

EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL



EFFECTIVE NOVEMBER 16, 2012



*The LA Law Library strives to set the benchmark
in providing services and resources
in a professional atmosphere of collaboration,
trust and fun.*



TABLE OF CONTENTS

WELCOME TO THE LA LAW LIBRARY VII

A WORD ABOUT THIS MANUAL..... VIII

A WORD ABOUT OUR PHILOSOPHYIX

BUILDING FOR THE FUTUREIX

TALK TO US!.....IX

1. CONTROLLING AUTHORITY 1

2. AT WILL EMPLOYMENT 1

3. EQUAL EMPLOYMENT OPPORTUNITY 1

3.1 Equal Employment Opportunity Employer1

3.2 ADA Accommodations.....2

3.3 Faith in the Workplace.....3

4. RECRUITMENT AND HIRING 3

4.1 Reference Check.....3

4.2 Verification for Eligibility of Employment4

4.3 Background Check4

4.4 Contract and Temporary Employees5

4.5 Employment of Minors5

4.6 Nepotism (Employment of Relatives)6

4.7 New Employee Orientation.....7

4.8 Introductory Period7

5. SEPARATION FROM EMPLOYMENT 7

5.1 Resignation7

5.2 Retirement.....8

5.3 Death.....8

5.4 Discharge8

5.5 Employment References8

6. STANDARDS OF EMPLOYEE CONDUCT 9

6.1 Conflict of Interest Code9

6.2 Employee Conduct and Work Environment9

6.3 Non-Harassment10

6.4 Workplace Violence.....12

6.5 Workplace Bullying.....13

6.6 Drug Free Workplace.....13

6.7 Professional Atmosphere.....15

7. EMPLOYEE RELATIONS 16

7.1 Performance Management16

7.2 Salary Review.....16

7.3 Discipline16

7.4 Grievance Procedure17

7.5 Whistleblower Protection Policy17

7.6 Personal Data.....18

7.7 Access to Personnel File.....18

8. WORKPLACE..... 18

8.1 Evacuation Drills.....18

8.2 In an Emergency18

8.3 No Smoking.....19

8.4 Weapons.....19

8.5 Workplace Searches20

8.6 Lunchroom and Staff Lounge20

8.7 Personal Property.....21

8.8 Bulletin Boards.....	21
8.9 Library Closure	21
8.10 Visitors.....	22
8.11 Use of Facilities for Non-Business Functions	22
8.12 Workstation Cleanliness	22
8.13 Personal Mail	22
8.14 Personal Telephone Calls	22
8.15 Seasonal Decoration	23
9. HEALTH AND SAFETY.....	23
9.1 Communicable Diseases	23
9.2 Temporary Contagious Illnesses.....	24
9.3 Safety	24
10. TECHNOLOGY AND TELECOMMUNICATIONS.....	24
10.1 Property and Equipment.....	24
10.2 Technology Use	25
10.3 Guidelines Applicable to Electronic Security	27
10.4 File Management.....	27
10.5 Remote Access	27
10.6 Misuse	27
10.7 Telephone and Voicemail.....	28
10.8 Email.....	28
10.9 Email Signatures	29
10.10 Employee Social Media/Networking Policy.....	29
10.11 Personal Electronic Devices.....	32
10.12 Help Desk	32
11. LEAVES & DISABILITY	32

11.1 Holidays	32
11.2 Vacation.....	33
11.3 Sick Leave.....	34
11.4 Family and Medical Leave	35
11.5 Pregnancy Disability Leave.....	40
11.6 Bereavement Leave	42
11.7 Disability Leave	43
11.8 Jury Duty.....	43
11.9 Leave of Absence.....	44
11.10 Military Leave.....	44
11.11 Civil Air Patrol Leave	45
11.12 Family Military Leave.....	45
11.13 Voting Leave.....	46
11.14 School Activities Leave.....	46
11.15 Time Off for Bone Marrow Donation	46
11.16 Time Off for Organ Donation.....	47
11.17 Time Off for Domestic Violence Victims.....	47
11.18 Time Off for Victims of Crime	48
11.19 Time Off for Volunteer Firefighters, Reserve Peace Officers or Emergency Rescue Personnel	49
11.20 Time Off for Adult Literacy Programs.....	49
12. ATTENDANCE, WAGE & HOURS, AND COMPENSATION	49
12.1 Promotions and Transfers	50
12.2 Attendance and Punctuality.....	50
12.3 Workweek.....	51
12.4 Overtime.....	51
12.5 Attendance Recordkeeping.....	51

12.6 Location during Working Hours 52

12.7 Lunch 52

12.8 Breaks 52

12.9 Payday 52

12.10 Pay Deductions 52

12.11 Garnishments 53

12.12 No Pay Advances 53

13. BENEFITS 53

 13.1 Retirement Plan 53

 13.2 Social Security 54

 13.3 Health Insurance 54

 13.4 Dental Insurance 55

 13.5 Vision Insurance 55

 13.6 Section 457 Deferred Compensation Plan 56

 13.7 Section 125 Plan or Flexible Spending Account 56

 13.8 Life Insurance 56

 13.9 Disability Insurance 57

 13.10 Family Temporary Disability Insurance (Paid Family Leave Benefits) 57

 13.11 Workers' Compensation 57

 13.12 COBRA 58

 13.13 Parking and Transportation Allowance 58

14. HR RECORDS 59

 14.1 Confidentiality of Employee Records 59

 14.2 Employee Records 60

 14.3 Privacy of Social Security Numbers 60

15. CONTACT WITH THE MEDIA 61

16. MISCELLANEOUS..... 61

16.1 Driver’s License and Driving Record..... 61

16.2 Service Animals 62

16.3 Outside Employment 62

16.4 Solicitations and Distributions 63

16.5 Office Supplies 63

WELCOME TO THE LA LAW LIBRARY

Starting a new job is exciting, but also can leave a new employee somewhat overwhelmed. The LA Law Library Employee Handbook and Personnel Policies Manual was developed to help you become acquainted with the LA Law Library and answer many of your initial questions.

In October 2006, the Board of Trustees of the LA Law Library adopted a new Vision Statement:

The LA Law Library is the leader in providing public access to legal information.

The importance of every employee's contribution to this vision of the LA Law Library cannot be overstated.

In January 2007, the Board affirmed the Vision Statement and adopted a Mission Statement.

The mission of the Library is to provide access to legal information through effective, efficient and collaborative services in order to support current and emerging user needs in a dynamic legal environment.

The success of each employee's daily work directly influences our ability to fulfill the LA Law Library's mission.

Thank you for joining the LA Law Library. We hope that you will find your job and your responsibilities to be continuously challenging, personally rewarding, and seriously enjoyable.

Marcia J Koslov
Executive Director

A WORD ABOUT THIS MANUAL

The LA Law Library's ("Library") Employee Handbook and Personnel Policies Manual ("Manual") contains information about the employment policies and practices of the Library. This Manual supersedes and replaces all prior employee handbooks and personnel policy manuals, and any inconsistent oral or written policy statements. Each employee is expected to read the Manual carefully. It is a valuable reference for understanding how to work on a daily basis at the Library. The policies outlined in this Manual are management guidelines. In a continuously growing organization, policies may require change. To the extent authorized by law, management retains the right to make decisions involving employment in order to conduct its work in a manner that is beneficial to both the employees and the Library.

Except for the policy of at-will employment, which only the Board of Trustees of the Library can change, in writing, management reserves the right to revise, delete and add to the provisions as needed, in its sole and absolute discretion. As policies and benefits are revised, updated pages will be distributed. All revisions, deletions or additions will be in writing. No oral statements or representations can change the provisions of this Manual.

The Library Manual does not create a contract guaranteeing that you will be employed for any specific time period. The provisions of the Manual are not intended to create contractual obligations with respect to any matters it covers.

Except as provided in the Memorandum of Understanding ("MOU") between the Board of Trustees and the Los Angeles County Employees Association, SEIU, Local 721, the Library is an at-will employer. This means that regardless of any provision in this Manual, either you or management may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in the Manual or in any document or statement, written or oral, shall limit the right to terminate employment-at-will. No officer, employee or representative of the Library is authorized to enter into an agreement - express or implied - with any unrepresented employee, for employment other than at-will. The employment policies and benefit summaries found in this Manual are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are also covered by the collective bargaining agreement or MOU, the answers will be determined by reference to the current MOU, rather than this Manual. If the MOU is silent on the issue, the Manual is the controlling document.

The Manual refers to current benefit plans maintained by the Library. Refer to the actual benefit plan documents and descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

A WORD ABOUT OUR PHILOSOPHY

The Library is committed to providing the best possible environment for maximum development and goal achievement for its employees. We treat everyone as individuals and we take into account individual circumstances. Nevertheless, we seek to develop a spirit of teamwork: individuals working together to support a common vision.

In order to maintain an atmosphere where this vision and mission can be achieved, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere.

We firmly believe that with direct communication, issues can be raised, difficulties can be resolved, and we can support continuously growing and mutually beneficial relationships.

BUILDING FOR THE FUTURE

The Library thrives only through our joint efforts. At all times you represent the Library, and each employee should take this responsibility seriously. Remember, the Library's mission is to provide access to legal information through effective, efficient and collaborative services. Do not underestimate your contribution. You are needed to help make that access effective and efficient. Our users are a diverse group and range from the legal and government communities to the business and general public communities. Those communities incorporate users from a variety of backgrounds and cultures as well as encompassing various generations. They have different levels of skill and may require distinct levels of service.

Our goal is to ensure that all of us work together to provide, to the extent possible, the services required to support the current and emerging user needs in a dynamic legal environment. Working together, we can provide the quality service that retains current users and enables us to gain future users.

TALK TO US!

We encourage you to bring your questions, suggestions, concerns and complaints to our attention. In a continuing effort to improve operations and increase, employee comfort and participation, the Library will carefully and fully consider each comment.

If you have a problem or concern, present the situation to your supervisor, the Director or Senior Director for your area or the Executive Director so that there can be an examination of the issue and a discussion of the facts. Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

1. CONTROLLING AUTHORITY

The Employee Handbook and Personnel Policies Manual is intended to be consistent with the prevailing state and federal laws and regulations. Nevertheless, in the event of conflicts, state or federal laws or regulations will control.

The policies do not create a contract guaranteeing that you will be employed for any specific time period. The provisions of the manual are not intended to create contractual obligations with respect to any matters it covers.

Where these policies conflict with the MOU, the MOU will apply as to employees who are covered by that agreement.

2. AT WILL EMPLOYMENT

All Library employees not covered by an MOU are at will employees. This means that regardless of any provision in this Manual, either you or the Library's management may terminate the employment relationship at any time, for any reason, with or without cause or notice.

3. EQUAL EMPLOYMENT OPPORTUNITY

3.1 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Library is an Equal Opportunity Employer. The Library affords equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

The Library is committed to equal employment opportunity and prohibits discrimination against employees, or applicants for employment, on the basis of race, color, religion, creed, sex (including pregnancy, childbirth or related medical conditions), gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), national origin or ancestry, age, marital status (including domestic partnership), veteran's status, medical condition, physical or mental disability, sexual orientation, genetic characteristics (including information and testing) or a perception that the employee or applicant has any of these characteristics, or any other basis protected by law. The Library will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

The Library supports an inclusive environment encouraging all employees to contribute their unique perspectives and capabilities. The Library's Executive Team is responsible for ensuring that employee differences are respected and valued in the workplace.

At the Library, all employees are responsible for creating a work environment that is inclusive, respectful, and free from harassment.

3.2 ADA ACCOMMODATIONS

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (collectively, the “ADA”) policy:

- “Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment or is regarded as having such impairment is a “disabled individual.”
- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include, but are not limited to: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Library; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Library; and (8) the relationship of the particular facility to the Library.
- “Essential job functions” refer to those activities of a job that are core activities for the performance of the job, and which cannot be modified.

The Library complies with all federal and state laws concerning the employment of persons with disabilities as required by the ADA.

The Library will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Library will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

The Library's Administrative Services Team is responsible for implementing this policy, including resolution of reasonable accommodation, safety and undue hardship issues.

The Library is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify a supervisor of the need for an accommodation. Upon doing so, a supervisor may ask you for your input on the type of accommodation you believe may be necessary or the functional limitations caused by your disability. When appropriate, the Library may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

In compliance with HIPAA, an employee's medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination.

3.3 FAITH IN THE WORKPLACE

The Library respects the religious and spiritual beliefs and traditions of all employees. Consistent with federal and state law, the Library will endeavor to reasonably accommodate employees' religious beliefs.

4. RECRUITMENT AND HIRING

The Library's goal is that all new hires should be productive on their first day at work. This requires planning and coordination so that all Library Units are aware of the newly-hired employee's start date with sufficient advance notice to order necessary equipment, software licenses, furniture, etc., and to set up the new employee's work station and tools. HR is responsible for developing a checklist for each new hire and ensuring that all Units have adequately prepared for the new employee's start date.

4.1 REFERENCE CHECK

The Library conducts reference checks on all final candidates who have successfully completed the interview process to verify the accuracy of the information provided by applicants.

The Library complies with all federal and state laws, such as the Fair Credit Reporting Act and the Americans with Disabilities Act and requests of references only information pertaining to the applicants work quality and quantity, attendance record, education, and other work-related issues.

As part of this process, each prospective employee must submit at least three professional references to be considered for employment. Personal References may be added as needed for some positions. Applicants will be asked to provide the name, telephone number, and email for each reference, and to sign a reference check release form.

The Library will ensure that the information obtained will only be used for the employment process and that it will be kept strictly confidential. HR will maintain a log that delineates the position applied for, applicant name, the name of the reference and the date of the reference check. Only approved employees will have access to this information.

4.2 VERIFICATION FOR ELIGIBILITY OF EMPLOYMENT

The Library will verify eligibility for employment in accordance with federal standards. Whenever possible, the Library will use the E-verify system for eligibility. All employees hired after November 6, 1986, should have a completed Form I-9 on file in HR. Employees who fail to produce an acceptable I-9 or otherwise fail the employment verification may not work at the Library.

4.3 BACKGROUND CHECK

The Library conducts background checks on all job candidates to verify the accuracy of the information provided by the candidate and determine his or her suitability for employment. The candidate must authorize the background check by completing the "Employment Background Authorization" form. This form is available to the applicant on the Library website. The Library may use a third-party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, criminal background, education, employment history, and professional and personal references.

The Library also reserves the right to obtain and to review an applicant's or an employee's credit report and to use such information when making employment decisions for (1) managerial positions; (2) positions that involve regular access to bank or credit card account information, social security numbers, or dates of births of others; (3) positions in which the person would be a named signatory on the Library's bank or credit card account, authorized to transfer money on behalf of the Library, or authorized to enter into financial contracts on behalf of the employer; (4) positions that involve regular access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret; (5) positions that involve regular access to the Library's (or a customer's or client's) cash totaling at least ten thousand dollars (\$10,000); and (6) positions for which credit information about the applicant/employer is required by law to be disclosed or obtained.

The Library will ensure that all background checks are conducted in compliance with applicable federal and state laws, such as the Fair Credit Reporting Act.

New Hires: Background checks are required for all new hires. This includes all full-time, part-time and temporary part-time employees. The background check will normally be completed and results verified before any employee begins work.

Rehires: A background check is required for all rehires who have been separated for longer than 90 days.

The Library will conduct a background check after it has extended a contingent offer of employment.

If the background check is favorable, HR will notify the hiring supervisor that the candidate is approved to begin employment. Otherwise, HR will contact the candidate to rescind the Library's contingent offer.

4.4 CONTRACT AND TEMPORARY EMPLOYEES

The Library may use the services of contract or temporary employees to meet its staffing requirements provided such practice does not conflict with any provisions in the MOU.

4.5 EMPLOYMENT OF MINORS

The Library will adhere to all federal and state regulations pertaining to the employment of minors (under 18). Employees under 18 years of age are prohibited by law from performing certain types of work such as machine operation, or any other activities which might expose them to conditions defined by regulations as hazardous to minors. Additional limitations apply to employment of persons under the age of 16. In no case may minors under the age of 14 be employed at the Library.

Work Permits:

Minors must obtain certificates of age or permits to work for the Library. Those work permits must be kept on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit should be completed and on file prior to the minor's employment start date.

Work Hours:

A minor's age limits the number of hours she or he may work in a day. In all age categories below, all work must be performed outside of school hours.

14 and 15 year-old Minors:

- A minor may work a maximum of 3 hours on a day they are required to attend school. When school is in session, a minor may work a maximum of 18 hours a week. If a minor is employed in a school supervised or administered work program, the maximum is 23 hours a week.
- When school is not in session, a minor may work a maximum of 8 hours per day or 40 hours per week.
- A minor may work between the hours of 7:00 a.m. and 7:00 p.m. (may work until 9:00 p.m. between June 1 and Labor Day).
- Federal law permits some leeway for minors performing sports-attendant duties.

16 and 17 year-old Minors:

- A minor may work a maximum of 4 hours on a day they are required to attend school for four hours or more.
- A minor may work a maximum of 8 hours on a school day that precedes a non-school day, e.g., Friday.

- A minor may work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work until 12:30 a.m.)
- When school is not in session, a minor may work a maximum of 8 hours per day or 48 hours per week.

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restrictions. A minor must be provided the same wage rates as adults in the same classification. This exception does not apply to high school drop-outs or emancipated minors. Minors who are high school graduates or have a certificate of proficiency are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above.

4.6 NEPOTISM (EMPLOYMENT OF RELATIVES)

The Library is committed to employment and advancement based on qualifications and merit. The Library does not discriminate in favor of or in opposition to the employment of relatives. To avoid potential, perceived or actual conflicts, relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages and leave requests.

Family member is defined as one of the following:

- Relationships by blood — parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and
- Relationships by marriage — husband and wife (as defined by state law), Domestic Partners, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples/significant others.

HR is responsible for ensuring compliance. Employees are responsible for reporting any changes immediately to their supervisor. Supervisors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.

Employees who marry or become members of the same household may continue employment as long as there is not:

- A direct or indirect supervisor/subordinate relationship between the employees; or
- An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the Library will attempt to find a suitable position within the organization into which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If a decision cannot be made among the affected employees within 14 days, reassignment will be made upon deliberation and discussion by HR, the supervisors and the Executive Director.

4.7 NEW EMPLOYEE ORIENTATION

Upon acceptance of an offer of employment, prospective employees will complete personnel, payroll and benefit forms. In addition, each employee will receive a copy of this Manual. Employees will be asked to sign the receipt page and return it to HR. You are expected to read this Manual. Please address any questions to your supervisor or HR. If a Manual is lost, or becomes damaged in any way, please notify your supervisor as soon as possible to obtain a replacement copy. For reference purposes, the Manual is also posted on the Library's intranet.

HR will prepare an orientation schedule for each new employee's first week on the job. The schedule will include a tour of the library, meetings with the Executive Director, Senior Directors, and Directors, computer and telephone training, and time attendance.

4.8 INTRODUCTORY PERIOD

All new employees will serve a three-month introductory period. Employees will also serve a three-month introductory period upon promotion or position reclassification. During the introductory period, the supervisor will evaluate the employee's performance in the new position. All employees remain at-will employees during the introductory period. Successful completion of the new hire, promotion, or reclassification introductory periods does not guarantee employment for any period of time thereafter.

A new hire's start date will be recorded as that employee's anniversary date for the purpose of calculating the introductory period and determining the start date for certain benefit accruals. For part-time employees who subsequently become full-time employees, the anniversary date will be the first day of full-time employment.

Employees will be given a written performance evaluation at the end of their introductory period.

With a few exceptions, such as sick leave and holidays, newly-hired employees are not eligible to receive employee benefits during the introductory period. See *Sec. 13 Benefits* below.

5. SEPARATION FROM EMPLOYMENT

When an employee separates from the Library, HR usually will conduct an exit interview to glean the employee's observations and insights about the Library's management and operations. HR will be responsible for ensuring the employee must return all Library property including laptops, keys, card keys, I.D. cards, etc. and that the employee's rights to the Library's email, voicemail, network, remote access, and other information and computer systems are discontinued. HR will coordinate this process among the Library's various units.

5.1 RESIGNATION

For planning purposes, the Library requests that employees notify their supervisors as soon as possible about any intention to resign. The Library considers two weeks' notice of resignation to be adequate.

Notice should be written and include the date of resignation and the reason, if known. In the absence of a written notice, the employee's supervisor should confirm the resignation in writing.

On the last day of employment, the employee must return all Library property, including keys, I.D. cards, etc.

5.2 RETIREMENT

No employee may be required to retire because of age. The Library's retirement plans are described below in Section 13.1. Eligible employees contemplating retirement should attend a CalPERS retirement workshop at least 2 to 3 months before retirement.

5.3 DEATH

In the event of an employee's death, the supervisor should notify HR as soon as possible. HR will ensure that the Executive Director, IT, payroll, accounts payable, facilities, and other relevant units are made aware of the death so that they may take necessary action to terminate the deceased employee from the Library's various systems. HR will be responsible for contacting the employee's family or next of kin about the employee's personal belongings, any Library property the employee may have had, the employee's final pay, continuation of insurance coverage, life insurance payments, etc.

5.4 DISCHARGE

A discharge is an involuntary termination of employment from the Library. The Executive Director has the final decision about whether to discharge an employee. When notified of discharge, the employee must return all Library property and must leave the premises by the date specified.

5.5 EMPLOYMENT REFERENCES

As a Library employee, you might be asked by a co-worker or former co-worker to provide an employment reference for a position beyond the Library. To ensure that we do not create risk for the Library, employees are prohibited from providing employment references for current or former Library employees in any written, verbal, or electronic form. All external inquiries for employment references and employment verification must be referred to HR. It is the Library's policy to provide limited references on current and former employees when requested in writing and signed by the (former) employee only. Verification of dates of employment and job title is the only information that will be released unless the written request indicates otherwise.

6. STANDARDS OF EMPLOYEE CONDUCT

6.1 CONFLICT OF INTEREST CODE

The purpose of this policy is to ensure that the Library's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Library.

Employees will avoid any conflict between their personal interests and those of the Library. Situations that may constitute a conflict of interest include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Library, by any employee who is in a position to directly or indirectly influence either the Library's decision to do business, or the terms upon which business would be done with such organization.
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Library. However, serving on the Board of any organization which does or seeks to do business with the Library or the Library profession may not be considered a conflict of interest, provided that there is a full disclosure of the services and intent of the organization.
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Library.

A conflict of interest may also exist when a member of an employee's immediate family is involved in situations such as those above. However, full disclosure of the situation may mitigate the conflict of interest.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility promptly to report to the Executive Director any actual or potential conflict that may exist.

6.2 EMPLOYEE CONDUCT AND WORK ENVIRONMENT

The Library encourages mutual respect, civil and congenial relationships among employees and a professional environment free from all forms of harassment and violence.

You are expected to conduct yourself in an appropriate manner as judged by a reasonable person.

You have the right to conduct your work without unwanted interference from other employees. The Library prohibits employees from violating this right of their co-workers.

You are expected to maintain your work area in a neat and professional manner.

You are responsible for the security of any Library confidential / proprietary material in your possession and for maintaining the security of Library-provided equipment. If you have concerns about the security of your work area or equipment, you have an obligation to tell your supervisor about those concerns.

6.3 NON-HARASSMENT

The Library will not tolerate harassment or discrimination of an applicant, employee, Trustee, contractor, vendor, or Library user on the basis of race, color, religion, creed, sex (including pregnancy, childbirth or related medical conditions), gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), national origin or ancestry, age, marital status (including domestic partnership), veteran's status, medical condition, physical or mental disability, sexual orientation, genetic characteristics (including information and testing) or a perception that the employee or applicant has any of these characteristics, or any other basis protected by law.

Harassment may include, but is not limited to behavior that is taken because of a person's protected classification:

- Verbal harassment, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress or physical features, or dress consistent with gender identification, or race-oriented stories and jokes.
- Physical harassment, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied job threats or promises in return for submission to physical acts.
- Visual forms of harassment, such as derogatory posters, cartoons, videos or drawings related to a protected classification.
- Sexual harassment, such as unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

The Library has zero tolerance for any conduct that violates this policy and will institute discipline including termination for violations. Conduct need not rise to the level of a violation of law in order to violate this policy. A single act can violate this policy and provide grounds for discipline.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, disciplinary action, layoff, transfer, leave of absence, compensation, and training.

Retaliation against anyone for filing a complaint or participating in an investigation is prohibited. "Retaliation" means any adverse conduct taken because someone has reported harassment or discrimination, or has participated in the complaint and investigation. "Adverse conduct" includes: taking sides because an individual has reported harassment or discrimination; spreading rumors about a

complaint; shunning and avoiding an individual who reports harassment or discrimination; or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. Individuals found to have retaliated in violation of this policy will be subject to discipline including the possibility of termination.

Guidelines for Identifying Harassment

- Harassment includes any conduct which would be “unwelcome” to an individual of the recipient’s same protected classification and which is taken because of the recipient’s protected classification.
- It is no defense that the recipient appears to have voluntarily “consented” to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Isolated incidents might be tolerated up to a point and harassment can evolve over time.
- Even visual, verbal, or physical conduct between two people who appear to welcome it can constitute harassment of a third person who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- Conduct can constitute harassment in violation of this Policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient’s same protected classification would find it offensive, e.g., gifts, over-attention, or endearing nicknames.

If you feel that you are a victim of harassment, discrimination, or retaliation, you should immediately report the matter to the Executive Director, a Senior Director, HR, or your supervisor.

Upon receipt of such a complaint, the Executive Director will appoint an appropriate member of the Administrative Services team to investigate the complaint. The investigator will:

- Conduct interviews with the complainant, the accused harasser, and other persons who have relevant knowledge concerning the complaint.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- Report a summary of the determination as to whether harassment occurred to all appropriate persons, including the complainant, the alleged harasser, the supervisor, and the unit head.
- If conduct in violation of this Policy occurred, recommend prompt and effective remedial action. The action will be commensurate with the severity of the offense.
- Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
- Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

The Library will conduct an investigation if its officers or supervisors become aware that harassment, discrimination or retaliation may be occurring, regardless of whether the recipient or third party reports a potential violation.

An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These administrative agencies offer legal remedies and a complaint process. The nearest offices of the EEOC and DFEH are listed in the telephone directory or on the internet at www.eeoc.gov or www.dfeh.ca.gov.

The Library will investigate all reports as confidentially as possible. Complete confidentiality cannot occur, however, due to the need to fully investigate potential Policy violations and take effective remedial action. As a result, confidentiality will be maintained to the extent possible. An individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by a supervisor. Any individual who discusses the content of an investigatory interview will be subject to discipline or other appropriate sanction. The Library will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

6.4 WORKPLACE VIOLENCE

The Library is committed to providing a safe work environment that is free from violence and the threat of violence. Effective handling of critical workplace incidents, especially those dealing with actual or potential violence is a top priority.

Violence or the threat of violence, against or by any employee of the Library or any other person is unacceptable and will not be tolerated.

An employee who demonstrates or threatens violent behavior may be subject to discipline including the possibility of termination in addition to criminal prosecution.

Anyone on Library property who demonstrates or threatens violence may be arrested, prosecuted, and banned from the Library.

The following actions are examples of violent acts:

- Striking, punching, slapping or assaulting someone.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay or rough-housing.
- Possession, use, or threat of use, of a gun, knife or other weapon of any kind on Law Library property, including parking lots, other exterior premises, or while engaged in activities for the Library in other locations, unless such possession or use is a requirement of the job.

- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

If you are the victim of violent, threatening or harassing conduct, a witness to such conduct, or receive a report of such conduct, irrespective of whether the perpetrator is an employee, you must immediately report the incident to your supervisor or HR.

If you encounter an individual who is threatening immediate harm to an employee or visitor on our premises, contact security immediately. Do not engage in either physical or verbal confrontation with a potentially violent individual.

No one acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

The Library will promptly investigate all reports of work-related threats and implement appropriate and timely measures to ensure the safety and security of employees and others at the Library.

Violations of this policy, including failure to report or fully cooperate in the Library's investigation, may result in disciplinary action, up to and including immediate termination.

6.5 WORKPLACE BULLYING

Employees will be treated with dignity and respect. In no instance will the Library tolerate bullying behavior. The Library defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Library considers the following types of behavior examples of bullying:

- Verbal Bullying — slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying — pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying — non-verbal threatening gestures; glances which can convey threatening messages.

6.6 DRUG FREE WORKPLACE

The Library is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace through the establishment of a drug free workplace. Alcohol abuse and drug use pose a significant threat to the Library's mission.

Employees, applicants, vendors, contractors and any persons representing or conducting business on behalf of the Library are prohibited from reporting to work or working while using or while under the influence of the effects of drugs. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to perform the job safely or may affect the safety or well-being of others must notify a supervisor of such use before starting or resuming work. It is not necessary to inform a supervisor of the specific medication being taken or the nature of the illness or injury for which the medication is being taken. Instead, the Library needs a medical certification that the use of the medication while performing work will not adversely affect the safety of the employee or others. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.

This policy applies during all working hours, whenever conducting Library business, representing the Library, or while on Library property. This does not include the authorized use of alcohol at Library-sponsored functions or activities.

It is a violation of our drug free workplace policy to use, possess, sell, trade, or offer for sale alcohol, drugs or intoxicants.

Entering the Library's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug free workplace policy, she or he may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

If an employee violates the policy, she or he will be subject to progressive disciplinary action and may be required to enter rehabilitation. Those required to enter rehabilitation who either fail to complete it or repeatedly violate the policy will be terminated from employment. Nothing in this policy prohibits an employee from being disciplined or discharged for other violations, performance problems, or other reasons.

The Library recognizes that alcohol and drug abuse and addiction are treatable illnesses. Recognizing that early intervention and support improve the success of rehabilitation, the Library:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism or other drug use disorders may be covered by the employee benefit plan. Nevertheless, the ultimate financial responsibility for recommended treatment belongs to the employee.

All information received by the Library through the drug free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant state and federal laws and management policies.

6.7 PROFESSIONAL ATMOSPHERE

The Library's long held reputation is built on its record of excellent service and quality work. Preserving this hard-earned reputation requires the active participation of every employee. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. Each employee brings a unique set of skills and experience and all employees are expected to treat each other, as well as library users, with respect and a genuine service attitude. Figuratively, if not literally, employees should greet each interaction with good eye contact, a firm handshake, and a "how-can-I-help-you" smile.

While at work, employees are expected to be well-groomed and dressed appropriately. Ensure that you maintain good personal hygiene habits. Appropriate dress attire is also an integral part of maintaining a professional atmosphere and the Library sets business casual dress as the norm for all employees. The following are examples of what is not allowed:

No hats

No torn, stained or worn out clothing

No shorts

No muscle shirts, tank-tops or tube-tops, unless paired with an acceptable cover shirt

No visible underwear, bare midriffs or conspicuous cleavage

Except for earlobes, no visible piercings are preferable

No flip-flops

No t-shirts or other apparel with offensive writing or artwork

No visible logos larger than 2" by 2"

No visible tattoos

Those whose jobs entail using book carts, shelving books, and lifting boxes and packages should wear shoes that provide protection and will not cause them to slip or fall. Employees in such positions should not wear open-toed shoes, such as sandals or flip flops, or shoes that fit so loosely the employee might lose his or her balance and fall, such as moccasins or slippers.

7. EMPLOYEE RELATIONS

7.1 PERFORMANCE MANAGEMENT

Performance Management is an ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization. The communication process includes identifying goals, setting objectives, providing feedback, and evaluating results.

The performance of each employee shall be appraised at least annually in writing by the employee's immediate supervisor.

The written performance appraisal is an opportunity for the supervisor and employee to review whether previously-discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth. Additionally, the appraisal provides appropriate documentation to support any recommended merit increases or other performance-based awards.

Once the written evaluation has been completed and the employee has been given the opportunity to provide feedback, the employee is asked to sign the completed appraisal form. The employee is informed that his or her signature acknowledges discussion of the contents of the completed appraisal form, not necessarily agreement with it. The employee may add his or her own comments to accompany the performance appraisal form.

A copy of the completed performance appraisal form is placed in the employee's personnel file.

7.2 SALARY REVIEW

The Library's compensation and classification objectives are to:

- Attract and retain competent and productive staff from the appropriate labor market.
- Identify different levels of responsibility and accountability and to establish salaries accordingly.
- Base salary adjustments on individual contributions and performance.
- Pay salaries that are competitive, on an overall basis, with salaries in the relevant labor market(s) and that are consistent with the Library's budgetary guidelines and within allocated financial resources.

The Executive Director, with HR's support, is responsible for determining job classifications and compensation. Generally, the Executive Director presents merit increases and other changes to the Board of Trustees for its approval as part of the budget review process.

7.3 DISCIPLINE

The Library expects employees at all times to work productively, observe its policies, comport themselves appropriately, and do the right thing. When an employee falls short of these expectations, the Library may find it necessary to invoke discipline to improve or correct employees' conduct or

performance. Disciplinary actions include but are not limited to counseling, written warnings, disciplinary salary decreases, demotions, suspensions, and terminations.

In most cases, the Library imposes progressive discipline, starting with counseling. Nevertheless, when disciplinary action is the result of performance or conduct which an employee knows or reasonably should have known was unsatisfactory, the Library may immediately impose more serious discipline including termination. Examples of performance or conduct that would warrant immediate serious discipline include violations of law, dishonesty, theft or misappropriation of Library property, fighting on the job, insubordination, acts endangering others, or other serious misconduct.

7.4 GRIEVANCE PROCEDURE

Represented employees are covered by the grievance procedure set out in the MOU. For all other employees, the Library has established procedures to provide employees with a means of recourse in the event the employee feels that the discipline process has not been fairly enforced. Within ten calendar days of the occurrence, the employee should discuss the issues, concerns or problems with his or her supervisor, a director or HR, whichever is appropriate given the circumstance. A decision on the issue, concern, or problem will be given within five working days.

If the employee is not satisfied with the decision, or if the issue, concern or problem remains unresolved, the employee is allowed three working days to present the grievance to the appropriate next level. A decision at this second level on the issue, concern or problem will be given within five working days.

If the employee is not satisfied with the decision, or if the issue, concern or problem remains unresolved, the employee is allowed an additional three days to present the grievance to the Executive Director. The decision of the Executive Director, given within five working days, is final.

7.5 WHISTLEBLOWER PROTECTION POLICY

The Library is committed to protecting employees and applicants for employment from interference with disclosing violations or potential violations of law or serious breaches of conduct without the fear of retaliation. Pursuant to this section, a Library employee may not:

- Retaliate against an employee or applicant for employment who has disclosed violations or potential violations of law or serious breaches of conduct, or
- Directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of an applicant or an employee to disclose violations or potential violations of law or serious breaches of conduct.

Any individual who engages in retaliation in violation of this policy will be subject to discipline including the possibility of termination. Each of us is responsible for making sure our conduct fully complies with all laws and regulations as well as Library policies. If you have knowledge of specific acts that you reasonably believe violate the law or Library policy, the Library expects you to disclose those acts to an appropriate Library official. If you believe you have been the subject of retaliation for making a good-

faith disclosure, you should contact your supervisor, the Executive Director, a Senior Director, HR, the President of the Board of Trustees or a member of the Board of Trustees.

7.6 PERSONAL DATA

To aid you and your family in matters of personal emergency, the Library seeks to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin or beneficiaries should be given to HR promptly.

7.7 ACCESS TO PERSONNEL FILE

Upon request, employees or former employees may inspect their personnel files during regular business hours at a mutually agreeable time, on the Library premises, and in the presence of a Library official. You will be permitted to see any records regarding your qualification for employment, promotion, wage increases, or discipline. Exceptions include records regarding criminal investigation and any letters of reference maintained by the Library. You may request a copy of your personnel file at a charge not to exceed actual cost. HR has a form you may use to request inspection. The right to view or copy a personnel file does not apply to any employee who has filed a law suit relating to a personnel matter so long as the lawsuit is pending. Represented employees should refer to their MOU for rights regarding personnel files.

8. WORKPLACE

8.1 EVACUATION DRILLS

Evacuation drills are scheduled periodically throughout the year. These drills are a critical element of employee safety. Complete cooperation during these drills is required.

8.2 IN AN EMERGENCY

In the event of an emergency, employees should immediately contact security personnel at extension 2500. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. Nevertheless, in cases where you are in imminent danger of harm or injury, you should first evacuate to safety before contacting security personnel. If you cannot reach security personnel immediately, call 911.

When events warrant an evacuation of the Library, you should follow the instructions of security personnel or Library management. In cases of imminent danger of harm or injury, you should evacuate to safety immediately without waiting for instructions. Leave the building in a brisk and orderly manner and assemble at the pre-determined gathering area to await further instructions or information. If you are able to do so without endangering yourself, you should help evacuate physically disabled persons.

In the case of fire or smoke, use stairways to exit the premises. Do not use elevators.

Should an emergency result in the need to communicate information to employees outside of business hours, HR will be responsible for organizing that effort. You should keep your personal contact information up to date by advising HR whenever your information changes.

8.3 No SMOKING

The Library is dedicated to providing a healthy and comfortable environment for library staff and visitors. The Library recognizes that smoking is a public health hazard and complies with state law on smoking. Visitors to the Library including family, colleagues, applicants, vendors and contractors must also adhere to this policy.

Smoking is prohibited in:

- Enclosed buildings and within at least 20 feet of any building entrance, exit, vent and fresh air intake grill.
- Exterior landings, interior building courtyards, patios, and balconies.
- Areas where flammable gases, liquids, or other volatile materials are located or stored.
- Areas in which a fire or safety hazard may exist.

An individual who makes a complaint regarding a violation of this policy will not be subject to retaliation as a result of making the complaint.

Employees whose personal hygiene may be affected by smoking may be requested to attend to their person or clothing, if it is offensive or causes breathing difficulty for colleagues or Library users.

Employees who violate this policy may face disciplinary action up to and including termination.

8.4 WEAPONS

Definitions

As used in this section, the terms in quotations have the following meanings:

- “Library property” is defined as all Library-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Library’s ownership or control. This policy applies to all vehicles that come onto the Library property.
- “Dangerous weapons” include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

The Library prohibits the possession, use or sale of dangerous weapons on Library property or while engaged in Library business off premises. A license to carry the weapon on the Library property does not supersede Library policy.

To ensure that the Library maintains a workplace safe and free of violence for all employees, any employee in violation of this policy will be subject to disciplinary action, including the possibility of termination. All Library employees are subject to this provision – including contract and temporary employees – as are members of the Board of Trustees, vendors, contractors, subcontractors, visitors, library users, and any other person on Library property.

Employees who are aware of violations or threats of violations of this policy must immediately report such violations or threats of violations to security personnel, the Executive Director, Senior Directors or HR.

8.5 WORKPLACE SEARCHES

To protect the property and to ensure the safety of all employees and Library users, the Library reserves the right to conduct personal searches consistent with state and federal law, and to inspect any packages, parcels, purses, handbags, brief cases, backpacks or any other possessions or articles carried to and from the Library's property. In addition, the Library reserves the right to search any employee's office, desk, files, lockers, equipment, vehicle, or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc., are the property of the Library, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the Library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, illegal substances, a weapon, or any other item, document, or object in violation of Library policies will be subject to disciplinary action including the possibility of termination.

If upon investigation they are found to be in violation of the Library's security procedures or any other rules and regulations, employees will be subject to discipline up to and including the possibility of termination.

8.6 LUNCHROOM AND STAFF LOUNGE

The lunchroom and staff lounge are available throughout the work day for employees' benefit, enjoyment, and use. Employees may invite guests to join them in the lunchroom or staff lounge subject to *Sec. 8.10 Visitors* below.

The Library provides microwaves, a dishwasher, a coffee maker, vending machines, coffee, tea, sweeteners, non-dairy creamer, and paper products in the lunchroom. The Library accepts no liability for the vending machines which are owned and maintained by a third-party contractor. There is no charge for the coffee or tea.

Both rooms should be kept clean out of respect to co-workers. Although a Library employee will operate the dishwasher, lunch room users should place their dirty dishes in the dishwasher and not leave them in the sink or on a counter.

Employees should report any lunchroom appliance malfunction to the Building Engineer.

8.7 PERSONAL PROPERTY

The Library is not responsible for loss or damage to personal property. Personal items such as purses, wallets or other valuable items should not be left in areas where theft might occur. This also applies to personal property left in vehicles parked on Library property.

8.8 BULLETIN BOARDS

Information of interest and importance to employees is posted on our bulletin boards in the first floor corridor. One bulletin board is for administrative use only; employees may not post or remove any information.

A second bulletin board is available for use by staff for notices, discount tickets, wanted and for sale listings, etc. Employees should use discretion and only post items that are in keeping with the Library's policies governing acceptable conduct (see *Sec. 3. Equal Employment Opportunity* and *Sec. 6 Standards of Employee Conduct* above). The Library reserves the right to remove items that it deems to be inappropriate.

The third bulletin board is for SEIU Local 721 literature.

8.9 LIBRARY CLOSURE

It is the Library's policy to operate at all times and staff are expected to report for duty unless notified otherwise. The Executive Director will decide whether the Library should close because of accident, natural disaster, civil unrest, or other reason that would expose the Library's employees and users to an unacceptable risk of harm. In the event the Executive Director is away from the Library and cannot be reached, a Senior Director is authorized to decide whether to close the Library.

If the Library elects to close on a day that it is scheduled to be open, it will make every effort to notify employees as far in advance as possible. HR will be responsible for organizing the effort to notify all employees.

In the event of an unscheduled and limited time closure, regular full-time staff will receive their regular pay for the period of closure. Part-time employees scheduled for work during the closure will receive an amount equivalent to their previously-scheduled hours. If a part-time employee is not scheduled to work, no pay will be made. If the closure is protracted, the Executive Director will decide whether the Library is in a position to continue to pay its employees.

The Library will generally not close because of adverse weather.

If the Library is open and an employee elects not to report because of adverse weather or other condition, the employee should advise his or her supervisor at the earliest possible opportunity. Any employee electing not to report to work on a day that the facility is open will be required to use accrued vacation time.

8.10 VISITORS

If you are expecting a visitor, please notify your supervisor and security. All visitors must first check in with security. Visitors are not allowed in non-public areas of the building without being accompanied by an authorized employee. Under no circumstances are visitors allowed in confidential or unauthorized areas.

8.11 USE OF FACILITIES FOR NON-BUSINESS FUNCTIONS

The Library recognizes that employees may wish to arrange special social functions on premises during regular business hours to celebrate baby showers, retirements and other special events.

Special celebrations should be arranged in advance and require prior approval from the Executive Director. Library funds may be requested for such functions but may not be available. Food brought into the Library in conjunction with any special celebration must be available to all staff.

Employees using Library facilities are expected to clean up after the event.

8.12 WORKSTATION CLEANLINESS

All offices and work stations should be organized so that in an emergency a co-worker could find and identify essential Library information. Work areas should be kept as neat as possible during the regular work day and should be straightened prior to leaving at the end of the work day. Employees should leave public areas, such as the copy machine areas, coffee stations, conference rooms, restrooms and kitchens in a clean and orderly condition for guests and other employees.

No food is permitted at public service desks. Drinks must be kept in containers that are stable and not easily tipped.

8.13 PERSONAL MAIL

Employees should not use the Library's address for the receipt of personal mail.

8.14 PERSONAL TELEPHONE CALLS

It is important to keep Library telephone lines free for Library business and user calls. Although the occasional use of the Library's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

8.15 SEASONAL DECORATION

The Library believes that seasonal decorations should accentuate a professional and pleasant work environment, rather than inhibit it. Employees are asked to respect other employees' beliefs when considering seasonal decorating, both in public areas and in their own workspaces.

- The Library will provide appropriate seasonal decorations, such as flowers or greenery, for public or group work areas.
- Every effort will be made to avoid decorations that would be more likely viewed as religious in nature, rather than those reflecting secular traditions.
- You should apply similar principles in decorating your personal workspaces. You may be asked to remove decorations that are inconsistent with the spirit of this policy.
- The Library will require removal of decorations that it deems to be offensive by reasonable standards.

9. HEALTH AND SAFETY

9.1 COMMUNICABLE DISEASES

The Library will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The Library reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease or the welfare of others within the workplace.

The Library's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), AIDS, AIDS-related complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. The Library may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The Library will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

9.2 TEMPORARY CONTAGIOUS ILLNESSES

The Library reserves the right to request that employees with temporary contagious illnesses be placed on leave pending release to work from a qualified health care provider.

The Library realizes that employees with temporary contagious illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including working. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the Library considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the Library, the employee's continued presence must pose no risk to the health of the employee, other employees and visitors. If an employee disputes the Library's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no significant risk to the employee, other employees or visitors.

Supervisors are encouraged to remind employees that the Library provides paid sick leave to cover absences due to temporary contagious illnesses. All employees are urged to contact HR regarding any questions about the possible contagious nature of another employee's temporary illness.

9.3 SAFETY

A safe work environment is the shared responsibility of everyone at the Library. All reasonable steps will be taken to assure compliance with federal, state and local safety regulations. You are required to follow the Library's safety rules:

- If you are injured or become sick at work, no matter how minor, you must inform your supervisor immediately.
- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess. Just ask your supervisor.
- Know the locations, contents and use of first aid and firefighting equipment.
- Know the location of exits and the procedure for exiting the Library in an emergency.

Report unsafe conditions to your supervisor immediately.

For more information about Library workplace safety, consult the Library's Injury and Illness Prevention Program (IIPP) available on the Library's intranet.

10. TECHNOLOGY AND TELECOMMUNICATIONS

10.1 PROPERTY AND EQUIPMENT

You are expected to demonstrate proper care when using the Library property and equipment. No property may be removed from the premises without proper authorization from Facilities. If you lose,

break or damage any property, report it to your supervisor immediately. The Library's computer and communication resources are intended for work-related purposes. While limited personal use of these resources is acceptable, that use must not conflict with the Library's business or violate Library policies.

10.2 TECHNOLOGY USE

Computers (desktops and portable computer systems), tablets, smartphones, cellphones, pagers, telephones, faxes, voicemail, e-mail, electronic bulletin boards, Internet, intranet, and World Wide Web access have been provided to employees for the benefit of the Library, its users, and others involved in the Library's operations. Employees are required to maintain and use these electronic resources in a productive, professional manner. All such Library electronic resources, and the messages, files, data, software or other information stored or transmitted on them are, and remain at all times, the property of the Library.

The Library asks employees to keep in mind that when they use the Library's electronic resource systems they are creating information or documents using Library assets. Employees have no right to privacy in their use of Library equipment. No information created, sent, or retrieved using these electronic resources can be considered private. The Library reserves the right to access, monitor, and review any and all documents or communications or website histories stored on Library equipment at any time, either within or outside the presence of the employee, to ensure compliance with this and all other Library policies. Even if you are using Library equipment to access your own personal email account, such communications may be stored on Library equipment and they are not private. The Library reserves the right to access, monitor and review all such communications stored on Library equipment to ensure compliance with this and all other Library policies.

Employee e-mail and voicemail passwords do not create any right of privacy in employee computers or voicemail or any information stored or sent with those computers or telephones. The Library reserves the right, at all times, and without prior notice to the employee, to inspect and search the Library's electronic resources and any and all information contained therein to determine whether this policy or any other policy of the Library has been complied with or violated.

The Library purchases or licenses copies of computer software programs from a variety of outside companies. Employees may not duplicate any licensed software or related documentation for use either on the Library's premises or elsewhere unless the Library is expressly authorized to do so by the agreement with the licensor and the Director of Information Services has approved the duplication. Illegal reproduction of software can result in substantial civil damages and criminal penalties, including fines and imprisonment. Employees who make, acquire, or use unauthorized copies of computer software or related documentation will be subject to discipline as appropriate under the circumstances, including termination of employment. To the extent permitted by law, the Library reserves the right not to defend or pay any damages awarded against employees for conduct in violation of this policy.

Employees are prohibited from using the Library's electronic resources to send or receive any information in violation of Library policy and federal, state, or local laws and regulations, including copyrighted materials, or protected trade secrets, or for the transmission or receipt of other information which may be considered obscene or pornographic. In the event of such impermissible use, information

may be provided to law enforcement or other third-parties without the prior consent of the sender or the receiver.

Sending, saving, accessing, or viewing offensive material is prohibited. Messages stored and/or transmitted by the Library's electronic resources, including the computer, tablets, smartphones, cellphones, voicemail, e-mail, or the telephone system, must not contain content that may reasonably be considered offensive to any employee. Offensive materials include, but are not limited to, sexual comments, jokes, or images, racial slurs, gender-specific comments or any other comments, jokes, or images that may offend someone on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, as well as any other category protected by federal, state, or local laws. Violations of this policy will be subject to discipline, up to and including termination.

Employees may not transmit messages or other communications by means that either mask or hide their identity. Employees should never access any electronic resources using another employee's password. Employees who wish to express personal opinions on the Internet should obtain a personal account with a commercial Internet service provider and must access the Internet without using Library electronic resources.

Employees may only access Library documents, files, data, or programs that are related to their work duties. Any unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, documents, passwords, computer systems, or programs or other property of the Library or the improper use of documents, files, or information obtained by such unauthorized means, is prohibited.

Employees must not open e-mail attachments that arrive anonymously, that have strange subject titles, or that contain multiple forwards. Employees should also be wary of e-mail attachments with unusual extensions such as .VBS, .EXE or .BAT. If employees are at any time unsure about the safety or content of an e-mail attachment, they must consult with a supervisor and the head of the Library's Information Services Team ("IS") before opening the attachment.

Employees are permitted to use the Library's electronic resources for very limited and occasional non-work-related purposes during nonworking time (e.g., during breaks and before or after working hours). Employees are responsible for ensuring that they use the Library's electronic resources in an effective, ethical, and lawful manner. These resources should not be used in any way that would interfere with the Library's ability to conduct its business or with its employees' ability to perform their duties.

Employees may not play games on the Library's computers or other electronic resources and may not engage in similar activities interfering with their productivity or the productivity of any other employee or interfere with the operation of the Library's electronic resources.

Employees may file a complaint for violation of this policy. If an employee using the Library's electronic resources has been subjected to workplace harassment, the employee should file a complaint using the Library's harassment policy. The Library will not retaliate against any employee for complaining or providing evidence concerning any alleged violation of this policy or the misuse of the Library's electronic resources.

10.3 GUIDELINES APPLICABLE TO ELECTRONIC SECURITY

Effective electronic security requires the participation and support of all employees. Following are minimal guidelines to secure and protect the Library's digital equipment.

- Password protected screen savers should always be active.
- Store passwords securely and not near your computer or in your laptop bag.
- If you have a wireless card, disable it when it is not in use.
- Keep computer equipment in your work area clean, away from food and liquids.
- Do not remove asset tags or serial numbers from equipment.
- When viewing sensitive information, position your computer screen so it can't be seen by others.
- Workstations must not be moved from their normal location without authorization from IS.
- Never leave a laptop or other portable electronic device unattended.
- Do not leave a laptop or other portable electronic device in public view in a vehicle or near an exterior window where it would be subject to a smash and grab type theft.
- Never check a laptop or other portable electronic device as baggage.
- Avoid storing computers or other electronic devices in extreme cold or hot weather.
- If a laptop is stolen, report it to local police immediately, and then to the Information Services Director.
- Use a password with mixed-case alphabetic characters and that is easy to remember, so you don't have to write it down.

10.4 FILE MANAGEMENT

All files should be saved to the network (H: Drive) to ensure data retrieval in the event your assigned workstation incurs a disk failure or other catastrophic problem. IS is responsible for backing up the network files regularly and storing those files in a secure off-site location for future retrieval. Personal information or files should not be stored on the on the network.

The S: Drive ("shared drive") is for sharing files with other Library employees.

10.5 REMOTE ACCESS

The Senior Director of Information Services determines the level of remote access available to various employees. Library email is available to everyone through the Internet at <http://webmail2010.lalawlibrary.org>. Access to network files, network databases, Outlook email, and other network features requires special software. See your supervisor to request a higher level of remote access.

10.6 MISUSE

Employees may not misuse computing, networking, or information resources.

Examples of misuse include, but are not limited to, the following activities:

- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Sharing your password with another.
- Using the Library's network to gain unauthorized access to any other computer system.
- Deliberately performing an act that will interfere with the normal operation of the Library's computers, terminals, peripherals, or networks.
- Deliberately running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Use of software utilities to scan or probe network resources.

10.7 TELEPHONE AND VOICEMAIL

The Library provides telephones and voicemail services to assist in the communication of Library business. Each user may store up to 100 separate voicemails. Exceeding this size will prevent you from receiving further voicemail messages.

There is no right to privacy for voicemail messages sent or received by the Library's telephone system. The Library reserves and intends to exercise the right to record, review, audit, intercept, access and disclose all communication received or sent over the telephone system for any purpose.

The voicemail system is intended for Library business use only. The use of the Library's voicemail system to distribute to co-workers information unrelated to the Library is prohibited.

The Library reserves the right to enter, search, or monitor the voicemail of any employee without advance notice and consistent with applicable state and federal laws. You should not expect that your telephone and voicemail sent and received via the Library's voicemail system are private or confidential.

10.8 EMAIL

The Library has installed an internal electronic mail ("email") system to facilitate the transmittal of business-related information within the Library and with persons and entities outside the Library. Email should only be used for Library business. Unrelated use is prohibited.

There is no right to privacy for emails transmitted or received by the Library's email system. The Library reserves the right to review, audit, intercept, access, and disclose all messages created, received or sent via the Library's email.

The Library allows each user to store up to 250 MB for mailbox messages, which includes the Inbox, Deleted Items and Sent Items folders. Exceeding this size will prevent you from sending or receiving any email. Employees should delete unneeded email regularly.

Global or all-staff email messages are not allowed without prior approval by the Communications Director. Email may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-work related solicitations. The creation of offensive messages will be considered a violation of the Library's anti-harassment policy.

When selecting recipients from a directory, be careful that you don't send your message to the wrong person. To avoid accidental disclosure of information, don't include external recipients on internal distribution lists.

Sending or forwarding chain letters is not allowed. If you receive one, delete it without opening any attachment, which may contain a virus.

10.9 EMAIL SIGNATURES

To maintain the Library's professional and consistent image, everyone should use the standard signature block as provided by the Communications Team.

Personalized or non-business-related sayings, quotes, slogans, mission statements, disclaimers, philosophies, quips, etc., graphics that are not provided by the Communications Team, or statements that are of a political or religious nature, are not acceptable without prior permission.

10.10 EMPLOYEE SOCIAL MEDIA/NETWORKING POLICY

A core value of the Library is to provide a work experience that encourages continuous improvement, respect, well-being, safety, personal and professional growth, and respect for cultural diversity. Maintaining a positive and safe environment takes a committed team with each member taking responsibility for his or her role and behavior.

The Library recognizes that many employees engage in social media activity while off duty and for work-related purposes. For purposes of this Policy, "social media activity" includes all types of posts and other communications on the Internet, including but not limited to, posts on social networking sites (such as Facebook, LinkedIn, and Tumblr); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and posts of video or audio on media-sharing sites, such as YouTube or Flickr. "Social media activity" also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

The Library respects the legal rights of its employees and understands that employees' time outside of work is their own. However, employees who engage in social media activity should be mindful that their social media activity, even if done off premises and while off-duty, could affect the Library's legitimate business interests. For example, the information posted could be the Library's confidential business information. In addition, some readers may mistakenly view you as a spokesperson for the Library. Consequently, social media activity is a legitimate and proper focus of Library policy.

This Social Media Policy (this "Policy") provides guidance on responsible social media activity by employees. This Policy does not and cannot cover every possible social media activity. For this reason,

the Library relies on the professionalism and judgment of its employees to ensure that social media activity is undertaken responsibly.

This Policy applies to all employees. This Policy applies to social media activity that relates in any way to the Library's business, employees, users, vendors, or competitors or that identifies an employee's affiliation with the Library (other than as an incidental mention of place of employment in personal social media activity unrelated to the Library).

This Policy applies to social media activity when on or off duty, while using the Library's or personal electronic resources, and whether the employee posts anonymously or using a pseudonym. Unless specifically authorized, employees are prohibited from using the Library's electronic resources to engage in social media activity or from otherwise engaging in social media activity during working hours.

Guidelines Applicable To All Social Media Activity

The Library values its established brand reputation and good will relationships. These are important corporate assets. When you engage in social media activity that identifies you as a Library employee, or in any way relates to the Library, you should bear that in mind and follow the guidelines listed below:

- You may use the Library's electronic resources to engage in social media activity for non-business purposes as long as that activity involves only an incidental amount of your time, does not interfere with your or your co-workers' job responsibilities, and complies fully with all Library policies. You may not maintain an open connection to, or stream, any social media site. Such non-business use is a privilege that may be withdrawn if abused.
- Your social media activity is subject to all of the Library's policies, including, but not limited to, the anti-harassment and anti-discrimination policy and other personal conduct policies.
- Unless you have received prior authorization from the Library, you should not represent in any social media content that you are authorized to speak on behalf of the Library, or that the Library has reviewed and approved your content. If that is not obvious from your post, you should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by the LA County Law Library."
- You should disclose your employment by the Library if your social media activity endorses the Library's services, i.e., expresses opinions, beliefs, findings or experiences concerning the Library's services. Unless the Library has approved any such endorsement in writing and in advance, you should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by LA County Law Library."
- You should consider using available privacy filters or settings to block from co-workers, users, vendors or competitors who may have access to your social media activity any overly personal information about you.
- You should not post content about the Library, management, co-workers or users that is vulgar, obscene, threatening, intimidating, defamatory, harassing, or a violation of the Library's policies against discrimination, harassment, or hostility on account of race, color, religion, creed, sex, gender (including gender identity, gender

expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), marital status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation or any other consideration protected by federal, state or local laws.

- You should not disparage the Library's products or services, or the products or services of its vendors or competitors.
- You should not use the Library's logo, trademark or proprietary graphics without the express prior authorization of the Library. You should not post photographs or video of the non-public areas of the Library premises, or of the Library's processes or operations without the Library's prior written approval.
- You should not disclose personally-identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers or financial account numbers) of the Library's employees, users, vendors or competitors. You should not post images or video of the Library's employees, users, vendors or competitors without their prior permission. You should not mention users, vendors, or competitors in your social media activity without the Library's prior written approval.
- To ensure that the Library communicates with the media in a consistent, timely and professional manner about matters related to the Library, you should speak to your supervisor before responding to any media inquiry about your social media activity related to the Library.
- Anyone concerned about social media activity relating to the Library that may require a response can contact the Executive Director.
- Do not respond to any social networking posts or blogs from other users relating to the Library. Instead, report those posts or blogs to HR.

Addressing Concerns

You are more likely to resolve concerns about work by speaking directly with your co-workers, supervisor or other management-level personnel rather than by posting them on the Internet. You should consider using available internal resources, rather than social media activity, to resolve these types of concerns.

Enforcement

If you need clarification of any aspect of this policy, please contact HR.

The Library will, in its discretion, review social media activity to the fullest extent permitted by applicable law. If you engage in social media activity anonymously or using a pseudonym, the Library will, in appropriate circumstances, take steps to determine your identity.

Employees will be held accountable for engaging in social media activity that violates this Policy. Failure to comply with this Policy may lead to discipline, up to and including termination of employment, and if appropriate, the Library will pursue all available legal remedies. The Library also may report suspected unlawful conduct to appropriate law enforcement authorities. The Library will not construe or apply this Policy in a manner that improperly interferes with or limits employees' rights under the National Labor Relations Act or any other legally-protected communications.

10.11 PERSONAL ELECTRONIC DEVICES

Except during lunch and breaks, employees should refrain from using iPods, smart phones, tablet computers, laptop computers, and other personal devices during the work day.

10.12 HELP DESK

To enable employees to work effectively and efficiently, the IS Team offers technical support and training. Contact the Helpdesk at extension "HELP" (4357) or on the internet at <http://helpdesk.lalawlibrary.org>.

The Help Desk's normal hours are Monday through Friday, 8:30 a.m. to 6 p.m., and Saturday, 9 a.m. to 5 p.m.

11. LEAVES & DISABILITY

11.1 HOLIDAYS

The Library observes the following state holidays during the year:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Lincoln Day
- Presidents Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas

If one of the above holidays falls on Saturday, it is normally observed on the preceding Friday. If one of the above holidays falls on Sunday, it is normally observed on the following Monday.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln Day or Columbus Day, or both.

Full-time employees are eligible for all paid holidays upon hire. Part-time branch assistants are eligible for all paid holidays equal to the number of hours normally worked on that day. However, branch assistants must adhere to the holiday schedule of the Courthouse in which the branch is located.

Other part-time employees are eligible for a paid holiday only if the holiday falls on a day they are normally scheduled to work. Pay is equal to the number of hours normally scheduled to be worked on that day.

Employees will receive holiday pay in compliance with state and federal wage and hour laws.

Employees must work their scheduled workday before and after the holiday in order to be paid for the holiday unless their supervisor approves the absence.

Employees may request time off for religious observances that are not part of the published holiday schedule. Employees should provide supervisors with adequate notice regarding the need for time off for these religious holidays. Employees may use vacation time for a nonscheduled religious holiday.

11.2 VACATION

Upon successful completion of the introductory period, full-time regular employees are eligible to accrue paid vacation leave. Vacation accrues on a calendar year basis and depends on the length of an employee's tenure, as follows:

For full-time employees hired prior to May 31, 2011:

- 1 - 9 years: 15 days per calendar year (4.62 hours per pay period)
- 10 + years: 20 days per calendar year (6.15 hours per pay period)

For full-time employees hired on or after May 31, 2011:

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

Upon successful completion of the introductory period, part-time branch assistants are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked.

Part-time library employees hired prior to June 30, 2006, are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked. Part-time library employees hired after July 1, 2006, are not eligible to accrue paid vacation leave.

Full time employees may accrue vacation leave up to a maximum of 200 hours. Part-time branch assistants and eligible part-time employees may accrue vacation leave up to a maximum of 100 hours.

Vacation requests must be submitted in the Empower time off request system at least two weeks in advance of the anticipated leave. Vacation requests are granted depending on the Library's business requirements and whether prior co-workers' time off requests create a schedule conflict. Length of employment may determine priority when two or more co-workers in a unit request vacation during the same period.

Vacation must be accrued before it can be taken.

Vacation accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Employees on authorized unpaid leaves of absence do not accrue vacation leave.

Between November 10 and November 30 of each year, full-time employees may request payment for one week (40 hours) of vacation time earned but not taken. The vacation cash-out will be paid to the employee in January. The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

Upon separation from the Library, eligible employees will be paid for accrued but unused vacation.

Employees may not schedule vacation on one of the quarterly "All Staff Days."

11.3 SICK LEAVE

Upon hire, full-time employees are eligible to accrue sick leave. Sick leave is accrued on a calendar year basis and will depend on the length of an employee's tenure, as follows.

For full-time employees hired prior to May 31, 2011:
15 days per calendar year (4.62 hours per pay period)

For full-time employees hired on or after May 31, 2011:
1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
2 – 9 years: 12 days per calendar year (3.69 hours per pay period)
10 + years: 15 days per calendar year (4.62 per pay period)

Upon hire, part-time branch assistants are eligible to accrue sick leave at a rate of .0577 per hour worked. Part-time branch assistants may accumulate up to 960 hours of paid sick leave. Other part-time Library employees are not eligible to accrue sick leave.

Eligible employees may use their annual allotment of available sick days for absences to attend to an illness of a spouse or domestic partner, child, the child of the employee's registered domestic partner, or parent on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury. An employee absent for more than 3 consecutive days may be required to provide medical proof of illness or injury.

Unused sick leave accrues from year to year and is carried forward to the following year.

Upon separation of employment with the Library, full-time employees hired on or before May 31, 2011, may request that accrued but unused sick leave be paid at the rate of six (6) days per year of service, with a maximum of 90 days. Unused sick leave for payout is frozen at the amount of accrued but unused sick leave as of May 31, 2011.

Employees hired after May 31, 2011, will not receive any payment for unused sick leave accruals.

Full-time employees may apply accrued but unused and unpaid sick leave toward retirement service credit. For more information about service credit contact CalPERS (www.calpers.ca.gov) (888-225-7377).

Upon separation, part-time branch assistants do not receive payment for unused sick leave.

11.4 FAMILY AND MEDICAL LEAVE

To the extent not already provided for under current leave policies and provisions, the Library will provide family and medical leave for eligible employees as required by state and federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the federal Family and Medical Leave Act of 1993 (“FMLA”), and the regulations of the California Family Rights Act (“CFRA”). Unless otherwise provided, “Leave” under this section shall mean leave pursuant to the FMLA and CFRA.

Introductory information on FMLA / CFRA is included in this Manual. For additional information on FMLA and CFRA, please contact HR. Additional information is also available on the Library’s Intranet.

Definitions

As used in this section, the terms in quotations have the meanings indicated:

- “12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- “Child” means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes, a biological, adopted, foster or step-child, legal ward, or a child of a person standing in loco parentis.
- A child is “incapable of self-care” if she or he requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
- “Parent” means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- “Spouse” means a husband or wife as defined or recognized under California State law for purposes of marriage.
- “Domestic Partner” means an individual as defined in Cal. Family Code Section 297, *et seq.*
- “Serious health condition” means an illness, injury impairment, or physical or mental condition that involves:
 - Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom); or

- Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - A period of incapacity (i.e., inability to work, or perform other regular daily activities due to serious health condition of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
- Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law an employee disabled by pregnancy is entitled to Pregnancy Disability Leave.)
- Any period of incapacity or treatment for condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- "Health Care Provider" means:
 - A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;

- Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
- Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
- Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
- Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
- Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

Employee Eligibility

To be eligible for Leave, employees must have been employed by the Library for at least 12 months (in aggregate), and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. In addition, the employee must be employed at a worksite where 50 or more employees are employed by the Library within 75 miles of the worksite.

Leave Entitlement

Eligible employees may request leave under this policy for one or more of the following reasons:

- the birth of a son or daughter of the employee and in order to care for such son or daughter ("Bonding Leave");
- the placement of a son or daughter with the employee for adoption ("Bonding Leave");
- the placement of a son or daughter with the employee for foster care ("Bonding Leave");
- to care for the spouse, or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition ("Family Care Leave");
- the employee has a serious health condition that prevents the employee from performing an essential job function ("Serious Health Condition Leave");
- a qualifying exigency arising out of a spouse's, child's or parent's Armed Forces active duty or call to active duty in a foreign country ("Military Emergency Leave"); and
- the care of a spouse, child, parent or next of kin who is an Armed Forces member with a serious injury or illness incurred in the line of duty ("Military Caregiver Leave").

Leave for the birth or placement of a child must be concluded within 12-months from the date of the birth or placement.

If you have questions regarding this policy, contact your immediate supervisor or HR.

Length of Leave

The maximum amount of Leave will be twelve (12) workweeks in any 12 month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. A 12-month period begins on the date of your first use of FMLA Leave.

Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

If both spouses work for the Library and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

The maximum amount of Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A “single 12-month period” begins on the date of your first use of such leave and ends 12 months after that date.

If both spouses work for the Library and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave.

Intermittent and Reduced Schedule Leave

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than one hour. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Library’s operations.

Requesting Leave – Notice and Certification

Employees should contact HR as soon as they become aware of the need for FMLA leave. Certification forms referenced below are available from HR. Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave.

Notice/Certification Requirements for Bonding, Family Care, Serious Health Condition, and Military Caregiver Leave

- For these types of leave, employees are required to provide:
 - when the need for the leave is foreseeable, 30 days’ advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
 - when the need for leave is not foreseeable, notice within the time prescribed by the Library’s normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
 - when the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
 - periodic recertification (upon request); and
 - periodic reports during the leave.

At the Library's expense, the Library may also require a second or third medical opinion regarding your own serious health condition. Employees are expected to cooperate with the Library in obtaining additional medical opinions that the Library may require.

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the Library's operation. Please contact your supervisor prior to scheduling planned medical treatment.

Recertifications After Grant of Leave

In addition to the requirements listed above, if your leave is certified, the Library may later require medical recertification in connection with an absence that you report as qualifying for Leave. For example, the Library may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., your absences deviate from the duration or frequency set forth in the previous certification; your condition becomes more severe than indicated in the original certification; you encounter complications); or (3) the Library receives information that casts doubt upon your stated reason for the absence. In addition, the Library may request recertification in connection with an absence after six months have passed since your original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the Library shall be at the employee's expense.

Notice/Certification Requirements for Military Emergency Leave

Employees are required to provide:

- as much advance notice as is reasonable and practicable under the circumstances;
- a copy of the covered military member's active duty orders when the employee requests leave; and
- a completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Compensation During Leave

Leave taken under this policy is unpaid. However, employees must use any of their accrued paid leaves while on Leave.

Benefits During Leave

The Library will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12 workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Library may recover premiums it paid to maintain health coverage if you fail to return to work following a Leave.

Your length of service as of the start of the Leave will remain intact, but accrued benefits such as vacation will not accrue while on an unpaid Leave.

Job Reinstatement

Under most circumstances, you will be reinstated to the same position held at the time of the Leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on Leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the Leave, then you will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent Leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

"Key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. If you are a "key employee," you will be notified of the possible limitations on reinstatement at the time you request a leave.

Fraudulent Use of Leave Prohibited

An employee who fraudulently obtains Family and Medical Leave from the Library is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the Library will take all available appropriate disciplinary action against such employee due to such fraud.

Additional Information Regarding FMLA Leave

A Notice to Employees Of Rights Under FMLA (WHD Publication 1420) is attached to this Policy.

11.5 PREGNANCY DISABILITY LEAVE

Leave Entitlement

Any employee who is actually disabled by pregnancy, childbirth, or a related medical condition is eligible for a Pregnancy Disability Leave of Absence. There is no length of service requirement.

For purposes of this policy, you are actually disabled when, in the opinion of your healthcare provider, you cannot work at all or are unable to perform any one or more of the essential functions of your job or to perform them without undue risk to yourself, the successful completion of your pregnancy, or to other persons as determined by a health care provider. This term also applies to severe morning sickness or if you need to take time off for prenatal care.

Transfer to Less Strenuous Position

The Library will transfer an employee affected by pregnancy to a less strenuous or hazardous position or duties if:

- She requests a transfer;
- The request is based upon the certification of her health care provider as "medically advisable"; and
- The transfer can be reasonably accommodated.

You are affected by pregnancy if you are pregnant or have a related medical condition, and because of pregnancy, your health care provider has certified that it is medically advisable for you to transfer. No additional position will be created and the Library will not discharge another employee, transfer another employee with more seniority or promote or transfer any employee who is not qualified to perform the new job.

Advance Notice and Medical Certification

As a condition of a pregnancy disability leave of absence or a transfer, you must:

- Provide 30 days' advance notice before the leave of absence or transfer is to begin, if the need for the leave of absence or transfer is foreseeable, or when 30 days' notice is not foreseeable, as soon as practicable; and
- Provide a signed medical certification from your health care provider, that states that you are disabled due to pregnancy or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or to less strenuous or hazardous duties.

The Library may require you to provide a new certification if you request an extension of your leave of absence.

Duration of the Leave of Absence

A Pregnancy Disability Leave of Absence will last for the duration of your pregnancy-related disability as certified by your health care provider for up to four months. Leave is available for all disabilities related to each pregnancy and does not need to be taken in one continuous period of time.

Return to Work

If you and the Library have agreed upon a definite date of return from your leave of absence or transfer, you will be reinstated on that date if you notify the Library that you are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, you will be returned to work within two business days, where feasible, after you notify the Library of your readiness to return.

Before you will be allowed to return to work following a leave of absence or transfer, you must provide your supervisor with a certification from your health care provider that you can perform safely all of the essential duties of your position, with or without reasonable accommodation. If you do not provide such a release prior to or upon reporting for work, you will be sent home until a release is provided. This time before the release is provided will be unpaid.

You will be returned to the same position or duties upon the conclusion of your leave of absence or transfer unless:

- You would not otherwise have been employed in the same position at the time you request reinstatement for legitimate business reasons unrelated to the leave of absence; or

- Each means of preserving your job or duties would have substantially undermined the Library's ability to operate the business safely and efficiently.

If the Library cannot return you to your original job, it will offer you a comparable position provided that one exists and is available. However, an employee will not be entitled to any greater right to reinstatement than if that employee had not taken the leave. For example, if an employee would have been laid off regardless of the leave, and there is no equivalent position available upon return from leave, then the employee will not be entitled to reinstatement. Additionally, if the Library is unable to keep the employee's position open because to do so would undermine the safe and efficient operations of the Library, and if there is no equivalent position available at the time of the employee's return, reinstatement will be denied.

Failure to return to work at the conclusion of the leave of absence may result in termination of employment.

Integration with Other Benefits

Pregnancy Disability Leaves of Absence are unpaid. You may elect to use accrued sick leave and/or accrued vacation benefits during the unpaid leave of absence. However, use of paid time off will not extend the available leave of absence time. Vacation and sick leave hours will not accrue during any unpaid portion of the leave of absence, and you will not receive pay for official holidays that are observed during your leave of absence except during those periods when you are substituting vacation or sick leave for unpaid leave.

Employees should apply for California State Disability insurance ("SDI") benefits. SDI forms are available from the Library or your health care provider. Any SDI for which you are eligible will be integrated with accrued vacation, sick leave, or other paid time off benefits so that you do not receive more than 100% of your regular pay.

Benefits

The Library will maintain group health insurance coverage for the duration of pregnancy disability leave up to a maximum of four months if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The Library may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave for reasons other than taking additional leave afforded under the California Family Rights Act (e.g., Bonding Leave) and the reason for not returning was within the employee's control.

11.6 BEREAVEMENT LEAVE

Full-time employees who have completed their introductory period are eligible for up to three paid days of absence for the death of an immediate family member. Part-time branch assistants and other part-time library employees in such circumstances will be eligible for one paid absence equal to that day's regularly scheduled hours.

Members of the immediate family include spouses, registered domestic partners, parents, including registered domestic partners of parents, brothers, sisters, children, including registered domestic partners of children, children of registered domestic partners, grandchildren, grandparents, parents-in-

law, stepparents, stepchildren, foster parents, foster children, and any person residing in employee's household at time of death.

You should ask your supervisor for bereavement leave as soon as is reasonably possible to allow time to arrange for substitute coverage. HR may request a death certificate or other satisfactory proof of the death and the relationship of the decedent to justify the absence.

11.7 DISABILITY LEAVE

Full-time employees are eligible for an unpaid disability leave after completing their introductory period. Disability leave due to non-occupational illness, injury or pregnancy-related disability cannot exceed eight weeks.

Granting this leave prior to the completion of the introductory period or beyond the maximum period as stated above may be required as a reasonable accommodation to an employee in accordance with the Americans with Disabilities Act.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.

If you qualify for a leave under the Family and Medical Leave Act, the Library will continue to maintain health benefits under the same terms and conditions applicable to employees not on leave. Otherwise, the Library will offer medical and dental insurance coverage to employees on authorized disability for eight weeks. During this time the employee will be responsible for paying her or his portion of the monthly premiums. When the 8-week period expires, employees may continue medical and dental insurance coverage by making payments through COBRA (see *Sec. 13.11 COBRA* below).

When you are able to return to work, the Library will require a doctor's certificate stating you are fit for your normal duties. We may require a "fitness for duty exam" by a doctor of our choosing.

If the leave is covered by the Family and Medical Leave Act, the Library will return the employee to the same or an equivalent position, consistent with our policy. Otherwise, the Library will return the employee to the same or similar position she or he held prior to the disability leave, subject to the Library's staffing and business requirements. Continued absence from work beyond the disability, as determined by your physician, will be deemed a voluntary termination of employment.

This leave may run concurrently with the Federal Family and Medical Leave Act or any other leave where permitted by state and federal law.

11.8 JURY DUTY

All employees summoned for jury duty are granted paid leave in order to serve. Part-time employees are paid in accordance with their regularly-scheduled work hours. In order to receive your regular pay, all employees must deposit with the Library any fees received from the Court.

Upon receipt of a jury summons, you should give a copy to your supervisor or a director in order to provide as much advance notice as possible.

Employees must provide the Library with proof of jury service issued by the Court upon return.

Employees are expected to return to their job if they are excused from jury duty during regular working hours.

11.9 LEAVE OF ABSENCE

Under special circumstances, full-time employees may be granted a leave of absence without pay, not to exceed four weeks. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the Executive Director. Unpaid time must be approved before the leave is taken.

Leaves of absence are granted only after earned vacation is exhausted. During a leave of absence without pay, no benefits will accrue. The Library will continue to make its medical and dental insurance coverage available to the employee, but the employee will be responsible for paying her or his portion of the monthly premium(s).

The Library will make reasonable efforts to return employees to the same or similar job held prior to the leave of absence, subject to the Library's staffing and business requirements.

11.10 MILITARY LEAVE

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where federal or state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Executive Director and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the Library unless military necessity makes this impossible. Notify the Executive Director of your intent to return to employment based on requirements of the law. In accordance with state and federal law, benefits may continue to accrue during the period of military leave.

Additional information regarding military leaves may be obtained from HR.

11.11 CIVIL AIR PATROL LEAVE

The Library will not discriminate against an employee for membership in the Civil Air Patrol. Additionally, the Library will not retaliate against an employee for requesting or taking Civil Air Patrol leave.

The Library will provide not less than ten days per year of leave but no more than three days at a time to employees who are volunteer members of the California Wing of the Civil Air Patrol. Employees must have been employed by the Library for at least 90 days immediately preceding the commencement of leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible in order to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Leave under this policy is unpaid. An employee taking leave under this policy will not be required to exhaust accrued vacation, personal leave, sick leave or any other type of accrued leave prior to taking unpaid Civil Air Patrol Leave.

Following leave under this policy, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of civil air patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay, or other benefits

11.12 FAMILY MILITARY LEAVE

Employees who are spouses of certain military personnel may receive up to ten days of unpaid leave during a qualified leave period. For purposes of this policy, a “qualified leave period” means the period during which the individual is on leave from deployment during a period of military conflict.

An employee is eligible for leave under this policy if he or she:

1. Is the spouse of a person who: (a) is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or (b) is a member of the National Guard or of the Reserves who has been deployed during a period of military conflict;
2. Works for an average of twenty or more hours per week;
3. Provides notice of his or her intention to take leave within two business days of receiving notice that his or her spouse will be on leave from deployment; and
4. Submits written documentation certifying that their spouse will be on leave from deployment during the time the leave is requested.

Military conflict means either a period of war declared by the United States Congress, or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States.

Leave taken under this policy will not affect an employee's right to any other benefits, although an employee may elect to use accrued paid time off during the leave.

The Library will not discriminate against, or tolerate discrimination against, any employee who requests and/or takes leave under this policy.

For more information, please contact your supervisor or HR.

11.13 VOTING LEAVE

The Library believes that every employee should have the opportunity to vote in any state or federal general, primary, or special election. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours of leave in order to vote. The time off must be at the beginning or end of the work shift and must be approved by the employee's supervisor in advance.

Notify your supervisor of the need for voting leave as soon as possible. Upon returning from voting leave, employees should submit a voter's receipt to their supervisor.

11.14 SCHOOL ACTIVITIES LEAVE

Pursuant to California law, employees are entitled to take up to 40 hours of leave per calendar year (but no more than eight (8) hours in any calendar month) to participate in the activities of schools or licensed child daycare facilities attended by their children. Non-exempt employees may use any accrued vacation time (to the extent available) for an absence for this purpose. If the amount of time taken for this purpose exceeds the vacation time accrued by the non-exempt employee, the excess time will be unpaid. In accordance with California law, the Library reserves the right to require an employee who takes leave for this purpose to provide written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and time requested.

If both parents of a child work for the Library, only one parent – the first to provide notice – may take the time off, unless the Library approves both parents taking time off simultaneously.

You also may be granted time off to attend a school conference involving the possible suspension of your child. Please contact your supervisor if time off is needed for this reason.

11.15 TIME OFF FOR BONE MARROW DONATION

Employees will be provided a leave of absence to undergo a medical procedure to donate bone marrow to another person. The combined length of bone marrow leave may not exceed five business days in any one-year period commencing on the first day of the leave. To qualify for this leave, the employee must submit verification by a physician detailing that there is a medical necessity for the donation, as well as the length of each leave requested. Employees must use earned sick/vacation concurrently with this time off. If an employee does not have enough earned sick/vacation time to cover the leave, the

remaining days of leave will be with pay by the Library. Use of this leave will not be counted against any available FMLA/CFRA time. This is also not considered a break in service for purposes of benefits or seniority.

While on leave for bone marrow donation, the Library will maintain all group health insurance benefits as if the employee were still at work.

In most circumstances, upon return from this leave, an employee will be reinstated to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he/she did not take a leave. For example, if an employee on leave for bone marrow donation would have been laid off had he/she not taken a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

11.16 TIME OFF FOR ORGAN DONATION

Employees will be provided a leave of absence to undergo a medical procedure to donate an organ to another person. The combined length of the leaves may not exceed 30 business days in any one-year period commencing on the first day of the leave. To qualify for this leave, the employee must submit verification by a physician detailing that there is a medical necessity for the donation, as well as the length of each leave requested. If the leave is for ten business days or less, employees must use all available vacation concurrently with this time off. If an employee does not have enough available accrued vacation, then any remaining days of leave will be with pay by the Library. If the leave is more than ten business days, employees must use their available vacation during the first ten business days, and the remaining days of leave will be with pay by the Library. Use of this leave will be not be counted against any available FMLA/CFRA time. This is also not considered a break in continuous service for purposes of benefits or seniority.

While on leave for organ donation, the Library will maintain all group health insurance benefits as if the employee were still at work.

In most circumstances, upon return from this leave, an employee will be reinstated to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he/she did not take a leave. For example, if an employee on leave for organ donation would have been laid off had he/she not take a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

11.17 TIME OFF FOR DOMESTIC VIOLENCE VICTIMS

The Library will provide time off to any employee who is a victim of domestic violence and/or a victim of sexual assault so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety, or welfare of the employee or the employee's child. The relief that may be sought includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief. When taking such leave, the employee should give the Library reasonable notice of the leave, unless

advance notice is not feasible. The Library also may require the employee to provide written verification of the need for the time off, such as a police report, court order or documentation from a medical professional, etc.

Additionally, an employee who is a victim of domestic violence and/or a victim of sexual assault may take time off to attend to any of the following: (1) to seek medical attention for injuries caused by domestic violence; (2) to obtain service from a domestic violence shelter, program, or rape crisis center; (3) to obtain psychological counseling; and (4) to participate in safety planning and to take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible. Employees may use accrued benefits, such as existing vacation time or other accrued paid time off, in order to receive compensation during the time taken off from work.

11.18 TIME OFF FOR VICTIMS OF CRIME

The Library prohibits discrimination against an employee who wishes to take time off from work for the purpose of attending judicial proceedings related to certain crimes committed against the employee, the employee's immediate family member, the employee's registered domestic partner, or a child of the employee's domestic partner. Employees are eligible to take time off for crimes including: a violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code; a serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; and a felony provision of law proscribing theft or embezzlement.

Before an employee may be absent from work for this purpose, the employee must provide his or her supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. In the event that an unscheduled judicial proceeding occurs, which requires your immediate absence, please alert your supervisor before leaving Library premises. The Library may require that the employee provide verification that the absence from work was due to attendance at the unscheduled judicial proceeding. The types of verification the Library may require include documentation evidencing the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible if an employee requests time off for these reasons. Employees may use accrued benefits, such as existing vacation time or other accrued paid time off, in order to receive compensation during the time taken off from work.

For purposes of this policy, immediate family member is defined as an employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

11.19 TIME OFF FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS OR EMERGENCY RESCUE PERSONNEL

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel who intends to perform emergency duty during work hours, please alert your supervisor so the Library is aware of the fact that the employee may have to take time off to perform emergency duty. In the event any employee needs to take time off for this type of emergency duty, a supervisor must be notified before leaving work. All time off for these purposes is unpaid.

Registered volunteer firefighters, reserve peace officers or emergency rescue personnel are eligible to take temporary unpaid leaves of absence for fire or law enforcement training not to exceed fourteen days per calendar year.

11.20 TIME OFF FOR ADULT LITERACY PROGRAMS

The Library will make reasonable accommodations for any employee who reveals a literacy problem and requests that the Library assist him or her in enrolling in an adult literacy program, unless undue hardship to the Library would result. The Library will also assist employees who wish to seek literacy education training by providing employees a list of locations of local literacy programs.

The Library will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact HR directly. Individuals who are performing satisfactorily will not be subject to discriminatory action due to disclosing literacy problems.

While the Library encourages employees to improve their literacy skills, the Library will not reimburse employees for the costs incurred in attending a literacy program.

12. ATTENDANCE, WAGE & HOURS, AND COMPENSATION

Definitions

As used in Section 12, the terms in quotations have the meanings indicated:

- *“Non-Exempt Employees.”* Non-exempt employees are entitled to overtime pay as required by applicable federal and state law.
- *“Exempt Employees.”* Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their bi-weekly pay under the Library’s policies. State and federal laws may apply when appropriate.

Upon hire, employees will be notified of their employment status.

12.1 PROMOTIONS AND TRANSFERS

Career advancement is rewarding for both the employee and the Library. Job openings may be posted in-house or through e-mail prior to, or at the same time as, posting externally. Your supervisor and HR are available for discussion of promotion and transfer opportunities.

12.2 ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important to your success at the Library. You are expected to be conscientious about your attendance and punctuality at work. The success of your unit depends on the contributions of each team member; when you are not working, it places an extra burden on your team. Regular and dependable attendance is an essential function of your job. If you are going to be unable to work a scheduled shift due or will be more than 15 minutes late, call the Employee Absence Reporting Service (“EARS”) (213-784-7373) at least 30 minutes in advance of your reporting time. EARS will allow you to leave a message for your supervisor.

Scheduled absences

Scheduled absences are those for which you obtain approval from your supervisor either before the actual absence or on the day of the absence. Scheduling in advance allows your supervisor to appropriately plan for your time off. If possible, personal issues requiring time away from work, such as a doctor’s appointment, should be scheduled during non-working hours.

Unscheduled absences

Unscheduled absences are those for which you do not receive prior approval from your supervisor. Such absences place a burden on your coworkers and may cause service and efficiency to suffer. For this reason, even if these absences are covered by vacation and you report them to your supervisor in a timely manner, they can be grounds for corrective action, up to and including termination of your employment.

Examples include but are not limited to:

- Failure to report to work for days that were requested as time off but denied by your supervisor.
- Exhausting available vacation and not receiving management approval for additional unpaid time off before the date of the absence.

Of course, occasionally you may be ill, injured, or unable to work because of an illness in your immediate family or other personal emergency. If you’re going to be late for work or absent, contact your supervisor as soon as possible — no later than your normal starting time that day or in accordance with your team’s stated work rules. You must make every effort to reach your supervisor personally.

Absences protected under federal, state, or local laws are not subject to performance counseling and corrective action.

Excessive absences

Excessive absences or tardiness are grounds for corrective action, up to and including termination of your employment.

Job abandonment

If you are absent from work without notifying your supervisor for three or more consecutive scheduled work days, you will be considered to have abandoned your job. The same is true if you notify your supervisor that you no longer have an intent to continue employment with the Library and subsequently fail to report to work for three or more consecutive scheduled business days, or if you don't contact your supervisor when you're available for work at the end of an approved leave of absence. If you abandon your job you will not be eligible for rehire by the Library.

12.3 WORKWEEK

The standard work week for regular full-time employees is 40 hours.

The Library establishes the time and duration of working hours as required by workload and workflow, customer service needs, the efficient management of employees, and any applicable law or bargaining agreement.

- The Library's normal workweek is from 8:30 a.m. to 6:00 p.m., Monday through Friday and 9:00 a.m. to 5:00 p.m. on Saturday. Different work schedules may be established by the Library to meet job assignments and provide necessary services.
- Your scheduled work hours will be determined by your supervisor. Schedules may be adjusted to accommodate Library service needs.
- If we require and authorize your attendance at lectures, meetings and training programs, we will consider such attendance as compensable hours of work. No attendance will be sanctioned for more than 40 hours per work week.

For payroll purposes, the workweek starts at 12:01 a.m. on Saturday and ends at midnight on Friday.

12.4 OVERTIME

Non-exempt employees may not work overtime without the Executive Director's prior approval. For the purposes of overtime compensation, only hours worked in excess of 40 during a workweek will be counted. If the overtime is approved, your supervisor may direct you to offset time in excess of your 8-hour workday by taking an equivalent amount of time off within the 40-hour work week. Otherwise, you will be paid for the overtime at 1.5 times your regular pay.

There may be times when the Library will want employees to work overtime to properly serve its users. Although it will be given whenever possible, advance notice is not always possible. Represented employees are covered by the overtime provision set out in the MOU. The Library expects other exempt employees will work as needed. All other non-exempt employees must have overtime approved in advance by the Executive Director.

12.5 ATTENDANCE RECORDKEEPING

Each workday, employees are required to enter and submit their attendance. The Library uses Empower, a web-based attendance tracking system. Non-exempt employees must enter their time in for the day, out for lunch, back from lunch, and out for the day. Exempt employees need only enter

their hours each day. Employees request time off for vacation and other forms of leave through Empower's "time off request" feature. At the end of each 2-week pay period, employees should submit their electronic timecard to their supervisor for approval.

12.6 LOCATION DURING WORKING HOURS

The Library should know your location at all times during working hours. Your supervisor will keep a record of your assignments, and should be notified of your location both inside and outside the Library during working hours. Employees should use appropriate unit white-boards as a means of identifying where in the building they are working at any particular time. Online calendars as well as whiteboards can also be used to identify off-site meetings or assignments.

12.7 LUNCH

Full-time employees receive one unpaid 45-minute lunch period. Lunch breaks may begin anytime between 11:30 a.m. and 1:30 p.m. and should generally conclude by 2:00 p.m. Check with your supervisor about your lunch schedule. Business conditions may require you to modify your lunch schedule.

12.8 BREAKS

You are entitled to one paid 15 minute break for every four hours worked. Approved leave does not qualify as "hours worked" for determining break eligibility.

12.9 PAYDAY

Employees are paid every two weeks on Friday for the period that ends the week prior to payday. When payday is a holiday, employees are normally paid on the last working day before the holiday.

Payment is by automatic deposit. Pay statement information is available through ADP's iPayStatements (<https://ipay.adp.com/iPay/login.jsf>). You should review your pay statement for accuracy and promptly report errors to your supervisor or the payroll unit.

12.10 PAY DEDUCTIONS

The Library is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the benefits offered by the Library and selected by the employee, additional deductions may be withheld. Each deduction as well as the amount of the deduction is listed on your pay statement, both for the pay period and the year-to-date. Certain deductions are totaled each year on your Form W-2, Wage and Tax Statement.

The Library may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. You will be reimbursed in full for any inadvertent or improper deductions, as defined by law.

12.11 GARNISHMENTS

If your wages are garnished by a court order, the Library is legally bound to withhold from your paycheck the amount indicated in the garnishment order. The Library will honor federal and state guidelines that protect a certain amount of income from being subject to garnishment.

12.12 NO PAY ADVANCES

Pay advances will not be granted.

13. BENEFITS

The Library offers a comprehensive employee benefit program adding considerable value to the employee compensation package.

A summary of benefits may be found below. Refer to plan documents and descriptions for answers to specific benefits questions. Those documents are controlling.

Except for benefits affecting employees represented by the MOU, the Library reserves the right to modify its benefits at any time.

13.1 RETIREMENT PLAN

The Library participates in the CalPERS Retirement Plan, a defined benefit plan. This plan is designed to be used in combination with your Social Security benefits and personal resources to provide income upon retirement.

Full-time employees are eligible to enroll in the CalPERS Retirement Plan. Participation begins in the first full month following enrollment. A mandatory contribution, equal to a percentage of each employee's salary, is deducted and deposited with CalPERS. As required by CalPERS, the Library will also make a contribution, equal to a percentage of each participating employee's salary, into the employee's CalPERS account.

Part-time branch assistants and other part-time library employees are not eligible for the CalPERS retirement plan coverage.

Employees can obtain a copy of the Summary Plan Description from HR. The description contains the details of the plan including eligibility and benefit provisions. In the event of a conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. Questions regarding this plan should be directed to CalPERS (www.calpers.ca.gov) (888-225-7377).

13.2 SOCIAL SECURITY

All the Library employees participate in the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age. During your employment, both you and the Library contribute funds to the federal government to support the Social Security Program.

13.3 HEALTH INSURANCE

The Library participates in CalPERS Health Plan. Following satisfactory completion of the three month introductory period, full-time employees have 60 days to enroll themselves and eligible dependents in a CalPERS health plan. Coverage begins the first day of the month following the date the application is received. Employees will be provided with information about insurance coverage options upon hire.

The Library pays the full premium cost for full-time non-represented employees and one half (50%) the premium cost for their enrolled dependents. The employee is responsible for paying the balance through payroll deduction.

For represented employees, the Library will pay up to the full cost of the 2011 premium of the highest CALPERS LA Region Group Health HMO plan offered and one half (50%) of the cost of any increase to that plan premium. In addition, the Library will pay up to one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for dependents, plus one half (50%) of the cost of any increase to dependent premiums for that plan. The employee is responsible for paying the balance through payroll deduction.

For part-time branch assistants, the Library contributes one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for single coverage. The Library does not contribute toward dependent or family coverage for part-time branch assistants.

Other part-time library employees are not eligible for medical insurance coverage.

Information and enrollment forms, as well as booklets containing details of the CalPERS Health Plan may be obtained from HR. Refer to the actual plan document and description if you have specific questions regarding this benefit plan. Those documents are controlling.

Employees may adjust coverage during CalPERS' designated open enrollment periods or upon a change in family status. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Sec. 13.11 COBRA* below or contact HR.

13.4 DENTAL INSURANCE

The Library provides a dental insurance plan. For full-time employees, the Library contributes the full cost of single coverage. In addition, for full-time employees, the Library contributes one-half the cost of dependent or family coverage. Employees are responsible for paying the balance through payroll deduction.

Part-time branch assistants and other part-time library employees are not eligible for dental insurance coverage.

Information and enrollment forms, as well as booklets containing details of the dental plan may be obtained from the HR. Refer to the actual plan document and summary plan description. Those documents are controlling.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is in July. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Sec. 13.11 COBRA* below or contact HR.

13.5 VISION INSURANCE

The Library provides a vision insurance plan. For full-time employees, the Library will contribute the full cost of single coverage. In addition, for full-time employees, the Library contributes one-half the cost of dependent or family coverage. Employees are responsible for paying the balance through payroll deduction.

Part-time branch assistants and other part-time library employees are not eligible for vision insurance coverage.

Information and enrollment forms, as well as booklets containing details of the vision plan may be obtained from the HR. Refer to the actual plan document and summary plan description. Those documents are controlling.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is in July. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

Vision insurance is not continued after separation from the Library.

3.6 SECTION 457 DEFERRED COMPENSATION PLAN

Full-time employees are eligible to participate in the CalPERS 457 Deferred Compensation Plan. This pre-tax program enables you to allocate a portion of your salary in CalPERS investment options. The 457 Deferred Compensation Plan is a voluntary program and is not funded in any part by the Library. Designated allocations will be deducted from your gross pay prior to the deduction of taxes and Social Security withholdings.

Employees may adjust coverage several times throughout the year.

Part-time branch assistants and other part-time library employees are not eligible for the Deferred Compensation Plan.

For more information, contact HR.

13.7 SECTION 125 PLAN OR FLEXIBLE SPENDING ACCOUNT

Full-time employees of the Library are eligible to participate in a pre-tax contribution option known as a Section 125 plan or Flexible Spending Account (“FSA”).

FSA allows you to make contributions into an account that may be used to reimburse you for medical insurance, dental insurance, vision care and out-of-pocket medical expenses or dependent care expenses on a “before tax” basis. Your qualified contribution will be deducted from your gross pay prior to the deduction of taxes and Social Security withholdings.

To participate, you must complete an election form available from HR. Open enrollment is upon hire and for a 30-day period during December (to be effective January 1).

Part-time branch assistants and other part-time library employees are not eligible for the Section 125 Plan.

Once you are enrolled, you may not make any changes to your contributions until the next open enrollment period, unless there is a change in family status or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

13.8 LIFE INSURANCE

The Library provides a \$25,000 life insurance policy for full-time employees, the cost of which is fully paid by the Library. Employees may purchase additional insurance coverage.

Employees must complete an insurance form and designate beneficiaries. Employees may change designated beneficiaries once per year unless your family status changes. Family status changes include

marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

Part-time branch assistants and other part-time library employees are not eligible for life insurance coverage.

Complete details of this plan may be obtained from HR.

13.9 DISABILITY INSURANCE

The Library participates in the California's state disability insurance program ("SDI"). Premiums for this insurance program are deducted from employees' pay. Plan details and SDI forms are available from HR.

The Library provides a long-term disability insurance program for full-time employees. The premiums for these insurance programs are fully paid by the Library.

Long-term disability insurance provides eligible employees with a continual source of income in the event of disability for an extended period. This benefit is calculated as a percentage of salary.

13.10 FAMILY TEMPORARY DISABILITY INSURANCE (PAID FAMILY LEAVE BENEFITS)

Employees are covered by California's Paid Family Leave (PFL) benefit. The PFL fund is administered by the California Employment Development Department ("EDD"), not the Library, which means that employees must apply to the EDD to receive this benefit. Through the PFL fund, the EDD will provide eligible employees with a wage supplement for a maximum of six weeks within a twelve-month period. PFL benefits may be available from the EDD for a leave of absence for the following:

1. For the birth or placement of a child, as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
2. To care for an immediate family member (spouse, registered domestic partner, child or parent, as defined by the PFL law) who is seriously ill and requires care.

PFL benefits will be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of PFL benefits and/or paid time off during the leave period will not extend the length of the leave beyond what is required by applicable law and/or Library policy. Employee benefits do not accrue during a leave of absence unless otherwise required by law or by applicable Library policies.

13.11 WORKERS' COMPENSATION

On-the-job injuries and illnesses are covered by the Library Workers' Compensation insurance policy. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor or HR. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim.

As a result of a Workers' Compensation injury, the Library will attempt to provide a reasonable accommodation that is medically necessary, feasible and does not impose an undue hardship on the Library as prescribed by applicable federal, state or local law.

We request your assistance in alerting management to any condition that could lead or contribute to an employee accident. Please report any such work conditions to HR immediately.

13.12 COBRA

Employees and their covered dependents may continue medical and dental benefits for up to 18 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act ("COBRA") when group medical and dental coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct;
- Your employment status changes due to a reduction in hours;
- Your child ceases to be a "dependent child" under the terms of the medical and dental plan;
- You become divorced or legally separated; or
- You become entitled to Medicare.

HR will notify eligible individuals of their right to elect COBRA continuation coverage. In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify HR within 60 days of the event. The Library's third party administrator will supply the documents to apply for COBRA coverage.

13.13 PARKING AND TRANSPORTATION ALLOWANCE

On-site parking facilities are available at no charge to employees assigned to the main Library. Employees are allowed to park in the lower garage. Parking is on a first-come, first-served basis. Executive team staff may be assigned a parking space in the upper garage.

The Library disclaims liability for loss, damage or theft of your vehicle. You should always lock your vehicle and remove or secure valuables.

To encourage employees to use alternatives to automobiles, the Library offers a 50% transportation allowance to those who purchase a monthly pass for any recognized form of public transportation such as Metrolink, Metro Rail, Metro buses and Foothill Transit.

You must participate for six consecutive months to qualify for reimbursement. Employees may enroll upon hire, during an open enrollment period, or upon a change in job status. Open enrollment is held each June 15-30 and December 15-31. To receive reimbursement, you must supply transit cost receipts for the for the six-month period ending June 30 and December 31. Newly hired employees are reimbursed from their date of hire.

For employees who participate in the Transportation Allowance program but find it necessary on occasion to drive to work, a parking space on the lower level is available on a first come, first served basis.

Should the Library enter into an agreement with a public transportation agency, e.g., MTA, Metrorail, etc., employees will be required to participate in accordance with the relevant terms and conditions.

14. HR RECORDS

14.1 CONFIDENTIALITY OF EMPLOYEE RECORDS

Records relating to an individual who is or was employed by the Library as a full-time, part-time or temporary employee are confidential. The Library will not disclose personal employee information to any person, entity, or governmental agency without the consent of the employee involved, except as specifically required by law.

The Library will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the Library includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information (which may include dependent personal information), and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee are maintained in a locked, segregated area. Only those individuals who have a demonstrated need for the personal employee information will be provided access.

Personal employee information used in business system applications will be safeguarded under proprietary electronic transmission, the Library policies and security measures. Participants in Library benefit plans should be aware that personal information will be shared with plan providers as required for their recordkeeping or claims needs.

Library-assigned information, which may include organizational charts, unit titles and staff charts, job titles, unit budgets, Library coding and recording systems, telephone directories, e-mail lists, Library facility or location information and addresses, is considered by the Library to be proprietary Library information to be used for internal purposes only. The Library maintains the right to communicate and distribute such Library information as it deems necessary to conduct business operations.

If you become aware of a material breach in the confidentiality of your personal information, you should report the incident to HR, which has the responsibility to investigate the incident and take appropriate action, including discipline. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with supervisors who elect to recognize employees on such dates.

- Personal telephone numbers or e-mail addresses may be distributed to supervisors to facilitate work scheduling or business operations.
- Employee identifier information used in salary or budget planning, performance reviews, and attendance recordkeeping may be shared with supervisors.
- Employee's anniversary or service recognition information may be periodically distributed to appropriate supervisors.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

14.2 EMPLOYEE RECORDS

HR retains and destroys personnel records in accordance with the Library policies and both federal and state laws governing records retention.

HR maintains both employee record information and government compliance reports, and both are subject to the retention requirements and destruction policies set forth in the Library's record retention policies.

Government compliance reports are maintained in reverse chronological sequence and filed independently of employee information.

All personnel records and confidential employee data maintained by HR will be destroyed by shredding after retention dates have passed. This pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transactions Act. Application materials submitted by applicants for employment who were never employed will also be shredded. Personnel records and confidential employee data will not be discarded, except when shredding is required, and any employee found negligent in protecting these records will be subject to discipline.

Personnel records include electronic as well as paper records. HR will work with the Technology Unit periodically, but no less than twice annually, to review and ensure that HR's electronic records relating to employee information and compliance reports are properly purged.

14.3 PRIVACY OF SOCIAL SECURITY NUMBERS

It is the policy of the Library to protect the confidentiality of Social Security numbers obtained from its employees and applicants and used in the course of business. Violations of this policy will incur discipline including termination.

Social Security numbers will be collected from applicants and employees as required in order to meet federal or state reporting requirements:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state new-hire reporting.
- To facilitate enrollment in company benefits plans.

Use of Numbers: Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the Library's business.

Storage of and Access to Numbers: All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained only on secured, authorized-access computers.

Only persons who have a legitimate business reason will have access to Social Security numbers.

Destruction of Numbers — Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding.

15. CONTACT WITH THE MEDIA

To ensure that the Library's media responses are accurate, thoughtful, and consistent with our communications strategy, we have a process in place for responding to reporters and other representatives of the news media. Most often media representatives contact the Communications Unit, but sometimes a reporter may contact an employee directly. If that happens, it's important that you first contact the Communications Unit to help manage the response.

Only the Executive Director or Director of Communications may make or approve public statements pertaining to the Library or its operations. Unless specifically designated by the Executive Director, no employee should make public statements.

16. MISCELLANEOUS

16.1 DRIVER'S LICENSE AND DRIVING RECORD

Employees in positions where the operation of a motor vehicle is an essential duty of the position must possess a valid driver's license and maintain a driving record acceptable to our insurer. The Library will verify driving license status and driving records annually. It will collect such information in compliance with the Driver Privacy Protection Act. You must report changes in driving record to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

The Library advocates safe and responsible driving habits including adherence to traffic laws, speed limits, the use of seat belts, and avoidance of such driver distractions as cell phones and other hand-held electronic devices. You are prohibited from sending or reading text messages, email, or any similar electronic communication while operating a motor vehicle on Library business.

This policy specifically does not require any employee to use a cell phone while driving. The Library disclaims all responsibility and liability for traffic violations resulting from employees' use of cell phones while driving.

16.2 SERVICE ANIMALS

In compliance with federal, state and local law, service animals are not subject to the Library's "No Pet" policy and are permitted to be used at work by employees with disabilities, unless the animal's presence creates an undue hardship for the Library's normal business operations.

Under the Americans with Disabilities Act (ADA), a service animal is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

Animals that meet the definition of this policy are considered service animals whether or not they have been licensed or certified by a state or local government.

A service animal must be supervised and the handler must retain full control of the animal at all times. If a service animal becomes unruly or disruptive (barking, jumping on or biting or sniffing users/employees; urinating or defecating in the Library; etc.) and the handler cannot control the service animal, the Library may ask that the employee and animal leave the premises. Management also may ask the handler to clean up any waste created by the service animal.

If the improper behavior continues or happens repeatedly, the Library reserves the right to bar the service animal from the workplace until significant steps have been taken to mitigate behavior, including retraining. The service animal's handler is responsible for all costs related to damages created by the service animal, including fees for clean-up and disposal of animal waste and property damage.

16.3 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work, including consulting, subject to certain restrictions as outlined below.

- Activities and conduct away from the job must not compete with, conflict with or compromise the Library's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing on a private basis and outside the parameters of their Library jobs any services for Library users that are normally performed by the Library. This prohibition also extends to the unauthorized use of books, materials, tools or equipment. Employees are not to solicit or conduct any outside business during business hours.
- Employees are cautioned to carefully consider the demands that additional work activity will impose before accepting outside employment. Outside employment will not be considered an acceptable excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.
- In evaluating outside work, the Library will consider whether the proposed employment:
 - May reduce the employee's efficiency and effectiveness in working for the Library.

- Involves working for an organization that does a significant amount of business with the Library, such as major contractors, suppliers and customers.
- Negatively affects the Library's business operations.
- May adversely affect the Library's image.
- Employees who have accepted outside employment may use vacation time but may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

16.4 SOLICITATIONS AND DISTRIBUTIONS

Oral solicitations and distributions of information or materials on the Library's premises are restricted.

Other than for the Library's business purposes:

- Employees are not to solicit during their working time or the working time of the person being solicited. Working time does not include time such as before or after a work shift, breaks and lunch periods.
- Employees should not to distribute or receive information or materials during their working time or in working areas. Working areas are where the performance of job duties is expected. As a general rule, working areas do not include the lounge, lunch room, parking lots, and restrooms.

Without the Executive Director's prior approval:

- Library assets such as stationery, meeting rooms, the intranet, bulletin boards, email, telephones, computers, copiers and handheld electronic devices are not to be used for purposes other than the Library's business.
- Library employees are not to engage in commercial, faith-based, charitable, political or civic solicitations or distributions while on Library premises.
- Individuals or organizations have no right to enter the Library's premises at any time to solicit or distribute information/materials.

16.5 OFFICE SUPPLIES

The Library maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc., used on a daily basis by employees. All office supplies are located in central storage and can be obtained from Administrative Services staff.

If you need additional items not regularly stocked, please speak to your supervisor or unit director to place a special order.

Office supplies are for business use only and should not be removed from the office for non-business use.