Delaware County District Library
www.delawarelibrary.org

Welcome to the Delaware County District Library (DCDL). The first few days of any new job can be challenging and confusing, and I encourage you to talk to your supervisor and your coworkers to help clarify any questions you might have. Additionally, I have an "open-door" policy, and you're always welcome to stop by my office any time, to discuss an issue or to simply say hello.

This Employee Personnel Policy Manual addresses the policies and procedures with which you need to become familiar over the next few weeks - information on benefits, legal issues, employee responsibilities, organizational philosophy, strategic plans, and organizational environment. You'll be asked to sign a statement confirming that you've read and understood the Employee Personnel Policy Manual, so, as you read through it, please feel free to bring any questions to me or your supervisor. Your understanding of the Employee Personnel Policy Manual helps to create and promote an affirmative and productive work environment

Whatever you've been hired to do here at DCDL, please remember that the Library is a service organization, and *all* of us are responsible to make sure that the people who come through our doors (including your coworkers) have a positive experience during their visits. The Library is publicly funded and, as such, the taxpayers are our "bosses." It's our job to make sure that they're happy with the experience we provide for them.

I hope your employment at DCDL will be enjoyable, fulfilling, and productive. Again, welcome to the Library.

Thanks for joining us,

Bryan Howard
Director

Effective February 17, 2009
Revised September 19, 2023

Notice to Employees

The Library's Personnel Policy Manual is for informational purposes only and can be changed at any time by the Delaware County District Library with or without notice. It is provided as a guide and is not to be considered a contract.

The Library is an "at-will" employer and operates under the provision that employees have the right to resign from their position at any time, with or without notice and with or without just cause. The Library has similar rights to terminate the employment relationship at any time, with or without notice, and with or without cause.

No representative of the Delaware County District Library has the authority to enter into an agreement with an employee that is contrary to the foregoing.

Related policies:
Hiring and Staffing
Leaving Employment
Revisions to the Personnel Policy Manual

Effective February 17, 2009
Revised August 21, 2018
Revised September 20, 2022
Revised April 28, 2026

Our Mission

We open doors to imagination, knowledge, connection, and discovery.

Purpose of Manual

The Delaware County District Library's Employee Personnel Policy Manual has been prepared to clearly communicate relevant and important information to all employees. The policies in this manual have been adopted by the Board of Trustees, whose responsibility it is to set Library policy, hire and supervise the Director and Fiscal Officer, approve the Library's budget and financial practices, and create the Library's strategic plans. These policies are not intended to constitute a contractual agreement between the Library and an employee, but are guidelines established by the Board. Specific work and task procedures are not included in this manual; however, they are available from Managers, Supervisors, and Coordinators.

The following statements apply generally to all sections of the Personnel Policy Manual:

1. The Library abides by all applicable federal, state, and local laws; Delaware County District Library is an equal employment opportunity employer.
2. Each employee will receive a copy of this manual and will receive notification of any subsequent updates that will be posted on the Library's intranet/server. Employees are responsible for downloading and filing these updates in their manual. The policies on the Intranet are the acceptable, accurate, and current versions.
3. Everyone on the Library staff is responsible for reading and understanding the Personnel Policy Manual as a condition of employment and will be asked to sign a statement indicating that he/she has read and understand the Personnel Policy Manual.
4. All policies are gender neutral, and the terms "he, she, his, hers" are used randomly throughout and should be read to include employees of either gender with no intended bias.
5. When a policy refers to the Library Director, it should be understood that in an emergency situation, the Director's Designee or senior staff member on duty will be responsible in the Director's absence.
6. When a policy requires that an employee complete a specific form, the name of the form will be at the end of the policy. Forms can be downloaded from the Library's intranet/server.

General Guidelines

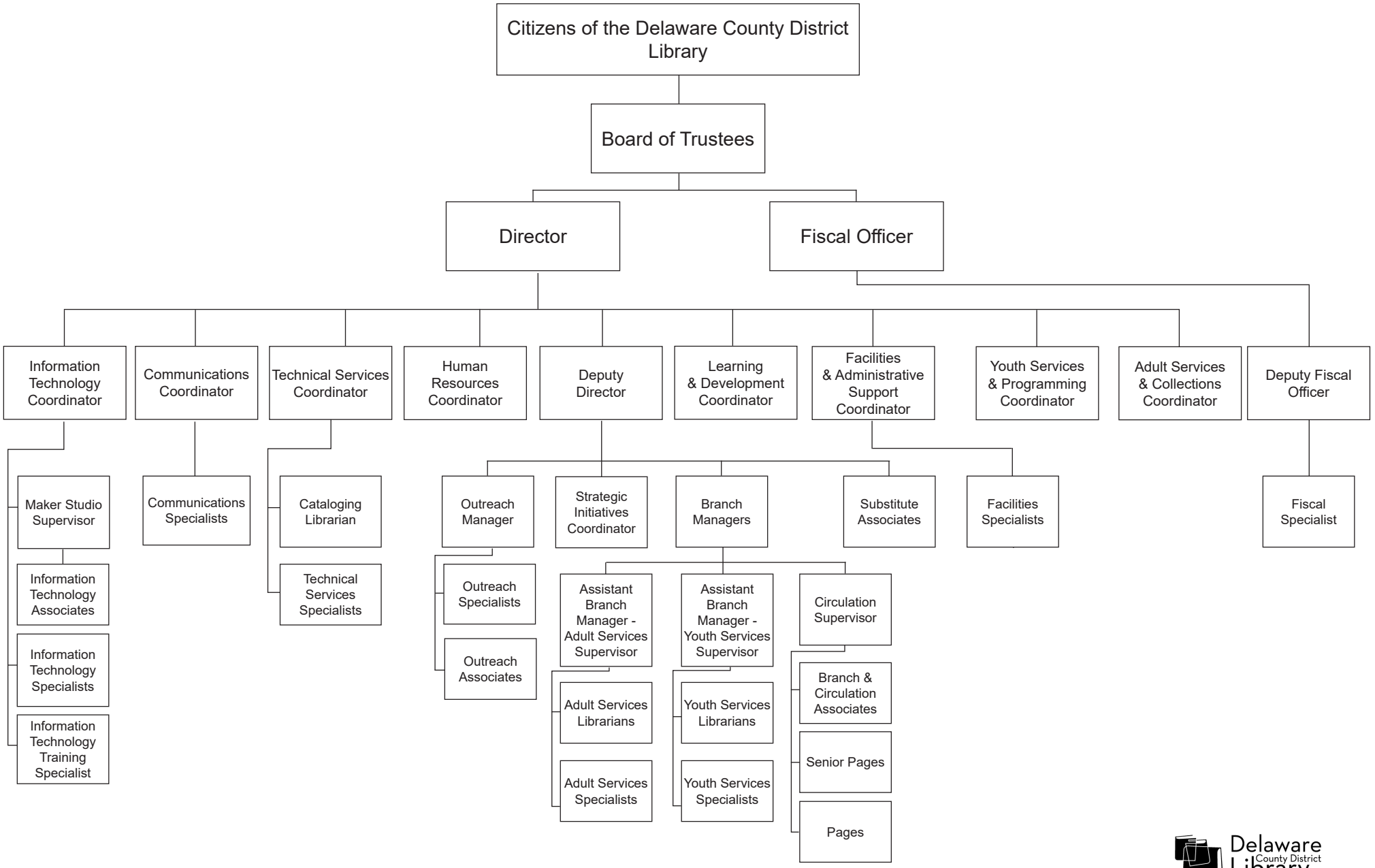
The following guidelines apply to all employees:

1. All employees are required to report to work at their scheduled time. If an employee is unable to report to work, they must notify their immediate Supervisor, the Branch Manager, the Deputy Director, or the Director, no later than thirty (30) minutes before their scheduled starting time. Failure to report to work may result in dismissal.
2. Honesty and respect are expected of all employees.
3. All employees are expected to embrace a positive attitude when working.
4. Productivity while on Library time is expected, with minimal attention to personal details.

Related Forms:
Progressive Discipline Form

Related Policies:
Absenteeism, Tardiness, and Early Departure
Customer Service Expectations
Equal Employment Opportunity Statement
Leaving Employment
Revisions to the Personnel Policy Manual
Staff in Charge

2025 ORGANIZATION CHART
Delaware County District Library



Delaware County District Library

10/13/25

Effective February 17, 2009
Revised August 21, 2018
Revised September 20, 2022

Organizational Information

Board of Trustees

The Board of Trustees is the policy making body for the Delaware County District Library and is responsible for approving all services and activities. The Board consists of seven (7) members, four (4) of whom are appointed by the Delaware County Commissioners, and three (3) of whom are appointed by the Judges of the Delaware County Court of Common Pleas. Each Trustee is appointed for a seven-year (7) term, and the terms are staggered. If a Trustee leaves office, a replacement is appointed by the same body which appointed the departing Trustee. The replacement will serve the remainder of the seven-year (7) term.

The officers of the Board - President, Vice President, and Secretary - constitute its Executive Committee. These positions are elected each year by the Board at its Organizational Meeting. All meetings of the Board are open to the public and staff.

Library Director

The Library Director, hired by the Board of Trustees, serves as the chief administrative officer, reporting to the Board President, and serves in an advisory capacity to the Board, recommending programs, policies, and operational activities. The Library Director is not a member of the Board and has no vote on matters under consideration. The Library Director, together with members of the administrative staff and department heads, is responsible for determining internal policies and procedures, selection, and maintenance of Library materials, decisions affecting personnel, public relations, hiring, firing, and/or appointing staff, and the handling of all other matters involved with the day-to-day operation of the Library system.

Fiscal Officer

As provided for by the Ohio Revised Code 3375.32, the Library's Fiscal Officer is hired by the Board of Trustees, reports to the Board President, serves as the chief fiscal officer, and is responsible for all financial matters of the Library. He/she also works with the Library Director in carrying out the policies of the Board. The Ohio Revised Code states that the Fiscal Officer shall be appointed each year at the Board organizational meeting.

Funding

Delaware County District Library has two (2) main revenue sources. The Library system receives approximately 2/3 of its operating funds through a voter-approved 1-mill property tax levy. That levy was initially approved in 2009, and renewed in 2018, to run until 2033. In addition, as one of the 251 public library jurisdictions in Ohio, the Library system also receives approximately 1/3 of its funding from the state through the Public Library Fund (PLF). The PLF is a percentage of the state's General Revenue Fund that is earmarked for libraries by the General Assembly as part of the biennial budget. Other sources of income include the fees from the copiers, gifts, donations, and interest in investments.

Delaware County District Library
2026 Compensation Chart

Effective August 10, 2026

EXEMPT			Hourly			Annualized		
Level	**Classification**	**FLSA**	**Min**	**Mid**	**Max**	**Min**	**Mid**	**Max**
57		E	$47.83	$59.78	$71.74	$99,478.64	**$124,348.30**	$149,217.96
56	Deputy Director	E	$43.48	$54.35	$65.22	$90,435.13	**$113,043.91**	$135,652.69
55	Administrative Services Director Community Engagement Director Public Services Director	E	$39.53	$49.41	$59.29	$82,213.75	**$102,767.19**	$123,320.63
54	Adult Services and Collections Coordinator Communications Coordinator Development Coordinator Facilities and Administrative Support Coordinator Facilities Coordinator Human Resources Coordinator Learning and Development Coordinator Information Technology Coordinator Strategic Initiatives Coordinator Technical Services Coordinator Youth Services and Programming Coordinator	E	$35.93	$44.92	$53.90	$74,739.78	**$93,424.72**	$112,109.66
53	Branch Manager Outreach Manager	E	$32.67	$40.83	$49.00	$67,945.25	**$84,931.56**	$101,917.87
52	Assistant Branch Manager - Adult Services Supervisor Assistant Branch Manager - Youth Services Supervisor Circulation Supervisor Deputy Fiscal Officer	E	$29.70	$37.12	$44.54	$61,768.41	**$77,210.51**	$92,652.61
51	Maker Studio Supervisor	E	$27.00	$33.75	$40.50	$56,153.10	**$70,191.37**	$84,229.64
50	Adult Services Librarian Cataloging Librarian Outreach Librarian Page Supervisor Youth Services Librarian	E	$24.54	$30.68	$36.81	$51,048.27	**$63,810.34**	$76,572.41

NON-EXEMPT			Hourly			Annualized		
Level	**Classification**	**FLSA**	**Min**	**Mid**	**Max**	**Min**	**Mid**	**Max**
36		NE	$27.90	**$34.88**	$41.86	$58,032.00	$72,550.40	$87,068.80
35	Communications Specialist Human Resources Specialist Information Technology Specialist Information Technology Training Specialist	NE	$25.37	**$31.71**	$38.05	$52,769.60	$65,956.80	$79,144.00
34		NE	$23.06	**$28.83**	$34.60	$47,964.80	$59,966.40	$71,968.00
33	Facilities Specialist Information Technology Associate	NE	$20.97	**$26.21**	$31.45	$43,617.60	$54,516.80	$65,416.00
32	Adult Services Specialist Fiscal Specialist Outreach Specialist Technical Services Associate Youth Services Specialist	NE	$19.06	**$23.83**	$28.60	$39,644.80	$49,566.40	$59,488.00
31	Branch Associate Outreach Associate	NE	$17.33	**$21.66**	$25.99	$36,046.40	$45,052.80	$54,059.20
30	Circulation Associate	NE	$15.75	**$19.69**	$23.63	$32,760.00	$40,955.20	$49,150.40
	**Substitutes paid at the minimum of classification subbed*							
11	Senior Page	NE	$12.43	**$13.48**	$14.53	$25,854.40	$28,038.40	$30,222.40
10	Page	NE	$11.24	**$12.44**	$13.65	$23,379.20	$25,875.20	$28,392.00

Effective May 18, 2010
Revised August 21, 2018
Revised September 20, 2022
Revised April 28, 2026

Absenteeism, Tardiness, and Early Departure

Regular, predictable, and punctual attendance is required of all employees in order for the Library to conduct business and serve the patrons efficiently and effectively. Employees are expected to adhere to their work schedule unless an alternative shift time and/or location has been approved by their Supervisor.

All employees are expected to report to work at their scheduled times. If an employee is unable to report for work at their regularly scheduled time, they must notify their immediate Supervisor, the Branch Manager, the Deputy Director, or the Director no later than thirty (30) minutes before their scheduled starting time, or as soon as reasonably practical given the circumstance, stating the reason for their tardiness or absence. The Supervisor or Supervisor's Supervisor will determine the means of recording the tardiness and if the time may be rescheduled during the same pay period. Failure to report for work, to give timely notice of absence, or late arrival may be considered a resignation by the employee. Preapproved absences are not considered to be absences for purposes of this policy.

Frequent absences/tardiness or unacceptable patterns of absence/tardiness (i.e., Mondays and Fridays) have a negative impact on employee performance. Employees with a record of frequent or patterned absence/tardiness may be required to provide medical certification of absences and may be subject to disciplinary action up to and including termination per the Library's Progressive Discipline Policy.

All deviations from an employee's standard work schedule must be preapproved by their Supervisor.

Related Forms:
Progressive Discipline Form

Related Policies:
Purpose of Manual
Leaving Employment
Progressive Discipline
Sick Leave
Vacation Time

Effective December 15, 2009
Revised September 19, 2023

Administrative Leave

An employee may be directed to take Administrative Leave for the reasons listed below. Administrative Leave is effective upon written notification by the Director or Fiscal Officer and the employee is expected to leave Library property immediately.

Behavior

When an employee's behavior or language is deemed disruptive or inappropriate to the workplace, the employee is subject to being placed on immediate Administrative Leave with pay. The leave is at the discretion of the Director or Fiscal Officer, or in their absence, the most senior staff on duty. Administrative leave based on behavior will last for a maximum of three (3) working days.

Under Investigation

Employees under investigation for violation of any civil or criminal laws are also subject to Administrative Leave. Under the advice of the Director or Fiscal Officer, the Board of Trustees will approve and establish the terms and duration of the Leave on a case-by-case basis.

The Director and Fiscal Officer are subject to Administrative Leave as directed by the Board of Trustees.

Related Forms:
Progressive Disciplinary Form

Related Policies:
Fraudulent Conduct
Leaving Employment
Organizational Information
Progressive Discipline
Staff in Charge

Effective February 18, 2014

Breastfeeding Policy

In recognition of the well documented health advantages of breastfeeding for infants and mothers, the Library provides a supportive environment to enable employees to breastfeed or express milk during working hours.

Breastfeeding employees are allowed a flexible schedule to breastfeed or express milk during work hours using their normal breaks and meal times. The time allowed will not exceed the normal time allowed for lunch and breaks. For time needed beyond the usual break times, employees may use sick, vacation or compensatory time, or they may make up time as negotiated with their supervisors. Creative use of time is encouraged, including but not limited to coming to work earlier, leaving work later, and shorter lunch hours.

In accordance with the federal Patient Protection and Affordable Care Act and the Department of Labor's Fair Labor Standards Act, employees may express milk or breastfeed on break time for one year after the birth of a child.

A private space (not a toilet stall or restroom) will be available when needed for pumping/nursing. A space temporarily created or converted into a space for expressing milk and made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from coworkers and the public. If an employee prefers, she may also breastfeed or express milk in her own private office or in another location agreed upon in consultation with her supervisor.

An employee wishing to breastfeed or express milk during work hours shall keep her supervisor informed of her needs so that accommodations can be made. The employee is responsible for the maintenance of the area designated for milk expression. Each employee is responsible for the proper storage of milk.

Related Policies
Meals and Breaks
Sick Leave
Vacations

Revised February 2009
Revised September 20, 2022

Conflict Resolution Form

This form should be completed by the employee who is implementing the steps outlined in the Conflict Resolution Policy to document the process.

Employee Name_____ Date_____

Statement of Employee (may attach additional pages if needed)

_____
_____
_____
_____
_____

Action Suggested by Employee

_____
_____
_____
_____
_____

Statement of Supervisor _____

_____
_____
_____
_____

Resolved _____ Not Resolved _____ Date _____

Statement of Director _____

_____
_____
_____
_____

Resolved _____ Not Resolved _____ Date _____

Recommendation of Board Representative _____

_____
_____
_____
_____

Effective June 16, 2009
Revised September 20, 2022

Conflict Resolution

All Library employees have the right to have their concerns or grievances addressed without fear of retaliation. The following procedure is established to provide an effective means to resolve workplace conflicts, perceived misinterpretations, or inequitable application of Library policies. Failure to follow the procedure's steps and guidelines may result in delay or denial of a resolution.

This procedure does not apply to minor personal disagreements between employees, or to serious conflicts such as harassment that may be violations of federal, state, or local laws.

All concerns must be presented no later than ten (10) work days from the date an event occurred, or from when the employee became aware of the event. Concerns may not be submitted on behalf of another employee.

Step 1 - Supervisor. The employee should first approach her Supervisor for an informal discussion and attempt a resolution. If the employee is satisfied, the Supervisor will complete a Conflict Resolution Form and submit it to the Library Director. If not satisfied, the employee must submit a Conflict Resolution Form to her Supervisor within five (5) work days after the informal meeting. The Supervisor is obligated to sign and deliver the Conflict Resolution Form to the Director within two (2) work days after receiving the Form.

If the Supervisor's conduct is the source of the concern, the employee may bypass this step and begin by submitting the Conflict Resolution Form directly to the Library Director, Deputy Director, or Human Resources.

Step 2 - Library Director. The Library Director and the Human Resources Department will meet with the employee within five (5) work days after receiving the Conflict Resolution Form. If not satisfied with the Director's decision the employee may appeal the decision, using the original Conflict Resolution Form, to the President of the Library Board of Trustees or his representative within five (5) work days of the meeting with the Director and Human Resources Department.

Step 3 - Appeal to the Library Board. The Library Board's representative will evaluate the appeal. The Director will deliver the Library Board's recommendation to the employee within five (5) work days after receiving it.

Related Form:
Conflict Resolution Form
Progressive Discipline Form

Related Policies:
Organizational Information
Administrative Leave
Equal Employment Opportunity Statement
Fraudulent Conduct
Leaving Employment
Progressive Discipline
Unlawful Discrimination and Harassment

Effective 1/20/2015

Customer Service Expectations

All library staff members are to be positive, respectful and professional in their contacts with library customers and other staff members. In every transaction, either in person, through email or text, or by telephone, library customers are to be treated courteously. Customers are to be greeted by staff members, assisted in every appropriate way in their use of the library, thanked for their patronage and asked if the staff can be of any further assistance.

In 2014, a Customer Service Committee was formed to develop specific customer service guidelines for staff. The result of their work is a list of expectations that provides concise directives all staff are expected to follow.

Be Approachable.

- Patrons are not an interruption of our work, they *are* our work.
- Use welcoming body language.
- Smile and greet everyone approaching your area.
- Be at your station and ready to help patrons or answer the phone at your assigned time.
- Be aware of the periphery of your work area, not just what is directly in front of you.
- Do not become so absorbed in your computer screen that you miss what is going on around you.
- Cease any private conversations with coworkers as soon as a patron approaches your area.
- Do not text or surf the net on your phone when working in any public area.
- When working in a back area, earphones should not prevent you from hearing coworkers or the phone.

Be Hospitable.

- Every interaction is an opportunity to exceed customers' expectations. We might be the only resource to which they have access to help them with their request.
- Trust that customers will do the right thing. Judgment calls should generally be made in the customer's favor.
- Be helpful and pleasant in your transactions.
- Keep annoyance and impatience from your voice in person and on the phone.
- Avoid the use of library jargon when talking to patrons.
- Don't point to materials, walk to them.
- All staff members in the public area are available to help patrons (as well as those in offices). Each branch should have a list of where calls go when reference is busy.
- React to patron complaints with sympathy and seriousness. Offer the patron a "suggestion/concern" form, if he is not satisfied with anything we can do for him immediately, and assure them it will reach the Director's desk. Contact a supervisor should he ask to speak to one.
- When a patron has a suggestion for the library, offer the same form as above.

- Be sincere. Offer responses that show you are listening. Respond with "I understand", or "I see what you mean", etc. and ask clarifying questions to make certain you understand the patron's intent or problem.
- If a customer seriously challenges library materials, do not agree or disagree with their stance, but listen patiently. Be noncommittal and offer them a "citizen's request for reconsideration of library materials" form and assure him it will be forwarded to the Director, and that he will receive a response.
- If an encounter with a customer becomes tense or difficult, the staff member is never justified in raising their voice, or making threats or insults. However, no staff member is expected to tolerate verbal abuse, profanity or threatening behavior from customers. Should this occur, the staff member is to terminate the exchange immediately and contact a supervisor.

Be Accountable.

- Take responsibility.
- Maintain customer and staff confidentiality regarding personal information requests or borrowing information. What is said at the library stays at the library.
- Follow up on problems left from your last shift.
- Never speak negatively about a patron, a coworker or the library in a public area or in public.
- Be familiar with the Operations Manual and the Personnel Manual. If not sure about a policy, make a point to get the correct answer.
- If an injury occurs, be certain a form is filled out with all pertinent data. Forms can be found on the "F" drive under "accident report" form. Consult with whoever is in charge at the time to decide a course of action.

Be a Good Coworker. (Internal Customer Service)

- Remember that we are all in this together. Every job in the system is important, and every department needs help once in a while. Do not be afraid to work outside your comfort zone.
- Treat all coworkers with the same courtesy and respect we afford our patrons.
- Be willing to be flexible with your schedule.
- Don't leave work behind for others.

Effective April 21, 2020
Revised September 19, 2023

Direct Deposit

The Library requires all employees to participate in the direct deposit program for all payroll related compensation.

Upon hiring, or upon updating financial account information, each employee will provide the Fiscal Office with written authorization for payment by direct deposit, including the designation of a financial institution, that is equipped to handle direct deposition and the number of the account into which the direct deposit is to be made. The authorization remains in effect until it is withdrawn in writing by the employee or dishonored by the financial institution.

Related Policies:
Paychecks and Payroll Deductions

Effective February 20, 2024
Revised January 20, 2026

Distance Between Branches

The Library will follow the established distance between branches when reimbursing an employee for the use of their private vehicle if used on Library business and the Library's vehicles are not available. Mileage reimbursement for Library-related travel will be the current rate set by the Internal Revenue Service (IRS), to cover all expenses incurred (i.e., oil, gasoline, tires, insurance, other expenses of operation).

	Delaware	Liberty	Orange	Ostrander	Powell	Operations Center
Delaware		9.40	8.80	9.40	11.50	10.10
Liberty	9.40		4.80	10.30	4.80	6.50
Orange	8.80	4.80		15.00	6.00	1.90
Ostrander	9.40	10.30	15.00		14.70	16.70
Powell	11.50	4.80	6.00	14.70		3.90
Operations Center	10.10	6.50	1.90	16.70	3.90	

No reimbursement for mileage will be made for travel between the employee's home and the Library. No reimbursement for mileage will be made for travel between branches for personal reasons.

No reimbursement for mileage will be made unless the employee carries current and effective automobile insurance coverage on his/her private vehicle. Proof of insurance coverage may be requested if needed. Employees will notify the HR Department if for any reason he/she no longer has such vehicle insurance coverage.

Mileage reimbursement for Library-related business travel shall be made to only one (1) of two (2) or more employees traveling in the same vehicle.

Related Forms:
Request for Reimbursement

Related Policies:
Reimbursement of Expenses

Effective August 19, 2002
Revised September 15, 2020
Revised May 17, 2022
Revised February 20, 2024

Drugs and Alcohol

The Delaware County District Library recognizes that the use of illegal or unauthorized drugs or alcoholic beverages on Library property, while operating a Library motor vehicle, or while on Library business poses a serious threat to the safety of employees and compromises the quality and reliability of their work. Therefore, employees are hereby notified that the possession, use, manufacturing, dispensing, or distribution of illegal drugs, controlled substances, medical marijuana, recreational marijuana, alcoholic beverages, or abuse of legal drugs on Library property, while operating a motor vehicle owned, leased, or rented by the Library, or while on Library business is strictly prohibited and may result in disciplinary action including termination of employment.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported and medical advice should be sought, as appropriate, before performing work-related duties. All employees covered under this policy must notify their immediate supervisors at least thirty (30) minutes before their scheduled starting time when taking any medication that may interfere with the safe and effective performance of their work-related duties. Employees on such medication must provide a written release from their treating licensed medical practitioner indicating that they are capable of performing their essential job duties with or without reasonable accommodation.

All employees are put on notice that an employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers' compensation benefits. The law establishes a rebuttable presumption that if an injured employee tests positive for the use of drugs or alcohol, the employee will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved in a workplace accident may be required to undergo drug and/or alcohol testing, in accordance, with this policy.

A positive drug and/or alcohol result, or refusal to submit to a drug and/or alcohol test, when requested by the employer, may also subject the employee to other disciplinary actions, up to, and including, termination of employment.

Related Forms
Progressive Discipline Form

Related Policies
Absenteeism, Tardiness, and Early Departure
Health and Safety
Leaving Employment
Progressive Discipline
Sick Leave
Workers' Compensation

Effective July 20, 2010
Revised August 21, 2018

Electronic Communications (Facebook, Twitter, Web Site e.g.) Library Property, and Equipment

Employees may be issued or allowed the use of Library property or resources such as keys, cell phones, tools, computers, printers, telephones, etc. Employees in possession of Library equipment are expected to protect it from loss, damage or theft, and to use it in an ethical, legal, efficient, effective and appropriate manner. Upon separation of employment, employees are required to turn in all Library property prior to the last day worked.

Employees must report missing or lost equipment and keys immediately to their supervisor. Misuse, neglect, or theft of tools, supplies and equipment is prohibited. The Library reserves the right to recover expenses in the amount to be determined by the Library Director associated with violation of this policy. Violators of this policy may be subject to disciplinary action, including termination.

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 Administration Specialiast has specific responsibility for issuing keys. Upon separation from Library employment, staff members are required to return all assigned keys.

Equipment

Equipment (computers, printers, typewriters, copying machines, fax machines, telephones) and related resources are provided for employees to use in the performance of their jobs, but may also be used for personal business during non-work hours so long as the use does not interfere with normal business operation. Employees using resources for personal reasons will be charged for supplies and materials used, such as paper, fax, or copies. The Library reserves the right to deny an employee access to any computer or related resource as deemed appropriate.

Email/Instant Messaging/Intranet

Email, instant messaging and the staff Intranet are Library resources and are provided primarily for conducting Library business. In addition to intra-Library communication, they may be used to access work-related listservs, blogs, or for professional correspondence. Email provided by the Library is neither private nor protected; it is the property of the Library and as such, its use may be monitored at any time. Staff are expected to avoid using Library email accounts for personal correspondence. The Intranet may also be used to post announcements of events that a staff member wants to share with her coworkers.

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 prohibited and employees violating this policy are subject to disciplinary action, including termination.

Social Media

Professional and work-related use of social media such as Facebook, Twitter and web-based personal email is permitted; however, the personal use of social media while on Library time is discouraged. In posting on any social media, employees must follow all laws (copyright, etc.) and be respectful. Use of social media to talk about the Library while on staff time may be considered a public record and has no expectation of privacy. Employees who use social media personally should avoid use of the Library's name such that it can be construed as identifying the Library as the author of the posting. References to Library business on personal social media postings should be limited and should never disclose confidential information. Any postings using Library equipment are neither private nor should they be password protected.

General Guidelines for use of Library Property, Equipment, and Electronic Communications

In using Library equipment, computers, email, social media, and the Intranet, employees shall not:

a) Share confidential passwords allowing other employees or non-employees use of computers and related resources;
b) Add personal software to any Library computer without approval of the Director;
c) Protect files with passwords that are not recorded with the Library's Technology Manager;
d) Alter, sublicense, copy or use software, data or information stored on computers and relating to the conduct and operation of the Library for non-Library purposes;
e) Remove software, data or information stored on tapes, diskettes, CDs, or print from the Library's premises unless the removal is related to Library business and such removal is expressly authorized;
f) Attempt to degrade system performance;
g) Send, store or transmit fraudulent, harassing, threatening, obscene or illegal messages;
h) Use computers or email for any illegal purpose, including communications that violate any laws or regulations;
i) Leave computer hardware and software resources unsecured

The Library reserves the right to monitor, retrieve, and review any data including email messages stored, transmitted from or retrieved by employees using the Library's computer systems and related resources.

Related Policies:
Workplace Ethics

Effective June 16, 2009
Revised May 17, 2016
Revised August 21, 2018
Revised July 13, 2020
Revised May 17, 2022

Emergency Closing

The Library may close when emergencies arise that interfere with the safe and effective operation of a library building. The Director, or, in his/her absence, the Deputy Director, or the President of the Board of Trustees, will determine when the Library will close during an emergency or a catastrophe. The Director will then immediately notify the Board and the staff using the Disaster Response Plan notification system (call tree).

Emergencies may include but are not limited to:

- Loss of heating or cooling
- Loss of utility service
- Inclement weather events
- Level two (2) or Level three (3) Snow Emergency as declared by the Delaware County Sheriff
- If Delaware County is identified by the state as a Public Emergency Level three (3) County (red), the Library will close its buildings but continue to offer curbside or drive-through service and electronic access. If Delaware County is identified as a Public Emergency Level four (4) County (purple) and a Stay at Home order is issued, the Library will stop all services other than electronic access.

The Sheriff's website at http://www.delawarecountysheriff.com/ is the official source that will be used for snow emergency information. The call tree will be utilized to notify you when the Library is closing and reopening in case of a snow emergency.

If the Library closes for an emergency, all employees scheduled to work will be paid for the hours scheduled. Employees using scheduled compensatory, sick, or vacation time or other leave time (i.e., Family and Medical Leave, Leave of Absence Without Pay, Military Leave) will have their hours recorded as scheduled.

The Bookmobile and delivery vans may be taken off the road when the rest of the Library system is open. In the event of high winds, life-threatening wind chill, or other locally dangerous conditions, the Library Director, the Deputy Director, and the Outreach Manager will decide when to take the vehicles off the road. In such a situation, Outreach Department staff will attempt to contact individuals and organizations affected by the service interruption.

Related Policies:
Absenteeism, Tardiness, and Early Departure
Disaster Response Plan
Family and Medical Leave
Leave of Absence Without Pay
Military Leave for Active Duty
Sick Leave
Vacation/Compensatory Time

Effective September 15, 2009
Revised November 16, 2021

Equal Employment Opportunity Statement

In compliance with all appropriate federal and state laws, rules, and regulations, the Delaware County District Library is committed to providing equality of opportunity for applicants, employees, vendors, and patrons regardless of economic or social status. The Library will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex (gender, pregnancy sexual orientation and gender identity), marital status, age, or genetic testing.

The Library does not discriminate against any applicant or employee because of armed services or veteran status, disabled veteran status, or physical or mental disability in regard to any position for which the applicant or employee otherwise meets minimum qualifications.

All personnel decisions and practices including, but not limited to, hiring, suspensions, terminations, layoffs, demotions, promotions, transfers, and evaluations shall be made without regard to the above listed categories. The Library intends for all of its policies to comply with federal and state equal employment opportunity principles and other related laws.

The Library condemns and will not tolerate any conduct that intimidates, harasses, or otherwise discriminates against any applicant, employee, vendor, or patron on the grounds listed above.
For more information, visit the U.S. Equal Employment Opportunity Commission at http://www.eeoc.gov.

Related Policies:
Unlawful Discrimination and Harassment

Effective August 21, 2012
Revised August 21, 2018
Revised September 20, 2022
Revised April 28, 2026

Exempt/Non-Exempt Employees and Overtime

Delaware County District Library classifies employees as "exempt" and "non-exempt" as defined by the U.S. Department of Labor, Wage and Hour Division. Exempt employees are generally classified as executive, administrative, or professional in nature. Employees whose positions are classified as "exempt" are excepted from the provisions of this policy. A summary of the requirements for exemptions can be found on the Department of Labor's website https://www.dol.gov/agencies/whd/fact-sheets/17a-overtime.

Overtime

For covered, non-exempt employees, overtime is defined as time worked in excess of forty (40) hours in any regular seven (7) day work week. Overtime is generally avoided but may be necessary to meet scheduling demands. Prior approval by an employee's supervisor and either the Director or, in his/her absence, the Deputy Director, or designee, is required for overtime. The employee's time sheet should include authorized overtime hours. Overtime compensation will be in the form of time-and-a-half the employee's hourly rate. The Library considers regular hours in the determination of overtime.

Travel time and time spent at conferences, meetings, or workshops will not be considered overtime unless the employee has been required to attend. Any conference that the employee attends at his request will be charged as a regular 8-hour workday.

Travel time

Travel time to and from conferences is not considered compensable beyond the standard eight-hour day. However, under the terms of the Portal-to-Portal Act, the Library will count as hours worked the time spent by employees traveling on non-workdays if the travel takes place during the employee's normal work hours. To clarify, if an employee normally works Monday through Friday from 8:00 a.m. to 5:00 p.m. and the employee is traveling on Saturday, the employer would be required to count as hours worked the time spent traveling by the employee between 8:00 a.m. and 5:00 p.m. on that Saturday.

Related Forms:
Time Sheet

Related Policies:
Compensation Chart
Position Classification and Profiles
Reimbursement of Expenses

Effective June 15, 2010

Expectations of Privacy

The Library administration is responsible for the proper maintenance of an employee's personnel and insurance records. All requests for information about an employee from outside individuals or agencies, including but not limited to prospective employers should be referred to the Director.

An employee must provide authorization in writing to Library administration to allow a qualitative reference regarding job performance to be given to a prospective employer. Without written authorization, Library administration will only supply verification and dates of employment.

Personnel and insurance records are available only to the employee, his immediate supervisor, the Fiscal Officer and the Director. These records are only accessible through the Director. An employee may examine the contents of his personnel file only under the direct supervision of the Director.

Any items or documents of a personal nature that an employee does not want to have accessible to others should be stored off the Library premises. The Director or other staff members may from time to time need to gain access to employees' desk drawers, lockers, file cabinets, computer files and offices, and it is understood that the employer reserves the right to do so. These items may not be locked or otherwise passworded in such a way as to deny access.

Related forms:

Employment Information Release

Effective April 21, 2009
Revised November 18, 2014

Family and Medical Leave

Pursuant to the federal Family & Medical Leave Act of 1993 (FMLA) as amended in 2008, an employee who has worked for the library for at least twelve (12) months and who has worked at least 1,250 hours during the prior twelve months is eligible for job-protected unpaid leave. The complete Family and Medical Leave Act of 1993 can be found at http://www.dol.gov/whd/fmla/.

Basic FMLA Leave

Employees who meet the eligibility requirements can take up to 12 weeks of unpaid leave during any 12-month period for the following reasons:

1. To care for a son or daughter during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent with a serious health condition;
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth; *or*
5. Because the employee's own serious health condition renders him unable to perform an essential function of his position.

Military Family Leave

Eligible employees may use up to 12 weeks of their Basic FMLA Leave if their spouse, son, or daughter is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies include:

- Short-notice deployment (up to 7 days of leave)
- Attending certain military events
- Arranging for alternative childcare
- Addressing certain financial and legal arrangements
- Periods of rest and recuperation for the service member (up to 5 days of leave)
- Attending certain counseling sessions
- Attending post-deployment activities (available for up to 90 days after the termination of the covered service member's active duty status)
- Other activities as agreed upon by the library and the employee

Eligible employees may take up to 26 weeks of leave to care for a spouse, son or daughter who suffered a serious injury or illness while on active duty.

Use of leave

Within limits set forth in federal law, FMLA leave may be taken in a single block, intermittently or on a reduced schedule. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

Employees must exhaust accumulated sick leave and vacation/compensatory time before going on unpaid family/medical leave (FMLA).

During an approved family medical leave, the library will pay the cost of any medical insurance that has been paid by the library prior to the leave. During an unpaid medical leave, the employee must pay his portion of the premium directly to the Library and not through payroll deduction.

While on FMLA, an employee does not accrue vacation, sick or compensatory time.

At the end of the leave period, the employee will return to the job held before the leave or to a position with equivalent pay and benefits.

Employee's Responsibilities

Requests for FMLA leave must be submitted to the Director. If the need to use FMLA leave is foreseeable, the employee must give the library at least 30 days notice. If the need is not foreseeable, the employee must give notice as soon as practicable.

When the employee requests leave, the library will notify the employee of the requirement for medical certification. Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided.

Any employee who works for another organization, company or individual for any type of compensation while on FMLA from DCDL is subject to immediate dismissal.

Library's Responsibilities

If the employee is not eligible for a requested leave under the FMLA, the library will provide the employee with a written notice indicating the reason for ineligibility.

The library may temporarily transfer the employee to an available alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Related Policies

Leaving Employment
Sick Leave
Vacation

Effective June 16, 2009
Revised August 21, 2018
Revised November 15, 2022

Firearms

To create and maintain an environment at the Delaware County District Library that is free from firearms.

As stated in Ohio Revised Code, Sec. 2923.126, no citizen except, law enforcement officers, and security officers contracted by the Library, may bring a firearm, deadly weapon, or dangerous ordnance into a public library or onto library property. This law applies equally to those with or without a concealed carry permit. Signs indicating the Library is a firearms free facility are posted at all locations, as stated in Ohio Revised Code, Sec. 2923.1212.

As stated in Ohio Revised Code, Sec. 2923.1210, a person may transport or store a firearm or ammunition in his or her vehicle on library property and library parking lots when both of the following conditions are met:

(1) Each firearm and all of the ammunition remains inside the person's privately owned motor vehicle while the person is physically present inside the motor vehicle, or each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle;

(2) The vehicle is in a location where it is otherwise permitted to be.

An employee in possession of any firearm, ammunition, deadly weapon, or dangerous ordnance while on Library property, or while operating a Library motor vehicle, or while on Library business other than within the limits enumerated above in Ohio Revised Code, Sec. 2923.1210 will be subject to disciplinary action up to and including termination.

Notwithstanding anything in this policy, the Library will at all times follow the Ohio Revised Code and Federal Firearms Law.

Related Forms:
Progressive Discipline Form

Related Policies:
Administrative Leave
Leaving Employment
Progressive Discipline

Effective June 15, 2010
Revised September 19, 2023

Fraudulent Conduct

Willful or deliberate acts or failure to act with the intention of obtaining an unauthorized benefit is serious, egregious behavior that will subject an employee to disciplinary action by the Library, up to and including termination, and prosecution when warranted. Examples of such behavior include but are not limited to:

- Forgery or alteration of any Library document or account;
- Unauthorized alteration or manipulation of computer/digital/electronic files;
- Pursuit of a benefit or advantage in violation of the Library's general ethical standards and the Ohio Ethics Commission (https://ethics.ohio.gov/);
- Misappropriate or misuse of Library resources, such as funds, supplies, equipment, vehicles, or other assets;
- Improprieties in handling or reporting of money/financial transactions;
- Authorizing or receiving compensation for goods not received or services not performed;
- Authorizing or receiving compensation for hours not worked;
- Realizing a personal monetary or non-monetary benefit from a Library purchase or decision.

Related Forms:
Progressive Discipline Form

Related Policies:
Administrative Leave
Leaving Employment
Progressive Discipline
Workplace Ethics

Effective April 21, 2009
Revised August 21, 2018
Revised May 17, 2022

Health and Safety

The Library Board of Trustees and Administration are committed to providing a work environment that is clean, comfortable, and safe for all staff.

If an employee becomes aware of any safety concern, he should report the situation to a supervisor immediately, and file a notice in the online facilities maintenance system. All furniture and equipment is to be used in its intended manner and assigned tasks are to be performed in such a way that the employee's health and safety are not knowingly compromised. All space heaters and fans should be turned off when not needed and at closing to prevent a fire hazard.

If an employee incurs an injury or illness of any type while on Library property, or while operating a Library motor vehicle, or while on Library business, he should report it immediately to their supervisor, and an Employee Accident, Injury, or Illness Form is to be completed. If the injury or illness requires medical attention, the employee will cooperate with Library Administration, the Library's Managed Care Organization, and the Ohio Bureau of Workers' Compensation by completing all required documents and by following the prescribed health care regimen to ensure a return to work as soon as safely possible.

Should an employee require accommodations, light-duty, or other adjustments to her work routine due to a serious medical condition, injury, or illness, a doctor or health care practitioner must provide written notification of the restrictions to the Library. The notification must include details and the anticipated duration of the necessary restrictions. If an employee is on medical leave because of a serious medical condition, injury, or illness, a release signed by the doctor or health care practitioner including any continuing limitations must be given to the Library before the employee resuming his job.

Related Forms
Employee Accident, Injury, or Illness Form

Related Policies
Family and Medical Leave
Sick Leave
Workers' Compensation

Effective December 20, 2011
Revised September 5, 2014
Revised February 20, 2024

Health Insurance

The Library provides health insurance for all eligible employees.

All full-time employees, as defined by the Patient Protection and Affordable Care Act, working an average of thirty (30) hours per week, are eligible for health insurance for individual and family coverage with the cost of the monthly premium shared by the Library and the employee. The shared cost will be determined at the discretion of the Board of Trustees.

Employees enrolling in the Library's health insurance plans shall be required to pay a portion of the monthly premium costs, through payroll deductions.

The cost of individual medical insurance for eligible full-time employees is ten percent (10.0%) of the monthly premium, the Library will subsidize ninety percent (90.0%) of the monthly premium. The additional cost for medical insurance for an employee to add his/her spouse, child(ren), or family is fifteen percent (15.0%) of the difference between the cost of the individual medical monthly premium and the plan chosen by the employee.

The cost of individual dental and vision insurance for eligible full-time employees is at no cost of the monthly premium, the Library will subsidize the entire monthly premium. The additional cost for dental and vision insurance for an employee to add his/her spouse, child(ren), or family is wholly paid for by the employee at the Library's monthly premium rate.

Employees hired after November 13. 2013, will be required to disclose if their spouse has access to health insurance coverage through their employer when enrolling in the Library's health insurance. If the spouse does have access to health insurance coverage through their employer, they cannot be enrolled in the Library's health insurance plan.

Employees are responsible for keeping the Library and health insurance carriers current on any changes affecting their coverage by notifying the Human Resources Department of such changes within thirty (30) days of status change.

Employees on an unpaid leave of absence without pay, that do not qualify as Family and Medical Leave or Military Leave for Active Duty sections of this manual, will not be covered by the Library's health insurance. The employee may pay his/her portion of the monthly premium directly to the Library and not through payroll deductions.

The Library, or its designee, will initiate Consolidated Omnibus Budget Reconciliation Act (COBRA) notices and continuation of coverage subject to the requirement of the law. The Library will adhere to COBRA regulations as set forth by the U.S. Department of Labor. https://www.dol.gov/general/topic/health-plans/cobra.

Related Forms
Health Insurance Disclosure Form

Related Policies
Family and Medical Leave
Hiring and Staffing

Leave of Absence Without Pay
Paychecks and Payroll Deductions

Effective June 16, 2009
Revised July 14, 2014
Revised May 17, 2016
Revised August 21, 2018
Revised February 16, 2021
Revised September 19, 2023

Hiring and Staffing

The Director and Fiscal Officer are appointed by the Board of Trustees; all other appointments are made by the Director and Fiscal Officer.

All staffing opportunities (new hires, transfers, open positions) will be posted internally for seven (7) days before being publicly advertised. Any qualified and interested employee is permitted to apply for posted positions. If an interview is scheduled during an employee's regular work hours, the interview will count as work time for the employee; however, interviews of internal candidates scheduled on an employee's day off or otherwise outside their regular hours will be conducted on the employee's own time. The Director and the Fiscal Officer have the authority to reassign or promote staff outside of the regular staffing procedures, as required by Library necessity.

Individuals are employed by the Library at large. As the needs of the Library system change, employees are subject to transfer to other departments or positions. Individual employees' preferences concerning work assignments will be considered when transfers are necessary.

The Library is an "at-will" employer and operates under the provision that employees have the right to resign from their position at any time, with or without notice and with or without just cause. The Library has similar rights to terminate the employment relationship at any time, with or without notice, and with or without cause.

Part-Time Employees

For purposes of this policy, a part-time employee is defined as any employee working fewer than forty (40) hours per calendar week. (For purposes of the Affordable Care Act, any employee working fewer than thirty (30) hours per calendar week is considered part-time.) Part-time employees may be asked to fill in to accommodate scheduling needs.

Background Inquiries

Applicants for employment will be required to submit to a criminal background check and may be required to submit to a credit inquiry or driver's record inquiry. If an applicant was previously convicted of a crime, the Director, or Fiscal Officer, will determine whether this disqualifies him/her for employment.

Employment of Minors

The Ohio Revised Code 4109.01(D) defines a minor as "any person less than eighteen (18) years of age". The Fiscal Officer, or designee, is responsible for complying with all federal, state, and local laws regarding notice and paperwork requirements for employees who are minors. The Library does not hire anyone under the age of sixteen (16).

Employment of Relatives

Effective on the date this policy is adopted (August 21, 2018), the Library will no longer hire relatives or domestic partners of existing Library staff members. Any staff members who are currently employed by the Library and are relatives or domestic partners of other current staff are not affected by this change. This change does not prohibit current staff from seeking promotions or transfers; however, relatives may not hold positions of direct or indirect supervisor/subordinate line of authority. For the purposes of this policy only, "relatives" are defined as a spouse or significant other living in the same household, parents, children, siblings, grandparents, grandchildren, step-children, and step-parents. Effective on the date this policy is adopted (February 16, 2021), the Library now considers aunts, uncles, nieces, and nephews, for the purposes of this policy only, as "relatives".

Ohio's Ethics Law prohibits any public employee from hiring a relative for a public job; using his/her public position to get a public job for a relative; or, using his/her position to get promotions, selective raises, or other job-related benefits for a relative. https://ethics.ohio.gov/

Relatives may not hold positions of direct or indirect supervisor/subordinate line of authority. If two (2) employees in such a line of authority marry or become domestic partners, they will decide in consultation with the Director, or Fiscal Officer, who will resign or transfer (if a vacant position for which one is qualified exists) within a reasonable period of time.

Orientation Period

The Library considers the orientation period to be the time during which the employee with the assistance of his/her supervisor learns organizational policies and work procedures while further developing the skills and abilities to perform satisfactorily.

All newly hired, rehired (into a different position than formerly held or into the same position after at least a twelve (12) month separation), transferred, or promoted employees will be given an orientation period of no more than six (6) months beginning with the first day of actual work. During the orientation period, employees will have their performance evaluated twice, approximately midway and at the end of the six (6) month period.

The orientation period is not a guarantee of a minimum of six (6) months of employment. Pursuant to the employment-at-will doctrine, employees in the orientation period may be terminated with or without notice or cause at any time.

Related Forms:
Progressive Discipline Form

Related Policies:
Health Care
Leaving Employment
Notice to Employees
Organizational Information
Performance Evaluations
Position Classification and Profiles
Workplace Ethics

Effective April 21, 2009
Revised June 2011
Revised June 2013
Revised November 15, 2022
Revised April 28, 2026

Holidays

The Library observes the following paid holidays for all employees (part-time and full-time), equal to the number of hours they are regularly scheduled to work that day, and the Library is closed:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Easter Sunday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

On the following days, the library closes at 5:00 p.m.

- New Year's Eve
- July 3
- Thanksgiving Eve

If an employee works on a holiday, they should record the actual time worked on their timesheet and record the remaining hours under "Holiday".

Related Forms:
Time Sheet

Jury Duty and Legal Summons

If an employee is called for jury duty or subpoenaed as a witness to a trial, he will be given leave to do so without loss of pay or job status. A copy of the subpoena or notice to report for jury duty must be submitted to the employee's immediate supervisor, along with a "Leave of Absence Request/Report." If dismissed by the court during scheduled working hours, the staff member must report for work.

Compensation received for jury duty or legal summons up to the amount earned in library salary for the duration of the time served at the court must either be turned over to the Fiscal Officer or deducted from an employee's salary. Compensation for these services in excess of an employee's library salary may be kept by the employee.

This policy does not apply to personal legal matters.

Related Forms:
Leave of Absence Request/Report form

Effective March 21, 2000
Revised May 17, 2016
Revised November 16, 2021

Leave of Absence Without Pay

Should special circumstances arise that fall outside the parameters set forth in the Family and Medical Leave or the Military Leave for Active Duty policy sections of this manual, the Director may grant a leave of absence without pay. If a leave is granted, the Library cannot guarantee that the position will be held for the employee until his return. Every effort will be made to fill the position with a temporary replacement; however, if this is not possible and a permanent replacement is made, the employee may return to work when an appropriate position becomes available.

Use of Leave

During an approved leave of absence without pay, the Library will pay the cost of any health insurance that has been paid by the Library prior to the leave. During an unpaid leave of absence without pay, the employee must pay his portion of the premium directly to the Library and not through payroll deductions.

While on approved leave of absence without pay, an employee does not accrue vacation, sick, or compensatory time. While on approved leave of absence without pay, an employee does not receive holiday pay.

Time accumulated with OPERS (Ohio Public Employees Retirement System) does not include time off without pay.

Employee's Responsibilities

Requests for leave of absence without pay must be submitted to the Director in writing. If the need to utilize leave of absence without pay is foreseeable, the employee must give the Library at least 30-days notice. If the leave is not foreseeable, the employee must give as much notice as soon as practicable.

Related Forms:
Leave of Absence Request/Report

Related Policies
Family and Medical Leave
Hiring and Staffing
Holidays
Leaving Employment
Military Leave for Active Duty
Ohio Public Employees Retirement System (OPERS)
Pay Checks and Payroll Deductions
Sick Leave
Vacation/Compensatory Time

Effective June 16, 2009
Revised August 21, 2018
Revised September 19, 2023

Leaving Employment

The Library is an "at-will" employer and operates under the provision that employees have the right to resign from their position at any time, with or without notice and with or without just cause. The Library has similar rights to terminate the employment relationship at any time, with or without notice, and with or without cause.

Layoff

The Director or Fiscal Officer, with the approval of the Board of Trustees, may layoff employees, in accordance with the law, due to lack of funds, lack of work, the elimination of a job, or changes to job descriptions.

An employee on layoff by the Library will receive 100.0% of any unused, earned vacation and/or compensatory time. The value will be issued by check separately from the final payroll paycheck and may be held for two (2) pay periods after the date of layoff termination.

Resignation

Resignations must be submitted in writing to the Director or Fiscal Officer. The letter should include the employee's name, position, and effective date of resignation. Vacation or compensatory time may not be scheduled or used after notice of resignation has been submitted. Prescheduled vacation or compensatory time approved prior to the resignation letter being received will be granted.

An employee who resigns from the Library will receive 100.0% of any unused, earned vacation and/or compensatory time. The value will be issued by check separately from the final payroll paycheck and may be held for two (2) pay periods after the date of resignation.

After receiving a resignation letter, the Director, Fiscal Offer, or designee, may schedule an exit interview with the employee.

Retirement

Retirements must be submitted in writing to the Director of Fiscal Officer. The letter should include the employee's name, position, and effective date of retirement. A Library employee retiring in accordance with Ohio Public Employees Retirement System (OPERS) guidelines and with at least ten (10) years of continuous employment with the Delaware County District Library will receive monetary compensation for 50.0% of the value of the unused sick leave and 100.0% of any unused, earned vacation and compensatory time. The value will be issued by check separately from the final payroll paycheck and may be held for two (2) pay periods after the date of retirement.

After receiving a retirement letter, the Director, Fiscal Officer, or designee, may schedule an exit interview with the employee.

Termination

When, in the judgment of the Director or Fiscal Officer, an employee fails to meet the minimum requirements of acceptable job performance and/or conduct, the employee may be terminated. Some specific actions that may lead to termination of employment include, but are not limited to:

- Poor performance
- Infraction of Library policies
- Insubordination
- Fraudulent conduct
- Misconduct
- Knowingly falsifying Library records or documents
- Misappropriation of public funds
- Positive chemical or substance test result or the refusal to submit to such a test following any accident while on Library time

An employee who receives notice of termination may appeal the action to the Board of Trustees following the Conflict Resolution Policy.

An employee terminated by the Library will receive 100.0% of any unused, earned vacation and/or compensatory time. The value will be issued by check separately from the final payroll paycheck and may be held for two (2) pay periods after the date of termination.

The Director and Fiscal Officer are subject to termination by the Board of Trustees.

Death

The following steps must be taken after the death of an employee:

- The Director or Fiscal Officer should be advised as soon as possible.

The Library will issue a check to the employee's estate for the value of 100.0% of any earned wages, 100.0% of any unused, earned vacation and/or compensatory time, and 50.0% of the value of the unused sick leave and may be held for two (2) pay periods after the date of death.

Related Forms:
Conflict Resolution Form
Progressive Discipline Form

Related Policies:
Conflict Resolution
Hiring and Staffing
Organizational Information
Ohio Public Employees Retirement System (OPERS)
Pay Checks and Payroll Deductions
Progressive Discipline
Sick Leave
Vacation/Compensatory Time

Effective November 17, 2015
Revised September 20, 2022

Longevity Awards

Employees who have reached milestone anniversaries (i.e., those ending in a "5" or a "0") will be honored at the Library's annual In-Service Day. As part of this policy to recognize full-time and part-time staff for their longevity, employees will receive an award valued at $10 multiplied by the number of years of service. Thus, a five (5) years of service award will include a $50 award, a ten (10) years of service award will include a $100 award, etc. All awards will be retrospective and delivered to the staff member at the In-Service Day in the year following his/her milestone anniversary. All years of service awards comply with Internal Revenue Service guidelines on service awards. The Library will recognize an employee's rehire date as the milestone anniversary for those who separate from Library employment but are rehired.

In the event that an In-Service Day is not scheduled in a given year, or if it is rescheduled, years of service awards will be awarded no later than December 31st of that year.

Effective March 17, 2009

Revised May 17, 2016

Revised August 21, 2018

Meals and Breaks

The standard workday for full time employees is eight (8) hours, with a meal period, generally thirty (30) minutes or one (1) hour, to be taken on the employee's own time and at the convenience of the library. Any part time employee scheduled to work an eight (8)-hour day is also entitled to either a thirty (30) minute or one (1) hour meal break to be taken in accordance with the above stipulations. The Director or Managers may make exceptions to this policy, including allowing paid, 30-minute "on call" meal breaks, to accommodate schedules or for security reasons.

Under Ohio labor law, employees under the age of eighteen (18) years of age must take a thirty (30) minute uninterrupted break when working more than five (5) consecutive hours. Also, under the federal Affordable Care Act, the Library will provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk.

A paid, 15-minute rest period is allowed for each four (4) hours worked. The scheduling of these rest periods is at the convenience of the library and is to be cleared with each individual's immediate supervisor. Because these rest periods are paid, they are not considered time off and therefore may not be added to lunch breaks or used to compensate for late arrivals or early departures.

Notwithstanding anything in this policy, the Library will at all times follow the Ohio Revised Code and federal wage and hour law.

Effective September 15, 2009

Military Leave For Active Duty

There are two types of military service for members of U.S. armed forces reserve units or the Ohio National Guard:

1. Federal Duty by order of the President, Congress or the Governor, which includes but is not limited to active duty deployment, annual or other training, weekend drills, or airport security duty. Employees on this type of leave are paid by the federal government.

See the Ohio Revised Code Section 5919.29 for details of Federal Duty.

2. State Active Duty by the Governor's Proclamation, for employees serving in the Ohio National Guard called to local active duty by the Governor. This is most often in response to disasters or civil unrest. Employees on this type of leave are paid by warrant of the Auditor of State.

See the Ohio Revised Code Section 5923.21 for details of State Active Duty.

Employee's Responsibilities

To process a leave request, employees must submit a copy of their orders to the Director. A letter on military unit letterhead, signed by a military commander, may be submitted as a **temporary** document in lieu of the orders. Once official orders have been issued, the employee is to provide a copy of the orders to the Director. If an employee is unable to provide a copy of their orders or a letter from their commander, they must use accrued vacation or compensatory time or be placed on a leave of absence without pay.

Library's Responsibilities

Full time employees will be paid by the library at their regular salary/rate for the time they perform military service for up to 176 hours during each calendar year. During the 176 hours, employees accrue sick and vacation days as usual and the library will continue to pay its share of their medical insurance premium. Unused military leave hours cannot be rolled over to the following year.

When the 176 hours in a calendar year have been used, employees may choose to be placed on a leave of absence without pay, or to use their accrued vacation and compensatory time balances. After exhaustion of vacation and compensatory time, employees will be placed on a leave of absence without pay.

This information is not exhaustive; rules governing military leaves for active duty are found in the Ohio Revised Code Chapter 5903 and Ohio Administrative Rule 123:1-34-05.

Related policies:

Family and Medical Leave
Leave of Absence

Effective May 19, 2009
Revised September 19, 2023

Ohio Public Employees Retirement System (OPERS)

All employees are members of the Ohio Public Employees Retirement System (OPERS) beginning from the first date of employment. The Library and the employee each make legally required contributions to the retirement system based on the employee's gross earnings. Employee contributions to OPERS are not recorded as taxable income in the year in which they are paid. If an employee leaves public employment prior to retirement, they may withdraw OPERS contributions, at which time they become taxable.

Voluntary retirement guidelines are set forth in OPERS policies, available online at https://www.opers.org/.

The Library does not withhold or pay Social Security retirement benefits. Employees complete a statement to this effect at the time of initial employment. The Windfall Elimination Provision can affect the amount of an employee's Social Security retirement or disability benefits received. In addition, the Government Pension Offset Provision can affect Social Security benefits received. Employees who have worked for an employer that withheld Social Security retirement benefits should contact the Social Security Administration to aid in their retirement planning.

Related Policies:
Leaving Employment
Paychecks and Payroll Deductions

Effective September 21, 2010
Revised August 21, 2018
Revised September 19, 2023

Paychecks and Payroll Deductions

All Library personnel are paid every two (2) weeks on a day determined by the Fiscal Officer. The pay period covers the two (2) weeks prior to the current pay period. When payday falls on a holiday, the employee will receive his/her wages on the workday preceding the holiday.

An employee must submit to his/her supervisor a signed (print/electronic), completed time sheet accurately recording the actual hours worked. A signed time sheet constitutes legal documentation of hours worked. Exempt employees may be required to keep track of, and report, their hours without destroying their exempt status. The Fiscal Officer has legal authorization to require direct deposit of all paychecks; however, if paper checks are issued, employees will receive them only after submitting a signed time sheet.

The following deductions may be taken from employees' wages:

- Federal Income Tax
- Ohio Public Employees Retirement System
- Ohio Income Tax
- Medicare
- Ohio Public Employees Deferred Compensation
- Applicable local taxes
- Health Insurance contributions (i.e., medical, dental, vision, life, etc.)
- Garnishments
- Child Support

Paychecks and/or other warrants issued by the Library to an employee will be deposited directly to a financial institution. In the event of the employee's death, the Library will mail the paycheck and/or other warrants to the Estate of the Employee.

It is the Library's policy and practice to comply with all Fair Labor Standards Act (FLSA) provisions, to compensate employees accurately, and to do so in compliance with all applicable federal, state, and local laws. Improper deductions in accordance with FLSA are prohibited. Improperly classifying individuals as "exempt" from overtime is prohibited. Any deduction that is subsequently determined to be improper, or any exemption status later found to be improper, shall be reimbursed. To ensure that an employee is paid properly for all time worked and that no improper deductions are made, the employee must record correctly all work time and review paychecks and pay stubs promptly to identify and report any errors to the Fiscal Officer. Any employee who believes that he/she has had an improper deduction from his/her salary, or who believes has been improperly classified under the FLSA, shall notify the Fiscal Officer, or designee, who will investigate and provide a written response in a timely manner to ensure a good faith effort to comply with the FLSA.

It is the responsibility of the employee to notify the Fiscal Office of any updates affecting their applicable tax withholdings.

Related Forms:
Time Sheet

Related Policies:
Direct Deposit
Holidays
Leaving Employment
Ohio Public Employees Retirement System
Position Classification and Profiles

Effective May 18, 2010
Revised June 15, 2021

Performance Evaluations

The purposes of a performance evaluation are to:

- Evaluate employee job performance against a set of agreed-upon performance goals and objectives, Library standards and expectations and the position profile;
- Provide an opportunity for employees to recognize and correct performance issues and clarify expectations;
- Provide a means of communication between employees and supervisors;
- Provide data on which to base promotional decisions;
- Identify work conditions that contribute to unsafe working conditions;
- Enable supervisors to detect gaps and limitations in supervisory performance;
- Provide a means to document the established, agreed-upon goals and objectives for the upcoming evaluation period.

Performance evaluations will be conducted on the following schedule:

- New employees will be evaluated approximately midway through and at the end of the six (6) month orientation period.
- The Director and the Fiscal Officer will be evaluated annually by the Board of Trustees.
- All other employees will be evaluated by their supervisors annually. The performance evaluations will take place in January and February of each year and should be completed and submitted to the Director or her designee by February 28.

Performance evaluations will be accomplished as follows:

- Employees will be asked to complete self evaluations.
- Supervisors will evaluate all their direct reports.
- Performance evaluations should include relevant facts, examples and provide documentation when feasible.
- Supervisors will meet with employees to review the performance evaluation, review the position profile, answer questions and discuss and set future goals and objectives.
- Employees will be asked to sign the performance evaluation before it is placed in personnel files. Each employee may add written comments or rebuttals to the evaluation before it is placed in the file. Each employee is provided with a copy of his evaluation.
- In the event of unsatisfactory performance, the employee will be counseled as to the Library's performance expectations and his performance will be re-evaluated after no more than two (2) months. Failure to improve performance may result in additional corrective actions, up to and including termination.
- Supervisors will meet quarterly with employees to review, and modify if necessary, the status of goals and objectives established during the annual performance evaluation.

It is expected that problems in performance will be addressed as they occur; therefore, additional, and/or intermittent evaluations of any employee may be performed at the discretion of the employee's supervisor as circumstances warrant.

The most current, and accurate copy of any performance evaluation and position profile will be found on the Library's Intranet.

If supervisors choose to retain a copy of their employees' performance evaluations, they should be stored in a secure file, either in paper format or electronically.

Related Forms:
Progressive Discipline Form

Related Policies:
Hiring and Staffing
Position Classification and Profiles
Progressive Discipline

Effective May 20, 2014
Revised January 5, 2015
Revised August 21, 2018
Revised June 17, 2025

Person in Charge

The Library Director, with the Deputy Director acting in the Director's absence, is responsible for the overall supervision and operations of the Delaware County District Library system, including all Branches and the Outreach Department. In the absence of the Director or Deputy Director, the Communications Coordinator and Human Resources Coordinator will act as the Person in Charge (PIC).

Branch Managers are responsible for the daily supervision and operations of their respective buildings and departments. In the Branch Manager's absence, the Assistant Branch Managers and Circulation Supervisor will act as the PIC. On occasion, there may be a need to designate a non-managerial or Librarian as the PIC. The PIC will be indicated on the daily schedule. Staff should refer to the daily schedule to be aware of the PIC during their shift.

At the smaller Ostrander and Powell Branches, the PIC may be a manager or other staff member working at a nearby larger branch. The PIC of a larger branch will be indicated on the daily schedule of the smaller branch. Staff at the smaller Branches should refer to the daily schedule to be aware of the PIC at the larger branch during their shift.

In the Outreach Department, in the absence of the Outreach Manager, the staff will refer to the PIC at the Orange Branch.

Personal Appearance and Conduct

Employees are expected to dress in a manner that is both professional and appropriate for the position they hold and the tasks associated with their position. All clothing must be clean, neat and in good repair. Personal grooming and hygiene should be in keeping with accepted professional standards. The Director will have final authority to determine the proper dress standards and personal grooming standards for all employees.

Employees are expected to conduct themselves according to accepted standards for a business environment, which would preclude eating, drinking, or chewing gum in public areas.

In accordance with ORC 3794.02, the use of any tobacco products in any part of the building or on library property is prohibited.

Effective April 18, 2006
Revised May 17, 2016
Revised February 16, 2021

Position Classification and Profiles

Each employee has a position classification determined by the minimum qualifications and responsibilities for that position. An employee must meet minimum requirements for his position classification. The compensation schedule lists a minimum, midpoint and maximum salary for each pay classification, and an employee's pay cannot exceed the maximum level of the pay grade for his position. All placements will normally be made at the beginning of the appropriate pay grade, unless otherwise directed by the Director or Fiscal Officer.

Each position in the Library is slotted on the salary range approved by the Board of Trustees and administered by the Director and Fiscal Officer. Each newly created position in the Library will be approved by the Board. Each position is described in a written position profile, which may be revised by administration as needed to meet the needs of the Library. Each employee is given a copy of his position profile, and individually signed position profiles are contained in employee's personnel files.

The most current and accurate copy of any position profile will be found on the Library's Intranet.

Related Policies:
Compensation Structure
Salary Increases

Effective April 21, 2009
Revised November 18, 2025

Professional Development

To encourage professional development for all employees, the Library may:

- Provide an annual staff development day, and the Library will be closed to accommodate this training.
- Encourage memberships and conference/workshop attendance in professional organizations at all levels.
- Make available information regarding workshops and conferences.

The Library will set limits of reimbursement for participation in workshops and conferences.

Staff members who conduct continuing education programs in conjunction with a conference, workshop, or seminar, or who act in the capacity of consultant to another library, will usually be paid their regular salary by the Library, provided no monetary compensation, other than expenses, is paid by the sponsoring organization. If an employee receives a salary, consultant's fee, honorarium, or other income from the sponsoring organization, they must use earned vacation or compensatory time to present the program, or turn the income over to the Library's Fiscal Officer.

An employee wishing to attend an organized, professional development function must complete a "Request to Attend Meeting" form and have it approved by their supervisor at least one (1) week in advance, or at the Director's or Designee's discretion.

Related Forms:
Request to Attend Meeting
Request for Reimbursement

Related Policies:
Professional Memberships
Vacation/Compensatory Time

Effective December 19, 2006
Revised October 17, 2017
Revised August 21, 2018
Revised November 18, 2025

Professional Memberships

The Delaware County District Library encourages staff to network, enhancing their skills and knowledge through continuing education opportunities.

The Library will pay the cost of any professional membership that it considers relevant to the employee's position, position profile, and with consideration to the availability of funds.

Unless approved in advance by the Director or Designee, such reimbursement will be limited to one (1) professional membership per employee per calendar year. Exception: In a case where the difference between the member registration fee and the non-member registration fee for a scheduled conference exceeds one (1) year's membership dues, the Director, or Designee, may waive this rule and provide a staff member reimbursement for an additional membership in the calendar year.

If funds are unavailable, or if, in the Director's or Designee's judgment, a professional membership opportunity would not provide substantial benefit to the staff member and the Library, the staff member may be asked to pay the differential between the member and non-member rate of a professional membership offered by an organization to which they do not belong.

Related Forms
Request to Attend a Meeting
Request for Reimbursement

Effective May 18, 2010
Revised May 17, 2022

Progressive Discipline Form

This form should be completed by the supervisor(s) who is implementing the steps outlined in the Progressive Discipline Policy to document the process.

Check the step in the Progressive Discipline Policy that is being documented:

_____**Verbal Counseling** _____ **Written Warning**

_____**Suspension** _____ **Termination**

Employee _____ Date _____

Reason for discipline (provide specific details, examples, dates, witnesses if any, prior coaching with employee):

I acknowledge that a copy of this report has been provided to me.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Branch Manager's Signature _____ Date _____

Deputy Director's Signature _____ Date _____

Director's/Fiscal Officer's Signature _____ Date _____

The employee refused to sign this form.

Supervisor's Signature _____ Date _____

The original form should be forwarded to the Human Resources Department to be placed in the employee's personnel file.

Effective May 18, 2010
Revised May 17, 2016
Revised May 17, 2022

Progressive Discipline

The Library has chosen a progressive discipline process as one (1) way to address employee behavior, performance, or other employment-related problems. Pursuant to the employment-at-will doctrine, the Library is not obligated to follow the progressive discipline guidelines and may, at any time, take whatever actions are deemed necessary to address such problems, up to and including termination.

The Progressive Discipline Form should be used to document each step of the process and forwarded to the Human Resources Department, to be placed in the employee's personnel file.

The progressive discipline process is as follows:

1. **Verbal Counseling**
   The employee's supervisor will discuss expectations and deficiencies with the employee.

2. **Written Warning**
   The supervisor will notify the employee of unmet expectations and actions that must be taken to ensure that his performance and conduct meet Library standards and that failure to take immediate corrective action will result in a one (1) day suspension with pay.

3. **Suspension**
   The employee will be given a one (1) day suspension with pay. Upon return to work, the employee will either submit a letter of resignation or a letter detailing the changes he will make to bring his performance and conduct into alignment with Library standards.

4. **Termination**
   If performance continues to fall below Library standards, the employee will be terminated.

Any employee who has received notice of termination has an opportunity to appeal the action to the Library Board of Trustees following the conflict resolution procedure as outlined in this manual.

Related Forms:
Conflict Resolution Form
Progressive Discipline Form

Related Policies:
Administrative Leave
Conflict Resolution
Leaving Employment

Effective February 15, 2011
Revised January 1, 2017
Revised August 21, 2018

Reimbursement of Expenses

The Library will reimburse an employee for reasonable business expenses if the Director approves the expenditures in advance, and they were necessary to meet the objectives of the workshop, seminar or conference.

Travel

The Library will generally reimburse employees for:

- the cost of travel by airplane or train in economy class, or if not available, the lowest available fare;
- car rental fees for a medium-sized car, or for a larger vehicle if being rented for multiple employees;
- fares for shuttle or airport bus service and/or the costs of public transportation for other ground travel including taxis.

The Library will generally reimburse employees for the use of their private automobiles if used on Library business and the Library's van is unavailable. Mileage reimbursement for Library-related business travel will be at the current rate established by the Internal Revenue Service, to cover all expenses incurred including oil, gasoline, tires, insurance and all other expenses of operation. .

No reimbursement for mileage will be made for travel between the employee's home and the Library.

No reimbursement for mileage will be made unless an employee carries automobile/liability insurance on his vehicle.

Reimbursement for Library- related business travel shall be made to only one of two or more employees traveling in the same vehicle.

Lodging

With the prior approval of the Director, employees may be reimbursed for the cost of standard accommodations in hotels, motels or similar lodgings incurred while traveling on Library-related business if the purpose of the trip requires more than eight (8) hours of work in one day, and the location is at least sixty (60) miles from the Library.

The Library will not reimburse employees for entertainment, in-room movies, in-room snacks, alcoholic beverages or personal telephone calls. If an employee incurs such charges, he will be responsible for paying these items at the time of checkout. If the charges are submitted to the Library as part of a direct billing agreement, the employee will be held responsible for contacting the Fiscal Officer to make arrangements to reimburse the Library.

Meals

With the prior approval of the director, employees may be reimbursed for the reasonable cost for meals while on Library-related business if the meeting, conference or seminar requires them to be away from the general area of home for substantially longer than an ordinary day's work, and they must

sleep or rest to meet the demands of the work. Employees need not be away for an entire 24-hour day or from dusk to dawn as long as the relief from duty during the absence is sufficient to obtain necessary sleep or rest.

Generally speaking, employees attending a library-related function within the central Ohio area will not be reimbursed for meals unless the cost of the meal is an integral part of an approved meeting or conference. Library staff who attend regularly scheduled meetings of civic organizations (Rotary, Lions, Chamber of Commerce, or similar organizations) as representatives of the Library may be reimbursed for their meals, if those meals are also an integrated part of the meeting.

The Library does not reimburse the cost of alcoholic beverages; however, tips will be reimbursed.

Conferences

When approved by the Director and the staff member's supervisor, registration fees for conferences, workshops, and similar events will be paid by the Library. The Director and the Board reserve the right to limit the amount and frequency of reimbursement, to limit the number of people attending any event, and to determine relevance of the event that the staff member wishes to attend.

Cash advances

An employee may request a cash advance to cover the expected expenses for an approved trip, but the request must be submitted in writing to the Director at least two (2) weeks in advance of the trip. The employee must submit receipts for all expenditures, along with any unspent funds to the Fiscal Officer.

Guidelines for Reimbursement

Requests for reimbursement must be submitted to the Director using a "Request for Reimbursement Form" within thirty (30) days of the expenditure.

Receipts for all expenses must accompany the reimbursement request. Reimbursement for expenses will not be paid without corresponding receipts.

An employee who submits falsified reimbursement requests or who does not comply with the provisions of this policy may be subject to discipline up to and including termination.

Related Policies:

Leaving Employment
Workplace Ethics

Related Forms:

Proof of Automobile Insurance
Request for Reimbursement

Effective February 17, 2009
Revised February 16, 2021

Revisions to the Personnel Policy Manual

The policies set forth in this manual may be changed from time to time at the discretion of the Board of Trustees. Suggestions for changes or additions to this manual may be made by Library Trustees or staff members. Suggestions will be reviewed by the Director and proposed changes presented to the Board for consideration. Once the Board has approved a new policy or revised an existing, the new or revised policy will be posted on the Library's Intranet and staff will be notified of the posting. Employees are encouraged to print a copy of the new or revised policy for inclusion in their copy of this manual. The online version of the Library's Personnel Policy Manual will always be the most current and official version.

Effective April 18, 2006
Revised May 17, 2016
Revised February 16, 2021

Salary Increases

Salary increases will normally be given at the beginning of the calendar year, in accordance with any salary adjustments approved by the Board of Trustees as part of the budgeting process. The Library Board has sole discretion for establishing the salary budget, which is based on the cost of living, the market rate for comparable jobs in other organizations, and other factors. The salary budget is administered by the Director and Fiscal Officer. Increases for individual staff members based on the individual's job performance or changed requirements within one's job may be made during the year, and at the discretion, by the Director or Fiscal Officer upon recommendations from supervisors. Additionally, increases for individual staff members based on a changed compensation structure may be made during the year by the Director or Fiscal Officer.

Employees must have worked at least six months in their current position to be considered for a salary increase. Employees transferred or promoted, within the same pay classification, and currently in their position less than six months, are eligible for a salary increase. (i.e., Part time Outreach Services Associate promoted to a full time Circulation Associate).

March 27, 2010
Revised November 17, 2015
Revised August 21, 2018
Revised September 15, 2020
Revised December 21, 2021

Sick Leave

Regular full time and regular part time employees are eligible for paid sick leave benefits. For the purposes of this policy, part time employees are defined as those with a recurring schedule of 40 or more hours per 80 hour pay period. Sick hours do not accrue for any hours worked in excess of 80 hours per pay period.

New employees may transfer accrued unused sick leave from another Ohio public employer/agency to the Library. Full time employees may transfer 500 hours; part time employees may transfer 250 hours.

Full Time Employees

- Full time employees accrue 4.616 hours per 80 hour pay period/0.0577 accrued per one (1) hour worked. Sick leave may be accumulated to a maximum of 960 hours. Any sick leave accrued in excess of 960 hours will be lost.

Part Time Employees

- Part time employees accrue 0.0575 hours per one (1) hour worked.
- Sick leave may be accumulated to a maximum of 120 hours. Any sick leave accrued in excess of 120 hours will be lost.

Use of Sick Leave

Employees may only use sick leave during scheduled work hours.

Sick leave may only be used for the following reasons:

1. For the illness/injury of the employee.

2. For the illness/injury of a dependent, parent, or a household member. The Director, by mutual understanding with the employee, may designate as "immediate family" any individual who has significant personal ties to the employee.

3. For the absence of the employee, dependent, parent, or a household member for medical, dental, or vision appointments.

4. To provide care for a newly born or newly adopted child under age six (6).

5. For bereavement: Full time employees are eligible for up to 40 hours (or one work week) and part time employees are eligible for up to 20 hours (or one work week) of paid leave in the event of a death in the employee's immediate family, or the death of a dependent, parent-in-law, son or daughter-in-law, or a household member. The Director, by mutual understanding with the employee, may designate as "immediate family" any individual who has significant personal ties to the employee.

Additional funeral/bereavement leave may be extended at the discretion of the Director. Staff members who wish more time off than is provided by this policy for a covered relative may request to use sick time, vacation and/or compensatory time to cover the necessary absence.

Leave days must be taken consecutively.

The use of sick leave for any of the above listed reasons must be reported to the employee's immediate supervisor no later than one half (1/2) hour after the employee's scheduled starting time. Failure to follow proper reporting procedures may result in loss of earnings for the day.

Proper reporting procedure must be followed when an employee uses sick leave. Filing of a willfully false report shall be considered grounds for disciplinary action up to and including termination.

If an employee has been on sick leave for three (3) or more consecutive days, and/or is under professional medical care, the Director, or Designee, may require a statement from the medical professional certifying that the employee is unable to work, and if possible, providing an estimate of a return date. Such a notification can be sent electronically to the Director, or Designee. The Director, or Designee, may also require a statement from the medical professional certifying that the employee is released to return to work, detailing any restrictions on work related activities and estimating the duration of those restrictions.

If the employee exceeds the number of accumulated sick leave hours, she may use previously earned and unused vacation or compensatory hours. If an employee exhausts accumulated sick leave and vacation/compensatory time because of an extended absence, she may request unpaid Family and Medical Leave.

Sick leave with pay is granted only after the leave has been accumulated; however, the Director may approve the use of sick leave before it has been accumulated on an individual basis and under special circumstances.

Related Forms
Progressive Discipline Form

Related Policies
Absenteeism, Tardiness, and Early Departure
Family and Medical Leave
Health and Safety
Hiring and Staffing
Leave of Absence Without Pay
Leaving Employment
Progressive Discipline
Vacation/Compensatory Time
Worker's Compensation

Substitute Employees

The Library maintains a list of employees who do not work a regular schedule but who may be needed and called in to work as Substitute Employee at any one (1) of the Library Branch locations.

Substitute Employees must work at least one (1) shift per month to remain in active Substitute status and employed by the Library. A shift is considered two (2) or more hours. Substitute Employees will work no more than 29 hours per week and no more than 8 hours per day. Substitute Employees are not eligible for healthcare benefits and do not accrue holiday, compensatory, sick, or vacation hours.

Substitute Employees are required to follow all Library policies and procures, as required by full-time and part-time staff actively employed by the Library.

Employee's Responsibilities

Any staff member who wishes to become a Substitute Employee must resign from their current position with the Library, and be rehired by the Library in a Substitute status, as long as there is an opening available. For the purpose of this policy, the Library will follow all procedures as outlined in the Leaving Employment Policy, when a staff member becomes a Substitute Employee.

Substitute Employees are expected to check their Library-issued email to keep abreast of Library news. In addition, Substitute Employees are expected to respond to all text messages and/or phone calls from their Manager indicating shift openings. The first (1st) Substitute Employee to accept the shift opening will be granted the shift.

Management Responsibilities

Managers, or Supervisors, will notify Substitute Employees of shift openings, by text message and/or phone call.

If a Substitute Employee does not work for two (2) months the Fiscal Office, or their Designee, will notify the Deputy Director who will communicate the situation to the Substitute Employee. The Substitute Employee must work a shift within the next four (4) weeks, (i.e., two (2) pay periods), to remain an active employee. After two (2) months with no shifts worked, the Substitute Employee will be removed as an active employee from the Library.

Related Policies:
Holidays
Health Care
Leaving Employment
Sick Leave
Vacation/Compensation

APPLICATION FOR TUITION REIMBURSEMENT

Please submit two (2) copies of this application to your supervisor. Attach a copy of the course description(s) if available.

Your Information:

Full Name _____ Date _____

Department/Branch and Title _____

Date Employed _____

Course Information:

University or College _____

Course Title _____ Credit Hours _____

Major _____

Start and End Date of Course(s) _____

Cost of Tuition _____

How will this course contribute to your career development within the Library?

_____

_____

APPLICANT: PLEASE READ AND SIGN

By submitting this application, I acknowledge that I have read and understand the provisions of the Library's Tuition Reimbursement Policy.

_____ _____

Applicant Signature *Date*

You will be notified in writing by the Director if your application has been approved and in what amount.

Staff Use Only: Date Application Received _____

Approved or Disapproved _____ *Amount* _____

Comments _____

Supervisor Signature _____ *Date* _____

Director Signature _____ *Date* _____

Effective November 20, 2012

Revised May 17, 2016

Tuition Reimbursement

In support of its core values, the Delaware County District Library may pay for all or part of an employee's tuition for formal education. All applications for tuition reimbursement are evaluated on an individual basis and are subject to final approval by the Board. Once an individual has been approved for tuition reimbursement, subsequent payments may be approved by the Director and reported with other expenditures to the Board of Trustees.

An employee who is enrolled in an ALA accredited Master of Library and Information Science program will be reimbursed for tuition, in accordance with the eligibility criteria listed below. The amount of tuition reimbursed for a degree in Library and Information Science will not exceed the cost of the minimum number of hours required to complete the program.

Reimbursement for a Master's Degree in Library and Information Science (MLIS) will supersede all other tuition assistance requests.

Employees receiving tuition reimbursement must attend classes on their own time. Cost for supplies, books and transportation are not eligible for reimbursement.

The Library cannot guarantee that participation in formal education will entitle an employee to automatic advancement, different job assignment, pay increases or continued employment.

Eligibility for tuition reimbursement:

- Relevancy of the coursework to the applicant's current or future employment with the library
- The availability of funds in the Library's General Fund budget
- The number of applicants
- The applicant's employment status, position and work record. *Substitute employees and pages are not eligible for tuition reimbursement.*
- Employment at DCDL of at least 12 continuous months.
- Employment at DCDL upon completion of course.
- Receipt of a grade of at least a "B" or its equivalent

Tuition Reimbursement Procedure

Application does not guarantee reimbursement.

1. All applications for tuition reimbursement must be signed and submitted in writing to the Director by June 30 for classes to be taken the following calendar year, using the "Application for Tuition Reimbursement Form."
2. The Director will consider all applications for tuition reimbursement in the budget process.

3. The Library's Board of Trustees must approve the budget before any tuition reimbursement funds can be dispersed.
4. The Director will notify applicants in writing if their application has been approved and in what amount.
5. If approved and within six months of completion of the class(es), applicants must submit proof of payment of tuition, and proof of final grade to receive reimbursement.
6. Reimbursement checks will be issued within 30 days of submission of proof of payment and proof of final grade.

Repayment of Reimbursed Tuition

If an employee voluntarily resigns, retires or is terminated for cause from the Library and is currently receiving or received tuition reimbursement in the past, he may be asked to repay his tuition reimbursement based on the following schedule:

- 100% repayment of tuition reimbursement if employee is no longer employed by the Library within one (1) year of receiving the reimbursement;
- 50% of tuition reimbursement if employee is no longer employed by the Library one (1) or more years but less than three (3) years of receiving reimbursement;
- 0% repayment of tuition reimbursement is the employment is employed three (3) or more years after receiving reimbursement.

The employee will have thirty (30) days following termination under these terms to make full and final payment.

The Library Board reserves the right to pursue any legal remedies necessary if the above conditions are not met.

Please note: Any employees receiving tuition reimbursement prior to the approval date on this policy (November 20, 2012) will be subject to the adherence of the Library's previous Tuition Reimbursement Policy (effective date January 19, 2010).

Related Policies

Tuition Reimbursement (effective date January 19, 2010)

Related Forms

Application For Tuition Reimbursement

Effective September 15, 2009
Revised November 16, 2021

Unlawful Discrimination and Harassment

The Delaware County District Library is firmly committed to providing a workplace where everyone is treated with dignity and respect, in an environment free of all forms of unlawful discrimination and harassment. Actions or words that discriminate or harass others because of an individual's membership in a protected classification is illegal, strictly forbidden, and will not be tolerated. In addition, retaliation against any employee for reporting discrimination, harassment, or for assisting in any inquiry about such a report will not be tolerated. Inappropriate conduct will result in corrective action, up to and including termination of employment.

This policy applies to all applicants, employees, vendors, and patrons and prohibits discrimination, harassment, and retaliation in the workplace and in any work-related setting outside the workplace, such as conferences and work-related social events.

All forms of unlawful discrimination and harassment are governed by this policy and must be reported and addressed in accordance with this policy.

Definition of Harassment

Harassment is a form of discrimination. Unwelcome conduct based upon an individual's membership in a protected classification based on race, color, religion, sex (gender, pregnancy, sexual orientation, and gender identification), national origin, ethnic origin, creed, political belief, marital status, age, genetic testing, armed services or veteran status, disability veteran status, and disability (physical or mental) is illegal and constitutes harassment when:

- Submission to such conduct is made an implicit or explicit term or condition of employment;
- Submission to or rejection of such conduct is the basis of any employment decision; or
- Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

Staff Responsibilities

Employees must not engage in unlawful discriminatory or harassing conduct and must cooperate fully in the enforcement of this policy. Employees who are subjected to unlawful discrimination or harassment, observe, or are made aware of possible discrimination or harassment have an obligation to immediately report the incident to a supervisor, Human Resources, the Deputy Director, or the Director.

A complaint alleging unlawful discrimination or harassment may be initiated using the channel of the employee's choice: in person, by telephone, in writing, electronically (i.e., via e-mail), or by any means of the employee's choice. The complaint should include the specific nature of the incident, date, and place of the incident, names of all parties involved, as well as a detailed report of all pertinent facts.

Management Responsibilities

When a supervisor, Human Resources, or the Deputy Director is notified of alleged unlawful discrimination or harassment, he or she must notify the Director immediately. The Director must act promptly and effectively to correct any discrimination or harassment that does occur. The Director, or designee, will promptly conduct inquiries into reports of alleged discrimination or harassment, including interviews with all relevant persons and other potential witnesses. Appropriate remedial action will be

taken where unlawful discrimination or harassment is found to have occurred, up to and including termination of employment.

If, after investigating any complaint of unlawful discrimination or harassment, the Director determines that an employee has provided false information regarding the complaint, disciplinary action up to and including termination of employment may be taken against the individual who made the complaint or who gave the false information.

Related Forms:
Conflict Resolution Form
Progressive Discipline Form

Related Policies:
Administrative Leave
Conflict Resolution
Equal Employment Opportunity Statement
Leaving Employment
Progressive Discipline

Effective September 20, 2011
Revised August 21, 2018
Revised December 21, 2021
Revised November 15, 2022
Revised April 28, 2026
Revised October 20, 2026

Vacation Time

All full-time and part-time employees are eligible to earn paid vacation. Vacation time begins accruing from the beginning of the first full pay period after the commencement of employment. Substitutes do not receive vacation. Vacation hours do not accrue for any hours worked in excess of 80 hours per pay period.

Vacation time is accrued as follows:

Professional employees (Pay Class 50 and above):

- 6.28 hours per 80-hour pay period/0.0785 accrued per one (1) hour worked (163.28 hours annually).

Non-Professional employees (Pay Class 36 and below):

- From the beginning of employment: 3.28 hours per 80-hour pay period/0.041 accrued per one (1) hour worked (85.28 hours annually).
- After two (2) years of employment: 4.52 hours per 80-hour pay period/ 0.0565 accrued per one (1) hour worked (117.52 hours annually).
- After four (4) years of employment: 6.28 hours per 80-hour pay period/0.0785 accrued per one (1) hour worked (163.28 hours annually).

In keeping with the Ohio Revised Code, Section 9.44, a person employed by the Library is entitled to have the employee's prior service with any other public employers counted as service with the state or any political subdivision of the state, for the purpose of computing the amount of the employee's vacation leave. The anniversary date of employment for the purpose of computing the amount of the employee's vacation leave, unless deferred pursuant to the appropriate law, ordinance, or regulation, is the anniversary date of such prior service.

In addition to the vacation time noted above, an additional sixteen (16.0) hours of vacation will be added to each full-time employee's balance at the first of each calendar year for non-bargaining employees.

Vacation Cash Out

Employees may request a cash payout of vacation hours in lieu of taking vacation, equal to the number of hours they are regularly scheduled to work in a week, under the following guidelines:

- Applies to all non-bargaining employees who have completed one (1) year of service with DCDL.
- Requests must be submitted in writing to the Library Director during the following designated windows: May 1st - May 15th and November 1st – November 15th. Payouts will be distributed on the next regularly scheduled pay period following the approval of the Library Director.

- Payout will only be approved if the employee maintains a minimum balance of accrued vacation time equal to the number of hours they are regularly scheduled to work in a week after the requested payout is deducted.
- Part-time employees may cash out up to forty (40) vacation hours per calendar year. Full-time employees may cash out up to eighty (80) vacation hours per calendar year (Up to 40 hours per designated window)
- Cash payouts are treated as regular wages and are subject to all standard federal, state, and local tax withholding. Cash payout hours do not count as hours worked for the calculation of overtime.
- Payouts are not subject to Ohio Public Employment Retirement System withholdings, and employees do not earn service credit on vacation payouts.

In scheduling vacations, an employee's preference will be considered, but final approval of vacation requests will be based on the staffing needs of the library. Vacation requests must be approved by an employee's immediate supervisor, and all vacation requests are subject to review and final approval by the Director. A staff member requesting vacation time off must request leave through the Library's electronic/digital timekeeping system. This request should be submitted as early as possible to allow for smooth scheduling. No vacation may be taken in excess of accrued time. For full-time employees, vacation time may be accumulated to a maximum of 200 hours. Any vacation earned in excess of 200 hours will be lost. For part-time employees, vacation time may be accumulated to a maximum of 100 hours. Any vacation time in excess of 100 hours will be lost.

Related Policies:
Leaving Employment
Ohio Public Employees Retirement System (OPERS)
Paychecks and Payroll Deductions

Effective August 19, 2002
Revised May 17, 2022

Workers' Compensation

As a public employer, the Delaware County District Library participates in the Ohio Bureau of Workers' Compensation Program.

If an employee incurs an injury or illness of any type while on Library property, or while operating a Library motor vehicle, or while on Library business, they should report it immediately to their supervisor, and an Employee Accident, Injury, or Illness Form is to be completed. If the injury or illness requires medical attention, the employee will cooperate with Library Administration, the Library's Managed Care Organization, and the Ohio Bureau of Workers' Compensation by completing all required documents and by following the prescribed health care regimen to ensure a return to work as soon as safely possible.

All employees are subject to chemical or substance testing following any accident on the job. Results of these tests, or an employee's refusal to promptly and timely submit to any chemical or substance testing, may affect eligibility for compensation benefits through the Ohio Workers' Compensation system. A positive chemical or substance test, or refusal to submit to a chemical or substance test, when requested by the employer, may also subject the employee to other disciplinary actions, up to, and including termination of employment.

Additional information and details regarding the necessary forms and procedures related to filing a claim through the Bureau of Workers' Compensation may be obtained from the Human Resources Department.

Related Forms
Employee Accident, Injury, or Illness Form
Progressive Discipline Form

Related Policies
Drugs and Alcohol
Health and Safety
Leaving Employment
Progressive Discipline

Workplace Ethics

It is policy of the Library to carry out its mission in accordance with the strictest ethical guidelines and to ensure that employees conduct themselves in a manner that fosters public confidence in the integrity of the Library, its processes, and its accomplishments. Employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety. Employees shall abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102 and 2921of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. When an employee is hired, he will receive information from the Ohio Ethics Commission to further explain the Library's expectations regarding ethical conduct.

The subheadings listed in this policy address ethical issues specific to the Library.

Conflict of Interest

Simply put, a conflict of interest occurs when an employee's obligations to the Library could be influenced or compromised by self-interest, a prior commitment, competing loyalties, or an inability to be objective. A conflict of interest also may occur when an employee or a relative of the employee has personal interests that compete with his employment.

If at any time, an employee of the Library finds himself in a position where his decision will influence the award of a contract, purchase of real or personal property, services, or will result in the hiring of another employee that may represent a conflict of interest, or any other situation that may be construed as a conflict of interest, he shall immediately notify his supervisor of the situation and appropriate action will be taken.

Library Credit Card Use

The Library has credit cards for use by staff for purchases that cannot easily be accomplished using the normal process of requisitioning and invoicing. Such purchases include but are not limited to gasoline, vehicle repairs, work-related travel expenses, library materials and library supplies. Any employee using a Library credit card must obtain receipts for the transactions to be turned in to the Fiscal Officer. All purchase sales slips must be reconciled with credit card invoices.

Application for credit cards shall be approved by the Board of Trustees. Employees must have prior approval from the Director to use a Library credit card, and the Director will monitor the use of all credit cards.

The use of credit cards by Delaware County District Library staff will be reviewed and approved monthly by the library board. Credit card invoices will be paid in full upon receipt. No interest will be accrued

Employees using credit cards for any purpose other than those stated above or for personal purchases are subject to dismissal.

Library Cell Phone Use

The Library has cell phones available at all branch locations and in its vehicles that are provided for security and conducting library business when other means of communication are unavailable. As such, they are to not to be used to make or receive personal phone calls.

Cell phones are to be kept at their designated locations and should not be taken from the sites or vehicles without permission from the Director or Deputy Director.

The use of cell phones while driving Library vehicles or while driving personal vehicles on Library business is strictly prohibited.

Library Letterhead

The Library's letterhead may only be used for official library business correspondence.

Library Vehicles

Use of the Library's vehicles is restricted to the delivery of materials to individuals, institutions, and other Library facilities, participation in community events such as parades and "Touch-a-Truck," and for the transportation of library staff to work-related events. Personal use of the Library's vehicles is strictly prohibited.

Only those employees who have valid driver's licenses and are covered by the Library's insurance may drive the vehicles.

Seatbelts must be worn by all occupants of the vehicles at all times. Smoking in library vehicles and the use of cell phones or other remote communication devices while driving are strictly prohibited.

Non-Essential Personal Contacts

To maintain a professional and businesslike atmosphere at the Library, employees are expected to keep non-essential personal business to a minimum. Personal business, such as typing, studying, researching should be conducted only during breaks or lunch periods, and the Library's telephone should be used for personal calls only when necessary or in cases of emergency. Visits from friends and family should be brief and infrequent.

Outside Employment

An employee who has outside employment is not permitted to perform work for the other employer while she is actively working or on-duty for the Library. An employee may not utilize Library property and equipment, or mail, telephone, or Internet for the benefit of another employer. The employee should consider how such outside employment may reflect on the Library.

If there is a possible conflict between his position at the Library and outside employment, the employee should seek the approval of her supervisor before accepting or continuing outside employment.

Solicitation, Distribution and Campaigning

Employees are never permitted to solicit or sell to the general public while on Library property during the regular work day, including lunch hours and breaks. Solicitation, distribution or selling among employees is restricted to lunch periods and work breaks in non-work areas.

Employees who feel harassed, pressured or otherwise disturbed by the solicitations of other employees may notify the Director who will investigate the complaint and determine the appropriate course of action.

As paid representatives of the library, DCDL staff members have an obligation to maintain the political neutrality of the library and will refrain from active or passive campaign activities while on library premises or on library time.

Speaking Engagements

The Director must approve all speaking engagements on behalf of the Library. Employees may not solicit or accept honoraria for speaking engagements. If an honorarium is received for a speaking engagement, the employee must remit it to the Fiscal Officer. The employee should consider how the speech will reflect on the Library when presenting information.

Volunteering at the Library

Current Library employees may volunteer at the Library when otherwise not scheduled to work but only in capacities other than their regular employee assignment. If an employee would like to volunteer on their own time, he should complete a volunteer application; meet with the department manager to discuss additional training or mentorship that may be warranted; meet with the volunteer supervisor to discuss service hours if they are to be reported to an outside organization; record the service time donated by either using the Volgistics software or sending an email to the volunteer supervisor listing the time, date and number of hours donated.

Related Policies:
Fraudulent Conduct

Related Documents:
Ethics is Everyone's Business