

**Latah County Library District
Personnel Policy**

Approved November 2004

Revised January 2007, November 2008, March 2010, April 2010

Policy reviewed annually

8.0 EMPLOYEE BENEFITS

8.1 Annual Leave

Regular full-time and regular part-time employees are eligible to earn annual leave.

Annual leave is earned each pay period at the rate indicated in Attachment #4. Leave cannot be used until earned.

All annual leave must be scheduled through the supervisor. Requests received first will receive priority but the supervisor is authorized to make final determination. An employee may accumulate no more than two years or 24 months of his or her earned annual leave. For example, an employee earning 4 hours of annual leave per pay period may not accumulate more than 192 hours – 4 X 2 equals 8 hours earned per month X 24 months equals 192. Any amount of leave above the limit will be forfeited or can be donated to the Sick Leave Bank.

Holidays falling within a vacation period will not be counted as part of the vacation absence.

Upon resignation, termination or retirement an employee will be paid, at their current rate, for all the unused annual leave up to the maximum allowable hours.

8.2 Sick Leave

Regular full-time and regular part-time employees are eligible to earn sick leave. The rate is 8 hours per month for full-time employees and pro-rated for regular part-time employees.

Sick leave can be used to care for an employee's immediate family (spouse or person similarly situated, child, foster child, parent, siblings, grandparent, grandchild, or the same relation by marriage).

Sick leave can accumulate to a maximum of 480 hours for full-time employees or a pro-rated amount for regular part-time employees. Sick leave cannot be used until earned.

If an employee has more than 480 hours of accumulated sick leave at the time this policy is approved, the hours in excess of 480 will be forfeited. Part-time employees' accumulations will be prorated based on their percentage of appointment.

8.3 Sick Leave Bank

Regular, non-probationary employees may donate annual leave hours to the sick leave bank.

An employee is eligible to use sick leave bank hours if the employee or a member of the employee's immediate family (spouse or person similarly situated, child, foster child, parent, siblings, grandparent, grandchild, or same relation by marriage) is suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his or her employment.

The employee must have used all other available unrestricted leave balances such as sick leave, annual leave and compensatory time before receiving sick leave bank hours. Employees using sick leave bank maintain all employment benefits to which they are entitled while on active status, with the exception that the employee cannot accrue sick leave or annual leave while using sick leave bank hours.

Employees receiving worker's compensation or disability insurance income benefits are not eligible for sick leave bank. However, an otherwise eligible employee may use sick leave bank while satisfying the waiting period for short-term disability if the employee would otherwise be on leave without pay. Employees must apply for eligible disability and worker's compensation benefits in preference to continuing to use the sick leave bank.

Full-time applicants may be awarded up to 480 hours in a fiscal year. Part-time applicants may be awarded a prorated number of hours based on their percentage of appointment.

To be eligible to receive hours from the sick leave bank, an employee must submit a written request to the director, who will forward it to the

sick leave bank committee. It must include a doctor's order for the absence.

The sick leave bank committee will maintain and record sick leave bank hours.

The sick leave bank committee will be composed of the business manager, the director, and one other full-time staff member. If the director is applying for sick leave bank, the president of the board of trustees, rather than the director, shall be a member.

8.4 Administrative Leave

A salaried employee may be granted, by the Director, paid time off to attend a continuing education or training session that directly applies to their position.

8.5 Personal Leave

All full-time regular employees are eligible to receive one paid day off annually, to be used within the calendar year. Personal leave does not accrue. It must be taken in one lump amount.

Regular part-time employees will be eligible to receive pro-rated personal leave per calendar year. Personal leave does not accrue. It must be taken in one lump amount.

Personal leave cannot be used after notice of resignation has been submitted.

Personal leave must be approved by the supervisor.

8.6 Funeral Leave

All regular employees may be granted funeral leave, with pay, at the rate of two days (prorated for part time employees) for local funerals. Local is defined as a location within a 4 hour drive of Latah County. All other funeral leave may be eligible for up to 5 days. The Director will determine what is appropriate.

Funeral leave can be granted to attend a funeral for an employee's immediate family. Immediate family is defined in the Sick Leave section.

If additional leave is desired an employee must use annual leave.

8.7 Jury Duty

Regular employees who are legally served with a summons or subpoena to serve as a witness or juror must be granted civil leave of absence with pay.

All employees when actually summoned must immediately inform their supervisor.

8.8 Military Leave

Federal law dictates how Military Duty leave is to be handled.

8.9 Leave Without Pay

Leave without pay will only be granted for extraordinary purposes and not on a regular basis. Requests must be applied for in writing. The Director will make the final determination.

Any medical and/or dental premiums in respect to the period of the leave which are paid on behalf of the employee by the District must be reimbursed by the employee. When leave is granted for less than one pay period, premiums will be prorated accordingly. Annual and sick leave will not accrue during leave without pay.

The Director must apply to the Board of Trustees for a leave of absence.

8.10 Furlough

LCLD reserves the right to furlough employees in time of financial exigency.

8.11 Medical Benefits

The library will pay medical insurance premiums for all regular full-time employees. Premiums will be prorated for employees working 20-39 hours per week on a regular basis.

All regular full-time and part-time employees are eligible to receive medical coverage upon hire. Coverage begins the first of the month following the processing of a completed insurance application.

Changes in enrollment can be made once a year in February per insurance carrier's restrictions. The only exceptions to this will be because of

marriage, divorce, birth, adoption, job loss of a spouse, or change in employment status.

At an employee's termination the employee has the option to continue medical coverage. An employee is eligible to stay on the group insurance plan up to 18 months at their own expense.

The District makes a flexible spending account (Flex Plan) available for full-time and part-time staff.

The District funds HRA VEBA (Health Reimbursement Arrangement Voluntary Employees' Beneficiary Association - www.hraveba.org) accounts for eligible employees from time to time at the discretion of the Board.

8.12 Professional Development and Continuing Education

The library encourages all staff members to further their education and training by attending workshops, library conferences, and regional or area librarians meetings, or visiting other libraries, as well as taking courses.

The library, with the approval of the Director, may reimburse travel and registration expenses.

8.13 Mileage Reimbursement and Travel Guidelines

Any staff person who is required to use their personal vehicle to do District work must provide proof of insurance and valid Driver's License to the Business Manager before mileage reimbursement can be received.

Staff is urged to use the District van for travel if it is available. If the van is not available and the travel cannot be re-scheduled then staff may submit a request to be reimbursed for mileage put on their personal vehicle. Mileage will be reimbursed for miles traveled from their base work location, until they return to their base or equivalent miles have been traveled.

The reimbursement rate will be reviewed annually and adjusted as necessary so that it remains the same as the Latah County rate.

If attendance is expected or required at a meeting or workshop mileage will be paid round trip. Mileage reimbursement and time on the clock begin at a) the location at which the employee is scheduled to work at the time they must depart or b) from home if not scheduled to work at the time they must

depart. If attendance requires staff to be gone from home overnight they will be paid for regular work hours for each day.

Attendance at Idaho Library Association (ILA) conferences is optional but encouraged. Travel time is not considered work time.

Attendance at optional meetings will in no case be a cause for overtime. Compensation for attendance must be approved by the Director.

If reimbursement is sought then prior approval for expenses, including travel time, must be approved by the Director.

Board of Trustees members will be reimbursed for mileage at the same rate as staff.

8.14 Idaho Library Association Membership

The Library will pay the Director's membership in the Idaho Library Association (ILA) and may also pay for other ILA memberships.

8.15 Family Medical Leave Act (FMLA)

LCLD will comply with the State of Idaho policy regarding FMLA.

8.16 Equal Opportunity Employer

All vacancies will be posted on the LCLD webpage, posted with the Job Service, advertisements run in the local papers, and announcements posted at all district libraries.

A selection committee will be formed to review all applications. Formal procedures will be followed in rating each applicant.

The committee will recommend which candidates be invited in for an interview with the committee. Predetermined questions will be asked of each person.

References will be checked for each applicant.

The committee will make a recommendation for hire to the director. The director will offer the position.

8.17 State Retirement (PERSI)

The Library District is a participant in the State Retirement System (PERSI) and employees working 20 hours or more are therefore required to participate in the retirement program subject to its rules and regulations. The amount deducted from the employee's check is a percentage of wages as determined by PERSI.