 ng/ml
Opiates	2,000 ng/ml	2,000 ng/ml
Phencyclidine (PCP)	25 ng/ml	25 ng/ml
Propoxyphene (Dartan)	300 ng/ml	300 ng/ml

C. Reporting of results. All test results will be reported to and reviewed by a MRO prior to the results being issued to the Library. The Library will notify the employee of test results within seven (7) days after the employee's results are received from the laboratory.

~~D. When testing will be considered working time. Any testing that the Library requires employees to take during the employee's regular work schedule will be considered time working and will include the employee's travel to and from the testing facility. In a reasonable suspicion circumstance, a Library representative will either drive the employee to the testing facility or provide the employee with an alternate form of transportation. Refusal to comply may result in immediate termination.~~

~~E. Employees who report to work under the influence of drugs or alcohol. An employee who reports to work under the influence of drugs or alcohol will not be allowed to drive themselves home or elsewhere. Should the employee be required to submit to a drug and/or alcohol test, a Library representative will either drive the employee to the testing facility or provide the employee with an alternate form of transportation. Refusal to comply may result in immediate termination.~~

~~VI. CONSEQUENCES~~

~~F. Refusal to take test. Any employee who refuses to take a Library required drug and/or alcohol test or who does not authorize disclosure of test results to the Library will be subject to immediate termination.~~

~~G. Unauthorized use. Any employee who violates the Library's policy against the manufacturing, selling, distributing, dispensing, possessing or using of illegal drugs or alcohol while on Library property or on Library time will be subject to disciplinary action, up to and including termination.~~

~~H. Positive test. Any applicant who tests positive for illegal drugs or alcohol will be disqualified from employment consideration. Any employee who is found to be under the influence of alcohol or a controlled substance or who tests positive for illegal drugs or alcohol use while on Library property or on Library time will be subject to the following procedures:~~

- ~~1. A review of the circumstances of the incident and of the employee's total employment record, which may result in disciplinary action, up to and including termination, and~~
- ~~2. Mandatory referral, enrollment and participation in a rehabilitation program recommended or approved by the employee's personal physician or the EAP, except in cases when the employee is terminated. Any employee required to participate in a rehabilitation program must sign a written agreement concerning the terms and conditions of his or her participation in the rehabilitation program.~~

~~Employees who are required to participate in a rehabilitation program will be fully responsible for all costs and expenses associated with the program. However, the Library's group health insurance may cover some of these costs and expenses for employees who are enrolled in the group health insurance program. Resources available for such rehabilitation program, including drug and alcohol abuse programs, mental health providers, and other persons, entities or organizations will be provided by the Library.~~

~~Rehabilitation programs requiring in-patient care will necessitate an absence from work for the duration of the rehabilitation period. Other types of rehabilitation programs may not necessitate any absence from work.~~

~~Employees who miss work as a result of their participation in a rehabilitation program will not be compensated during the time they are off work, but may use any remaining sick leave or Paid Time Off (if applicable) available to them or request an unpaid leave of absence during the treatment program and until the employee is released by the employee's physician to return to work. All employees participating in a rehabilitation program will maintain seniority rights and may be eligible for the sick leave bank, in accordance with the sick leave bank policy.~~

VII.—RETURN TO WORK

~~An employee who has been referred to a rehabilitation program requiring an absence from work will be eligible to return to work only under the following conditions:~~

- ~~3. Undergoing a drug and/or alcohol test that is negative for illegal drugs and/or alcohol.~~
- ~~4. Signing an agreement authorizing periodic and unannounced follow-up testing, at the Library's sole discretion, for one year after the employee returns to work. If a subsequent test is positive within the first year, the employee will be terminated.~~
- ~~5. Producing written documentation showing enrollment and full participation in a rehabilitation program.~~
- ~~6. Providing a doctor's release confirming that the employee is physically and mentally able to return to work and perform his or her regular job duties.~~

~~An employee will be given up to sixty (60) days to meet these requirements.~~

Second Offenses

- ~~I. In the first year after successful completion of a prescribed program, will result in immediate termination of employment.~~
- ~~J. Afterwards, will result in a review of the circumstances of the incident and of the employee's total employment record, which may result in disciplinary action, up to and including termination.~~
- ~~K. Following the fifth (5th) year after successful completion of a prescribed program, the employee's substance abuse record cannot be used against him/her in any subsequent drug and/or alcohol inquiries.~~

~~An employee dismissed for a violation of this Policy is not eligible for rehire.~~

VIII. TREATMENT PROGRAMS

- L. The Library recognizes that alcohol and drug abuse and addiction are treatable illnesses. Confidential assessment, counseling, treatment and specialized help are available through numerous programs in the local area.
- M. Voluntary participation in such programs will not jeopardize employment or future advancement, but it also will not exempt employees from disciplinary action for substandard job performance or rules infractions.
- N. The Library encourages employees who think they may have a drug or alcohol dependency problem or are concerned about the drug or alcohol dependency of a family member to seek help voluntarily as soon as possible by contacting the Library's EAP, an appropriate care provider or social service agency.

IX. TEST RESULTS, RECORDKEEPING, AND CONFIDENTIALITY

- A. Notification of test results. An employee is entitled to be notified of the results of any substance abuse test administered to him or her under this Policy within seven (7) days after receipt of the results by the Library.
- B. Recordkeeping. All results related to the administration and results of the substance abuse testing program will be treated as medical records by the Library, and, as such, will be maintained in locked, confidential files separate and apart from the employee's personnel file.
- C. Content of records. The Library will maintain records containing the following information relating to the substance abuse testing program: (1) the fact that the employee submitted to a substance abuse test, (2) the date of such test(s), (3) the location of such test(s), (4) the identity of the person or entity performing the test and (5) whether the test(s) finding was "positive" or "negative."
- D. Confidentiality. No person may obtain from the Library any information relating to an employee's participation in the substance abuse testing program without first obtaining written authorization from the tested employee. Employees, bargaining unit and/or non-bargaining unit staff, who violate the confidentiality rights of others, will be subject to disciplinary action, up to and including termination.
- E. Legal protections. The federal Americans with Disabilities Act and Ohio law protects certain recovered or recovering addicts from unlawful discrimination or retaliation.

X. NON-RETALIATION

~~It is a violation of this Policy for any employee to harass, retaliate or otherwise discriminate against any person who reports an alleged violation of this Policy or who participates in an investigation regarding an alleged violation of this Policy.~~

~~XI—TRAINING~~

~~All employees will receive at least two (2) hours of initial training covering this Policy and the dangers of, signs, and symptoms associated with alcohol and substance abuse. Each employee will receive and sign an acknowledgement of receipt of this Policy and the required training. Further training will occur every other year for all employees currently in the system.~~

~~The Director, Assistant Director, Public Services Coordinators, Branch and Outreach Librarian Supervisors, Supervisors and other staff eligible to be designated in charge as well as the Union's Executive Board members and Grievance Committee will receive at least four (4) hours of initial training prior to implementation of any testing associated with this Policy. The training shall include the following topics:~~

- ~~•how to recognize a possible alcohol or drug problem;~~
- ~~•how to document behaviors that demonstrate an alcohol or drug problem;~~
- ~~•how to confront employees with the problems;~~
- ~~•how to initiate reasonable suspicion testing; and~~
- ~~•how to make referrals.~~

~~The above mentioned individuals will continue to be trained at least two (2) hours annually.~~

WORKPLACE ANTI-HARASSMENT POLICY (2019.3.211898-12-16) 4.09

The Lorain Public Library System is committed to maintaining a safe workplace in which all staff members and patrons are treated with dignity and respect. It is the policy of the Lorain Public Library System to maintain a workplace free of harassment and discrimination based on race, color, sex, age, religion, disability, national origin or other protected status or activity. Harassment includes any conduct, comments, written statements or any action, which create a hostile or offensive working environment. Harassment of any employee by another employee or by another individual, whether or not it constitutes a violation of the law, is a violation of this policy.

—This policy applies to all employees of the Lorain Public Library System and to members of the Library Board of Trustees. All complaints of harassment will be taken seriously and treated with respect. This policy applies to all employees of the Lorain Public Library System and to members of the Library Board of Trustees.

Sexual Harassment Defined

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

a) submission- submission to such conduct is made either explicitly or implicitly a term or condition

a- of any individual's employment,

b) submission to or rejection of such conduct by an individual is used as the basis of

b- employment decisions affecting such individual or,

c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive

c- working environment.

Specifically, sexual harassment may be physical, verbal, or non-verbal. Sexual harassment may include but is not limited to:

- Unwelcome verbal comments, jokes, suggestions, or derogatory remarks based on sex;
- Unwelcome leering, whistling, physical touching, pats, squeezes, repeated brushings against or the impeding or blocking of one's movement;
- Displays of sexually suggestive pictures, drawings, ~~or~~ cartoons web sites, emails, or other material;
- Unwelcome sexually oriented communications, notes, telephone calls, and e-mail;
- Graphic or suggestive comments about an individual's dress or body.

Anyone can be a victim of sSexual harassment regardless of their sex and of the sex of the harasser. The Lorain Public Library System recognizes that sexual harassment may occur between people of the opposite sex or the same sex. What matters is that

the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

All sexual harassment is prohibited whether it takes place within Lorain Public Library System premises or outside, including at social events, business trips, training sessions, or conferences sponsored by the Lorain Public Library System.

Harassment/Complaint Procedure

An employee who believes that he or she has been harassed is encouraged, when possible, to convey to the harasser that the behavior is unwelcome and unacceptable. If the employee finds this action not possible for any reason, or if the matter cannot be resolved to the employee's satisfaction, then the employee should promptly report the incident to the Director of Human Resources Manager, Chief Executive Officer, Chief Operating Officer, Assistant Director or Branch Library Manager (for branch staff). However, if the matter involves the Chief Executive Officer, Director, the employee may choose to present his/her complaint to the Personnel Committee of the Board of Trustees by contacting a member of the Committee or the President of the Board.

4.09-1

Investigation

The Lorain Public Library System will investigate any suspected harassment, whether or not an employee has made a report. Every reasonable effort will be made to conduct the investigation with discretion and attention to confidentiality considerations. The investigation will be conducted in a prompt, thorough, and impartial manner. The investigator will generally be the Director of Human Resources Manager with the assistance of the supervisor over the area in which the alleged violation occurred, if such involvement is appropriate under the circumstances. If the complaint involves the Chief Executive Officer, Director, the Personnel Committee will appoint an investigator. The individual accused of violating this policy will be informed of the nature and details of the alleged violation and given an opportunity to meet and discuss the complaint with the investigator. Both the employee reporting the alleged harassment and the employee(s) who was the subject of the alleged harassment will be advised of the Library's findings of the investigation and any action that will be taken as a result of the findings.

Due to the sensitive nature of complaints of sexual harassment, every reasonable effort will be made to conduct the investigation with discretion and attention to confidentiality considerations.

Discipline for Violation of Policy

If, after completion of the investigation, the library finds that an employee has violated this Workplace Anti-Harassment Policy, the employee will be subject to appropriate

disciplinary action, depending on the circumstances, up to and including termination. Such disciplinary action will be determined by the [Chief Executive Officer](#)~~Director~~ or his/her designee or by the Personnel Committee of the Board when necessary.

It is also a violation of this policy to supply false information in any report of or investigation of harassment. Any employee who knowingly does so may be subject to discipline, up to and including discharge.

Retaliation Prohibited

Any form of retaliation against an employee who reports suspected harassment to the Library or any other appropriate governmental agency, or against anyone who participates in an investigation of suspected harassment is prohibited and is a separate violation of this policy. An employee found to have retaliated against an employee for reporting harassment or against anyone participating in the investigation of a complaint, may be subject to discipline, up to and including discharge.

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VIOLENCE IN THE WORKPLACE POLICY (201904-036-2117) 4.14

The Lorain Public Library System (LPLS) is committed to providing its employees a safe, healthy, and secure work environment. Therefore, acts of workplace violence committed by or against employees will not be tolerated. This policy strictly prohibits employees from making threats or engaging in violent acts. All allegations of violent or potentially violent incidents affecting the safety and security of employees in the workplace will be investigated and documented.

The purpose of this policy is to:

- Identify the types of violence and other conduct that will not be tolerated.
- Establish procedures for responding to such conduct.

Guidelines/Prohibited Activities:

LPLS specifically prohibits its employees and patrons from committing the following conduct:

- Harming, or threatening to harm, any person or property on LPLS premises, including parking lots, in any LPLS vehicle or at any LPLS function or activity.
- Engaging in conduct that causes fear of injury to another person.
- Using, possessing, brandishing, or selling of any weapon while on LPLS premises or while engaged in Library business or at Library functions. Weapons include, by way of example only, any firearm, any device designed to cause bodily injury, or any explosive device. This includes concealed weapons, even if the individual is licensed by the State of Ohio or any other authority to carry a concealed weapon.

LPLS may report suspected violations of this policy to appropriate authorities.

Reporting

Employees should immediately notify proper law enforcement authorities and/or security if they believe that there is a serious threat to their safety or the safety of others.

1. An employee who suspects or fears violence or other inappropriate conduct is encouraged to inform his/her Supervisor or [the Department of Human Resources](#).
2. An employee who believes he/she has been the victim of workplace violence whether from a co-worker, patron or a person employed by a company doing business with LPLS must report the incident immediately to a Supervisor or [Department of Human Resources](#) representative.
3. An employee who witnesses a threat or act of violence must report the incident immediately to a Supervisor or [a Department of Human Resources](#) representative.

4. Employees or supervisors who fail to report any complaints or instances of workplace violence may be subject to discipline.
5. Employee confidentiality will be maintained as much as possible and the complainant will be treated with respect and dignity throughout the entire process.
6. LPLS will not retaliate against anyone reporting conduct that is subject to this policy.

The Department of Human Resources will investigate all complaints. The Chief Executive Officer or his/her designee will oversee the investigations. After investigating a complaint of workplace violence, LPLS will take appropriate action to address the subject of the complaint, which can include the following:

1. Refer any and/or all involved employees to an appropriate agency or health care provider for evaluation, treatment, counseling or assistance.
2. Administer corrective action as authorized in the Collective Bargaining Unit Agreement and Progressive Discipline Policy, adopted by LPLS's Board of Trustees.
3. Take no action, but document in writing why no action was taken. Written documentation to be kept on file for a period of six years.

4.14-1

E. Training

To maintain a safe, healthy and secure workplace, LPLS must have open communication among all employees, including supervisors and managers and will provide training in the proper manner of handling:

- Hostile Patrons
- Telecommunication Threats
- Suspicious Objects

Proactive Measures

- Informing all employees of this policy **by distributing this policy to all employees and new hires.**
- Evaluating access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom an employee is having a dispute.
- Displaying warning signs at each LPLS facility advising patrons and staff that weapons are not permitted on the premises.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's workplace.

*Special "hours of service" requirements apply to airline flight crew employees.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

SOCIAL MEDIA POLICY (2013-03-21 rev)5.08

Library Employee Social Media Use Agreement

I have read, understood and agree to abide by the Social Media Policy and procedures. I understand that should I commit any violation, disciplinary action may be taken and/or appropriate legal action may be initiated.

Name of Employee (Printed) _____

Signature _____ Date _____

Position _____

Social media use, including streaming video/audio, blogging and visits to social networking sites, is not permitted while on library time except where it has been specifically approved for library use. Also, employees should be cautious when using social media during non-work hours to avoid the appearance of speaking on behalf of the library. Whether on or off duty, professional conduct is expected whenever an employee represents him or herself as an employee of this organization. Employees are advised to keep in mind that any conduct that negatively affects job performance, the performance of fellow employees or otherwise adversely affects staff, customers, those who work on behalf of the library or the library's legitimate business interests may result in disciplinary action up to and including termination. Inappropriate posts that may include malicious, obscene or discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

Roll Call: yeas, unanimous

#2019- 0041 Approve Bank Signatory

Col. Belanger moved and Ms. Torres seconded effective immediately Jennie Patterson, Administrative Services Office Manager, be an approved signatory on the LPLS bank accounts and authorizes the CFO to purchase a Public Official Bond in the amount of One Hundred Thousand Dollars (\$100,000.00) covering Jennie Patterson and should not exceed Four Hundred Dollars (\$400.00).

Roll Call: yeas, unanimous

#2019- 0042 Approve the Participation with the Coalition For Hispanic/Latino Issues and Progress

Ms. Torres moved, Ms. Snipes seconded to approve participation with the Coalition for Hispanic/Latino Issues and Progress for its 24th anniversary and sponsor up to Five Hundred Dollars (\$500.00).

Roll Call: yeas, unanimous

Board of Trustees
March 21, 2019

0066-2019

#2019- 0043 Approve the Purchase of VOiP Phones from CDW-G

Ms. Torres moved, Col. Belanger seconded to approve the purchase of VOiP Phones from CDW-G for the amount of Thirteen Thousand Eight Hundred Forty-Five Dollars (\$13,845.00).

Roll Call: yeas, unanimous

Other Agenda Items

None

Next Meeting

2019 Regular Business Meeting
April 18, 2019 at 5 p.m.
Domonkas Branch Library

Adjournment

Time: 5:48 p.m.

Attest:

_____, President

_____, Secretary

