



Personnel Policy Manual

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Introduction

The employees of the Liberty Center Public Library are its most important asset, and contribute directly to the growth and success of the library, and to the satisfaction of all who use it. These Personnel Policies describe the expectations the library has of its staff, the policies which govern their employment, and the benefits which accrue to them as employees of the library. Library staff, under the authority of the library director, develop and implement practices, procedures, and regulations to carry out these policies.

These policies supersede any formerly published personnel policies of the Liberty Center Public Library. Library policies are always subject to modification as conditions change, and the library's Board of Trustees may at its discretion change policies and employee benefits at any time. Future revisions of these policies approved by the board will take precedence.

It is the responsibility of all employees, and a condition of their employment, to abide by current library policies and procedures. It is the responsibility of each supervisor to administer these policies in a consistent and impartial manner. If the meaning of a particular policy or procedure is unclear, employees should consult the director. In cases where interpretation is necessary, the board of trustees will make the final judgment in interpreting the policies.

No employee of the Liberty Center Public Library, whether management level or otherwise, has any authority to orally modify any provision of this handbook/policy manual or to make any oral representation or promise to any employee regarding the terms or conditions of his/her employment.

Mission Statement

The Liberty Center Public Library is a gateway to the changing world of knowledge using innovative programming and services to promote a lifetime of learning and personal growth.

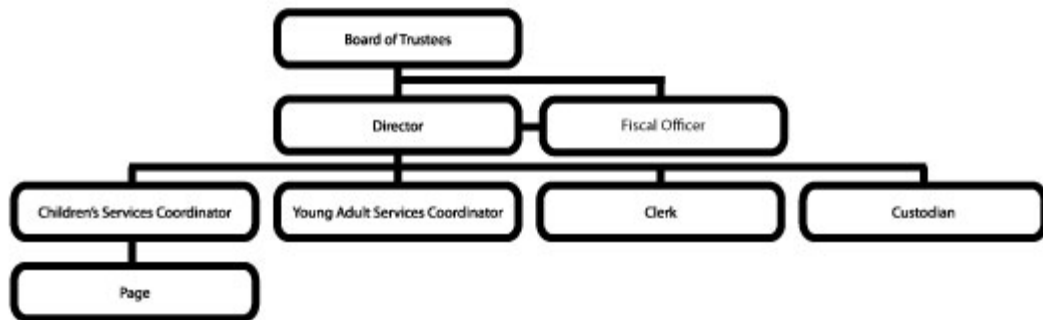
P1 Organization of the Library

The Liberty Center Public Library is a School District Library governed by a Board of Trustees consisting of seven members who are appointed by the Board of Education of the Liberty Center School District.

According to Ohio Revised Code, legal responsibility for the library is vested in the library's Board of Trustees. The board is the policy-forming body of the library, and its responsibilities include selection and hiring of the director; appointment of the fiscal officer; promotion of library interests, securing of funds adequate for a progressive, expanding program; and control of library funds, property and equipment. Subject to existing statutes and ordinances, it has power to determine the rules and regulations governing the library.

The director is appointed by the board and is responsible to them for the administration of the library. As chief administrative officer, the director is empowered to carry out the policies and decisions of the board as they affect both the public and the employees. All employees of the library are under the authority of the director.

P 1.1 Organizational Chart



P 1.2 Chain of Command

In the absence of the director, the fiscal officer shall have the authority to apply discretionary judgments in interpreting board and administrative policy with regard to special or emergency situations. In the event that the director or fiscal officer are not available, the children's services coordinator, in consultation with the board, shall have discretionary authority to interpret policy and assume administrative duties for the system until such time as the board or its officers, acting as an executive committee, shall take such action as it deems necessary or appropriate.

P 2 Employment

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the Liberty Center Public Library.

P 2.1 At-Will Employment

This handbook/policy manual is not intended, and should not be construed, to be a contract or to create any contractual or employment right. Employees of the Liberty Center Public Library remain employees “at-will” and may be terminated at any time, with or without cause.

P 2.2 Opportunity for Employment

The Liberty Center Public Library is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, sexual orientation, gender identity, genetic information, or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act, the library will provide reasonable accommodation to employees who are qualified individuals with a disability as long as it does not cause undue hardship for the library. Employees should request accommodations from the director.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the President of the Board of Trustees. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

P 2.3 Hiring

P 2.31 Open Positions

Most open positions will be posted internally for one week and then outside applicants may be considered. It may be in the best interest of the library to advertise some positions externally simultaneously with posting them in-house.

The library accepts employment applications only when an open position is posted or advertised.

P 2.32 Nepotism

It is the policy of the library not to hire immediate relatives of members of the board or current employees.

P 2.33 Background Checks

Prior to extending an offer of employment, or at other times during employment with the library, as appropriate, the library may conduct a detailed reference/background/credit/criminal check of an applicant or employee. All reference/background/credit/criminal checks will be in compliance with the Fair Credit Reporting Act.

The library will conduct a criminal background check of any candidate who is being considered for employment.

P 2.34 Appointment

Except for the positions of director and fiscal officer, appointments to the library staff are made by the director. Notice of appointment is made in writing to the selected candidate and acceptance of the appointment is also made in writing and addressed to the director. No person shall be considered to hold an appointment with the library until a letter of appointment is issued and a letter of acceptance received by the director.

P 2.4 Annual Performance Evaluation

The annual performance evaluation process is an opportunity for supervisors and employees to discuss job-related tasks, goals, and skills, and to acknowledge accomplishments and performance. It is also a time to set goals, evaluate training needs, and help with career planning. The evaluation may also provide information for future decisions, such as, but not limited to, promotions or transfers.

All regular full-time and part-time employees, who have completed one year of service in their current positions, are evaluated annually during the month of January

Evaluations are completed by the employee's immediate supervisor and forwarded to the Board of Trustees prior to any discussion with the employee about the evaluation.

The completed evaluation form is reviewed by the supervisor and the employee together. Employees are encouraged to openly discuss their performance and goal attainment with their supervisors.

Completed performance evaluations are to be signed by the employee and the supervisor. By signing the evaluation form, the employee indicates that she or he has read and discussed it with the supervisor, not necessarily that the employee

agrees with the evaluation. The employee also may attach written comments to the evaluation form; all such comments will be read and initialed by the director.

The evaluation will be maintained in the employee's official personnel file.

P 2.5 Disciplinary Policy

Discipline is intended to serve as corrective action and provide an employee notice of a problem and an opportunity to improve. The library hopes that employees will exercise self-discipline so that it will be unnecessary for the library to impose discipline. However, objectionable and unsatisfactory conduct or performance will not be permitted and may result in disciplinary action, including but not limited to one or more of the following, depending upon the severity of the infraction:

- Verbal warning
- Written warning
- Final written warning
- Probation and/or suspension
- Termination of employment

Certain infractions may warrant immediate suspension or termination. Repeated infractions of a less serious nature may result in progressively more serious disciplinary actions, up to and including termination. At all times, the library may take the disciplinary action it believes is appropriate under the circumstances. Behavior which will result in disciplinary action includes, but is not limited to:

- Unsatisfactory work performance;
- Violation of the library's ethics policy;
- Theft or inappropriate removal of library property;
- Falsification of timekeeping or any other library records;
- Misrepresentation on any library document, including resumes and employment applications;
- Working under the influence of alcohol or illegal drugs or controlled substances;
- Possession, distribution, purchase, or sale of alcoholic beverages, illegal drugs, or controlled substances while on duty;
- Working on your personal matters while on duty;
- Disruptive activity in the workplace;
- Negligent or improper conduct leading to damage of library property;
- Excessive absenteeism and tardiness;
- Absence without notice or any unauthorized absence;
- Unauthorized use or possession of library documents or property;
- Disregard of safety rules or practices;
- Creating or contributing to hazardous, unhealthy, unsafe, or unsanitary conditions;

- Fighting, provoking a fight or altercation, engaging in any act or threat of violence, or any conduct that causes any individual to reasonably fear for his or her safety or the safety of his or her family, friends, or property;
- Sleeping during working hours;
- Insubordination;
- Possessing weapons on library premises;
- Unauthorized disclosure of confidential information;
- Violation of the library's policies regarding use of computers, e-mail, telephone, or other electronic communications equipment;
- Smoking in unauthorized areas;
- Refusing to cooperate with a library investigation;
- Failing to make work accident reports;
- Unlawful or inappropriate harassment or discrimination.

Nothing in this policy limits your right or the library's right to terminate employment at any time, with or without cause or notice.

P 2.6 Separation from Service

If the library terminates an employee, the employee will be paid for any unused vacation for which he/she is eligible. In the event the employee terminates his/her employment with the library with a two week notice, the employee will be paid vacation for which he/she is eligible. If the employee gives no notice they forfeit any unused vacation.

P 2.61 Termination

All employees of the library serve at-will, which means that the employment relationship may be terminated at any time with or without notice or cause by either the employee or the library.

P 2.62 Resignation

A minimum of two weeks written notice is requested, longer notice would be appreciated, from all staff members prior to resignation. The reason for resigning and the date upon which the resignation will take effect should be included in this notice. Resignations should be given to the Director.

P 2.63 Retirement

Under the Ohio Public Employees Retirement System (OPERS), which covers public library employees, the age of retirement and years of service credit required for retirement benefits are determined by the Ohio Legislature.

To determine eligibility for retirement and to determine the best means to maximize benefits, employees approaching retirement should contact OPERS directly for information on retirement options.

There is no mandatory retirement age.

Employees who have retired may be considered for re-employment in compliance with the rules of OPERS.

P 2.64 Abandonment

Unless an employee is on an approved leave, failure to report to work or contact the employee's work location regarding an absence from work for three consecutive scheduled work days shall constitute job abandonment. Job abandonment shall be grounds for termination of employment, effective retroactively to the end of the employee's last work shift prior to the unexcused absence. Extenuating circumstances will be taken under consideration.

P 2.65 Death

In the event of the death of an employee, final wage payment shall be made to the estate of the deceased. Payment of accrued vacation leave and compensatory time shall be made to the estate of the deceased.

P 2.7 Reductions in Force

In the event that the Board of Trustees determines that there is a financial emergency or needed retrenchment, it may be necessary to terminate the services of some employees by eliminating certain positions or by declaring certain positions vacant. The board and director will work together to decide what positions may be eliminated or declared vacant. In these situations, as much advance notice as possible will be given to the affected staff.

P 2.8 Personnel Records

P 2.81 Records Requests

Personnel records are retained in the administrative office. The director, and fiscal officer have access to these files for business purposes. An employee's supervisors, with the permission of the director, may have access to an employee's documentation for business purposes.

Requests by members of the public, or non-supervisory or administrative library staff, for access to employee personnel records will be honored as required by law following the procedures described in the library's Public Access to Library Records Policy (see PS 4 of Public Service Manual), and the employees affected will be informed of any request to view their personnel records. All employees have the right to inspect their own personnel files.

P 2.82 Content of Personnel Files

Personnel files may include a variety of documents relating to a staff member's employment including: forms relating to hiring, transfer, and promotion; performance evaluations and supporting documents; disciplinary records; letters of reference; records of attendance at workshops and other training; emergency contact information; letters of commendation, etc.

Any individually identifiable health information covered by the Health Insurance Portability and Accountability Act of 1996 Privacy Rule is filed separately from an employee's personnel file and is not subject to public records requests.

Any documentation pertaining to an individual employee's behavior or work performance that is placed in an employee's permanent personnel folder must be initialed or signed by the employee as indication of the employee's knowledge of the document (the employee's signature does not necessarily imply agreement). The employee may write a response to any material in the file; the response will be attached to the file copy of the material at the written request of the employee.

Employees may submit materials for inclusion in their personnel files.

P 3 Hours and Wages

P 3.1 Types of Positions

Regular employees work in one of five types of positions.

The **salaried position** is one in which the employee's regularly worked hours are between 70 and 80 per bi-weekly pay period.

A regular **full-time position** is one in which the employee's regularly worked hours are between 70 and 80 per bi-weekly pay period at an hourly rate.

A regular **part-time position** is one in which the employee's regularly worked hours are fewer than 68 per bi-weekly pay period at an hourly rate.

A **substitute position** is one in which the employee's work hours will vary from 0 to 40 hours per week depending upon the scheduling needs of the library. Substitutes are called and scheduled on an as-needed basis. While substitutes are not required to work if called, they must maintain work skills and stay current with library practice and procedure in order to provide effective service. Substitutes who have been inactive and have not worked in 30 days may be terminated. Substitute employees do not earn any time benefits.

A **temporary position** is one in which an employee works in a regular full- or part-time position but for a set period of time, e.g. two months, with set beginning and ending dates. Temporary employment will rarely extend beyond 90 days. Temporary employees do not earn any time benefits.

P 3.2 Job Classifications and Descriptions

Positions in the library are classified. Positions that are generally equivalent in the following respects: kind, complexity, and difficulty of duties; responsibility involved; and qualifications required, including education, technical training and experience, are grouped in the same classification.

A job description is a written statement of the essential functions of the job. These descriptions also contain information regarding the skills and abilities required in order to perform the essential functions of a job as well as information concerning reporting relationships and working conditions.

Current job descriptions, classifications and pay ranges are available in the appendices starting on page 3.

P 3.3 Work Schedules

The employee's regular hours worked are usually spread over five days, but may be worked in as few as two days or as many as six days. Evening and weekend work may be required of any staff member. Employees are scheduled to meet the needs of the library, and schedules may change from week to week.

An employee may arrange to trade an occasional day or evening off with another staff member, subject to the approval of the director, and provided that the trade does not interfere with the routine of the library.

An employee unable to report to work at the scheduled time due to an unanticipated emergency, illness, or for any other reason such as bereavement, is required to notify the director, or next available staff member at least one hour prior to the scheduled time. Failure to do so may lead to disciplinary action up to and including termination of employment.

P 3.4 Payroll

All employees are paid bi-weekly, and checks are distributed on Friday at the end of the pay period. When the payday falls on a holiday, pay will be distributed on the workday preceding the holiday. Inquiries regarding payroll should be directed to the director or fiscal officer.

The library must have written permission from employees who want paychecks or statements of deposit released to anyone besides the payee. Paychecks or statements of deposit for absent staff members will be held until the next day they are available unless instructions to mail them have been left with the administrative office.

When an employee loses a library paycheck, the employee will be responsible for the fees charged to the library to void that check and issue a replacement one.

P 3.41 Timekeeping

It is the responsibility of each employee to keep an accurate time card which covers a two week period. Each employee is expected to total the hours on the time card, sign it, and submit it to the employee's supervisor. Time off work for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time), should be verified by the supervisor before he or she signs the time card. When necessary, incomplete time cards may be completed by the supervisor.

Actual work time is compensated, either in pay or compensatory time, at a minimum of bi-weekly increments. Unapproved absences may not be considered as hours worked for pay purposes.

Employees are not permitted to sign in or commence work before their scheduled starting time or to sign out or stop work after their scheduled quitting time without the prior approval of their supervisor.

P 3.42 Wage Structure

Each job classification corresponds to a range of pay. An employee's compensation will fall within the pay range where his or her position is classified.

Compensation is reviewed annually by the board. Its decision about the rate of any raise for staff takes into account the anticipated income for the upcoming year.

Before any raise is computed, the pay ranges may be adjusted for the upcoming year using federal cost of living information. This adjustment is not a raise; however, it establishes new pay ranges for the upcoming year.

The library's complete, current wage schedule is available from the director or fiscal officer or in the Appendix on page 3.

P 3.43 Deductions from Wages

Automatic deductions from employee wages include the following:

- City Income Tax (where applicable)
- School District Income Tax (where applicable)
- Federal Income Tax
- State Income Tax
- Medicare for employees hired after 4/1/86
- OPERS

P 3.5 Overtime and Compensatory Time

Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act and whose actual hours worked are more than 40 per week are entitled to be compensated for the extra hours worked. The week is defined as the seven days beginning with Sunday and ending with Saturday. There shall be no pyramiding of hours or pay.

Non-exempt employees should be scheduled in such a way as to avoid the necessity of overtime pay or compensatory time off. Supervisors are expected to maintain employee work schedules so that, whenever possible, the employee is not scheduled more than 40 hours per workweek. Adjustments in an employee's normal schedule should be made by a supervisor to keep hours worked within the 40-hour limitation. A written record of employee schedule adjustments due to unusual circumstances should be maintained.

Excess hours above 40 hours require the director's written prior approval for all non-exempt employees. Only in an emergency situation will an employee be allowed to work without prior approval, and when that occurs, the employee will be required to notify the supervisor, or director, at the earliest possible time.

A non-exempt employee, who has received the required prior approval to work hours in addition to those regularly scheduled in a week, may elect to receive compensation either in wages or additional time off. Time worked in excess of 40 hours will be compensated at time and one-half of an employee's regular rate of pay.

A full-time, non-exempt employee who elects to receive compensatory time off may accrue up to 12 hours of compensatory time, i.e., the equivalent of 8 hours of actual overtime worked. Full-time non-exempt employees who have 70 hours of compensatory time accrued will receive pay at time and a half their regular rate for all hours worked over 40 in a workweek. A part-time non-exempt employee may accrue a pro-rated amount based on the number of annual hours. Part-time non-exempt employees who have reached the maximum hours of compensatory time accrued will receive pay at time and a half their regular rate for all hours worked over 40 in a workweek.

P 3.6 Honoraria

Library staff members requested to speak at job-related meetings or workshops, are encouraged to do so, but must have approval in advance to participate in such programs during time they would normally be scheduled to work. If the staff member presents the program on library time, any cash honoraria paid to the staff member shall be turned in to the fiscal officer. If the program preparation and presentation is done on the employee's own time, the employee may keep the honorarium. Staff members may keep any non-monetary material gift received (e.g., pen and pencil set) regardless of whether the program is presented on library time or not.

P 4 Employee Benefits

As described below, regular full- and part-time employees are eligible for the following benefits:

- Bereavement Leave
- Holidays
- Jury Duty Leave
- Meal Allowance
- Membership Dues
- Pension Plan
- Sick Leave Benefits
- Vacation Benefits
- Business Travel Accident Insurance

In addition, regular salaried and full-time employees are eligible for:
Group Health Insurance

Pages and substitutes are not eligible for the above benefits

P 4.1 Retirement

P 4.11 Ohio Public Employee Retirement System

All library employees are required by Ohio Law to be members of the Ohio Public Employee Retirement System (OPERS), which includes most Ohio city, county, health and conservancy employees. All new employees are required to complete an application form to join OPERS.

Under this system both the employee and the employer make contributions. The employee pays through payroll deduction the amount required by law. These payments are on a deferred pre-tax basis. In addition, the library pays to OPERS an amount required by law, which is calculated as a percentage of the gross earnings of each employee.

More complete information about OPERS and its benefits may be obtained from the library administration, or from the OPERS office in Columbus.

P 4.12 Deferred Compensation

The Ohio Public Employees Deferred Compensation Program is a voluntary supplemental retirement benefit plan regulated by section 457 of the Internal Revenue Code and available to Ohio public employees. The money contributed is not subject to Federal or Ohio state income tax until paid out to the individual. Enrollment is voluntary and the employee's

account is directly controlled by the employee. Any employee who meets the qualifications established by the plan and chooses to enroll may elect to have part of his or her pay withheld and deposited with the Plan.

P 4.2 Insurance

Participation in the library's group insurance plan is available only to eligible employees as defined and described below. Insurance plans offered by the library to its employees are regularly reviewed by the library administration and board who may choose to change insurance providers or change the plans offered to employees.

No additional adjustment or compensation will be given to those employees not covered by the plans, subject to review by the library board.

P 4.21 Health Insurance

Part, Full-time and salaried employees may opt in to the Group Health Insurance plan. The library pays 80% of the annual premium for full-time and salaried employees, while those employees will pay the remaining 20%. The library does not contribute for part-time employees.

P 4.22 Dental Insurance

Part and Full-time employees may opt in to the Group Dental plan, but the library does not contribute to this benefit.

P 4.23 Vision Insurance

Part and Full-time employees may opt in to the Group Vision plan, but the library does not contribute to this benefit.

P 4.24 Life Insurance

Part and Full-time employees may opt in to the Life Insurance plan, but the library does not contribute to this benefit.

P 4.3 Paid and Unpaid Leave

P 4.31 Sick Leave

Each full-time employee shall be entitled to 10 days paid sick leave each year. Sick leave days may be accumulated up to a maximum of 30 days.

Each part-time employee shall be entitled to 5 work shifts paid sick leave each year. Sick leave days may be accumulated up to a maximum of 15 work shifts.

Unpaid sick leave may be granted at the discretion of the director. Any request for paid sick leave in excess of the above limits should be made to

the Board of Trustees and granted or denied at their absolute discretion on a case by case basis.

Inability to report for duty because of illness or injury must be reported to the appropriate supervisor at least one-hour prior to scheduled work time. Daily reporting may not be necessary in cases where the employee has been approved for sick leave for a specific time period for an extended illness or injury. Sick leave is recorded on the time sheet.

Sick leave will be granted for the following reasons:

- For the absence of the employee due to his/her own illness or injury and illness due to pregnancy.
- For the absence of the employee due to illness or injury of someone in the employee's immediate family for which the employee's presence is needed. Immediate family for sick leave purposes includes father, mother, spouse or child.
- For the absence of the employee for medical or dental appointments which cannot be made on the staff member's own time. Absence for medical or dental appointments or treatment must be reported to the employee's immediate supervisor prior to the absence.
- Sick leave may be used to supplement bereavement leave when out-of-town travel is necessary.

Sick leave may be used in increments of no less than one hour. If time lost through illness exceeds the accumulated sick leave, the overage must be deducted from the employee's vacation allowance or personal leave. Any deviation from this policy is left to the discretion of the director. At no time may a staff member borrow against future sick leave.

A supervisor may request a release from the doctor concerning the fitness of an employee to return to work. The director and/or supervisor will review sick leave usage with any employee whose sick leave exceeds 5 days/shifts per year. Supervisors may request a doctor's certificate to substantiate use of sick leave in frequent or unusual absences.

Sick leave is not to be construed as a form of compensation. Rather, it is intended to protect the income of the employee in case of illness or injury serious enough to prevent the employee from reporting for work. Abuses of the sick leave benefit will not be tolerated and may lead to suspension or termination.

P 4.31b Sick Leave Credit—Retirement

Upon retirement an employee shall be paid for one-third of his/her remaining sick leave.

P 4.32 Vacation

Vacation with pay is granted to all full-time and regular part-time employees who are scheduled to work at least 15 hours per week and have worked more than one year.

If the library terminates an employee, the employee will be paid for any unused vacation for which he/she is eligible. In the event the employee terminates his/her employment with the library with a two week notice, the employee will be paid vacation for which he/she is eligible. If the employee gives no notice they forfeit any unused vacation.

Total vacation time accumulated may not exceed 3 weeks for full-time employees and 15 shifts for part-time employees.

Vacation leave may not be used in quantities less than one work day/shift.

P 4.32a Full-Time/Salaried Employee Vacation Leave

Full-time and salaried employee's benefits are based on a total of 1820 hours per year or thirty-five hours per week. Full-time and salaried employees may work more hours than that in a year, but they do not receive any additional benefits for those hours; just payment for the additional hours worked.

All full-time and salaried employees of the Liberty Center Public Library shall receive paid vacations excluding holidays, as follows:

Less than one year	No vacation
After 1 year	1 week
2-5 years	2 weeks
6 years	2 weeks plus 1 day
7 years	2 weeks plus 2 day
8 years	2 weeks plus 3 day
9 years	2 weeks plus 4 day
10 years or more	3 weeks

P 4.32b Part-time Employee Vacation Leave

One week of Part-time employee vacation is equivalent to the average number of hours worked in 1 week during the previous calendar year.

All part-time employees of the Liberty Center Public Library shall receive paid vacations excluding holidays, as follows:

Less than one year	No vacation
After 1 year	5 shifts
2-5 years	10 shifts

6 years	11 shifts
7 years	12 shifts
8 years	13 shifts
9 years	14 shifts
10 years or more	15 shifts

P 4.32c Scheduling Vacation

Vacation leave may be requested at any time during the year but should be requested in writing at least 30 days prior to the start of the vacation.

The supervisor is responsible for seeing that a department is adequately staffed to avoid a disruption to the operation of the library, and has the right to determine the number of employees to be on vacation at any given time. Whenever possible, employees will be given their choice of vacation time, but the needs of the library may from time to time require that employees make adjustments in their vacation schedules.

P 4.33 Personal Leave

All employees of the Liberty Center Public Library shall receive 3 days/shifts of paid personal leave each year. Personal days are not cumulative. These days may be used for whatever reason the employee chooses, however, they must be approved by the director in advance.

Upon retirement, an employee shall be paid for any unused personal leave days/shifts in the year of his/her retirement.

P 4.34 Holidays

The library closes for certain holidays each year. When any of these days fall on a Sunday, the library is closed the following Monday.

- New Year’s Day (January 1)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday following Thanksgiving (fourth Friday in Nov)
- Christmas Eve Day (December 24)
- Christmas Day (December 25)

The Liberty Center Public Library will grant paid holiday time off to all eligible employees who have completed 90 calendar days of service. Full-time staff members are granted holidays with pay. Part-time staff members are paid only for those holidays that fall on their regularly scheduled workdays, and only for the hours scheduled to work.

If a holiday occurs during an employee's vacation, sick leave, or bereavement leave, an employee who qualifies for paid holiday leave will receive pay for the holiday rather than using a day of other paid benefit time. If the holiday falls on the scheduled day off of a full-time staff member the employee is given another day off during the pay period.

Pages and substitutes are not entitled to holidays with pay.

P 4.34a Floating Holidays

Veteran's Day and Martin Luther King Jr. Day are paid holidays on which the library does not close to the public. With supervisor approval, full-time and part-time employees may arrange to take the holiday off, or may arrange to take this "floating holiday" on a mutually agreeable date after the holiday but within 30 days. Employees may not use vacation or sick time in lieu of holiday pay on the day Veteran's Day or Martin Luther King Jr. Day occurs.

P 4.34c Religious Observances

For members of religious groups which have special observances on days other than holidays observed by the library, the supervisor, upon request, may arrange the schedule so that employees may absent themselves. Employees may use their own leave time or, the supervisor may, if possible and within the same work week, allow these employees to make up the lost time.

P 4.35 Non-scheduled or Emergency Closings

The director, or Children's Services Coordinator if the director cannot be reached, will make all decisions concerning the closing of the library in emergency situations (e.g., weather, failure of the heating system, disruption of utility services, environmental or safety hazards, etc.) These administrative closings shall be restricted to the immediate and short-term requirements of the library. Extended closings shall be handled on a case-by-case basis.

Staff members already working at the library on the day of an unscheduled closing shall be paid for the remainder of their scheduled shifts for that day. Staff members scheduled for vacation, sick leave, personal time, floating holidays on the day of an unscheduled closing must use the time benefit as planned.

If staff members are given permission to leave early due to weather conditions, and the library is not closing, any time not worked may be taken as vacation or personal leave or, with the permission of the supervisor, made up within the pay period.

P 4.36 Bereavement

The library offers paid bereavement leave to provide a time for mourning after the death of an immediate family member. Employees who are eligible for paid time-off benefits may be granted up to 3 workdays/shifts per occurrence for attendance at funerals and memorial services in conjunction with the death of a member of the employee's immediate family. Length of leave, in each instance, must be approved by the supervisor and will depend upon the circumstances and location of the arrangements and/or service. If additional time is needed due to out of town travel or other circumstances, sick leave, vacation time, personal time or other benefit time may be used with supervisor approval.

Full-time employees may take bereavement leave up to 5 days that correspond with their regular work schedule. Part-time employees may take bereavement leave up to 3 shifts that coincide with their regularly scheduled hours during 5 consecutive calendar days. If the day was the employee's normal day off, the employee will not be paid.

For purposes of bereavement leave immediate family is defined as: parent, stepparent, sibling, spouse, child, step-child, step-sibling, grandparent, grandchild, and equivalent in-laws, aunts, uncles, nieces, and nephews, or a person living in the same household.

Paid bereavement Leave is not deducted from the employee's sick leave, vacation, comp time, or personal leave.

To attend funerals of co-workers, board members, retired staff members, or volunteers, and members of their families, employees may use personal leave. Schedules will be adjusted as necessary.

P 4.37 Jury Duty

Employees who have completed 90 calendar days of service are eligible for jury duty leave. Employees are asked to provide notice of jury duty within 30 days of receiving the summons. While serving jury duty, a staff member will receive full wages for the time the staff member was usually scheduled to work for up to two weeks per year, and the employee must pay the amount of jury compensation received for those days to the library. Employees may keep any jury compensation for any days they were not scheduled to work. A personal check in the amount of the jury duty pay received for those days scheduled should be made payable to the library and given to the fiscal officer.

P 4.38 Military Leave

Employees on military leave of absence shall be entitled to all rights provided by law.

P 4.39 Family and Medical Leave

Under the Federal guidelines of the Family and Medical Leave Act, the library is not of a sufficient staff size to require compliance with the act. The library does have other policies and benefits that address many of the same staff needs.

P 4.4 Leaves of Absence without Pay

Leaves of absence without pay are intended for use only under extraordinary circumstances when an absence cannot be covered by accumulated sick leave, personal leave, vacation, and other paid leave. Leaves of absence without pay, if not detrimental to the service of the library or to the welfare of the other staff members involved, may be granted at the discretion of the director, for professional education (library school), for extended medical or disability reasons (including pregnancy and childbirth), for extended travel, or for critical personal circumstance. Requests for such leaves must first be cleared with the appropriate supervisor.

Leaves of absence are granted on the assumption that employees will be available to return to regular employment at the expiration of the leave.

Employees taking a leave of 90 calendar days or less shall resume their former position.

Requests for leaves of absence exceeding 90 calendar days will be considered by the director on an individual basis, considering the unique circumstance of each request including such factors as the length of leave requested, the library's ability to replace the individual on an interim basis, and opportunities for job sharing. Depending upon the circumstances, employees may be offered their previous job or the next available job for which they are qualified.

A leave of absence request for any period extending beyond 120 calendar days will require prior consent of the Board of Trustees. Generally, no leaves of absence will be granted for longer than 180 days.

A leave of absence for medical reasons (including pregnancy and childbirth) shall not commence until all personal leave and compensatory time have been used. Additionally, an employee is required to use most sick leave and vacation leave before commencing leave without pay; however, the employee may retain up to 3 days/shifts of sick leave and/or 3 days/shift of vacation leave if he or she desires.

A leave of absence for extended travel shall not commence until all earned personal leave; compensatory time and vacation have been used.

A leave of absence for schooling or critical personal circumstance shall not commence until all earned personal leave and compensatory time has been used.

In addition, the employee is required to use all but one week of accrued vacation time before the start of the leave without pay.

Employees should be aware that during unpaid leaves of absence exceeding 30 calendar days the library does not pay any part of the employee's health insurance premiums. If the library's insurance company permits employees on unpaid leave to continue their benefits, the employee is responsible for prepayment of 100% of the insurance premiums. In addition, no paid leave is accrued while on an unpaid leave of absence.

P 4.51 Meal Breaks

The library allows for a 30-minute to one-hour unpaid meal period for employees, which is scheduled in accordance with the needs of the library. Employees working a shift of 5 or more hours may take a meal break of at least 30 minutes during the shift; this time is unpaid

Employees under 18 years of age who work more than five consecutive hours are required by law to have at least a 30-minute lunch period; this time is unpaid.

During meal breaks, the employee must be completely relieved of all duties and be free to leave the duty post. In the rare instance that agency needs dictate that the employee remains available during meal breaks to answer the telephone or serve the public, the time becomes compensable.

P 4.52 Meal Allowance

Employees who attend meetings or other events related to the library may spend up to \$25 per day on meals, providing a meal was not included in the cost of the event. This benefit cannot be used for the purchase of alcohol.

P 4.53 Rest Breaks

Relief periods or breaks of 15 minutes of paid time are encouraged for each four hours worked in a day. Rest breaks should be scheduled with the supervisor at a time convenient to the library. Rest break time does not accumulate or combine, nor is it to be added to a meal period or used to leave early. Supervisors may restrict break privileges where they are persistently abused.

P 4.54 Borrowing Privileges

Employees are not charged fines for overdue materials. However, they are expected to be considerate in returning borrowed library materials on or before the due date. Fines incurred on interlibrary loan items are not included in this privilege. Staff members are also charged for replacement

of damaged, lost, or unreturned items, as any patron would be, including any processing or service charges.

Staff members may use the request system as any other library patron does. Staff members may not borrow new library materials before they have been cataloged and processed.

P 4.55 Personal Use of Library Photocopiers and Computer Printers

Staff members may make up to 50 copies on library photocopiers or computer printouts per month at no cost. Any additional copies are to be paid for at the public rate.

P 4.56 Membership Dues

The library will pay the full cost of individual membership dues for the Ohio Library Council for all staff. The library may choose to not fulfill this obligation pending a reduction in the budget.

P 4.57 Maternity Leave

Any staff member who has been in continuous service of the library for six months prior to the starting date of his or her maternity or paternity leave may be granted such leave accompanying the birth or adoption of a child. Such leave will be up to six (6) weeks (forty-five (45) days) and without pay.

Maternity/Paternity leave may begin upon the expiration of your accumulated sick leave. Accumulated annual leave may also be used.

The date when the leave is to begin and end will be determined by the Director. The library requests you notify the Director as soon as you know you will need this leave in order to plan staffing during your absence.

Depending on the nature of his or her position, the library may need to hire temporary staff during the individuals absence. The library may require that you produce a doctor's release stating you are fit to return to work.

P 5 Employee Conduct

P 5.1 Ethics

Ohio Ethics Law

Library employees are public employees and as such are subject to the Ohio Ethics Law and related statutes.

Each employee will receive a copy of the Ohio Ethics Law for review, and will sign an Acknowledgement of Receipt of Ohio Ethics Law. The signed Acknowledgement will be kept in the employee's permanent file.

The "General Prohibition" section of Ohio's Ethics Law is reproduced below. Although not a substitute for the entire text, the "General Prohibition" provides some guidance for public employees.

General Prohibitions

The Ohio Ethics Law contains provisions restricting conflicts of interest that involve nepotism, post-employment, representation, influence peddling, confidentiality, and supplemental compensation. Among other restrictions, the law provides that each public official and employee is prohibited from:

- Authorizing, or using his position to secure authorization of a contract, for himself, a family member, or a business associate;
- Authorizing, or using her position to secure the authorization of, the investment of public funds in any kind of security to benefit herself a family member, or a business associate;
- Receiving any benefit from a contract entered into by his public entity;
- Hiring or securing any contract benefits for her spouse, parents, grandparents, children, grandchildren, or siblings, or any other relatives living with her;
- Soliciting or accepting substantial and improper things of value, including gifts, or travel, meals, and lodging;
- Participating in matters where something of value will result for the public official or employee himself, his family, his business associates, or others with whom the public servant has a close tie that could impair his objectivity;
- Disclosing or using information deemed confidential by law;
- Representing parties, before any public agency, in a matter in which she was involved as a public servant, both during and for one year after leaving public service.

P 5.2 General Staff Conduct

The Board of Trustees expects that all library employees will conduct themselves in a professional manner in relation to the following general principles. This conduct will be demonstrated in the ways in which employees interact with each other and with library patrons. Disciplinary action may be taken as warranted.

Cooperation: All employees are expected to work together as part of a team to accomplish the goals and purposes of the library.

Service: Prompt, courteous, and friendly assistance to the public and to coworkers is essential. All employees are expected to avoid, eliminate, or report situations or practices which may cause irritation to or discomfort for the public.

Maturity: All employees are expected to exercise self-restraint at all times and demonstrate emotional maturity, tact, and sensitivity in dealing with the public and with coworkers.

Respect: All employees are expected to treat patrons and coworkers with respect and consideration in the performance of their duties.

Approachability: All employees are expected to be approachable, alert to the needs of all patrons, and to provide service to the public without regard to any factor which is not pertinent to the nature of the service being rendered.

Personal Appearance: All employees are expected to be well groomed and suitably dressed for work. Cleanliness and good personal hygiene are expected of all employees as well as clothing that is neat, clean and appropriate for the duties performed.

P 5.21 Attendance

Punctuality is essential to the smooth functioning of the library. Employees are expected to be at their work stations and ready to undertake the day's tasks promptly at the time their work day is scheduled to begin.

There may be occasions when tardiness is unavoidable due to some emergency or unusual situation. When an employee expects to be late, the supervisor should be notified as early as possible. If an employee is late, she or he should report to the supervisor immediately upon arrival, and make arrangements with the supervisor to make up the time during the day or week.

P 5.22 Confidentiality

All employees who create or who have access to circulation records and other records identifying the names of library users with specific materials

are directed to become fully conversant with, and to rigidly adhere to, the library's policy regarding confidentiality of library records.

P 5.23 Smoking

Smoking is prohibited in all areas inside all library buildings and in all library vehicles. Smoking may be permitted in designated areas on library grounds.

P 5.24 Weapons

Firearms, handguns, knives, or other weapons further defined by Ohio statute or local ordinance are prohibited on library property or in library vehicles. During working hours or while conducting library business, employees are strictly prohibited from possessing any firearm or weapon on library property. Library property includes all library-owned or leased buildings and surrounding areas, such as sidewalks, walkways, parking lots and driveways. This policy applies to all employees and other persons entering the library's property at all times regardless of whether the employee or person is licensed to carry the weapon.

The only exception to this policy will be police officers, security guards, law enforcement officials, or other persons who have been given consent by the library to carry a weapon on the property.

P 5.3 Harassment

Each employee has the right to work in an environment free of harassment of any sort by co-workers and the general public.

Sexual harassment is a unique form of gender discrimination and is defined as unwelcome advances, requests for sexual favors and other physical, verbal or visual conduct based on gender under any of the following circumstances:

- Submission to the conduct is an explicit or implicit term or condition of employment.
- Submission to, or rejection of, the conduct is used as the basis of an employment decision.
- The conduct has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, or any other behavior which is discriminatory, will subject the offending employee to disciplinary action up to and including termination. Employees who believe they have been discriminated against or witnessed discrimination based on any of the circumstances listed above should report the behavior to their immediate supervisor or the director. If the problem lies with

the director, the employee is urged to speak to the President of the Board of Trustees.

All complaints and investigations of alleged harassment will be investigated promptly and thoroughly and the employee will be advised of the findings and conclusion; complaints and investigations will be kept as confidential as possible. The library will take appropriate corrective action, up to and including dismissal, to remedy all violations of this policy by library employees. Members of the public who engage in such harassment may be denied access to library buildings.

No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports harassment, or assists in the investigation of any such matter.

P 5.4 Drug Free Workplace

The library recognizes that the use of illegal or unauthorized drugs or alcoholic beverages on library premises or while conducting library business poses a serious threat to the safety of the employees and library users, and compromises the quality and reliability of work and service to library users. The library complies with the provisions of the Drug Free Workplace Act of 1988. Each employee will sign an Acknowledgment of a Drug-Free Workplace (see page 9 of Appendix).

The manufacture, possession, use, distribution, or dispensation of illegal or unauthorized drugs, as defined by law, or of alcoholic beverages on library premises or while conducting library business is prohibited. Employees shall not work, or report to work, under the influence of illegal drugs, nor under the influence of controlled substances, including alcohol; an exception may be made for prescription drug therapy as described below.

Violation of these prohibitions may subject an employee to dismissal.

Under the terms of the Drug Free Workplace Act, employees must notify the director of any conviction for a violation of a criminal drug statute occurring on library premises or while conducting library business no later than five days after such a conviction. Failure to report a conviction may result in disciplinary action up to and including dismissal.

P 5.41 Prescription or Over-the Counter Medications

Prescription or over-the-counter drugs shall be used in the manner, combination, and quantity prescribed or recommended. An employee who will be using prescription drugs on library premises, or during work time, will determine by consulting with the prescribing physician whether the prescribed drug may impair physical and/or mental abilities. If the medication could affect the employee's ability to perform any aspects of

the job, including affecting the employee's behavior, the employee must notify the supervisor. Failure to report may result in disciplinary action up to and including dismissal.

P 5.42 Drug Testing

If the director has a reason to believe that an employee is using illegal drugs or alcohol in violation of the library's policies, that employee may be required to submit to a drug or alcohol test.

P 5.43 Drug or Alcohol Dependency Treatment

An employee may request to use accrued sick leave or request an unpaid leave of absence to receive the recommended treatment for a drug or alcohol problem. Employees are urged to request assistance with any drug or alcohol problem before disciplinary action is necessary.

The cost of treatment is the responsibility of the employee and may be covered by the employee's health insurance.

P 5.5 Workplace Violence

Acts or threats of physical or verbal violence (including intimidation, harassment, or coercion) which involve or affect the library or its employees or which occur on library property will not be tolerated. Such conduct will be met with the strongest disciplinary action by the library, up to and including termination, the use of law enforcement, and the use of criminal prosecution measures.

P 5.6 Library Equipment and Property

Employees may be issued or allowed the use of library property or resources such as keys, cellular phones, computers, e-mail, etc. Employees in possession of library equipment are expected to protect equipment from loss, damage or theft, and to use it in an appropriate manner. Upon separation of employment, employees are required to turn in all library property prior to last day worked.

P 5.61 E-mail

E-mail provided by the library is a library resource, provided primarily for conducting library business. In addition to intra-library communication, it may be used to access work-related listservs or for professional correspondence. Internal library messages should be concise and sent only to persons directly in need of receiving them. Announcements of important events in the lives of staff members are appropriate, as are announcements of upcoming vacations. It is not appropriate to use e-mail for advertising to library staff, e.g. announcements about free kittens, walk-a-thons, yard sales, etc. A library e-mail account may be used for personal correspondence on the employee's own time. When staff workstations are not available, staff members may use a public Internet

station. Library provided e-mail service is neither private nor protected; it is the property of library and its use may be monitored.

P 5.62 Software

It is the policy of the library to utilize all software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is a violation of the law. Unauthorized duplication of copyrighted computer software is contrary to the library's standard of conduct.

P 5.63 Mobile Phones and Similar Network Devices

Mobile phones or similar devices may be furnished to certain employees in connection with their job duties. To protect the employee from incurring a tax liability for the personal use of this equipment, such devices are to be used for business reasons only. The monthly phone bill will be audited regularly to ensure no unauthorized use has occurred.

In the case of an emergency, employees may make or receive personal calls on library-provided cellular phones. Failure to report personal cellular phone usage and/or failure to reimburse the library for the cost of the call will result in disciplinary action up to and including termination.

P 5.64 Keys

In order to protect the security of library buildings and property, and for staff safety, the distribution of keys to employees or other parties is limited and restrictive.

The director has specific responsibility for issuing keys.

Upon separation from library employment, staff members are required to return all assigned keys.

P 5.65 Credit Cards

Library credit cards may be furnished to certain employees in connection with their job duties. Library credit cards are to be used for official library business and may not be used for personal purchases. Employees are required to sign an agreement before being issued a library credit card. Misuse of library credit cards may be grounds for disciplinary action, up to termination of employment or even a referral for criminal prosecution.

P 5.7 Personal Vehicles on Library Business

Only staff members whose driver's licenses have been properly forwarded to the library's insurance carrier for approval may receive mileage reimbursement for using a personal vehicle on library-related business. Unless required by business

necessity, passengers are prohibited from riding in an employee's personal vehicle while the employee is on library-related business.

The driver and any passengers must use seat belts, as already required by state law, and a driver is prohibited from using a cellular phone, including hands-free devices.

Employees are not permitted to operate library vehicles, or personal vehicles on library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.

An employee must notify a supervisor or the director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges; or, involved in an accident while on library-related business using a library or personal vehicle.

An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on library business will be required to pay for the ticket (violation).

P 6 Workshops and Conferences

Staff members are encouraged to attend and participate in a variety of professional forums, seminars, workshops and meetings of library-affiliated organizations when that participation directly benefits the library. The library shall attempt to make full reimbursement of necessary and routine expenses incurred by staff members attending and participating in meetings as part of their library duties when possible. This policy does not apply to travel to a library work site that occurs as part of the routinely assigned duties of a position; for example, attendance at monthly staff meetings.

P 6.1 Attendance and Reimbursement

Staff members must submit a written request and secure written approval prior to attending any meeting for which time allowance and/or reimbursement are expected. A brief written summary of the staff member's participation shall be submitted to the supervisor and forwarded to the director and fiscal officer not more than one week after the staff member's return. The administrative office shall maintain records of professional travel and shall report on these activities to the board periodically.

Members of the board who wish to attend conferences or workshops shall notify the director or the fiscal officer of their interest so that adequate funds can be made available for reimbursement of their expenses.

Any registration fees are reimbursed by the library at the "member" rate. Travel costs from the library to the conference site are reimbursed at the rate for the least expensive form of transportation and only one way. An employee is required to reimburse the library for prepaid registration if he or she does not attend the program and cannot find another employee to attend in his or her place.

Employees may be reimbursed for documented out-of-pocket expenses associated with approved conference and meeting attendance. These expenses may include meals, lodging, parking fees, and other incidental travel expenses. The library does not reimburse for alcoholic beverages or tips unless levied by the restaurant.

The authority to administer this policy rests with the director, who shall use the following criteria:

- The staff member's participation should be clearly related to library goals and interests.
- Attendance at professional meetings normally requires organizational membership. Exceptions would include meetings the staff member is attending at the request of the library administration.
- Public service schedules and staffing commitments must have priority.

- Adequate funds must be available to cover expenses incurred through workshop attendance while maintaining sufficient margin for routine travel requirements.

P 6.11 Travel Time for Nonexempt Employees

General Rule: Time spent traveling to and from work is generally excluded from hours worked. However, any time spent traveling during the workday, as part of an employee's principal activities, will be counted as hours worked.

Example: Mary leaves home at 7:30 and reports to work at 8 a.m. At 9:30 a.m., Mary travels 15 minutes to a workshop on behalf of the library. She attends the workshop from 10:00 to 11:30 a.m., and returns to work at the library at 11:45 a.m. The 30 minutes Mary spent traveling to and from the workshop count as hours worked. The 30 minutes she spent commuting to work do not count as hours worked.

Example: Similar situation, but Mary's workshop is from 3:00 to 4:30 p.m., and Mary drives directly home (about a 30-minute drive) after the workshop rather than returning to the library. In this case, the 15 minutes Mary spent traveling to the workshop count as hours worked, but the 30 minutes she spent driving from the workshop to home are considered commuting time and do not count as hours worked.

Rules for Day Trips Out of Town: If an employee who normally works at a single location (e.g., a library) is sent out of town for one day and returns that same day, all time spent traveling to and from that assignment is compensable work time. However, meal period and time spent traveling to and from the employee's home to the point of departure are not counted as hours worked.

Example: Nicki and Mary are asked by the library to attend a one-day conference in Pittsburgh. They each drive separately to the library in the morning in their own cars, arriving at 7 a.m. They drive together to Pittsburgh in Mary's car, arriving at the conference at 9 a.m. The conference lasts from 9 a.m. to 5 p.m., with lunch from noon to 1 p.m. They drive back to the library after the conference, arriving at 7 p.m. They each then drive their own car home. All of the time from 7 a.m. to 7 p.m. counts as hours worked, except for the one-hour meal period. The time they spent driving between home and the point of departure (the library) would not be compensable.

Rules for Trips Requiring an Overnight Stay

General Rule: If an employee is sent out of town overnight, any time spent traveling that corresponds to the employee's normal working hours is compensable time. This includes hours traveled on days the employee normally does not work (e.g., Sunday). If an employee travels during a

time that he or she would not normally be working, the time is not counted as hours worked. Meal time is not compensable.

- Exception: If the employee is the driver rather than the passenger, all time spent driving is compensable, regardless of when it occurs.
- Exception: Any time spent performing work during travel time (e.g., working on a plane) is compensable, regardless of when it occurs.

Example: Joe normally works Monday through Friday, 8 a.m. to 5 p.m., but travels out of town on a flight leaving at 6 p.m. and arrives at his destination at 9 p.m. Joe would not be paid for these three hours because they do not correspond to his normal working hours. However, if Joe travels out of town on any day of the week (including Saturday and Sunday) on a flight leaving at 2 p.m. and arriving at 5 p.m., he would be paid for those three hours because they correspond to his normal work hours.

Example: Same situation, but Joe drives his car from 6 to 9 p.m. instead of flying. Joe would be paid for those three hours because he was the driver and not a passenger.

P 6.12 Required Training

In some cases, the library may require that employees undertake course work or training that is necessary for them to do their jobs effectively. When this is the case, the library pays fees directly, and the training sessions or classes may be attended on library time.

P 6.2 Mileage

Mileage reimbursement will be made to any employee using a vehicle other than the library's when driving to present library programs or attend conferences, meetings, or workshops that have been approved by a supervisor. No compensation is made for travel between the employee's home and the day's library work site.

In the event that carpooling arrangements can be made and space is available, employees are expected to travel in a group. Employees electing not to carpool will not be reimbursed for mileage and parking.

P 6.21 Mileage Calculation

The rate of mileage reimbursement is set at the rate established by the IRS and only counts the miles traveled one way. For locations not listed on the chart, the employee is to provide the mileage information. If the mileage amount submitted is questionable (i.e., too high or too low) it will be reviewed with the employee.

To receive reimbursement for mileage, employees must record the amount on their time sheet.