

10. Materials that promote or advocate particular religious organizations or beliefs or specific political groups, issues, or candidates are not accepted.
11. Announcements of events and services offered by local religious organizations, school organizations, local non-profit organizations or agencies, or local governmental bodies may be accepted.
12. No informational material may be placed or removed on the display racks, display shelves, or bulletin board except by authorized library staff in accordance with this policy. Unauthorized non-library materials that are posted or placed in the library will be discarded. Unauthorized removal of items may result in the loss of library privileges.

10. Personnel Policies

10.1 Employment Authority

The information contained in this personnel policy applies to all employees of the Tonganoxie Public Library. It is presented as a matter of information only and its contents should not be interpreted as a contract between the library and any of its employees. This personnel policy is not intended to and does not constitute any sort of contract employment, either expressed or implied.

The Tonganoxie Public Library Board of Directors expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means. Amendments or new policies will be effective on dates determined by the Board of Directors. Only the Board, in consultation with the director, has the authority to change any policy. This policy supersedes all previous personnel policies.

It is the responsibility of the Tonganoxie Public Library Board to hire a library director who meets the stated requirements and has the needed skills. Guidance for the director is communicated by a well written and maintained policy manual which is based on local, state, and federal laws that relate to employment practices.

It is the authority of the Board to provide a salary schedule and fringe benefits for all employees.

It is the responsibility of the Director of the Tonganoxie Public Library to hire and supervise staff according to policy and utilize the skills and initiative of the staff members to the library's advantage. It is appropriate for the Director to provide recommendations and materials for review and inclusion in the personnel manual. The Director should suggest improvements needed in compensation, safety, and working conditions. It is the responsibility of the Director to recommend appropriate opportunities and specific needs for training.

10.2 At Will Employment

Employees are employed at the will of the library and are subject to discharge at any time, with or without cause or reason, and with or without advance notice. At the same time, these employees may terminate their employment at any time and for any reason.

No library representative is authorized to modify this policy for any employee or to enter into any contract or agreement; oral or written, implied or expressed, that changes the at will relationship. Supervisory and management personnel should not make any representations to employees or applicants concerning the terms

or conditions of employment with the library that are not consistent with library policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at will nature of employment or imply that discharge will occur only “for cause.”

This policy may not be modified by any statements contained in this manual or any other employee handbooks, employment applications, library recruiting materials, library memoranda, or other materials provided to applicants or employees in connection with employment with the library. Library policies and practices with respect to any matter should not be considered as creating any contractual obligation on the library’s part or as stating in any way that discharge will occur only “for cause.” Statements of specific grounds for discharge set forth in this manual or in any other library documents are examples only, not all-inclusive lists, and are not intended to restrict the library’s right to discharge employees at-will.

Completion of an introductory period or attainment of regular status does not change an employee’s status as an at-will employee or in any way restrict the library’s right to discharge the employee or change the terms or conditions of employment.

10.3 Equal Opportunity Employment

The Tonganoxie Public Library provides equal employment opportunity to all applicants for employment and all employees in accordance with the law. The Library strictly prohibits any unlawful discrimination against applicants or employees because of their race, color, creed, religion, sexual orientation, gender status or identity, age, national origin, ancestry, disability, veteran status or any other basis prohibited by law.

10.4 Employment of Disabled People

The Tonganoxie Public Library has a statutory responsibility to ensure it does not discriminate unlawfully against prospective employees that are disabled and disabled employees in their employment with the library and where reasonable, to take positive steps to make adjustments to secure and maintain the prospective employment and employment of disabled people.

It is policy of the Tonganoxie Public Library that disabled people should not be precluded from employment or promotional and developmental opportunities by virtue of their disability where reasonable adjustments can be made to accommodate their needs.

Staff may not engage in any behavior that would disadvantage or discriminate unlawfully against disabled colleagues and they may not assist or aid others to do so.

10.5 United States Citizenship

The Tonganoxie Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship by filling out Form I-9 in accordance with Department of Homeland Security guidelines.

10.6 Nepotism

It is in the best interest of the Library that members of the immediate family of current Board members or the Library Director not be considered for employment with the library. Immediate family members of any other employee may be considered and hired following a review and approval of the proposed employment by the Board.

Immediate family is defined and used throughout library policies as an employee's father, mother, spouse, domestic partner, sister, brother, child or anyone of like relationship by marriage.

10.7 Child Labor

The Tonganoxie Public Library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas Statutes.

10.8 Recruitment

Recruitment to fill open positions will be made through open application. Positions will be advertised for two consecutive weeks.

All job openings will be posted internally on bulletin boards in common areas. A variety of other recruitment sources and methods may include, but are not limited to:

- Publication in area newspapers;
- Posted announcements on the city website; and
- Other sources and methods deemed necessary for a particular position.

10.9 Job Classification

Library Director: A salaried position regularly scheduled on an annual basis for forty hours (40) in a standard workweek of seven days.

Full-time Employee: A position regularly scheduled for year-round employment that normally includes eight (8) hours a day or 40 hours in a standard workweek of seven days.

Part-time Employee: An hourly position regularly scheduled for year-round employment that normally includes less than thirty (30) hours a week in a standard workweek of seven days.

Volunteers: Part-time, non-paid positions that does not displace paid staff. The library director or a person appointed by the director should be responsible for the Volunteer Program which should include:

- General library orientation and identification of responsibilities and the channels of communication;
- In-service training; and
- A recognition program for the volunteers.

10.10 Job Descriptions

The Library Board will develop a job description for the Director, which will be reviewed and updated as needed. The Director will develop job descriptions for staff based on the duties required for effective library operation.

10.11 Staff Conduct

The image of the Tonganoxie Public Library is conveyed through the attitudes, conduct and working relationships of the staff. Each staff member is a public relations ambassador. As a service organization, employees of the library are expected to be professional, courteous, cooperative and communicative when assisting the patrons or working with fellow employees. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem through open, positive communication with the person or persons involved in the situation.

10.12 Non-Harassment Policy

The Tonganoxie Public Library will maintain a work environment that is free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin and disability. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on freedoms or to censor or punish employees or staff who exercise their legitimate First Amendment rights.

The Tonganoxie Public Library will not tolerate sexual harassment in any form. No employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to having job action taken against them.

No employee, whether supervisory or nonsupervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

- Touching or making improper or proposition advances;
- Abusive, vulgar language of a sexual nature;
- Suggestive jokes or comments about an employee's body or wearing apparel;
- Display of sexually suggestive cartoons, pictures, or photographs.

Personnel should report immediately any such behavior or incident to the library director (or board member should the director be involved) in writing with date, location, and names of individuals involved. If, after investigation by the director or board member, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority, such as the entire Board of Directors. An employee may ask a member of the Board, another employee, or supervisor to be present at a complaint discussion with the Director. In its effort to prevent discrimination or harassment of any kind, the Tonganoxie Public Library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

10.13 Posted Notices

Notices relating to federal, state or local regulations required to be posted will be posted on the employee's bulletin board located in a conspicuous place in the library. It is the responsibility of each employee to read these notices.

10.14 Employee Benefit Fund Mandatory Deductions (federal and state)

The Tonganoxie Public Library Board will request the governing body of the municipality to levy for an employee benefit fund which is separate from and in addition to the general library levy. The purpose of this fund is to pay the employer's share of the library employee benefits, such as employer contribution for social security, workers compensation, unemployment insurance, health care costs and employee retirement and pension programs (K.S.A. 12-16 102). The employee is required to pay and monies will be withheld for the following:

1. Federal and state income tax
2. FICA (Social Security) (K.S.A. 40-2303 through 40-2307)
3. Medicare for employees hired after March 31, 1986 who are not under Social Security. (Public Law 99-272)

10.15 Health Insurance

The library offers to all full-time employees and all eligible dependents group medical insurance through a carrier of the City's choice. An amount determined by the Board of Directors of the employee's premium for him/herself and for any dependents claimed by the employee is paid by the library. Group medical insurance coverage is administered by the City Clerk. Coverage becomes effective the first day of the month following the date of employment. Specific benefits of both plans are described in insurance brochures provided to each new employee by the Library Director, through the City Clerk's Office. Medical coverage may be continued during an approved leave of absence up to three months at the employee's own expense. Extensions may be granted with approval by the Library Board and the appropriate insurance carrier.

10.16 Retirement Plan

The library participates in a 457 Deferred Compensation retirement plan. After successfully completing the probationary period, full-time employees may choose to participate in the plan. Employee contributions are based on a percentage of gross salary. The library also contributes to the plan, matching funds up to 7%.

10.17 Annual Leave

Annual leave shall be earned beginning with the date of employment. Leave may be used upon successful completion of the probationary period. No employee shall be permitted to use vacation time for any period spent on unauthorized leave. Annual leave will be granted to full-time and part-time employees. Since vacations result in the loss of employee services, it is essential that time off be coordinated with the Library Director so that library services remain as near normal as possible. All vacation time must be approved in writing by the director. Part-time employees are eligible for vacation pay.

At the time of employment and beginning on the first day of the calendar month, full-time employees will earn 8 hours (one day) of annual leave, with a maximum accrual of 96 hours (12 days). After 5 years of employment, the employee will earn 10 hours of annual leave per month, with a maximum of 120 hours (15 days). After 10 years of employment, the employee will earn 13.3 hours a month, with a maximum accrual of 160 hours (20 days). Unused hours at the end of the year may roll-over. The maximum cap for unused hours (vacation and

sick combined) that an employee can carry over year to year is 160 hours for employees with 1-5 years of service, 240 hours for 5-10 years of service, 320 hours for 10+ years of service.

Part-time employees will receive vacation time based upon percentage of time worked as compared to the full-time employee. Use of vacation follows the same rules as full-time employees.

Vacation leave can be used for illness if an employee wishes or if the employee has no accrued sick leave available.

Upon termination, an employee shall be compensated for all accumulated unused vacation leave at final rate of pay, subject to the maximum hours of accumulation compensation authorized.

10.18 Sick Leave

Full-time and part time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other incapacities, occurring either on or off the job. An employee may use sick leave allowance when personally sick or for time off in case of illness in the immediate family. For purposes of this policy, immediate family member is defined as father, mother, spouse, and children, including corresponding in-law and step relationships, and for individuals who reside in the employee's household, whether legally related or not. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Part-time and full-time employees are entitled to sick leave with pay for physical examinations and dental work if they have provided at least one day's notice to the library director, and the library director has approved the absence. Sick pay must be earned before it is taken and is awarded on the last day worked in the month. Leave may be used upon successful completion of the probationary period.

Sick leave is granted to full-time employees at eight (8) hours per month with a maximum accrual of 96 hours. The maximum cap for unused hours (vacation and sick combined) that an employee can carry over year to year is 160 hours for employees with 1-5 years of service, 240 hours for 5-10 years of service, 320 hours for 10+ years of service. An employee shall not be paid for any unused sick leave upon termination of his or her employment with the library.

Sick leave is granted to part-time employees based upon percentage of time worked as compared to sick leave awarded to full-time employees.

Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one hour. For sick leave in excess of three days, a signed statement from a healthcare provider *may* be required. An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.

Upon termination, an employee shall not be compensated for any accumulated unused sick leave.

10.19 Sick Leave Donation - Sick Pool Withdrawal Application

Employees who have unused sick leave can donate their hours to other employees in the event an employee has a catastrophic illness or injury that requires them to be out of work for longer than they have sick leave available. An employee receiving donations cannot receive more than 480 hours of donated sick leave.

"Catastrophic illness or injury" means a severe condition or combination of conditions affecting the mental or physical health of an employee or the employee's immediate family that requires the services of a licensed

practitioner for a prolonged period of time and that requires the employee to exhaust accrued leave and to lose compensation from the library.

Applications to receive Sick Leave donations must be submitted on the form provided by the library board. An application must be filed with the library director and must be accompanied by a statement from the licensed practitioner who treated the illness or injury that resulted in the exhaustion of the accrued sick leave of the employee making the application. The library director will in turn submit the form to the library board for approval. The library board will consider applications in the order in which they are received and will approve or deny an application within ten working days after receipt.

Once an employees is approved by the board to be eligible to receive donated hours, the library director will notify staff of the need while respecting confidentiality. Donation of sick leave is not mandatory and there will be no repercussions or negative impact if staff choose not to donate.

10.20 Maternity Leave

Annual leave, sick leave and/or leave without pay may be used for maternity leave.

10.21 Family and Medical Leave Act of 1993

The Family and Medical Leave Act (FMLA) (29 U.S.C. 2601-2654) went into effect on August 5, 1993. The act allows employees to take up to twelve weeks per twelve months of unpaid, job-protected leave to care for a new baby, an ailing family member, or the employee's own illness. Full-time and regular part-time employees are entitled to a total of twelve (12) weeks of leave during any 12 month period for one or more of the following reasons:

1. Birth of a child
2. Placement of a child for adoption
3. Caring for a spouse, child or parent with serious health condition
4. A serious health condition of the employee

A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The employee must provide a doctor's certification of the serious health condition.

Employees must have worked at least twelve (12) months and a minimum of 1,250 hours in the last 12 months to be eligible.

An employee can take the 12 weeks of leave intermittently for a serious health condition. The employee and the Library Director must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

If the employee has accumulated paid leave for less than 12 weeks, they may take the rest as unpaid leave to supplement the paid leave. The employee must use up all paid leave before taking unpaid leave except in the event of birth, adoption or foster placement.

Employees are required to give the Library Director 30 days notice or as much notice as is practical.

10.22 Bereavement Leave

Any full-time employee suffering a death of an immediate family member will be granted up to three (3) days leave with pay.

Immediate family is defined and used throughout library policies as an employee's father, mother, spouse, domestic partner, sister, brother, child or anyone of like relationship by marriage.

10.23 Holidays

The following days shall be paid holidays for employees of the Tonganoxie Public Library:

- New Year's Day
- Martin Luther King Jr. Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Personal Day

The library will be closed twice a year for in-service days.

Full-time and part-time employees (hired prior to 2015) will be paid for hours that would normally have been worked on each recognized holiday. Part-time employees not scheduled to work on a holiday will not be compensated.

Full-time employees are compensated for all holidays listed with compensatory time given during the month in which the holiday occurs.

10.24 Civil Leave

An employee shall be given necessary time off with pay for the following:

- Jury duty. The employee will assign the juror's fee to the library in the event of a trial lasting longer than two (2) weeks.
- Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the library.
- A military leave of absence will be granted when an employee serves in the uniformed services of the United States or the State of Kansas in accordance with the federal and state military leave laws.

10.25 Probation

New hires are required to complete a 90-day probationary period. The employee is not eligible to use the grievance or due process hearing procedures during the probationary period. Any employee terminated during the probationary period shall be considered a termination with cause.

Each employee promoted to a classification with greater pay and responsibility must complete a 90-day probationary period prior to being granted full-time status in his/her new classification. Any employee who fails to complete such probationary period may be returned to the pay and position held immediately prior to promotion or to a position with equal pay and responsibility. The probationary period will end with a written evaluation.

10.26 Employee Evaluation, Based on Job Description

Effective performance evaluations help the employee understand more fully what is involved in their job, as well as clarifying the relationship of their work to performance standards. Annual review of the job description, performance criteria, and performance objectives for the employee's job helps reduce problems of misunderstanding between the Director and employee. The employee should receive feedback on how they are progressing. The Library Board will evaluate the Director annually.

During the evaluation, there should be factors that the employee will be evaluated on. Examples include:

- Job knowledge;
- Quantity / quality of work;
- Job interest / self-motivation;
- Responsibility / dependability; and
- Attendance / punctuality.

There should be goals and objectives that the employee is expected to accomplish during the evaluation period and some measure to indicate whether those goals and objectives have been accomplished.

If an employee has not met goals and objectives for an evaluation period, the Director may extend the evaluation period. During this time, the employee is not eligible for a performance increase until he/she satisfactorily completes the extended evaluation period, and it is determined whether they have met the goals and objectives discussed.

10.27 Resignation

Employees who wish to resign are to notify either the Library Board or the Director two (2) weeks prior to the effective date. The resignation should be made in writing, signed, and dated. The termination date—the final work day or the end of any accumulated leave to be taken—shall be stated in the letter of resignation.

A thirty (30) day notice is expected for the Director and should be submitted directly to the Library Board.

10.28 Termination

Termination is the permanent removal of an employee from the library's employment. The Library Board and/or the director shall have authority to discipline employees for the willful violation of personnel policies. If violations are repeated, the employee may be terminated for cause. Prime examples of termination with cause are, but not limited to:

- Poor job performance, through employee evaluation or through grievance process;

- Use of alcohol or illegal drugs while at work;
- Misuse of funds;
- Refusing to obey a direct order of a superior;
- Willful damage to property;
- Gross neglect of duty; and
- Continuous poor relations with peers or the public.

10.29 Layoff Policy

It is the policy of the library that it may reduce employment when it is required, due to financial necessity, lack of work, reorganization, or changes in needs or technology.

The library will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff. If a layoff is anticipated, the library will attempt to announce it as soon as possible.

In the event of a layoff, the library may offer the employee a reduction in work hours to prevent or postpone the layoff.

Employees within each affected department typically will be selected for layoff in the following order:

- Demonstrated current and past performance;
- Promotion potential and transferability of skills to other positions within the library; and
- Length of service with the library.

Employees who are laid off will be maintained on a recall list for six (6) months. While on the recall list, employees should report to administration if they become unavailable for recall or change their contact information.

Employees will be recalled according to service needs, classification, and the employee's ability to perform the job and performance records, if and when conditions permit reappointment.

10.30 Absence without Leave

Absence without leave shall be defined as an absence in which the employee has failed to secure prior approval for or, in the case of illness or emergency, has failed to notify their immediate supervisor of such absence. Any unauthorized absence of an employee from duty shall be determined as absence without pay and may be grounds for disciplinary action, up to and including termination, by the Library Board or director.

10.31 Grievance Procedure

A grievance is any complaint involving misuse or misinterpretation of a rule, practice, or policy under the personnel rules or board policies. A sincere attempt should be made by the employee's immediate supervisor to resolve any grievance through explanation and counseling before it becomes necessary to file a written form.

If a verbal grievance fails to be resolved, the employee may, within five (5) working days, file a written grievance with the Director or Library Board. The filing party shall select a Grievance Committee of three (3) members; the Director (unless he/she is filing the complaint), a Library Board member, and a fellow employee, volunteer or other Library Board member. The committee will then meet to consider the situation and prepare a

written report to be presented to the Library Board. The Board will make the final decision and a written report, including decision, will be put in the personnel file of all involved in the grievance. The existence of these procedures does not alter the employment at-will relationship, nor is there any contractual right to these procedures.

10.32 Confidentiality of Employee Personnel Records

An employee's personnel file and the information therein shall be accessible only to the employee and the Library Director. All requests for information about current or former library employees should be referred to the Director. The library will comply with right to privacy provisions and Kansas open records statutes which specify that only hire date, term of employment, position and verification of salary within range can be disclosed upon verbal or written request.

All requests for employment references must be referred to the Director with reasonable notice.

10.33 Injury

An employee who suffers an occupational injury or illness, however minor, shall report the incident to his/her supervisor, director or board member within twenty-four (24) hours. This is for your own protection under Kansas Worker's Compensation regulations and a requirement under Occupational Safety and Health Act Regulations.

10.34 Smoke and Tobacco Free Policy

The Tonganoxie Public Library is designated as an entirely smoke and tobacco free institution. The use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (E-cigarettes), is banned from the Library workplace, except as designated in this policy. Smoking is prohibited in all of the enclosed areas within the library work sites, within 10 feet of any entry to the building, or along any pathway or walkway leading to or from the building. No additional breaks are allowed to any employee who smokes. Smokers and users of tobacco products must dispose of the remains in the proper containers to help keep a neat and clean environment for all employees and our patrons. (K.S.A. 21-4009)

10.35 Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs, illegal intoxicants or controlled substances by employees at any time on library premises, in library vehicles, or while on library business is prohibited. Employees must not be on library business or on library property or operating library vehicles or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substance.

10.36 Grooming and Dress Policy

Employees' grooming and dressing should be appropriate for work. All employees and volunteers are expected to maintain a neat, professional, and well-groomed appearance at all times. This includes attention to personal hygiene and clothing. Failure to dress appropriately will result in corrective action, and a staff member may be sent home and directed to return in proper attire before continuing their scheduled work hours.

10.37 Rest Periods

Employees are encouraged to take a compensated rest period of up to 15 minutes for each four hours of work. Rest periods may not be added to lunch hours, used to compensate for late arrivals or early departures from work, or accumulated. Nursing mothers are allowed to take additional breaks as required by law.

10.38 Meal Periods

Full-time and part-time staff may take a lunch period that is thirty (30) to sixty (60) minutes in length, depending on the schedule. During this time, employees are completely relieved of library duties until the meal period is completed. Scheduling of hours should take lunch into consideration. Meal periods may not be added to rest periods or used to compensate for late arrivals or early departures from work. The meal period is not compensated.

10.39 Inclement Weather

The Tonganoxie Public Library is a public service institution and every effort is made to maintain regularly scheduled hours for the public. All employees should make every attempt to report to work on a timely basis. If an employee is unable to report to work due to inclement weather, the employee is responsible for contacting the Director by telephone to indicate anticipated absence from work or late arrival to work and the reason. If an employee is unable to report to work, the absence may be charged as vacation leave, or the employee may elect to take this time off without pay or possibly make up the missed hours within the pay period, at the discretion of the Director.

The Director, or acting Director, shall be authorized to close the library to protect the safety and welfare of library employees and patrons. In this event employees will receive full pay, and no vacation or personal leave allowances will be affected.

10.40 Use of Computer Software

Computers, computer files, electronic mail, internet accounts and software furnished to employees are considered property of the Tonganoxie Public Library and are to be used for business use only.

The library prohibits the use of computers in any ways that are disruptive, offensive, or harmful to morale.

Electronic mail accounts associated with the Tonganoxie Public Library may only be used for official business correspondence and should be treated the same as correspondence sent on official library letterhead. Library electronic mail accounts may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

The Library Director has the right to access, read and respond to any mail or documents on any electronic mail account associated with the Tonganoxie Public Library or found on library computers.

Failure to comply with this policy may result in disciplinary action or dismissal.

10.41 Continuing Education

The Tonganoxie Public Library Board is committed to the continuous development and improvement of personnel and includes continuing education expenses within the library's budget.

To encourage lifelong learning for professional development, the Board of the Tonganoxie Public Library encourages staff to participate in continuing education opportunities sponsored by the Kansas State Library, the School of Library and Information Management of Emporia State University, WebJunction Kansas and the Northeast Kansas Library System. Programs sponsored by these institutions plus occasional college courses, professional conferences, community sponsored programs, and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills or social education will be sponsored and all expenses paid at the discretion of the Director.

Unless otherwise agreed upon, when the library board or director requests Directors or volunteers to participate in continuing education, these participants shall be reimbursed at the same rate as library staff.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to the business travel will be reimbursed by the library. Employees are expected to limit expenses to reasonable amounts, seeking the lowest travel fares and low to mid-priced accommodations, with meals no more lavish than would be eaten at the employee's own expense. Mileage will be reimbursed at a rate equal to the Internal Revenue Service's business rate, plus parking and toll fees.

Continuing education is part of the annual employee appraisal, with pay adjustments and bonuses being made at the discretion of the Director.

10.42 Tuition Reimbursement Policy

Tuition Reimbursement Policy

The Tonganoxie Public Library, at the board's discretion, reimburses for related expenses for degree programs. Our feeling is that a well-rounded education, even outside of the working environment, can enhance an employee's skill base and make them more valuable to the organization. Determination of reimbursement is based on the following policy.

Eligibility to Apply for Tuition Reimbursement

Salaried and full-time hourly employees are eligible to apply for tuition reimbursement after 365 days of employment and not on probationary status. The following requirements must be met in order to receive tuition reimbursement:

- The course must begin after the employee has met the eligibility requirements, including the 365 days of service requirement and while the employee is actively employed by the library.
- The employee must earn a grade of "C" or better. If the course is on a "pass/fail" grading system, the employee must earn a "pass" grade. If this condition is not met, any funds reimbursed for the course must be repaid.
- Application and supporting documentation for reimbursement must be received by the board no later than 75 days after a course is completed.
- The employee's employment status must be 'active' for at least 5 years from the date of the last reimbursement payment. If the employee's employment status changes from 'active' before the 5 years, the employee will be responsible for repayment of all reimbursement costs.

Criteria:

The following criteria must apply in order for a course to qualify for reimbursement:

- Courses must be offered by an accredited community or state college, university or technical school. Private colleges and universities require cost sharing with the employee.

- Employees must meet the residency requirement for in-state tuition. Employees not meeting in-state residency requirements will receive tuition equal to that of in-state fees.
- Courses must earn degree credits towards an associate's, bachelor's, master's, doctoral or technical degree.
- Coursework may be completed through traditional classes or through non-traditional programs such as on-line or other distance-learning programs.
- Coursework must be related to the business of the library.
- Completion of course must be verified with a grade of "C" or better.
- Classes should be scheduled to not interfere with normally scheduled working hours.

Reimbursement Limits:

The Tonganoxie Public Library will consider reimburse of up to \$5,250 in any given calendar year for any qualifying employee.

Tax Consideration:

According to current IRS guidelines, up to \$5,250 per calendar year paid to an employee by an employer for undergraduate and graduate-level courses is excludable from gross income. Because the annual maximum amount available to an associate is equal to \$5,250, reimbursement received through the Tuition Reimbursement Policy is not subject to taxes or withholding.

Courses and Expenses That Do Not Qualify:

Courses and expenses that do not qualify for reimbursement under this policy include, but are not limited to:

- Certification or accreditation courses, workshops, seminars taken to meet job requirements but not taken towards the completion of a college degree
- Review courses taken in preparation for testing and exams
- College entrance and qualifying exams (SAT, GRE)
- Courses audited without college credit
- Courses re-taken because of loss of credit due to transfer
- Equivalence exams; life experience credits
- Standardized tests to earn college credit by examination offered by the College
- Level Examination Program (CLEP) or other exams that waive a requirement
- Meals, lodging and transportation
- Fees for parking, student activities, etc.
- Education involving sports, games or hobbies

Employee Procedures for Applying for Tuition Reimbursement

An employee applying for tuition reimbursement must submit a request for reimbursement in front of the Board of Directors to be reviewed at during a board meeting and to include the following:

- A summarization of a minimum of three potential institution / degree programs to pursue with the employee's preference indicated.
- Documentation of the costs being requested for reimbursement.
- Statement from the employee regarding purpose, intentions, and personal commitment.

Reimbursement Approval or Denial

The employee will be notified within 10 business days of the board meeting by the board president regarding the decision.

If the request for reimbursement is approved, the employee will be reimbursed for approved costs within 10 business days.

If the request is denied for reasons, the employee may resubmit the request with additional documents, as long as he/she is still within the 75 days after completion of the requested course(s).

11. MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICIES

11.1 Legal Authority

The Tonganoxie Public Library is organized under the laws of Kansas and is authorized under K.S.A. 12 1225 Et.Seq. *...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slide pictures, films, projection equipment, phonograph records, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services,...*

11.2 Mission Statement

The mission of the Tonganoxie Public Library is to provide a positive environment for lifelong learning and enjoyment. It strives to be the center of cultural activity, foster community partnerships and ensure that a dedicated and qualified staff provides the community with expertly selected materials and needed services and programs.

This Collection Development Policy is used by library staff to select, maintain and weed materials and also serves to acquaint the general public with the principles of collection development.

11.3 Library Collection Objectives

The Tonganoxie Public Library selects, makes available, and promotes the use of library materials, in various formats, which:

1. Reflect the mission and roles of the library.
2. Meet the information needs of the community.
3. Meet the recreational needs of the community.
4. Supplement formal and informal study.
5. Reflect a variety of opinions on a subject.
6. Support economic, cultural, recreational, and civic activities in the community.
7. Stimulate understanding and growth.
8. Enhance job-related knowledge and skills.
9. Increase knowledge of and participation in the affairs of the community, state, nation and world.
10. Encourage the use of modern technology.

11.4 Responsibility for Selection

The responsibility for the collection development policy lies with the Board of Directors of the Tonganoxie Public Library. The Board delegates to the Library Director and other staff members designated by the Director, the responsibility of selection of materials and development of the collection.

11.5 Scope of the Collection