

### 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.