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I. INTRODUCTION

The Panhandle Public Library Cooperative System (PPLCS) was established by an Interlocal Agreement signed October 1, 1992, by the Calhoun, Holmes, Jackson and Washington County Boards of County Commissioners. The creation of multicounty libraries is governed by *Florida Statutes*, Chapter 257.

The library cooperative serves the four counties with cost-effective, shared services. These services include library automation, telecommunications and technology, grant writing and administration, and other services. The PPLCS governing body is the Administrative Board, which consists of two members from each county appointed by the local Board of County Commissioners, and the library Directors from each county, who are employed by the Board of County Commissioners. Funding for the cooperative comes from State Aid to Libraries. The administrative office is located in Marianna, Florida. Each county library is a member of the cooperative, and is governed by their respective Board of County Commissioners. PPLCS is covered by the Florida Government in the Sunshine laws.

The mission of PPLCS is to enhance the lives of the people of Calhoun, Holmes, Jackson and Washington counties by providing easy access to information and materials that meet the educational, informational and cultural needs of current and potential library users.

This Personnel Policies and Procedures Manual serves as a guide to what one can reasonably expect in the conduct of PPLCS' business. Because circumstances and situations may change, this manual may be amended or changed by the authority of the Administrative Board. Employees will be notified in writing when they do change.

This manual applies to all employees under the jurisdiction of the PPLCS Administrative Board. Each employee must sign an agreement stating that he has read the manual and will abide by its terms.

This Personnel Policies and Procedures Manual supersedes all other previous personnel manuals for PPLCS and is effective as of June, 2005.

**A. RECEIPT FOR
PERSONNEL POLICIES MANUAL**

I hereby acknowledge that I have received a copy of the Personnel Policies Manual of Panhandle Public Library Cooperative System.

I also acknowledge that I have five working days to read the manual and return the signed employee agreement form.

Employee's Signature

Witness's Signature

/ /
Date

Please sign this signature page and submit it to your immediate supervisor for filing in your personnel file.

B. EMPLOYEE AGREEMENT

As an employee of the Panhandle Public Library Cooperative System, I understand that I am an “at will” employee and that my employment is for no definite period of time. Just as I may terminate my employment at any time, PPLCS may terminate or modify my position in accordance with the procedures set forth in this Policies and Procedures Manual.

I understand that only the PPLCS Administrative Board has the authority to enter into any agreement for employment, and that only the Board has the authority to make changes in this Policies and Procedures Manual. In no way does this Manual or anything else presented to me in written or verbal form serve as a guarantee of future employment with PPLCS.

By my signature below, I acknowledge that I have read the Personnel Policies and Procedures Manual and that I will abide by the rules and regulations contained therein.

Date:

Signature

Note: This Agreement is to be placed in the employee's personnel file.

C. ACKNOWLEDGEMENT OF DRUG-FREE WORKPLACE POLICY

I have read the Drug-Free Workplace Policy of Panhandle Public Library Cooperative System ("PPLCS"). I agree to abide by that policy and PPLCS's other drug and alcohol rules. I agree to submit to a drug and/or alcohol test at any time as a condition of my initial or continued employment. I authorize any laboratory or medical provider to release test results to PPLCS.

I authorize PPLCS to release any test-related information, including positive results to the Unemployment Compensation Commission or other governmental agency or regulatory group, or to a court or government agency which is reviewing the test results or actions taken in reliance on the drug test results. I do not agree to the release of results to the police department or any other law enforcement agency.

I release any legal claims I may have against PPLCS, its subsidiaries, affiliates, officers, employees and Board members for requiring the test, and for any adverse employment action taken as a result of the test or results. I understand and acknowledge that this agreement in no way limits my right or PPLCS's right to terminate my employment at any time for any reason.

I understand and acknowledge that if I am injured during the course and scope of my employment and I test positive for the presence of prohibited alcohol and/or drugs, I will forfeit my eligibility for medical and indemnity benefits under Florida's Workers' Compensation Law.

Witness

_____/_____/_____
Date

Employee's Signature

_____/_____/_____
Date

Note: This Agreement is to be placed in the employee's personnel file.

**II. GOALS and OBJECTIVES
of the
Panhandle Public Library Cooperative System**

- 1 To provide efficient and friendly service at all times to library patrons.
 - 2 To attract and retain employees of the highest caliber.
 - 3 To select employees based on ability, training, and character.
 - 4 To afford equal opportunity for employment to all individuals regardless of race, color, creed, age, sex, national origin, marital status or disability.
 - 5 To provide training for all personnel, which will assure their ability to become effective employees.
-
- 1 To provide a pay plan and employee benefits which are fair and competitive.
 - 2 To provide clean, safe and pleasant working conditions.
 - 3 To provide a grievance procedure which will give prompt and appropriate settlement

of employee grievances.

- 1 To promote from within the PPLCS counties based upon ability and performance.
- 2 To encourage the development of individual responsibility so as to promote outstanding public service.

III. DEFINITIONS

ADMINISTRATOR – The chief executive of PPLCS and advisor to the county libraries; serves at the pleasure of the Administrative Board and is supervised by the Administrative Board chair.

ADMINISTRATIVE BOARD – The governing body of PPLCS.

AT WILL EMPLOYEE - “At will” means that there is no contract of employment and the employment can be terminated in accordance with the procedure(s) set forth in this Personnel and Policies Manual.

COMPENSATORY TIME – Time off awarded to an employee for hours worked in addition to the “normal” work day.

DISABILITY – An incapacity.

DEMOTION – An action which occurs when an employee has violated either policy or performance standards, or when the organization must reorganize. The result of a demotion is movement to a lower position with appropriate pay.

EMPLOYEE – Any person occupying a paid position with PPLCS.

EXCESSIVE LEAVE – The repeated use of sick leave in excess of 50% per fiscal year, which may result in termination.

EXEMPT EMPLOYEES – Employees in administrative, executive or professional positions as defined by the Fair Labor Standards Act who are not subject to the overtime compensation provisions of the Act.

FAIR LABOR STANDARDS ACT (FLSA) – Federal legislation which sets minimum wage, overtime pay, record keeping, and child labor standards for covered employment.

FULL-TIME EMPLOYEE – Employees who work 40 hours or more during the work week.

GENDER – Any reference to the male gender in this manual is done so for convenience and should not be taken as gender preference or bias. The use of any gender shall include all genders.

GRANT APPOINTMENTS – Positions created and funded by a grant. These positions may be Other Personal Service, depending on the nature of the work, the rate of pay and type of appointment. Grant positions shall be approved by the Administrative Board.

GRIEVANCE – A complaint by an employee stating that a PPLCS personnel policy and/or procedure has been violated.

LAYOFF – Employment terminated due to the abolishment of positions due to a shortage of funds, a lack of work, or a change in the duties or organization of PPLCS.

LEAVE – Any authorized absence during regularly scheduled work hours that has been approved by the supervisor in advance.

LIBRARY PATRON – Any person who uses the services of a public library.

MAY – The word “may” shall be interpreted as permissive.

NON-EXEMPT EMPLOYEES – Those employees in positions as defined by the Fair Labor Standards Act who are subject to the overtime compensation provisions of the act.

O.P.S. (Other Personal Service) POSITION – A position of specific duration usually not to exceed six months. The position may be full or part-time and does not receive any benefits.

OVERTIME PAY – The compensation paid for work performed in excess of the normal 40-hour work week.

PART-TIME EMPLOYEE – An employee who works less than 40 hours per work week.

PPLCS – The Panhandle Public Library Cooperative System which is comprised of the counties of Calhoun, Holmes, Jackson and Washington.

RECALL – An opportunity to return to work following a layoff.

RELATIVE – The word “relative” includes the following: father, mother, son, daughter, brother, sister, uncle, aunt, niece, nephew, husband, wife, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, first cousin, or grandparents.

SHALL – The word “shall” means mandatory.

TEMPORARY EMPLOYEE – An employee that is hired to work for a specified period of time of three months or less.

WORK DAY – Refers to the number of hours regularly scheduled in one 24-hour period.

WORK WEEK – The work week starts at 12:01 a.m. Wednesday, and ends at 12:00 midnight on Tuesday.

IV. EMPLOYMENT POLICIES

A. Equal Employment Policy

Each applicant or employee of PPLCS shall be assured that recruitment, training, promotion, demotion, compensation, retention, discipline, separation, and other employment practices shall be accomplished without regard to that person’s age, race, color, sex, religious creed, national origin, political opinions or affiliations, marital status, or disability, except when such requirement constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position. The PPLCS Administrative Board shall designate an employee to serve as PPLCS’s equal employment opportunity officer who shall have the responsibility for administering all equal employment opportunity programs. Unless otherwise designated, the PPLCS Administrator shall have that responsibility.

Any employee of PPLCS who believes he has been discriminated against should

contact the person who the PPLCS Administrative Board has appointed as equal employment officer. This person shall, along with the PPLCS Administrative Board Chairman and legal counsel, attempt to resolve the problem within fifteen working days.

It shall be prohibited for any person employed by PPLCS to discriminate or take any other retaliatory action against an individual who in good faith has complained about an alleged unlawful employment practice; has submitted a charge of an unlawful employment practice; has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing, concerning an alleged unlawful practice.

B. Affirmative Action

It is our policy to offer Equal Employment Opportunity to all persons without regard to race, creed, color, sex, age, national origin, religion, or disability. No applicant is to be discriminated against or given preference because of these factors. This policy is intended to apply to recruiting, hiring, promotions, layoffs, compensation, termination, and all other privileges, terms and conditions of employment.

C. Veterans Preference

It is our policy to hire and promote employees who have served their country in the Armed Forces, provided they have the ability to perform the assigned tasks satisfactorily. The purpose of this policy is to reward those who served their country in time of need.

D. Medical Records Policy

All medical records of employees are kept secured and separate from the personnel file. No information shall be viewed by, released to, or discussed with any person or entity without prior written authorization of the employee. The employee shall be given the opportunity to be present. A request for such records shall require a fifteen (15) day notice to the PPLCS Administration.

E. AIDS Policy

This section of the personnel manual states that the Acquired Immune Deficiency Syndrome (AIDS) is a disability. No employee shall discriminate in any manner against any employee or applicant for employment. Discrimination by any employee in any manner will result in disciplinary action up to and including dismissal.

All persons employed by PPLCS will receive information and training concerning AIDS as soon as possible following employment.

All medical records of employees are kept secured and separate from the personnel file. No information is released to any insurance company nor is there any discussion of AIDS when reviewing insurance plan coverage for the employees.

F. Drug and Alcohol Free Work Place

It is the intent and obligation of PPLCS to provide a drug and alcohol free work place that is healthful, safe and secure. Employees are expected to report to work on time and in an appropriate mental and physical condition to perform assigned duties.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol on PPLCS premises, or while conducting PPLCS business off PPLCS premises, is absolutely prohibited. Violations of this policy will result in disciplinary action up to and including termination, and may have criminal law consequences.

As the employer, PPLCS recognizes drug or alcohol abuse as an illness and a major health problem. PPLCS also recognizes that drug or alcohol abuse is a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to seek help in an appropriate manner.

Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal statute for any violation occurring on PPLCS premises, or off PPLCS premises while conducting PPLCS business. The report to PPLCS of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

Any employee injured while working for PPLCS will be subject to a blood test to determine the presence of any drug or alcohol. If the results are positive, the employee may receive reduced or no worker's compensation for the injury.

Furthermore, employees are subject to drug testing under the following conditions:

- 1) pre-employment screening;
- 2) following a work-related injury or accident;
- 3) for cause;
- 4) if employee is in a safety sensitive position; and
- 5) by state or federal requirements.

G. Job Description Policy

The PPLCS Administrator and the PPLCS Personnel Committee shall establish and maintain uniform job descriptions applicable to all positions for PPLCS, and shall be responsible for the overall coordination, review, and maintenance of these descriptions.

The PPLCS Office shall maintain on a current basis, a job description for each authorized and established position within PPLCS. The job descriptions shall include accurate descriptions of assigned duties and responsibilities listing minimum qualifications for the positions. Job descriptions shall serve as a record of the official assignment of duties.

Additional compensation paid to an employee for performing additional duties may be approved by the PPLCS Administrative Board. When the employee ceases to perform such duties the additional compensation will cease.

V. EMPLOYEE RECRUITING

A. General Policy

The PPLCS Administrative Board shall set positions and salary structure for all PPLCS employees.

The PPLCS Administrator shall assure each job applicant of an Equal Employment Opportunity without regard to that person's age, race, color, sex, religious creed, national origin, political opinions or affiliations, marital status or disability, except when such requirement constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position.

When a new position is created or a vacancy occurs, all current employees shall have the opportunity to apply for the position, which will be advertised in-house for a minimum of ten (10) working days. The announcement will be placed in all libraries where PPLCS employees are based. If no acceptable applicant(s) apply within those ten days, then the vacancy will be advertised in the media within the PPLCS service area and on the state Job Line for two consecutive weeks.

The PPLCS office will be responsible for all paperwork concerning new employees, and each new employee shall be given a copy of the Personnel Manual. The new employee will be required to sign an agreement saying that the employee has read the Personnel Manual, and that he will abide by the rules and regulations contained therein.

All applications filed with the PPLCS office will be kept on an active status for a period of one year. When a vacancy occurs, all persons who have an application on file will be considered for the vacancy. After one year, the applications will become inactive unless the PPLCS office is otherwise notified by the applicant.

An employment physical, including a drug test and fingerprinting, must be passed by each person selected for employment. Arrangements for the physical will be made by PPLCS, and PPLCS will pay the cost.

The Administrative Office of PPLCS is the official custodian of all PPLCS employee personnel records. Employees' personnel records are available for inspection in accordance with the Florida Public Records Law (*Florida Statutes, Ch. 119*).

Persons having access to the files will normally be limited to the following: PPLCS Board members; the PPLCS Administrator; the PPLCS Administrative Assistant; auditors; legal counsel retained by PPLCS; and the employee's supervisor. To inspect a file, advance notice should be given in order to prepare the file for inspection in accordance with *Florida Statutes, Ch. 119*.

If a person not mentioned above views an employee's file, the employee may be given the name of the requestor, if known. The requestor must view the file in the Administrative Office of PPLCS or ask that copies be made. The requestor is responsible for paying all cost of reproduction of records.

Pursuant to Florida Statutes, the custodian is authorized to charge, in addition to the cost of duplication, a reasonable service charge for the cost of the extensive use of information technology resources or of personnel.

B. Policy for the PPLCS Administrative Staff

Recruiting efforts to fill current or projected vacancies shall be the responsibility of the PPLCS Administrator and/or the PPLCS Personnel Committee. The PPLCS office shall provide a program designed to encourage qualified individuals to seek employment with PPLCS.

All persons will have a minimum of two weeks after the first day the advertisement appears in the media to file an application with the PPLCS office.

After the closing date, when all applications have been collected, all information concerning the applicant's race, age, sex, marital status, national origin or disability shall be separated or deleted from the application. The application will then be given to the Personnel Committee. The committee will screen each application for the person's ability and qualifications to perform the tasks required. After the screening process, the PPLCS Personnel Committee will set a date to interview selected applicants. The PPLCS office will notify each selected applicant of the time, date, and place of the interview.

After the interviews have taken place, the PPLCS office will, at the Personnel Committee's request, verify any information the applicants have supplied. In addition, the Administrator will check for compliance with the employment policies in this Personnel Manual, and will write a memo for the record concerning compliance. After all information is collected on the selected applicants, the Personnel Committee will make a decision on which applicant to recommend to the Administrative Board. The Administrative Board will have final approval for hiring.

C. PPLCS Staff in County Libraries

The PPLCS Administrative Board may employ staff who are funded by PPLCS or by grants awarded to PPLCS, but who are based in a member county library. These employees are considered PPLCS employees, and all PPLCS personnel policies and benefits are applicable unless specifically stated otherwise.

The Director of a member county library that has PPLCS-funded staff based in their local libraries shall interview job applicants along with the Administrator, or at least one member of the Administrative Board. Upon completion of the interviews, they shall recommend an applicant for hiring to the Personnel Committee and to the Administrative Board.

The county Director shall supervise all such PPLCS non-administrative office staff based in their member-county libraries.

D. The Fiscal Agent

PPLCS employees are paid with PPLCS funds via the Fiscal Agent, which is located in one of the PPLCS member counties. The PPLCS Administrative Board maintains sole responsibility for employing, engaging, and supervising PPLCS employees and setting salary structures for all PPLCS employees.

E. Emergency Hiring

The PPLCS Administrative Board has the authority to hire emergency staff. This emergency employment shall not exceed thirty (30) working days.

If, during the thirty (30) working days, the PPLCS Administrator determines that the emergency hire needs to be extended further, the Administrator must seek the approval of the Administrative Board before the end of the thirty (30) working days.

PPLCS is an Equal Employment Opportunity Employer

VI. EMPLOYEE PERFORMANCE EVALUATIONS

A. Policy

Each employee's performance shall be periodically evaluated to assess performance in relation to job requirements. Employees shall not be expected to meet performance standards which have not been defined and explained as part of the requirements of their position. Employee performance evaluations shall be used for, but are not limited to, the following:

- 1 To inform the employee of strengths and weaknesses.
- 2 To develop a plan for improvement that may include training.
- 3 To recognize the employee's potential.
- 4 To determine the employee's eligibility for salary advancements.
- 5 As a basis for taking disciplinary and/or dismissal action against the employee.
- 6 To assist in determining the order of layoff and reinstatement.

B. Procedures

The employee performance evaluation program shall provide overall evaluations of five (5) levels, which are:

1. Excellent
2. Satisfactory
3. Needs Improvement
4. Unsatisfactory
5. Not Applicable

The PPLCS Administrator shall be evaluated by the Personnel Committee. The Personnel Committee shall then present the evaluation to the Administrative Board for approval. After it is approved, the Administrative Board Chair shall go over the evaluation with the Administrator.

All other employees shall be evaluated by the employee's supervisor. The evaluation shall be signed by the employee's supervisor, the PPLCS Administrator and the Administrative Board Chair. It shall then be presented to the Administrative Board for review.

New employees shall be on probation during the first six (6) months of their employment. Any employee that receives an evaluation rating of "unsatisfactory" during this probationary period shall be subject to dismissal by the Administrative Board.

Regular annual employee evaluations shall be completed by Sept. 30 of each year. Other evaluations may be performed on an as-needed basis.

See Form A in Section XVI

VII. DISCIPLINARY ACTION

A. Policy

The purpose of this section of the Personnel Policy Manual is to set forth the policy for disciplinary action. The purpose of these policies is:

- 1 To address the personnel policies of PPLCS employees concerning misconduct and deficiencies in work performance.
- 2 To establish standards for administering disciplinary action to PPLCS employees.
- 3 To clearly define the standards of conduct and other policies which are applicable to a given work situation.
- 4 To establish standard ranges of penalties for various types of misconduct and deficient work performance in order to promote reasonable consistency in the disciplining of PPLCS employees involved in similar situations.
- 5 To assure quality service to the public.

It is not the purpose of these policies to make the failure of the supervisors to comply with technical requirements contained herein a basis for invalidating any disciplinary action. It is contemplated that such action will be invalidated only where PPLCS' failure to comply with these rules materially affects the ability of any employee to make use of the procedures provided for herein.

B. Authority

The authority to take disciplinary action as specified below is hereby delegated to the following persons, or to those persons who are in a supervisory position to the persons listed below.

<u>Disciplinary Action</u>	<u>Persons Delegated Authority</u>
1. Oral Reprimand	Supervisor
2. Written Reprimand	Supervisor
3. Suspension	Supervisor (up to three work

days)

- | | |
|------------------------|----------------------------|
| 4. Extended Suspension | PPLCS Administrative Board |
| 5. Dismissal | PPLCS Administrative Board |

Supervisors shall be responsible for assuring that all disciplinary actions taken within their respective worksites comply with these policies.

The PPLCS Administrator shall provide guidance with regard to the administration of disciplinary actions and for assuring that such actions are accomplished in accordance with the policies.

Employees may not be disciplined because of race, religion, color, sex, national origin, political affiliations, age, marital status, or handicap.

C. Types of Disciplinary Action

The following types of disciplinary actions are provided: Oral Reprimand, Written Reprimand, Suspension, and Dismissal.

1. Oral Reprimand – This is the least severe disciplinary action. The purpose of an oral reprimand is to inform the employee of a particular disciplinary problem. Where possible, the oral reprimand should be delivered to the employee in a location that provides privacy from the employee’s coworkers. The supervisor shall clearly state that the employee is receiving an oral reprimand, clearly indicate the nature of the improper behavior, and explain precisely what corrective action is expected. In addition, it should be pointed out that future violations may result in more severe disciplinary action. Before concluding the meeting, the employee shall be allowed to make comments and clarify any issues concerning the situation.

Subsequent to issuance of the oral reprimand, the Supervisor shall complete the “Disciplinary Action Form.” The original is to be signed by the employee and filed in the employee’s official personnel file. A copy is to be given to the employee.

2. Written Reprimand – The purpose of a written reprimand is to help an employee

who violates a disciplinary standard to recognize errors made and to correct them. It also serves to document disciplinary action. The content of the report of written reprimand must specifically state that the employee is receiving a written reprimand, describe the facts giving rise to the disciplinary action, and indicate the corrective action expected. It should include a statement that future violations may result in more severe disciplinary actions up to and including dismissal. The written reprimand shall be completed on the “Disciplinary Action Form.” (See Form B), and must be signed by the Supervisor and approved by the PPLCS Administrator and Board Chair. The report of written reprimand should be presented to the employee in private and a copy must be made a part of the employee’s official personnel file. There shall also be a signature line in the report of written reprimand for the employee to acknowledge receipt. In the event the employee refuses to sign the report, the Supervisor should note such refusal on the original and a copy of the report. All reprimands will be forwarded to the PPLCS Office.

3. Suspension – Suspension up to three (3) work days is action taken by the Supervisor with the approval of the PPLCS Board Chair. This action temporarily relieves the employee of duty and places the employee on leave without pay. This is a severe form of disciplinary action which may result from the commission of one offense, or as a result of cumulative offenses.

4. Extended Suspension – The PPLCS Administrative Board may extend a suspension beyond the three work day period.

5. Dismissal – This is action taken by the PPLCS Administrative Board to separate the employee from PPLCS service. This is a severe form of disciplinary action that may result from the commission of one offense or as a result of cumulative offenses.

An employee who is issued an oral or written reprimand may contest the action by filing a written grievance within (3) working days.

A PPLCS employee who is suspended or dismissed shall be given the reasons in writing by personal delivery or by certified mail, return receipt requested, at his/her last known address.

Following notification of suspension or dismissal, the employee has five (5) working days to file a written grievance to the PPLCS Administrative Board. A written decision shall be made by the Board within five (5) working days. This decision shall be binding upon the parties involved.

Employees who are on an initial probationary status are not afforded the opportunity to appeal any disciplinary action.

D. Standards for Disciplinary Action

1. In general, the basic pattern of discipline for PPLCS employees is progressive and cumulative.

Specifically oral and written reprimands are retained on records and can have a cumulative effect leading to progressive discipline up to and including dismissal. Once an oral or written reprimand is issued it becomes a permanent part of the PPLCS employee's record. The age of

prior disciplinary action(s) will be taken into account in determining appropriate future discipline.

2. The purpose of cumulative and progressive discipline is to enable PPLCS to take more severe disciplinary action against a PPLCS employee who has demonstrated, despite warnings, that he is unwilling or unable to correct his behavior to conform to reasonable standards.

3. Progressive disciplinary action may also be administered for dissimilar offenses or deficiencies. If the PPLCS employee has received a prior disciplinary action for similar or dissimilar offenses or deficiencies, it will be considered cumulative and will allow the supervisor to progress to a more severe form of discipline when warranted.

VIII. SEPARATIONS

A. Types of Separation

1. Retirement

As a member of the Florida Retirement System, their rules and regulation shall apply.

2. Resignation

When an employee announces his intention to resign, the supervisor is to take immediate steps to determine the cause, and where possible and desirable, correct the situation in order to retain the employee. In order not to unduly impair the efficiency and effectiveness of PPLCS service, it is suggested that an employee who plans to resign notify his immediate supervisor at least ten (10) work days prior to the last day of work.

3. Military

Should an employee of PPLCS, after completion of the probationary period, be drafted or voluntarily join the Armed Forces of the United States, the following guidelines shall apply:

a. Upon separation from the military service, the employee shall be eligible to return to the former position held, or a different position on the same level and in the same geographic location.

b. The employee shall be required to submit to a medical examination to determine the employee's fitness to perform the duties of the position to which the employee may be returning. Based on the medical findings, the employee may be placed in another position with duties the employee is able to perform. This position must be

the nearest

approximation to the position held prior to military service.

c. The employee cannot be discharged without cause within six (6) months of return from active military service.

d. Employees who leave PPLCS service for the military may, upon return, have any accumulated sick or annual leave time reinstated to their record if they return within ninety (90) days following their discharge date.

Reference 60K-5.036 FAC and Sec 4312, USC.

4. Unsatisfactory Service

The Supervisor is encouraged to take prompt action whenever an employee lacks the ability to perform the duties of his position satisfactorily, as explained in the employee performance evaluation section of this manual. The supervisor should take appropriate action concerning the employee and be consistent each time with each case. The disciplinary action section addresses the procedure for dismissal of an employee. All action taken by the supervisor must be in writing.

5. Misconduct – Improper conduct of an employee.

Upon any termination, all benefits to employees shall cease with the exception of a retiring employee who wishes to keep any insurance in effect (the employee must pay 100% of the premium in advance).

Also, the federal law, entitled COBRA (Consolidated Omnibus Budget Reconciliation Act), does entitle former employees various benefits concerning health insurance. Application for COBRA benefits will be strictly followed according to current COBRA guidelines.

6. Layoff (See Section IX).

7. Death

IX. SENIORITY, LAYOFFS and DEMOTIONS

A. Policy

Certain preferences, such as seniority, performance evaluations and job knowledge will be considered when decisions must be made in regard to a reduction in the work force, and determination of eligibility for various benefits.

Seniority refers to the date that an employee commences work for PPLCS. In most cases this date is the date of original hire unless seniority was broken through resignation, discharge, or extended absence. In that event, the seniority date becomes the last date the employee was hired following the break in seniority.

New employees will be on probationary status until they complete six (6) months of satisfactory continuous employment. The PPLCS Administrative Board may, at its discretion, extend the probationary period if the employee has not attained satisfactory service. Should a probationary employee be laid off before completing the probationary period,

the employee
will have no right to file an appeal or a grievance.

B. Loss of Seniority

These are several ways an employee can lose seniority. The following is a list which is not all-inclusive:

1. Resignation – An employee voluntarily resigns from employment.
2. Termination – An employee absent two (2) consecutive working days without permission will be regarded as terminated.
3. Discharge – An employee that is discharged for a violation of rules, unsatisfactory work performance, improper conduct, or other reason.
4. Non-Response to Recall – An employee that fails to report for work within one week after the employee receives a certified mail notice of recall. Such notices will be sent to the last address that the employee has given to the PPLCS office. If for any reason the employee cannot report for work immediately upon notice of recall, he should get in touch with the PPLCS office as soon as possible to see what arrangements can be made.
5. Overstaying Leave – An employee that overstays an approved leave of absence. The maximum allotted time for a leave of absence is twelve (12) months.

C. Layoff

A layoff is the discontinuation of employment for a period of time when no work is available, or when PPLCS is financially unable to continue certain operations. If it is possible to determine the approximate time and conditions under which the employee will return to work, he will be so advised.

Should it become necessary to lay off a regular employee for one (1) week or more due to the lack of work, the layoff will be made according to seniority and recent performance evaluations, provided those employees who are eligible for reassignment to avoid layoff are qualified to do the available work. Except for equipment breakdown, acts of God, or other emergencies, a regular employee who is to be laid off for more than one (1) week due to a lack of work will be given two (2) weeks notice. Advance notice will not be given for disciplinary layoff or discharge.

A recall will be made from all qualified regular employees who have been laid off for (1) year before the employment of others will be considered. Recall will be made in

reverse order of layoff. Employees who have completed the probationary period and have been laid off for more than twelve (12) months will be required to serve another probationary period. Employees who have been off the job for more than thirty (30) days may be required to undergo a drug test and/or a physical examination before returning to work.

D. Demotions

Demotions are changes in classification to a lower pay grade due to the inability of the employee to perform the necessary duties of the higher classification, for reassignment to avoid layoff, or for disciplinary reasons. The employee's salary will be adjusted as appropriate to the newly assigned job description.

X. GRIEVANCE PROCEDURE

A. Policy

It is the policy of PPLCS to provide an effective means for employees to bring complaints to the attention of supervisors. The formal grievance procedure set out below has been established for the benefit of all PPLCS employees.

B. Procedure

Step 1 – To assure prompt attention, grievances shall be submitted within five (5) work days following the event prompting the grievance. Grievances must be written and presented to the employee's supervisor. The supervisor shall make every effort to resolve the grievance at the initial step. If this is accomplished, the action taken, if any, shall be noted on the grievance form and it shall be signed by the employee and the supervisor. The supervisor has five (5) working days to work out a solution to an employee's grievance. If no solution is attainable during that time, the employee may proceed to Step 2.

Step 2 – Within five (5) days after the response from the immediate supervisor, the employee may present a written grievance to the Administrative Board's Personnel Committee Chair. The Personnel Committee has ten (10) working days to take action. They must recommend any action to the Administrative Board. Any action taken by the Board must be in writing and signed by the Administrative Board Chair.

Step 3 – The decision of the Administrative Board shall conclude the grievance procedure and shall be binding upon the parties.

C. Notes

1. All responses to a grievance must be in writing.
2. An employee may be accompanied by another employee during all discussions of a grievance.
3. Retaliation against an employee for filing a grievance, or providing information regarding the complaint is prohibited. Any employee found to be engaging in such retaliation or providing such information shall be subject to discipline up to and including dismissal.

See Form C in Section XVI

XI. EMPLOYEE BENEFITS

A. Policy

All full-time employees are entitled to the benefits listed below. Benefits accruing to part-time employees will be pro-rated according to the average hours worked per week. Temporary employees are not entitled to the benefits listed. Any variation from this policy must be approved by the Administrative Board.

In compliance with the Federal Fair Labor Standards Act, supervisors may schedule PPLCS employees to work during hours which meet the needs of PPLCS and member libraries. This means that the days and/or hours worked by an employee may vary from week to week.

Leave may be authorized with or without pay. Absence without approved leave is considered an unauthorized absence. The employee will not receive salary for an unauthorized absence, and it may result in disciplinary action taken against the employee.

PPLCS will comply with the Family and Medical Leave Act of 1983 (FMLA) as amended. An employee must have worked with PPLCS for a period of 12 months in order to be eligible for FMLA leave. The PPLCS office will be responsible for providing to employees the necessary eligibility requirements for this leave, if needed.

B. Annual Leave

The PPLCS Administrative Board realizes that all employees need some time away from their job for rest and relaxation. Therefore, the following schedule for annual leave will be granted for employees:

<u>Length Of Employment</u>	<u>40 Hr Employees</u>	<u>Under 40 Hr. Employees</u>
Hire date to 5 years	8 hours per month	Pro-rated
5 to 10 years	10 hours per month	according to
10 to 15 years	12 hours per month	FTE
15 to 20 years	14 hours per month	
20 to 25 years	18 hours per month	

For the purpose of record-keeping, annual leave time will be pro rated for any time short of a full month. All new employees must complete sixty (60) working days of satisfactory service prior to using annual leave.

During the month of September, the PPLCS office will verify with each supervisor the amount of leave each employee has accumulated. Pay for annual leave will not be received upon termination or retirement. If a paid holiday occurs while an employee is on approved annual leave, that day will not be charged against annual leave.

Leave accumulation as of October 1st of each year shall not be in excess of 240 hours.

Any amount above the 240 hour limit on October 1st will be lost.

Use of Annual Leave

Requests for annual leave shall be made on the leave form, which must be submitted to the PPLCS office. Requests for leave must be approved prior to use by the supervisor or his designee. Vacations shall be scheduled in such a manner as to not hamper normal operations. Leave records for persons terminating employment must be submitted by the supervisor to the PPLCS office no later than the effective date of termination. If a conflict develops over leave time requested to be taken by two (2) employees, resolution of the conflict shall be at the sole discretion of the supervisor. PPLCS employees transferred within PPLCS may transfer earned annual leave time.

C. Sick Leave

PPLCS realizes that the inability to work because of illness or injury may cause serious economic hardship. For this reason a paid sick leave plan for employees is provided. Paid sick leave will accrue at the rate of eight (8) hours per calendar month for full-time employees. Sick leave for part-time employees will be prorated.

Use of Sick Leave

1. Paid sick leave may be taken for the following reasons:
 - a. The employee's personal illness, injury or exposure to a contagious disease which could endanger others.
 - b. The illness of a member of the immediate family, defined as follows: spouse, child, step-child, parents, parents-in-law, daughter-in-law, son-in-law, or grandchild for whom the employee is needed to provide care.
 - c. Medical and dental appointments when it is not possible to arrange such appointment on off-duty hours.
2. No paid sick leave will be granted for the following:
 - a. Intentional self-inflicted injuries.
 - b. Addiction to drugs or intoxicants unless in an authorized treatment program.
 - c. Illness or injury incurred while committing a felony.

It shall be the responsibility of the supervisor to notify the PPLCS office when an employee's absence is due to any of the causes listed above.

When an employee is unable to report for work due to illness, he must notify his supervisor at, or prior to, the time he would normally report for work. If the employee is physically unable to contact the supervisor, he shall make arrangements for someone else to contact the supervisor. Failure to advise the supervisor will result in an unauthorized absence from work, and no pay will be given. Any exception must be verified by a physician. Employees who are absent for more than four (4) consecutive scheduled working days due to illness or injury shall be required to submit a physician's statement. However, if a supervisor has a reasonable basis to believe that an employee is abusing sick leave, he may require a physician's statement at any time. The supervisor is authorized to make any investigation of sick leave, and to approve or disapprove any claims for paid sick leave.

Frequent claiming of sick leave benefits constitutes grounds for determination that the physical condition of the employee is below the necessary standards for the proper performance of his duties. In the appropriate instance, the PPLCS Administrative Board may require an employee to submit to a physical to determine whether he is able to perform the essential functions of the job with or without reasonable accommodation.

Evidence of malingering or the abuse of this benefit may result in disciplinary action up to and including termination.

Annual leave may be used following the exhaustion of all accrued sick leave in the case of an extended illness of an employee or an immediate family member. Conversion of sick leave to annual leave is not permitted. PPLCS employees transferred within PPLCS may retain earned sick leave time. If a paid holiday occurs while an employee is on sick leave, that day will not be charged against sick leave. Employees will not be paid for unused sick leave.

D. Paid Holidays

The PPLCS Administrative Board recognizes certain days during the year as paid holidays for its employees. The following days will be observed as paid holidays for PPLCS Office-based employees:

1	New Year's Day	January 1
2	Martin Luther King Day	3 rd Monday in January
3	Memorial Day	Last Monday in May
4	Independence Day	July 4
5	Labor Day	First Monday in September
6	Veteran's Day	November 11
7	Thanksgiving Day	Fourth Thursday in November
8	Friday after Thanksgiving	Fourth Friday in November
9	Christmas Eve	December 24
10	Christmas Day	December 25

Holidays which fall on a Saturday will be observed on Friday. Holidays which fall on Sunday will be observed the following Monday. All other PPLCS employees will

observe paid holidays according to work-site provisions. PPLCS employees not scheduled to work on a paid holiday shall not receive holiday pay.

E. Leave without Pay

A leave of absence may be granted for compelling personal reasons. After an employee has depleted his sick/annual leave, the PPLCS Administrative Board may authorize up to sixty (60) calendar days of leave without pay. The employee's salary is not continued during this leave of absence. No employee will accumulate sick or annual leave while on leave without pay status. For any extended leave without pay, the employee will be required to pay for insurance coverage and other benefits which are ordinarily withheld from his salary. Health insurance benefits for the employee will continue to be paid by PPLCS. Employees returning from a medical leave of absence without pay shall furnish a signed letter from their physician attesting to their physical fitness for resumption of employment. The employee may also be required to submit to a physical examination.

Employees on leave without pay shall be terminated if they:

1. Fail to furnish a true statement of the reason for the leave of absence.
2. Accept other employment while on leave.
3. Fail to return to work at the expiration of leave, unless special consideration is granted by the PPLCS Administrative Board.

F. Military Leave

Unpaid leave will be granted to all employees who are called to U.S. government military duty. Proof of call-to-duty will be required.

G. Workers Compensation

If an employee is injured on the job and loses time from the job because of that injury, he may wish to augment Worker's Compensation insurance payments by being paid the number of sick days to which he is entitled. Should an employee elect to supplement his worker's compensation with a percentage of his weekly salary, under accrued sick leave or annual leave, then the percentage of weekly salary so elected shall be deducted from the employee's sick or annual leave on a fractional or pro-rated basis. In no case are the combined benefits to exceed 100 percent of an employee's normal salary. Employees who are injured on the job shall be eligible to receive 66 2/3 percent of their weekly

wage, payable through the Worker's Compensation Plan. Such payment shall be made directly to the person entitled or be reimbursed to PPLCS. The balance of the employee's weekly wages may be payable through annual or sick leave provided that the employee has accrued such leave. No compensation for wages shall be allowed for the first seven (7) days of the disability. However, if the injury results in a disability of more than twenty-one (21) days, compensation shall be allowed from the commencement of the disability. The employer shall be liable for, and shall secure, the payment to any physician, surgeon, or pharmacist providing services.

Employees injured on the job retain seniority. If the employee has not returned to work within one (1) year from the date of disability, the employee will be terminated. Employees who are out of work and receiving worker's compensation shall not accrue sick or annual leave benefits.

H. Maternity/Paternity/Adoption

Maternity/paternity leave may be granted to an employee upon request made prior to the taking of such leave. During such leave an employee may utilize accumulated sick or annual leave, or a combination of both. In addition, the supervisor, with the PPLCS Administrative Board's approval, may grant leave without pay. (Please see section O for information regarding the Family and Medical Leave Act). Every effort will be made to place the employee in the same or comparable job upon his return from leave without pay, pending the next available vacancy.

For adoption procedures any employee will be entitled to eight (8) hours of leave time to be deducted from his sick leave time. This time is to be used for:

1. Consultation with an attorney.
2. Consultation with a licensed placement agency
3. Court appearances.

I. Administrative Leave

There are certain instances that require employee absences which come under the category of administrative leave.

1. Jury Duty or Court Appearances

PPLCS will continue salary in full for employees called to jury duty or for witness subpoenas.

These absences will be entered on the employee's record, but will not be counted in determining excessive absences for disciplinary purposes. The employee must show the supervisor the jury summons or witness subpoena at least one (1) day prior to the time that he is scheduled to appear in court. After he has completed service, the employee must furnish the supervisor with evidence of having served for the time claimed. Administrative leave will not apply when the employee is the plaintiff or defendant unless

the case involves an incident involving employment with PPLCS. Hours spent in court concerning testimony referencing that employee's employment with PPLCS will be counted as hours worked.

2. Absence Due to Death in Family

Employees bereaved by the death of an immediate family member are granted time off with salary for such periods of time as follows:

- a. Forty (40) hours, not to exceed five (5) work days, for the death of a member of the immediate family defined as follows: spouse, child, step-child, parent, parents-in-law, siblings, daughter-in-law, son-in-law, mother-in-law, or father-in-law.
- b. Twenty-four (24) hours, not to exceed three (3) work days, for the death of a grandparent, or grandchild of the employee or their spouse.
- c. Eight (8) hours, not to exceed one (1) work day, for the death of a niece, nephew, aunt, or uncle of the employee or his spouse. The supervisor may require proof of death from the employee.
- d. Sick leave may also be used for death in the immediate family.

J. Salary

The salary schedule for PPLCS is designed to provide a fair and equitable method for payment of employees. The pay plan is directly related to the job classification plan and gives each position a pay grade which indicates the relative difficulty and experience required for various classes of work.

If raises are given to permanent PPLCS employees, they will be effective the first pay period in October. Whether percentage or across-the-board raises are given will be at the Administrative Board's discretion.

Unless an employee's probationary period is completed prior to the first full pay period of October, the employee will not be given a raise until the following October.

K. Overtime/Compensatory Time

All employees considered non-exempt by the Fair Labor Standards Act are due overtime compensation or compensatory time off for hours worked in excess of 40 in a workweek. Overtime worked is compensated at one and one-half (1 ½) times the regular rate of pay. Paid time off for leave days and holidays will not be treated as hours worked in calculating overtime pay. Compensatory leave or paid compensation for overtime may only be granted when actual hours of work exceed forty (40) hours during the workweek.

Compensatory time off shall be taken in lieu of being paid overtime. Compensatory

time off is earned at the rate of one and one-half (1 ½) hours for each hour of overtime work. An employee may not accumulate more than 240 hours of compensatory time off.

Overtime will be authorized or directed only when it is in the interest of PPLCS and is the most practicable and economical way of meeting unusual workloads or deadlines. Overtime shall not be worked without the prior approval of the employee's supervisor. Not securing this authorization may result in disciplinary action.

L. Employee Training and Career Development

The following are the guidelines for employees who wish to work towards promotion by furthering their knowledge in their position. An employee may perform duties beyond his normal job description with the supervisor's approval. However, his salary will not reflect an increase until a vacancy occurs in that position and the promotion is approved by the supervisor and the PPLCS Administrative Board. Additional training and seminars, when beneficial to PPLCS, may be approved at the discretion of the PPLCS Administrative Board and/or supervisor.

M. Retirement

PPLCS is a member of the Florida Retirement System and is governed by its regulations.

N. Hospitalization Insurance

Health insurance is provided to all (40) hour PPLCS personnel.

O. Family and Medical Leave Act

PPLCS will comply with the Family and Medical Leave Act of 1993 as amended. An employee must have worked for PPLCS for a period of 12 months in order to be eligible for FMLA Leave.

The PPLCS Administrative Office will be responsible for providing to all employees the necessary eligibility requirements for this leave, if needed.

The FMLA gives employees the right for up to 12 weeks of unpaid leave in a 12-month period for the following reasons:

1. The birth of a child, or the placement of a child for adoption or foster care.
2. A serious health condition for which the employee needs care.
3. A serious health condition affecting the employee's spouse, child or parent for which the employee is needed to provide care.

FMLA leave may only be requested after all of the employee's regular sick and annual

leave has been used.

A request for medical leave based on an employee's own serious health condition or the serious health condition of an employee's spouse, child, or parent must be accompanied and supported by a medical certification from a health care provider.

The employee's health benefits must be maintained during any period of unpaid leave under the same conditions as if the employee had continued to work. Upon return from leave, the employee must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee does not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA leave; or (2) other circumstances beyond the employee's control, the employee may be required to reimburse PPLCS for its share of health insurance premiums paid on the employee's behalf during FMLA leave.

Please see Forms D, E and F, Certification of Physician or Practitioner, Application for Family or Medical Leave and the Employer Response to Employee Request for Family or Medical Leave, in the Section XVI for more information.

P. TRAVEL REIMBURSEMENT

Reimbursement will be paid to PPLCS employees when it is necessary for the employee to be away from his worksite. Examples of this are meetings, conferences, workshops, or seminars. All travel for employees must be approved by the supervisor.

Reimbursement will also be paid to Administrative Board members when they attend meetings, conferences, workshops or seminars. Each Board Member must sign his own authorization form.

Reimbursement will be paid according to the following schedule:

- 1 For Breakfast - \$7.00 when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
- 2 For Lunch - \$10.00 when travel begins before 12 noon and extends beyond 2:00 p.m.
- 3 For Dinner - \$15.00 when travel begins before 6:00 p.m. and extends beyond 8:00

p.m.

Travel is reimbursed at 31¢ per mile, or as specified by the current Federal Law, and will be paid to the employee or the Administrative Board member. Mileage verification may be calculated by odometer readings, map mileage, or an online map service.

Verification documents for travel expenses may include one or more of the following:

- 1 A copy of the agenda
- 2 A receipt for hotel or motel accommodations
- 3 A registration form or a receipt for registration

XII. HARASSMENT

A. Policy

It is the policy of PPLCS to provide a work environment for its employees which is free from discrimination and harassment. PPLCS will not tolerate any form of harassment.

Any form of harassment related to the race, color, sex, religion, national origin, age, familial status, or disability of an employee or applicant shall not be tolerated by PPLCS. The term "harassment" includes, but is not limited to: slurs, jokes, epithets, negative stereotyping, threats, intimidation, hostile acts, denigrating or hostile acts, denigrating or hostile written or graphic material posted or circulated in the workplace, or any other graphic or physical conduct relating to an individual's race, color, gender, religion, national origin, age, familial status, or disability.

B. Notice to Employees

Each employee of PPLCS shall be furnished with a copy of the Personnel Policy Manual containing these rules and shall sign a written statement that they understand these rules. This statement shall be placed in the employee's personnel file.

Each employee shall be given a reasonable opportunity to discuss these rules and the issue of harassment with the Administrator or the Personnel Committee Chair.

The Personnel Committee shall take reasonable measures to inform employees of any changes in the position of these rules.

C. General Administration of Harassment Policy

An employee who believes he has been or is being harassed by supervisors or co-workers should immediately notify the next highest authority (Supervisor, Director, PPLCS Administrator, PPLCS Personnel Committee Chair, Board Chair). The matter will be thoroughly investigated and, when appropriate, corrective action will be taken. When an employee is not comfortable reporting to the next highest authority, he/she may notify the next individual in the chain of command as listed above.

PPLCS does not condone harassment of its employees in connection with their work by non-employees (vendors, patrons, etc.). Any employee who becomes aware of any harassment of any employee by a non-employee shall report such harassment to the PPLCS Administrator. Appropriate action will be taken against non-employees for violation of this policy.

Any employee who reports conduct prohibited by this policy or who assists in the investigation of a complaint of harassment will not be penalized. The employee will be treated courteously and the complaint handled swiftly and confidentially. The registering of a complaint will in no way be used against an employee, nor will it bear an adverse impact on the individual's employment status.

D. Procedures for Filing a Complaint

1. Complaints shall be filed in writing within three (3) calendar days from the date giving rise

to the complaint, be signed by the complainant, and contain the following information:

- a. The name, address, and telephone number of the person filing the complaint.
- b. The name(s) of the person(s) who allegedly committed the act of harassment and the alleged victim(s).

c. A clear and concise statement of the facts, including pertinent dates, and any other documentation in support of the complaint.

2. If the complaint is being made against one (1) or more of the PPLCS Administrative Board members, such complaint shall be filed with the Florida Commission of Ethics who shall cause an investigation to occur.

3. If the complaint is being made against the PPLCS Administrator, such complaint shall be filed with the Administrative Board Chair, who shall cause the investigation to occur.
(See E 2a below).

E. Investigation Procedure

1. Upon the receipt of a complaint of harassment, the PPLCS Administrator shall be advised, or if the complaint is against the Administrator, the Administrative Board Chair shall be advised.

2. The Administrator or Board Chair, whichever is applicable, shall:

a. Promptly interview the complainant in person to obtain any additional information that may be needed to clarify the complaint.

b. Prepare a written summary of the complaint.

c. Obtain the complainant's signature verifying that the written summary accurately represents the information provided by the complainant. Upon signature by the complainant, the PPLCS Administrator's or Board Chair's written summary, along with the initial complaint filed by the complainant, shall become the final complaint.

3. Prior to proceeding further with the investigation, the respondent shall be furnished a copy of the final complaint. At this point, the PPLCS Administrator or Board Chair may inquire of the complainant and the respondent as to an acceptable resolution of the complaint. If the parties agree upon an acceptable resolution of complaint, the matter shall be closed.

4. If the investigation proceeds further, within thirty (30) calendar days after receiving the final complaint, the PPLCS Administrator or Board Chair shall interview such witnesses and take such statements deemed necessary in his/her judgment to provide a written report of the acts of the matter. Copies of all written reports shall be provided to the complainant and to the respondent.

F. Complaint Disposition

The PPLCS Administrator or Board Chair will forward to the respondent and complainant the final decision.

G. Disciplinary Action

1. Any employee of PPLCS who is found to have harassed another employee or applicant for employment shall be subject to disciplinary action up to and including dismissal.
2. Any employee in a supervisory capacity who has actual knowledge of harassment involving employees he supervises and does not take corrective action or report the matter directly to the PPLCS Administrator shall be subject to discipline up to and including dismissal.
3. Any employee who knowingly files a false complaint of harassment shall be subject to discipline up to and including dismissal.

H. Records of Investigation and Disposition

No information regarding the filing or investigation of a complaint of harassment shall be placed in the respondent's personnel file until a decision is made that discipline is warranted. Only substantiated findings shall be placed in the respondent's personnel file. The respondent shall be afforded the right to place a rebuttal of the findings in his personnel file or any other records retained by PPLCS regarding the investigation and disposition of a complaint of harassment.

I. Prohibition against Retaliation

Retaliation against an employee for either filing a complaint of harassment or providing information regarding such complaints is prohibited. Any employee found to be engaging in such retaliation shall be subject to discipline up to and including dismissal.

XIII. OTHER POLICIES

A. DRESS POLICY

1. Staff members are expected to present a neat, clean and well groomed appearance at all times.
2. Dress must be appropriate for the type of work to which assigned and not offensive to the public served.
3. Personal hygiene is an important aspect of patron service and must be properly maintained to avoid creating an environment which is offensive to patrons and fellow employees.
4. It is the responsibility of individual supervisors to develop and enforce reasonable standards for dress based on the type of work being performed.
5. Employees must be informed by the supervisor regarding dress standards for the individual unit.
6. Employees based in the counties will follow the dress codes established in each county library.

B. OUTSIDE EMPLOYMENT

PPLCS employees who wish to work part-time shall not engage in any employment

activities or enterprises which have been or may be determined to be inconsistent, incompatible, or in conflict with the duties, functions, or other responsibilities of their PPLCS employment.

C. POLITICAL ACTIVITIES

No person shall be appointed to, demoted from, or dismissed from any position with PPLCS, or in any way favored or discriminated against with respect to employment, because of race, color, gender, religious creed, national origin, or political opinions or affiliations.

No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment to a position with PPLCS, or any increase in pay, or other advantages, in employment in any position.

No person shall use means of influencing the vote or political action of any person or for any consideration. However, letters of inquiry, recommendations, and references by public employees or public officials shall not be considered political pressure unless any such letter contains a threat, intimidation, or irrelevant, derogatory, or false information.

No person shall, directly or indirectly, give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for, or on account of, any appointment, proposed appointment, promotion, or proposed promotion to, or any advantage in a position of employment with PPLCS.

As an individual, each employee retains all rights and obligations of citizenship provided in the Constitution and Laws of the State of Florida and the United States.

However, no employee of PPLCS shall:

1. Take any active part in a political campaign while on duty or within any period of time during which he is expected to perform services for which he receives compensation from PPLCS.
2. Use the authority of his position to secure support for, or oppose any candidate, party, or issue in a partisan election or affect the results thereof.

No PPLCS employee or official shall use any promise of reward or threat of loss to encourage or coerce any employee to support or contribute to any political issue, candidate, or party.

XIV. REPORT OF ACCIDENT

All PPLCS employees who operate any vehicle or machinery owned or leased by PPLCS and are involved in an accident must abide by the following rules:

1. Obtain medical help for any injured persons
2. Notify the proper police agency
3. Obtain names and addresses of any witnesses
4. Do not discuss the accident with anyone, except the responding police agency
5. Notify the immediate supervisor, Library Director, or PPLCS Administrator
6. Submit to a drug test

Other on-the-job injuries must be reported to the immediate supervisor, Library Director or PPLCS Administrator on the day of the injury. As soon as possible after any accident, the employee shall report to the PPLCS office and fill out the required paperwork.

Worker's Compensation rules and regulations shall apply to any employee injured on the job. Worker's Compensation is addressed in the benefits section of this manual.

All accidents (personal injury, equipment, machinery, and/or vehicle) shall be investigated by the supervisor. Determination of the cause shall be listed on an accident form.

XV. CONCLUSION

The preceding policies and procedures are guidelines and do not in any way constitute and should not be construed as a contract of employment, express or implied, or a promise of employment for any specified time. All PPLCS employees are "at-will" employees, and are retained at the pleasure of the PPLCS Administrative Board.

The PPLCS Administrative Board, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in the personnel manual at any time without prior notice. Any such action shall apply to existing, as well as future PPLCS employees, with continued employment being the consideration between the employer and the employee.

PPLCS employees may not accrue eligibility for monetary benefits that they have not

earned through actual time spent at work. Monetary benefits must be provided for in writing, i.e. time sheets. PPLCS employees shall not accrue eligibility for any benefits or rights and privileges beyond the last day worked.

A. PPLCS Employee Evaluation

Employee Name:

Date of Employment:

Job Title:

Evaluation Date:

Evaluation Status: 6 month Annual Exit:

PPLCS Employee Signature: _____ Date: _____

_____ This evaluation form has been explained to me. My signature doesn't mean that I agree with the rating.

Directors Signature _____ Date: _____

PPLCS Administrator Signature _____ Date: _____

PPLCS Board Chair Signature _____ Date: _____

B. Disciplinary Action Form

NAME: _____ DATE: ____ / ____ / ____

TITLE: _____ DEPARTMENT: _____

You are hereby counseled for violating the following PPLCS Personnel Policies:

This is how and when the violation(s) occurred:

The following behavior on your part is expected by PPLCS in order for you to maintain your good standing in employment with PPLCS:

Action (to be) Taken:

___ Oral Counseling. The infraction is minor.

___ Written warning. Any future violation of any PPLCS Personnel Policy may result in more severe action, including discharge.

___ Written warning and probationary status for ___ days. This violation is considered a major one. If your performance does not show immediate improvement, your employment may be terminated.

___ Suspension for ___ days. This violation is a major one, or has been repeated. You are suspended from ___/___/___ to ___/___/____. Any further violation of any PPLCS Personnel Policy may result in discharge.

____ Discharge for cause. This infraction is a major one. You are hereby notified that the violation(s) is/are resulting in discharge for cause.

You may appeal to _____
by notifying _____

Library Director: _____ Date ____/____/____

Reviewed by PPLCS Administrator _____ Date ____/____/____

EMPLOYEE
COMMENTS _____

I have had the opportunity to review the above Notice and to respond, whether I agree or disagree.

I affirm that the comments in the Employee Comments section above are my own.

Employee Signature: _____ Date: ____/____/____

Board Chair Signature: _____ Date: ____/____/____

C. GRIEVANCE FORM

Name: _____ Library Location: _____

Date of Incident: ____/____/____

Nature of the complaint:

Date: _____
Employee's signature

STEP 1:
Resolution/response of the supervisor:

Date: _____

Supervisor's signature

Date: _____

Employee's signature

STEP 2:

Employee's Election to Appeal: I am not satisfied with the Supervisor's resolution of my complaint.

I want the Personnel Committee Chair to consider my complaint:

Date: _____

Employee's signature

Personnel Committee Chair's Response/recommendation to the PPLCS Board:

Date: _____

Personnel Committee Chair's
Signature

Date: _____

Employee's signature

STEP 3:

Decision of the Administrative Board:

Date: _____ Signature of the PPLCS Board Chair:

D. CERTIFICATION OF PHYSICIAN OR PRACTITIONER

- 1. Employee's Name: _____
- 2. Patient's Name (if other than employee): _____
- 3. Diagnosis: _____
- 4. Date condition commenced: _____/_____/_____
- 5. Probable duration of condition: _____
- 6. Regiment of treatment to be prescribed (indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week):

a. By physician or practitioner: _____

By another provider of health services, if referred by physician or practitioner:

If this certification relates to care for the employee's seriously ill family member, skip items 7, 8, and 9 and proceed to Items 10 through 13. Otherwise, continue below.

CHECK YES OR NO AS APPROPRIATE.

- 7. Is inpatient hospitalization of the employee required? Yes___ No___
- 8. Is the employee able to perform work of any kind? Yes___No___
(If no, skip Item 9.)
- 9. Is the employee able to perform the functions of the employee's position?
(Answer after reviewing statement from employer of essential functions of employee's position, or, if none provided, after discussing with employer.)
Yes___No___

For certification relating to care for the employee's seriously ill family member, complete Items 10 through 13 below as they apply to the family member and proceed to Item 14.

10. Is inpatient hospitalization of the family member (patient) required? Yes _____
No _____

11. Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation? Yes _____ No _____

12. After review of the employee's signed statement (see Item 14 below), is the employee's presence necessary or would it be beneficial for the care of the patient? (This may include psychological comfort.) Yes _____ No _____

13. Estimate the period of time care is needed or the employee's presence would be beneficial: _____

Item 14 is to be completed by the employee needing family leave.

14. When family leave is needed to care for a seriously ill family member, the employee shall state the care he or she will provide and an estimate of the time period during which this care will be provided, including a schedule that leave is to be taken intermittently or on a reduced leave schedule:

Employee's Signature

_____/_____/_____
Date

APPROVED BY:

Signature of Physician or Practitioner

_____/_____/_____
Date

Type of practice (field of specialization, if any)

E. APPLICATION FOR FAMILY OR MEDICAL LEAVE

Name:

Job Title: _____ Department:

Current Address:

Start Date of Requested Leave: ____/____/____

Expected Date of Return to Work: ____/____/____

Reason for Leave:

Note:

A request for medical leave based on an employee's own serious health condition or the serious health condition of an employee's spouse, child, or parent must be accompanied and supported by a medical certification from a health care provider.

I hereby authorize PPLCS or its duly authorized agent to contact my physician to verify the reason for my requested leave or for any other information concerning my requested family and medical leave.

I understand that failure to return to work at the end of my leave period will be treated as a voluntary termination of employment unless an extension has been approved in writing by PPLCS prior to the expiration of the leave period.

Employee's Signature

____/____/____
Date

APPROVED BY:

Supervisor's Signature

____/____/____
Date

PPLCS Administrator's Signature

____/____/____
Date

**F. EMPLOYER RESPONSE TO EMPLOYEE
REQUEST FOR FAMILY OR MEDICAL LEAVE
(Family and Medical Leave Act of 1993)**

Date: ____/____/____

TO: _____
(Employee's Name)

FROM: _____
(Name of appropriate PPLCS representative)

SUBJECT: Request for Family/Medical Leave

On ____/____/____, you notified us of your need to take family/medical leave due to:

____ the birth of a child, or the placement of a child for adoption or foster care

____ a serious health condition for which you need care

____ a serious health condition affecting your ____ spouse, __child, __parent, for which you are
needed to provide care.

You notified us that you need this leave beginning on ____/____/____, and that you expect leave to continue until on or about ____/____/____.

Except as explained below, you have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period for the reasons listed above. Also, your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work, and you must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from leave. If you do not return to work following FMLA leave for a reason other than: (1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave: or (2) other circumstances beyond your control, you may be required to reimburse us for your share of health insurance premiums paid on your behalf during your FMLA leave.

This is to inform you that: (check appropriate box, explain where indicated)

1. You are ___eligible___ not eligible for leave under the FMLA.
2. The requested leave ___will___ will not be counted against your annual FMLA leave entitlement.
3. You ___will___ will not be required to furnish medical certification of a serious health condition
If required, you must furnish certification by ___/___/___ (must be at least 15 days after you are notified of this requirement) or we may delay the commencement of your leave until the certification is submitted.

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4. You may elect to substitute accrued paid leave for unpaid FMLA leave.
We ___will___ will not require that you substitute accrued paid leave for unpaid FMLA leave.

If paid leave will be used the following conditions will apply (Explain):

5. If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments by the 5th of each month. If payment has not been made timely, your group health insurance may be cancelled, or, at our option, we may pay your share of the premiums during FMLA leave and recover these payments from you upon your return to work.

We ___will___ will not pay your share of the premiums for your health insurance while you are on leave.

We ___ will ___ will not do the same with other benefits (e.g., life insurance, disability insurance, _____ etc.) while you are on FMLA leave. If we do, when you return from leave you will be expected to reimburse us for the payments made on your behalf.

6. You ___ will ___ will not be required to present a fitness-for-duty certificate prior to being _____ restored to employment. If such certification is required but not received, your return to work may be delayed until such certification is provided.

7. You ___ are ___ are not a “key employee” as described in 825.218 of the FMLA regulations. If _____ you are a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us.

We ___ have ___ have not determined that restoring you to employment at the conclusion of _____ FMLA leave will cause substantial and grievous economic harm to us.

8. You _____ will _____ will not be required to furnish us with periodic reports of your status and _____ intent to return to work every 30 days while on FMLA leave.

9. You _____ will _____ will not be required to furnish recertification every 30 days relating to a _____ serious health condition. (Explain below, if necessary.)

Employer Response to Employee Request for Family or Medical Leave