OUR MISSION STATEMENT

The mission of the Peach Public Libraries is to improve and enhance the educational, cultural and recreational life of the community.

OUR CUSTOMER SERVICE PHILOSOPHY

The customer service philosophy of Peach Public Libraries is to provide accurate, timely and consistent service in a courteous and informed manner to all who interact with our organization.

During interactions with library staff, customers can expect to:

- Be acknowledged appropriately
- Be treated courteously and respectfully
- Be valued for their input
- Receive the same high standard of service regardless of age, race, ethnicity, religion, physical limitations, or any other criteria
- Receive prompt and timely service
- Receive knowledgeable service and professionalism from all staff
- Have their privacy and confidentiality respected
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ACKNOWLEDGMENT OF RECEIPT
OF PPL PERSONNEL POLICY MANUAL
For version dated February 2014

By signing below, I acknowledge that I have received a copy of the Peach Public Libraries (PPL) Personnel Policy Manual. I understand that it is my responsibility to read and comply with the policies contained in the Manual as well as any revisions made to it. I also understand that if I need additional information, or if there is anything I do not understand in this Manual, I should contact my immediate supervisor, the Library Director, or other appropriate PPL management personnel.

I understand that PPL is an “at will” employer and, as such, employment with PPL is not for any definite period of time and may be terminated at the option of either myself or PPL, with or without cause, and with or without prior notice. I also understand that nothing contained in the Manual may be construed as creating a promise of future benefits or as a binding contract with PPL for employment, benefits, or any other purpose.

In addition, I understand that this Manual reflects policies, practices, and procedures in effect on the date of publication, and that it supersedes any prior policy manual, handbook, work rules, benefits, and practices of PPL. I further understand that the rules, policies, benefits, and practices referred to in this Manual are continually evaluated and may be modified, reduced, or discontinued at any time by PPL, in its judgment and discretion, with or without notice. Employees will be notified of policy changes in a timely manner via print, verbal and/or electronic format. Employees are to adhere to all written policies, procedures, and guidelines published here and elsewhere within the organization.

SIGNED BY: ___________________________________ DATE: ______________

EMPLOYEE NAME: _______________________________________________________

POSITION: ______________________________________________________________

DEPARTMENT: ___________________________________________________________
Welcome to employment with Peach Public Libraries (PPL)! We are pleased that you are joining the Peach Public Libraries team. We trust that you will find your employment at the Library to be a positive, rewarding experience.

As our employee, YOU are key to the Library’s success. Regardless of whether you work directly with patrons or behind the scenes, the quality of customer service that you provide is a reflection on the Library as a whole. If we perform our jobs well, our patrons will be pleased with the services they receive and will be supportive of our library system.

Many of the Library’s policies and procedures are outlined in this Manual. Be sure to talk with your supervisor about the location of other sources of information, including guidelines that are specific to your department. Employees are expected to follow Library policies, procedures and guidelines with the goal of providing excellent customer service to our patrons.

Again welcome to Peach Public Libraries.

Regards,

Billy Tripp, Director
INTRODUCTION

Peach Public Libraries (PPL) welcomes you as an employee. PPL is committed to ensuring that you have a positive environment in which to pursue your career. To assist in creating such an environment, PPL expects its employees to meet the following minimum employment standards:

- **Respect the Rights of Our Patrons.** Maintain privacy and confidentiality of all information related to our patrons and their use of the library. Refrain from expressing any personal, social, political, or religious views to patrons in the course of your work.

- **Maintain Honesty and Integrity.** All PPL employees should be honest and ethical. Always comply with PPL policies and with Federal, State and Local laws.

- **Have Regular and Prompt Attendance.** You cannot fulfill our purpose and our commitment to the public and you cannot be productive if you are not here.

- **Keep a Positive Attitude.** Your attitude and demeanor are infectious. When they are positive, both you and the Library can accomplish great things. That is our standard and our expectation. Negativism is nonproductive and harmful and is inconsistent with our mission. If you have a problem, address it through the proper channels quickly.

- **Be Courteous and Helpful to the Public.** Never forget that our patrons provide us our jobs. They deserve to receive excellent service and to be treated with respect.

- **Show Respect and Courtesy in All Interactions.** Always treat coworkers as the internal customers that they are, demonstrating the same respect and courtesy that would be used with a patron. Courtesy is required by the Library's Mission Statement and Customer Service Philosophy.

- **Respect Yourself and Each Other.** PPL will not allow racial, gender, religious or cultural bias. Jokes or other behaviors that either demean or insult others are not appropriate and will not be tolerated.

- **Be Productive.** Give a full day’s labor for a full day’s pay, and give earnest effort and thought to the work you perform. Use all of your abilities, every day, to accomplish our mission. Expect excellence from yourself.

- **Work Smart.** Set high standards for yourself and be responsible for your performance. Always try to do the right thing. Be creative. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

- **Be Safe.** Accidents hurt everyone. Be careful, work safely, and bring attention to any potential safety hazards.

- **Be Accountable.** Take responsibility for your own performance. Be willing to admit to a mistake, apologize when needed, learn from it, and move forward. Don’t make excuses or blame others when problems arise. Take it upon yourself to solve problems. Never withhold information that would impair proper decision making. Every mistake can be corrected.

- **Be Committed.** We all spend a significant part of our lives at work. Let’s make it count for something. Let’s make a difference!
## DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>At-Will Employment</strong></td>
<td>A legal doctrine recognized in Georgia that allows both employees and employers to terminate the employment relationship at any time for any reason (except for reasons specifically prohibited by law or contract).</td>
</tr>
<tr>
<td><strong>Break In Service</strong></td>
<td>An interruption of continuous employment. Typically occurs when an employee separates from employment or fails to return to work after an authorized leave, and then later returns to active employment.</td>
</tr>
<tr>
<td><strong>Continuous Service</strong></td>
<td>Employment which is uninterrupted except for authorized leaves of absence or suspension.</td>
</tr>
<tr>
<td><strong>Demotion</strong></td>
<td>The movement of an employee from one position to another position having a lower pay grade and a lower pay range, and typically carrying a lower level of responsibility and discretion.</td>
</tr>
<tr>
<td><strong>Dismissal</strong></td>
<td>The involuntary separation of an employee from employment with PPL.</td>
</tr>
<tr>
<td><strong>Exempt Employee</strong></td>
<td>An employee in a position that is exempt from the Fair Labor Standards Act. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, and are not required to be paid overtime compensation. Exempt employees typically perform a job involving a higher level of responsibility, independence, expertise, or decision-making authority, and are typically expected to work whatever hours are necessary to meet the responsibilities assigned to the position.</td>
</tr>
<tr>
<td><strong>Full-Time Employee</strong></td>
<td>An employee who is regularly scheduled to work 40 hours per week.</td>
</tr>
<tr>
<td><strong>Governing Authority</strong></td>
<td>The Peach Public Libraries Board of Trustees is the governing authority for the Peach Public Libraries.</td>
</tr>
<tr>
<td><strong>Leave Benefits</strong></td>
<td>Paid time off provided by PPL as an employee benefit for employees, to be earned during employment and used as compensation during an absence. Examples of paid leave include annual leave, sick leave, funeral leave, civil leave.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>A period of absence from work, whether short-term or long-term, paid or unpaid. This must have authorization from the Library Director. Examples include Family and Medical Leave Act, military leave and personal leave of absence.</td>
</tr>
<tr>
<td>Market Adjustment</td>
<td>Also called a Cost of Living Adjustment, a type of pay increase intended to adjust pay rates based on changes in cost-of-living index or local market conditions.</td>
</tr>
<tr>
<td>Merit Increase</td>
<td>A type of pay increase that is based on an employee’s job performance. Merit increases are not automatic.</td>
</tr>
<tr>
<td>Minimum Qualifications</td>
<td>Those minimum requirements as to education and experience that qualify an applicant to be considered for employment with Peach Public Libraries. Additional requirements may also be indicated where necessary, such as licenses or certificates.</td>
</tr>
<tr>
<td>Non-Exempt Employee</td>
<td>An employee in a position that is covered by the Fair Labor Standards Act. Non-exempt employees receive hourly wages, and must account for all hours worked to ensure payment in accordance with wage and hour laws. Non-exempt employees must be paid overtime compensation if they work over 40 hours in a week. All overtime must be approved by the Library Director.</td>
</tr>
<tr>
<td>Overtime</td>
<td>Overtime is the work performed by a non-exempt employee in excess of the standard 40 hour work week. Overtime is paid at the rate of one and one half the normal rate for hours actually worked over 40 hours in a week. All overtime must be approved in writing by the Library Director. Unapproved overtime will not be paid. All overtime must be approved by the Library Director.</td>
</tr>
<tr>
<td>Part-Time Employee</td>
<td>An employee who is regularly scheduled to work less than 40 hours per week.</td>
</tr>
<tr>
<td>Performance Evaluation</td>
<td>A method of evaluating each employee on a periodic basis to inform employees of how well they are performing their work and how they can improve performance.</td>
</tr>
<tr>
<td>Promotion</td>
<td>A movement of an employee from one position to another position having a higher pay grade and a higher pay range and typically carrying a greater scope of responsibility and discretion.</td>
</tr>
</tbody>
</table>
### Reduction in Force
A reduction in force is the separation of one or more employees due to abolishment of a position, a shortage of funds available to pay wages, a shortage of work, a material change in duties, organizational changes, a need to increase efficiency, or other reasons not related to the employee’s conduct and not reflecting dissatisfaction with the employee’s service.

### Regular Employee
An employee who has completed the initial training period of employment in a satisfactory manner. Such an employee is considered to have attained regular status.

### Rehire
A rehire occurs upon re-employment of an individual who was previously employed by PPL. A rehired employee must serve an initial training period if rehired by the organization. Employees who were dismissed from PPL or who failed to resign with appropriate notice are not generally eligible to be rehired.

### Reinstatement
A reinstatement occurs when an employee who was on approved leave of absence, or was released due to a disability or a reduction in force, returns to the position previously held by the employee. Reinstatements do not include an employee’s request to return to work after voluntarily leaving PPL employment.

### Relative
The term “relative” has different meanings in association with different topics discussed in this Manual. For a definition of the term “relative” as it pertains to a specific policy or situation, please consult the section of this Manual that discusses that policy or situation.

### Reprimand
A formal disciplinary action that serves as notice of a policy violation, mistake, inefficiency, misconduct, poor performance, or other factor that may adversely influence an employee’s ability or effectiveness in carrying out duties and responsibilities.

### Resignation
A voluntary separation initiated by the employee through submittal of a notice that he or she wishes to resign the position.

### Retirement
A voluntary separation initiated by an employee who meets the eligibility requirements to retire under the Teachers Retirement System of Georgia (TRS).

### Suspension
A formal disciplinary action that results in an employee being sent home without pay for a specified period of time.

### Temporary Employee
An employee who is hired for an assignment of limited duration, typically to assist in completion of a specific project. Depending on the position, a temporary employee can either be non-exempt or exempt.

### Termination
The end of an employee’s period of employment with an employer. Depending on the case, the decision may be made by the employee or the employer, or upon mutual agreement of both.
Transfer  A movement of an employee from one position to another position having the same pay grade, the same pay range, and the same level of responsibility.

Written/In Writing  Notification may be provided to employees via print or electronic formats including email.
SECTION A: EMPLOYMENT PRACTICES AND LEGAL COMPLIANCE

A-1 Purpose and Administration of Personnel Policy Manual

[Policy adopted 02-20-2014]

Responsibilities

The Peach Public Libraries Board of Trustees is the governing authority for Peach Public Libraries (PPL) and is responsible for setting policies.

The policies described in this Personnel Policy Manual are administered by and under the direction of the Library Director, who is responsible for supervising library operations and implementing Board policies. In general, library managers are responsible for administering these policies within their respective departments. The Library Director and/or Business Manager is available to provide guidance in administration of policies.

Each employee is responsible for cooperating with the employment policies and practices described in this Manual. Employees are also responsible for reading and complying with policies and practices relating to their position that may be contained in other documents such as department-specific manuals, procedural guides, instructions, emergency procedures, or other documentation. To the extent that there are any perceived conflicts between departmental operating rules and this Personnel Policy Manual the more stringent provision shall control. If there is a question concerning any perceived conflict between departmental operating rules and the Personnel Policy Manual, the employee should direct such question to his or her supervisor.

Applicability

This Manual shall apply to all employees of Peach Public Libraries.

Purpose of Manual

This Personnel Policy Manual provides general information about PPL employment policies, procedures, expectations, and benefits and is intended to serve as the source of information relative to employment with PPL. The information in this Manual cannot anticipate every situation or answer every question regarding employment. The Library Director shall make interpretive decisions for situations not specifically covered by the provision of this Manual.

Every effort will be made to keep this Manual up to date on current employment laws. In all cases, current Federal, State and Local laws will apply, even if not specifically stated.

With regard to employee benefits, information in this Manual is intended only to summarize benefits. Terms of written plan documents or insurance policies will be controlling documents. Wherever applicable, employees should refer to official plan documents or policies for detailed plan information.
This Manual does not create an employment contract or guarantee of employment between PPL and its employees. Employment is “at will” and for no specific period of time, and this Manual does not limit an employee’s right or PPL’s right to terminate employment at any time for any reason. The employment at will relationship exists for all employees, unless otherwise specified by law.

All employees must sign the “Receipt of PPL Personnel Policy Manual” form to acknowledge receipt of this Manual. All employees must read the Personnel Policy Manual upon hire and/or upon revision. Employees should retain a copy of the Manual and refer to it as needed throughout employment.

Employees with a question concerning a policy, practice, benefit or other aspect of employment should contact their direct supervisor.

Amendment

This Manual may be amended in whole or in part from time to time at the discretion of Peach Public Libraries Board of Trustees in order to maintain legal compliance, operational effectiveness, and desired workplace conditions. All PPL policies, practices and procedures are dependent on economic, legal, political, or other considerations and PPL reserves the right to revise, supplement, or rescind any employment policies, practices, procedures, programs, or benefits at any time for any reason. While PPL will typically attempt to notify employees of such changes (via email, posting in house, printed notice) PPL may in its discretion, make such changes at any time, with our without notice to employees. Employees are to adhere to all written policies, procedures, and guidelines published here and elsewhere within the organization.

A-2 “At-Will” Nature of Employment

All employees of Peach Public Libraries are “at-will” employees. Employment with PPL is entered into on a voluntary basis. All employees are employed for an indefinite time period. Either the Library or the employee is free to terminate the employment relationship at any time without notice, for any reason.

No supervisor or other representative of PPL (except for Peach Public Libraries Board of Trustees, as a whole) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, any employment agreement entered into by the Peach Public Libraries Board of Trustees or Library Director will not be enforceable unless it is in writing.

A-3 Equal Employment Opportunity – Anti-Discrimination; Anti-Retaliation

Peach Public Libraries is an equal opportunity employer. It is the policy of PPL to provide equal employment opportunity to qualified persons without regard to race, color, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or related medical conditions.
Peach Public Libraries will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

This policy relates to all phases of employment including, but not limited to, recruitment, placement, promotion, transfers, reduction in force, separation, training, compensation, and benefits. All decisions regarding hiring, placement, promotion, transfer, demotion, termination, or any other term or condition of employment will be based upon the qualifications and performance of the employee or prospective employee.

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

A-4 Sexual Harassment

It is the policy of Peach Public Libraries to provide a place that is comfortable for employees and patrons to work and use library resources. In compliance with applicable federal and state laws, the Library will be a place that is free of any form of harassment, including sexual harassment. Sexual harassment includes unwelcome sexual advances, flirtations, propositions, sexually degrading words to describe an individual, graphic or suggestive comments, or requests for sexual favors. It includes the display in staff work areas of sexually suggestive pictures or objects, including photographs or illustrations of nude or seminude figures.

All employees are responsible for assuring that the workplace is free of sexual harassment and should promptly report incidents or possible incidents of sexual harassment to the Library Director. After investigation, any employee found to have engaged in sexual harassment will be subject to disciplinary actions that range from counseling and education up to and including termination of employment.

Patrons are not permitted to sexually harass other patrons or library staff members. A Library employee may refuse to assist a patron if he or she believes that such assistance will require the employee to view printed or computer screen materials that the employee finds to be offensive or interprets as harassment. The Library employee must immediately ask a supervisor for assistance with the patron’s request. Patrons who harass library staff members or other patrons will be asked to leave the Library, and, if appropriate, their behavior will be reported to the appropriate authorities.

A-5 Immigration Law Compliance and E-Verify

Peach Public Libraries is committed to full compliance with Federal and State immigration laws and will only hire individuals with the legal right to work in the United States.
Pursuant to Section 2 of the Georgia Security and Immigration Compliance Act, all employees must complete Form I-9 and provide legal documentation of citizenship and/or work status as set forth on the form.

Peach Public Libraries participates in E-Verify. PPL’s E-Verify Identification Number is 744410.

A-6 Workplace Safety

[Policy adopted 02-20-2014]

It is the policy of Peach Public Libraries that every employee is entitled to work under the safest conditions reasonably possible. Every reasonable effort will be made to provide and maintain a safe and healthy workplace, safe equipment, and proper materials, and to establish and insist upon safe methods and practices at all times. It is the basic responsibility of every employee to make safety a part of their daily concern. Employees are obligated to observe all guidelines governing safety and appropriate conduct to properly use the safety equipment provided, following common-sense safety practices.

Following Safety Guidelines
All employees should participate in training in the correct way to perform their jobs. Any questions or suggestions about better or safer methods of performing tasks should be discussed with the supervisor. Employees should always be conscious of the safety of others, as well as of themselves. Employees should always observe the following guidelines:

1. Observe all safety rules, practices and procedures.
2. Promptly report any unsafe conditions, accidents, damaged or malfunctioning vehicles or equipment, or any employee who is performing his or her job in an unsafe manner or any other type of hazardous situation.
3. Only operate equipment assigned to the employee and for which the employee has received full training.
4. Wear a seat belt when in a library vehicle and/or when driving on library business.
5. Use appropriate, safe methods to lift heavy objects, and use handcarts or other devices to assist in moving objects.
6. Never endanger themselves or other individuals through inappropriate actions, horseplay, practical jokes or by taking unnecessary chances.
7. Be prepared for fire or other emergency situations: know what to do, what actions to take, where to go and the location of exits.
8. Observe proper maintenance practices to keep work area, vehicles and other tools and equipment in clean, safe and operable condition.

Reporting Safety Hazards or Deficiencies
Any employee who believes that a safety or health risk exists must report the matter to his or her supervisor so that the Library may take appropriate action. The employee should make this report immediately upon detection of the safety or health risk. A safety or health risk may consist of, among other things, a condition in the workplace or the work methods of other employees.
Reporting Employee Injuries or Accidents
All workplace injuries and accidents must be reported immediately to the supervisor. This ensures prompt and appropriate medical treatment, allows for timely completion of reports as required by law and enables eligible employees to qualify for coverage as quickly as possible. Except for emergencies, if medical attention by a physician is needed, the employee must use one of the physicians specifically listed on the Workers’ Compensation Notice posted by PPL. Failure to report an injury or to receive medical treatment from a physician on the posted panel may jeopardize payment of medical bills or other benefits under workers’ compensation insurance.

Response to Emergency Situations
Employees should become familiar with emergency plans established within their assigned department or work area, as well as their assigned role (if any) in the event of an emergency situation.

The Library Director (or designee) may close the Library when, in his or her best judgment, conditions are such that they pose a safety risk or danger to staff and patrons. Department managers will alert the Library Director (or designee) when conditions warrant closure. Conditions that warrant closure of the Library include those that endanger the health or safety of the library staff or public. Staff members who are sent home will be paid for the remainder of their normal work shift.

A call to 911 may be appropriate in any emergency.

Nothing in this Manual is intended to prevent quick action to stop or reduce the risk of harm to anyone in any emergency situation, including requesting immediate assistance from law enforcement or emergency response resources. Staff should use their own judgment to do what is prudent and reasonable.

It is the intent of Peach Public Libraries to take the necessary actions to safeguard employees while on the job, as well as to protect PPL property.

PPL controls access to library facilities through use of traditional key systems, electronic alarm systems, or other methods. Access keys and/or security codes are assigned to employees who are designated as responsible for opening, closing or securing an assigned department or building. Any employee assigned an access key/code must follow all applicable procedures regarding use of buildings and equipment therein. Employees must sign for each key issued to them and will be held accountable for proper use and disposition of assigned keys/codes. Anyone duplicating, processing, or using access keys/codes in an inappropriate manner or without proper authorization will be subject to disciplinary action or criminal
charges where appropriate. All keys must be returned to PPL upon request, upon transfer, or upon separation.

Employees should keep in mind that the Library does not have secure locations to store personal property or valuables for employees. PPL is not responsible for any lost, damaged or stolen personal items.

PPL may employ sworn local law enforcement officers to enforce security rules and regulations. When on assignment, the special duty officers are employees of Peach Public Libraries and have full arrest powers and can issue traffic citations. Officers will provide assistance in both external and internal disruptions. Patrons and staff shall not interfere with special duty officers (or any officer) in the performance of his or her duty.

A-8 Workplace Violence

[Policy adopted 02-20-2014]

PPL is concerned about the well-being and personal safety of its employees and anyone doing business with PPL. Peach Public Libraries strictly prohibits workplace violence. Acts of violence and/or threats of violence, whether expressed or implied towards individuals in the PPL workplace, are strictly prohibited and will not be tolerated. All reports of incidents or perceived incidents of workplace violence or threats of violence will be taken seriously and addressed appropriately. This policy concerns prohibited conduct as well as general procedures for potential responsive steps in the unfortunate event that workplace violence occurs despite these preventative measures.

Workplace violence is any conduct that is severe, offensive, or intimidating enough to make an individual concerned for his or her personal safety or the safety of family, friends, or property. Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to the following:

1. Threats of any kind (veiled or direct, verbal or non-verbal); intimidation or attempts to instill fear in others.
2. Physically aggressive, hostile or violent behavior
3. Behavior that suggests a propensity for violence, such as belligerent speech, excessive arguing or swearing, sabotage, and threat against PPL employees and/or property
4. Intentional damage or destruction of PPL property or another’s property
5. Harassing or threatening physical, verbal, written or electronic communications including comments, phone calls, emails, letters, faxes, website materials, diagrams or drawings, gestures or any other form of communication that causes a reasonable fear or intimidation response in others.
6. Stalking
7. Unauthorized or illegal possession of firearms, ammunition, explosives, knives or weaponry of any type on PPL property is strictly prohibited.
Reporting Incidents
Any employee, who is subjected to, observes, hears of, or becomes aware of any of the above actions or behavior by an individual in the PPL workplace must report such incident immediately to his or her supervisor.

Searches and Inspections
All Library equipment, property, and facilities (including, but not limited to, desks, workstations, file cabinets, lockers, computers and computer-stored information, email, voicemail, business records, vehicles, or any other property or equipment owned, leased, or provided by the Library) are subject to inspection at any time for any reason. No employee shall have any privacy interest or reasonable expectation of privacy whatsoever in any Library equipment, property, or facility. If a search uncovers evidence of employee wrongdoing, illegal activity, or employee violations of Library rules or policies, such evidence may be used to support disciplinary action up to and including termination. In cases involving suspected illegal activity, the evidence may be provided to the proper law enforcement authorities. Further, if the Library reasonably suspects that an employee has violated a policy that directly affects the safety or security of its employees, patrons, or facilities, the Library will take appropriate actions (such as contacting law enforcement officials, placing the employee on administrative leave while an investigation is conducted, or other actions as deemed appropriate).

Consequences
Any employee found by the Library to have engaged in violence or threats of violence will be subject to immediate and appropriate disciplinary action, ranging from a written reprimand up to and including termination.
SECTION B: BUSINESS ETHICS

B-1 Overview

[Policy adopted 02-20-2014]

The proper operation of a public organization requires that officials and employees be independent and impartial. Policy decisions must be made through proper channels of the organizational structure. Positions should not be used for personal gain. It is imperative that the public have confidence in the integrity of the organization. The attainment of one or more of these ends is impaired whenever there is conflict between an employee’s private interest and his or her duties.

Library employees are in a unique category—not only are they employed by the Library and have an obligation to Library management, but more importantly, they also serve and represent the citizens of the community and have an obligation to the public. Library employees are highly visible to the community and must adhere to high ethical standards in their work activities and conduct.

The purpose of these guidelines is to provide general direction and clarification on ethical issues. While it is not possible to outline specific rules to govern each employee’s conduct in all aspects of the job, this section of the Manual addresses certain situations that may arise, and provides guidelines to assist employees in carrying out duties in a professional manner.

B-2 Conflicts of Interest

[Policy adopted 02-20-2014]

Employees must avoid any situation which involves (or may involve) a conflict between their personal interest and the interest of PPL. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for the employee, a relative, or a friend as a result of the Library’s business dealings. (For purposes of this section, a relative is any person who is related by blood, marriage, or legal relationship, or whose relationship with the employee is similar to that of persons who are related by blood, marriage or legal relationship.) A personal gain may result in cases where an employee, relative or friend (a) has a significant ownership in a firm with which PPL does business or (b) receives any kickback, bribe, gift or special consideration as a result of any transaction or business dealings involving PPL.

Employees shall make prompt disclosure in writing to the Library Director of any circumstance that may involve a conflict of interest. This disclosure requirement is particularly imperative if an employee has any influence on transactions involving purchases, contracts, services or leases.
Employees should never solicit, accept or agree to accept any gifts, loans, gratuities, discounts, favors, hospitality or any other services from vendors known to be seeking, bidding on, or otherwise pursuing PPL business or contracts. No employee should ever accept any economic opportunity under circumstances where he or she knows, or should know, that there is a substantial possibility that the opportunity is being afforded the employee with intent to influence the employee’s choice of vendor.

Since PPL employees receive compensation from the Library for services they provide, monetary gifts should be viewed as a goodwill gesture to the Library and should be turned over to the Library, not kept by the employee performing the service on behalf of the Library. Occasionally a gift other than money (for example: food or other material gift) may be presented in appreciation of services. These are also to be treated as a gift to the Library and not to the individual.

**Acceptable and Non-Acceptable Situations**

In certain situations (with supervisory approval), an employee may be allowed to retain an unsolicited, work-related gift of nominal value. The following are examples of acceptable and unacceptable gifts. This is not intended to cover every potential situation. In all cases, the employee should review with the supervisor and a case-by-case decision will be made.

<table>
<thead>
<tr>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>• An occasional gift or award valued at $30 or less</td>
<td>• A gift valued at $30 or more</td>
</tr>
<tr>
<td>• Food items from a patron or vendor, placed in a common area for staff to share (e.g. gift basket, box of candy, tray of pastries)</td>
<td>• Business meal with a vendor seeking to gain or to expand business with PPL</td>
</tr>
<tr>
<td>• Promotional or marketing items (notepads, pens, pencils) for library use</td>
<td>• Business gift from a vendor seeking to gain or expand business with PPL</td>
</tr>
<tr>
<td>• Vendor samples that are used in the workplace</td>
<td>• Vendor samples that would not be used at the workplace</td>
</tr>
<tr>
<td>• Floral arrangement, if placed in a common area</td>
<td>• Vendor services provided for free or at a discount for employee’s personal benefit (e.g. janitorial or landscaping at an employee’s home)</td>
</tr>
<tr>
<td>• Courtesy admission to an educational or informational event</td>
<td>• Surplus equipment or leftover building materials</td>
</tr>
<tr>
<td>• Meals and beverages at a business function or training event</td>
<td>• Admission tickets to entertainment events or venues</td>
</tr>
<tr>
<td>• Prize from drawing at a work-related event</td>
<td>• An honorarium for speaking or presenting as a PPL representative or on PPL time</td>
</tr>
<tr>
<td>• Gift exchanged between coworkers as friends, among a group of employees, so long as no employee feels required to participate or contribute</td>
<td></td>
</tr>
</tbody>
</table>
Employees and supervisors are expected to use good judgment and make every effort to avoid actual or perceived conflicts of interest. If there is any doubt as to whether a specific situation is acceptable, the employee should assume it is not and decline the offer. All such offers should be immediately reported to the supervisor and Library Director.

**Disposition of Inappropriate Gifts**
If a gift is determined inappropriate for the employee to keep, the gift must be returned to the donor and a written report made to the Library Director. If the gift was offered but not received, the same provision for notifying the Library Director will apply.

**B-4 Civic, Professional, and Political Activities**

PPL employees may and are encouraged to engage in civic, professional and political activities outside of working hours as long as such activities do not interfere with performance of their Library duties and do not create a real or apparent conflict of interest. No payment or work hour credit will be made by the library to an employee for participation in civic, professional and political activities outside of working hours. The activities must not present a conflict of interest situation with an employee’s employment at the Library.

Employees’ rights to express their political opinions during work hours or as a representative of the Library are limited. Employees should refrain from wearing campaign or political buttons, distributing campaign or political literature, and expressing political opinions while on work time. T-shirts or other attire that promote a particular political issue, person, or cause are not appropriate. Political advertising including lawn signs and bumper stickers may not be applied to Library property or Library vehicles unless specifically approved by the Library Director.

**B-5 Outside Employment or Business Activity**

PPL employees may engage in outside employment or business activity as long as they meet the performance standards of their job with PPL. The outside employment and business activity must not present any conflict of interest situation with an employee’s employment at the Library. Outside employment or business activity is not permitted if:

- Occurs during hours that the employee is employed to work for PPL.
- Involves use of PPL work space, time, equipment, materials, supplies or property.
- Conflicts with business interests or other interest of PPL which would reflect adversely on PPL or would raise the appearance of, or potential for, a conflict of interest.
- Results in the employee or the outside employer providing products or services to PPL.
The Library seeks to avoid any suggestion of nepotism, favoritism, discrimination or conflict of interest in making decisions to hire, promote and transfer staff. Because of the actual or perceived problems inherent in employing individuals with close family or other relationships, family and other connections will be considered when making employment-related decisions. This policy focuses on family and romantic relationships, but may be extended to other types of relationships that lead to personal conflicts that affect the work environment.

Family Relationships

Preferential treatment of applicants or employees who are related to current employees is not allowed. Likewise, discriminatory or retaliatory treatment of employees who are related to their employees is not allowed.

For purposes of this policy, “relative” is defined as spouse, domestic partner, child, parent, sibling, aunt, uncle, niece or nephew (including any “step,” “foster,” “half,” “grand,” “in-law” or legal relationship). PPL will give case-by-case consideration to situations where a relationship exists but the individuals do not meet the above definition of “relative.”

The Library allows the concurrent employment of relatives. However, in order to avoid actual or perceived conflicts of interest, the following exclusions apply:

- Relatives may not be concurrently employed if either individual is employed in a supervisory role in which they may have a direct effect on the other individual’s progress, performance, promotion or training. This typically means that relatives may not be the same in the chain of command.
- Relatives may not be promoted or transferred into a position in which the employee would have supervisory responsibility over a relative (or be supervised by a relative) unless the relative can be transferred to another position that would not present a conflict under this policy.

Relatives will not be given special consideration for job vacancies, and must compete openly with all other applicants, following all employment application procedures. An applicant may not be interviewed for employment by a member of his/her family who is currently employed by the Library.

The Library will not employ family members or dependents of the Library Director or Trustees of the Library Board. Members of the Library Board of Trustees are not eligible for consideration as a prospective employee until two years beyond their last date of service to the Board of Trustees.

If PPL employees come to be in violation of this policy (such as through marriage), one or the other must accept a job reassignment (if available) or must elect to resign. Otherwise, PPL will initiate appropriate action, based on the best interest of the Library and without regard to gender or other discriminatory characteristics.

This policy does not apply to relatives who are already employed by PPL as of the effective date of this policy. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy.
The Library Director may authorize an exception to this policy if the position requires specialized training/experience not generally available, there is a vital need to fill the position, substantial efforts have been made to recruit a person who is not a relative and the relationship is unlikely to materially affect their employment.

**Romantic Relationships**

Off duty conduct is generally regarded as private as long as it does not create problems within the workplace. A romantic relationship between a supervisor and a subordinate employee is considered a conflict of interest and is prohibited, as it may lead to claims of favoritism or bias in work assignments, evaluations, or discipline, and may ultimately result in claims of sexual harassment.

If a romantic relationship between a supervisor and a subordinate employee should develop, it shall be the responsibility of the supervisor to promptly disclose the existence of the relationship to the Library Director. The subordinate may make the disclosure as well, but the burden of doing so shall be upon the supervisor.

**B-7 Confidential Information**

PPL endeavors to comply with all laws that govern protection of information as well as lawful disclosure of information. During the course of employment, employees often learn or have access to restricted or confidential information regarding patrons, staff, or PPL business operations. Employees must take extreme care in how they handle information learned in the course of their jobs, and should not discuss such information with any unauthorized person, either inside or outside of the workplace, except as allowed by law. No employee may use, provide, or disclose any confidential information acquired through their employment with PPL for private gain or for the private gain of any other persons or groups.

Employees must take extra precautions when handling, transmitting, or storing confidential or personal information. Such information should only be shared with individuals who have a legitimate need to know. As discussed in the PINES Policies and Procedures Manual, all library records which identify patrons by name or description are strictly confidential. Such records are accessible only to appropriate library staff members, and, pursuant to Georgia law (O.C.G.A. 24-9-46)

**Official Code of Georgia, Annotated 24-9-6: Confidentiality of Patron Records**

(a) Circulation and similar records of a library which identify the user of library materials shall not be public records but shall be confidential and may not be disclosed except:

1. To members of the library staff in the ordinary course of business;
2. Upon written consent of the user of the library materials or the user’s parents or guardian if the user is a minor or ward; or
3. Upon appropriate court order or subpoena.

(b) Any disclosure authorized by subsection (a) of this Code section or any unauthorized disclosure of materials made confidential by that subsection (a) shall not in any way destroy the confidential nature of that material, except for the purpose for which an
authorized disclosure is made. A person disclosing material as authorized by subsection (a) of this Code section shall not be liable therefor.

In the event an employee is presented with a court order or subpoena for patron records, the Library Director should be notified, and the determination of the propriety of the disclosure will be made by the Director.

This policy applies to all library records or knowledge held by library staff members, including, but not limited to, the circulation of library materials, computer database searches, interlibrary loan transactions, information requests, requests for photocopies of library materials, title reserve requests, or any in-house use of library materials.

Employee Information

Employees should not use, provide, or disclose information about other employees and should direct any request for employee information (including employment verification or references) to the Business Manager and/or Library Director. All employees are expected to respect and maintain confidentiality of employee medical information and to take reasonable precautions to protect such information from inappropriate disclosure.

B-8 Public/Open Records

As a public agency, PPL is subject to the Georgia Open Records Act (O.C.G.A. 50-18-70 et seq.). Certain information maintained by PPL may be considered public information subject to inspection under the Georgia Open Records Act. Under the Act, a “public record” includes all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information (including email and other electronically stored or disseminated information), or similar material prepared and maintained or received in the course of the operation of a public office or agency. A “public record” also may include items received or maintained by a private person or entity on behalf of a public office or agency where the records are received or maintained by a private person, firm, corporation or other private entity in the performance of service or function for or on behalf of the public agency.

Access to public records shall be granted to any citizen consistent with the Georgia Open Records Act. When access to such records is requested, examination thereof will be made in the presence of the Library Director or designee who is regularly responsible for maintenance of files. All requests for copies of Library records must be made in writing to the Library Director. Copies will be provided upon request, and payment of cost of reproduction including the time of the person required to make the copies will be charged. When no fee is prescribed by law, the Library shall charge a uniform copying fee of $.25 (25 cents) per page. Where information requested is maintained by computer, the Library may charge the public its actual cost of a computer disk onto which the information is transferred and may charge for the administrative time involved. No Library employee shall be required to prepare reports, summaries, or compilations not in existence at the time of the request.

Any subpoenas or legal requests for information under the Georgia Open Records Act should be submitted or forwarded to the Library Director.
SECTION C: DRUG-FREE WORKPLACE

C-1 Statement of Policy

[Policy adopted 02-20-2014]

PPL has a vital interest in maintaining a safe, healthy, and efficient working environment free from adverse effects of employee drug and alcohol abuse. Employee drug and alcohol abuse poses serious safety and health risks to the user, and to those who work or come in contact with the user in the workplace. Accordingly, PPL does not and will not tolerate any employee’s consumption, possession, sale, distribution, or presence in the body of illegal drugs or alcoholic beverages while on PPL property and/or on PPL work time. PPL further expresses its intent, through this policy, to comply with Federal, State and Local laws and regulations that relate to the maintenance of a workplace free of illegal drugs and alcohol.

C-2 Scope of Policy and Prohibitions

[Policy adopted 02-20-2014]

This policy applies to all PPL employees, volunteers, interns, and any other individuals performing services on the Library’s behalf, whether paid or unpaid. For purposes of this policy section, all such persons shall be referred to herein as PPL employees. The policy applies to all off-site meal breaks or rest breaks when an employee is scheduled to return to work, as well as to all work, activities, and occupation and use of PPL property and facilities. Patrons, visitors, vendors, and contractors are further governed by this policy to the extent that they are on or in use of PPL property, facilities, and will not be permitted access to PPL, use of PPL or to conduct business with or within PPL, if found to be in violation of this policy.

C-3 Prohibitions

[Policy adopted 02-20-2014]

PPL prohibits all employees from engaging in the following conduct or behavior while performing PPL business, while on PPL property, while in use of PPL property or while operating or riding in a PPL vehicle:

- The use or consumption of illegal drugs, controlled substances, and/or alcohol
- The possession of illegal drugs, controlled substances, and/or alcohol
- The abuse of prescription medications and over-the-counter medications
- Being impaired by and/or under the influence of illegal drugs, controlled substances, and/or alcohol
- The manufacture, sale, purchase, transfer, dispensing of, and/or distribution of illegal drugs, controlled substances, prescription medications, and/or alcohol
- The uses of PPL property to store, conceal, or transport illegal drugs, controlled substances, and/or alcohol.
For purposes of this Drug-Free Workplace policy, the following definitions apply:

**Alcohol**
Any beverage or substance that contains alcohol manufactured for the primary purpose of personal consumption, including but not limited to, beer, wine and distilled spirits.

**Illegal Drugs**
(includes controlled substances) Any drug or substance the law prohibits individuals from manufacturing, dispensing, using, consuming, possessing, distributing, purchasing, selling, or otherwise transferring. This includes all drugs listed as controlled substances under Title 16 of the Official Code of Georgia Annotated.

**Impaired**
The condition of being weakened, diminished, or damaged, or of functioning poorly, incompetently, uncontrollably or with less control or ability, due to the consumption, use or abuse of illegal drugs, controlled substances, and/or alcohol, or if the employee’s drug test results indicate the presence of an illegal drug or controlled substance in the amount that constitutes a positive test under accepted scientific standards.

**Prescription Drug**
Any drug or substance that is attainable only by lawful prescription from a licensed physician.

**Reasonable Suspicion**
A belief on objective facts sufficient to lead a prudent person to conclude that a particular employee has used, consumed, is impaired by or is under the influence of illegal drugs, controlled substances, and/or alcohol. Reasonable suspicion must be directed at a specific person and must be based upon specific and articulable facts and the logical inferences and deductions that can be drawn upon such things as observable phenomena, such as direct observation of the possession or use of an illegal drug, controlled substance, and/or alcohol, or the direct observation of physical symptoms of being impaired by or under the influence of illegal drugs, controlled substances, and/or alcohol. These include such things as slurred speech, unsteady gait, a pattern of unusual or abnormal conduct or erratic behavior, odor of the employee, information provided by a reliable and credible source, and/or involvement in a work-related accident, and/or deviation from safe working practices.
C-5  Use of Legally Obtained Drugs

[Policy adopted 02-20-2014]

Employees using legally obtained drugs while on the job shall do so in strict accordance with physician and/or manufacturer’s directions. It is the employee’s responsibility to notify the prescribing physician of the duties required by the employee’s position and to ensure that the physician approves the use of the prescription medication while the employee is performing his or her work duties.

The abuse and/or inappropriate use of legally obtained drugs while on the job, while on PPL property, while in operation of a PPL vehicle, or while in operation of any other equipment or vehicle in performance of PPL business is prohibited and shall constitute grounds for disciplinary action, up to and including termination.

C-6  When Testing is Required

[Policy adopted 02-20-2014]

All PPL employees will be subject to immediate testing (within eight hours of a request to be tested) at the employee’s own expense, when there is reasonable suspicion that the employee has used or misused drugs or alcohol in violation of this policy. Any employee who is required to take a reasonable suspicion test will be immediately suspended without pay pending the results of the test and confirmation of the results.

Drug and alcohol testing must be performed when any employee, while in operation of a PPL vehicle, equipment or heavy machinery, or while in operation of any other vehicle or equipment while in performance of PPL business, is involved in an accident that results in (1) a fatality; or (2) a citation issued to the employee; or (3) an injured person requiring immediate medical treatment; or (4) damage to PPL property; or (5) damage to any other property. Alcohol and drug test(s) shall be completed within eight hours of an accident. This testing is to be performed in addition to any drug or alcohol test(s) ordered by law enforcement authorities. The involved PPL employee must report immediately for testing, or be subject to disciplinary action, up to and including termination.

C-7  Disclosure of Convictions of Criminal Drug Laws

[Policy adopted 02-20-2014]

All PPL employees shall have an affirmative duty to immediately, fully and accurately report to the Library Director any conviction of a law concerning use, abuse, consumption, possession, manufacture, sale, purchase, transfer, concealment of, dispensing of, and/or distribution of illegal drugs, controlled substances, prescription medications, and/or alcohol within five (5) days of the date of conviction.
C-8  Discipline

[Policy adopted 02-20-2014]

An employee who violates any provision of this policy is subject to discipline, up to and including termination.

The following actions shall be presumed to result in immediate termination of an employee:

- Manufacturing, dispensing, using, consuming, possessing, distributing, purchasing, selling or otherwise transferring illegal drug(s) or controlled substance(s) while on the job, while on PPL property, while in operation of an PPL vehicle, or while in operation of any other equipment or vehicle while in performance of PPL business.
- Refusing to consent to or to take a drug or alcohol test pursuant to this policy, or failure to appear at the designated collection site to take a drug and/or alcohol test when so directed
- A confirmed positive test for drugs and/or alcohol
- A conviction for violation of any law prohibiting the use, abuse, consumption, possession, manufacture, sale and/or purchase of illegal drug(s) and/or controlled substance(s).

An employee who tests positive for drugs or alcohol shall immediately be relieved from duty and placed on suspension without pay pending disciplinary action. If the positive test is explained or negated by a medical official and/or subsequent confirming testing, the employee shall be reinstated with back pay and the suspension without pay will be expunged from the employee’s personnel file.

C-9  Treatment

[Policy adopted 02-20-2014]

Employees who have a problem with drugs and/or alcohol are urged to seek help before the problem adversely affects their health, relationships, or work performance, or before it results in a violation of this policy.
SECTION D: HIRING AND CLASSIFICATION

D-1  Job Postings

[Policy adopted 02-20-2014]

In general, notices of job openings will be posted in a designated location at all library locations, including online via PPL’s website. PPL reserves its discretionary right not to post a particular opening, as described in Section D-4. Job postings will typically include job title, job overview, essential duties, qualifications, physical demands, and procedure to apply for the position. Every reasonable effort will be made to attract qualified applicants for available jobs, and may include posting notices internally or externally.

PPL will provide equal employment opportunity to qualified persons without regard to race, color, sex, religion, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or related medical conditions, or any other legally protected category. All employment decisions by PPL will be based on merit, qualifications, and abilities and will be made in a fair, equitable, and non-discriminatory manner.

D-2  Employment Applications

[Policy adopted 02-20-2014]

PPL does not accept unsolicited applications for employment and will only accept an application in response to a current job posting. Applications must be submitted through PPL’s procedure for applying, detailed in the job posting, including the deadline for submission.

Applications are ONLY accepted in the Peach Public Libraries’ Business Office located at 315 Martin Luther King Jr. Drive, Fort Valley, GA during normal business hours of the Business Office.

Applications for employment must be made by completing a standard PPL employment application form, and must include detailed information as requested on the form regarding education, training, skills, employment experience, and other information as requested to assess the applicant’s ability to meet the minimum requirements of the position. Applications must be signed by the applicant, attesting to the truth of statements contained on the form. Any untruths, misrepresentations, or material omissions made by an applicant on an application will be grounds for rejection of the application, or if the applicant has been hired prior to PPL learning of the discrepancy, it will be grounds for discipline up to and including termination. In addition, any applicant found to have submitted an application containing untruths, misrepresentations or material omissions may be disqualified from any future consideration of employment with PPL.

Unsolicited applications/resumes and applications/resumes submitted other than through the Library’s Business Office will be destroyed and will not be consider for current nor future position openings.
Staff Eligibility
Current PPL employees are eligible to apply for posted PPL positions (subject to the guidelines below). Employees, like outside applicants, must meet the minimum qualifications advertised for the position. PPL will consider staff applications for positions that would represent a promotion, transfer or demotion according to the following guidelines:

- Employees must have an overall satisfactory performance record in their current position to be considered for a transfer or promotion.
- Employees may apply for a position in another department after completing six (6) months of service in their current position. PPL reserves the right to grant individual exceptions due to special circumstances or operational needs of the library.
- Employees may apply for a position involving transfer or promotion within the same department at any time there is an opening.
- Applicants must meet the minimum qualifications as outlined in the job posting and must follow the designated procedure to apply for an opening (including any skills testing and interviewing).
- Submitting an application or meeting minimum qualification requirements does not guarantee that an employee will be interviewed or selected for a position. PPL will follow appropriate procedures to determine the most qualified applicant for a position.
- Employees are encouraged to discuss regularly their career interests with their supervisor and are expected to inform their supervisor when applying for other positions within PPL, as the supervisor will be consulted during the application process. If an employee is not comfortable doing so, the Business Manager can facilitate such notification. An employee’s expressed interest in a position will not jeopardize the employee’s current position or future opportunities.
- Employees who move to a different position, even within the same department, will be subject to a new introductory period.

D-3 Screening and Selection

[Policy adopted 02-20-2014]

Applicants for positions with PPL will be subject to a variety of screening activities associated with the hiring process. In addition to completion of PPL’s employment application form and resume, processes such as job skills testing, interviews, references, driving history reports, or other methods may be utilized to assist in determining an applicant’s qualifications for the position. Any written or performance tests will be designed to test for job performance and will not be discriminatory as to race, color, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or related medical condition, or any other legally protected category.

Background Checks
To promote a safe work environment for patrons and staff, criminal background checks will be required of all potential employees. All employment offers are contingent upon successfully passing the appropriate background checks, as well as any applicable physical examination or drug testing. No candidate will be authorized to begin employment until the Business Manager has received notification that the candidate has successfully passed these screening activities. The Library complies with all requirements of the Fair Credit Reporting Act, which governs use of information contained in consumer
reports, and will maintain confidentiality of information. These reports may be required for certain positions within the organization.

**Physical Exams or Drug Testing**

Applicants for certain positions may be required to undergo a physical examination and/or drug screening test. These tests are paid for by PPL. For these positions, any offer of employment is contingent upon the applicant’s successfully completing the physical exam and/or drug screening test. PPL will not hire any applicant tentatively selected for employment who refuses to submit to a required physical exam or drug test, or who tests positive for use of illegal or unauthorized substances. No individual will be permitted to begin work until test results have been obtained.

D-4 Non-Competitive Appointments

[Policy adopted 02-20-2014]

Competitive appointments as described above will be the normal practice of PPL. However, in certain instances, a non-competitive appointment may be made (e.g. to fill an emergency or temporary need, for a project-specific position, for a departmental reorganization, or when no other applicants are available). In these circumstances, the posting, screening and selection processes described above may not apply. Any non-competitive appointments will be consistent with fair employment practices.

D-5 Disclosure of Convictions

[Policy adopted 02-20-2014]

Applicants for employment at PPL must disclose any criminal records on their employment application. Existence of a criminal record does not automatically preclude employment; rather, a determination will be made based on the nature and gravity of the offense for which the applicant was convicted, the time that has passed since the conviction, and/or completion of the sentence, and the nature of the position sought and relevance of the conviction to the position. An offer may be withdrawn as a result of these considerations.

Current employees, within ten (10) days of receipt of this Policy Manual, and thereafter within five (5) days of any future conviction subject to this section, shall have an affirmative duty to immediately, fully and accurately report to the Library Director the following criminal conviction(s) that they have received, if any:

- All felonies
- All crimes and offenses involving children
- All crimes and offenses requiring the employee’s registration as a sex offender
- All crimes of moral turpitude
- Any misdemeanor offense involving violence or theft
- Any conviction for violation of a law prohibiting the use, abuse, consumption, possession, manufacture, sale, purchase, transfer, and/or distribution of illegal drugs as defined by this Policy Manual.
In addition to the above disclosure requirements, all employees who are required to operate a motor vehicle as a regular part of their job must immediately report any drug or alcohol arrest, temporary or permanent suspension of driving privileges, and any drug/alcohol related conviction. Any PPL employee who fails to immediately and accurately disclose such conviction, arrest, and/or suspension to the Library Director may be subject to disciplinary action, up to and including termination. As part of the disclosure, the employee may include a statement of explanation or clarification pertaining to the conviction(s), arrest(s), and/or suspension(s). Whether an arrest or conviction has an effect on employment status will be determined after a review of the situation, based upon the nature and gravity of the offense or offenses for which the applicant was arrested or convicted, the time that has passed since the conviction and/or completion of the sentence, and the nature of the position held and relevance of the arrest or conviction to the position.

D-6  Work Location

[Policy adopted 02-20-2014]

Employees should be aware that their work location may be subject to change at any time during employment at the sole discretion of PPL. PPL employees are employed to work for the Library System, rather than for a specific location or department. Although an employee’s preference for work location will be taken into consideration when location assignments are made, staffing requirements may not always allow such a preference to be accommodated. PPL reserves the right to change the assigned branch or work location of any position or any employee as necessary to meet the operational needs of the Library System.

D-7  Pay Plan

[Policy adopted 02-20-2014]

PPL will maintain and periodically update a pay plan and pay scale that provide the basis for administering the Library’s compensation program. The nature and content of such a plan is subject to change or can be discontinued at any time without prior notice to employees. All pay-related provisions in this Manual will be contingent upon funds being available.

The purpose of this pay plan is to group positions that involve similar levels of responsibility, complexity, training, education, experience, or other factors and that will be compensated at similar levels of pay.

Pay Increases
Pay increases are not automatic and depend on a variety of factors. Any type of pay increase will be dependent on funding. Merit increases will be based on an employee’s job performance. In order to qualify for a merit increase, employees must have all “satisfactory” or “exceeds” ratings on their performance evaluations. A merit increase, like all pay, is dependent upon funding. Merit increases are not guaranteed. Promotion to a position in a higher pay grade will also result in a pay increase based on the pay for the new pay grade. Regardless of the reason for the pay increase, employees may only receive pay increases up to the maximum for their pay grade. All pay increases must be approved by the Library Board of Trustees.
Pay Reductions
A pay reduction may occur in the event of a demotion. No employee's pay will be reduced to a point below the minimum of the pay range for that position. Staff-wide pay reductions may occur if the Library receives significant funding reductions.

Total Compensation
Pay (salary) is one part of the compensation program. Compensation is comprised of both pay and benefits.

D-8 Job Descriptions

PPL’s pay plan includes job descriptions for all positions. These job descriptions are intended to indicate general kinds of duties, responsibilities, and job requirements normally associated with the position, but are not intended to be exhaustive. Employees may be assigned other duties not included in the description, with or without notice to the employee. The job description is not a contract of employment and does not alter the employment relationship.

See Section M: Organization Structure and Job Descriptions

D-9 Employment Categories

When hired, each employee will be assigned a FLSA (Fair Labor Standards Act) Status and a Position Status. A status may change if the employee’s position changes (such as increasing or decreasing hours, or changing the position’s level of responsibility).

FLSA Status
Each position is designated as either non-exempt or exempt from federal and state wage and hour laws, as described below. These designations are determined based upon the position’s responsibilities and according to guidelines of the FLSA. It is the expressed intent of PPL to pay non-exempt employees for all hours actually worked, to pay approved overtime hours worked over forty (40) per week, and to strictly comply with all requirements of the FLSA.

- **Non-Exempt Employee** A non-exempt employee is an employee in a position that is covered by the Fair Labor Standards Act. Non-exempt employees are subject to wage and hour laws, and receive hourly wages. Non-exempt employees are required to account for hours and fractional hours worked to ensure payment in accordance with wage and hour laws.

- **Exempt Employee** An exempt employee is an employee in a position that is exempt from the Fair Labor Standards Act. Exempt employees typically perform a job involving a higher level of responsibility, independence, expertise, or decision-making authority. Exempt employees are excluded from specific provisions of federal and state wage and hour laws, and are not required to be paid for overtime compensation. Exempt employees are typically expected to work whatever hours
are necessary to meet the responsibilities assigned to the position, and thus have more flexibility in their schedules to accomplish work than do non-exempt employees.

**Position Status** In addition to the above FLSA categories, a position status will be assigned to each employee, as described below:

- **Classified Full-Time Employee** A classified full-time employee is one who is regularly assigned to work forty (40) hours per week and who is eligible for the Library’s benefit package, subject to terms, conditions, and limitations of each benefit plan.

- **Classified Part-Time Employee** A classified part-time employee is one who is regularly assigned to work at least 20 hours per week, but less than 40 hours per week and who is eligible for the Library’s benefit package, subject to terms, conditions, and limitations of each benefit plan. PPL typically employs classified part-time staff in either a 20 hour, 24 hour, 28 hour or 32 hour weekly schedule.

- **Non-Classified Part-Time Employee** A non-classified employee is one who is regularly scheduled to work less than 20 hours per week, and who is not eligible for most Library benefits. Due to State Health Benefit Plan eligibility guidelines, non-classified staff are scheduled to work no more than 17 hours per week.

- **Temporary Employee** A temporary employee is one who is hired for an assignment of limited duration (usually no more than one year). A temporary employee may be hired to assume an interim role, to temporarily supplement the work force, to substitute for absent staff, or to assist in completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in position status. Temporary employees retain the temporary status unless and until notified of a change. Depending on the position, a temporary employee can be non-exempt or exempt, and be classified or non-classified, and eligible to receive the applicable benefits. Terms of each benefit plan will govern eligibility for benefits.

- **Introductory Employee** An introductory employee is one who has not completed the initial training period of employment, which is usually six months for new employees, transferred employees and promoted employees. If an employee completes the initial training period with a satisfactory performance review and recommendation by the supervisor, the employee will attain regular status. Eligibility for benefits during the initial training period will generally depend on the full-time or part-time nature of the position and will be subject to the terms, conditions and limitations of each benefit plan.

- **Regular Employees** A regular employee is one who has completed the initial training period of employment in a satisfactory manner and has attained regular status.

Assignment to any FLSA status or position status does not change or alter the at-will employer-employee relationship. At no time before or after assignment to any FLSA status or position status shall the employee have, obtain, or acquire right, claim or entitlement to continued employment. An employee may be discharged at any time, and for any reason, with or without notice.
SECTION E: PERSONNEL ACTIONS

E-1  Hiring Actions

Personnel actions relating to hiring may include initial hires, rehires or reinstatements.

**Initial Hire**
An initial hire occurs upon employment of an individual who has not been previously employed by PPL. An initial hire may consist of employment in a full-time, part-time or a temporary position. All employees will be required to serve an initial training period and are therefore classified as an “introductory employee”.

**Rehire**
A rehire occurs upon re-employment of an individual who was previously employed by PPL. All rehired employees will be required to serve an initial training period.

In terms of benefits, a rehired employee will generally be required to meet the same eligibility requirements as a newly hired employee, but may receive credit for prior years of service. This may vary, however, depending on the guidelines of each benefit program.

- **Teachers Retirement System (TRS)** - Generally, if a rehired employee had service credit with Teachers Retirement System (TRS) and did not withdraw any funds, the employee may retain the previous service credit. In all cases, an individual’s participation status is determined by TRS.
- **Sick Leave** - A rehired employee is subject to the same eligibility requirements as a new employee, and will begin accruing sick leave from a zero balance.
- **Annual Leave** - A rehired employee is subject to the same eligibility requirements as a new employee, and will begin accruing annual leave from a zero balance.

**Reinstatement**
A reinstatement occurs when an employee who was on an approved leave of absence, or was released due to a disability or a reduction in force, returns to the position previously held by the employee. Reinstatements do not include an employee’s request to return to work after voluntarily leaving PPL employment, as such a request would be subject to recruiting procedures and would constitute a rehire if the individual were selected for the position.

E-2  Initial Training Period

Upon initial employment or upon promotion or transfer to a new position, employees will be required to serve an initial training period. This introductory period allows for training and monitoring of the new employee, and provides an opportunity for both the employee and the employer to determine whether the position is a good fit. Periodic evaluations of the employee’s performance will be conducted during the initial training period, and employees are expected to have satisfactory performance in all factors on
the performance evaluation by the end of the training period. Upon successful completion of the training period, the employee’s status changes from introductory status to regular status.

1. Initial Employment
   All newly hired employees must serve an initial training period of six (6) months and must achieve satisfactory performance in the position. Failure to achieve a satisfactory level performance by the end of the initial training period may result in termination of employment.

2. Promotions or Transfers
   Existing employees who are promoted or transferred to a different position must serve an initial training period of six (6) months and must achieve satisfactory performance in the position. Transfers involve changing to a different position that is the same pay grade. Promotions involve changing to a different position that is in a higher pay grade. If a promoted or transferred employee fails to attain a satisfactory performance evaluation at the end of the training period, the employee may return to the previous position if that position is still available, or be transferred or demoted to a different position if one is available and if the employee is qualified; if such opportunities are not available, the employee will be terminated.

Completion of the initial training period does not change or alter the at-will employer-employee relationship. At no time during or after completion of the initial training period shall the employee have obtained or acquired any right, claim or entitlement to continued employment. An employee may be discharged at any time, and for any reason, with or without notice. The Director reserves the right to grant an extension of a training period in exceptional circumstances.

E-3 Position Changes (Transfers, Promotions, Demotions)

[Policy adopted 02-20-2014]

Personnel actions relating to position changes may include transfers, promotions or demotions.

**Transfers**

A transfer is the movement of an employee from one position to another position that has the same pay grade and similar level of responsibility. A transfer may involve moving from one position to the same position but at another location (i.e. branch), or from one position to the same position but at a different number of hours (i.e. from 40 hours per week to 20 hours per week), or from one position to a different position in the same pay grade. Transfers may be requested by an employee or initiated by PPL. The employee must meet the minimum qualifications or training and experience for the position.

If an open position is posted, an employee may request a transfer by following the procedure to apply for the opening and proceed through the recruitment process (subject to meeting the Staff Eligibility guidelines in Section D-2). Each employee applying for the open position will be considered along with all other applicants, and the best qualified applicant will be selected.

When an employee transfers to another position, the employee’s pay rate remains the same.
PPL may initiate a transfer outside of the recruitment process for administrative purposes (e.g. department reorganization, reallocation of hours, disability accommodation, etc.). PPL reserves the right to change the assigned branch or work location of any position or any employee as necessary to meet the operational needs of the library system.

**Promotions**

A promotion is the movement of an employee from one position to another position that has a higher pay grade. The employee must meet the minimum qualifications of training and experience to be considered for the higher position.

If an open position is posted, an employee in a lower-level position may apply for a promotion by following the procedure to apply for the opening and proceed through the recruitment process (subject to meeting Staff Eligibility guidelines discussed in D-2). Each employee applying for the open position will be considered along with all other applicants, and the best qualified applicant will be selected. The promoted employee will be required to serve an initial training period if the new position involves a new job description.

**Demotions**

A demotion is the movement of an employee from one position to another position that has a lower pay grade. The employee must meet the minimum qualifications of training and experience for the position to which the employee is being demoted. A demotion can involve one of the following types:

- **Voluntary Demotion**
  Results from a request by an employee or is agreed to by an employee. The employee’s request or agreement must be in writing.

- **Administrative Demotion**
  Results from a reorganization, reduction in force or disability accommodation.

- **Performance Demotion**
  Results from a performance or disciplinary issue, and would occur due to one of the following situations:
  - An employee who has been transferred or promoted to a position but does not satisfactorily complete the training period. A new employee who does not satisfactorily complete the initial training period would normally be terminated, not demoted.
  - The performance of a regular status employee has become unsatisfactory.

A demoted employee will be required to serve an initial training period if the new position involves different responsibilities unless the employee has previously completed a training period for that position.
E-4 Separations

All employees of Peach Public Libraries are “at-will” employees. Employment with PPL is entered into on a voluntary basis, for an indefinite time period. Either the employee or the Library is free to terminate the employment relationship at any time, with or without notice, for any reason.

Personnel actions relating to separations may include resignation, retirement, dismissal, abandonment of position, disability, failure to return from leave of absence, reduction in force, or death.

Resignation

A resignation is a voluntary separation initiated by the employee through submittal of a written notice that he or she wishes to resign the position. To resign in good standing, an employee should submit written notice of resignation at least 14 calendar days in advance of the date of resignation (30 calendar days for management personnel) and otherwise have demonstrated satisfactory performance. The written notice should include the employee’s anticipated last day of work. Failure to provide the requested 14 day (or 30 day) notice will be noted in the employee’s personnel record and may negatively impact eligibility for rehire. If an employee should submit more than the requested notice, PPL will evaluate whether the additional notice is necessary for the effective business operations and will notify the employee accordingly. The Library reserves the right to modify or waive notice requirements if exceptional circumstances so warrant, and will consider such instances on a case-by-case basis.

Resigning a position is a major decision. Before submitting notice, employees are encouraged to discuss any job-related concerns with their immediate supervisor or Library Director. PPL is not obligated to allow an employee to rescind a resignation, and reserves the right to accept or reject any request to rescind or modify a letter of resignation.

Retirement

Classified PPL employees are eligible to participate in the Teachers Retirement System of Georgia (TRS). After completing ten or more years of service under TRS, employees will be eligible to apply for retirement benefits at age 60. TRS recommends submitting required paperwork up to six months prior to the date the employee wishes to retire. The Business Manager can provide assistance and information about the retirement process.

Retiring employees are typically considered to have separated in good standing and would be eligible for rehire. Any TRS retiree interested in returning to work after retirement should research the TRS guidelines for working after retirement to understand the options and limitations.

Dismissal

A dismissal is an involuntary separation initiated by PPL. A dismissal may be initiated when alternative personnel actions (reprimand, demotion, suspension, etc.) are not deemed sufficient, appropriate or in the best interest of the Library. The employee will
be furnished a written notice of dismissal that includes the reasons for dismissal and the effective date of dismissal.

During the initial training period, an employee may be dismissed for substandard work without prior notice. After completion of the initial training period, dismissal due to substandard work product will typically occur only after the supervisor and Library Director have counseled with the employee, explained how the employee needs to improve, and stipulated a timeframe for further review and evaluation. Failure of the employee to make such required improvements within the time stipulated may result in dismissal. Dismissal for disciplinary reasons may be instituted without prior notice when deemed necessary to protect the Library or the employee concerned.

**Abandonment**

An employee will be considered to have abandoned his or her position and resigned without notice at the end of the third day when any of the following occur: (a) an employee is absent without notice to the supervisor (or supervisor’s designee) or Administrative Offices for all or part of three or more consecutive work days; (b) an employee is absent for all or part of three or more consecutive work days after providing notice, but without having sufficient paid leave for the absences and without being eligible for leave under the Family and Medical Leave Act; (c) an employee is absent for all or part of three or more consecutive work days without receiving approval for the absences. In most circumstances, the employee would be considered not to have left in good standing and would not be eligible for rehire. The Library Director will send the employee a notice of separation.

An exception may be made if the reason for the failure to make notification of absence is determined to have been unavoidable or due to extenuating circumstances. In such a case, within seven calendar days from the date of the notice of abandonment, the employee should submit to the Library Director a written request for review of the case, including all pertinent details. PPL will make a determination as to whether extenuating circumstances existed and the Library Director may consider reinstatement.

**Disability**

If an employee suffers from a medical condition or a physical or mental disability that prevents the employee from performing the essential functions of the position or renders the employee unfit for the position, or if PPL has a justifiable reason to believe that the employee’s continuance in the position is a danger to the employee or to the patrons, employees, or property of PPL, whether with a reasonable accommodation or in the absence of an available reasonable accommodation, then either PPL or the employee may initiate a disability separation for inability to perform the essential functions of his or her position. Prior to a disability separation, PPL, may transfer or demote the employee to a different position (if available) for which the employee is qualified and is able to perform the essential functions of the position, with or without reasonable accommodation. Disability separation is not a disciplinary action, but recognizes that continued PPL employment is not possible.
Failure to Return from Leave of Absence  
Any employee who fails to return to duty at the expiration of a duly approved leave of absence for all or part of three consecutive work days following the expiration of the leave of absence shall be considered to have abandoned his or her position and resigned without notice as of the end of the third day. The Library Director will send the employee a notice of separation.

An exception may be made if the reason for failure to make notification of absence is determined to have been unavoidable or due to extenuating circumstances. In such a case, within seven calendar days from the date of the notice of abandonment, the employee should submit to the Library Director a written request for review of the case, including all pertinent details. PPL will make a determination as to whether extenuating circumstances existed and the Library Director may consider reinstatement.

Reduction in Force  
A reduction in force is the separation of one or more employees due to abolishment of a position, a shortage of funds, a shortage of work, a material change in duties, organizational changes, a need to increase efficiency, or other reasons not related to the employee’s conduct and not reflecting dissatisfaction with the employees’ service. No reduction in force will be made for the purpose of dismissing an employee for incompetence, misconduct, or for other reasons except as included in this Policy. A reduction in force does not reflect discredit upon the service of the employee.

Regular employees will be notified in writing at least fourteen calendar days prior to the effective date.

Death  
In the event of the death of an employee, separation will be considered effective as of the date of death. Compensation and benefits due as of that date will be paid to the designated beneficiary or as otherwise required by law.

Termination Process  
When notified of an upcoming separation of employment, the Business Manager will initiate termination activities such as determining status of benefits, preparing relevant forms, notifying benefit companies, and planning the hiring process to fill the upcoming vacancy. Employees considering an upcoming separation (especially retirement) may wish to consult in advance with the Business Manager and/or Library Director.
Return of PPL Property
Employees must return all PPL property that has been provided to assist in performing their duties by the last day of work. This may include PPL keys, name badges, training/reference books, laptop computers, computer storage devices, cell phones, or other items. Failure to comply may result in ineligibility for rehire and applicable legal action taken.

Exit Interviews
When possible, the Business Manager will schedule an exit interview with departing classified employees on or before the last day of work. The exit interview is intended to provide exiting employees with information about their final pay and how separation affects their benefits. It also provides separating employees with an opportunity to give candid input about their positions, supervisors, and overall experiences as PPL employees. This input is valuable to the Library, and employees are encouraged to give honest feedback.

E-6 Benefits at Separation

[Policy adopted 02-20-2014]

The Business Manager will provide information about benefits to separating employees. In all cases, the status of an employee’s benefits at separation will be based on guidelines governing the respective benefit plan in place at the time of separation.

Resignation
Employees who resign will be paid for any accrued annual leave. No payment is made at separation for accrued sick leave. Separating employees may be eligible to extend health-related benefits under COBRA by paying a monthly premium. Employees who separate after completing ten or more years of service under TRS of Georgia will be eligible to apply for retirement benefits at age 60.

Retirement
The conditions and benefits of retirement are determined by TRS of Georgia. Retiring employees may continue their health insurance coverage under the State Health Benefit Plan by paying a monthly premium (subject to the relevant terms and conditions determined by the State Health and Benefit Plan), and may be eligible to receive TRS service credit for unused sick leave. Retiring employees will be paid for any accrued annual leave at the time of retirement.

Dismissal
Employees who are dismissed will be paid for all time worked up to the time of separation. Dismissed employees will be paid for any accrued annual leave. No payment is made for sick leave. Employees who are dismissed after completing ten or more years of service under the Teachers Retirement System of Georgia will be eligible to apply for retirement benefits at age 60.

Disability
Employees who separate employment because of disability will be paid for any accrued annual leave. Separating employees may be eligible to extend health-related benefits under COBRA by paying a monthly premium. Employees who separate after completing ten or more years of service under TRS of Georgia will be eligible to apply for retirement benefits at age 60.
benefits at age 60; in addition, a TRS member who is mentally or physically disabled and who has at least 10 years of service credit is eligible to apply for disability retirement.

Death  
If an employee should die while employed by the Library, any outstanding wages and accrued annual leave will be paid to the employee’s designated beneficiary or, in the absence of a designated beneficiary, in accordance with laws or guidelines governing outstanding payments to deceased employees.
SECTION F: PERFORMANCE ISSUES

F-1 Performance Evaluations

PPL utilizes a system of performance evaluations to evaluate performance of individual employees. The type of system utilized is at the discretion of PPL, and is subject to change without prior notice.

Objective
The purpose of the employee performance evaluation is primarily to inform employees of how well they are performing their work and how they can improve performance. The evaluation provides an opportunity to discuss the employee’s job tasks, performance (both positively and negatively), strengths and weaknesses. It can be used to establish standards for the next review period and approaches for meeting goals. Performance evaluations will typically include factors such as the quality and quantity of work, attendance records, knowledge of the job, initiative taken, work attitude, and attitude towards patrons and coworkers.

Evaluations may be used in determining merit increases and as a basis for training, promotion, demotion, transfer, or dismissal. In no case should employees view performance evaluations as a right of the employee, or as an obligation of PPL; rather, they are a management tool to be used at PPL’s discretion.

Employees with less than satisfactory performance will not be eligible for a merit increase. Failure to bring performance to a satisfactory level within the designated timeframe may result in demotion or termination of employment.

Period of Evaluation
Employee performance is evaluated on a continuing basis through information, coaching and feedback from supervisors, with more formal evaluations performed at periodic intervals throughout employment. Employees typically receive written evaluations at the end of the initial training period and thereafter at regular intervals, normally on an annual basis. Additional evaluations are scheduled in the event of job changes and/or performance issues.

The Evaluation Process
Written performance evaluation forms are usually completed with input by the immediate supervisor and next level manager. After managerial approval, the written form is presented to the employee. The format for administering evaluations is at the discretion of the supervisor and the employee, and could involve a formal meeting, an informal discussion, or simply delivering the evaluation document between the supervisor and employee. Employees are encouraged to become familiar with the evaluation form.

Completed evaluations are maintained in employees’ personnel files. Employees are entitled to receive a copy of the performance evaluation upon request.
F-2  Performance Probation Period

When an employee’s performance is below a satisfactory level, the employee will be placed on performance probation. This may occur when an employee receives an unsatisfactory rating on any factor of the performance evaluation, or when an employee receives a reprimand or suspension. The employee’s performance will be monitored closely during the performance probation period. During this time, the employee should focus on improving the marginal or unacceptable behavior. The employee is not eligible for a merit raise increase during this period. Failure to bring performance to a satisfactory level within the designated timeframe may result in a demotion or termination of employment.

Completion of the performance probation period does not change or alter the at-will employer-employee relationship. At no time during or after completion of the performance probation period shall the employee have, obtain, or acquire any right, claim or entitlement to continued employment. An employee may be discharged at any time, and for any reason, with or without notice.

F-3  Prohibited Conduct

Certain actions or forms of behavior are considered unacceptable in the workplace. In general, conduct that interferes with the operations of PPL, brings discredit to PPL, or is offensive to supervisors, co-workers or the public is NOT tolerated. While it is not possible to list all of the actions considered unacceptable, the following are examples of conduct that is not permitted and will subject the individual involved to disciplinary action, up to and including immediate termination of employment:

1. Theft, abuse, misappropriation, or misuse of PPL property, monies or vehicles; failure to report damage or destruction of PPL property to a supervisor; loaning PPL property or equipment without permission or proper authority; negligence or improper conduct leading to damage of property.
2. Theft, destruction, unauthorized use, or inappropriate removal or possession of property of other employees, patrons, or others who are doing business with PPL.
3. Unauthorized use of, or access to, PPL computer systems or communication systems (such as computers, databases, email, Internet, telephones, cell phones, voicemail, postal or interoffice mail), and/or violation of PPL policies governing the use of PPL property (including telephone, Internet, and electronic property and equipment).
4. Falsification or destruction of official records or documents; or willfully giving false statements to supervisors, officials or the public.
5. Careless, negligent, or inappropriate handling of PPL funds or financial records; failure to follow laws or procedures governing the reporting or use of funds.
6. Falsification of employment applications, timekeeping records, personnel records or expense reports.
7. Violation of PPL policies regarding business ethics, conflict of interest, or acceptance of gifts or gratuities.
8. Use of official position for personal benefit, profit or advantage.
9. Any use, threatening or attempt at use of personal or political influence to secure employment
   benefits, including to but not limited to promotion, transfer, change of pay rate, leave of
   absence, or character of work.
10. Violation of traffic laws while driving a PPL vehicle; failure to report to a supervisor any traffic
   violation or citation issued while on official PPL business.
11. Conviction of a felony or a crime involving moral turpitude.
12. Failure to do work at an acceptable level of competence as determined by the Library Director;
   wasted time, inefficiency, sleeping while at work, and/or loitering during working hours.
13. Behavior reflecting conduct and misconduct identified in PPL policy against workplace violence.
14. Disorderly conduct or violence in the workplace, including fighting, threatening, abusing, or
   intimidating other individuals; using physical force against another individual except in self-
   defense; provoking a fight; causing a disturbance; engaging in horseplay or boisterous,
   disruptive activity; engaging in lewd, obscene or otherwise inappropriate conduct.
15. Use of profane, obscene, or abusive language or discourteous treatment of the public or other
   employee; use of any form of physical abuse of the public or other employees, or making
   threats to the public or other employees.
16. Engaging in obscene or offensive conduct.
17. Insubordination or uncooperative attitude, including but not limited to, disrespect to a
   supervisor, co-worker, or the public and failure to follow the lawful orders or direct instructions
   of the supervisor.
18. Excessive absenteeism or tardiness; unexcused absence, absence without notice, or failure to
   notify employer of absence or tardiness in a timely manner; absence when employee does not
   have sufficient accrued paid leave to accommodate the absence; leaving a scheduled work shift
   without authorization; absence due to incarceration.
19. Failure to acquire and maintain a valid license (including driver’s license), registration or
   certification when such license, registration or certification is required and specified in the job
   description of the position occupied by the employee.
20. Failure to report an occupational injury or accident during the shift on which it occurred.
21. Failure to disclose criminal records on employment applications, and/or to report criminal
   convictions and arrests subject to PPL policies requiring same to the Library Director.
22. Violation of PPL policies against discrimination and harassment.
23. Violation of PPL policies for workplace safety and workplace security.
24. Violation of PPL policies for a drug and alcohol free workplace.
25. Failure to adhere to PPL dress code and guidelines for acceptable attire and personal grooming.
26. Unauthorized solicitation or distribution or posting of materials at or in PPL work areas in
   violation of PPL’s solicitation policy.
27. Unauthorized public statements to the media pertaining to PPL or its operations.
28. Conduct reflecting discredit to PPL.
29. Violation of any PPL policies, any provisions of this Manual, or any departmental rules or
   procedures.

Off-Duty Conduct
In general, PPL will only apply its disciplinary policies to any off-duty conduct that affects PPL’s business
interests. Off-duty conduct such as membership in organizations to promote civil rights, religious
practices protected by law, smoking or other lawful off-duty conduct is not a matter of concern to PPL.
While it is not possible to list all of the potential off-duty conduct that may affect PPL interest, below are examples of off-duty conduct that is not permitted and will subject the individual involved to disciplinary action, up to and including immediate termination of employment:

1. Off-duty sexual harassment of PPL employees.
2. Off-duty illegal conduct that occurs on PPL property.
3. Off-duty illegal conduct that indicates the potential for violence.
4. Off-duty illegal conduct that causes the employee to be unable to perform his or her essential job functions.
5. Off-duty disruptive actions at a PPL-sponsored event.

F-4 Disciplinary Actions

All PPL employees are terminable “at will” and at the sole discretion of PPL. Nonetheless, PPL seeks to resolve performance and conduct problems in the most positive and constructive manner possible. When situations arise that warrant disciplinary action, PPL will work to treat all employees fairly and consistently and, whenever possible, provide employees with an opportunity to correct problematic behavior or poor performance.

Progressive Discipline

Progressive discipline is a process in which disciplinary action is taken in degrees of increasing severity, such that when an employee engages in different types of misconduct or poor performance, each incident can provoke increased discipline (even if the incidents are in different areas or unrelated to previous incidents). While PPL advocates discipline when appropriate, the use of progressive discipline will be discretionary.

Mechanisms for progressive discipline could include a verbal reprimand, written reprimand, suspension without pay, demotion, or dismissal (or a combination thereof). These disciplinary actions are considered formal actions that are documented in writing, provided to the employee and placed in the employee’s personnel file. Any disciplinary action may be preceded by informal approaches such as counseling or performance notes.

Although this section of the Manual sets forth five available mechanisms for discipline, this policy should not be construed to require five incidents of misconduct or poor performance prior to dismissal being an appropriate disciplinary action. PPL reserves the right to skip or combine certain steps in a disciplinary process depending upon the nature of the employee’s misconduct, poor performance, probationary status, and/or length of employment. Moreover, other forms of discipline not detailed in this policy may be utilized at the Director’s discretion.

All reprimands are documented in written format and presented to the employee by the employee’s supervisor. All reprimands are also required to have third party witness. The document is signed by the employee, supervisor and witness. The signed document is placed in the employee’s personnel file.

Verbal Reprimand

A verbal reprimand is an oral notice of a policy violation, mistake, inefficiency, misconduct, poor performance, or other factor that may
adversely influence an employee’s ability or effectiveness in carrying out duties and responsibilities. As mentioned above, a verbal reprimand is a formal action that is documented in writing. A verbal reprimand may affect the employee’s employment status, particularly if corrective action is not taken by the employee.

**Written Reprimand**

A written reprimand is a written notice of a policy violation, mistake, inefficiency, misconduct, poor performance, or other factor that may adversely influence an employee’s ability or effectiveness in carrying out duties and responsibilities. It is typically utilized for repeated offenses or those of a serious nature. As with verbal reprimands, a written reprimand may affect the employee’s employment status, particularly if corrective action is not taken by the employee.

**Suspension Without Pay**

For disciplinary purposes, the Director may suspend an employee without pay for a length of time as considered appropriate, typically not exceeding 3 work weeks. A suspended employee may not utilize paid leave benefits so as to be compensated during the period of suspension, nor may the employee be compensated for holidays or instances of library closure that might occur during the suspension. A written statement from the Director giving reasons, effective date and length of suspension will be furnished to the affected employee, with a copy placed in the employee’s personnel file.

**Demotion**

A disciplinary demotion generally occurs when an employee who is not in an initial training period has been found unsuited for the employee’s present position but may be expected to perform at a satisfactory level in a lower paying position. A written statement from the Director giving the reasons for the demotion will be furnished to the affected employee, with a copy placed in the employee’s personnel file. A demotion may involve a reduction in the employee’s pay rate.

**Dismissal**

An employee may be dismissed from employment for disciplinary purposes. See Section E-4 for details relating to dismissal.

Although progressive discipline procedures may typically be followed, progressive discipline will not be applied for situations that justify immediate termination of employment. PPL reserves the right to omit one or more progressive steps depending on the situation and the facts involved, and to exercise appropriate actions on a case-by-case basis.

A satisfactory level of performance is required for any employee to receive a merit increase or be considered for promotion to another position. As a result, when any type of disciplinary action occurs, the employee becomes ineligible for any merit increase or for any promotion or transfer to another position until the issue identified in the disciplinary action is considered corrected and the employee’s performance rating is considered satisfactory. PPL reserves the right to grant individual exceptions if
exceptional circumstances so warrant (such as an involuntary transfer or demotion initiated by PPL) and will consider instances on a case-by-case basis.

F-5 Complaint Procedure and “Whistleblower” Protection

[Policy adopted 02-20-2014]

Employees are encouraged to communicate directly with one another in order to assure prompt discontinuation of any behavior found to be offensive. The Library supports the rights of each employee to communicate directly with other employees in requesting that offensive conduct be discontinued. However, informal redress of complaints is not required, and the complaining employee may proceed to file a formal complaint in any situation in which informal redress is not feasible or desirable.

No employee or applicant is required to endure workplace harassment. An employee who is unable to resolve the problem or who does not wish to discuss the issue with the offending party should report unwelcome harassing conduct immediately to his or her immediate supervisor or the Library Director. If the immediate supervisor is the alleged source of the harassment, the employee should skip that level of management and report the conduct to the next level supervisor or to the Library Director. The complaint will be immediately investigated and appropriate corrective action will be taken.

If an employee claims the Director is the source of the harassment, the employee should report the conduct to his or her immediate supervisor or to the Chairman of the Library’s Board of Trustees. The Chairman will take immediate steps to investigate the complaint, independent from the Director, and prompt appropriate corrective action will be taken.

In the course of the investigation, the complainant will be requested to submit a written statement describing in detail the alleged harassment and the identity of any individuals that may have relevant information concerning the complaint. A prompt investigation, however, is not contingent on the submitting employee’s written statement. In determining whether the conduct is sufficiently severe or pervasive to create a hostile work environment, the Library will evaluate the behavior from the objective standpoint of a “reasonable person.” The Library will consider the context in which the alleged harassment took place and examine the behavior using the perspective of a reasonable person's reaction to a similar environment under similar circumstances. Corrective action will reflect the severity of the conduct. In all circumstances, the complainant will be informed of the results of any investigation and the action taken.

The Library, Library Director, and Library Board of Trustee will make all efforts to assure that no employee suffers retaliatory personnel action (or threat of such action) as a result of making a complaint.
SECTION G: PAYROLL AND ATTENDANCE INFORMATION

G-1 Employment Records

[Policy adopted 02-20-2014]

The Business Manager is responsible for maintaining employment records on all employees.

Changes in Personal Information
Employees are responsible for promptly notifying PPL of changes in their personal information including:

- Notifying the Business Manager of changes in name, address, or phone number as well as “life changes” that can affect payroll or benefits. Such events may include marriage, divorce, birth or death in the immediate family, Social Security number corrections, a spouse’s gain or loss of employment, a gain or loss of health insurance, or a dependent reaching an age to be ineligible for health coverage. Employees should also regularly update emergency contact information and beneficiary designation information.
- Notifying the immediate supervisor of any changes in name or phone number. This is important so departmental call trees can be updated and supervisors can notify employees of schedule changes or emergency situations.

Requests for References or Verification of Employment
The Business Manager is responsible for responding to any inquiries regarding employment records, employment verification or employment/credit references on present or previous employees. As a matter of policy, any response to requests for references must be limited to factual information that can be substantiated by PPL records and is generally limited to dates of employment, description of the duties performed, and salary information.

Any employee receiving a request for reference or verification of employment should forward the request to the Library Director for response. The Library Director is the only person authorized to respond to the request.

Access to Employment Records
Within the Library, only specific members of the Administrative Services staff have access to all employee records. Supervisors have limited access to position and performance related information for employees under their supervision. Library employees have access to their own personnel files. Any employee wishing to review his/her files should contact the Business Manager in writing to schedule an appointment.

Georgia Open Records Act
Certain information maintained by PPL about its employees and their employment records is considered to be a matter of public record and is subject to the Georgia Open Records Act. This means that a citizen may request access to certain information contained in a personnel file without the employee’s knowledge or consent. Open Records requests are filed with the Library Director and, by law, PPL must provide access to the requested information within the statutory required time. Although certain
information is excluded by law and cannot be accessed under provisions of the Open Records Act, an individual’s employment history, salary history, and performance evaluations are among the material that may be available for review.

**G-2  Paychecks**

[Policy adopted 02-20-2014]

All PPL employees are paid on the 25th of each month. If a payday falls on a weekend or holiday, employees will be paid the business day prior. PPL does not provide advances in pay or loans.

Administrative staff work together to ensure that employees receive their pay in a timely and accurate manner. To help this process, employees should:

- Turn in completed, signed time sheets in time for the supervisor to review, sign and submit for payroll deadlines.
- Review each paycheck and pay stub to verify that the information is correct.
- Notify the Business Manager of changes in personal information, such as name, marital status, address, or Social Security number. It is very important that the name and Social Security number on paychecks match the data on records with the IRS.

Paychecks will only be distributed to the employee for whom the check is written. If an employee wishes for another person (such as a husband or wife) to pick up his or her paycheck, the employee should send a signed letter to the Business Manager stating so before the day the check is to be distributed. Once approved, the check may be given to the third party.

**Payroll Deductions**
Deductions from an employee’s paycheck shall be made in accordance with applicable law or as authorized by the employee. Mandatory deductions such as state and federal income taxes and Medicare are withheld from pay every pay period. The employee’s contribution to the Teachers Retirement System of Georgia is also a mandatory deduction for classified employees. Court ordered deductions, such as wage garnishments or child support payments, will be deducted in accordance with the appropriate court order. In addition, employees may authorize deductions for benefits such as health insurance premiums, flexible spending accounts or voluntary retirement plans.

**G-3  Standard Work Week**

[Policy adopted 02-20-2014]

The official work week of PPL will begin at 12:01 a.m. Sunday morning and end at 12:00 midnight the following Saturday night. The number of hours an employee is expected to work each week depends upon their FLSA status and position status.

- For non-exempt full-time employees, the standard work week is forty (40) hours per week.
• For non-exempt part-time employees, the standard work week is either twenty (20) hours per week, twenty-four (24) hours per week, twenty-eight (28) hours per week or thirty-two (32) hours per week.
• For exempt full-time employees, the standard work week is generally considered to be forty (40) hours. However, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specific number of hours.
• For non-classified staff, the standard work week will vary based on the assignment but will not typically exceed seventeen (17) hours.

Making Up Missed Time
If an employee wishes to make up time missed during a work week, the employee MUST seek approval from a supervisor/Director prior to the missed work time. If an employee takes time off and the supervisor approves the employee to make up the time, the time must be made up within the same work week. If making up the time would result in an overstuffed situation or an overtime situation, then the employee will not be allowed to make up any time. Making up time is approved on a case-by-case basis and should only be approved in rare circumstances.

G-4 Work Schedules

[Policy adopted 02-20-2014]

The Library is open to the public during daytime, evening, and weekend hours. Hours of work and shift assignments vary for each department, based on services provided by the department and staffing requirements to provide those services. Branch Managers must schedule staff so that adequate staffing levels are maintained during these hours, and supervisors are limited in the amount of scheduling flexibility they can demonstrate. Headquarters departments also face staffing challenges that may limit scheduling flexibility. Each supervisor will establish employee work schedules in accordance with the needs of the department. Employees are required to work the hours assigned.

Employees should be aware that their work schedule will be subject to change at any time during employment. PPL reserves the right to change the assigned hours of any branch, any department, any position, or any employee as necessary to meet the operational needs of the library system. If an assigned schedule is changed, the change will be communicated to all affected employees.

It is understood that employees have commitments outside of their employment with the Library. However, staff members should be aware that work schedules cannot necessarily accommodate other employment, school schedules or other recurring demands.

Requesting Leave
An employee wishing to request leave should submit a leave request form to the supervisor as soon as the need for leave is known. In most cases, supervisors are able to approve leave requests. However, if an absence would result in inadequate staffing for the timeframe requested or if an employee does not have enough leave time accrued, the leave request will be denied.

Swapping Shifts
In departments where several employees with similar duties share responsibility to cover a weekly schedule, swapping shifts may be allowed under certain circumstances, subject to supervisory approval and compliance with departmental staffing procedures. Supervisors have discretion in determining whether swapping may be allowed in their department and, if allowed; employees must (a) obtain supervisory approval to conduct swapping and (b) keep the supervisor informed of all changes. In no case can employees swap shifts if the swap would result in inadequate staff coverage, in an employee working overtime or in noncompliance with a supervisory directive.

G-5 Timesheets

[Policy adopted 02-20-2014]

Employees are required to report accurately their time worked, using methods or forms provided by PPL. In accordance with requirement of the Fair Labor Standards Act (FLSA), non-exempt employees will be paid for all hours worked. Worked time is defined as the time actually spent on the job performing assigned duties. It does not include time spent walking to or from the parking lot, going to the break room to store/retrieve food, putting away or gathering personal items or chatting with co-workers.

- **Non-Exempt (Hourly) Employees:** Non-exempt employees must record their worked time for each day, including the times they start working, stop working, leave for an unpaid break, and return from an unpaid break. Employees are expected to begin and end work in accordance with their established schedule, and may not clock in ahead of the time they are expected to commence work, nor may they delay their clock-out time when work hours are completed. Any deviation to an employee’s scheduled start, stop or break times will require supervisory approval.

  In addition to recording time worked, non-exempt classified employees will record any holidays, leave or other non-worked time on the time sheet. To use paid leave, employees must have sufficient leave time accrued and the nature of the leave must be appropriate to the absence (i.e. annual leave can be used for any absence, but sick leave can only be used for medical absences). The total number of weekly hours (worked and non-worked) should normally equal the employee’s assigned schedule of time worked.

- **Exempt (Salaried) Employees:** Exempt employees must record their worked time on a daily basis, and will record the worked day for each normally-scheduled day that the employee works. Holidays and leave days are also recorded on the time sheet. For payroll purposes, exempt employees’ leave days are calculated in 8-hour increments (i.e. when an employee reports 1 day of leave, 8 hours will be deducted from the employee’s accrued leave).

**Discrepancies**

All wage and hour records are subject to audit by the U.S. Department of Labor. Supervisors are responsible for ensuring that time records are properly completed and are accurate upon submission for payment. In the event that an inaccuracy is identified or a correction is needed on a time sheet that has already been submitted, either the supervisor or the employee must immediately notify the Business Manager or Library Director.
It is PPL’s policy and practice to compensate employees accurately and in compliance with all applicable laws. PPL takes all responsible steps to ensure that employees are paid promptly on the scheduled payday and that employees receive the correct amount of pay in each paycheck. Any employee who believes that a mistake has occurred in a time sheet or paycheck, improper deductions have been made from pay, or a paycheck does not accurately reflect hours worked should immediately contact the supervisor, the next supervisor in the chain of command, the Business Manager or the Library Director.

Any employee found to be altering, falsifying, tampering with a time sheet or recording time on another employee’s time record is subject to discipline, up to and including termination. Any employee who is instructed to falsify a time sheet should report it immediately.

It is the employee’s responsibility to sign his or her time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing.

G-6 Overtime

[Policy adopted 02-20-2014]

Overtime work may be necessary from time to time, based on department workload or staffing. **ALL OVERTIME MUST BE APPROVED AND SANCTIONED BY THE LIBRARY DIRECTOR PRIOR TO ANY TIME WORKED.**

- **Non-Exempt (Hourly) Employees**: Overtime compensation is paid to non-exempt employees in accordance with Federal and State wage and hour guidelines. All overtime must be reported in the pay period in which it is worked. Non-exempt employees will be paid at the rate of one and one-half (1 ½) the normal rate for hours actually worked over forty (40) per week. Overtime pay is based on actual hours worked; time off for holidays, sick leave, annual leave, or other non-worked time are **NOT** considered hours worked for purposes of calculating overtime payments. Except in a staffing emergency, employees must receive advance supervisory approval to work overtime. Regardless of whether advance approval was received, all overtime must be reported on the timesheet and will be paid in accordance with law. For budgetary reasons, supervisors will make every effort to adjust work schedules within the same work week to avoid an overtime situation. Repeated unauthorized overtime where the employee could have received advanced supervisory approval for same but did not do so will subject the employee to disciplinary action.

- **Exempt (Salaried) Employees**: Exempt employees are not eligible for overtime pay and will receive their normal salary, regardless of hours worked.

**Compensatory Time (Non-Exempt Employees)**

Compensatory time (paid time off granted to an employee in lieu of overtime) is not a standard practice at PPL, as the Library would prefer that all time worked be paid during the pay period in which it was worked. When earned, compensatory time will be awarded at the rate of one and one-half (1 ½) the hours actually worked over forty (40) per week.
Discretionary Time (Exempt Employees)

For exempt employees, at the discretion of the Library Director, an exempt employee may occasionally be allowed to take discretionary time off for time worked beyond the normal work week. This is not a standard practice as exempt employees are not paid based on the number of hours worked. When approved, such time must be taken at the convenience of PPL.

G-7 Breaks

[Policy adopted 02-20-2014]

The Library recognizes two different types of breaks ---Paid Rest Breaks and Meal Breaks.

**Rest Break (15 minutes)**

Rest breaks are designed to provide periodic rest for the employee during the work shift, independent of longer meal breaks. When staffing allows, employees are encouraged to take a 15 minute break per every four hours worked on Library time, as the rest break contributes to the employee’s welfare and the Library’s productivity. **Rest breaks are not required by law, and employees should keep in mind that breaks are a privilege, not a right.** All rest breaks are contingent upon workload and coverage, and may not be provided in times of heavy workload or insufficient coverage at the discretion of the supervisor. Paid rest breaks are not recorded on the employee’s time sheet.

For certain departments, a rest break schedule may be developed, taking into consideration operational and coverage needs. Employees are expected to take their rest breaks at the times designated by their supervisors. If an employee misses a scheduled break, the break is considered lost. Breaks may not be saved or lumped together. Unused break time may not be used to leave early, to extend meal breaks or other rest breaks, or to make up for absenteeism or tardiness.

These paid rest breaks are intended to provide a brief respite from work with the assumption the employee remains on site. If an employee needs to leave the premises (which would generally require more than 15 minutes), he/she should do so on their own time and an unpaid break should be reflected on the time sheet.

**Meal Breaks (30 minutes)**

A 30 minute meal break is provided for exempt and non-exempt employees working more than 6 consecutive hours. Meal breaks are not provided for employees work 4 hours or less.

A meal break schedule will be developed within each department, taking into consideration operational and coverage needs. Employees are expected to take their meal breaks at the times designated by their supervisors. Unused meal breaks may not be used to leave early or to extend other meal breaks or rest breaks.

In some cases, a supervisor may approve additional unpaid break time (such as to leave the premises or for a special lunch event). If a non-exempt employee requests a long meal break, and if the supervisor approves the request, it needs to be incorporated into the employee’s schedule (e.g., to allow for a 1 hour meal break, a 9:5:30 schedule would change to 9:00-6:00).
Attending Events on Library Premises
As a public site, the Library is often used by outside groups for events or activities that the public may attend, and employees are often interested in attending such functions. If an employee’s presence at such a function is not clearly related to the employee’s assigned tasks, or is not in his/her role as a PPL employee, then such attendance may not be charged to PPL as time worked and must be on the employee’s own time (such as during an unpaid break).

G-8 Attendance Issues: Absence & Tardiness

To successfully provide dependable library services to the community, the Library depends on all employees to be present and on time every scheduled workday to perform their assigned duties.

For the purposes of this section
- The term “absence” refers to any time missed during the scheduled workday. This can include an absence for the entire workday, a tardiness (which causes absence at the beginning of the workday), an early departure (which causes absence near the end of the workday), or an extended break (which causes absence in the middle of the workday).
- A “tardiness” will be considered to have occurred when an employee reports to work one (1) minute after the schedule time to start to work or return from a break.

Employees are expected to arrive to work on time, to promptly take and return from breaks, and to leave work at the scheduled time. PPL recognizes that there are instances when absence is unavoidable. An absence will be considered acceptable if it is reported promptly and the reason is appropriate. An absence will be considered unacceptable if proper notification is not given, if the reason for the absence is unacceptable or questionable, if the absence follows denial of a leave request, or if the employee has insufficient paid leave. Any pattern of excessive absence or tardiness is unacceptable and may result in additional disciplinary action, up to and including termination of your employment.

Procedures for Notification of Absence
The following are procedures for proper notification of absence:

1. If an employee will be unable to arrive to work, remain at work, or leave work as scheduled, the employee must personally notify his or her supervisor (or other designated authority) immediately. This notice must be as far in advance as possible; for employees not able to report at the beginning of the workday, the employee is required to call his or her immediate supervisor by 8:00 a.m. The notice does not excuse the absence, but simply notifies the supervisor that a schedule change may be necessary.

2. In circumstances where it is impossible for the employee to talk personally with the supervisor (or designated authority), the employee should (a) have someone else make the notification as soon as possible and (b) personally call and discuss the situation with the supervisor as soon as circumstances permit.

3. An employee who is absent for medical reasons should advise his or her supervisor on a daily basis* of the employee’s status and estimated date of return.
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- If a medical absence involves 3 days or longer, the employee must provide verification from a physician.
- Medical absences may require verification from a physician, permitting an employee to return to work at full duty, or if an employee has excessive absences due to illness.

*Once an employee has provided medical documentation that supports absence for a specific timeframe, the employee would not be expected to make daily contact with the supervisor, but should keep the supervisor informed of any change in status.*

Each employee is responsible for becoming familiar with specific reporting procedures and contact information for his or her department or branch. If an employee has followed these reporting procedures but has been unable to reach a supervisor, the employee should contact the Business Manager or the Library Director.

Frequent or excessive absence and/or tardiness for any reason will not be tolerated, and will result in disciplinary action, up to and including termination of employment.

**Use of Paid Leave**
Employees are expected to have accrued a sufficient amount of paid leave benefits to cover each absence, whether for sick leave or annual leave. No sick leave in excess of that accumulated may be granted. For an extended illness, an employee may use his or her annual leave until leave is exhausted. At the discretion of the Library Director, an employee may be granted leave of absence without pay for a period not to exceed twelve (12) weeks, which includes paid leave time.

**Off Without Pay**
An employee who does not report to work, regardless of reason, who has exhausted all annual and sick leave will be Off Without Pay (OWP). Three (3) occurrences of OWP in a rolling six (6) month period (for example January through June; March through August), will result in the employee’s employment being terminated with PPL. It is the employee’s responsibility to manage all leave time accrued.

**Abandonment of Position**
An employee will be considered to have abandoned his or her position and resigned without notice as of the end of the third day when any of the following occur:
1. An employee is absent without notice to the supervisor (or superiors’ designee) or the Business Manager for all or part of three (3) or more consecutive work days;
2. An employee is absent for all or part of three (3) or more consecutive work days after providing notice, but without having sufficient paid leave for the absences and without being eligible for leave under Family and Medical Leave Act;
3. An employee is absent for all or part of three (3) or more consecutive work days without receiving approval for the absence.

In most circumstances, the employee would be considered not to have left in good standing and would not be eligible for rehire.
SECTION H: EMPLOYEE BENEFITS

H-1 Overview of Benefits

Peach Public Libraries provides a wide range of benefits to eligible employees. These benefits represent a significant part of each employee’s overall compensation package. Employees are encouraged to become familiar with the benefit programs for which they are eligible and to take advantage of these valuable benefits.

With the exception of mandated benefit programs, the availability of each benefit option is subject to funding, and a benefit may be reduced or suspended (temporarily or permanently) if funding is not available.

Eligibility for benefits is dependent upon a variety of factors, including employee classification. Please refer to Section D of this Manual for more information on employment categories and classifications. A number of programs cover all employees in the manner prescribed by law.

Information in this section of the Manual is intended only to summarize benefits. Terms of written plan documents or insurance policies will be the controlling documents. Wherever applicable, employees should refer to official plan documents for detailed plan information.

H-2 Group Health Plans

PPL offers a variety of group health insurance options for eligible employees. Each year the specific benefit plans offered may vary and may include options such as medical insurance, dental insurance, life insurance, disability insurance, or flexible spending accounts. Plans may change at any time and employees cannot expect each option to be offered from one year to another.

Details regarding available benefit plans, eligibility criteria, rates, enrollment procedures, and enrollment deadlines will be provided at hire, during scheduled enrollment periods, and when new plans are introduced. Annual enrollment sessions are typically conducted at a designated time of year, and employees may elect to change coverage only at that time (unless an employee should experience a qualifying event as defined by plan documents during the plan year, in which case the employee may change enrollment within thirty days of the qualifying event, consistent with applicable plan provisions). Eligible employees must submit appropriate enrollment forms within the designated timeframe.

State Health Benefit Plan (SHBP)
Eligible employees may choose to enroll in the group health insurance plans offered through the State Health Benefit Plan (SHBP), which provide health insurance coverage to state employees, school system employees, and certain other groups including public library employees. All details relating to plan
options, eligibility, premiums, benefits, or other aspects of the plan are determined by SHBP. Information about health insurance is available from the Business Manager.

**Continuation of Insurance Benefits**

Group insurance benefits will terminate upon termination of employment. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under PPL’s health plan when a “qualifying event” would normally result in loss of eligibility. Typical qualifying events include divorce or legal separation, leave of absence, a dependent child no longer meeting eligibility requirements, or retirement. Under COBRA, the employee or dependent pays the full cost of coverage at PPL’s group rates (which includes PPL’s portion of the premium).

Employees should contact the Business Manager to report any change in personal status (or qualifying event) which might affect their benefits, or for any questions about PPL’s health plans.

**H-3 Retirement Programs**

[Policy adopted 02-20-2014]

Employment with PPL may provide involuntary and voluntary opportunities for eligible employees to participate in retirement programs.

**Teachers Retirement System of Georgia (TRS)**

With limited exceptions, all classified employees of PPL are required to participate in and contribute to the Teachers Retirement System of Georgia (TRS), which is a defined benefit plan. PPL also makes contributions to TRS on behalf of its employees. All details relating to plan participation, contribution levels, eligibility for retirement, retirement options or other aspects of the plan are determined by TRS. Information about the retirement plan is available from the Business Manager.

**H-4 Holiday Benefits**

[Policy adopted 02-20-2014]

Peach Public Libraries will close on certain holidays during the year. The approved holiday schedule is published at the beginning of each calendar year. Changes to the designated list of holidays may be made at PPL’s discretion with Board approval.

**Paid Holidays for Classified Staff**

The library will be closed and classified employees will receive holiday pay for the following holidays (even if the employee is not scheduled to work the day of the holiday):

- New Year’s Eve
- New Year’s Day
- Martin Luther King, Jr. Day
- Presidents’ Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans’ Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas

Other holidays may be designated by the Library Board.

Classified full-time employees receive 8 hours of holiday pay for each holiday. Classified part-time employees receive holiday pay on a pro-rated basis, based on the number of hours they are regularly scheduled to work on that particular day.

Non-Classified employees normally scheduled to work on days that the Library is closed may be rescheduled to work those hours during the remainder of the week.

Holidays in Conjunction with Time Off
Unless approved in advance, an employee who calls in sick or otherwise fails to report on a scheduled workday before or after a holiday may not be paid for the holiday. A medical certificate may be required to support a request for sick leave when taken before or after a holiday, and any pattern of frequent or questionable absences will be addressed.

H-5 Annual Leave Benefits

[Policy adopted 02-20-2014]

Peach Public Libraries recognizes that employees need time away from work for rest and recreation and to manage personal business, which in turn promotes a healthier and more productive work force. As such, PPL provides paid Annual Leave benefits to eligible employees within established guidelines. Annual leave is a type of paid leave benefit which is accrued by classified employees to be used for a variety of purposes such as:

- Vacation
- Transaction of personal business that cannot be conducted during off-duty hours
- Religious holidays not designated as official PPL holidays
- Medical absences, once sick leave has been exhausted (Note: Annual leave may be used as sick leave, but sick leave may not be used as annual leave)
- Illness of employee’s family members
- Any approved absence from work not covered by other types of leave
Eligibility
All classified employees are eligible to earn and accrue annual leave benefits. Eligible employees begin accruing annual leave benefits when hired or promoted into a classified position.

Rate of Accrual
Accrual rates are based on the position of the employee and the number of hours the employee is regularly scheduled to work per week.

### Annual Leave Chart of Accrual

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours of Annual Leave Accrued per Month</th>
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</thead>
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<tr>
<td>Library Director</td>
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<tr>
<td>Library Assistant Director(s)</td>
<td>10</td>
</tr>
<tr>
<td>Classified, Full-Time Employees (40 hours worked per week)</td>
<td>8</td>
</tr>
<tr>
<td>Classified, Part-Time Employees (less than 40 hours worked per week)</td>
<td>Equivalent ratio to percentage of hours worked per week. Basis = 40 hours per week</td>
</tr>
</tbody>
</table>

Calculation and Use of Annual Leave
- Annual leave must be earned (or accrued) before it can be taken and is available for use in the pay period after it is accrued.
- Annual leave is paid at the employee’s current, regular, hourly rate at the time the leave is taken. Annual leave does not count as hours worked for the purpose of determining overtime.
- Overtime or additional hours are not included in the computation of annual leave accrual.
- Annual leave must be used in increments of 15 minutes (or 0.25 hour).
- Annual leave does not typically accumulate while the employee is on unpaid leave.

Procedure to Request Annual Leave
Use of annual leave is not automatic, but a privilege that requires supervisory approval before the leave is taken. To request annual leave, employees should submit a leave request form to their supervisor. Supervisors must take into consideration a number of issues before approving any leave request, including departmental staffing needs, urgency of the situation, and timeliness of the leave request. While supervisors will make every effort to approve leave requests, a request may be denied based on the library’s operational needs. Employees are responsible for monitoring their available leave balances to ensure they have enough accrued hours to cover a requested absence; if they do not, the request will
be denied (or any advance approval will be withdrawn and the leave will be canceled). There will be no advance of annual leave.

**Maximum Allowable Accumulation**
Annual leave balances may carry over from year to year. The maximum allowable accumulation of annual leave balance is based on the position of the employee, considering that different employees in different positions accrue annual leave at different rates.

**Annual Leave Chart of Allowable Accumulation**

<table>
<thead>
<tr>
<th>Position</th>
<th>Hours of Annual Leave Accrued per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>352</td>
</tr>
<tr>
<td>Library Assistant Director(s)</td>
<td>240</td>
</tr>
<tr>
<td>Classified, Full-Time Employees</td>
<td>160</td>
</tr>
<tr>
<td>(40 hours worked per week)</td>
<td></td>
</tr>
<tr>
<td>Classified, Part-Time Employees</td>
<td>160</td>
</tr>
<tr>
<td>(less than 40 hours worked per week)</td>
<td></td>
</tr>
</tbody>
</table>

**Status of Annual Leave at Separation or Rehire**
Accrued annual leave balances will be paid upon termination of employment and will be paid at the employee’s current, regular, hourly rate of pay. Employees whose termination occurs before the completion of a vacation year will receive a proration of monthly accruals earned prior to termination. A proration of unearned monthly accruals for the remainder of the vacation year will not be awarded upon termination of employment.

A previous employee who is rehired will begin accruing annual leave from a zero balance.

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**H-6 Sick Leave Benefits**

PPL provides paid sick leave benefits to eligible employees, within established guidelines, to ease the financial burden when employees are required to be absent from their jobs because of illness or injury. Sick leave is a type of leave benefit which is accrued by an employee and utilized by the employee in restricted situations. It is a benefit provided by the Library, but is only available for legitimate illness or injury of the employee or a family member as defined below.
The fact that hours of paid sick leave are accrued and added to an employee’s sick leave balance each pay period should not be interpreted as entitlement to use such sick leave without an acceptable reason or in an excessive manner. Employees are expected to act responsibly when using sick leave and not abuse this privilege. Frequent absences, excessive use of sick leave, patterned absences, failure to follow established reporting requirements, or failure to provide requested supporting documentation will result in an unsatisfactory attendance record that will be considered in the employee’s performance evaluation and may result in disciplinary action, up to and including termination.

Sick leave may not be used for annual leave purpose. It may be granted for the following purposes:

- Personal illness or injury
- Personal medical, dental, or optical appointment, examination, or treatment which is necessary during working hours.
- To prevent exposing others to a contagious disease.
- Pregnancy, related conditions and childbirth.
- To take an eligible family member to the doctor or dentist when medically necessary.
- To provide physical or psychological care for an eligible family member who is ill or incapacitated. This may include activities such as bedside care, visitation at a hospital, or providing emotional support in times of a serious medical situation, surgery or death. (Note: It is recognized that the definition of “care” may be viewed differently by different individuals. This benefit is intended for serious situations where the employee’s care is legitimately needed, and employees are expected to use good judgment in requesting time off. Any patterns of frequent or questionable requests will be addressed, and a physician’s certificate may be requested to verify illness of individuals under the employee’s care).
- For the death of an eligible family member (refer to Section H-7) when circumstances require more than three days of funeral leave (e.g., for out of state travel, to coordinate funeral arrangements)

Eligibility
All classified employees are eligible to earn and accrue sick leave benefits. Eligible employees begin accruing sick leave benefits when hired or promoted into a classified position.

Family Members
It is recognized that staff members may occasionally be needed to care for immediate family members, which includes spouses, minor children (including “step,” “foster,” and adoptive relationships), and parents. Assuming an absence is supported by medical documentation and has supervisory approval, the amount of sick leave that may be taken to care for immediate family members is limited only by the employee’s accrued leave balance.

Rate of Accrual
Full time staff members who work 40 hours per week accrue sick leave at the rate of 8 hours per month. Staff members in classified positions working less than 40 hours per week may accrue sick leave in an equivalent ratio to their percentage of hours worked per week.
Calculation of Sick Leave

- Sick leave must be earned (or accrued) before it can be taken, and is available for use in the pay period after it is accrued.
- Sick leave is paid at the employee’s regular pay rate at the time the leave is taken. Sick leave does not count as hours worked for the purpose of determining overtime.
- Overtime or additional hours are not included in the computation of sick leave accrual.
- Sick leave must be used in increments of 15 minutes (or 0.25 hour).
- Sick leave does not typically accumulate while an employee is on unpaid leave.

Procedure to Request or Report Sick Leave
An employee who knows in advance of an upcoming medical situation (such as a doctor’s appointment, surgery or medical procedure) should submit a leave request form to the supervisor as early as possible. Supervisors must take into consideration a number of issues before approving any leave request, including departmental staffing needs, urgency of the situation, and timeliness of the leave request. While supervisors will make every effort to approve medical leave requests, if a request involving a non-emergency medical situation cannot be readily approved, the employee may be asked to reschedule.

To report an unexpected absence, employees should follow the Procedures for Notification of Absence outlined in Section G-8 (Attendance Issues) of this Manual. These procedures require the employee to notify the supervisor as early as possible. If the employee cannot personally talk with the supervisor, the employee should have someone else make the notification, then personally call and talk with the supervisor as soon as circumstances permit. In addition, an employee who is absent for medical reasons should advise his or her supervisor on a regular basis of the employee’s status and estimated date-of return. Medical absences may require verification from a physician. See Section G-8 for details on reporting an absence.

Certification by Physician
A medical certificate signed by a licensed physician may be required to substantiate a request for sick leave to support the following:

- Any period of absence due to illness consisting of three (3) or more consecutive work days.
- A request for sick leave during a period when the employee is on annual leave, or when taken before or after a holiday or other scheduled day off.
- Leave of any duration if absence recurs frequently or habitually, or when it is suspected that an employee is abusing sick leave, provided the employee has been notified or warned that a medical certificate will be required.
- Sick leave used to care for an eligible family member as described in this section.

Benefits During Medical Absence
Employees must have accrued sick leave hours to cover the absence. If they do not, the Library Director will assess the situation to determine whether the employee may qualify for an unpaid absence under the Family and Medical Act or other legislation. Employees are encouraged to accumulate and maintain sufficient balances of sick leave time to be prepared for unexpected illness, injuries or other emergencies.
Maximum Allowable Accumulation
Sick leave balances may not be carried over from year to year. Upon retirement, any forfeited sick leave will be reported to the Teachers Retirement System of Georgia (TRS) for use in calculating potential sick leave credit.

Status of Sick Leave at Separation or Rehire
There is no compensation for unused sick leave for any type of separation. However, upon retirement (as defined by the Teachers Retirement System of Georgia), any unused or forfeited sick leave will be reported to TRS for use in calculating potential service credit. A previous employee who is rehired will begin accruing sick leave from a zero balance.

H-7 Funeral/Bereavement Leave Benefits

[Policy adopted 02-20-2014]

Upon approval by the supervisor, PPL will grant classified employees up to three (3) work days of Funeral/Bereavement Leave for the employee’s absence in the event of a family member, within established guidelines.

Family Member
For purposes of this section, a “family member” includes the employee’s spouse, parent, child, sibling, aunt, uncle, niece, or nephew (including any step, foster, grand, or adoptive relationship), or any person who lives in the employee’s household. Special consideration may be given to any other person whose association with the employee was similar to any of the above relationships. Time for attendance at funeral of others may be granted without pay.

Eligibility
Classified employees are eligible to receive up to three (3) work days of Funeral/Bereavement Leave benefits per occurrence or as otherwise approved. The value of each day is based on the number of hours the employee was scheduled to work on each of the days taken off.

Although three (3) days of funeral leave are available, employees are expected to respect the spirit of this benefit and not take more time than what is needed. For example, three (3) days of funeral leave may be appropriate for a funeral held out of state or when the employee has primary responsibility for making funeral arrangements, while only 1 day (or a partial day) of leave may be appropriate for a funeral that is held locally, that occurs in connection with a scheduled time off, or that is attended more as a courtesy to other relatives than for personal grieving.

Funeral/Bereavement Leave typically involves consecutive days that are used immediately following a death.

Procedure to Request Funeral/Bereavement Leave
Employees are responsible for requesting funeral/bereavement leave from their supervisors and for providing information that supports the request (e.g. dates of funeral arrangements, funeral location).
Payment of Funeral/Bereavement Leave Benefits
Funeral leave is paid at the employee’s regular pay rate at the time the leave is taken. Funeral leave does not count as hours worked for the purpose of determining overtime. Funeral/Bereavement Leave compensation will not be advanced to any employee.

Funeral/Bereavement Leave benefits are available only at the time of death in the family. If an employee does not use any or all funeral leave at the time of death (or within an approved timeframe), the time will be forfeited. Funeral Leave may not carry over from year to year and is not payable at termination of employment.

H-8 Civil Leave Benefits

PPL encourages employees to fulfill their civic responsibilities, such as jury duty, voting or Library-related court appearances. Classified employees may be eligible for leave time with pay or without pay to perform required civic duties.

Any employee who is required to perform jury duty or subpoenaed to appear in a legal proceeding must make every effort to minimize the time spent away from work, to request an on-call arrangement for appearance when possible, and to continually update the supervisor (or designees) with the employee’s status and the expected timeframe for return to work.

No employee will be discharged, disciplined, threatened or otherwise penalized because of the employee’s absence for the purpose of a judicial proceeding in response to a subpoena, summons for jury duty, or other court order or process that requires the employee’s attendance at the judicial proceeding.

Jury Duty
Upon receiving a summons to serve on jury duty, the employee should present a copy of the Jury Summons to the supervisor as soon as possible so that departmental work schedules can be modified to accommodate the summons. Employees must report to work when the jury is not meeting, as well as before and after the daily tour of jury duty, as time and circumstances warrant. In all cases, employees must continually keep their supervisors informed of their status.

Employees will be paid their regular wages while serving jury duty, provided that:

- He/she provides the supervisor with a summons to serve on a jury at least three days prior to the time that he/she is scheduled to serve.
- After completing jury duty, employee furnishes the supervisor with evidence of having served for the time claimed and received payment.
- After being excused by the court on any given day, the employee is to report to work.

For each day that an employee loses regular scheduled work because of jury duty, he/she will receive full payment for those hours computed at straight time on his/her current hourly or salary rate.
A salaried employee’s time served on jury duty shall not be charged against other earned leave.

**Voting**

PPL encourages employees to exercise their individual right to vote by participating in elections. Employees are encouraged to take advantage of advance voting. On election days, most employees should be able to vote either before or after their regular work schedule. An employee may be eligible to receive up to two (2) hours of Civil Leave for the purpose of voting in an election if the employee (a) is a registered voter and (b) does not have sufficient time outside regular working hours within which to vote. Time off for voting should be taken at the beginning or end of the regular workday, or as an extension of the employee’s meal break.

**Peach Public Libraries-Related Court Appearances**

PPL employees who are subpoenaed or ordered to appear before a court, public body or commission in connection with Library business may be granted civil leave with pay for such period as required by the court.

However, civil leave may not be used for any employee absences to appear in private litigation not associated with PPL or for any case in which the employee is charged with a crime. Also, any employee who files a legal action against PPL may not use civil leave for the pursuit of such a lawsuit. In such situations, the employee may request use of annual leave, in accordance with guidelines of the leave program.

**H-9 Administrative Leave Benefits**

[Policy adopted 02-20-2014]

PPL may grant administrative leave with or without pay for an absence involving an administrative decision for a situation for which other leaves do not apply.

Examples of situations that may warrant administrative leave include but are not limited to:

- Closure of offices due to inclement weather, adverse conditions or emergency situations.
- Investigation into possible wrongdoing, misconduct, or violation of law.
- Pending results of a test, examination, drug screening, or other assessment relating to employee’s ability to perform essential functions of the job.
- Removal of an employee from the work environment for administrative reasons.

The employee(s) may be paid his or her normal rate of pay for the duration of the leave. Time designated as administrative leave will not be charged to the employee’s paid leave. Administrative leave time does not count as hours worked for the purpose of determining overtime.

An employee on administrative leave is expected to be in a work-ready status at all times during his or her regular scheduled time and must be able to report to work with short notice.
H-10  Workers’ Compensation Leave for On-The-Job Injury

[Policy adopted 02-20-2014]

All PPL employees are covered by the Workers’ Compensation Act of the State of Georgia. Employees should immediately inform their supervisor of said injury and must follow directions and requirements found on the Workers’ Compensation notices posted on staff bulletin boards.

Any employee who is injured on the job must immediately report such injury to the supervisor, Business Manager or Library Director, no matter how minor the injury may appear to be. If medical attention by a physician is needed, the employee must select a doctor from the approved panel of physicians listed on the Workers’ Compensation notice posted at each branch. In an emergency, the employee may get temporary medical care from any doctor until the emergency is over, then the employee must get treatment from a doctor on the posted list. If the injury will prevent the employee from working, the employee must submit a physician’s statement to that effect. PPL reserves the right to refuse payment of medical services for any employee examined by a physician not listed on the approved panel of physicians.

Any employee who has lost time due to a work-related injury or illness must obtain a doctor’s statement for the time missed and a fitness-for-duty certification to return to work.

Neither PPL nor its workers’ compensation insurance carrier will be liable for payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social or athletic activity sponsored by PPL.

H-11  Library Privileges and Responsibilities

[Policy adopted 02-20-2014]

Staff Borrowing
Library employees are encouraged to use the library. As an employee benefit for active staff members, each employee’s library card will be assigned “staff” status and library fines for overdue materials will be waived. Library fees for lost or damaged materials will be assessed to staff library accounts. These fees may be waived ONLY with the approval of the Library Director. Staff privileges expire when the employee separates from PPL employment.

Each employee holds a position of trust as a steward of the library’s resources. Not only are employees expected to follow the same rules and regulations that apply to library patrons, but they are held to a higher standard because of their level of access to library materials, funds and automated systems. The following are guidelines for staff use of library materials:

- Any item being used for personal purposes must be properly checked out on a personal library card.
- Although overdue fines will be waived, employees should make every effort to return items when due.
Employees are welcome to check out or reserve new materials, but should keep in mind that other patrons may be waiting for these items and should return them on time.

Renewals for staff members are subject to the same rules as for patrons.

Employees are responsible for any lost or damaged materials.

Any fines or fees on an employee’s account (e.g. lost, damaged, ILL fees) must be paid in the same manner as for any other patron.

To avoid any potential conflict of interest, employees may not handle any payment transactions on their own account.

Employees are expected to take responsibility for notifying their supervisor whenever a situation exists that may be considered inappropriate use of their staff library privileges.

Abuse of Staff Privileges
It is unacceptable for staff members to give themselves (or family members or friends) privileges that other patrons do not have, particularly when their actions prevent other patrons from having access to materials. Staff “perks” are limited to exemption from fines. Staff members are not exempt from adhering to renewal limits or paying for lost or damaged items.

If an employee abuses his or her staff borrowing privileges, inappropriately uses his or her access to library materials, or manipulates the library’s automated system for personal benefit, the employee’s staff privileges will be revoked. The library card will revert to “patron” status. If revocation of “staff” status due to abuse of staff privileges adversely effects employee’s access to computer systems and therefore employee’s ability to perform their job duties, other disciplinary actions may result.

H-12 Staff Development and Training

[Policy adopted 02-20-2014]

The Library believes that staff participation in continuing education and professional organizations will benefit each individual professionally as well as benefiting the Library. To this end, staff members are encouraged to participate in job-related training opportunities and in activities of professional organizations, as library duties and funding permit.

With approval of the supervisor and the Library Director, a limited amount of time and funding may be allowed for training, professional activities, library conferences and workshops, or other events, based on job relevance and the cost of the event.

Attendance at any event is not automatic, and consideration will be given to issues such as: nature of event, relevance of event to employee’s job, number of employees interested in attending, cost of event, availability of funds, impact on department operations and work schedules, or other issues. Attendance at such events may be rotated among staff members. Required job training will take precedence over other staff development opportunities. To maximize the value of the Library’s training funds, employees who attend conferences and training events are asked to share the information acquired at the event with their supervisor and other staff members.
Employees who are interested in attending a specific conference or workshop, or feel that they could benefit from a specific training opportunity, should discuss the situation with their supervisor. The supervisor will discuss the employees’ attendance at an event or the need for training with the Library Director.

The Library will provide payment in full, either in advance or thru reimbursement, for approved registration fees, expenses for hotel/motel accommodations, meals, and travel upon competition of PPL travel expense form, with approved receipts.

Within the discretion of the Library Director, Peach Public Libraries will defer to the travel guidelines provided in the Statewide Travel Policy from the State Accounting Office of Georgia to resolve questions concerning travel reimbursements.

See Section J-8 Travel and Reimbursement

**In-Service Training/Staff Development Day**

When necessary, the Library Director may designate February’s President’s Day Holiday as an In-Service Training/Staff Development Day.

When designated, all classified full-time staff must attend In-Service Training/Staff Development Day. Classified and non-classified part-time staff are encouraged to attend when schedules permit and may be required by the Library Director to attend, when necessary.

Employees will compensated at their regular, hourly-rate when attending required In-Service Training/Staff Development Days.

**Continuing Education for Librarians**

Employees who are professional librarians are required to maintain records of their continuing education. Although PPL may pay for some or all continuing education and may maintain training records for internal purposes, PPL does not provide documentation to external agencies. Each librarian is personally responsible for being aware of the rules of the State Board for the Certification of Librarians in terms of educational requirements and for maintenance of records required to maintain his or her individual librarian certification.
SECTION I: OTHER TYPES OF LEAVE

I-1  Furlough Leave

[Policy adopted 02-20-2014]

A furlough is a voluntary or involuntary temporary, unpaid leave of absence from employment. While a leave without pay is not a normal practice, PPL may choose to implement voluntary or involuntary furloughs due to economic conditions or for other operational reasons.

- Involuntary furloughs involve employees being required to take a day off without pay. PPL may choose to close on a day of involuntary furlough, or may designate a holiday to be an unpaid furlough day.
- Voluntary furloughs are only available during timeframes specified by PPL, and are not allowed outside of such timeframes. Voluntary furloughs should not be confused with “leave without pay,” which is not available to employees, except if approved pursuant to the applicable leave policies set forth in this Manual.

Because the purpose of a furlough is to reduce the employer’s operating costs, employees will receive no compensation and cannot use any paid leave benefits during a furlough. However, each employee’s paid leave benefits would continue to accrue as if the employee were on paid status, and there would be no break in service. PPL would continue to pay its share of any benefit costs, and payroll deductions would continue to be made to cover the employee portion of applicable benefits. Since a furlough results in employees working less than their normally scheduled hours, employees should be aware that a furlough could negatively impact their eligibility for certain benefits. Before requesting a voluntary furlough, employees should contact Library Administration to discuss the status of their benefits during the furlough.

The placement of an employee on involuntary furlough does not constitute grounds for complaint or appeal.

When an exempt employee takes an involuntary day of furlough, the employee is considered non-exempt for the week, and should not perform work on the furlough date. However, when an exempt employee voluntarily takes a day of furlough, the employee’s exempt status is not affected.

I-2  Leave under the Family and Medical Leave Act (FMLA)

[Policy adopted 02-20-2014]

PPL complies with all provisions of the Family and Medical Leave Act (FMLA). If the policies set forth in this Manual conflict or come into conflict with the FMLA as it presently exits or is amended from time to time, the provisions contained in the FMLA shall control. Use of FMLA leave will not be used as a negative factor in employment actions such as hiring, promotions or disciplinary actions.
Leave under FMLA does not replace other authorized leaves. PPL requires that any leave under FMLA be taken concurrently with use of available leave benefits. Employees should contact their supervisor for questions relating to FMLA.

I-3 Military Leave and Military Family Leave

[Policy adopted 02-20-2014]

PPL shall comply with the applicable State of Georgia law (O.C.G.A. 38-2-279) and federal law for public employees. Any employee who is called up to active duty in any branch of the military service of the United States will be allowed leaves of absence and maintenance of rights and benefits consistent with state and federal law upon presentation of orders pursuant to such active duty.

PPL shall comply with the Family Medical Leave Act (FMLA) and its' provisions for Military Family Leave.

I-4 Maternity Leave

[Policy adopted 02-20-2014]

Maternity Leave can be taken without pay, or employees may use any accumulated Sick Leave or Vacation Leave, or combination thereof at their discretion.

Disabilities caused by pregnancy or childbirth for all job related purposes are treated the same way as disabilities caused by other medical conditions. The granting of Maternity Leave does not guarantee that the employee’s same position or hours will be available at the end of the Leave. Each case will be treated individually and upon the employee’s return, every effort will be made to give her the best available job for which she is qualified by experience, ability and seniority. Employees will be returned to their previous jobs whenever possible; otherwise, they will be assigned to similar work.

Employees continue to earn and accrue Vacation and Sick Leave benefits during the entire leave period. The Library will continue to pay the employer’s portion of State Merit Health Insurance during the entire leave period.

When an employee learns she is pregnant, she should inform her supervisor and set a tentative date to stop working that is appropriate to protecting her health. The Maternity Leave shall begin at a time to be determined by the employee, the physician(s), and the Director. The employee may continue in active employment as late into her pregnancy as she desires provided that she has not been advised by physician(s) not to do so and that she is able to perform the required functions of her job.

While on Maternity Leave employees must notify their Supervisor of their availability to return to work two weeks prior to the date they plan to return. That notification must be in writing and accompanied by a written approval from the physician(s).
A leave donation program enables eligible employees to voluntarily donate accrued leave to other eligible employees who have exhausted all paid leave. Typically, recipients of donated leave have been absent for extended periods due to their own or a family member’s illness.

For the purposes of this policy, the following terms and definitions apply:

1. “Donor” means an eligible employee who has elected to donate leave to another employee.
2. “Recipient” means an eligible employee who has been authorized to solicit donations of leave from other employees.

The Library Director must approve all requests for solicitation of leave donations PRIOR to the circulation of such solicitations. Upon approval, the Library Director (or designee) will assist the recipient in developing a solicitation announcement. The recipient will agree, in writing, that the announcement is satisfactory prior to any circulation of such announcement.

Solicitation announcements will be posted for not less than ten (10) work days.

A donor may donate any amount of accumulated, earned annual/personal/vacation leave and not more than ninety six (96) hours of sick leave in a calendar year. Donations may not be made from unearned leave. Donations may not be made from forfeited leave balances. All donations shall be in increments of whole hours.

- Donors of annual/personal/vacation leave must have a balance of not less than sixty (60) hours of annual/personal/vacation leave AFTER donation.
- Donors of sick leave must have a balance of not less than sixty (60) hours of sick leave AFTER donation.

A donor shall authorize the identity of the recipient and the type and amount of leave being donated. Such authorization shall specify that the donor surrenders any claim to any donated leave credited to the recipient.

Leave may not be donated to any recipient that has not been authorized by the Library Director to receive such donation.

A recipient must have been continuously employed by the Library, as of the date a request to solicit donated leave is filed, for not less than twelve (12) months, have exhausted all accrued and forfeited leave and all available compensatory time.

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Donations, not to exceed five hundred and twenty (520) hours (13 weeks), will be credited to a recipient as determined by the Library Director; provided, however, that donations received after the maximum has been reached will not be accepted by the recipient and will be returned to the appropriate donor(s).

Donations accepted but not used by the recipient may be returned to the appropriate donor(s). Once a recipient has returned to duty, not more than forty (40) hours of previously donated leave may be retained for the recipient’s use.

Multiple donations will be permitted for the same recipient; provided, however, no recipient will be credited with more than one thousand forty (1040) hours (26 weeks) of donated leave in any consecutive two calendar year period.

Recipient may use credited donated leave for any purpose that has been authorized by the Library Director.

Leave donation is strictly voluntary. No employee (or their representative) may threaten, coerce or attempt to threaten or coerce another employee for the purpose of interfering with rights involving the donation, receipt or use of leave. Prohibited acts include, but are not limited to: promising to confer or conferring a benefit such as appointment, promotion or salary increase; or making a threat to engage in, or engaging in an act of retaliation against an employee because of leave donation. Donors are prohibited from accepting compensation or gifts from recipients in exchange for leave donations. Donors must report offers of such compensation or gifts by a soliciting recipient. Any employee violating any part of this donated leave policy may be subject to disciplinary action, up to and including termination of employment.
Dress Code

Public image plays an important role in maintaining public support for Peach Public Libraries. A professional appearance goes far in inspiring confidence, a sense of trust, and an expectation of quality service. Everything an employee does reflects on the public’s image of the Library, including the employee’s choice of attire. Since all PPL employees may encounter the public on any given workday, all employees are expected to follow this dress code. The dress code applies to all on-site and off-site functions at which the individual is representing PPL.

Dress Standards
To maintain a public image consistent with a professional organization, PPL has adopted a conservative business casual dress code. (For purposes of this policy, the term “conservative” refers to modest clothing that is in keeping with traditional standards for business attire). When away from work, an employee’s choice of attire is a matter of personal preference. However, when the employee is working, attire must be within the parameters that reflect the professional, neutral environment that PPL strives to provide. If an employee must conduct personal business that involves non-professional apparel before or after work, the employee should plan to change clothes.

Guidelines for Attire
The goal is for each employee to present a neat, clean, conservative, well-groomed, and businesslike appearance while at work. Rather than focusing on individual items of clothing, the employee should consider the overall image that he or she presents. It is possible for one aspect of an outfit to be considered somewhat casual, but when paired with professional clothing the overall appearance may be professional. (For example, a pair of twill slacks paired with a faded t-shirt would not be acceptable, but the same pair of pants with a blouse would be acceptable.)

No dress code can address all contingencies, and this policy does not attempt to itemize all current and future clothing options. Employees are expected to use judgment in selecting work attire. Following are guidelines to assist employees in determining whether attire is acceptable.

- Casual clothing should not be worn to work. Clothing that works well for the beach, yard work, exercise sessions, sporting events, or running errands is typically not appropriate for work.
- Clothing that is tight, low-cut, or see-through is unacceptable.
- Clothing should cover the shoulders, chest, back and midriff (including when standing, sitting, stooping, while arms are extended over the head or while bending over), and should not reveal undergarments or cleavage.
- Skirts should come to the top of the knee when standing. Skirts with deep slits or that are short or tight should be avoided.
- All styles of pants or trousers must be below the knee, mid-calf when standing. Shorts are not allowed.
- Casual pants, including those made of blue denim (or fabric that resembles blue denim) may be acceptable if the overall image the employee presents is professional.
Solid t-shirts are allowed, but shirts with printed sayings, graphics or logos should not be worn (unless related to a Library-related or approved activity, such as a reading program).

Name badges should be worn at all times during work hours. Badges should be worn above the waistline and positioned so they are easily visible.

**Shoes and Footwear**
For safety reasons, employees should wear shoes that are supportive and protect the feet from falling books or moving book carts. PPL recommends wearing closed-toe, low-heel styles. Open-toe shoes or sandals are permissible, but offer less protection. Flip-flops are not allowed. Clean athletic shoes are acceptable.

**Personal Grooming, Accessories and Use of Fragrances**
Good personal hygiene is expected at all times. Clothing should be clean, neat and well kept (no holes, tears, patches, fading or frayed areas). All hair styles should be neat and professional (no extreme styles or colors). Facial hair should be clean and neatly trimmed. Jewelry, makeup, accessories, and other aspects of appearance should be subtle. There should be no visible tattoos or body piercings (other than ears). Fragrances, if used, must be mild; patrons and other employees may be allergic or sensitive to perfumes, colognes, or other fragrant products.

**Compliance**
Dressing appropriately is a condition of employment with PPL. Failure to adhere to the dress code will be addressed as a policy violation. Repeated or obvious violations of this policy will result in disciplinary action, up to and including termination. In certain cases, PPL reserves the right to require the employee to leave work to change into appropriate clothing. Any time spent away from work would be without pay and may not be made up.

Employees are expected to comply with the above standards, and should not put their supervisors in the position of having to police attire. If there is any doubt as to whether an aspect of attire is appropriate, the employee should assume it is not. Employees with questions about what is appropriate for their positions should contact their supervisor or Library Director. PPL reserves the right to prohibit certain articles of clothing. The Director may approve dress code exceptions in certain circumstances, and will consider such instances on a case-by-case basis.

As stated above, no dress code can address all contingencies, PPL reserves the right to interpret what is acceptable in the matter of overall appearance, and to interpret and apply this policy to other aspects of appearance not specifically covered in this policy.
Authorized Drivers and Use of Library Vehicle

The Library has established guidelines to authorize employees to operate a vehicle in connection with their Library responsibilities. These guidelines apply to any PPL employee who drives a PPL vehicle, as well as any PPL employees who drive their personal vehicles in the course of their employment (referred to in this document as “PPL driver”).

License and Motor Vehicle
All employees who drive a PPL vehicle or who drive a personal vehicle in the course of their employment must possess and maintain a valid Georgia Driver’s License for the class of vehicle being driven.

Driver Responsibilities
All employees who drive a PPL vehicle or who drive a personal vehicle while acting within the scope of their PPL duties must adhere to the following responsibilities:

1. Immediately report any change in the status of the employee’s driver’s license.
2. Know and obey all traffic laws of the State of Georgia (and any jurisdiction in which the vehicle is being operated).
3. Practice safe and courteous driving at all times and avoid traffic accidents.
4. Wear safety belts when the vehicle is being driven, and ensure that all passengers are wearing safety belts when the vehicle is being driven.
5. While operating a vehicle, refrain from using cell phones (or similar devices) and refrain from reading or sending text or email messages.
6. Never drive while intoxicated or under the influence of controlled or illegal substances.
7. Immediately report any traffic citation received for any driving offense. Accept legal responsibility for citations, violations, and fines resulting from actions of the driver (to include promptly paying any speeding and illegal parking tickets).
8. Immediately report any accident or incident that involves a PPL vehicle or that occurs when the employee is operating a personal vehicle while conducting PPL business.
9. Report any vehicle damage or operational problems immediately; keep vehicle clean and neat.
10. Ensure that PPL vehicles are used only for authorized purposes.
11. Leave PPL vehicles on site at assigned location.
12. Never use (or allow use of) any form of tobacco inside a PPL vehicle, whether by driver or passengers.

Any employee who violates any of the responsibilities or requirements described herein will lose the right to operate a PPL vehicle or to operate a personal vehicle to conduct PPL business, and will be subject to appropriate disciplinary action, up to and including termination.

Personal Vehicle
Employees who must drive to perform PPL business must possess and maintain a valid Georgia Driver’s License for the class of vehicle being driven.

Approved employees who use a personal vehicle for authorized PPL business may be reimbursed for mileage at current rates established by the State of Georgia. Mileage for the normal commute between
home and the assigned work location does not qualify for reimbursement. Mileage will be paid for an employee substituting at another work location besides their regularly scheduled worksite for the day.

See Section J-8 Travel and Reimbursement.

J-3 Smoke Free Workplace Policy

Peach Public Libraries complies with the Georgia Smoke Free Air Act of 2005. All library buildings and library vehicles are designated as smoke-free and tobacco-free areas. In addition, neither smoking nor tobacco use is permitted within 50 feet of any library entrance or exit, on loading docks, in courtyards, or in any of the demonstration gardens on library grounds. This policy applies to the use of any tobacco product, including smokeless tobacco, and applies to both employees and visitors of the library.

PPL understands that tobacco is a legal product and further recognizes that, as an employer, PPL may not require that employees or prospective employees refrain from tobacco use when not at work, and will not discriminate against employees who use tobacco outside of employment. The success of this policy will depend on the courtesy and cooperation of both tobacco users and nonusers. All PPL employees are responsible for following and helping to enforce this policy, and should report any problems or violations to a supervisor. Violations of this policy will subject an employee to disciplinary action, ranging from a written reprimand up to and including termination.

J-4 Solicitation Policy

PPL prohibits solicitation or distribution or posting of materials at or in PPL work areas or public areas by any employee or non-employee, except as may be permitted by this policy. “Solicitation” means, but is not limited to, requesting or urging anyone to obligate himself or herself to pay, provide, or devote money, opinion, time or any other quantifiable thing of value to any cause, organization, or event or for any product or service. Solicitation includes but is not limited to, requesting anyone to sign any document, petition, or pledge, or to take part in any pool, organization, association, or group or indicating or providing support for a pledge to any cause, organization, association, or circumstance. This policy pertains to any form of solicitation, including verbal, written, electronic, telephone or other means of communication.

1. Non-Employees: Persons not employed by PPL may not solicit or distribute literature on PPL property at any time, for any purpose, except as allowed herein.

2. Employees: PPL employees may not solicit or distribute literature for any purpose during working time or in work areas. Working time includes the working time of either the employee doing the soliciting or distributing or the employee to whom the soliciting is being directed. Working time includes all time when an employee’s duties require that they be engaged in work tasks, but does not include meal breaks or scheduled breaks. Work areas include all areas of PPL property except break rooms and parking areas.
From time to time, and with approval of the Library Director, exceptions to this policy may be allowed for activities such as PPL-sponsored programs related to library services, fund-raising activities supported by Peach Public Libraries Friends of the Library, events sponsored by PPL-partners and PPL-supported community or charitable activities. However, such approval when provided by the Library Director shall not be considered or deemed to be a waiver or revocation of this policy. Collections for staff gifts or activities (such as for celebrations, group gifts or holiday events) are generally permissible; however, no employee should ever feel required to participate in staff celebrations, contribute to gift funds or in any way be coerced into socializing.

J-5 Inclement Weather and Emergency Closings

[Policy adopted 02-20-2014]

PPL makes every effort to maintain regular operating hours. However, when situations such as inclement weather, utility disruptions, or other emergency conditions require the library to close during regular hours, the guidelines discussed below will apply. (Note: For purposes of this section, reference to “open” and “closed” status means the times the employees are expected to arrive at work or leave work, not the times the library will open or close to the public.)

Communication of Open/Closed Status
The Director will make any decision to open late, close early or close for the day. A decision to close one library branch or work site does not necessarily mean that another site will be closed. An established procedure will be followed (such as use of a call tree) for communication of the opening/closing status. Employees should become familiar with the proper procedure to learn the status of their assigned location, and should keep their supervisor informed as to the ir status and ability to get to work.

Essential Staff Reporting
Any employee designated in advance as essential to dealing with emergency situations is expected to be prepared to report to work as assigned. Other employees may also be called to work for an emergency situation, even if not designated in advance.

Reporting to Work
If a library site is officially closed, employees should not report to work. If a site opens late, employees who were scheduled to be at work at the time of the late opening are expected to report to work at that time. If a site closes early, employees who were working at the early closure time will be sent home, and employees scheduled to start a shift after the closing time should not report to work.

BE SAFE! PPL values the safety of its staff and does not advise employees to take unwarranted risks when traveling to work during inclement weather. Road conditions can vary from one area to another, and employees must make individual decisions about their ability to safely travel. Any employee who does not feel he or she can safely get to work should notify his or her supervisor as soon as possible.

If a closing has not been declared, or if safety is not a concern, employees are expected to work any part of their assigned shift that coincides with open hours. Failure to do so may be considered an unexcused absence. Sometimes the overlap may be so small that employees feel it not worth coming to work. Employees should discuss the situation with their supervisor, as the library may be counting on every
scheduled employee in order to successfully open, and may even need additional hours from available staff.

**Compensation and Reporting**

For non-exempt employees, PPL will compensate employees for hours they were scheduled to work during the period of closure. When the work site is open, employees who do not work their scheduled hours will not be compensated and may not be allowed to make up missed time. Employees who were on a pre-arranged absence (e.g. scheduled day off, sick, vacation, leave of absence, etc.) when a closure occurs will not be affected by the closure and the absence will be charged as originally planned. Questions about schedule and compensation should be directed to the immediate supervisor.

For exempt (salaried) employees, PPL will compensate employees for an entire day if the work site is closed all day or if the employee reports to work for part of the day. If the work site opens but the employee does not report to work, the employee must use annual leave for the day. Employees who were on a prearranged absence when a closure occurs will not be affected by the closure, and the absence will be charged as originally arranged. (Note: Exempt employees are often in a supervisory or key role that involves coordination of site openings/closings, staffing, communications, or other issues during emergencies and may require the employee to work during a period when their work site is officially closed or to work from remote locations. In such instances, the employee should discuss with their supervisor issues such as their availability, the time they worked and how to report that time.)

**J-6 Closing for Staff Member of Library Board Trustee’s Funeral**

[Policy adopted 02-20-2014]

In the event of the death of a staff member or Library Board Trustee, the Library system will be closed to allow staff to attend the funeral services of a fellow staff member or Trustee. Administration will approve such an action and will decide on the length of the closed period. All full-time and part-time employees originally scheduled to work those hours will be paid.

For a death in a staff member’s family, there will be no closing of a branch or headquarters. However, the administration will arrange for the work area or for the branch to be covered by other employees, so that staff members may attend the funeral services.

**J-7 Communication and Information**

[Policy adopted 02-20-2014]

Successful communication is key to the success of each employee, as well as to that of the Library as a whole. Employees are responsible for checking their mailbox, email, and voicemail (if applicable) on a regular basis. Depending on the subject and level of urgency, all of these methods will be used to communicate important information. Employees can also expect to receive information verbally from supervisors and other staff members. Individual departments may have additional methods of communicating procedural changes or other information. Employees should become familiar with the communication expectations for their assigned department.
In most cases, communication occurs up or down the supervisory chain. Employees should keep their supervisors informed of any questions, concerns, suggestions or other issues. Supervisors should be able to advise employees of the best person to contact regarding various issues.

J-8 Travel and Reimbursement

PPL has established policy and procedures governing employee travel and reimbursement. The policy allows travel on a very limited basis provided that (a) funding is available; (b) travel is duly authorized; (c) travel is within the scope of the employee’s employment and discharge of his or her official duties; and (d) travel is conducted in a cost-effective manner.

The Library will provide payment in full, either in advance or thru reimbursement, for approved event/course registration fees, expenses for hotel/motel accommodations, meals, and travel upon completion of PPL travel expense form, with approved receipts.

Within the discretion of the Library Director, Peach Public Libraries will defer to the travel guidelines provided in the Statewide Travel Policy from the State Accounting Office of Georgia to resolve questions concerning travel reimbursements.

J-9 Housekeeping and Office Décor

Each employee is responsible for assisting to uphold a level of professionalism in the workplace, and is requested to assist in maintaining work areas. Desks, offices and immediate work areas should be kept neat and free from clutter. Any food or beverage containers in work areas should be removed each workday, and accidental spills should be cleaned immediately. Though beverages and snack may be permitted in work areas, meals are to be consumed in the break rooms, not in work areas. Employees are also asked to assist in keeping common areas (such as break rooms, supply rooms, conference rooms, etc.) clean and orderly.

**Break Rooms**

Break room facilities are provided as a convenience to all employees. Each employee is responsible for cleaning any dishware, silverware, or other items used. All employees who use break room areas are expected to help in cleaning tables, countertops, refrigerators, and microwaves. Any food stored in refrigerators or cabinets must be in covered containers and should be labeled with the employee’s name and date. Food must be removed or discarded within a reasonable period of time. Employees should be aware that food or personal items left in the break room for any length of time may be thrown away (including containers). Employees are expected to respect the property of others and should not use (or consume) items belonging to other employees.
J-10  Personal Items

[Policy adopted 02-20-2014]

PPL cannot be responsible for the safety, loss, or damage of personal belongings brought to work by an employee. Any personal item that may present a safety hazard in the workplace or that (in the opinion of management) may be considered offensive, profane, hostile, sexually aggressive, or demeaning of an individual or class of individuals is not permitted.

Further, employees should keep in mind that all Library equipment, property, and facilities (including but not limited to desks, workstations, file cabinets, lockers, computers and computer-stored information, email, voicemail, business records, vehicles, or any other property or equipment owned or provided by the Library) are subject to inspection at any time and for any reason. No employee shall have any privacy interest whatsoever in any Library equipment, property or facilities.

J-11  Contact with the Media

[Policy adopted 02-20-2014]

All media inquiries regarding the Library and its operations must be referred to the Library Director or designee. Only the Library Director and/or designees are authorized to make or approve public statements pertaining to the Library or its operations. No employees are authorized to make statements on behalf of the Library, unless specifically designated by the Library Director.

J-12  Children and Visitors in the Workplace

[Policy adopted 02-20-2014]

The Library is unlike most workplaces in that Library facilities are open to the public. This can present a challenge when friends and relatives of employees come to the library. This section of the manual is intended to provide guidelines regarding employees’ children or visitors in the Library while the employee is at work.

**Children or Other Family Members at Work**

In order for the Library to maintain a professional and productive work environment, employees may not bring children to work during scheduled work times. The Library workplace should not be used in lieu of childcare or adult daycare services. Parents should plan accordingly for the care of their children on days when children may be sick, during school holidays, or other occasions. Standards for “child” or “children” also apply to any person who is in the care of the employee (e.g. disabled parent, etc.).

**Visitors in the Workplace**

Employees should limit their personal conversations with family members or acquaintances who visit the Library. Visits are permissible, but should be infrequent and brief in order to maintain a productive work environment. Visits should be held in common, public spaces, or meeting room, **NOT** in administrative work areas.
Restricted Access to Non-Public Areas of the Library
Access to non-public areas of the library is limited to current employees, approved volunteers (such as Friends of the Library volunteers) and scheduled maintenance or service workers. (For purposes of this section, non-public areas refer to areas behind the public service desk, employee workrooms, employee offices, hallways, storage areas, computer equipment rooms and break rooms.) Other persons with business-related reasons to be in these areas (such as vendors or consultants) must be accompanied by an employee at all times.

Persons visiting employees for reasons other than library business (e.g. family members and friends) may be allowed in non-public areas for brief periods of time. However, all visitors must be accompanied by an employee at all times. Employees will be held responsible for the actions of their guests and of anyone to whom they allow access. Visitors are not permitted to use staff computers or other equipment intended for staff use.

Any exceptions to this policy must be approved by the Director (for example, “Take Your Child to Work Day”).

J-13 Volunteers

[Policy adopted 02-20-2014]

PPL welcomes volunteer workers to donate their time. However, the PPL is not obligated to accept volunteer service and may not be prepared to accept all volunteer requests to work. Volunteers will be assigned in areas with responsibilities as designated by the library and at the convenience of the library’s operation and schedule. Volunteers will be expected to abide by the rules and regulations of the library. Volunteers are not paid and do not receive benefits. Volunteers do not replace regular employees.

All volunteers should be at least sixteen (16) years of age.

Children of library staff may volunteer, but not in the same branch facility as their parent’s assigned workplace on the same day.

Volunteers will be scheduled specific assignments and work schedules. Volunteers are not to be in secure areas of the library, such as employee work stations, employee computers, locked areas or circulation work areas, unless approved by the Library Director.

Department supervisors will maintain a record of the volunteers’ hours of work.

Services provided by volunteers will supplement, but not replace, regular services, and volunteers will not be used in places of hiring full- or part-time staff.

In accordance with labor laws, paid library staff may not volunteer their services to the library when those services are within the staff member’s job description or regular work assignment.
J-14 Employee Membership in Local Library Community Groups

[Policy adopted 02-20-2014]

Library employees are encouraged to participate in “Friends of the Library” or “Library Auxiliary” groups.

In order to avoid a potential conflict of interest or the appearance of such, Library employees may not hold office in these groups. The Library Director must maintain ex officio membership in any “Friends of the Library” or “Library Auxiliary” group(s).

See Section B-2 Conflict of Interest
SECTION K: USE OF PPL PROPERTY (INCLUDING TELEPHONE, INTERNET, AND ELECTRONIC PROPERTY AND EQUIPMENT)

K-1 Overview

[Policy adopted 02-20-2014]

The purpose of this section is to provide a broad overview of guidelines for the use of PPL property, including property related to information technology.

All computers, telephones, facsimile machines, copiers, communication systems, electronic equipment, and/or any other materials, property, or equipment provided by PPL and used in the course of employment is property that is exclusively owned, leased, borrowed and/or held by PPL. Such property for the purposes of this Policy, shall be deemed and considered, exclusively the property of PPL. PPL employees should have no expectation of privacy with respect to same.

K-2 Telephone Use

[Policy adopted 02-20-2014]

Employees are asked to limit making personal local telephone calls from the workplace, and/or using a PPL mobile phone or similar device for personal use. Whether using a library telephone or a personal phone, all personal calls should be made in break areas and/or workrooms. Personal calls should NOT be made at public service desks. Personal long-distance calls are not permitted on PPL telephones. Personal use of telephones or other mobile devices, whether PPL’s devices or personal devices, should be limited to break and lunch periods, except in emergency situations. Excessive or unauthorized telephone use may subject an employee to disciplinary action, up to and including termination.

K-3 Communication Systems

[Policy adopted 02-20-2014]

PPL provides a variety of channels for communication to promote the efficient operation of Library business. These communication systems include (but are not limited to) voicemail, email, facsimile, computer networks, Internet connections, online services, computer files, telephone systems, mobile phones, and similar devices. All information transmitted by, received from or stored in these systems is the sole property of PPL, and an employee should have no expectation of privacy related thereto.

K-4 Email and Internet Access and Code of Conduct

[Policy adopted 02-20-2014]

Access to email and the Internet is provided by PPL to its employees for the benefit of PPL employees and patrons, and as valuable sources of information to allow for the provision of better and more efficient Library services. It allows employees to connect to information resources around the state, the
country and the world. Every employee has a responsibility to maintain and enhance PPL’s public image
and to use the Internet in a productive manner.

Employees’ Internet use for personal purposes should be limited to break and lunch periods. Employees’ excessive use of Internet for personal purposes during work periods may result in
disciplinary actions. Employees should be aware that computers in work areas are configured
differently than those in public areas and ARE NOT intended for personal use. Employees are prohibited
from downloading or installing personal software, programs, or other computer files on computers in
work areas.

K-5 Confidentiality, Privacy and Monitoring

[Policy adopted 02-20-2014]

As set forth herein, all PPL computer systems, including email, Internet connections, instant messaging
and similar protocols, are property of PPL. All documents, information, and data created in, stored in
and/or copied to PPL computer systems are the property of PPL and may not be copied or in any form
transmitted to any third party other than in the ordinary course of business on behalf of PPL. Employees
using PPL’s computer systems are cautioned that email and Internet systems do not provide complete
confidentiality and employees have no right to privacy when using same. PPL has the right to access,
monitor, and disclose the contents of any file or electronic message composed, sent, received, or
viewed on PPL computer systems, for any business purpose, including but not limited to investigation
of potential security breaches, policy violation, or misuse of computer systems or email. Employees should
be aware and understand that the use of personal email accounts to engage in PPL business may result
in those personal accounts being subject to the provisions of the Georgia Open Records Act and/or
other statutes pertaining to access of government records.

K-6 Prohibited Activities

[Policy adopted 02-20-2014]

PPL employees are strictly prohibited from using PPL email, Internet, communication systems,
computers, electronic equipment, or other PPL property to engage in the following activities (except
where expressly authorized elsewhere):

1. Sending, retrieving, or storing offensive, obscene, or defamatory material;
2. Engaging in illegal, fraudulent, or malicious conduct;
3. Transmitting or receiving messages containing derogatory, harassing, or inflammatory remarks
   about an individual’s or a group’s race, color, religion, sex, national origin, age, disability, genetic
   information, uniformed service status, pregnancy or related condition, physical attributes or
   sexual orientation;
4. Working for or on behalf of another employer, business, association, or organization, without
   obtaining prior supervisory approval;
5. Sending uninvited email of a personal nature;
6. Engaging in personal activities that incur additional costs to PPL or interfere with an employee’s
   performance;
7. Sending PPL proprietary or confidential information and/or materials to anyone not entitled to know or receive same;
8. Monitoring or intercepting the files or electronic communications of other employees or of third parties;
9. Obtaining illegal or unauthorized access to another person’s or entity’s computer system;
10. Using another individual’s account or identity without authorization;
11. Attempting to test, circumvent, or defeat the security or auditing systems of PPL or any other person or organization;
12. Distributing or storing chain letters, jokes, solicitations, or offers to buy sell goods; or
13. Downloading and installing files or programs not authorized by PPL.

K-7 Software

[Policy adopted 02-20-2014]

To prevent software compatibility issues, licensing infractions, and security or privacy concerns (such as computer viruses being transmitted through the system), there will be no unauthorized installations of any software. All software downloads must be authorized by PPL. Employees with any questions should contact their supervisor or the Library Director or Director’s designee. PPL reserves the right to remove any programs that have been installed or downloaded without authorization.

K-8 Copyright Issues

[Policy adopted 02-20-2014]

PPL recognizes that Federal and State law make it illegal to duplicate, distribute, display, exhibit, or perform copyrighted works and materials without authorization of the holder of the copyright, except for certain exempt purposes. Copyright may exist in any original work that exists or is fixed in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, scientific and other journals, photographs, articles, and essays are some of the things that may be subject to copyright. A notice of copyright is not required. Failure to observe Federal and State copyright laws or license agreements may result in disciplinary action or legal action by the copyright owner. Any employee who is uncertain as to whether reproducing or using copyrighted material is permissible should direct such question to the supervisor. PPL may assist in obtaining proper authorization or use protected materials when such authorization is required.

K-9 Security

[Policy adopted 02-20-2014]

All messages created, sent, or retrieved via email or over the Internet are property of PPL. PPL reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. The confidentiality of any messages should not be assumed. Even when a message is erased, it is possible to retrieve and read that message. Further the use of passwords for security does not guarantee confidentiality.
K-10 Use of Library Property in General

[Policy adopted 02-20-2014]

All PPL property, including and not limited to, all electronic property (such as computers, telephones, facsimile machines, copiers, communication systems, mailing systems, and electronic equipment) and non-electronic equipment (such as vehicles, buildings, furnishings, fixtures, furniture, books, magazines, supplies, and materials), shall be used in the manner for which it is intended and treated by PPL employees with care and due regard. PPL employees should keep in mind that they are the trustees, caretakers, and beneficiaries of such property, which has primarily been purchased, leased or provided via public funding. No PPL employee shall abuse or misuse PPL property. Employees must return all PPL property that is in their possession or use upon separation of employment, or immediately upon request. Violation of this policy may result in disciplinary action, up to and including termination. Further, PPL may also take all action lawful and deemed appropriate to recover or protect its property.

K-11 Passwords and Access

[Policy adopted 02-20-2014]

Access to computers, email, voicemail, and select applications shall be password protected. Such passwords, access and accounts and any other types of authorization employed by PPL, are confidentially assigned to individual employees and may not be shared with others. Each employee is responsible for any access to and use of his or her assigned computer, email, voicemail, and applications.

K-12 Social Networks and Social Media

[Policy adopted 02-20-2014]
Safe Child and Dependent Persons Policy

[Policy adopted 09-1992]
[Revised 06-2004]
[Revised 06-2008]

Peach Public Libraries is committed to providing its users an atmosphere and environment free from unnecessary distractions and conducive to the most efficient use of library facilities and programming. Part of this commitment is a concern for the safety and welfare of everyone who visits our libraries.

Library facilities are public buildings, and as such, have special security concerns. Library staff members have many varied responsibilities. They are neither trained nor are expected to provide care and supervision for children or dependent person of any age. Dependent persons may include, for example, persons incapacitated due to physical and/or mental disabilities or other conditions, who are dependent on others for their safety and well-being. A parent, legal guardian, or caregiver is responsible for monitoring the activities and managing the behavior of children and dependent persons during their library visit. A caregiver is defined as an individual at least 16 years of age who acknowledges this responsibility for a child or dependent person.

Children or dependent persons left unattended may be at risk. There are many factors that could place them in danger. A child or dependent person could be tempted to go off with a stranger, or could become ill. These are just examples of many emergencies that could take place in a public building. It is for the safety of everyone who visits the library that Peach Public Libraries has adopted this Children and Dependent Persons Visitation Policy.

Statement of Policy
Parents, legal guardians, and caregivers are responsible for the care and behavior of children and dependent persons at all times while in library buildings. Children under 12 years of age must remain in the company of the parent or caregiver.

A child who is attending a library program need not be accompanied into that program by a parent, unless otherwise indicated. Parents and caregivers must, however, be present in the building during the programming in case an emergency should arise.

Persons Left Unattended
When Library staff recognizes that a child or dependent person has been left unattended in the library or on its premises, they will attempt to identify and locate the responsible parent, legal guardian, or caregiver guided by the following procedures:

- Staff will search the library building and/or grounds in an effort to locate the responsible party;
- When the responsible party is located, the Children and Dependent Persons Visitation Policy will be explained and a copy given to him/her;
Staff will complete an incident report, including the child or dependent person’s name, the parent, guardian, or caregiver’s name, address and telephone number;

Staff will refer any additional incidents to law enforcement;

If necessary at any time, staff will contact the appropriate law enforcement or social services authorities to assume responsibility for the welfare of a child or dependent person in need of attention.

Unattended Persons after Closing Time

Parents, legal guardians, and caregivers are responsible for being aware of the times the Library opens and closes. Library staff must exercise appropriate procedures to ensure the safety of unattended persons, either minors 17 years of age and younger or dependent persons of any age, especially when the library is closing.

- If no ride has arrived by closing time, staff will call the Police Department. Two staff members, one of whom is a supervisor, will remain with the minor or dependent person until the police arrive to take charge of him/her;
- Staff will complete an incident report, including the child or dependent person’s name, the parent, guardian, or caregiver’s name, address and telephone number;
- Staff will refer any additional incidents to law enforcement;
- Under no circumstances will library staff members provide transportation to unattended minors or dependent person, or leave them alone in the building or on the library premises.

L-2 Reporting Child Abuse or Neglect

Under Georgia law, any person employed by or volunteering at an organization, public or private, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children is a mandatory reporter of child neglect or abuse. O.C.G.A. § 19-7-5. Failure to do so could result in fines or imprisonment.

Because the Library provides services to children, its employees are obligated under the mandatory reporting requirements of this law. In the event that an employee suspects that a child is in immediate danger, that employee should notify the police. In all other cases where abuse or neglect is suspected, the employee must notify the Library Director, who will in turn report the abuse to the county Department of Family and Children Services (“DFCS”). If the Library Director is inaccessible or for some reason the employee is unable to communicate with the Director in a timely manner, the employee should make the report directly to the county DFCS.
L-3    Disruptive Behavior

[Policy adopted 09-1992]
[Revised 06-2004]
[Revised 06-2008]

Disruptive behavior is any behavior on library premises which infringes on the rights of others using the library. A disruptive person will not be allowed to interfere with library services to others. A disruptive individual or group will be approached in the following manner by library staff:

1. Give a verbal warning to the individual or group indicating that such behavior is disruptive to other library users and is unacceptable. Staff may skip to the procedures listed under #3, if circumstances warrant.
2. If it is a disruptive child, approach the parent/guardian with the same warning.
3. If the disruptive behavior still continues:
   a. Request the parent/guardian to escort the child or dependent person from the library premises.
   b. If it is an unattended child twelve years of age or older, ask the child to leave the library premises.
   c. If the child is younger than twelve years of age and unattended, follow the procedures outlined under Unattended Children and Dependent Person Visitation Policy above.
4. If the disruptive behavior continues and he/she refuses to leave library premises, or if the parent/guardian will not escort the child or dependent person from library premises, library staff will call the police.

Library staff will document any incidents involving unattended children or dependent persons or disruptive behavior and submit an incident report.

L-4    Public Meeting Rooms

[Policy adopted 08-1995]
[Revised 02-2004]
[Revised 10-2010]

Peach Public Libraries Board of Trustees has adopted the following policy to govern use of the libraries' meeting rooms for public use.

General Guidelines
The Peach Public Libraries provides meeting rooms as a limited public forum to support its information, educational, cultural and recreational mission and roles; through library-sponsored programs, and for legitimate public meetings, to include those of an educational, cultural, religious, political or civic nature. The Library will not discriminate in making its premises available for the use on the basis of viewpoints expressed by users, or the rate, national origin, religion, sex, sexual orientation, political affiliations, age or physical limitations of its users. Use of the meeting rooms does not constitute sponsorship or endorsement of the users or user's beliefs by Peach Public Libraries, staff, or its Board of Trustees. Advertisement or announcements implying or stating such endorsement are prohibited.
Meeting room requests are taken on a first-come, first-served basis.

To use a library meeting room, an applicant must have a current Peach Public Libraries card in good standing. Official government agencies are exempt from the cardholder requirement.

An approved Meeting Room Use Policy Agreement for Peach Public Libraries is required in advance of each meeting/booking to finalize scheduling the meeting room.

Thomas Public Library has a meeting room for 65 people with kitchenette, and a small conference room for six (6) people. Byron Public Library has facilities for 40 people with kitchenette. Attendance at meetings must be limited to the seating capacity specified for that room, at that Library location.

No monies may be transacted, no admission charged or donations collected for programs, groups or individuals. Meetings of commercial organizations must be educational in purpose; direct solicitation of goods or services on Library property is prohibited. Solicitation of names and addresses of attendees for business purposes, distribution of commercial literature, business cards, or the sale of business merchandise is prohibited. Private counseling, tutoring and other individual sessions are permissible only if offered to clients free of charge and with prior approval by the Library Director.

Private parties such as showers, birthday parties, sorority and fraternity parties are not permitted.

In all instances, use of the meeting room for activities by PPL takes precedence over other use. PPL reserves the right to waive portions of this policy to accommodate library sponsored meetings and programs. In any conflict over scheduling or policy, the Library’s needs prevail.

Meeting rooms are available to the entire community. A request for use by those under legal age (18 years) must be submitted by a sponsoring adult. The sponsoring adult must remain in the building and is responsible for all activities of the group. Minors (under the age of 18) may use the meeting room only under direct and constant supervision of adults, who will assume full responsibility for activities and conditions. There must be one adult for every 7 minors at non-Library related meetings.

Permission to use the meeting room does not extend to other areas of the library. Those who use the meeting room are expected to maintain decorum on the library premises at all times. Babysitting service for the children or dependent persons of meeting attendees is not provided by the Library. Meeting room attendees may not leave children under the age of 12 unattended in the Library, in accordance with PPL policy, Underage Children and Dependent Persons.

Refreshments are restricted to: coffee, tea, soda, punch (no red or dark), cookies, bagels, doughnuts, fruits, nuts, vegetables, cheese, crackers, finger sandwiches, chips and dip. Refreshments must be confined to the meeting room. Users must provide their own utensils, serving dishes, tablecloths, trash bags, supplies, etc.

PPL Staff can discuss dates and times, policies, procedures and availability by telephone or in person. A tour of the meeting room space may be requested.
Publicity is the responsibility of the individual/group reserving the meeting room. In advertisements, please include the date, time, location, directions to the library, and the contact number of the sponsor for additional questions. The library's telephone number and address may not be used to direct questions about your event or to receive mail. If your group would like to publicize its event in the library, please submit publicity to PPL Administration for approval. No other signs will be displayed anywhere else inside or outside the Library or on the premises.

Neither the meeting rooms nor the libraries shall be used as the mailing address of any individual, group, or organization.

PPL will not be responsible for equipment, supplies, materials or other items belonging to those who use the room.

PPL does not provide storage or assistance in carrying supplies and materials to or from the meeting room.

PPL will not accept deliveries for individuals/groups, including those using the meeting room.

PPL staff will not page persons who are attending a function in its public meeting rooms, nor may the public use PPL business telephones. In the event of an emergency, please notify PPL state to call 911.

PPL personnel must have free access to meeting rooms at all times. PPL retains the right to monitor all meetings conducted on Library premises to ensure compliance with PPL policies.

All programs and meetings held in PPL meeting rooms are to be free and open to any member of the public who wishes to observe or participate in the event. (Exception: Closed sessions convened by governmental bodies in compliance with the Georgia Open Meetings Act).

This policy is not all-inclusive. Decisions regarding individual meeting situations not described here, will be determined by the PPL Director, who is authorized to establish reasonable regulations governing use of the meeting rooms and related charges.

**Reservations and Fees**
Requests are taken on a first-come, first-served basis. However, booking is not finalized until a Meeting Room Use Policy Agreement for Peach Public Libraries is approved.

Meeting rooms must be booked in advance and can be reserved up to 60 days in advance.

To give all an opportunity to use the meeting rooms, an individual/organization is limited to having reserved the meeting room for two (2) dates and accompanying time blocks, at any given time.

Use of a meeting room by an individual/group is limited to three (3) times per month.

Room bookings may be made by telephone and will be held for 48 hours to give the "responsibile party" the opportunity to come to the Library to sign the Meeting Room Use Policy Agreement for Peach Public
Libraries and secure approval. If the agreement is incomplete, contains inaccurate information, etc., the reservation(s) will be cancelled.

A new Meeting Room Use Policy Agreement for Peach Public Libraries form should be signed for each meeting/booking, unless arrangements have been made in advance with the Director.

The room will be inspected by a PPL staff member before and after each use, and any damage or conditions requiring special cleaning will be reported.

The adult person signing the Meeting Room Use Policy Agreement for Peach Public Libraries, as well as the organization s/he represents, is responsible for any and all damages that occur as a result of using the facilities, furniture and/or equipment, willful or accidental. Cost of repair and replacement will be assessed and billed to the individual and/or group using the meeting room when the damage occurs. Should any special cleaning be required as a result of an individual/group's use of the meeting room, a charge of $25.00 per hour or fraction thereof will be made for labor and equipment.

Meeting room/space set-up and clean-up must be done during Library operating hours. Users are responsible for arranging the chairs, et cetera, and must leave the room in a neat, clean, orderly condition and remove all trash and materials. Meetings must be concluded; room cleaned and vacated 10 minutes prior to closing.

Open aisles must be maintained within the seating arrangement to provide clear access in case of emergency.

Nothing (signs, decorations, etc.) may be attached to the walls (except with Library Staff permission, on the wall fabric and in the manner allowed), ceiling, floor, furniture, equipment, or doors. Decorations are limited to those that are free-standing and conform to fire regulations.

The Director of Peach Public Libraries reserves the right to review any and all requests for use of meeting rooms and may reject any which s/he deems unsuitable. In the event permission is denied, an appeal may be made to the Director and/or Board of Trustees. The appeal must be in writing and state the reason for reconsideration.

Exclusions
- No alcoholic beverages or drugs shall be served or consumed on the library premises.
- No illegal gambling activities on the library premises.
- No illegal weapons on the library premises.
- No candles or flammable items are allowed.
- No smoking in the building.

Revocation of Permission
PPL reserves the right to revoke permission to use the meeting room. Inclusion of false information on the Meeting Room Use Policy Agreement for Peach Public Libraries form and/or failure to comply with meeting room policy will result in automatic and immediate revocation of permission.
Permission to use the library meeting rooms may be withheld from groups whose members or invitees damage the room, carpet, equipment or furniture, or fail to comply with these policies. Individuals causing disturbances during meetings will be asked to leave.

**Reservation Cancelation/Changes**

No individual and/or group may assign its reservation to another individual and/or group. Anyone holding a reservation is requested to notify the Library of any cancellation or need to reschedule, at the earliest possible date in order to free the meeting room for others use.

PPL reserves the right to cancel any reservation due to unforeseen circumstances or to relocate any scheduled meeting if circumstances warrant. In the event of a Library building or weather-related emergency, information on closings is available via WMAZ.

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**L-5 Study Room Policy**

Peach Public Libraries Board of Trustees has adopted the following policy to govern use of the libraries' meeting rooms for public use.

Study rooms accommodating two (2) people at both Library locations and two (2) accommodating six (6) people at the Thomas Public Library, are available during regular library hours to PPL card holders in good standing.

Study room requests are taken on a first-come, first-served basis.

Study rooms may be reserved for up to two (2) hours at a time.

Patrons may use their own laptops in the study rooms.

Study rooms may be reserved up to seven (7) days in advance.

To give all an opportunity to use the study rooms, an individual is limited to having the room reserved for two (2) dates and accompanying time blocks, at any given time.

No individual and/or group may assign its reservation to another individual and/or group.

Anyone holding a reservation is requested to notify the Library of any cancellation or need to reschedule, at the earliest possible date in order to free the room for others use.

Solicitation of goods or services on Library property is prohibited. No alcoholic beverages or illegal drugs shall be served or consumed on the library premises. No illegal gambling activities or weapons on the library premises. No candles or flammable items are allowed. No smoking in the building.

Private counseling, tutoring and other individual sessions are permissible only if offered to clients free of charge and with prior approval by the Library Director.
PPL will not be responsible for equipment, supplies, materials or other items belonging to those who use the room.

In all instances, use of the study rooms for activities by PPL takes precedence, and PPL reserves the right to waive portions of this policy to accommodate library sponsored programs. In any conflict over scheduling or policy, the Library’s needs prevail. PPL reserves the right to cancel any reservation due to unforeseen circumstances or to relocate any scheduled study room use if circumstances warrant. In the event of a Library building or weather-related emergency, information on closings is available via WMAZ.

PPL staff will not page persons who are using the study rooms, nor may the public use the Library's business telephones. In the event of an emergency, please notify library staff to call 911.

PPL personnel must have free access to study rooms at all times. PPL retains the right to monitor all activities conducted on Library premises to ensure compliance with PPL policies.

The Director of Peach Public Libraries reserves the right to review any and all requests for use of study rooms and may reject any which s/he deems unsuitable. In the event permission is denied, an appeal may be made to the Director and/or Board of Trustees. The appeal must be in writing and state the reason for reconsideration.

This policy is not all-inclusive. Decisions regarding individual situations not described here, will be determined by the PPL Director, who is authorized to establish reasonable regulations governing use of the study rooms and related charges.
SECTION M: ORGANIZATIONAL STRUCTURE AND JOB DESCRIPTIONS

M-1 Organizational Structure

[Policy adopted 02-20-2014]

The organization of the Library is based on the principle of centralized policy-making and performance reviews with decentralized responsibility for day-to-day operations.

The Peach Public Libraries Board of Trustees provides policy direction, approves commitments and establishes the budget. The Library Board is responsible to the people of Peach County for the successful operation of the Library and the custody of its assets. The Library Board employs the Library Director as the Chief Executive Officer of the Library.

The Library Director provides administrative and managerial oversight of the libraries. The Library Director plans, organizes, directs, evaluates and reviews the Library's resources, personnel, facilities, services and programs to respond to the needs of the Peach County community.

The delivery of public library services is provided by work units within the libraries. Based upon the services they perform, the libraries' work units are assigned to departments which are supervised by the Library Director, Library Assistant Director, and/or Library Managers. Department supervisors oversee the work of Library Assistants.
• Library Board of Trustees
  o Library Director
    • Library Manager: Business Manager
    • Library Assistant Director/Librarian I/Public Services Librarian
      o Library Manager: Childrens, Youth, and Outreach Services Specialist
      o Library Manager: Collection Development and Materials Manager
      o Library Manager: Circulation Manager
        ▪ Library Assistant I
        ▪ Library Assistant II
      o Library Manager: Branch Manager
        ▪ Library Assistant I
        ▪ Library Assistant II
Each job position within Peach Public Libraries is defined by a job description.

Job descriptions outline the job title, FLSA status, and position status. In addition, job descriptions describe the purpose of the position, position job summary, and the essential duties, minimum qualifications, required job knowledge and skills of the position. Job descriptions also describe the supervision received, supervision excised in the position, the physical demands and the work environment of the position.

Library position job descriptions are included here for information purposes, NOT as a matter of library policy. Library position job descriptions are a management tool used to assess the qualifications, skills, and performance of library employees and can NOT and should NOT be interrupted as an employment contract. Library position job descriptions included here should NOT be considered all inclusive as other qualifications, skills, and performance measures may be included in any job description at the discretion of the Library’s Board of Trustees and Library Director.
JOB TITLE: LIBRARY DIRECTOR

FLSA STATUS: EXEMPT  POSITION STATUS: FULL-TIME

POSITION PURPOSE:

JOB SUMMARY:

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates and directs a balanced program of library services; oversees preparation and submission of reports to Georgia Public Library Service, including Annual Report and Application for State Aid; prepares and presents budgets to the Library Board and funding agencies; attends all meetings of the Library Board of Trustees and those required by Georgia Public Library Service; maintains minutes of Library Board of Trustees; employs and reviews the performance of library staff; maintains effective relationships with funding agencies, civic and community groups, and the general public; develops long-range plan to meet the changing needs of the library system and the community; oversees the maintenance, repair, renovation, expansion, and construction of library facilities.

MINIMUM QUALIFICATIONS:
A Master's degree in Library Science or Library and Information Science from an American Library Association accredited university is required. Must possess and maintain a minimum Grade 5 Georgia Librarian Professional Graduate Certificate from the Georgia State Board for the Certification of Librarians, Office of Secretary of State of Georgia.

REQUIRED JOB KNOWLEDGE AND SKILLS:
Five (5) years of professional Librarian experience, including two (2) years of administrative and supervisory responsibility at a management level is also required. Successful prior experience as a public library Director or Assistant Director is desirable.

SUPERVISION RECEIVED:

SUPERVISION EXERCISED:

PERFORMANCE APTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals
and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REvised: 02-2014
JOB TITLE:  LIBRARY ASSISTANT DIRECTOR/LIBRARIAN I/PUBLIC SERVICES LIBRARIAN

FLSA STATUS:  EXEMPT  POSITION STATUS:  FULL-TIME

POSITION PURPOSE:

JOB SUMMARY:
Under the general supervision of the Library Director, provides operational management of an assigned Library branch, department or functional area of the libraries to include planning and organizing workflow, implementing library policies and procedures, personnel and budget management, and record maintenance. Assists in long-term needs assessment and goal planning, performs defined routine technical/clerical procedures and provides customer information services such as circulation, bibliographic services, technical services, computer services, and/or cataloging services.

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assisting library users with the use of the libraries, library resources and library services
- Assists patrons in the use of the library’s technology resources, i.e. computers, printers, wifi
- Patron record maintenance, including registering patrons and resolving account discrepancies
- Collection maintenance, including collection weeding
- Assists the maintenance of library resources including computer, network and web-based resources
- Participates in the selection of books and other information resources
- Preparing and analyzing statistical reports
- Assisting in the marketing and promotion of library resources, services, and programs
- Participates in the hiring and training of library staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Supervises, directs, and schedules and evaluates the work of any staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Attends relevant professional conferences and workshops as requested and needed.
- Maintains knowledge of current library policies and procedures.
- Performs other duties assigned by the Library Director to accomplish the mission, goals, and objectives of Peach Public Libraries.

MINIMUM QUALIFICATIONS:
A Master's degree in Library Science or Library and Information Science from an ALA-accredited university is required. Two (2) years of professional Librarian experience, including one (1) year of administrative and supervisory responsibility at a management level is preferred. Successful prior experience as a public librarian is desirable. Familiarity with the Georgia Libraries PINES network technologies, policies, and procedures is preferred.
Must possess (or be able to obtain) and maintain a minimum Grade 5 Georgia Librarian Professional Graduate Certificate from the Georgia State Board for the Certification of Librarians, Office of Secretary of State of Georgia.

REQUIRED JOB KNOWLEDGE AND SKILLS:
Outstanding customer service skills, excellent administrative and personnel management skills, and budgeting skills; ability to communicate with a diverse groups of library users; knowledge of current library trends and technologies and an understanding of their use in providing library services; ability to handle critical incidents and resolve conflicts involving staff, materials, or facilities; ability to participate in meetings and conferences; demonstrate initiative, and an awareness of and commitment to the mission, goals, and objectives of Peach Public Libraries.

SUPERVISION RECEIVED:
Reports to Library Director. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
May exercise supervision of Library Managers, Library Assistants I, Library Assistants II, and/or Library Volunteers and Community Service Workers (adult, young adult, teen, and children) as assigned.

PERFORMANCE APPTUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REVISED: 02-2014
JOB TITLE: LIBRARY MANAGER - BUSINESS MANAGER

FLSA STATUS: EXEMPT
POSITION STATUS: FULL-TIME or PART-TIME

POSITION PURPOSE:

JOB SUMMARY:

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Uses financial management system to perform accounting, record-keeping, inventory and other tasks necessary to transact the library’s business
- Maintains financial, personnel and business records, and create reports in an accurate and timely manner
- Maintains general ledger, payroll, bank reconciliation, accounts payable, accounts receivable, investments, and other financial records, reports and statements in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards Board guidelines
- Assists in the preparation of annual budgets and budget presentations to funding agencies
- Monitors budget, income and spending, alerting Director when variances arise and providing the Director with regular updates
- Generates financial statements and reports for the Library Director and other staff as requested
- Prepares financial statements for Library Board of Trustees meetings
- Prepares for, participates in, and responds to annual audits
- Maintains financial records of grants and prepares grant reports
- Prepares and submits accurate GHI, TRS, Flex Benefits Plan, federal and state tax, FICA, insurance, and other personnel deduction payments in a timely manner
- Generates accurate W2 forms and monthly, quarterly payroll taxes and reports in a timely manner. Notifies Director immediately of any late payments and possible penalties
- Prepares bank deposits and directs library assistant to make deposits
- Receives, records appropriately, and deposits money from all branches
- Produces and mails checks for payroll and vendor invoices on established schedule; assures that checks are received at the appropriate times.
- Prepares journal vouchers and manual checks appropriately, obtaining proper authorization and recording in a timely manner
- Preparing and analyzing statistical reports
- Ordering and inventory control of library supplies, equipment, and/or services and leases
- Assist in the submission of timely and accurate E-Rate applications, forms, and request for reimbursement
- Assisting in the marketing and promotion of library resources, services, and programs
- Participates in the hiring and training of library staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties
• Supervises, directs, and schedules and evaluates the work of any staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
• Attends relevant professional conferences and workshops as requested and needed.
• Maintains knowledge of current state and federal personnel laws and library policies and procedures.
• Performs other duties assigned by the Library Director to accomplish the mission, goals, and objectives of Peach Public Libraries.

MINIMUM QUALIFICATIONS:
High school graduate or equivalent. Prior computer training and experience is required. An Associate’s Degree in accounting, or business administration, with one or more years of governmental accounting or a relevant combination of education and experience is highly desired.

REQUIRED JOB KNOWLEDGE AND SKILLS:
An understanding, or an ability to gain an understanding, of governmental fund accounting is required.

SUPERVISION RECEIVED:
Reports to Library Director. May report to Library Assistant Director, when assigned by Library Director. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
May exercise supervision of Library Assistants I, Library Assistants II, and/or Library Volunteers and Community Service Workers (adult, young adult, teen, and children) as assigned.

PERFORMANCE APPTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require
the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**WORK ENVIRONMENT:**
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

**REVISED:** 02-2014
JOB TITLE: LIBRARY MANAGER - CIRCULATION MANAGER

FLSA STATUS: EXEMPT

POSITION STATUS: FULL-TIME

POSITION PURPOSE:

JOB SUMMARY:

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Patron record maintenance, including registering patrons and resolving account discrepancies
- Patron record maintenance, including registering patrons and resolving account discrepancies
- Checking library materials in and out
- Collects and records fines and fees
- Sorting and shelving library materials
- Assists patrons in the use of the library’s technology resources, i.e. computers, printers, wifi
- Assists patrons in learning how to use the library’s search tools i.e. computers, PINES, GALILEO.
- Participates in the selection of books and other information resources; preparing and analyzing statistical reports
- Assisting in the marketing and promotion of library resources, services, and programs
- Participates in the hiring and training of library staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Supervises, directs, and schedules and evaluates the work of any staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Attends relevant professional conferences and workshops as requested and needed.
- Maintains knowledge of current library policies and procedures.
- Performs other duties assigned by the Library Director or Library Assistant Director to accomplish the mission, goals, and objectives of Peach Public Libraries.

MINIMUM QUALIFICATIONS:

REQUIRED JOB KNOWLEDGE AND SKILLS:

SUPERVISION RECEIVED:
Reports to Library Director. May report to Library Assistant Director, when assigned by Library Director. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
May exercise supervision of Library Assistants I, Library Assistants II, and/or Library Volunteers and Community Service Workers (adult, young adult, teen, and children) as assigned.
PERFORMANCE APTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REVISED: 02-2014
JOB TITLE: LIBRARY MANAGER - BRANCH MANAGER

FLSA STATUS: EXEMPT POSITION STATUS: FULL-TIME

POSITION PURPOSE:

JOB SUMMARY:

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Patron record maintenance, including registering patrons and resolving account discrepancies
- Checking library materials in and out
- Collects and records fines and fees
- Sorting and shelving library materials
- Assists patrons in the use of the library’s technology resources, i.e. computers, printers, wifi
- Assists patrons in learning how to use the library’s search tools i.e. computers, PINES, GALILEO.
- Participates in the selection of books and other information resources; preparing and analyzing statistical reports
- Assisting in the marketing and promotion of library resources, services, and programs
- Participates in the hiring and training of library staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Supervises, directs, and schedules and evaluates the work of any staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Attends relevant professional conferences and workshops as requested and needed.
- Maintains knowledge of current library policies and procedures
- Performs other duties assigned by the Library Director or Library Assistant Director to accomplish the mission, goals, and objectives of Peach Public Libraries.

MINIMUM QUALIFICATIONS:

REQUIRED JOB KNOWLEDGE AND SKILLS:

SUPERVISION RECEIVED:
Reports to Library Director. May report to Library Assistant Director, when assigned by Library Director. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
May exercise supervision of Library Assistants I, Library Assistants II, and/or Library Volunteers and Community Service Workers (adult, young adult, teen, and children) as assigned.
PERFORMANCE APPTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REVISED: 02-2014
JOB TITLE: LIBRARY MANAGER - COLLECTION DEVELOPMENT AND MATERIALS MANAGER

FLSA STATUS: EXEMPT  POSITION STATUS: FULL-TIME OR PART-TIME

POSITION PURPOSE:

JOB SUMMARY:
Develops, administers, and coordinates all collection management activities including acquisition and cataloging of library materials, preparation of materials for distribution and use, and maintenance of the library physical holdings and associated database – including continuous weeding of collections.

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Performs original and copy cataloging in the PINES and OCLC WorldCat databases for a variety of formats with a high degree of independent judgment and initiative, within the framework of established policies and quality controls, adhering to current standards including, but not limited to: Anglo-American Cataloging Rules, Dewey Decimal Classification, OCLC Bibliographic Formats and Standards, Library of Congress Subject Heading authority sources, and Georgia PINES Libraries cataloging policies and procedures.
- Maintains the library system’s PINES bibliographic database
- Remains current on issues relating to the position
- Leads and coordinates the selection and ordering of books and other information resources; preparing and analyzing statistical reports
- Assisting in the marketing and promotion of library resources, services, and programs
- Participates in the hiring and training of library staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Supervises, directs, and schedules and evaluates the work of any staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Attends relevant professional conferences and workshops as requested and needed.
- Maintains knowledge of current library policies and procedures.
- Performs other duties assigned by the Library Director or Library Assistant Director to accomplish the mission, goals, and objectives of Peach Public Libraries.

MINIMUM QUALIFICATIONS:
High school graduate or equivalent. Prior computer training and experience is required. An Associate’s Degree in Liberal Arts or Library Technical Services, with one or more years of library or related experience is highly desired. Bi-lingual (Spanish) is a plus.

REQUIRED JOB KNOWLEDGE AND SKILLS:
A minimum of one year experience cataloging in a Georgia PINES member library is preferred. Experience and knowledge of professional library principles, practices, procedures, techniques, and
subject matter related to the position; supervisory ability; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective relationships with associates and the public; ability to exercise good judgment based on library policies; ability to interpret policies and procedures with tact and diplomacy; proficiency with Microsoft Windows Office applications; ability to travel statewide for training and locally for consulting with branch and affiliated libraries.

SUPERVISION RECEIVED:
Reports to Library Director. May report to Library Assistant Director, when assigned by Library Director. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
May exercise supervision of Library Assistants I, Library Assistants II, and/or Library Volunteers and Community Service Workers (adult, young adult, teen, and children) as assigned.

PERFORMANCE APTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REVISED: 02-2014
JOB TITLE: LIBRARY MANAGER - CHILDRENS, YOUTH AND OUTREACH SERVICES SPECIALIST

FLSA STATUS: EXEMPT POSITION STATUS: FULL-TIME or PART-TIME

POSITION PURPOSE:
The Children’s and Teen Services Specialist plans, coordinates, and implements a dynamic program of library services to children and teen, birth to age 17.

JOB SUMMARY:

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Develops, conducts, displays and assists with library programs. Develop and maintain working relationships with daycares, schools, and other agencies in service to children and teens.

- Patron record maintenance, including registering patrons and resolving account discrepancies
- Checking library materials in and out
- Collects and records fines and fees
- Sorting and shelving library materials
- Assists patrons in the use of the library’s technology resources, i.e. computers, printers, wifi
- Assists patrons in learning how to use the library’s search tools i.e. computers, PINES, GALILEO.
- Develops, conducts, displays and assists with library programs.
- Develops and maintains working relationships with daycares, schools, and other agencies in service to children and teens.
- Participates in the selection of books and other information resources; preparing and analyzing statistical reports
- Assisting in the marketing and promotion of library resources, services, and programs
- Participates in the hiring and training of library staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Supervises, directs, and schedules and evaluates the work of any staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Attends relevant professional conferences and workshops as requested and needed.
- Maintains knowledge of current library policies and procedures.
- Performs other duties assigned by the Library Director or Library Assistant Director to accomplish the mission, goals, and objectives of Peach Public Libraries.

MINIMUM QUALIFICATIONS:
Must have graduated from high school, have two years of library or related experience, particularly in the delivery of programs and services to children and/or teens, along with prior computer training and experience. An Associate’s Degree in Education or Early Childhood Development or Library Technical Services with one or more years of library experience is preferred. Bi-lingual (Spanish) is a plus.
REQUIRED JOB KNOWLEDGE AND SKILLS:
Should be able to work well with public of all ages; have an enthusiastic and positive approach to public service; have excellent oral and written communication skills, including telephone etiquette; be self-motivated, detail oriented, and have basic computer and math skills. Should have prior knowledge of children and teen literature, reading programs and activities; be creative and imaginative when planning and presenting programs; be able to read aloud with expression and enthusiasm.

SUPERVISION RECEIVED:
Reports to Library Director. May report to Library Assistant Director, when assigned by Library Director. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
May exercise supervision of Library Assistants I, Library Assistants II, and/or Library Volunteers and Community Service Workers (adult, young adult, teen, and children) as assigned.

PERFORMANCE APPTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REVISED: 02-2014
JOB TITLE: LIBRARY ASSISTANT I

FLSA STATUS: EXEMPT or NON-EXEMPT
POSITION STATUS: FULL-TIME or PART-TIME

POSITION PURPOSE:

JOB SUMMARY:

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Patron record maintenance, including registering patrons
- Patron record maintenance, including registering patrons and resolving account discrepancies
- Checking library materials in and out
- Collects and records fines and fees
- Sorting and shelving library materials
- Assists patrons in the use of the library’s technology resources, i.e. computers, printers, wifi
- Assists patrons in learning how to use the library's search tools i.e. computers, PINES, GALILEO.
- Participates in the selection of books and other information resources; preparing and analyzing statistical reports
- Assisting in the marketing and promotion of library resources, services, and programs
- Attends relevant professional conferences and workshops as requested and needed.
- Maintains knowledge of current library policies and procedures.
- Performs other duties assigned by the Library Director, Library Assistant Director, Circulation Manager, and/or Branch Manager to accomplish the mission, goals, and objectives of Peach Public Libraries.

MINIMUM QUALIFICATIONS:
High school graduate or equivalent. Prior computer training and experience is required. An Associate’s Degree in Liberal Arts or Library Technical Services, with one or more years of library or related experience is highly desired. Bi-lingual (Spanish) is a plus.

REQUIRED JOB KNOWLEDGE AND SKILLS:

SUPERVISION RECEIVED:
Reports to assigned Library Manager. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
No supervisory role is assigned to this position.

PERFORMANCE APTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for
the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REVISED: 02-2014
JOB TITLE: LIBRARY ASSISTANT II

FLSA STATUS: EXEMPT or NON-EXEMPT  POSITION STATUS: FULL-TIME or PART-TIME

POSITION PURPOSE:

JOB SUMMARY:

ESSENTIAL DUTIES:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Patron record maintenance, including registering patrons and resolving account discrepancies
- Patron record maintenance, including registering patrons and resolving account discrepancies
- Checking library materials in and out
- Collects and records fines and fees
- Sorting and shelving library materials
- Assists patrons in the use of the library’s technology resources, i.e. computers, printers, wifi
- Assists patrons in learning how to use the library’s search tools i.e. computers, PINES, GALILEO.
- Preparing and analyzing statistical reports
- Assisting in the marketing and promotion of library resources, services, and programs
- Participates in the hiring and training of library staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Supervises, directs, and schedules and evaluates the work of any staff, volunteers, and/or community service workers that the Library Director assigns to assist in the completion of position duties.
- Attends relevant professional conferences and workshops as requested and needed.
- Maintains knowledge of current library policies and procedures.
- Performs other duties assigned by the Library Director, Library Assistant Director, Circulation Manager, and/or Branch Manager to accomplish the mission, goals, and objectives of Peach Public Libraries

MINIMUM QUALIFICATIONS:

REQUIRED JOB KNOWLEDGE AND SKILLS:

SUPERVISION RECEIVED:
Reports to assigned Library Manager. Routine tasks and projects are performed with little supervision.

SUPERVISION EXERCISED:
May exercise limited supervision of Library Assistants I, Library Assistants II, and/or Library Volunteers and Community Service Workers (adult, young adult, teen, and children) as assigned.

PERFORMANCE APTITUDES:
Requires the ability to review, classify, categorize prioritize, and/or analyze data. Requires exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probable interactive effects and relationships. Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Requires the ability to utilize a wide variety of reference and descriptive data and information. Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions, and the ability to interpret graphs. Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action. Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

PHYSICAL DEMANDS:
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WORK ENVIRONMENT:
Essential functions are regularly performed in an office or library environment, without exposure to adverse environmental conditions.

REVISED: 02-2014
SECTION N: FORMS

- Application for Employment
- Building Key and Access Code Release
- Georgia Libraries Public Information Network for Electronic Services (PINES) Code of Ethics
- Consent Form to Request Information for a Criminal and Work History Background Check
- Consent Form for Drug and/or Alcohol Testing
- Employee Orientation Checklist
- Exit Interview and Checklist
- Leave Request
- Employee Performance Review
Consent Form to Request Information for a Criminal and Work History Background Check

I understand and consent that Peach Public Libraries may conduct a criminal, driving, and work history background check as part of the procedure for processing my application for employment/to volunteer or at any time during my employment or volunteer service.

I understand and consent that Peach Public Libraries may conduct an investigation that verifies any/all information provided during the application process, including: my past employment, education information, criminal background, and driving record (if applicable). I understand the criminal history background check may include my prior places of residence to search for criminal records.

I understand the information contained in the criminal history background check will be available only to those persons involved in making employment decisions or performing the background investigation. I also understand that this information will be used for the purpose of making an employment decision, but that a conviction will not necessarily preclude me from employment/volunteering with the Library. Any/all information will be used to evaluate suitability for employment/volunteering based on a variety of circumstances, including the nature of the crime, recentness, and type of position sought.

**PERSONAL INFORMATION**

Last Name ________________  First Name ________________  Middle Name ________________

Alias/Maiden Name (or any other names used):

Date of Birth ________________  Social Security Number ________________

Driver’s License Number ________________  State of Issue ________________

Current Address:
If you have been charged, arrested and/or convicted of a crime, please list all convictions and unresolved charges, arrests and the outcome regardless of how long ago.

Please attach additional pages if needed.

<table>
<thead>
<tr>
<th>Date</th>
<th>Charge, Arrest, or Conviction</th>
<th>County</th>
<th>State</th>
<th>Outcome</th>
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</table>

**CONSENT—Read before signing**

I hereby consent to the criminal history, driving, education and employment background check as described above and authorize Peach Public Libraries to obtain reports concerning my background as stated above. I hereby release Peach Public Libraries, its officers, agents and employees from any and all liability related to using my criminal or other background information to make employment decisions. I certify the information I have provided is correct and complete. I understand that if I provide false or incomplete information, I may be denied the position or dismissal from service if discovered after employment.

Signature of Applicant/Volunteer: ________________________________

Printed Name of Applicant/Volunteer: ________________________________

Today’s Date: ________________________________

*If you have any potentially disqualifying crimes or conditions, a weighing test will determine whether you are suitable for the position. Information that is useful to making that determination includes:

- What happened when you were arrested and/or convicted?
- What did you do as a result? (List any treatment, counseling, rehabilitation, education, training or lifestyle changes that were a consequence.)
- What employment have you held since then that would demonstrate responsible behavior?
- How has your life changed since the criminal history?
- How is your criminal history relevant to the position you are seeking?

Peach Public Libraries

**Thomas Public Library**
315 Martin Luther King Jr. Dr.
Fort Valley, Georgia 31030
(478) 825-1640 phone
(478) 825-2061 fax

**Byron Public Library**
105 Church Street
Byron, Georgia 31008
(478) 956-2200 phone
(478) 956-5688 fax
Consent Form for Drug and/or Alcohol Testing

I hereby agree, upon a request made under the drug/alcohol testing policy of Peach Public Libraries, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug/alcohol test under library policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have Peach Public Libraries, its designated physician(s), and/or testing facility send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the physician(s), the laboratory or other testing facility to release any and all documentation relating to such test to Peach Public Libraries and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize Peach Public Libraries to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized officers, employees, and agents of Peach Public Libraries will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless Peach Public Libraries, its designated physician(s), testing facility, and any laboratory Peach Public Libraries might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug/alcohol test, even if Peach Public Libraries, designated physician(s), testing facility, or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless Peach Public Libraries, designated physician(s), testing facility, and any testing laboratory Peach Public Libraries might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered. (______ Initials)
I UNDERSTAND THAT PEACH PUBLIC LIBRARIES WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL IN THE ACCIDENT OR INJURY EVENT, AND I AGREE TO SUBMIT TO ANY SUCH TEST.

__________________________________  __________________________
Employee Signature                  Date and Time

__________________________________  __________________________
Library Representative Signature    Date and Time

NOTICE TO EMPLOYEE:
You are requested to report to the testing facility indicated below within eight (8) hours of receiving this request to submit to Drug and/or Alcohol testing as indicated above “Date and Time”. Failure to report to the designated facility within eight (8) hours, as indicated above “Date and Time”, will result in disciplinary action, up to and including termination of employment with Peach Public Libraries.

You are requested to provide this form to the testing facility.

Medical Center of Peach County
Outpatient Registration
1960 Highway 247 Connector
Byron, GA 31008
Phone: (478) 654-2000

Macon Occupational Medicine
124 Third Street
Macon, GA 31201
Phone: (478) 751-2900

PERSONAL INFORMATION

Last Name __________________________  First Name __________________________  Middle Name __________________________

Date of Birth __________________________  Social Security Number __________________________

Driver’s License Number __________________________  State of Issue __________________________

Testing results should be submitted to:

Library Director, Peach Public Libraries
315 Martin Luther King Jr. Drive
Fort Valley, GA 31030
(478) 825-1640 phone (478) 825-2061 fax

PLEASE CONTACT LIBRARY DIRECTOR BEFORE SUBMITTING RESULTS
Peach Public Libraries
Descriptive Performance Review

Job Definition

1. Attach a current position description; if applicable, make note of any significant changes since last year’s performance review.

2. If performance goals were set at the last performance review, attach a copy of these goals and comment on the employee’s progress.

Performance Competencies (Depending on position, some competencies may be more relevant than others.)

<table>
<thead>
<tr>
<th>Exceptional</th>
<th>Highly Effective</th>
<th>Proficient</th>
<th>Inconsistent</th>
<th>Unsatisfactory</th>
<th>New/Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance is consistently superior and significantly exceeds position requirements.</td>
<td>Performance frequently exceeds position requirements.</td>
<td>Performance consistently meets position requirements.</td>
<td>Performance meets some, but not all position requirements.</td>
<td>Performance consistently fails to meet minimum position requirements; employee lacks skills required or fails to utilize necessary skills.</td>
<td>Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.</td>
</tr>
</tbody>
</table>

1. Skill and proficiency in carrying out assignments
   *Brief explanation:*

2. Possesses skills and knowledge to perform the job competently
   *Brief explanation:*

3. Skill at planning, organizing and prioritizing workload
   *Brief explanation:*

4. Holds self accountable for assigned responsibilities; sees tasks through to completion in a timely manner
   *Brief explanation:*

5. Proficiency at improving work methods and procedures as a means toward greater efficiency
   *Brief explanation:*

6. Communicates effectively with supervisor, peers, and library patrons
   *Brief explanation:*

7. Ability to work independently
   *Brief explanation:*
<table>
<thead>
<tr>
<th>Exceptional:</th>
<th>Highly Effective:</th>
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</tr>
</tbody>
</table>

8. Ability to work cooperatively with supervision or as part of a team
   
   Brief explanation:

9. Willingness to take on additional responsibilities
   
   Brief explanation:

10. Reliability (attendance, punctuality, meeting deadlines)
    
    Brief explanation:

11. Adeptness at analyzing facts, problem solving, decision-making, and demonstrating good judgment
    
    Brief explanation:

**Additional performance competencies for employees with supervisory responsibilities**

12. Displays fairness towards all subordinates.
    
    Brief explanation:

13. Identifies performance expectations, gives timely feedback and conducts formal performance appraisals.
    
    Brief explanation:

14. Helps employees to see the potential for developing their skills; assists them in eliminating barriers to their development.
    
    Brief explanation:

15. Delegates responsibility where appropriate, based on the employee's ability and potential.
    
    Brief explanation:

16. Takes timely and appropriate corrective/disciplinary action with employees.
    
    Brief explanation:

17. Takes specific steps to create and develop their diverse workforce and to promote an inclusive environment.
    
    Brief explanation:
Performance Summary (attach additional pages as necessary)

1. List all aspects of employee’s performance that contribute to his or her effectiveness.

2. List aspects of employee’s performance that require improvement for greater effectiveness.

3. In what way is the employee ready for increased responsibility? What additional training will he/she need to be successful?

Goal Setting and Development Planning

4. List the employee's performance goals for the coming year:

5. How do these align with organizational/departmental goals?

6. List the employee’s development goals for the coming year:

7. In the coming year, how will supervisor provide guidance and assistance for the employee to accomplish his/her goals?

This annual performance review will become part of your Peach Public Libraries personnel file. Please sign below to acknowledge that you have received this document.

Employee’s Signature: Date:
Supervisor’s Signature: Date: