



**AGENDA FOR PUBLIC MEETING**

The Public is welcome to attend. Limited seating will be available. Virtual option available starting at 5:45pm.

**DATE:** Monday, April 17, 2023 at 6:00pm

**LOCATION:** **In Person:** Washougal Community Center, 1661 C Street, Washougal, WA 98671

**Zoom Link:** <https://us02web.zoom.us/j/85192899178>

Meeting ID: 851 9289 9178      Passcode: 136299      Phone: (206) 337-9723

**6:00 p.m. Regular Meeting**

- 1. Call to Order
- 2. Agenda Approval ACTION
- 3. Chair Announcements INFORMATION
- 4. Public Comments
- 5. Executive Session: RCW 42.30.110 (1g) – Personnel
- 6. Reports: INFORMATION
  - 4.1 FVRL Facilities Report: Dave Josephson, Facilities and Fleet Director
  - 4.2 Washougal Community Library: Zoe Nash, Branch Manager
  - 4.3 FVRL February Financial Reports: Amelia Shelley, Executive Director
- 7. Consent Agenda ACTION
  - 5.1 Minutes Approval: March 18, 2023 meeting
  - 5.2 FVRL Expenditure Approval: Reviewed by Mary Ann Duncan-Cole
- 8. Business
  - 6.1 Policy Committee
    - a. Personnel Handbook (first reading) INFORMATION
    - b. Foundation Policy DISCUSSION
  - 6.2 Finance Committee
    - a. 2023 Reserve Plan Review INFORMATION
    - b. Fine forgiveness for minors, Lynne Caldwell,  
Collections and Technology Services Director INFORMATION
  - 6.4 Personnel Committee INFORMATION
- 9. Board Comments
- 10. Setting of next regular meeting – Monday, May 15, 2023 (Hybrid/Stevenson Community Library)
- 11. Adjournment



## APRIL 2023 - ORGANIZATIONAL REPORT

### 1. Capital Projects

- Woodland Community Library
  - Began Construction Drawings
  - Set dates for release of RFP
  - Groundbreaking planned 06/17/23
- Grand Boulevard building
  - Concrete polishing
  - Plumbing complete
  - HVAC and Electrical continuing
  - Painting started

### 2. Executive Director's Highlights: March 18 to April 16, 2023

- Battle Ground Village Retail Association Quarterly meeting
- Woodland Library - Construction drawings, review of schedule
- Supervisor's meeting
- State of the City - Ridgefield
- Tax Increment Financing Area - State Library Workgroup
- CREDC - CHIPS Science Act
- State of the City - Vancouver
- Foundation 2023-2024 Budget Request
- Urban Library Council - AI and the Future of Libraries
- Washington Library Association Awards Luncheon with Penny and Jane
- City of Woodland - intergovernmental exchange of property
- Grand Blvd. Operations Center - Owner/Architect/Contractor meetings
- Public Libraries of Washington Legislative Committee
- Orange Boy - Strategic Marketing demo
- Policy Committee Meeting
- Furniture review - Grand Blvd.
- Grand Boulevard - Q&A
- Quarterly staff reviews
- Finance Committee Meeting
- City of Vancouver
- Yale Board Meeting
- City of Woodland
- Woodland subdivision of property
- New Employee Orientation

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## MARCH BRANCH STRATEGIC PRIORITY HIGHLIGHTS

April 17, 2023

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### EQUITY

- The Skamania/West Klickitat Bookmobile makes weekly stops at the White Salmon Fishing Access Site, establishing better relationships with the indigenous populations who live there during the fishing season. We also serve this community with our Read, Return, Repeat collection of library materials which are free to borrow, with no expectation of receiving the book back.
- White Salmon Valley Community Library hosted a series of programs celebrating Women's History Month. There were several programs, including a film viewing at the Mountain View Grange of *RBG*, a lecture presented by Louise Palmero, Curator of Education at the Maryhill Museum of Art, four workshops presented by four different local women artists, and a gallery showing of Women Artists of the Gorge. The month-long celebration also included a book display, a poetry reading by Washington State Poet Laureate Rena Priest as well as a program for teen girls on Women in Engineering, which was a partnership with the Gorge Makerspace and Oregon State University. Overall, staff collaborated with eight different community partners and countless community members.

### CONNECTIONS

- Vancouver Mall Library hosted an Outlandish Inventions program. The kids were given different types of materials and tasked with creating a Rube Goldberg contraption to ring a bell. The kids had a lot of fun figuring out ways to use everything and get the balls to their destinations.
- Family Storytime at Battle Ground Community Library saw 621 attendees in the month of March. Senior Library Assistant Genevieve provided an "Animal Hospital" one week and it



was a huge success. Many "sick" animal puppets were weighed, measured, and bandaged by young vets/doctors. She also laminated x-rays of animals with magnifying glasses for extra scientific exploration.

- Goldendale Community Library staff member Jen received a card from a regular patron praising her incredible customer service: "This library is like a brooke running free and nourishing things all around it. Everyone here treats patrons special. I want to thank you, Jennifer, for helping me with all my needs with the computer last Wednesday. You are knowledgeable, giving, and cheerful! What a delight it is to come here!!"

## CONNECTIONS (continued)

- Traci at Washougal Community Library hosted a Saturday storytime with interactive, sensory elements. The kids enjoyed having the opportunity to use their hands and explore.
- Woodland Community Library hosted a Family Fun program. Attendees put their creativity and fine motor skills to use creating things that fly.

## PARTNERSHIPS

- Staff at Cascade Park Community Library partnered with the Clark County Food Bank to use a mobile cooking kit to host a Kids' Cooking Club. Attendees read a book about the history of ramen in Japan and saw a brief cooking demonstration. Kids also got to taste test ramen! The program was successful enough to become a regular event.
- We hosted four workshops in partnership with Master Gardeners of Clark County and Cowlitz County. Two of them were hosted as hybrid events, using new technology called the Meeting Owl, that allows patrons to participate both in-person and remotely. The program at La Center Community Library had eight people attending virtually and 25 people in-person, maxing out their upstairs area!
- Ridgefield Arts Experience was held on March 21st at the Union Ridge Elementary School Annex. 15 students worked together to put together a performance based on local picture book author Gretchen McLellan's book *No Party Poopers*. With the author in attendance, the students worked together to create sets, take on the role of animals with brief speaking parts (24 pairs), and created and played music. At 7:00 PM, the doors opened and the students put on a performance for the public.
- Washington is currently engaged in an effort to expand broadband access throughout the state. We are very supportive of these efforts. Regional Broadband Action Teams have been established and staff members throughout the district are partnering on efforts to apply for funding and identify opportunities for the library to get involved.



## ORGANIZATIONAL CULTURE

- Our longtime Branch Operations Manager at Battle Ground Community Library retired in March. We celebrated with a retirement party attended by current and former staff members. After nearly 38 years with the district, she will be sorely missed.
- Several staff members attended a training hosted by SEAL (Solar Eclipse Activities for Libraries) to learn more about potential programs focused on the solar eclipses in October 2023 and April 2024. We have received donations for solar eclipse glasses that will be distributed through our libraries, and we look forward to hosting activities to generate interest in this cool scientific event!
- Three Creeks Community Library is piloting a more efficient way to weed materials from our shelves in order to free up space to encourage better browsing. In March, they evaluated their picture book collection and removed materials, allowing displays to be faced out and patrons to more easily browse the shelves. We hope to use this learning opportunity to do more weeding in other locations.



# Foundation Update

Friends Fundraiser

**Love**  
YOUR LIBRARY

Tickets  
**\$60**  
per person  
Includes  
Dinner and  
Auction

**SATURDAY, APRIL 29, 5-9 PM**

[loveyourlibrary2023.eventbrite.com](https://loveyourlibrary2023.eventbrite.com)

**Show your love for the Woodland Library by attending the Love Your Library fundraiser!**

Come enjoy our festive and friendly gathering with live music, a buffet dinner, complimentary beverages, desserts, silent and live auctions, and information on the Woodland Community Library Building project.

Proceeds from this event will go to the fund to build a new Woodland Community Library. Visit [loveyourlibrary2023.eventbrite.com](https://loveyourlibrary2023.eventbrite.com) to purchase tickets.

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## Great News!

- The Foundation's partnership with ThriftBooks generated \$5,287.98 in revenue in March from the online sale of used books.
- The Beaches Restaurant cashback fundraiser raised \$1,700 for the Foundation.

**Upcoming Events**

Monday, April 17

**FVRL Trustee Meeting**

Hybrid: Washougal Community Center (next to the library) and Zoom  
6:00pm–8:00pm

April 22–29

**Vancouver Friends Mini Book Sale**

Vancouver Community Library  
11:00am–5:00pm all days

April 28–29

**Stevenson and North Bonneville Friends**

Stevenson Community Library  
10:00am–4:00pm both days

Thursday, May 4

**FVRL Foundation Board Meeting**

Via Zoom  
3:00–4:00pm

Monday, May 15

**FVRL Trustee Meeting**

Hybrid: Stevenson Community Library and Zoom  
6:00pm–8:00pm

Monday, May 28

**All libraries will be closed in observance of Memorial Day**

**Building Campaigns and Cornerstone Pledges**

Washougal has 41 Cornerstones, 1 Stepping Stone, and 4 Keystones.

Woodland has 34 Cornerstones, 5 Stepping Stones, 8 Keystones, and 6 Capstones.

*\*Please note: some Cornerstones have graduated to Stepping Stones, which is why some Cornerstone totals have decreased.*

**How Board Members Can Help**

–Spread the word about the Fred Meyer Rewards program:

[fredmeyer.com/i/community/community-rewards](http://fredmeyer.com/i/community/community-rewards)

**Upcoming Book Sales:**

**Vancouver Friends Mini Book Sale:**

April 22–29,  
Vancouver Community Library  
11:00am–5:00pm all days

**Stevenson and North Bonneville Friends:**

April 28–29,  
Stevenson Community Library  
10:00am–4:00pm both days

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**Thank You to the Sponsors of the Love Your Library Fundraiser for Woodland:**

Boeing Employee Credit Union  
Fibre Federal Credit Union  
Red Canoe Credit Union  
Safeway Foundation  
Umpqua Bank  
Vivian Mosby

**Gift-in-Kind Sponsors:**

Advanced Electric Signs  
Corner Store  
Fadin' By 9  
Pacific Seafood  
Simply Thyme Catering  
Thomas Cattle Company  
Total Merchant Concepts  
Walt's Wholesale Meats

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**Thank You to Beaches for Hosting a 50% Cash Back Fundraiser for FVRL Foundation on March 30.**



Many thanks also to everyone who came out to support the Foundation during the event!

**Fort Vancouver Regional Library District**  
Statement Of Cash  
For the Month Ending February 2023 (With year-to-date totals)

December 31, 2022 Ending Cash Balance	\$20,940,100
Year-to-date Revenue Received	\$297,095
Year-to-date Expenditures	-\$4,658,195
Add back Expenditures incurred but unpaid	\$82,568
<b>Cash Balance February 28, 2023</b>	<b>\$16,661,568</b>

**January 01, 2023 - December 31, 2023 Fiscal Year**

**Restatement of cash balance with cash reserve plan summary -**

January 1, 2023 Starting Cash Balance:	\$20,940,100
February 28, 2023 Ending Cash Balance:	\$16,661,568
Reserve Plan Objectives 1-5:	-\$12,040,426
Operational Reserve; should be a minimum of 17% of annual operational budget (Variance occurs due to when property tax revenue is received)	\$4,621,142

**Restatement of cash balance with cash reserve plan detail -**

<u>Operational Reserve; should be a minimum of 17% of annual operational budget</u>	\$4,621,142
Reserve Fund	
Objective 1 Capital Repairs and Maintenance	\$750,000
Objective 2 Replacement Vehicles	\$98,380
Objective 3 Capital Projects	
Washougal (YTD expense \$55,136)	\$2,992,678
Woodland	\$2,415,536
Grand Blvd. Remodel	\$2,800,000
Brush Prairie	\$500,000
Unrestricted Capital	\$519,306
Objective 4 Innovation	\$100,000
Objective 5 Budget Stabilization Fund	1,864,526
<u>Total Reserve Plan Objectives 1-5</u>	<u>\$12,040,426</u>
Operational Fund > 60 to 90 days of annual operational budget	\$4,621,142

<b>Cash Balance February 28, 2023</b>	<b>\$16,661,568</b>
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**Fort Vancouver Regional Library District**  
Statement Of Revenue - Calendar Year 2023  
For the Month Ending February 2023 (With year-to-date totals)

	2023 Budget (Approved 12/22)	February 2023 Revenues	Year-to-Date Totals thru February 2023	Year - to - Date Annual Budget Percent
<b>Property Taxes</b>				
311.10.( Property Taxes - Clark	25,300,000	92,304	135,856	0.54%
311.10.( Property Taxes - Skamania	690,000	1,977	9,714	1.41%
311.10.( Property Taxes - Klickitat	1,315,000	7,105	21,206	1.61%
311.10.( Property Taxes - Cowlitz	315,000	862	2,243	0.71%
<b>Total Property Taxes</b>	<b>27,620,000</b>	<b>102,249</b>	<b>169,019</b>	<b>0.61%</b>
<b>Other Taxes</b>				
312.10. Other General Tax	25,000	-	22,283	89.13%
318.20 Leasehold Excise Tax	95,000	23,311	30,640	32.25%
<b>Total Other Taxes</b>	<b>120,000</b>	<b>23,311</b>	<b>52,923</b>	<b>44.10%</b>
<b>Intergovernmental, Grants &amp; Contracts</b>				
332.00 Federal in-lieu of Taxes	15,000	-	5,855	39.04%
335.05 State Forest Boards	150,000	630	4,236	2.82%
333.00 State Grants	25,000	-	-	-
338.7 Yale Valley Library Dist	180,000	-	-	0.00%
338.72 Contracts - Clark County Jail	500	-	-	0.00%
<b>Total Intergovernmental, Grants &amp; Contracts</b>	<b>370,500</b>	<b>630</b>	<b>10,092</b>	<b>2.72%</b>
<b>Charges for Services</b>				
341.60 Equipment Use Fees	20,000	2,578	4,514	22.57%
347.21 Non-Resident Borrower Fee	6,000	300	509	8.48%
347.90 Lost / Damaged Material Fee	25,000	416	1,014	4.05%
347.50 Collection Agency Referral Fee	0	30	120	0.00%
<b>Total Charges for Services</b>	<b>51,000</b>	<b>3,324</b>	<b>6,157</b>	<b>12.07%</b>
<b>Miscellaneous</b>				
361.11 Investment Interest	200,000	23,843	51,890	25.94%
362.00 Rental Income	1,000	39	39	3.91%
367.10 Gifts/Contributions	15,000	-	145	0.97%
369.90 Library Friends Groups' Reimbursements	300,000	277	1,311	0.44%
369.90 Library Foundation Reimbursements	2,500,000	-	1,117	0.04%
369.40 Insurance Reimbursements	2,500	-	-	0.00%
369.90 Miscellaneous	2,500	2,700	2,762	110.48%
367.1 Private Grants	50,000	1,153	1,153	2.31%
369.90 Other Miscellaneous - E-Rate	150,000	-	-	0.00%
395.00 Sale of Assets	20,000	219	487	2.43%
<b>Total Miscellaneous</b>	<b>3,241,000</b>	<b>28,231</b>	<b>58,904</b>	<b>1.82%</b>
<b>Total Operating Revenue</b>	<b>\$ 31,402,500</b>	<b>157,744</b>	<b>297,095</b>	<b>0.95%</b>
<b>Transfer in from Reserves</b>	<b>\$ 2,500,000</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>Total Revenues and Transfer from Reserve</b>	<b>\$ 33,902,500</b>	<b>157,744</b>	<b>297,095</b>	<b>0.88%</b>

Jan.-Dec. 2023 Fiscal Year

February is the 2nd month of the fiscal year. Year-to-date budget percentages should be at 16.67%, representing 2/12 months.



**Fort Vancouver Regional Library District**  
Statement of Expenses - Calendar Year 2023  
For the Month Ending February 2023 (With year-to-date totals)

<u>Bars</u>	<u>Description</u>	2023 Budget (Approved 12/22)	February 2023 Expenditures	Year-to-Date Totals thru February 2023	Year to Date Annual Budget Percentage
<b>Personnel</b>					
572.10	Wages	12,750,000	1,012,656	2,027,727	15.90%
572.24	Benefit - Medical	2,300,000	185,216	372,236	16.18%
572.24	Benefit - Dental	240,000	20,699	41,849	17.44%
572.24	Benefit - Life, LTD, AD&D	75,000	12,275	24,741	32.99%
572.22	Benefit - PERS	1,324,725	103,441	206,024	15.55%
572.21	Benefit - FICA	975,375	75,980	152,150	15.60%
572.25	Benefit - L & I - Workers Compensation	100,000	6,725	12,568	12.57%
572.25	Benefit - PFML	27,785	2,218	4,435	15.96%
572.28	Unemployment Expense	10,000	2,913	2,913	29.13%
	<b>Personnel Subtotal:</b>	<b>17,802,885</b>	<b>1,422,123</b>	<b>2,844,642</b>	<b>15.98%</b>
<b>Supplies</b>					
572.30	Supplies	458,000	17,441	43,427	9.48%
572.35	Small Equipment (FF&E)	250,000	5,662	19,344	7.74%
572.38	Technology	462,000	2,778	3,026	0.65%
572.33	Professional Collection / Tech	300,000	13,645	45,763	15.25%
	<b>Supplies &amp; Small Equipmt/Tech Subtotal:</b>	<b>1,470,000</b>	<b>39,527</b>	<b>111,560</b>	<b>7.59%</b>
<b>Library Books / Materials</b>					
572.34	Library Books & Materials	1,903,500	111,225	192,812	10.13%
572.39	Electronic Resources	1,896,500	92,631	258,080	13.61%
	<b>Library Materials Subtotal:</b>	<b>3,800,000</b>	<b>203,856</b>	<b>450,892</b>	<b>11.87%</b>
<b>Other Services / Charges</b>					
572.41	Professional Services	2,079,225	94,730	210,381	10.12%
572.42	Communications	410,000	35,275	84,011	20.49%
572.43	Training / Travel	108,000	1,049	8,463	7.84%
572.44	Advertising	30,000	309	1,188	3.96%
572.45	Rentals / Leases	560,000	36,840	91,473	16.33%
572.46	Insurance	250,000	45	6,547	2.62%
572.47	Utilities	450,000	39,112	81,084	18.02%
572.48	Repairs & Maintenance	870,000	27,754	42,554	4.89%
572.49	Misc / Dues / Printing / Other	163,750	8,029	32,259	19.70%
572.50	Intergovernmental Services	3,640	223	716	19.67%
	<b>Other Charges &amp; Services Subtotal:</b>	<b>4,924,615</b>	<b>243,367</b>	<b>558,677</b>	<b>11.34%</b>
<b>Capital Outlay</b>					
594.62	Buildings / Non-Owned	300,000	-	-	0.00%
594.62	Buildings / Owned	5,500,000	168,972	691,554	12.57%
595.62	Yale	40,000	-	-	0.00%
594.64	Machinery & Equipment	65,000	-	870	1.34%
	<b>Capital Outlay Subtotal:</b>	<b>5,905,000</b>	<b>168,972</b>	<b>692,424</b>	<b>11.73%</b>
<b>Grand Total All Expenditures:</b>		<b>33,902,500</b>	<b>2,077,844</b>	<b>4,658,195</b>	<b>13.74%</b>

February is the 2nd month of the fiscal year.  
Year-to-date budget percentages should be at  
16.67%, representing 2/12 months.



## Public Meeting Minutes

**Date:** Saturday, March 18, 2023

**Time:** 4:00 PM Regular Meeting

**Location:** In Person: Three Creeks Community Library, 800-C NE Tenney Road; Vancouver, WA

### Call to Order

**4:00 PM**

Chair Morgan, called the regular meeting to order.

### Attendees

Board Members Present: Kristy Morgan, Megan Dugan, Penny Love-Henslee, Olga Hodges, Marie Coffey, Vikram Kotwani, Mary Ann Duncan-Cole

Administrative Team: Executive Director, Amelia Shelley; Deputy Director, Mary Abler; Executive Assistant and Recorder, Rhonda Kay Calkins; Collection & Technology Services Director, Lynne Caldwell; Human Resources Director, Lee Strehlow; Finance Manager, Attar Bhangal; Guests: Three Creeks Branch Manager, Elizabeth Moss and Circulation Services Coordinator, Jewell Foederer.

### Agenda Approval

**4:00 PM**

Motion: Ms. Hodges

2<sup>nd</sup>: Ms. Dugan

The motion carried unanimously.

### Chair Announcements

**4:01 PM**

Chair Morgan: Thanks Three Creeks for hosting and to Amelia, Mary and Rhonda for putting the retreat together.

### Public Comments

**4:01 PM**

1. In support of DQSH
  - a. Katherine Gardener, Quill Onstead, Heather Harmon
2. Against DQSH
  - a. Gary Wilson, Gene Slagle, Randy Schmidt, Dawn Seaver, Christian Longe, Bob Liggett, Tiffany Heine, Mike Johnson, Linda, Margo Logan
3. Age Appropriate Books
  - a. Phil Kronebusch
4. Conflicts of Interest
  - a. Kati Emerick
5. Library/Books Compliments
  - a. Margo Logan
6. Book Resources/Options
  - a. Eunice Ingermanson, Brian Edwards, Nu
7. Choices
  - a. David Knight

### Reports

**4:43 PM**

#### Organizational Report: Mary Abler, Deputy Director

Update on library activities around the District.



**Collections and Technology Services: Lynne Caldwell** **4:44 PM**  
Library payment kiosk rollout, first one installed at Three Creeks.  
Pay without needing to use cash.  
Saves on staff time.

**Communications and Marketing:** **4:46 PM**  
**Mary Abler speaking on behalf of Tak Kendrick and Justin Keeler**  
Ms. Abler went over the Emergency Grab and Go response handbook.

**Human Resources: Lee Strehlow** **4:48 PM**  
We had our biggest NEO since 2020.  
Retooled the substitute pool which has resulted in fewer unfilled shifts.  
AFSCME filed a petition with PERC for unit clarification. Environmental assessment of the OC.  
Prepping for upcoming bargaining with WPEA and AFSCME.

**Public Services: Mary Abler** **4:51 PM**  
Spoke about inclement weather and the guidelines.

**Outreach and Community Partnerships: Mary Abler** **4:54 PM**  
Summer at your Libarary.  
Spring/Summer outreach coordinating.  
LibConnect – Share information on projects across the district and who to contact.

**Branch Report: Three Creeks: Elizabeth Moss** **5:00 PM**  
Ms. Moss shared updates about Three Creeks Community Library including community support.  
Spoke about the history of the library and due for a building refresh in 2024.  
Went over statistics from 2022 showing checkout, visitor and new library card increases.  
Spoke about current staff and focus. Spoke about the types of patrons and how they use the library.

**January Financial Statements: Amelia Shelley** **5:19 PM**  
Mr. Bhangal discussed January 2023 financial statements.

**Consent Agenda** **5:21 PM**  
Chair Morgan, asked for a motion to approve the Consent Agenda.  
Motion: Ms. Love-Henslee  
2<sup>nd</sup>: Ms. Coffey  
Motion carried unanimously.

**FVRL Expenditure Approval: Reviewed by Penny Love-Henslee** **5:24 PM**  
Ms. Love-Henslee attested that she reviewed the February expenditures and found them in order.



**Business**

**Employee Handbook: Amelia Shelley**

Policy Committee:

**5:24 PM**

Ms. Shelley presented the Employee Handbook for review.

Presented as a redline to see updates.

The last update was in 2018.

Adding policies: Politcal, Paraphernalia, Discrimination and Anit-Harassement and Equal Employment Opportunity.

**2023 Budget document: Amelia Shelley**

**5:26 PM**

Ms. Shelley presented the 2023 Budget Document.

Provided to governmental agencies in our area so they know our work plans.

**Materials Recovery Fee, Resolution 2023-09:**

**5:27 PM**

Director Caldwell presented information on the Materials Recovery Fee.

FVRL has not charged a late fee since 1970. In 2006 started using Unique library services to get help recovering our materials that are 8 weeks past due and in excess of \$40 for those items. The goal is to get materials back so our patrons can be in goodstanding. Wish to re-establish our relationship with Unique and move the referral point from \$40 to \$60 due to increased materials cost. Also remove the existing \$10 referral fee on patron accounts.

Motion to move Resolution 2023-09 as Amended: Ms. Dugan

2<sup>nd</sup>: MS. Duncan-Cole

Motion carried unanimously.

**Surplus Computer Equipment, Resolution 2023-10: Amelia Shelley**

**5:51 PM**

Mr. Shelley presented information on Surplus Computer Equipment.

Surplus through third-party vendor.

Motion: Ms. Coffey

2<sup>nd</sup>: Ms. Dugan

Motion carried unanimously.

**Foundation MOU Committee: Penny Love-Henslee**

**5:55 PM**

Ms. Love-Henslee gave an overview and purpose of the MOU Committee. They would like to have quarterly meetings and share plans. Preferably the 3<sup>rd</sup> Thursday, 3:00 pm starting on May 18, 2023.

Mr. Kotwani asked for a general Foundation Policy explaining guiding principles and expectations.

**Adjured into Executive Session at 6:01 PM for 20 minutes: RCW 42.30.110 (1g) - Personnel Meeting Restarted at 6:21 PM**

**Board Comments**

**6:21 PM**

**Ms. Love-Henslee:** Thanked the Three Creeks and Elizabeth for her branch report.

**Ms. Hodges:** Followed up with a few items from the last meeting.

Asked to consider more programs and bilingual information available in Ukranian.



**Ms. Coffey:** Thanked staff for being at the retreat all day.

**Ms. Morgan:** Thank all staff and board for being there all day.

**Setting of next regular meeting: Monday, April 17, 2023 6 PM** (Washougal Community Library/Zoom)

**Motion to adjourn meeting**

Moved: Ms. Dugan

2<sup>nd</sup>: Ms. Coffey

**Adjournment**

**6:25 PM**

**Approved:**

\_\_\_\_\_  
Kristy Morgan, Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Megan Dugan, Vice Chair

\_\_\_\_\_  
Date

**BOARD COVER WORKSHEET**

**BOARD DATE:** April 17, 2023

Date Paid	Warrant Numbers	Amount
<b>Accounts Payable</b>		
March 1, 2023	116896 - 116930	\$ 447,847.19
March 9, 2023	116931 - 116989	\$ 435,072.17
March 14, 2023	116990 - 116992	\$ 42,434.86
March 16, 2023	116993 - 117046	\$ 108,520.87
March 22, 2023	117047 - 117103	\$ 269,865.38
March 30, 2023	117104 - 117161	\$ 554,464.39
Subtotal Accounts Payable Warrants Issued		<b>\$ 1,858,204.86</b>

<b>Accounts Payable EFT Payments</b>		
March 1, 2023	EFT01542 - EFT01550	\$ 2,842.30
March 9, 2023	EFT01551 - EFT1554	\$ 8,473.14
March 16, 2023	EFT01555 - EFT01568	\$ 66,787.34
March 22, 2023	EFT01569 - EFT01581	\$ 14,209.69
March 30, 2023	EFT01582 - EFT01590	\$ 23,479.21
Subtotal Accounts Payable EFT Payments		<b>\$ 115,791.68</b>

Subtotal Accounts Payable Warrants & EFT Payments		<b>\$ 1,973,996.54</b>
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<b>Accounts Payable Voids and Cancels</b>		
March 22, 2023	EFT01572	\$ (324.00)
Subtotal Accounts Payable Voids		<b>\$ (324.00)</b>
Subtotal A/P Warrants, EFTs, Voids		<b>\$ 1,973,672.54</b>

<b>Subtotal ADP Payroll Debits</b>		
March 10, 2023	Payroll - Net Wages	\$ 305,412.13
March 10, 2023	Federal Payroll Taxes	\$ 96,257.17
March 10, 2023	OR State Payroll Taxes	\$ 2,840.58
March 10, 2023	PFML Taxes	\$ 3,518.99
March 24, 2023	Payroll - Net Wages	\$ 349,055.47
March 24, 2023	Federal Payroll Taxes	\$ 115,226.61
March 24, 2023	OR State Payroll Taxes	\$ 3,220.53
March 24, 2023	PFML Taxes	\$ 4,019.83
Subtotal Payroll Transfers		<b>\$ 879,551.31</b>

<b>Other ACH Debits</b>		
March 24, 2023	ADP Payroll Fees	\$ 4,518.34
March 1, 2023	Kaiser HSA	\$ 15,352.89
March 28, 2023	Kaiser HSA Fees	\$ 45.50
March 29, 2023	Kaiser HSA	\$ 15,248.10
March 27, 2023	WA DOR Sales/Use Tax	\$ 660.57
March 14, 2023	WA DRS - DCP	\$ 6,401.76
March 24, 2023	WA DRS - DCP	\$ 6,720.74
March 13, 2023	WA DRS - PERS	\$ 73,142.18
March 23, 2023	WA DRS - PERS	\$ 82,673.41
Subtotal Other ACH Debit Transfers		<b>\$ 204,763.49</b>

**Payroll Voids/Cancels**

**Total Funds to Approve for Disbursement** **\$3,057,987.34**

Finance Manager Reviewed Attar Blangiel

Date 4/17/2023 Page 14 of 122

**FORT VANCOUVER REGIONAL LIBRARY DISTRICT**

**Approval of Claims**

**As of**

**April 17, 2023**

As required by RCW 42.24.080 and RCW 42.24.090, vouchers audited and certified by the Auditing Officer of the Fort Vancouver Regional Library District and those expense reimbursement claims which have been certified as required, have been recorded on a list and made available to the Board of Directors for approval.

As of this date, April 17, 2023, The Board of Directors, by a \_\_\_\_\_  
 vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued  
March 1, 2023 through March 31, 2023

<b>Accounts Payable Warrants Issued</b>	Numbers	<u>116896</u>	Through	<u>117161</u>	<u>\$ 1,858,204.86</u>
<b>Accounts Payable EFT Payments</b>		<u>EFT01542</u>	Through	<u>EFT01590</u>	<u>\$ 115,791.68</u>
<b>Accounts Payable Voids</b>	Numbers	EFT01572			<u>( \$ 324.00 )</u>
<b>Subtotal FVRL General Fund Warrants, EFTS, Voids</b>					<u>\$ 1,973,672.54</u>
<b>Payroll Warrants Issued</b>	Numbers	_____	Through	_____	<u>\$ -</u>
<b>Payroll Transactions Voided</b>	Numbers	_____			<u>( \$ - )</u>
<b>Payroll Electronic Fund Transfers</b>	Numbers	<u>20230310</u>	Through	<u>20230324</u>	<u>\$ 879,551.31</u>
<b>Other Electronic Fund Transfers Completed</b>					
<i>Vendor</i>	<i>Date</i>			<i>Amount</i>	
ADP Payroll Fees	March 24, 2023			\$ 4,518.34	
Kaiser HSA	March 1, 2023			\$ 15,352.89	
Kaiser HSA Fees	March 28, 2023			\$ 45.50	
Kaiser HSA	March 29, 2023			\$ 15,248.10	
WA DOR Sales/Use Tax	March 27, 2023			\$ 660.57	
WA DRS - DCP	March 14, 2023			\$ 6,401.76	
WA DRS - DCP	March 24, 2023			\$ 6,720.74	
WA DRS - PERS	March 13, 2023			\$ 73,142.18	
WA DRS - PERS	March 23, 2023			\$ 82,673.41	
					<u>\$ 204,763.49</u>
<b>Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids</b>					<u>\$ 3,057,987.34</u>
<b>Total Transactions for Approval</b>					<u><u>\$ 3,057,987.34</u></u>

\_\_\_\_\_  
 DISTRICT LIBRARY - EXECUTIVE DIRECTOR

\_\_\_\_\_  
 DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

**Fort Vancouver Regional Library District  
Staff Report 2023-21  
Policy Committee Report**

**TO:** Board of Trustees  
**FROM:** Amelia Shelley, Policy Committee  
**DATE:** 4/17/2023  
**SUBJECT:** Personnel Handbook (first reading)

**Summary:**

FVRL's last update to its Personnel Handbook was made mid-2017. There are a number of updates in the revised version relating to changes in workplace practices (attire, personal property, telecommuting, visitors, social media, FVRL-issued electronic devices, benefits, compensation, leave, privacy, personal visitors and emergencies. It also describes the different parameters for represented and non-represented staff concerning trial service periods, and terms for serving as the Person In Charge (PIC) in certain situations.

This version also updates the handbook to include the new Equity Policy, as well as absorb the existing Political Paraphernalia, Wearing and the Display in Libraries Policy into the text. Changes are indicated by redlines and highlights. A copy of the current handbook is provided for comparison purposes.

**Action:**

None at this time, as this is a first reading of this revised policy. Please provide feedback to members of the Policy Committee (Morgan, Hodges, Dugan) or to the Executive Director.





**THE LIBRARY**

Fort Vancouver Regional Library District

# Personnel Manual



**We are FVRL!**

# Welcome from the Executive Director

Welcome to Fort Vancouver Regional Library District! You are joining a great group of hard-working, creative and passionate individuals who believe in the power of public libraries to change lives. Public libraries are a cornerstone of our society in providing a place of education, information and exploration for all. They're also the heart and soul of our communities, and I am excited that you have chosen to become part of this great American tradition.

Libraries are about building strong communities, and that includes the ones we build together. I consider our staff to be our strongest asset. Your knowledge of our organization contributes directly to FVRL's success. Every member of our team has the ability to help shape the future direction of FVRL. I invite you to participate fully in this organization, and to join your colleagues, the library's Board of Trustees, Foundation, Friends and volunteers, in helping us build an ever better, stronger library system.

We have prepared this Personnel Manual to provide you with an overview of general information about the library district and a road map to the expectations and opportunities working here brings. I encourage you to read through the information thoroughly and feel free to ask your supervisor and/or Human Resources for clarifications or more information.

Thank you for accepting this opportunity to be part of the FVRL team. I look forward to meeting you and working together to support our communities and citizens.

With warm regards,

Amelia Shelley  
FVRL Executive Director



## FVRL's Mission, Vision and Values

### Our Mission

To strengthen our communities through knowledge, experiences, and creativity.

### Our Vision

Everyone recognizes and values libraries as an essential element of a free society.

### Our Values

- Community Success: We are an engaged and valued partner.
- District-wide Collaboration: We thrive when we all support our common goals.
- Exceptional Service: We deliver positive and successful experiences.
- Innovation: We believe in imagination and possibilities.
- Intellectual Freedom: We ensure confidential and open access to all points of view

# Administrative Team

Amelia Shelley, Executive Director	(360) 906-5012
Amy Lee, Public Services Director	(360) 906-5033
Lynne Caldwell, Collection and Technology Services Director	(360) 906-4952
Finance Director	(360) 906-5061
Lee Stehlow, Human Resources Director	(360) 906-5071
Justin Keeler, Outreach and Community Partnerships Director	(360) 906-5031
Tak Kendrick, Communications and Marketing Director	(360) 906-5021

## Fort Vancouver Regional Library District Locations



**FVRL** Fort Vancouver Regional Library District  
www.fvrl.org



**Battle Ground**



**Cascade Park**



**Goldendale**



**La Center**



**North Bonneville**



**Ridgefield**



**Stevenson**



**Three Creeks**



**Vancouver**



**Vancouver Mall**



**Washougal**



**White Salmon**



**Woodland**



**Yacolt**



**Yale**

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## CHAPTER 1

# Guiding Principles for Employment at FVRL

### About this manual

The information in the Fort Vancouver Regional Library District's (FVRL) Personnel Manual is current and accurate as of the revision date provided in the file name. We'll make every effort to keep you apprised of changes in this information as they occur. However, FVRL reserves the right to unilaterally modify, change or delete the policies and procedures outlined here without prior notice or consultation.

No written guidelines can effectively or completely substitute for direct communication with your supervisor, but a familiarity with the contents of this handbook will help you know where to find information when you need it. Employees have a responsibility to become familiar with and understand the policies and guidelines covered in the chapters of this handbook. Employees also are expected to keep themselves informed about current FVRL practices and changes as information is communicated via email, in person or in writing.

Throughout this manual, the terms "district," "library district" or "FVRL" refer to Fort Vancouver Regional Library District. "Manager" or "supervisor" refers to those FVRL employees with formal responsibility for hiring and managing employees, evaluating job performance, and recommending or taking disciplinary actions.

Subjects discussed in this manual are condensed from specific policies and procedures maintained by district administration. Please direct any questions you have to your supervisor or Human Resources.

The language used in the manual, and any verbal statements made by management, are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative of the district, other than the Executive Director, has the authority to enter into an agreement of employment for any specified period. Such an agreement must be in writing and signed by the Executive Director.

### **Relationship with Collective Bargaining Agreements**

This Personnel Manual sets forth the general policies and procedures that are applicable to all employees of FVRL. The terms and conditions of some FVRL employees are also governed by collective bargaining agreements. The policies and procedures set forth in this Personnel Manual apply except to the extent they expressly conflict with applicable collective bargaining agreements.

### Additional resources

FVRL has many concepts and documents that guide what we do as a district and how we accomplish our work. Please take some time to review the information at these links:

- **About Us:** Brief information about the district and our statistics: <http://www.fvrl.org/about-us>
- **FVRL Mission and Policies:** Our mission, public and administrative policies can be found on our website: <http://www.fvrl.org/mission-policies>
- **Administrative Team:** FVRL's Administrative Team is responsible for moving forward the district's mission, implementing plans, and directing the successful day-to-day operation of one of the largest library districts in the state: <http://www.fvrl.org/administrative-team>
- **Financial Documentation:** Annual reports, budgets, and financial reports: <http://www.fvrl.org/financial-documentation>
- **The Source:** Staff intranet with resources and information from branches and departments, a

staff directory, workgroups, and more: [http://source.fvrl.org/intranet/login/site\\_login.cfm](http://source.fvrl.org/intranet/login/site_login.cfm)

### **District governance**

Fort Vancouver Regional Library District is headed by a Board of Trustees appointed by the county commissioners and councilors of the counties of Clark, Skamania and Klickitat, and the Vancouver City Council. Under RCW 27.12.210, the library district's Board of Trustees is responsible for adopting policies and guidelines that govern the operation of the district and to outline the conditions of FVRL employment. The Board of Trustees employs the Executive Director, who administers policies and employs, directs and supervises staff members. The Board of Trustees serves as the ultimate authority for interpretation, application and enforcement of FVRL's policies and guidelines, and are bound by FVRL's Trustee Ethics and Responsibilities Policy: <http://www.fvrl.org/trustee-ethics-and-responsibilities-policy>

Staff are welcome to attend the monthly Board meetings, which rotate through all 12 FVRL locations each year. Unless invited to present to the Board, or required by your position to attend, time spent at Board meetings is voluntary and unpaid. Biographies and more information about our Board as well as their upcoming meeting schedule can be found on our website: <http://www.fvrl.org/about-us/trustees>

### **Professional ethics**

The American Library Association provides ethical principles that guide the work of librarians, library staff, and other professionals providing information services and are the basis for the public library services provided to our patrons. FVRL staff should support these ideals in the course of their work.

**American Library Association Code of Ethics:** <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

- I. *We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
- II. *We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- III. *We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.*
- IV. *We respect intellectual property rights and advocate balance between the interests of information users and rights holders.*
- V. *We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.*
- VI. *We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- VII. *We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*
- VIII. *We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.*



## **Public accountability and stewardship**

FVRL places great importance on providing willing, helpful, responsive and courteous service to all its patrons. As part of a tax-supported institution, staff members are public employees. Public goodwill and excellent service require that the institution and its staff remain aware of the necessity to provide a good return on tax dollars.

## **Public information**

Library records and operations are subject to the Washington Public Records Disclosure Act, and Open Records and Open Meetings acts. Access to this information may be obtained in accordance with established Public Record procedures through the district business office. FVRL staff should refer requests for FVRL public information to District Headquarters.

## **Patron and personnel confidentiality**

Any library record, the primary purpose of which is to maintain control of library materials or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from disclosure under the Public Disclosure Act, RCW 42.17.310(1)(1). Information covered by this exemption to the Public Records Disclosure Act will not be released without a court order. Information will only be released by an Administrative Team member.

This right of circulation records confidentiality applies equally to employees using the library as well as to other library patrons.

The following are also exempt from disclosure under the Public Disclosure Act: the residential addresses and residential or personal telephone numbers of district employees or volunteers held in personnel records; employment or volunteer rosters; and mailing lists of employees or volunteers. The library will not disclose this information without a court order. Library employees should not disclose information pertaining to the addresses, telephone numbers, schedules or personal business of current or former staff members or volunteers.

### ***FVRL Board Policy: Confidentiality of Patron and Circulation Records Policy***

***(April 2007): <http://www.fvrl.org/confidentiality-patron-and-circulation-records-policy>***

*Fort Vancouver Regional Library District recognizes the need to protect the confidentiality of patron records as described in this policy. The Library Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.*

*The Washington State Open Public Records Law requires public agencies to provide records on request. There is an exemption to this law for certain library records. Records kept primarily to maintain control of library materials or to help patrons gain access to information are exempt. FVRL will disclose exempt records to others only with the Library patron's request or consent, or with a valid court order under applicable state or federal law.*

*Patron records may be consulted and used by Library staff in the course of their library-related work, as determined by the Executive Director.*

## CHAPTER 2

# Employee Responsibilities, Conduct, and the Workplace

As with any workplace, FVRL has expectations regarding employee conduct in the workplace and some basic direction for how you go about your work. The following is intended as guidance, your supervisor may have additional or specific information to share.

### **Teamwork**

Teamwork is an important part of working at FVRL. Our collaborative approach to delivering excellent customer service, whether internal or external, is based on three principles:

- **Growing in our roles:** We expect that our team members will be well-trained, creative, results-focused and progressive. Staff can expect to be well trained for their job tasks, and to be provided opportunities to succeed and grow professionally. Libraries are challenged constantly to respond to a changing world and need employees who are adaptable and forward-thinking.
- **Counting on each other:** Team members must be dependable, punctual, and responsible for providing proactive, helpful, responsive and courteous service to internal and external customers. It is the responsibility of all employees to meet employment expectations outlined in the Personnel Manual and union contracts, to keep themselves informed and current with expectations and changes that have been communicated, and to contribute to a safe and positive work environment.
- **Better together:** We expect our team members to have positive, professional and respectful communication with others and to respect the diversity present in our workforce and customer base. Everyone's opinions are important and deserve to be heard, as long as they are constructive, voiced with respect, and contribute to the district's success in providing an excellent work environment and patron experience. Honesty and integrity are critical attributes in building mutual trust and respect.

### **Appearance and attire**

Each FVRL employee is a public representative of FVRL and their local library. Their conduct and appearance must reflect professionalism, respect and friendliness.

Personal appearance should be in accordance with the nature of the work of the particular position. At FVRL, this is generally defined as "business casual" wear: the type of attire that allows employees to project a professional image while remaining comfortable and not constrained in any physical movements required by the job.

Here are some guidelines for making good business-casual appearance choices:

- Business casual attire includes, but is not limited to: clean and neat slacks, khakis, jeans (no holes, tears or frays), knee-length pants or skirts, sport shirts, plain and clean t-shirts without graphics or logos other than FVRL-approved promotions and FVRL-related organizations (employee unions, FVRL, Foundation, Friends), sweaters, loafers, tennis shoes, and sandals with coverage appropriate for the workplace and for safety considerations.
- Employees must wear shoes. Closed-toe shoes are recommended when working around books and carts.
- Hair styles, makeup, personal hygiene and grooming should contribute to a clean, neat and professional appearance and demeanor.

- Reading-related clothing is acceptable as long as it promotes a positive message or an FVRL initiative. FVRL may supply t-shirts or other clothing with the expectation that staff wear them for specific occasions or as desired.
- All staff are expected to follow FVRL's Policy on Political Paraphernalia: <http://www.fvrl.org/political-paraphernalia-wearing-and-display-library-policy>
- Hats, caps or head gear including sunglasses are generally not allowed, except as part of costumes for special events, as needed for outdoor events, or with specific permission.
- Some job classifications may require special clothing choices or safety-related clothing and footwear, such as OSHA-approved work boots for maintenance workers or closed-toe shoes for staff who work with heavy materials.
- Each day's anticipated activities should be considered when determining what to wear. Business reasons, types of meetings, as well as levels of public interaction are all examples of considerations for choosing different styles and levels of appropriate dress.

Supervisors can assist staff in making good decisions related to appearance and dress.

On occasion, district management may announce alternative-dress days to observe a special event or holiday, such as Halloween or office clean-up days. Staff members are expected to exercise good judgment in their clothing choices for such special occasions.

FVRL makes reasonable accommodations for dress or grooming exceptions directly related to an employee's religion, ethnicity or disability.

### **Punctuality**

Staff members are expected to be fully ready to work at the beginning of the scheduled shift. If unforeseen problems should arise – preferably only rarely -- that prevent on-time arrival, the employee has a responsibility to contact their supervisor or person in charge, if at all possible.

### **Dependability**

Staff are expected to be at work during the entire time they are scheduled to work, and to fully complete agreed-upon shifts, whether those are regularly scheduled or extra hours.

There may be times when an employee becomes ill or injured during a shift, or a family emergency develops that is outside the employee's control. When this occurs, we expect that the employee will get clear and definitive authorization from a supervisor or the person in charge (PIC) to leave the work place. In the absence of an immediate supervisor or PIC, another branch/department supervisor may provide the authorization.

Those employees who are exempt from the Fair Labor Standards Act, (i.e., may not have set schedules and do not qualify for overtime pay) should regularly communicate with their supervisors, peers, and subordinates about their schedules and whereabouts.

### **Maintaining positive relationships**

We expect that our employees will maintain positive relationships with others -- this is part of every employee's position description. This includes maintaining positive, personable-yet-professional communications toward others and demonstrating concern for the well-being of the public as well as supervisors, peers, and subordinates. Harassing, abusive or persistently negative behavior toward patrons or fellow employees by staff will not be tolerated.

We expect that staff will consistently treat others courteously and respectfully, including when deal-

ing with a wide range of patron behaviors, or if reacting to workplace directions and decisions. Although FVRL recognizes the importance of staff and stakeholder input into the decision-making process in most situations, a manager may need to make a decision within their area of responsibility without getting input from staff, or in apparent contradiction to staff input. Differing opinions about decisions made should be shared in a respectful and non-harassing manner.

Harassment of a sexual, racial, ethnic or religious nature between employees, regardless of the relative working relationship, is specifically forbidden. Such prohibited harassment includes, but is not limited to: gestures, physical contact or unsolicited remarks derogatory to either gender or to racial, ethnic or religious groups; basing personnel decisions on an employee's response to sexually oriented advances; or retaliation against employees for complaining about the behaviors described above.

Any employee who feels he or she has been discriminated against or harassed should promptly take the following steps:

- 1) Report the matter to your immediate supervisor. If circumstances make this impractical (*e.g., the supervisor is involved in the conduct, or the supervisor is not available*), report the behavior to Human Resources. You may be asked to verbally or in writing, give specific details of the alleged discriminating or harassing behavior. It is helpful if details of dates, times, places, and witnesses, if any, of the discrimination can be provided.
- 2) If you believe action has not been taken to resolve your complaint, you may go directly to the Director of Human Resources for review and resolution of the complaint.

All complaints will be investigated appropriately and promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, will be kept as confidential as is reasonably possible. The complaining employee will be advised generally of the outcome of the investigation following its conclusion.

If the investigation shows that the accused employee violated FVRL policy, FVRL will take appropriate disciplinary action, up to and including discharge.

It is contrary to FVRL policy for a supervisor or any other employee to retaliate against any employee who, in good faith, raises a concern of discrimination or participates in a FVRL investigation. Please report any apparent retaliatory conduct to the Director of Human Resources.

See the *FVRL Discrimination and Anti-Harassment Policy* for more information: <http://www.fvrl.org/discrimination-and-anti-harassment-policy>

### **Open Door Policy**

When people work together, problems and complaints occasionally arise. Whatever the problem, we are concerned that individuals be given an opportunity to resolve them. The initial step is to discuss the problem with your supervisor. If you believe you cannot discuss it with your supervisor or you are not completely satisfied with the response, you should discuss the matter with the Director of Human Resources.

It is FVRL policy that any employee shall be free without fear of retaliation to make known allegations of alleged misconduct existing within FVRL that he/she reasonably believes evidences:

- An abuse of authority, gross misconduct, or gross waste of money
- A substantial and specific danger to public health or safety
- A violation of law

A representative of FVRL shall not take any personnel action as retaliation against an employee who discloses information regarding alleged misconduct under this policy in good faith or who, following such

disclosure, seeks remedy provided under this policy or any law or other FVRL policy.

### **Violence-free workplace**

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying of weapons on FVRL property, or any other act which in management's opinion is inappropriate in the workplace. An employee must refrain from making suggestive, intimidating, threatening or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct or concerns to their supervisor, manager and/or Human Resources. Employees will not be disciplined for reporting such conduct. Employees should immediately contact proper law enforcement authorities if they believe there is a serious, imminent risk to the safety and health of themselves or others on FVRL premises.

### **Weapon-Free Workplace**

The possession or use of a dangerous weapon on FVRL property is not permitted. Even if the employee has a permit to carry the weapon, it should not be brought into FVRL buildings.

### **Drug-free and alcohol-free workplace**

Illegal drug and alcohol use can have adverse health and safety consequences in the workplace. Employees are expected to report to work fit for duty and free of any adverse effects of illegal drugs, alcohol or marijuana. This policy does not prohibit employees from the lawful use and possession of prescribed medications while at work. The employee must notify their supervisor, manager or Human Resources immediately of any work restrictions related to use of prescription drugs. Employees must consult with their health care provider about medications' effect on their fitness for duty and ability to work safely.

Whenever an individual is operating a district vehicle, working on district premises or conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing any illegal drug or controlled substance, including marijuana; and possession of drug paraphernalia.
- Being under the influence of alcohol, marijuana or an illegal drug.
- Misusing legally prescribed or over-the-counter drugs or other substances in a manner that compromises work performance and/or safety.

Any illegal drug or drug paraphernalia found on FVRL premises will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

### **Americans With Disabilities Act**

FVRL is committed to complying with all applicable provisions of the American Disabilities Act ("ADA") and equivalent state and local law. It is FVRL's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, FVRL should provide reasonable accommodation to a qualified individual with a disability, as defined by applicable law, who has made FVRL aware of his or her disability, provided that such accommodation is reasonable and does not constitute an undue hardship on FVRL. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or the Director of Human Resources.

### **Personal property in the workplace**

FVRL provides lockers or locked drawers for limited storage of an employee's personal items to the extent possible in each facility. These lockers or drawers, as well as desks, computers, other equipment and electronic resources, are considered FVRL property and may be subject to search if just cause is determined.

### **Staff Parking**

Due to various limitations, FVRL is not able to guarantee the availability of vehicle parking spaces for its employees.

Staff who work at or visit the District Headquarters building or work at Vancouver Community Library may park personal vehicles in any of the off-street lots surrounding headquarters on Mill Plain Boulevard in Vancouver. If an employee is traveling on FVRL business and wishes to park a personal vehicle in the gated parking area at headquarters, they may do so by special arrangement with the Fleet/Facilities Manager. Bicycles and other small vehicles are not allowed inside the buildings.

Staff members who work in all other FVRL locations should consult their local supervisors about staff parking arrangements.

FVRL is not responsible for fire, damage, theft or personal liability concerning employees' vehicles or their contents.

### **Use of library vehicles**

FVRL maintains a fleet of various types and sizes of vehicles to support the transportation needs of a 4,200-square-mile district. Staff are expected to use FVRL vehicles for FVRL-related travel when a vehicle is available. The following expectations regarding use apply:

#### **Eligibility and allowability**

- Any FVRL employee with a driver's license in good standing and sound driving skills may check out and operate an FVRL vehicle.
- FVRL vehicles are for official use only.
- For insurance purposes, all drivers are required to provide, in advance of first use of an FVRL vehicle, their current driver's license number and information about any accidents or moving violations in the previous three years. They must report any new driving infractions to Human Resources as they are incurred. Records will be verified through the district's insurance carrier or by a Human Resources staff member.
- Non-employees are not permitted to operate FVRL vehicles but may ride in vehicles as passengers when on library business. Picking up hitchhikers is prohibited.
- Employees are expected to exercise highly responsible driving practices when using FVRL vehicles. Unsafe, reckless or illegal driving of FVRL vehicles is prohibited.
- Employees are required to pay for all parking or traffic tickets incurred while driving an FVRL vehicle.
- Smoking in FVRL vehicles is prohibited.
- Personal use of FVRL vehicles is prohibited except with advance written approval of the FVRL executive director.
- Any approved personal use of FVRL vehicles, including transportation to and from work, is considered taxable by the Internal Revenue Service and must be logged and reported.

- All employees who regularly drive FVRL vehicles will be required to participate in training at regular intervals.

### **Use of personal vehicles for library business**

When a library vehicle is not available, employees may use their personal vehicles for FVRL-related transportation. In those situations, pre-approval from the Finance Director is required. Reimbursement terms may be set by the Board at a rate lower than the U.S. government standard. Requests for reimbursement may be submitted on at least a monthly basis, using the Mileage Reimbursement form available on The Source at: [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?ID=21&menuID=2000235](http://source.fvrl.org/intranet/includes/secure_file.cfm?ID=21&menuID=2000235)

If an accident occurs in a personal vehicle while conducting FVRL business, an employee is covered by worker’s compensation insurance for any injuries, however their own insurance is responsible for the damage to the employee’s and other’s vehicles.

Employees are encouraged to carpool whenever possible. In special cases when a library vehicle may be available for use, the Executive Director or designee may instead authorize reimbursement for use of a personal vehicle. Taking a personal vehicle for convenience is not normally a qualifying reason for reimbursement.

### **Cell phone use while driving**

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public and may violate state law. Employees are prohibited from using a hand-held cell phone while driving on FVRL-authorized or FVRL-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or instant messages, emails, etc., while driving on FVRL business. Should an employee need to make a business call while driving, the employee should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls where doing so is permitted under applicable law. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. This policy is meant to ensure the safe operation of FVRL vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned or FVRL provided mobile devices.

Violation of this policy will subject the employee to corrective action, up to and including termination of employment.

### **Staff use of electronic equipment**

An employee is eligible to have portable, district-owned equipment (e.g., laptops, cell phones, tablets) assigned to them if at least one of the following criteria is met:

- It is necessary to do their job
- The employee does not have the equipment needed at a designated workstation
- It is in the best interest of the library for the employee to have the equipment
- The equipment is needed due to frequent travel
- There is a safety consideration

A member of the Administrative Team must authorize all requests for such equipment.

### **Use of personal equipment for library business**

FVRL attempts to provide staff members with the supplies and equipment needed to perform their

jobs and discourages employees from bringing non-essential personal property to the workplace. Employees are encouraged to utilize branch devices to take photos of events for posting on social media. Use of personal cell phones is discouraged. FVRL assumes no responsibility for loss or damage to an employee's personal property on its premises, nor for loss or damage incurred by its use.

Please refer to [Chapter 4 "Electronic Communications Systems Guidelines and Restrictions: Usage Guidelines"](#) for more information about use of electronic devices.

### **Rights of FVRL employees as library patrons and members of the public**

FVRL employees enjoy all of the privileges and responsibilities of other library patrons, without special consideration in non-work related instances.

- FVRL employees may check out library materials for their personal use the same as all patrons and are afforded no special privileges for checkouts, holds, ILLS, renewals or total number of items. Removing library materials or other property from the library without checking them out first or receiving other authorization may be considered theft. When in question about the appropriateness of system use, employees are encouraged to consult their supervisor or Human Resources.
- FVRL employees are prohibited from manipulating hold lists or using their personal advantage to access materials or resources in the course of their job duties.
- FVRL employees have the same right to question library materials as patrons and to submit request for reconsideration forms, which will be handled according to the same procedures as for library patrons according to the FVRL Board's Policy for the Selection and Discarding of Materials: <http://www.fvrl.org/collection-policy>. Since all library materials are selected and disposed of in accordance with FVRL policy, employees are encouraged to familiarize themselves with the policy before initiating a complaint.
- Use of library facilities and equipment by FVRL staff for personal or non-library reasons is handled in the same way that FVRL requires for patrons or the general public.

### **Personal visitors**

FVRL strives to create an environment in which all employees can successfully do their work. To minimize disruptions of ongoing work, employees are expected to refrain from conducting personal business or entertaining personal visitors, including family members, during work hours. Use of staff entrances or non-public areas of district-owned facilities by unaccompanied visitors is not permitted.

### **Health**

FVRL expects all employees to maintain the necessary health and energy to meet and perform job functions and work schedules, and encourages employees to take advantage of the district's wellness programs: <http://source.fvrl.org/intranet/Site/view.cfm?siteID=2000290>.

### **Scent-free workplace**

Recognizing that employees and visitors to our workplace may have sensitivities and/or allergic reactions to various scents, FVRL seeks to provide a healthy environment for all individuals by keeping its facilities as scent-free as possible. Personal fragrance products (perfume, colognes, aftershave lotions, scented hand creams, body powders, essential oils, laundry products and other similar items) that are perceptible to others are not to be worn by employees. Some types of flowers and plants also may be a source of allergic reaction or discomfort in the workplace. Please refrain from bringing such items into FVRL facilities. If unsure about the acceptability of a flower or plant scent among co-workers, please



check with them, and remove immediately any items that cause problems or discomfort. Any employee with a concern about scents or odors should contact his or her supervisor, an Administrative Team member, or Human Resources.

### **Smoke-free workplace**

Smoking or other use of tobacco or other smoke- or vapor-producing substances in FVRL buildings or within 25 feet of any entrance or open window is prohibited, per RCW 70.160. This ruling is equally applied to both the public and employees.

### **Library advocacy and volunteering on personal time**

Library employees often serve as volunteer advocates for library use and support on their own time, and in their communication with friends, family, neighbors and organizations. Volunteer advocacy can range from casual interactions outside of work, to full involvement with one's local Friends of the Library group or to volunteering with a Political Action Committee for a library political campaign. The district reminds employees to not portray this involvement as part of their work duties or to present themselves as speaking on behalf of the district, whether such identification is implicit or explicit. Hourly employees may volunteer to work for the FVRL Foundation or a Friends group, but may not volunteer on their own personal time to work on or help with activities that are related directly to any function of the library district. Employees may be asked questions by the public during work shifts regarding an election or political campaign and are allowed to respond with factual details of an election question. Talking points and additional guidelines will be provided to staff in case of campaigns involving funding for FVRL or FVRL services.

### **Personal use of FVRL copiers/printers**

Employees are expected to refrain from using library printers and copiers for printing or making copies of documents for personal use, except on a limited, occasional basis.

### **Contact with the news media**

Occasionally staff might be contacted – often in-person at the branches – by members of the news media seeking to do a story or take photos about FVRL, a branch, or a program. FVRL welcomes media coverage and asks that staff be courteous and respectfully direct any questions from media to their branch manager or supervisor. When a manager or supervisor is not available, or if the story involves something at the district level (such as bond measures, district policy, collection, or administrative questions), employees should have the media representative contact the district's Communications and Marketing Director or a member of the administrative team.

## CHAPTER 3

# Position and Compensation

FVRL strives to maintain a competitive salary and benefits for our employees within our budget limitations. FVRL has a variety of positions that are generally filled by internal candidates when there are openings. Some positions require simultaneous internal and external posting to ensure an adequate pool for selection.

### **Job classifications**

Job classifications provide a framework that encompasses a broad scope of responsibility, organizational relationships, complexity of tasks, limits of authority, knowledge requirements and typical duties within the classification. Job classifications do not present a detailed statement of all tasks performed, but rather summarize duties typical of a level of skill and degree of responsibility. The job classification description is used to differentiate and group the primary job types and levels common to all the job descriptions each classification encompasses. Current job classifications can be found on the Human Resources Division's page on The Source: <http://source.fvrl.org/intranet/Site/view.cfm?siteID=2000290>

### **Job descriptions**

Upon hire, each employee is provided with a copy of the current job description for their position. Job descriptions are grouped within job classifications, or "families." Descriptions reflect the distinct differences between specific positions within classifications, including typical work performed, scope of duties, functions, and level of supervision received and exercised. Positions within each classification have approximately the same level of responsibility, requirements and complexity. Job descriptions are updated periodically to reflect changes in processes and procedures as well as new technologies. Current job descriptions can be found on the Human Resources Division's page on The Source: <http://source.fvrl.org/intranet/Site/view.cfm?siteID=2000290>

### **Change in duties**

Employees who believe their job duties have changed, which may result in a change to the job classification should contact HR.

### **Employee status definitions**

**At-will employment:** Employment with FVRL is on an at-will basis except as otherwise stated in a collective bargaining agreement or written agreement executed by the Executive Director. At-will employment relationships may be terminated by either the employee or FVRL at any time, with or without notice, and for any reason not expressly prohibited by law.

**Exempt employee:** An employee who by the nature of their work is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee normally receives a set salary for the completion of a specific group of duties.

**Non-exempt employee:** An employee who must receive overtime pay for hours worked over 40 per workweek at a rate not less than one and one-half times the regular rate of pay.

- WPEA employees will be paid overtime as outlined in Article 12, Section 2 of the collective bargaining agreement. [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=8&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293)
- AFSCME employees will be paid overtime as outlined in Article 5, Section 3 of the col-

lective bargaining agreement. [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=106&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293)

**Regular full-time employee:** An employee regularly scheduled to work 40 hours per week.

**Regular part-time employee:** An employee regularly scheduled to work less than 40 hours per week.

**Floater employee:** A regular full-time or part-time employee who may be assigned to multiple locations and have a variable schedule.

**Provisional part-time employee:** An employees working a regular or irregular schedule of less than seven hours per week or less than 15 days per calendar quarter.

**Substitute employee:** An employee hired to replace an absent regular full-time or regular part-time employee, or for a special project. Determination of need and approval for use of substitutes will be by the supervisor or manager of the work area.

**Bargaining-unit-represented substitute employee:** A substitute employee who, by virtue of working 350 hours or more in one calendar year, becomes a union-represented substitute beginning Jan. 1 of the following calendar year.

**Temporary employee:** An employee hired to work a full-time or part-time schedule for a limited period of up to six months.

**WPEA-represented employee:** An employee hired into a position represented by Washington Public Employees Association (WPEA). The employee will receive a union packet upon hire, and must contact WPEA within 30 days regarding membership.

**AFSCME-represented employee:** An employee hired into a position represented by American Federation of State, County and Municipal Employees (AFSCME). The employee will receive a union packet upon hire, and must contact AFSCME within 30 days regarding membership.

**Non-represented employee:** Staff member in a position that is not part of a bargaining unit or represented by a collective bargaining organization.

### **Work schedules**

Library work schedules are set to reflect public service needs and job requirements, and are subject to change.

At FVRL, the designated work week starts at 12:01 am Sunday and goes through 12:00 pm (Midnight) Saturday. Due to the differing responsibility levels of positions and the variable nature of library service needs, hours and days of work may vary. Adjusted and alternate work schedules may be established by mutual agreement between FVRL and the employee.

Employees may be required to work more than their normal work week or schedule to ensure that services are maintained. For non-exempt employees – i.e., those who are eligible for overtime – supervisors may authorize overtime pay when approved by a member of the Administrative Team. ***WPEA employees are eligible for overtime when working in excess of eight hours in a work day. Overtime eligible AFSCME employees are eligible for overtime when they work in excess of 40 hours in a work week.*** The district expects exempt employees (i.e., those who are exempt from the overtime provisions of the federal Fair Labor Standards Act by virtue of being salaried and therefore not entitled to overtime pay) to average a minimum of 40 hours worked per week over a 12-month period.

### **Breaks**

All employees are expected to take adequate breaks and lunch periods during the workday. Each reg-

ular full-time employee receives a meal break of at least 30 minutes and two 15-minute break periods in each day's work schedule, except in cases of emergency or special assignment that prevents the taking of such break periods. No employee will be scheduled to work more than five consecutive hours without a meal period. Break periods are to occur approximately midway during each of the first and second halves of the shift and will be scheduled so that, if possible, public service will not be impaired. Regular part-time employees are entitled to one 15-minute break period for each four consecutive hours worked, to be taken approximately midway through each four-hour shift. When an employee works three or more consecutive hours, the employee is entitled to one 15-minute break period for each such work period. Break periods normally are not to be added to the normal lunch period, nor should they be taken at the beginning or end of a work shift.

### **Pay periods and pay information**

FVRL requires that all staff be set up to receive their pay via electronic direct deposit. Exceptions will be made generally only in extreme circumstances. Direct deposit statements are emailed to staff on paydays, which are usually the 10th and 25th of each month. It is the employee's responsibility to notify payroll staff immediately if there is a change in their banking information that impacts electronic direct deposit.

Salaried employees who are exempt from the Fair Labor Standards Act (FLSA) – i.e., cannot receive overtime pay – have pay periods based on a calendar month. Salaried staff members receive approximately one-half of the monthly net amount on the 25th of each month, and the remaining net balance on the 10th of the following month.

- Full-time salaried employees covered by the Fair Labor Standards Act (FLSA) -- i.e., can receive overtime pay – will receive half of their pay each pay period. They submit timesheets at the end of each month, and are compensated for any accrued overtime on the 10th of the following month.
- Part-time salaried employees receive half of their pay each pay period, and are compensated for any accrued extra hours and overtime in the pay period in which it is earned.

Hourly employees are paid semi-monthly, generally on the 10th and 25th. The pay periods extend from the 1st through the 15th and the 16th through the last day of the month.

If a payday falls on a Saturday or Sunday, payday will be the preceding Friday. If payday falls on a holiday, payday will be the work day prior to the holiday.

Written authorization must be provided to allow someone other than the employee to pick up specially-issued payroll checks or printed direct deposit statements. The authorized individual will be asked to provide identification.

FVRL does not provide salary or wage advances under any circumstances.

An employee who leaves employment with FVRL before the end of the pay period is paid on the next regularly scheduled payday after the end of the pay period, with distribution according to the above schedule.

## CHAPTER 4

# Electronic Communications Systems Guidelines and Restrictions

FVRL supports employee communications with a variety of electronic communication systems:

- Telephone system
- Voicemail system
- Cell phones
- Electronic mail system (email)
- Computers
- Computer network system
- And other electronic communication systems

### **Ownership of Data and Public Records Requests**

All of FVRL's electronic communication systems and the data stored on these systems are district-owned property and remain so at all times. All messages and transmissions composed, sent, stored or received on the district's electronic communication systems are the exclusive property of the district and are not to be considered private property of any employee.

As FVRL-owned property, all messages on the district's electronic communication systems (email, voice mail, any files on computers, Internet and chat room printouts, social media postings and exchanges, etc.) may be subject to public records law and can be obtained by the public or outside agency through a public records request, subpoena or its equivalent, with certain exclusions of personal information as listed in the Revised Code of Washington. These exclusions are outlined in the following:

- RCW 42.56.310 Library records: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.310>
- RCW 42.56.230 Personal information: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.230>

### **Usage Guidelines**

FVRL's electronic communication systems are to be used for business purposes only. It is acknowledged that occasionally it is necessary for employees to use the systems for personal use. Personal use of any FVRL electronic communications system should be kept to a minimum.

FVRL telephone systems:

- To contact or be contacted by immediate family members or critical contacts (medical personnel, child caregivers, school staff, police, etc.) in emergency situations. If possible, employees should notify their supervisors in advance of situations that may result in the need for emergency phone use.
- For personal outgoing local calls as necessary during breaks and lunch periods.
- For personal long-distance calls during breaks or lunch periods ONLY if using toll-free numbers or any other method that does not result in a charge to the district. Any costs incurred by FVRL for personal use made by an employee are the responsibility of the employee.
- FVRL issued cell phones are for work-related calls and texting. FVRL normally issues cell phones for those employees whose jobs require regular mobile communications.

#### Personal electronic devices:

- Except for at breaks and lunch periods, personal electronic devices should be silenced and not used for texting. In areas outside of public service employees may use their cell phones as a method of listening to music or other information via their cell phone.
- As needed and explicitly allowed by FVRL management. In these cases, personal electronic devices may be used during work hours for work-related purposes.
- Employees are prohibited from using hand-held cell phones (personal or FVRL issued) while driving on FVRL-authorized or FVRL-related business. *Please refer to [Chapter 2 “Electronic Communications Systems Guidelines and Restrictions: Use of library vehicles”](#) for more information about use of cell phones while driving.*

#### Email:

- Regular FVRL employees are given an individual email account, to be used for work related purposes only. Staff are expected to read and respond to messages regularly. The all staff email address (everyone@fvrl) should be used for work related communications only. Please see records retention guidelines on The Source for instruction on retention of email.

#### Computers and laptops:

- Employees in most positions have access to district computers (including laptops and tablets) as part of their daily work. Downloading software without the explicit permission of IT and a direct supervisor is prohibited.
- Some employees may have district laptops or tablets issued to them as part of their jobs. The same prohibitions on use apply and personal use should be minimized.
- Except with permission from an Administrative Team member, no employee is allowed to install personal computer software on library devices.

#### Internet access:

- Social network sites: For work-related purposes only, FVRL staff may be asked to post to social networking sites (Facebook, Twitter, Instagram, YouTube, etc). Information on these is considered public information and is subject to public records laws. Employees not asked to post on FVRL's behalf should take care when making comments to FVRL's social media pages so as to not imply that they are representing FVRL. Staff should also refrain from posting reviews about FVRL or our service providers to social media or online review websites such as Yelp. A complete set of policies related to using social media for FVRL business can be found under the Communications and Marketing Department's "Social Media Home" on The Source: <http://source.fvrl.org/intranet/Site/view.cfm?pageID=2001292>
- Personal use of Internet: Personal use of internet for email, internet use or social media must be limited to breaks. Activities such as purchase of personal items are not allowed. Employees also should remember that all transactions of a personal nature on an FVRL computer are subject to public disclosure.
- Staff members as patrons: When staff members use FVRL computers as patrons, they have the same status, rights and restrictions as all other patrons regarding Internet filtering and should use computers designated for patrons use in the public areas.

### **Right to Privacy**

FVRL does not guarantee your right to privacy. Employees should not assume that electronic messages or files are private or secure. An FVRL staff member or representative may access an employee's

voicemail, email, computer files, or any other FVRL property in the course of conducting FVRL business. Specific instances may include periodic performance monitoring of the electronic communication system, or when the executive director or a member of the FVRL Administrative Team has cause to suspect that a library procedure, rule, regulation or policy is being violated. Employees should consider electronic information to be as requestable as any other public record that the public has the right to examine.

Although employees have individual passwords or access codes to their voicemail, email and computer network systems, communications created, stored, sent or retrieved on such systems are not confidential, as these systems are accessible at all times by the district. Individual passwords and access codes must be provided to the system administrator on request. Employees are restricted from using passwords or access codes, other than voicemail passwords, of another employee without prior approval from an Administrative Team member. Employees are prohibited from attempting to access sites, systems or password or access codes without permission. No electronic communication may be created, transmitted or stored that attempts to hide the true identity of the creator or sender.

### **Retention of electronic records**

Electronic records will be retained in accordance with the Local Government Common Records Retention Schedule (CORE): [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?ID=8&menuID=2000922&CategoryID=1](http://source.fvrl.org/intranet/includes/secure_file.cfm?ID=8&menuID=2000922&CategoryID=1)

### **Union communications**

Private cell phones and the district's electronic communications systems and telephones may be used for union-related communications between and among union-represented employees and union representatives during work hours, subject to the applicable union contract.

### **Prohibited behavior**

Employees are prohibited from using FVRL's electronic communication systems in any way that may be deemed illegal, harassing or discriminatory. Users encountering or receiving such messages or material should immediately report the incident to FVRL management.

Use of the district's electronic communication systems in any manner that violates FVRL policy, or that may damage the reputation of the library, is prohibited.

Employees may not copy any licensed materials or programs.

## CHAPTER 5

# Benefits

The benefits and level of benefits that employees receive depend on the number of hours worked, the terms of the insurance company contract, federal and state requirements, and district policies as set by the Board. All services are subject to change without notice, although FVRL will provide employees with advance notice of anticipated benefit changes whenever possible.

FVRL provides the following types of benefits for regular employees:

- Compensated time off
  - Holidays (See [Chapter 7 “Paid Leave and Leave Without Pay: Holidays”](#) for a list of Holidays)
  - Sick leave
  - Vacation leave
  - Bereavement leave for AFSCME and non-union staff
- Insurance
  - Medical
  - Vision
  - Dental
  - Life
  - Short- and long-term disability

A regular part-time employee working extra hours, in addition to their regularly assigned position, will receive benefits at the level of their regularly assigned position. Hours worked in addition to regularly assigned hours (extra hours) do not change the benefit level. Hours worked will be reviewed each calendar year for determination of continued coverage under the Affordable Care Act.

Substitute employees are not eligible for benefits.

Consult Human Resources for current information on eligibility, benefits offered, and employee costs. The insurance and compensated time-off benefits are available based on the number of regularly-assigned hours. Insurance benefit eligibility requires a minimum number of hours worked.

### **Employee Assistance Program (EAP)**

FVRL provides all staff members with access to an Employee Assistance Program (EAP). The EAP provides confidential assistance to employees who have personal problems that may affect their job performance. Information about EAP is available from Human Resources.

### **Continuation of health insurance under COBRA**

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the district, the employee is entitled to continue participating in FVRL’s group health plan for a prescribed period of time, normally 18 months. If a former employee chooses to continue group benefits under COBRA, they must pay the total premium plus an administrative fee allowable under COBRA regulations. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.



Contact Human Resources for more information on COBRA.

### **State and federally-mandated coverages**

- **Public Employees Retirement System (PERS):** FVRL is a member of the Washington State Public Employees Retirement System (PERS). Pension eligibility is determined by PERS. All PERS eligible employees must participate in the plan. Pension contributions are shared by the district and the employee. PERS provides personalized annual on-line statements of benefits earned. Employees should refer to the PERS website for current information regarding the plans: <http://www.drs.wa.gov/member/systems/pers/>
- **Unemployment compensation:** The Washington State Department of Employment Security sets the rate of compensation and eligibility for unemployment benefits. FVRL pays all costs.
- **Social Security:** The cost of this benefit is shared by the district and the employee.
- **Washington State Industrial Insurance:** The cost of this insurance is shared by the district and the employee. (Industrial insurance is for work-related injuries and illnesses, and pays for approved medical, hospital, and related services essential to an injured worker's treatment and recovery. It also provides partial wage replacement for injured workers who are temporarily unable to work.)

### **Employee optional benefits**

- **Deferred compensation plans:** FVRL provides two deferred compensation 457B plans (*Participation in either of these plans is voluntary and the employee pays all contributions. Contact Human Resources for more information.*):
  - Washington State Deferred Compensation
  - ICMA Retirement Corporation
- **Flexible Spending Accounts for Medical, Dependent Care and Transportation cost:** Reimbursement for regular employees who have completed the initial introductory period.
- **Voluntary Life Insurance Benefits:**
  - Employee: Employees may select from a minimum of \$10,000 to \$500,000, in increments of \$10,000. Not to exceed 5x your annual earnings. Guarantee Issue is \$100,000 if elected within the first 31 days of initial eligibility.
  - Spouse- Spouses may select from a minimum of \$5,000 up to \$500,000, in increments of \$5,000. Benefits will be paid to the employee. Guarantee Issue up to \$25,000 if elected within the first 31 days of initial eligibility.
  - Dependents- Coverage may be elected from a minimum of \$2,000 to \$10,000, in \$2,000 increments. The maximum death benefit for a child between the ages of live birth and 6 months is \$1,000. Benefits will be paid to the employee.
- **Voluntary Accident Insurance:** Accident insurance is designed to help covered employees meet the out-of-pocket expenses and extra bills that can follow an accidental injury, whether minor or catastrophic. Benefit payments may be made for emergency room care, doctor office visits and physical therapy. In major accidents, benefits for catastrophic accident (up to \$100,000) and accidental death (up to \$25,000) may be payable. The accident base plan is guaranteed issue, so no health questions are required.
- **Voluntary Critical Illness Insurance:** Critical illness insurance offers financial help in the event of a serious illness, such as heart attack or stroke. The plan may also include coverage for family

members. You can choose the benefit amount that's right for you, from \$5,000 to \$50,000 in \$1,000 increments.

- **UNUM Travel Assistance:** See the FVRL Employee Benefits page at “The Source” for more information: <http://source.fvrl.org/intranet/Site/view.cfm?pageID=2000333>
- **UNUM Will Preparation Help:** See the FVRL Employee Benefits page at “The Source” for more information: <http://source.fvrl.org/intranet/Site/view.cfm?pageID=2000333>
- **Identity Theft Assistance:** See the FVRL Employee Benefits page at “The Source” for more information: <http://source.fvrl.org/intranet/Site/view.cfm?pageID=2000333>

## CHAPTER 6

# Training and Travel

FVRL encourages staff members to build skills and enhance their work performance and productivity. The district will support and provide, within budget constraints, opportunities for staff who want to acquire new skills and knowledge that fit within the scope of their current positions. Certain types of training may be required by the district, to support department, division and district goals and objectives.

### **Types of training**

Mandatory training is defined as an activity in which participation is required by FVRL as a condition of employment and normally involves acquiring skills or knowledge directly related to the staff member's current position. All eligible expenses related to mandatory training will be paid for by FVRL.

Optional training may be suggested or recommended by a supervisor, or may be initiated by the staff member. Regular employees who have successfully completed their probation period may be eligible for partial or full funding for additional external work-related training and travel required to participate. The probationary waiting period may be waived by the executive director or designee, if attendance is at the request of the district.

Approval for workshops and conference attendance is not given as a favor or reward, but is based on budgetary constraints, whether attendance is relevant to an employee's job, and whether the job knowledge or skills that may be acquired are applicable and needed by the district. Employees should request to attend training as outlined in the FVRL Administrative Policy on training: <http://www.fvrl.org/training-policy>. Registration for training, arrangements for travel and reimbursement will be made in accordance with FVRL Travel and Subsistence Administrative Policy: <http://www.fvrl.org/travel-and-subsistence-policy>

At all times, FVRL follows prevailing Internal Revenue Service (IRS) rules, regulations and/or other directives regarding payment and reimbursement of subsistence expenses for training and travel, such as lodging and meals: [https://www.irs.gov/publications/p535/ch11.html#en\\_US\\_2015\\_publink1000209148](https://www.irs.gov/publications/p535/ch11.html#en_US_2015_publink1000209148)

Career advancement training is oriented toward obtaining skills beyond the scope of or outside of the requirements of the employee's current position. Career advancement opportunities are usually the individual responsibility of each staff member and are not normally paid for by the district. Paid or unpaid release time to pursue such opportunities may be approved on a case-by-case basis and is charged against accrued vacation or pre-approved unpaid leave. See [Chapter 7 "Paid Leave and Leave Without Pay"](#) for more information about use of leave for training circumstances.

### **Staff library**

FVRL maintains a professional collection within its catalogued collection at Vancouver Community Library. Items may be identified in the catalog by their call number, which starts with PROF. These items are available for checkout by both staff and the public. The intent of the collection is to provide basic, frequently used, potentially useful books, periodicals and other resources on topics of interest regarding library programs, services and management practices. The collection is intended to meet both the current and anticipated needs of staff to accomplish their work objectives and to provide a resource for continuing education in areas in which FVRL has an investment and interest. Staff checkouts of this material are subject to the same use policies as any personal checkouts. Suggestions for additions are welcome – please use the "Want to send a suggestion to Collection Development?" form on The Source: <http://source.fvrl.org/intranet/forms/viewform.cfm?formid=124>

Contact Collection Development for more information about the professional collection.

## CHAPTER 7

# Paid Leave and Leave without Pay

FVRL encourages employees to maintain a good work/life balance. Paid time off and holidays are one way to ensure that employees have an opportunity to be away from the workplace without financial hardship. There are various types of leave applicable to absences from regularly scheduled work. The following information is a partial list. Please contact Human Resources for additional information and assistance.

### **Holidays**

FVRL observes the following holidays:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday of January
Presidents' Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	First Monday of September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday of November
Day before Christmas	December 24
Christmas Day	December 25

All regular employees are eligible for paid holidays. Employees who find that their normally scheduled days off fall on a holiday should consult their supervisors regarding compensation or holiday time. Temporary employees and substitutes are not eligible for holiday pay.

### **Vacation leave**

#### **Vacation leave scheduling and approval**

Vacation leave must be scheduled in advance, be approved by the supervisor and be scheduled at times that result in minimal conflict with staffing needs.

#### **Vacation leave accrual**

Vacation time is earned from the date of hire according to the schedule below and may be used after completion of six months of regular employment.

- Eligible part-time employees accrue time in proportion to their regular work schedule.
- Regular part-time employees working extra hours in addition to their regularly assigned position will receive vacation leave benefits at the level of their regularly assigned position. Extra hours worked do not count toward proration.
- Temporary and substitute employees do not accrue vacation leave.
- Vacation leave is accrued for each month of service, including periods of absence due to vacation and sick leave.
- Vacation leave is not accrued during periods of lay-off or leave without pay.

**Represented and non-union staff vacation leave accrual schedule (figures based on full-time schedule)**

<b>Years of continuous employment</b>	<b>Hours earned per month</b>	<b>Annual days of vacation</b>
0 through 36 months	11	16.5
37 through 72 months	13	19.5
73 through 108 months	15	22.5
109 through 180 months	17	25.5
181 months and above	20	30.0

**Vacation leave carry-over**

Time off from work helps employees maintain a good work-life balance. The district encourages employee to use their vacation leave during the year in which it is accrued. No more than 240 hours of accrued vacation leave may be carried over from one calendar year to the next (for regular part-time employees, the 240 hour limit will be prorated based on FTE). The total year's accrual is calculated as of December 15. Any accrual in excess of 240 hours (or a pro-rated amount) must be taken by December 31 or will be lost. In the event that district needs result in an employee having a balance in excess of this limit, the executive director may allow an employee to carry forward vacation in excess of 240 hours. Requests for additional carryover to the next year should be made in writing or via email to the Executive Director no later than December 15.

**Vacation leave payout at termination**

When employees leave FVRL, they must have worked at least six months continuously to receive payment for accrued vacation at the time of termination. No employee will be paid for more than 240 hours of accrued vacation leave at the time of separation from FVRL.

**Sick leave**

**Sick leave accrual**

Full-time employees accrue sick leave at the rate of eight hours per month. Part-time employees accrue monthly sick leave adjusted proportionately according to their regular monthly hours worked. Regular part-time employees working extra hours in addition to their regularly assigned schedule accrue sick leave benefits at the rate of their regularly assigned position. Extra hours do not count toward proration. Unused sick leave accumulated in a calendar year may be carried over to succeeding years. Substitute and temporary employees do not accrue sick leave.

Sick leave is not accrued during periods of lay-off or leave without pay. There is no payment for accrued and unused sick leave on termination of employment.

**Use of sick leave**

Paid sick leave may be used to cover illnesses, injuries, medical disability, terminal illness or doctor's appointments, for the employee or for the care of the employee's immediate family members.

Leave forms are available from a supervisor and on The Source: [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?ID=13&menuID=2000235](http://source.fvrl.org/intranet/includes/secure_file.cfm?ID=13&menuID=2000235).

**Notification**

Employees who are unable to work because of illness or injury must notify their supervisor about their status prior to the beginning of their scheduled work shift if at all possible.

Use of sick leave requires a completed leave request form, preferably approved in advance of anti-

pated absences, but as soon as possible after return from time off for injuries or unexpected illnesses.

### **Family and Medical Leave**

While not a paid form of leave, the federal Family and Medical Leave Act (FMLA) provides eligible employees additional protection for their employment and benefits during up to 12 weeks of unpaid leave in a 12-month calendar year. An FMLA qualifying event may be any of the following:

- A serious health condition that makes the employee unable to perform the functions of his or her position.
- The birth of a child and care for such child, or the placement of a child with the employee through adoption or for foster care.
- Care for a spouse, child or parent who has a serious health condition.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

To be eligible, an employee must have worked for FVRL for at least 12 months and/or worked at least 1,250 hours in the previous 12-month period.

An eligible employee may also take up to 26 workweeks of leave during a single 12 month period to care for a covered service member with serious injury or illness, when the employee is the spouse, son, daughter, parent or next of kin of the service member.

If possible, employees should give the district at least 30 days' advance written notice of their intent to take leave under FMLA. Accrued sick leave must be used and accrued vacation leave may be used as part of the 12-week FMLA entitlement. FVRL will maintain the existing health coverage of the employee during FMLA leave, even if the employee is on leave without pay. However, FVRL may charge the employee the full cost of the premium paid for their health-insurance coverage if he or she fails to return to work for a reason other than circumstances beyond his or her control.

A part-time employee's 12 weeks of annual FMLA leave entitlement are pro-rated according to the number of regular hours they work in a year. Extra hours do not count toward the pro-ration.

### **Washington State Family Care Act leave**

Under the Washington State Family Care Act (RCW 49.12.265; WAC 296-130), employees can use accrued sick leave or vacation leave to care for sick family members with serious health conditions. This includes care for children under 18 years of age with routine childhood illnesses, or needed preventive and disability care for an adult child. The Washington State Family Care Act will be followed whenever it is more generous to the employee than the federal Family Medical Leave Act.

### **Washington State Family Leave Act and pregnancy/childbirth**

Sections of Washington's Family Leave Act (RCW 49.78.010 through 49.78.904) cover female employees who become sick or temporarily disabled due to pregnancy or childbirth and are ordered to not work by their health care provider. The covered period is the time the employee is sick or temporarily disabled because of pregnancy or childbirth. A health care provider's certification is required for this leave. The normal duration of this leave following the birth of a child is six weeks.

If the Washington State Family Leave Act applies, the covered employee is entitled to full leave and then full FMLA leave, normally a total of 18 weeks after the birth of a child.

The employee must use accrued sick leave and can choose to use accrued vacation leave or unpaid leave or a combination while on pregnancy disability leave. Unlike FMLA leave, healthcare benefits are

not continued during any month an employee is on pregnancy disability leave and in leave without pay status.

Employees also may be eligible to use their short and/or long-term disability benefits during a period of absence due to sickness or FMLA. Please contact Human Resources for assistance in applying for FMLA and/or disability benefits.

### **On-the-job injury or illness**

If an on-the-job accident, injury or illness qualifies an employee for payment under Worker's Compensation insurance, accrued sick leave may, at the employee's discretion, be used to supplement the difference between the Worker's Compensation payment and the employee's regular salary, to equal up to 100 percent of their regular wages.

### **Returning to work from an illness or injury**

A written certification of work-readiness from a health care provider will be required upon return to work when an employee has been absent from work for an injury, surgery (including dental surgery), or hospitalization. FVRL also may require a written certification of work-readiness after illnesses that result in an absence of three or more consecutive days and requires reduced hours, modified work, or restrictions; or following recovery from illnesses that are of a highly contagious and serious nature. These types of certifications must clearly state the dates approved for the absence, modified work or restrictions required, and the anticipated date when the employee is released to return to regular duty and/or is no longer contagious. Human Resources must review all certifications before an employee will be allowed to return to work.

Certification from a licensed health-care provider may be required when sick-leave abuse is suspected.

### **Bereavement leave**

Employees should notify their supervisor and Human Resources as soon as possible if they anticipate a need to take bereavement leave. For AFSCME and non-union employees, bereavement leave provides up to three workdays per occurrence due to the death of a parent, step-parent, parent-in-law, spouse, domestic partner, child, grandchild, grandparent, brother, sister or stepchild, or the death of any person residing in the immediate household of the employee at the time of death.

For WPEA employees, accrued sick leave may be used for approved bereavement leave absences, as per the current bargaining agreement: [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=8&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293)

Upon the death of a family member WPEA employees may use up to five working days of sick leave per incident. Immediate family is defined as the employee's spouse, domestic partner, son, daughter, stepchildren, foster children, grandchildren, parent, parent-in-law, grandparent, grandparent-in-law, brother, sister, guardian or other person residing with or legally dependent upon the employee. Duration of leave and/or relationship eligibility may be extended at the executive director's discretion, in consultation with the supervisor and Administrative Team. Requests for leave extensions should be made to the immediate supervisor.

### **Jury duty leave**

As needed, leave is allowed for jury duty. FVRL will pay the difference between the statutory jury fee paid to the employee and the employee's regular pay. Employees should notify their supervisor as soon as possible if they receive a summons to report for jury duty. Verification of jury duty participation may

be requested. Contact Human Resources for additional information regarding jury duty leave.

### **Military leave**

An employee who volunteers or is called into service in the armed uniformed services of the United States of America will be given a leave of absence in accordance with applicable state and federal laws affecting military leave. An employee who is eligible for leave pursuant to RCW 38.40.060 for active duty or active training will be paid his or her regular pay for up to 21 calendar days per year. Employees also may take military leave for military training and service, including active duty, active or inactive duty for training, federal National Guard duty, some FEMA disaster response activities, and any absence necessary for fitness for duty examinations for such service. FVRL will pay the difference between military compensation and employee's salary for a period not to exceed 21 calendar days in any one calendar year. When an employee participates in military leave in excess of the 21 calendar-day leave period, the employee will be granted military leave without pay. An employee also may use accrued vacation leave for military service obligations.

Employees should give FVRL notice of their need for leave as far in advance as is reasonable under the specific circumstances. Employees will be asked to provide a copy of their orders for participation from the applicable branch of the uniformed services. Contact Human Resources for additional information.

Upon return from military leave, an employee will be reinstated with their previous seniority rights as required by state and federal law.

### **Other types of leave**

FVRL adheres to Washington state laws and federal laws that mandate the availability of leave for: victims of domestic violence, sexual assault and stalking; spouses of deployed military personnel; and any other leaves that are mandated by law. Notification is required as allowed by the applicable laws. Please contact Human Resources for assistance and more information.

### **Leave of absence without pay**

FVRL rarely approves non-FMLA leave without pay. Requests for a leave of absence without pay are considered on a case-by-case basis. They may be granted by the FVRL Executive Director, or designee, when recommended by the immediate supervisor and the appropriate member of the Administrative Team, for reasons including but not limited to the following exceptions:

- Continuing education
- Emergency issues resulting from personal tragedies or disasters, or for victims of violent crime.
- Temporary disability exceeding the Family Medical Leave Act mandate: A leave of absence without pay may be granted for the period exceeding the 12 weeks mandated by the Family Medical Leave Act for planned or unplanned temporary disabilities suffered by the employee, and for associated periods of recovery. A medical doctor's statement will be required regarding such factors as need for more leave, estimated duration of leave and the employee's ability to perform assigned work upon return.

Employees who are on leave without pay in these instances outlined above will be required to work or use paid leave for an average of 20 hours per week in order to maintain their benefits eligibility. Employees not meeting this standard will be required to pay the employer's portion of their benefit costs.

### **Returning to work following an approved unpaid absence**

Employees returning from approved unpaid leaves of absence will be reinstated to their original



positions unless business necessity has dictated otherwise. In cases when employees' previous positions are no longer available, FVRL will provide them with positions in the classifications for which they are qualified by reason of skill, experience, ability and physical capacity, unless business necessity dictates otherwise.

An employee who fails to return from a leave of absence by the end of the period authorized, or accepts other full-time employment while on leave, will be considered to have voluntarily resigned and will have forfeited her/his reinstatement rights.

### **Inclement weather**

It is the intent of the district to keep facilities open to serve the public whenever possible, within the constraints of safety considerations for employees and patrons.

If employees are unable to report for work because of hazardous weather conditions, they may charge the missed time against available earned vacation leave, elect to take leave without pay, or make up the time within the same work week if make-up time can be scheduled without invoking overtime. WPEA employees may opt to use accrued sick leave when they have exhausted their vacation leave.

Employees who report to work as scheduled and who subsequently elect to leave early will have the following options:

- Use vacation leave
- Take leave without pay
- Make up the time within the same work week if make-up time can be scheduled without invoking overtime

If employees are on duty and a decision is made by the FVRL Executive Director or Administrative Team member(s) to close the facility and employees are sent home, or if employees are told not to report to work as a result of a decision by the Executive Director and/or Administrative Team member(s) or their designee, the employees will be paid as if shifts had been worked.

Employees who call in sick, or are on previously-approved vacation or unpaid leave at the time of a closure due to inclement weather, must use the previously-approved leave for the time scheduled.

## CHAPTER 8

# Safety

FVRL considers on-the-job safety of major importance to its day-to-day operations and long-term goals.

### **Health and sanitation**

FVRL strives to provide clean, healthy and safe working conditions. The district follows standards set by the Washington State Department of Labor and Industries and applicable state and federal laws.

### **Safety and accident prevention program**

FVRL's safety program applies to all employees and facilities of FVRL. It is designed to provide a safe environment for employees, patrons and visitors and to encourage employees to apply the principles of accident prevention in their daily work.

The program follows guidelines outlined in the **Washington Industrial Safety and Health Act, Chapter 49.17 of the Revised Code of Washington (RCW)** (<http://apps.leg.wa.gov/RCW/default.aspx?cite=49.17>), and Chapter 296-24 of the **Washington Administrative Code** (<http://apps.leg.wa.gov/wac/default.aspx?cite=296-24>)

FVRL's safety program is reviewed and updated regularly. Questions or concerns about safety may be directed to Human Resources.

### **Employee safety orientation**

All FVRL employees receive safety instruction as part of their new-employee orientation. A summary of safety program information is included in the printed packet provided to each new employee.

Supervisors are responsible for ensuring that every employee, substitute and volunteer is made aware of the location of exits and escape routes, emergency phone numbers and procedures, first aid kits, blood and body fluid kits, safety bulletin boards, and how to report accidents and injuries, as part of their orientation during the first full day on the job.

Initial employee orientation also includes on-the-job review of the practices necessary to perform job assignments in a safe manner.

### **Safety committees and meetings**

**Larger locations:** Safety Committees are to be in place at each FVRL location at which 11 or more employees are regularly assigned. Depending on the size of the facility, the Safety Committee may be comprised of all staff regularly working at that location, or the committee may be made up of selected or elected employee representatives. Employee representatives serve one-year terms, with a committee chair also designated yearly. Committee vacancies should be filled prior to the next meeting by the same process of either election or selection.

Safety Committee meetings are to be held at least quarterly. The committee will determine the date, time and location of meetings. To identify and correct unsafe conditions or practices, topics to be addressed include review of safety and health inspection reports, and evaluation of accident investigations. Meetings will not exceed one hour except by majority vote of the committee and minutes will be recorded and archived by Human Resources. Safety issues also will be discussed in monthly staff meetings and reports of any safety issues will be forwarded to the Executive Director.

**Smaller locations:** FVRL locations with fewer than 11 employees will include safety topics as needed during staff meetings.

### **Safety training**

New employees:

- Training pertinent to the work unit - Each supervisor is responsible to ensure that proper on-the-job training in relevant safety procedures and requirements is provided for new members of their work unit. Training will include the on-the-job instruction necessary to carry out assigned duties in a safe manner.
- Blood-borne pathogen training will be provided for new employees, and training will be updated on an annual basis for all Public Service Assistant and higher classifications who work with the public.
- Lifting safety training will be provided for all new employees.

All employees:

- Instruction and bi-annual refresher instruction in lifting
- Opportunities to receive CPR (Cardio-Pulmonary Resuscitation), AED and first aid training

Positions that require CPR/first aid certification:

- Staff in positions that require a certificate of first aid training must have a valid certificate that is not more than three years old and must have completed CPR training. The names of such qualified persons will be posted on the safety bulletin board or other appropriate place in each location.
- In each location or department, at least one full time staff member must have current CPR certification. Staff will be offered CPR training on a regular basis to keep their certification current. With authorization from the Executive Director, this requirement can be waived if the location is within a two-minute response time of qualified emergency responders, and emergency telephone numbers are posted on all first aid kits and at all telephones in the location.

Other safety training will be provided as necessary to meet the requirements of specific job situations or assignments.

All supervisors and branch managers are responsible for ensuring that the above requirements are met for their work unit and/or facility and that an on-going training program is established to maintain these requirements. Training will be arranged or overseen by the Staff Development Coordinator and Human Resources. Documentation of all first aid/CPR training is to be forwarded to Human Resources for inclusion in the safety file for that location or unit.

### **Safety bulletin board**

Each FVRL location with eight or more employees is responsible for maintaining a safety bulletin board to display safety items of interest to all, maintained by either the branch manager or the safety committee chairperson.

### **First aid kits**

WISHA (Washington Industrial Safety and Health Act) requires that first aid supplies be readily accessible to all work areas and in all vehicles. Minimum requirements for kits are provided at <http://wisha-training.lni.wa.gov/training/presentations/FirstAidKitContentsGuide.pdf>.

The supervisor in each work area is responsible for ensuring that the kits are maintained in ser-

viceable condition, have the required supplies, include emergency telephone numbers, and that staff is familiar with kit locations. Orders for replacement supplies should be forwarded to Purchasing.

### **Fire safety**

**Fire drills will be held at least annually** at the direction of the person in charge at each facility. Drills will be documented and records of them forwarded to Human Resources. The Fleet/Facilities manager, in conjunction with appropriate fire safety personnel, will be responsible for devising building escape routes and ensuring that maps of escape routes are maintained in appropriate locations.

**Fire extinguisher training will be included as part of all fire drills** or as necessary to ensure employee familiarity with their operation. It is the responsibility of the Fleet/Facilities manager to ensure that fire extinguishers are regularly inspected and charged.

**Supervisors are expected to ensure that fire hazards are avoided in their work areas.** Special attention should be paid to ensure that electrical cords are regularly inspected for damage and replaced immediately if worn; that coffee makers, etc., are turned off and unplugged at the end of each work day; that aisles are kept free of obstructions; space heaters are plugged directly into outlets or surge protectors; and that fire exits and escape routes are fully accessible at all times.

### **Emergency response and accident/incident reporting**

To meet both insurance and Washington Workers' Compensation requirements, it is essential that accidents and incidents are reported accurately and in a timely manner.

The following actions should be taken if an accident or incident takes place:

1. The nearest available employee trained in first aid should take whatever action is necessary, within capabilities, to provide first aid or relief for an injured staff member, patron or visitor.
2. Do not hesitate to call 9-1-1 immediately if professional assistance appears to be needed. An employee should be assigned to meet the emergency personnel at the entrance of the facility to guide them to the injured person or emergency as efficiently as possible. All 9-1-1 emergencies should be reported to the supervisor and a member of the Administrative Team immediately. If the Headquarters Administrative office is closed, efforts should be made to reach an Administrative Team member outside of FVRL.
3. The person in charge of the facility should be summoned as rapidly as possible if not already on the premises.
4. After the victim has been attended to, the staff member who provided care or witnessed the incident must:
  - a. Complete a detailed OSHA form 301 if an employee is involved: <https://www.osha.gov/recordkeeping/RKforms.html>.
  - b. Fill out an FVRL incident report if the accident involves a non-staff member: <http://midgard.fvrl.org/incident/index.php>. Be sure to obtain full information about witnesses as outlined in the report form.
5. The individual completing the form should forward it immediately to the safety officer, Human Resources and their Division Director, who will ensure that proper reports are made to the executive director, the district's insurance carrier, and to the union of any represented employees involved. The person filling out the form also should advise the supervisor of the accident/incident as soon as possible if the supervisor wasn't present during the event.

### **Chemical hazard communications**

A hazardous chemical is any chemical that is a physical or health hazard, including otherwise safe consumer products when they are used in a manner other than directed on the label.

FVRL strives to prevent occupational illnesses and injuries related to any chemicals used on FVRL-operated premises, that may be present in the work area, or that employees may be exposed to under normal conditions or use in a foreseeable emergency. The district secures information on chemical hazards, transmits that information to affected employees, trains them in the safe use of the chemicals, and keeps them apprised of any changes in FVRL guidelines or practices. Material Safety Data Sheets (MSDS) are provided for products used on FVRL premises.

Where possible, the district strives to use eco-friendly products.

## CHAPTER 9

# Recruiting, Hiring, Promotions, Performance Appraisals and Discipline

Fort Vancouver Regional Library District is committed to fair and equitable recruiting, hiring, promoting and appraising of its employees. We express this commitment through application of the following guidelines.

### **Equal Opportunity and Affirmative Action**

FVRL provides equal opportunity for all employees and applicants for employment regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation or perceived sexual orientation, presence of a sensory, physical or mental disability, liability for service in the Armed Forces, or whether a disabled, or Vietnam Era or other protected veteran. ***FVRL's Equal Opportunity Policy can be found on our website: <http://www.fvrl.org/equal-opportunity-policy>***

### **Employment of relatives**

The district may employ applicants who are relatives of FVRL employees, provided that the relationship of their positions does not involve, or is not likely to involve, overall or specific supervision, review or audit of one another's work or access to one another's personnel files.

Employees are expected to disclose a potential conflict as soon as they become aware. For purposes of this policy, relatives include the employee's spouse and the parents, children, sisters, brothers, aunts, uncles, cousins, nieces, and nephews of either the employee or their spouse. If a subsequent change in employment status occurs that creates a conflict of this directive, the executive director will take action to resolve the conflict. This may include a reassignment of either employee to resolve the conflict.

### **Washington State certification of librarians**

FVRL requires that all individuals hired for librarian positions have, or be able to obtain in their first six months of employment, a Washington State Librarian Certificate. More information and an application form are available from Human Resources or on the Washington State Library website: <https://www.sos.wa.gov/library/libraries/training/certification.aspx>.

Librarians must submit a copy of their completed application to Human Resources within the first 60 days of employment. Upon receipt, the applicant should send a copy of the approved certificate to Human Resources to be placed in the personnel file.

### **Job performance**

FVRL expects employees to perform their jobs as outlined in their position descriptions, meet standards for work and conduct, and follow FVRL policies, procedures and rules.

### **Probation**

A probationary period is the final step in the employee selection process. Probation allows the supervisor to train and observe the new employee under working conditions and to judge whether the employee's performance, abilities and attitudes make them a suitable FVRL staff member. Probation also provides the opportunity for the new employee to judge whether or not FVRL, its mission and goals, and the position meet their needs and expectations. An employee may be dismissed at any time during the

probationary period for any reason not inconsistent with state or federal law.

The probation period for WPEA union employees is six months from start date as described in Article 1, Section 2(b)(4) of the collective bargaining agreement: [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=8&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293).

The probation period for AFSCME union employees is six months.

Non-union employees normally serve a 12-month probationary period, which may be shortened at the discretion of the executive director.

### **Trial period**

A WPEA union employee who has completed an initial probationary period and is subsequently promoted to a higher job classification, or to a position within the same job classification with more hours, or laterally transfers, or who accepts a voluntary demotion to a position in a lower job classification, will work in the position for a trial period of up to six months as described in Article 7, Sections 3-7 of the WPEA contract. If during the trial period the employer decides the employee is not performing satisfactorily and ends the appointment, the appropriate reinstatement process outlined by the union contract will be followed: [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=8&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293)

An AFSCME union employee is required to serve a six-month trial period beginning on the effective date of a promotion to a higher job classification or a lateral transfer within the same job classification. If during the trial service period the employee is unable to satisfactorily perform the duties of the new position they will be reverted in accordance with terms of the AFSCME contract (Article 16.4): [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=106&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293)

Non-union employees normally serve a 12-month trial period, which may be shortened at the discretion of the executive director.

### **Change of classification and transfers**

All eligible staff receive e-mail notification of position vacancies. Movement between positions, either laterally or through promotion, will be subject to the provisions of the employee's respective collective bargaining agreement.

For non-union employees, job opening announcements are posted on The Source. Employees interested in applying for a position must submit a résumé, completed FVRL application form and references, and provide any supplemental information requested.

At times a good faith reorganization of work may be required. This may involve movement of employees between job classifications and/or work units. Any such changes will be made in accordance with the applicable union contract.

### **Performance appraisals**

The quality of each employee's performance is a critical element in supporting FVRL's value of promoting excellent service. Therefore, the district provides the tools needed to enable supervisors and their employees to regularly review, discuss and document the employee's performance, conduct and behavior on the job, and to set goals and monitor needed performance improvements. Employees will receive quarterly written feedback on their performance and achievement of goals. Performance appraisals become part of the employee's permanent record once signed off by the employee and the supervisor.

Probation and trial period appraisals document the progress of an employee in meeting job requirements. To successfully pass probation or trial period, the employee must demonstrate satisfactory

performance in each area of the performance appraisal. Probationary and trial period employees are appraised in writing by their immediate supervisor during the probationary or trial period.

### **Disciplinary process and dismissal**

The purpose of the disciplinary process at FVRL is to retain valued employees through adjusted or redirected behavior or performance.

FVRL policy is to provide for progressive discipline when needed to re-align employee behaviors with district goals. Progressive discipline is a process by which increasingly stringent measures are applied in response to repeated or continuing instances of undesirable behaviors, practices or performance. Progressive discipline normally starts with a verbal warning, then may proceed to a written warning, possibly followed by suspension without pay, and finally, if all previous steps have failed, termination of employment.

FVRL will be the sole judge of the facts involved in any incident, the need for corrective discipline, the degree of discipline that is appropriate, and the need for discharge. FVRL may factor misconduct in its disciplinary decisions regardless of whether verbal and/or written notification has been given.

### **Non-Union Employees**

The district will normally use the following steps for non-union employees:

- Verbal warning will be given when the employee's performance does not meet expectations. The supervisor will discuss with the employee the expectations, their specific deficit and the plan for meeting expectations.
- Written notification will be given if the employee's performance does not improve following verbal warning. In the event that an employee's performance or conduct is maintained at an acceptable level for one year following the date of the written notice, the written notice will be removed from the employee's personnel file. FVRL may, at its discretion, remove the notice earlier if involved managers/directors believe the situation has been corrected.
- Suspension without pay may be used for a specific period of time for employees who fail to respond to verbal warnings and written notices.
- Termination will be the final step in the disciplinary process if all previous approaches have not resulted in an employee's improved performance or behavior. The district also reserves the right to discharge an employee without any of the usual steps when a serious offense is involved or a pattern of repeated violations occurs. Serious violations include, but are not limited to, dishonesty, insubordination, breach of confidentiality requirements, unreported or unexcused absenteeism, or other conduct that compromises the employee's ability to effectively perform her/his job.

### **Union employees**

Disciplinary processes for union-represented employees are outlined in specific sections of the union contracts:

- WPEA: Disciplinary process for WPEA employees is covered in Article 13 of their union contract: [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=8&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293)
- AFSCME: Disciplinary process for AFSCME employees is covered in Article 17 of their union contract: [http://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=106&menuid=2000293](http://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293)



## Employee records

FVRL maintains files containing information related to your employment. Some of these are paper files and others, such as performance appraisals, are electronic records.

Personnel files are located in the Human Resources Department and are the official record of an employee's employment at FVRL. Typically a personnel file contains written information regarding:

- Hire
- Movement between positions
- Material of a disciplinary or negative nature concerning any employee may be placed in their personnel file only if the employee has been notified of the intent to place the material in the file, given a copy of the material and allowed to append to it answers to any charges, complaints or statements involved
- Benefit choices and changes

Personnel files can be accessed by the following:

- The employee, with one business day notice to HR
- An employee representative, with written permission from the employee
- The employee's supervisory chain
- HR Staff
- Regulatory auditors
- In response to subpoena

Employee Medical Files contain information the employee has provided from a health care provider, and any correspondence between FVRL and the health care provider in response to a request for reasonable accommodation or other medical inquiries. The federal Health Insurance Portability and Accountability Act (HIPAA) and Washington State Privacy laws define standards to protect the privacy of health information. In the course of employment, an individual's health information may be used for the administration of worker's compensation, the Family Medical Leave Act (FMLA), Americans with Disabilities Act, disability insurance administration, return to work authorizations, insurance plan benefits administration and other work-related circumstances. An employee may be asked to sign an authorization form to permit a Medical Provider or health plan to disclose health information to the district. The district may require that an employee provide written authorization to allow FVRL to provide assistance with billing or any insurance related problem that is covered under HIPAA. Any disclosure will be used only for the specific purpose of the disclosure and the district will take all reasonable precautions to protect the privacy of this information.

Employee medical files may be accessed by the following:

- Employee, with one business day notice to HR
- HR staff

## CHAPTER 10

# Leaving FVRL

FVRL is committed to creating a positive, fulfilling work experience for its employees, and maintaining as stable a workforce as possible. Given the size of the district's workforce and the ongoing effect of employment cycles, a fairly regular percentage of employees choose to leave FVRL each year for various personal and professional reasons. The library district also may on occasion have the difficult task of initiating an employee's departure due to performance, disciplinary action, service-related or fiscal reasons.

### **Terms of employment**

Employment with FVRL is at-will. Employees have the right to end their work relationship with FVRL with or without advance notice, for any reason. FVRL retains the same right in compliance with their policies or applicable collective bargaining agreements.

One of the tools used to help make FVRL a better place to work is an exit interview. All regular employees voluntarily leaving FVRL will be offered the opportunity to participate in an exit interview conducted by a member of Human Resources. Information from this interview will be utilized in a positive way to make changes and notes from the exit interview will not become part of the employee's personnel file.

### **Resignations**

Whenever possible, employees are asked to give the district two weeks' notice prior to leaving FVRL employment. Earlier notice is appreciated, whenever possible.

Each resigning employee is required to complete a resignation form ([http://source.fvrl.org/intranet/includes/secure\\_file.cfm?ID=89&menuID=2000293&CategoryID=14](http://source.fvrl.org/intranet/includes/secure_file.cfm?ID=89&menuID=2000293&CategoryID=14)) at the time notice is given. The form will be routed by the supervisor to Human Resources.

### **Retirement**

Employees should begin the process of planning to retire at least six months in advance of their anticipated retirement date. Contact Human Resources early in the process for information regarding retirement and COBRA benefits.

### **Layoffs**

Although it is the intention of FVRL to maintain as stable a work force as possible, reduction in funds or change of work patterns or programs may necessitate a reduction of the work force. Reduction decisions are the responsibility of the Executive Director.

Union employees whose positions have been eliminated will be subject to lay-off terms of the applicable bargaining agreement.

### **Continuation of Health Insurance**

See [Chapter 5 "Benefits: Continuation of Health Insurance Under COBRA"](#) or contact Human Resources for information on participating in FVRL's group health plan under COBRA after employment ends.

## Welcome from the Executive Director



Welcome to Fort Vancouver Regional Library District! You are joining a fantastic group of hard-working, creative, and passionate individuals who believe in the power of public libraries to change lives. Public libraries are a cornerstone of our society in providing a place of education, information, and exploration for all. They're also the heart and soul of our communities, and I am excited that you have chosen to become part of this great American tradition.

Libraries are about building strong communities, and that includes the ones we build together. I consider our staff to be our strongest asset. Your knowledge of our organization contributes directly to FVRL's success. Every member of our team has the ability to help shape the future direction of our libraries. I invite you to participate fully in this organization and to join your colleagues, the library's Board of Trustees, Foundation, Friends, and volunteers in helping us build an ever better, stronger library system.

We have prepared this personnel manual to provide you with an overview of general information about the library district and a road map to the expectations, benefits, and opportunities working here brings. I ask that you read through the information thoroughly and feel free to ask your supervisor and/or Human Resources for clarifications or more information.

Thank you for accepting this opportunity to be part of the FVRL team. I look forward to meeting you and working together to support our communities and citizens.

With warm regards,

Amelia Shelley  
FVRL Executive Director

Welcome to Fort Vancouver Regional Library District! You are joining a fantastic group of hard-working, creative, and passionate individuals who believe that public libraries have the power to change lives. Public libraries are a cornerstone of our society in providing a place of education, information, and exploration for all. Our communities and citizens are the heart and soul of our efforts, and I am excited that you have chosen to become part of this great American tradition.

Libraries are about building strong communities, and that includes the ones we build as an organization. I consider our staff to be our strongest asset. Your knowledge of our mission, vision and values contributes directly to FVRL's success. I believe that every member of our team has the ability to help shape the future direction of our libraries. I invite you to participate fully in this work and to join your colleagues, the library's Board of Trustees, Foundation, Friends, and volunteers in helping us build ever stronger, equitable and inclusive libraries for the future.

We have prepared this personnel manual to provide you with an overview of general information about the library district and a road map to the expectations, benefits, and opportunities working here brings. I ask that you read through the information thoroughly and feel free to ask your supervisor and/or Human Resources for clarifications or more information.

Thank you for accepting this opportunity to be part of the FVRL team. I look forward to meeting you and working together to support our fellow team members, library patrons, and communities.

With warm regards,

Amelia Shelley  
FVRL Executive Director

## CHAPTER 1

# Guiding Principles for Employment at FVRL

## About this manual

The information in the Fort Vancouver Regional Libraries' (FVRL) personnel manual is current and accurate as of the revision date provided in the file name. We'll make every effort to keep you apprised of changes in this information as they occur. However, FVRL reserves the right to unilaterally modify, change, or delete the policies and procedures outlined here without prior notice or consultation.

No written guidelines can effectively or completely substitute for direct communication with your supervisor, but a familiarity with the contents of this handbook will help you know where to find information when you need it. Employees have a responsibility to become familiar with and understand the policies and guidelines covered in the chapters of this handbook. Employees also are expected to keep themselves informed about current FVRL practices and changes as information is communicated via email, in person, or in writing.

Throughout this manual, the terms "district," "library district," or "FVRL" refer to Fort Vancouver Regional Libraries. "Manager" or "supervisor" refers to those FVRL employees with formal responsibility for hiring and managing employees, evaluating job performance, and recommending or taking disciplinary actions.

Subjects discussed in this manual are condensed from specific policies and procedures maintained by district administration. Please direct any questions you have to your supervisor or Human Resources.

The language used in the manual, and any verbal statements made by management, are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative of the district, other than the executive director, has the authority to enter into an agreement of employment for any specified period. Such an agreement must be in writing and signed by the executive director.

## Relationship with Collective Bargaining Agreements

This personnel manual sets forth the general policies and procedures that are applicable to all employees of FVRL. The terms and conditions of some FVRL employees are also governed by collective bargaining agreements. The policies and procedures set forth in this personnel manual apply except to the extent they expressly conflict with applicable collective bargaining agreements.

## Additional resources

FVRL has many concepts and documents that guide what we do as a district and how we accomplish our work. Please take some time to review the information at these links:

- **About Us:** District information and statistics: <https://www.fvrl.org/about-us>
- **FVRL Mission:** Our mission, vision, and values: <https://www.fvrl.org/mission>
- **FVRL Policies:** Our public and administrative policies can be found on our website: <https://www.fvrl.org/policies>
- **Administrative Team:** FVRL's administrative team is responsible for moving forward the district's mission, implementing plans, and directing the successful day-to-day operation of one of the largest library districts in the state: <https://www.fvrl.org/administrative-team>

- **FVRL Strategic Plan:** Our 2021-2024 Strategic Plan outlines our four priority areas (Equity, Connections, Partnerships, and Organizational Culture) and the outcomes we are striving towards. <https://www.fvrl.org/strategic-priorities>
- **Financial Documentation:** Annual reports, budgets, and financial reports: <https://www.fvrl.org/financial-documentation>
- **The Source:** Staff intranet with resources and information from branches and departments, a staff directory, workgroups, and more: [https://source.fvrl.org/intranet/login/site\\_login.cfm](https://source.fvrl.org/intranet/login/site_login.cfm)

## District governance

Fort Vancouver Regional Libraries is headed by a board of trustees appointed by the county commissioners and councilors of the counties of Clark, Skamania, and Klickitat, and the Vancouver City Council. Under RCW 27.12.210, the library district's board of trustees is responsible for adopting policies and guidelines that govern the operation of the district and outline the conditions of FVRL employment. The board of trustees employs the executive director, who administers policies and employs, directs, and supervises staff members. The board of trustees serves as the ultimate authority for interpretation, application, and enforcement of FVRL's policies and guidelines, and are bound by FVRL's Trustee Ethics and Responsibilities Policy: <https://www.fvrl.org/a-policy/trustee-ethics>

Staff are welcome to attend the monthly board meetings, which **generally** rotate through all 12 FVRL locations each year. Unless invited to present to the board, or required by your position to attend, time spent at board meetings is voluntary and unpaid.

Biographies and more information about our board of trustees as well as their upcoming meeting schedule can be found on our website: <https://www.fvrl.org/board-trustees>

## Professional ethics

The American Library Association provides ethical principles that guide the work of librarians, library staff, and other professionals providing information services and are the basis for the public library services provided to our patrons. FVRL staff should support these ideals in the course of their work. <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession and associations through awareness, advocacy, education, collaboration, services and allocation of resources and spaces.

## Public accountability and stewardship

FVRL places great importance on providing willing, helpful, responsive, and courteous service to all its patrons. As part of a tax-supported institution, staff members are public employees. Public goodwill and excellent service require that the institution and its staff remain aware of the necessity to provide a good **value** for tax dollars.

## Public information

Library records and operations are subject to the Washington Public Records Disclosure Act, and Open Records and Open Meetings acts. Access to this information may be obtained in accordance with FVRL's Public Record Policy: <https://www.fvrl.org/p-policy/public-records>

## Patron and personnel confidentiality

Any library record, the primary purpose of which is to maintain control of library materials or to gain access to information, which discloses or could be used to disclose the identity of a library user, is exempt from disclosure under the Public Disclosure Act, RCW 42.17.310(1)(1). Information covered by this exemption to the Public Records Disclosure Act will not be released without a court order. Information will only be released by an administrative team member.

This right of circulation records confidentiality applies equally to employees using the library as well as to other library patrons.

The following are also exempt from disclosure under the Public Disclosure Act: the residential addresses and residential or personal telephone numbers of district employees or volunteers held in personnel records; employment or volunteer rosters; and mailing lists of employees or volunteers. The library will not disclose this information without a court order. Library employees should not disclose information pertaining to the addresses, telephone numbers, schedules, or personal business of current or former staff members or volunteers.

### **FVRL Board Policy: Confidentiality of Patron and Circulation Records Policy (September 2018)**

<https://www.fvrl.org/p-policy/confidentiality>

Protecting patron privacy and confidentiality has long been an integral part of the mission of libraries. Fort Vancouver Regional Libraries (FVRL) strives to protect each library patron's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired or transmitted. The following policy addresses how FVRL protects patron privacy and maintains

the confidentiality of patron records. The FVRL Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.

The Washington State Open Public Records Law requires public agencies to provide records on request, [RCW 42.56.070](#). There is an exemption to this law for certain library records, [RCW 42.56.310](#). Records kept primarily to maintain control of library materials or to help patrons gain access to information are exempt. FVRL will disclose exempt records to others only with the Library patron's request or consent, or with a valid court order under applicable state or federal law.

Patron records may be consulted and used by Library staff in the course of their library-related work, as determined by the Executive Director.



## CHAPTER 2

### Employee Responsibilities, Conduct, and the Workplace

As with any workplace, FVRL has expectations regarding employee conduct in the workplace and some basic direction for how you go about your work. The following is intended as guidance; your supervisor may have additional or specific information to share.

#### Teamwork

Teamwork is an important part of working at FVRL. Our collaborative approach to delivering excellent customer service, whether internal or external, is based on three principles:

- **Growing in our roles:** We expect that our team members will be well-trained, creative, results-focused, and progressive. Staff can expect to be well trained for their job tasks and to be provided opportunities to succeed and grow professionally. Libraries are challenged constantly to respond to a changing world and need employees who are adaptable and forward-thinking.
- **Counting on each other:** Team members must be dependable, punctual, and responsible for providing proactive, helpful, responsive, and courteous service to internal and external customers. It is the responsibility of all employees to meet employment expectations outlined in the personnel manual and union contracts, to keep themselves informed and current with expectations and changes that have been communicated, and to contribute to a safe and positive work environment.
- **Better together:** We expect our team members to have positive, professional, and respectful communications with others and to respect the diversity present in our workforce and customer base. Everyone's opinions are important and deserve to be heard, as long as they are constructive, voiced with respect, and contribute to the district's success in providing an excellent work environment and patron experience. Honesty and integrity are critical attributes in building mutual trust and respect.

#### Appearance and attire

Each FVRL employee is a public representative of FVRL and their local library. Personal hygiene, grooming, conduct, and appearance must reflect professionalism, respect, and friendliness, and should be in accordance with the nature of the work of the particular position and in consideration of the day's activities. These standards of conduct and appearance also apply to programs or meetings conducted virtually and where the employee may be working from their home. At FVRL, this is generally considered to be "appropriate workplace clothing." Appropriate workplace clothing is described as being clean, neat, without holes, tears, frays, graphics, or logos. Attire should allow employees to project a professional image while remaining comfortable and not constrained in any physical movements required by their job.

In order to provide information in a neutral manner, staff may not wear political paraphernalia or display political slogans or endorsements while on the job. This prohibition includes but is not limited to t-shirts, buttons, jewelry, etc. FVRL strongly supports employees' First

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Amendment right to speak out on topics that interest you on your own time. It is your responsibility to maintain a clear distinction between your actions and personal philosophies and those of FVRL.

### **Clothing**

Examples of appropriate workplace clothing include but are not limited to:

- Slacks, khakis, or jeans. Jeans are pants made of denim. They must have no holes, tears, or frays.
- Knee-length or longer pants, skirts, or dresses which should reach at least the top of the knee.
  - Leggings are not to be worn without a garment covering to mid-thigh or longer.
  - Leggings are defined as pants which are form fitting and opaque.
- Blouses, polos, or button-up shirts should fully cover the midriff and lower back areas and not expose undergarments.
  - Spaghetti straps and tank tops are not allowed unless layered with other garments.
  - Strapless or backless tops are not allowed.
- T-shirts, sweaters, or cardigans
- Conditions may call for an employee to wear outerwear to be comfortable in the workspace. Outerwear must be without graphics and may be sweatshirts, hoodies, jackets, vests, or coats.
- Socks visible when standing should be without graphics.
- Some job classifications may require special clothing or safety-related clothing and footwear, such as OSHA-approved work boots for maintenance workers or closed-toe shoes for staff who work with heavy materials. Employees should not alter or modify district issued clothing or accessories.

### **Graphics and logos**

Appropriate workplace clothing is also described as being without graphics or logos. For purposes of this document, graphics are defined as:

A visual representation of an object such as artwork, drawings, images, or symbols, including text.

Exceptions to the graphics description:

- Patterns are generally acceptable and are defined as repeated decorative designs such as stripes, checks, floral, geometric, animal print, or plaid. Graphics contained within the pattern should be appropriate for all ages and not contain licensed images or reference political, religious, or spiritual materials or beliefs.
- Small, unobtrusive logos (less than 2") on branded clothing are acceptable.

- Reading-related clothing with graphics is generally acceptable as long as it promotes the library or reading and is not specific to one title or genre. Clothing cannot contain licensed images and must be acceptable for all audiences.
  - Items with graphics that reference political, religious, or spiritual materials or beliefs are not allowed.
  - Figure 1: Generic reading-related graphical clothing is generally acceptable:



- Clothing for FVRL-approved promotions and FVRL-related organizations (employee unions, FVRL, Foundation, Friends) may be worn.
- Cloth face masks must be worn in the manner and locations as outlined by safety requirements. Fabric used in the construction of masks must comply with graphics standards and exceptions outlined in this personnel manual.

#### **Special apparel**

The executive director may authorize the design and/or wearing of special apparel for a specific day or event. Examples of this would be All Staff Day, Super Bowl Sunday, or Halloween. Clothing worn for special events must meet the guidelines for appropriate workplace attire.

## Footwear

Employees must wear shoes or boots at all times which provide adequate coverage and will stay on their feet while walking. Examples include:

- Tennis shoes or sneakers
- Sandals with coverage appropriate for the workplace and for safety considerations.
- Closed-toe shoes are required when working with books and/or carts.

## Headwear

Hats, caps, or headgear including sunglasses are generally not allowed, except as part of costumes for special events, as needed at outdoor events, or with specific permission as part of a medical or religious reasonable accommodation.

As an exception, FVRL-provided headwear may be worn in public areas.

## Tattoos, piercings, jewelry, and accessories

Tattoos, piercings, jewelry, and accessories that are visible are allowed as long they are appropriate for all audiences and do not pose a conflict with the employee's job or work environment. Factors that may be considered in determining whether tattoos, piercings, jewelry and accessories may pose a conflict with the employee's job or work environment include:

1. Personal safety of self or others.
2. Productivity or performance expectations.
3. Offensiveness to co-workers, patrons, vendors, or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics, or attributes of a sensitive or legally protected nature.

## District-provided name tags, etc.

The district provides FVRL name tags, and they must be worn at all times while working. They are to be free of any decoration or adornments. Name tags should only be modified by the Communications and Marketing Division.

Employees at specific locations which require an access badge will be issued one, along with a holder, if desired. This, too, is to be free of any decorations or adornments.

Lanyards are provided by the district, but employees may also provide their own.

Regardless, the lanyards, name tags, and building-access badges and any holder should be free of ornamentation, buttons, pins, and stickers that are not specifically district-provided or approved. Branch-specific buttons should be pre-approved by the executive director.

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## **Punctuality**

Staff members are expected to be fully ready to work at the beginning of the scheduled shift. If unforeseen problems should arise – preferably only rarely – that prevent on-time arrival, the employee has a responsibility to contact their supervisor or person in charge, if at all possible.

## **Dependability**

Staff is expected to be at work during the entire time they are scheduled to work, and to fully complete agreed-upon shifts, whether those are regularly scheduled or extra hours.

There may be times when an employee becomes ill or injured during a shift, or a family emergency develops that is outside the employee's control. When this occurs, we expect that the employee will get clear and definitive authorization from a supervisor or the person in charge (PIC) to leave the workplace. In the absence of an immediate supervisor or PIC, another branch/department supervisor may provide the authorization.

Those employees who are exempt from the Fair Labor Standards Act, (i.e., may not have set schedules and do not qualify for overtime pay) should regularly communicate with their supervisors, peers, and subordinates about their schedules and whereabouts.

## **Maintaining positive relationships**

We expect that our employees will maintain positive relationships with others – this is part of every employee's position description. This includes maintaining positive, personable-yet-professional communications toward others and demonstrating concern for the well-being of the public as well as supervisors, peers, and subordinates. Harassing, abusive, or persistently negative behavior toward patrons or fellow employees by staff will not be tolerated.

We expect that staff will consistently treat others courteously and respectfully, including when dealing with a wide range of patron behaviors or if reacting to workplace directions and decisions. Although FVRL recognizes the importance of staff and stakeholder input into the decision-making process in most situations, a manager may need to make a decision within their area of responsibility without getting input from staff, or in apparent contradiction to staff input. Differing opinions about decisions made should be shared in a respectful and non-harassing manner.

FVRL has committed to creating a work environment that encourages and support Equity, Diversity and Inclusion (EDI) by recognizing that inequities exist and historically have not been identified or addressed within our organization and the communities we serve. The Board of Trustees has adopted the following Equity Statement to serve as the framework for creating and maintaining an environment of equity, diversity, and inclusion (EDI):

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## FVRL's Equity Statement

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*FVRLibraries is committed to the work of creating equity in our communities by becoming an organization that listens to and acts upon the perspectives and experiences of people from systemically marginalized groups in our decision-making, policies, and practices.*

FVRLibraries continuously promotes equity, diversity, and inclusion by identifying and eliminating barriers impacting our staff and the public, by supporting broader public access to library programs, resources and services, and by providing the public and staff opportunities for growth through employment and education. Our Equity Policy is provided on the Source: [Insert link here.](#)

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FVRL is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. FVRL will not tolerate unlawful discrimination or harassment of any kind.

It is unlawful and a violation of the personnel manual to discriminate in the provision of employment opportunities, benefits, or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, a violation of applicable local, state, or federal laws including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Harassment of a sexual, racial, ethnic, or religious nature between employees, regardless of the relative working relationship, is specifically forbidden. Such prohibited harassment includes but is not limited to: gestures, physical contact, or unsolicited remarks derogatory to either gender or to racial, ethnic, or religious groups; basing personnel decisions on an employee's response to sexually oriented advances; or retaliation against employees for complaining about the behaviors described above.

Any employee who feels they have been discriminated against or harassed should promptly take the following steps:

1. Report the matter to your immediate supervisor. If circumstances make this impractical (*e.g., the supervisor is involved in the conduct, or the supervisor is not available*), report the behavior to Human Resources. You may be asked to verbally or in writing give specific details of the alleged discriminating or harassing behavior. It is helpful if details of dates, times, places, and witnesses, if any, of the discrimination can be provided.
2. If you believe action has not been taken to resolve your complaint, you may go directly to the director of Human Resources for review and resolution of the complaint.

All complaints will be investigated appropriately and promptly. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination, will be kept as confidential as is reasonably possible. The complaining employee will be advised generally of the outcome of the investigation following its conclusion.

If the investigation shows that the accused employee violated FVRL policy, FVRL will take appropriate disciplinary action, up to and including termination of employment.

It is contrary to FVRL policy for a supervisor or any other employee to retaliate or attempt to retaliate against any employee who, in good faith, raises a concern of discrimination or harassment or participates in an FVRL investigation. Please report any apparent retaliatory conduct to the director of Human Resources.

### Open door policy

When people work together, problems and complaints occasionally arise. Whatever the problem, we are committed to individuals being given an opportunity to resolve them. The initial step is to discuss the problem with your supervisor. If you believe you cannot discuss it with your supervisor or you are not completely satisfied with the response, you should discuss the matter with the director of Human Resources.

It is FVRL policy that any employee shall be free without fear of retaliation to make known allegations of alleged misconduct existing within FVRL that they reasonably believe evidences:

- An abuse of authority, gross misconduct, or gross waste of money
- A substantial and specific danger to public or staff health or safety
- A violation of law

A representative of FVRL shall not take any personnel action as retaliation against an employee who discloses information regarding alleged misconduct under this policy in good faith or who, following such disclosure, seeks remedy provided under this policy or any law or other FVRL policy.

### The wearing and display of political paraphernalia

FVRL is a politically neutral institution which does not endorse or oppose politicians, political viewpoints, or other issues.

In accordance with the mission of the library to provide information in a neutral manner, staff may not wear political paraphernalia or display political slogans or endorsements while on the job. Wearing political paraphernalia (e.g. buttons, jewelry, T-shirts) erodes the appearance of neutrality on the part of the library and jeopardizes the credibility of information provided by employees.

FVRL supports the First Amendment rights of employees to speak out on their own time. In so doing, it is the responsibility of the employees to maintain a clear distinction in their actions and statements between their personal philosophies and opinions and those of the library.

### Violence-free workplace

Employees must not engage in intimidation, threats or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying of weapons on FVRL property, or any other act which in management's opinion is inappropriate in the workplace. An employee must

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refrain from making suggestive, intimidating, threatening, or offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct or concerns to their supervisor, manager, and/or Human Resources. Employees will not be disciplined for reporting such conduct. Employees should immediately contact proper law enforcement authorities if they believe there is a serious, imminent risk to the safety and health of themselves or others on FVRL premises.

### **Weapon-free workplace**

The possession or use of a dangerous weapon on FVRL property is not permitted. Even if the employee has a permit to carry the weapon, it should not be brought into FVRL buildings.

### **Drug-free and alcohol-free workplace**

Illegal drug and alcohol use can have adverse health and safety consequences in the workplace. Employees are expected to report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, or marijuana. This policy does not prohibit employees from the lawful use and possession of prescribed medications while at work. The employee must notify their supervisor, manager, or Human Resources immediately of any work restrictions related to the use of prescription drugs. Employees must consult with their health care provider about medications' effects on their fitness for duty and ability to work safely.

Whenever an individual is operating a district vehicle, working on district premises, or conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing, or dispensing any illegal drug or controlled substance, including marijuana; and possession of drug paraphernalia.
- Being under the influence of alcohol, marijuana, or an illegal drug.
- Misusing legally prescribed or over-the-counter drugs or other substances in a manner that compromises work performance and/or safety.

Any illegal drug or drug paraphernalia found on FVRL premises will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

### **Americans with Disabilities Act**

FVRL is committed to complying with all applicable provisions of the American with Disabilities Act ("ADA") and equivalent state and local law. It is FVRL's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, FVRL should provide reasonable accommodation to a qualified individual with a disability, as defined by applicable law, who has made FVRL aware of his or her disability, provided that such accommodation is reasonable and does not constitute an undue hardship on FVRL. Employees



with a temporary or permanent, disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or the director of Human Resources to initiate the formal interactive process of determining the ability of the organization to reasonably accommodate the disability.

### **Personal property in the workplace**

FVRL provides lockers or locked drawers for limited storage of an employee's personal items to the extent possible in each facility. These lockers or drawers, as well as desks, computers, other equipment, and electronic resources, are considered FVRL property and may be subject to search if just cause is determined. Employees are encouraged to limit the personal property they bring to the workplace as FVRL is not responsible for loss due to fire, flood, damage, theft, or personal liability.

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### **Staff parking**

Due to various limitations, FVRL is not able to guarantee the availability of vehicle parking spaces for its employees.

Staff members who work in all FVRL locations should consult their local supervisors about staff parking arrangements. Bicycles and other small vehicles are not allowed inside the buildings.

FVRL is not responsible for fire, damage, theft, or personal liability concerning employees' vehicles or their contents.

### **Use of library vehicles**

FVRL maintains a fleet of various types and sizes of vehicles to support the transportation needs of a 4,200-square-mile district. Staff is expected to use FVRL vehicles for FVRL-related travel when a vehicle is available. Some employees drive bookmobile vehicles as a requirement of their job. The following expectations regarding use apply:

#### **Eligibility and allowability**

- Any FVRL employee with a driver's license in good standing and sound driving skills may check out and operate an FVRL vehicle.
- FVRL vehicles are for official use only; employees are not allowed to conduct personal errands while in an FVRL vehicle. They may stop for a meal period but must not vary from the direct route to their destination in order to do so.
- For insurance purposes, all drivers are required to provide, in advance of first use of an FVRL vehicle, their current driver's license number and information about any accidents or moving violations in the previous three years. They must report any new driving infractions to Human Resources as they are incurred. Records will be verified through the district's insurance carrier or by a Human Resources staff member.
- Non-employees are not permitted to operate FVRL vehicles but may ride in vehicles as passengers when on library business. Picking up hitchhikers is prohibited.

- Employees are expected to exercise highly responsible driving practices when using FVRL vehicles. Unsafe, reckless, or illegal driving of FVRL vehicles is prohibited.
- Employees are required to pay for all parking or traffic tickets incurred while driving an FVRL vehicle.
- Smoking, vaping, or use of tobacco products in FVRL vehicles is prohibited.
- Personal use of FVRL vehicles is prohibited except with advance written approval of the FVRL executive director.
- Any approved personal use of FVRL vehicles, including transportation to and from work, is considered taxable by the Internal Revenue Service and must be logged and reported.
- All employees who regularly drive FVRL vehicles will be required to participate in training at regular intervals.

#### **Use of personal vehicles for library business**

When a library vehicle is not available, employees may use their personal vehicles for FVRL-related transportation. In those situations, pre-approval from the finance manager is required. Reimbursement terms may be set by the board at a rate lower than the U.S. government standard. Requests for reimbursement may be submitted on at least a monthly basis, using the "Mileage" section of the Expense Voucher form available on The Source.

If an accident occurs in a personal vehicle while conducting FVRL business, an employee is covered by worker's compensation insurance for any injuries; however, their own insurance is responsible for the damage to the employee's and others' vehicles.

Employees are encouraged to carpool whenever possible. In special cases when a library vehicle may be available for use, the executive director or designee may instead authorize reimbursement for use of a personal vehicle. Taking a personal vehicle for convenience is not normally a qualifying reason for reimbursement.

#### **Cell phone use while driving**

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public and may violate state law. Employees are prohibited from using a hand-held cell phone while driving on FVRL-authorized or FVRL-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or instant messages, emails, etc., while driving on FVRL business. Should an employee need to make a business call while driving, the employee should locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls where doing so is permitted under applicable law. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. This policy is meant to ensure the safe operation of FVRL vehicles and private vehicles while an employee is on work time. It applies equally to the usage of employee-owned or FVRL-provided mobile devices.

Violation of this policy will subject the employee to corrective action, up to and including termination of employment.

### **Staff use of electronic equipment**

An employee is eligible to have portable, district-owned equipment (e.g., laptops, cell phones, tablets) assigned to them if at least one of the following criteria is met:

- It is necessary to do their job.
- The employee does not have the equipment needed at a designated workstation.
- It is in the best interest of the library for the employee to have the equipment.
- The equipment is needed due to frequent travel.
- There is a safety consideration.

A member of the administrative team must authorize all requests for such equipment.

### **Use of personal equipment for library business**

At times, such as during an emergency closure, employees may be required to telecommute from their home or another work location, when the essential functions of their job can be performed remotely. Telecommuting is a voluntary alternative work arrangement in which part or all of an employee's weekly scheduled work is performed at an alternate work location. Telecommuting is neither a benefit nor an entitlement, and in no way changes the terms and conditions of employment. Telecommuting is only viable in cases where the Employee, Supervisor, and the Executive Director mutually agree that the job characteristics and essential functions of the position are well suited to an alternative work location.

Telecommuting may be appropriate for some employees and duties, but not necessarily viable for everyone. Telecommuting may be fixed and ongoing, such as working a set number of hours from an alternate location each week, or it may be limited in duration, such as working from home for a few days or intermittently. Employees interested in telecommuting should discuss the viability of this with their Supervisor.

Employees and Supervisor should complete an FVRL Telework Agreement to outline the specifics of the proposal. The Telework Agreement must be approved by the Executive Director, and signed by the Employee and their Supervisor prior to implementation. The telecommuting agreement should specify the days/times telecommuting will occur and also specifically outline the work product anticipated to be accomplished by the arrangement. Telecommuting agreements may be discontinued at any time at the sole discretion of the District.

Telecommuters must be available by phone or other electronic communication during the agreed upon telecommuting hours of work.

Employees will work with their supervisor to complete a Request for Telework and Flexible Work Schedule form for executive director approval prior to beginning any telework. An

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occasional day spent working from home is not considered telecommuting and does not require executive director approval. While teleworking, an employee may be required to provide their own computer equipment, printer, and internet access.

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FVRL attempts to provide staff members with the supplies and equipment needed to perform their jobs and discourages employees from bringing non-essential personal property to the workplace. Employees are encouraged to utilize branch devices to take photos of events for posting on social media. Use of personal cell phones is discouraged. FVRL assumes no responsibility for loss or damage to an employee's personal property on its premises, nor for loss or damage incurred by its use.

Please refer to Chapter 4 "Electronic Communications Systems Guidelines and Restrictions: Usage Guidelines" for more information about the use of electronic devices.

## **Rights of FVRL employees as library patrons and members of the public**

FVRL employees enjoy all of the privileges and responsibilities of other library patrons, without special consideration in non-work-related instances.

- FVRL employees may check out library materials for their personal use the same as all patrons and are afforded no special privileges for checkouts, holds, ILLS, renewals, or total number of items. Removing library materials or other property from the library without checking them out first or receiving other authorization may be considered theft. When in question about the appropriateness of system use, employees are encouraged to consult their supervisor or Human Resources.
- FVRL employees are prohibited from manipulating hold lists or using their personal advantage to access materials or resources in the course of their job duties.
- FVRL employees have the same right to question library materials as patrons and to submit request for reconsideration forms, which will be handled according to the same procedures as for library patrons according to the FVRL board's Collection Policy: <https://www.fvrl.org/a-policy/collection>. Since all library materials are selected and disposed of in accordance with FVRL policy, employees are encouraged to familiarize themselves with the policy before initiating a complaint.
- Use of library facilities and equipment by FVRL staff for personal or non-library reasons is handled in the same way that FVRL requires for patrons or the general public.

## **Personal visitors**

FVRL strives to create an environment in which all employees can successfully do their work. To minimize disruptions of ongoing work, employees are expected to refrain from conducting personal business or entertaining personal visitors, including family members, during work hours. Use of staff entrances or non-public areas of district-owned facilities by unaccompanied visitors is not permitted.

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## **Social Media**

Employees not tasked with posting to social media on FVRL's behalf should take care when making comments to FVRL's social media pages so as to not imply that they are representing FVRL. Similarly, staff should also refrain from posting reviews about FVRL's service providers to social media or online review websites such as Yelp unless they specifically manage that service relationship.

Employees should be aware that staff members may be friends with or follow each other's social media. As such, posts they believe are personal and confidential may be shared with others in the workplace, including individuals who are not included in the original post. Harassment, threatening behavior, or bullying of other staff members on personal social media may be reported. Such behavior – even on personal accounts – may also be subject to public records law.

## **Health**

FVRL encourages employees to take advantage of the district's wellness programs:

[https://docs.google.com/document/d/1bX\\_h0ZYdm3dVBRjalgoVRw2nKGZGHbS-0kf2qeWpDkk/edit](https://docs.google.com/document/d/1bX_h0ZYdm3dVBRjalgoVRw2nKGZGHbS-0kf2qeWpDkk/edit)

## **Scent-free workplace**

Recognizing that employees and visitors to our workplace may have sensitivities and/or allergic reactions to various scents, FVRL seeks to provide a healthy environment for all individuals by keeping its facilities as scent-free as possible. Personal fragrance products (perfume, colognes, aftershave lotions, scented hand creams, body powders, essential oils, laundry products, and other similar items) that are perceptible to others are not to be worn by employees. Some types of flowers and plants also may be a source of allergic reaction or discomfort in the workplace. Please refrain from bringing such items into FVRL facilities. If unsure about the acceptability of a flower or plant scent among co-workers, please check with them, and remove immediately any items that cause problems or discomfort. Any employee with a concern about scents or odors should contact their supervisor, an administrative team member, or Human Resources.

## **Smoke-free workplace**

Smoking or other use of tobacco or other smoke- or vapor-producing substances in FVRL vehicles and buildings or within 25 feet of any entrance or open window is prohibited, per RCW 70.160. This ruling is equally applied to both the public and employees.

## **Library advocacy and volunteering on personal time**

Library employees often serve as volunteer advocates for library use and support on their own time and in their communication with friends, family, neighbors, and organizations. Volunteer advocacy can range from casual interactions outside of work to full involvement with one's local Friends of the Library group or to volunteering with a Political Action Committee for a library political campaign. The district reminds employees to not portray this involvement as part of their work duties or to present themselves as speaking on behalf of the district, whether such identification is implicit or explicit. Hourly employees may volunteer to work for the FVRL

Foundation or a Friends group, but may not volunteer on their own personal time to work on or help with activities that are related directly to any function of the library district.

Employees may be asked questions by the public during work shifts regarding an election or political campaign and are allowed to respond with factual details of an election question. Talking points and additional guidelines will be provided to staff in case of campaigns involving funding for FVRL or FVRL services.

### **Personal use of FVRL copiers/printers**

Employees are expected to refrain from using library printers and copiers for printing or making copies of documents for personal use, except on a limited, occasional basis.

### **Contact with the news media**

Occasionally staff might be contacted – often in person at the branches – by members of the news media seeking to do a story or take photos about FVRL, a branch, or a program. FVRL welcomes media coverage and asks that staff be courteous and respectfully direct any questions from media to their branch manager or supervisor. When a manager or supervisor is not available, or if the story involves something at the district level (such as bond measures, district policy, collection, or administrative questions), employees should have the media representative contact the district’s Communications and Marketing director or another member of the administrative team.

## CHAPTER 3

# Position and Compensation

FVRL strives to maintain a competitive salary and benefits for our employees within our budget limitations. FVRL has a variety of positions that are generally filled by internal candidates when there are openings. Some positions require simultaneous internal and external posting to ensure an adequate pool for selection.

### Job classifications

Job classifications provide a framework that encompasses a broad scope of responsibility, organizational relationships, complexity of tasks, limits of authority, knowledge requirements, and typical duties within the classification. Job classification descriptions do not present a detailed statement of all tasks performed, but rather summarize duties typical of a level of skill and degree of responsibility. The job classification description is used to differentiate and group the primary job types and levels common to all the job descriptions each classification encompasses. Current job classification descriptions can be found on the Human Resources Division's page on The Source:  
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000946>

### Job descriptions

Upon hire, each employee is provided with a copy of the current job description for their position. Job descriptions are grouped within job classifications, or "families." Descriptions reflect the distinct differences between specific positions within classifications, including essential work performed, scope of duties, functions, and level of supervision received and exercised. Positions within each classification have approximately the same level of responsibility, requirements, and complexity. Job descriptions are updated periodically to reflect changes in processes and procedures as well as new technologies. Current job descriptions can be found on the Human Resources Division's page on The Source:  
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000946>

### Change in duties

Employees who believe their job duties have changed, which may result in a change to their job classification, and their compensation, should refer to the FVRL Employee Position Reallocation Procedure on The Source:  
[https://source.fvrl.org/intranet/includes/secure\\_file.cfm?ID=147&menuID=2000293](https://source.fvrl.org/intranet/includes/secure_file.cfm?ID=147&menuID=2000293).

### Employee status definitions

**At-will employment:** Employment with FVRL is on an at-will basis except as otherwise stated in a collective bargaining agreement or written agreement executed by the executive director. At-will employment relationships may be terminated by either the employee or FVRL at any time, with or without notice, and for any reason not expressly prohibited by law.

**Exempt employee:** An employee who by the nature of their work is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA). An exempt employee normally receives a set salary for the completion of a specific group of duties.

**Non-exempt employee:** An employee who must receive overtime pay for hours worked over 40 per workweek at a rate not less than one and one-half times the regular rate of pay.

- WPEA employees will be paid overtime as outlined in Article 12, Section 12.7, of the collective bargaining agreement.  
[https://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=8&menuid=2000293](https://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293)
- AFSCME employees will be paid overtime as outlined in Article 6, Section 6.3 of the collective bargaining agreement.  
[https://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=106&menuid=2000293](https://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293)

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**Regular full-time employee:** A non-substitute employee regularly scheduled to work 40 hours per week.

**Regular part-time employee:** A non-substitute employee regularly scheduled to work less than 40 hours per week.

**Floater employee:** A regular full-time or part-time employee who may be assigned to multiple locations and have a variable schedule.

**Person In Charge (PIC):** In the absence of a manager or supervisor an employee may be designated as PIC at the work location. Employees designated as PIC will organize staff, monitor and adjust workload, maintain schedules, address patron concerns and safety issues and provide direction in the case of an emergency. For WPEA employees PIC assignment, training, compensation and expectations are outlined in Article 32 of the collective bargaining agreement.

**Probationary Period:** Is the initial period of employment in a regular position at FVRL. After the probationary period has been satisfactorily completed the employee becomes a permanent regular employee.

**Provisional part-time employee:** An employee working a regular or irregular schedule of less than seven hours per week or less than 15 days per calendar quarter.

**Substitute employee:** An employee hired to replace an absent regular full-time or regular part-time employee, or for a special project. Determination of need and approval for use of substitutes will be by the supervisor or manager of the work area.

**Bargaining-unit-represented union-substitute employee:** A substitute employee who, by virtue of working 350 hours or more in one calendar year, becomes a union-represented substitute beginning Jan. 1 of the following calendar year.

**Temporary employee:** An employee hired to work a full-time or part-time schedule for a limited period of up to six months.

**Trial Service Period:** A period of employment for a regular employee upon promotion, demotion or transfer as outlined in the respective collective bargaining agreement.

**WPEA-represented employee:** An employee hired into a position represented by Washington Public Employees Association (WPEA). The employee will receive a union packet upon hire.

**AFSCME-represented employee:** An employee hired into a position represented by American Federation of State, County and Municipal Employees (AFSCME). The employee will receive a union packet upon hire.

**Non-represented employee:** Staff member in a position that is not part of a bargaining unit or represented by a collective bargaining organization.



## Work schedules

Library work schedules are set to reflect public service needs and job requirements, and are subject to change.

At FVRL, the designated work week starts at 12:01 am (midnight) Sunday and goes through 11:59 pm Saturday. Due to the differing responsibility levels of positions and the variable nature of library service needs, hours and days of work may vary. Adjusted and alternate work schedules may be established by mutual agreement between FVRL and the employee.

Employees may be required to work more than their normal work week or schedule to ensure that services are maintained. For non-exempt employees – i.e., those who are eligible for overtime – supervisors **must have overtime pay approved by a member of the administrative team.** ~~WPEA employees are eligible for overtime when working in excess of eight hours in a workday. Overtime-eligible AFSCME employees are eligible for overtime when they work in excess of 40 hours in a work week.~~ The district expects exempt employees (i.e., those who are exempt from the overtime provisions of the federal Fair Labor Standards Act by virtue of being salaried and therefore not entitled to overtime pay) to average a minimum of 40 hours worked per week over a 12-month period.

## Breaks

All employees are expected to take adequate breaks and lunch periods during the workday. Each regular full-time employee receives an unpaid meal break of at least 30 minutes and two 15-minute break periods in each day's work schedule, except in cases of emergency or special assignment that prevent the taking of such break periods. No employee will be scheduled to work more than five consecutive hours without a meal period. Break periods are to occur approximately midway during each of the first and second halves of the shift and will be scheduled so that, if possible, public service will not be impaired. Regular part-time employees are entitled to one 15-minute break period for each four consecutive hours worked, to be taken approximately midway through each four-hour shift. When an employee works three or more consecutive hours, the employee is entitled to one 15-minute break period for each such work period. Break periods normally are not to be added to the normal lunch period, nor should they be taken at the beginning or end of a work shift.

## Pay periods and pay information

FVRL requires that all staff be set up to receive their pay via electronic direct deposit. Exceptions will be made generally only in extreme circumstances. Notice of direct deposit statements ~~are emailed to~~ are **available to staff through the HRIS system**, on paydays, which are usually the 10th and 25th of each month. It is the employee's responsibility to maintain and update ~~notify payroll staff immediately if~~ **there is a change in their banking information that impacts electronic direct deposit through the HRIS.**

Salaried employees who are exempt from the Fair Labor Standards Act (FLSA) – i.e., cannot receive overtime pay – have pay periods based on a calendar month. Salaried staff members receive approximately one-half of the monthly net amount on the 25th of each month, and the remaining net balance on the 10th of the following month.

Hourly employees are paid semi-monthly, generally on the 10th and 25th. The pay periods extend from the 1st through the 15th and the 16th through the last day of the month.

If a payday falls on a Saturday or Sunday, payday will be the preceding Friday. If payday falls on a holiday, payday will be the work day prior to the holiday.

Written authorization must be provided to allow someone other than the employee to pick up specially-issued payroll checks or printed direct deposit statements. The authorized individual will be asked to provide identification.

FVRL does not provide salary or wage advances under any circumstances.

An employee who leaves employment with FVRL before the end of the pay period is paid on the next regularly scheduled payday after the end of the pay period, with distribution according to the above schedule.

## CHAPTER 4

# Electronic Communications Systems Guidelines and Restrictions

FVRL supports employee communications with a variety of electronic communication systems:

- Telephone system
- Voicemail system
- Cell phones
- Electronic mail system (email)
- Computers
- Computer network system
- And other electronic communication systems

### Ownership of data and public records requests

All of FVRL's electronic communication systems and the data stored on these systems are district-owned property and remain so at all times. All messages and transmissions composed, sent, stored, or received on the district's electronic communication systems are the exclusive property of the district and are not to be considered private property of any employee. Any content, including written materials, photos, artwork, and social media posts, created by staff as a work product is the property of FVRL, and the employee should not expect official, written credit for work when used by FVRL.

As FVRL-owned property, all messages on the district's electronic communication systems, even those created or accessed on the employee's personal device, may be subject to public records law and can be obtained by the public or outside agency through a public records request, subpoena, or its equivalent. This includes, but is not limited to FVRL email, voicemail, work-related text messages, and official posts on social media or other internet website, as well as any files on FVRL computers. Employees are expected to follow the guidance of FVRL's Public Records Policy: <https://www.fvrl.org/p-policy/public-records>.

There are certain exclusions of **required release of** personal information as listed in the Revised Code of Washington. These exclusions are outlined in the following:

- RCW 42.56.310 Library records: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.310>
- RCW 42.56.230 Personal information: <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.230>

### Usage guidelines

FVRL's electronic communication systems are to be used for business purposes only. It is acknowledged that occasionally it is necessary for employees to use the systems for personal use. Personal use of any FVRL electronic communications system should be kept to a minimum.

## FVRL telephone systems

- To contact or be contacted by immediate family members or critical contacts (medical personnel, child caregivers, school staff, police, etc.) in emergency situations. If possible, employees should notify their supervisors in advance of situations that may result in the need for emergency phone use.
- For personal outgoing local calls as necessary during breaks and lunch periods.
- For personal long-distance calls during breaks or lunch periods ONLY if using toll-free numbers or any other method that does not result in a charge to the district. Any costs incurred by FVRL for personal use made by an employee are the responsibility of the employee.
- FVRL-issued cell phones are for work-related calls and texting. FVRL normally issues cell phones for those employees whose jobs require regular mobile communications.

## Personal electronic devices

- While at work, employees are expected to refrain from excessive personal use of cell phones, however use for business contact during work hours is acceptable.
- In areas outside of public service, employees may use their cell phones as a method of listening to music or other information.
- Employees are prohibited from using hand-held cell phones (personal or FVRL-issued) while driving on FVRL-authorized or FVRL-related business. Please refer to Chapter 2 “Employee Responsibilities, Conduct, and the Workplace: Use of library vehicles” for more information about use of cell phones while driving.

## Email

- All FVRL employees are given an individual email account, to be used for work-related purposes only. Staff is expected to read and respond to messages regularly. The all-staff email address (everyone@fvrl) should be used for work-related communications only.
- Employees are expected to follow the guidelines to include email signature block content, outlined in the FVRL Style Guide available on the Communications and Marketing Division Source page. FVRL Style Guide: <https://source.fvrl.org/intranet/Site/view.cfm?pageID=2001871>

## Computers and laptops

- Employees in most positions have access to district computers (including laptops and tablets) as part of their daily work. Downloading software without the explicit permission of IT and a direct supervisor is prohibited.
- Some employees may have district laptops or tablets issued to them as part of their jobs. The same prohibitions on use apply and personal use should be minimized.
- Except with permission from an administrative team member, no employee is allowed to install personal computer software on library devices.
- Activities such as purchase of personal items on FVRL equipment or downloading personal media content to a work device are not allowed.

## Internet access

- **Social network sites:** For work-related purposes only, FVRL staff may be asked to post to social networking sites (such as Facebook, Twitter, Instagram, YouTube, etc.). Information on these is considered public information and is subject to public records laws. Further information is contained in the FVRL Social Media Policy on the Source: <https://www.fvrl.org/p-policy/social-media>
- **Personal use of the internet:** Personal use of the internet for email, internet use, or social media must be limited to breaks. Employees also should remember that all transactions of a personal nature on an FVRL computer are subject to public disclosure.
- **Staff members as patrons:** When staff members use FVRL computers as patrons, they have the same status, rights, and restrictions as all other patrons regarding internet filtering and should use computers designated for patron use in the public areas.

## Right to privacy

FVRL does not guarantee your right to privacy. Employees should not assume that electronic messages or files are private or secure. An FVRL staff member or representative may access an employee's voicemail, email, computer files, or any other FVRL property in the course of conducting FVRL business. Specific instances may include periodic performance monitoring of the electronic communication system, or when the executive director or a member of the FVRL administrative team has cause to suspect that a library procedure, rule, regulation, or policy is being violated. Employees should consider electronic information to be as requestable as any other public record that the public has the right to examine.

Although employees have individual passwords or access codes to their voicemail, email, and computer network systems, communications created, stored, sent, or retrieved on such systems are not confidential, as these systems are accessible at all times by the district. Individual passwords and access codes must be provided to the system administrator on request. Employees are restricted from using passwords or access codes, other than voicemail passwords, of another employee without prior approval from an administrative team member. Employees are prohibited from attempting to access sites, systems, or password or access codes without permission. No electronic communication may be created, transmitted, or stored that attempts to hide the true identity of the creator or sender.

Retention of electronic records Electronic records will be retained in accordance with FVRL's Public Records Policy (<https://www.fvrl.org/p-policy/public-records>). Information about public records, including our current records retention schedule and how to help patrons with records requests can be found on The Source (<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2002950>).

## Union communications

Private cell phones and the district's electronic communications systems and telephones may be used for union-related communications between and among union-represented employees and union representatives during work hours, subject to the applicable union contract.

## Prohibited behavior

Employees are prohibited from using FVRL's electronic communication systems in any way that may be deemed illegal, harassing, or discriminatory. Users encountering or receiving such messages or material should immediately report the incident to FVRL management.

Use of the district's electronic communication systems in any manner that violates FVRL policy, or that may damage the reputation of the library, is prohibited.

Employees may not copy any licensed materials or programs.

## CHAPTER 5

# Benefits

### Introduction

The benefits and level of benefits that employees receive depend on the number of hours worked, the terms of the insurance company contract, federal and state requirements, and district policies as set by the FVRL board. All services are subject to change without notice, although FVRL will provide employees with advance notice of anticipated benefit changes whenever possible.

FVRL provides the following types of benefits for eligible regular employees:

#### Compensated time off

- Holidays (See [Chapter 7 "Paid Leave and Leave Without Pay"](#) for a list of holidays.)
- Sick leave
- Vacation leave
- Bereavement leave

#### Insurance

- Medical
- Vision
- Dental
- Life
- Long-term disability
- Spousal long-term disability

A regular part-time employee working extra hours, in addition to their regularly assigned position, will receive benefits at the level of their regularly assigned position. Hours worked in addition to regularly assigned hours (extra hours) do not change the benefit level. Hours worked will be reviewed each calendar year for determination of continued coverage under the Affordable Care Act.

Substitute employees are not eligible for benefits.

The State of Washington provides access to Paid Family Medical Leave for FVRL employees. Specific conditions may qualify for a weekly payment under this benefit. Employees should contact the Employment Security Department for specific information regarding this benefit. Information can be found at <https://esd.wa.gov/paid-family-medical-leave> or on the HR Source page.

Consult Human Resources for current information on eligibility, benefits offered, and employee costs. The insurance and compensated time-off benefits are available based on the number of regularly-assigned hours. Insurance benefit eligibility requires a weekly minimum number of hours worked.

### Employee Assistance Program (EAP)

FVRL provides all staff members with access to an Employee Assistance Program (EAP) through our vendor – Canopy. [Insert link here.](#) The EAP provides confidential assistance to employees who have personal challenges that may affect their job performance. They also provide information and resources

regarding life events such as purchase of a home, family building, etc. Information about EAP is available from Human Resources.

## Continuation of health insurance under COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA, if an employee terminates employment with the district or otherwise loses insurance eligibility, the employee is entitled to continue participating in FVRL's group health plan for a prescribed period of time, normally 18 months. If a former employee chooses to continue group benefits under COBRA, they must pay the total premium plus an administrative fee allowable under COBRA regulations. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or becomes eligible for Medicare.

Contact Human Resources for more information on COBRA.

## State- and federally mandated coverages

- **Public Employees Retirement System (PERS):** FVRL is a member of the Washington State Public Employees Retirement System (PERS). Pension eligibility is determined by PERS. All PERS-eligible employees must participate in the plan. Pension contributions are shared by the district and the employee. PERS provides personalized annual on-line statements of benefits earned. Employees should refer to the PERS website for current information regarding the plans: <http://www.drs.wa.gov/member/systems/pers/>
- **Unemployment compensation:** The Washington State Employment Security Department sets the rate of compensation and eligibility for unemployment benefits. FVRL pays all costs.
- **Social Security:** The cost of this benefit is shared by the district and the employee.
- **Washington State Industrial Insurance:** The cost of this insurance is shared by the district and the employee. (Industrial insurance is for work-related injuries and illnesses, and pays for approved medical, hospital, and related services essential to an injured worker's treatment and recovery. It also provides partial wage replacement for injured workers who are temporarily unable to work.)
- **Washington State Paid Family Medical Leave:** The cost of this insurance is shared by the district and the employee. Paid Family and Medical Leave is for when a serious health condition prevents the employee from working or when they need time to care for a family member, bond with a new child, or spend time with a family member preparing for military service overseas. This mandated benefit is administered by the Employment Security Department of Washington state. <https://esd.wa.gov/paid-family-medical-leave>
- **Washington Cares Fund:** WA Cares Fund is self-funded entirely by worker contributions. Employees earn lifetime access to benefits by contributing at least 10 years without a break of 5+ years. They may also access benefits if they contributed 3 of the past 6 years at the time of application. Employees born before 1968 can earn lifetime access to 10% of the full benefit amount for each year they contribute. Employees will begin contributing to the Washington Cares Fund in July of 2023.



## Employee optional benefits

- **Deferred compensation plans:** FVRL provides two deferred compensation 457B plans. *(Participation in either of these plans is voluntary and the employee pays all contributions. Contact Human Resources for more information.)*
  - Washington State Deferred Compensation
  - ICMA Retirement Corporation

**Flexible Spending Accounts for medical, dependent care, and transportation costs:** Reimbursement for regular benefit eligible employees where they can set aside a portion of their wages on a pre-tax basis – subject to certain limits – to cover qualified dependent care, health care or commuter expenses.

- **Voluntary life insurance benefits:**
  - Employee: Employees may select from a minimum of \$10,000 to \$500,000, in increments of \$10,000. Coverage may not to exceed five times their annual earnings. Guaranteed Issue is \$100,000 if elected within the first 31 days of initial eligibility.
  - Spouse: Spouses may select from a minimum of \$5,000 up to \$500,000, in increments of \$5,000. Benefits will be paid to the employee. Guaranteed Issue is up to \$25,000 if elected within the first 31 days of initial eligibility.
  - Dependents: Coverage may be elected from a minimum of \$2,000 to \$10,000, in \$2,000 increments. The maximum death benefit for a child between the ages of live birth and 6 months is \$1,000. Benefits will be paid to the employee.
- **Voluntary accident insurance:** Accident insurance is designed to help covered employees meet the out-of-pocket expenses and extra bills that can follow an accidental injury, whether minor or catastrophic. Benefit payments may be made for emergency room care, doctor office visits and physical therapy. In major accidents, benefits for catastrophic accident (up to \$100,000) and accidental death (up to \$25,000) may be payable. The accident base plan is guaranteed issue, so no health questions are required.
- **Voluntary critical illness insurance:** Critical illness insurance offers financial help in the event of a serious illness, such as heart attack or stroke. The plan may also include coverage for family members. Employees can choose \$10,000, \$20,000 or \$30,000 of coverage. Spouses can get 50% of the employee coverage amount. Children from live birth to 26 are automatically enrolled at no additional cost.
- **Identity theft assistance:** See the FVRL Employee Benefits page on The Source for more information: <https://source.fvrl.org/intranet/Site/view.cfm?pageID=2000333>

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## CHAPTER 6

# Training and Travel

FVRL encourages staff members to build skills and enhance their work performance and productivity. The district will support and provide, within budget constraints, opportunities for staff who want to acquire new skills and knowledge that fit within the scope of their current positions. Certain types of training may be required by the district, to support department, division, and district goals and objectives.

### Types of training

Mandatory training is defined as an activity in which participation is required by FVRL as a condition of employment and normally involves acquiring skills or knowledge directly related to the staff member's current position. All eligible expenses related to mandatory training will be paid for by FVRL.

Optional training may be suggested or recommended by a supervisor or may be initiated by the staff member. Regular employees who have successfully completed their probationary period may be eligible for partial or full funding for additional external work-related training and the travel required to participate. The completion of the probationary waiting period may be waived by the executive director or designee if attendance is at the request of the district.

Approval for workshops and conference attendance is not given as a favor or reward, but is based on budgetary constraints, whether attendance is relevant to an employee's job, and whether the job knowledge or skills that may be acquired are applicable and needed by the district. Employees should request to attend training as outlined in the FVRL Education and Training Policy: <https://www.fvrl.org/a-policy/education>. Registration for training, arrangements for travel, and reimbursement will be made in accordance with FVRL Travel and Subsistence Policy: <https://www.fvrl.org/a-policy/travel>.

Hourly employees who travel to training are eligible for compensation for all hours worked, to include travel time from their worksite to the training site. If overnight or out-of-area travel is required employees are compensated for travel from their home to the airport and then until they reach their destination hotel. Time spent attending training is considered time worked for compensation purposes. FVRL may provide the employee a schedule change during the work week of the training so that they may provide for sufficient time off and control overtime costs.

At all times, FVRL follows prevailing Internal Revenue Service (IRS) rules, regulations, and/or other directives regarding payment and reimbursement of subsistence expenses for training and travel, such as lodging and meals:

[https://www.irs.gov/publications/p535/ch11.html#en\\_US\\_2015\\_publink1000209148](https://www.irs.gov/publications/p535/ch11.html#en_US_2015_publink1000209148)

Career advancement training is oriented toward obtaining skills beyond the scope of or outside of the requirements of the employee's current position. Career advancement opportunities are usually the individual responsibility of each staff member and are not normally paid for by the district. Paid or unpaid release time to pursue such opportunities may be approved on a case-by-case basis and is charged against accrued vacation or pre-approved unpaid leave. See Chapter 7 "Paid Leave and Leave Without Pay" for more information about use of leave for training circumstances.

### Staff professional collection

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FVRL maintains a professional collection within its cataloged collection at Vancouver Community Library. Items may be identified in the catalog by their call number, which starts with PROF. These items are available for checkout by both staff and the public. The intent of the collection is to provide basic, frequently used, potentially useful books, periodicals, and other resources on topics of interest regarding library programs, services, and management practices. The collection is intended to meet both the current and anticipated needs of staff to accomplish their work objectives and to provide a resource for continuing education in areas in which FVRL has an investment and interest. Staff checkouts of this material are subject to the same use policies as any personal checkouts. Suggestions for additions are welcome – please use the Collection Suggestion Form on The Source:

<https://source.fvrl.org/intranet/forms/viewform.cfm?formid=124>

Contact Collection Development for more information about the professional collection.

## CHAPTER 7

# Paid Leave and Leave Without Pay

FVRL encourages employees to maintain a good work/life balance. Paid time off and holidays are one way to ensure that employees have an opportunity to be away from the workplace without financial hardship. There are various types of leave applicable to absences from regularly scheduled work. The following information is a partial list. Please contact Human Resources for additional information and assistance.

## Holidays

FVRL observes the following holidays:

Holiday	Date
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday of January
Presidents' Day	Third Monday of February
Memorial Day	Last Monday of May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday of September
Thanksgiving Day	Fourth Thursday of November
Native American Heritage Day	Friday after Thanksgiving Day
Day before Christmas	December 24
Christmas Day	December 25
Personal holiday	Floating shift annually

All regular employees are eligible for paid holidays. Employees who find that their normally scheduled days off fall on a holiday should consult their supervisors, or collective bargaining agreement, regarding compensation or holiday time. Temporary employees and substitutes are not eligible for holiday pay.

All regular employees shall be entitled to one paid personal holiday per calendar year. This holiday must be used in a single block of time. All non-represented employees receive eight hours of regular holiday pay on a personal holiday. For overtime-eligible employees, any differences between the scheduled shift for the day and eight hours may be adjusted by the use of vacation leave, accumulated compensatory time, or leave without pay. Personal holidays not used by the end of the calendar year are forfeited. Employees will use the vacation leave scheduling process to request to use their personal holiday.

## Holidays for reason of faith

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The district will allow the employee to take the unpaid holiday when requested unless the employee's absence would impose an undue hardship on the employer or the employee is necessary to maintain public safety. For this purpose "undue hardship" is defined in WAC 82-56-020.

## Vacation leave

### Scheduling and approval

Vacation leave must be scheduled in advance, be approved by the supervisor, and be scheduled at times that result in minimal conflict with staffing needs.

### Accrual

Vacation time is earned from the date of hire according to the schedule below and may be used after completion of six months of continuous regular employment.

- Eligible part-time employees accrue time in proportion to their regular work schedule.
- Regular part-time employees working extra hours in addition to their regularly assigned position will receive vacation leave benefits at the level of their regularly assigned position. Extra hours worked do not count towards accrual proration.
- Temporary and substitute employees do not accrue vacation leave.
- Vacation leave is accrued for each month of service, including paid periods of absence due to vacation and sick leave.
- Vacation leave is not accrued during periods of lay-off or leave without pay.

### Represented and non-union staff vacation leave accrual schedule *(figures based on full-time schedule)*

Years of continuous employment	Hours earned per month	Annual days of vacation
0 through 36 months	11	16.5
37 through 72 months	13	19.5
73 through 108 months	15	22.5
109 through 180 months	17	25.5
181 months and above	20	30.0

### Carry-over

Time off from work helps employees maintain a good work-life balance. The district encourages employees to use their vacation leave during the year in which it is accrued. No more than 240 hours of accrued vacation leave may be carried over from one calendar year to the next (for regular part-time employees, the 240 hour limit will be prorated based on FTE). The total year's accrual is calculated as of December 31. Any accrual in excess of 240 hours (or a prorated amount) must be taken by December 31

or will be lost. In the event that district needs result in an employee having a balance in excess of this limit, the executive director may allow an employee to carry forward vacation in excess of 240 hours. Requests for vacation leave carryover into the next calendar year should be made in writing or via email to the executive director no later than December 15.

#### **Vacation Leave – Annual Cash-out**

Each calendar year, no later than October 10 of the current calendar year, non-represented employees shall have the option of requesting through the HRIS system, a cash out a maximum of forty (40) hours of accrued vacation leave. Such a request will be reviewed and approved or denied by the Executive Director. Employees must maintain a minimum balance of 160 hours of vacation leave after exercising the annual cash-out option. This cash out will be paid to the employee on the December 10th paycheck.

#### **Payout at termination**

When employees leave FVRL, they must have worked at least six months continuously to receive payment for accrued vacation at the time of termination. Terminating employees will be allowed to use up to two weeks of accrued vacation leave after their last day physically at work. At that time the remaining balance of vacation leave, up to 240 hours, will be cashed out. No employee will be paid for more than 240 hours of accrued vacation leave at the time of separation from FVRL.

### **Sick leave**

#### **Accrual**

Full-time employees accrue sick leave at the rate of eight hours per month. Part-time employees accrue monthly sick leave adjusted proportionately according to their regular monthly hours worked. Regular part-time employees working extra hours in addition to their regularly assigned schedule accrue sick leave benefits at the rate of their regularly assigned position. Extra hours do not count toward proration. Unused sick leave accumulated in a calendar year may be carried over to succeeding years.

Sick leave is not accrued during periods of layoff or leave without pay.

#### **Washington Paid Sick Leave**

Per the Washington Administrative Code (WAC) 296-128-620 of the Washington Paid Sick Leave law, all substitute employees will accrue one hour of paid sick leave for every 40 hours of time worked. Accruals earned will be posted after the end of the month and will be reflected on the earnings statement received on the 10<sup>th</sup> of the following month.

Paid sick leave may be used to cover illnesses, injuries, medical disability, terminal illness, or doctor's appointments, for the employee or for the care of the employee's immediate family members.

Substitute employees may use their accrued sick leave in the above circumstances when they have been scheduled for a work shift and must cancel due to illness or if called to report to duty and cannot due to circumstances which would normally qualify for use of paid sick leave. Employees should inform the responsible supervisor of their intent to use their sick leave when cancelling a shift due to illness or when the supervisor calls to determine if they are available to work a shift.

Per WAC 296-128-690 (b) of the Washington Paid Sick Leave law, any employee who is rehired by the library within 12 months after the date the employee separated from the employer will have the previously accrued, unused sick leave reinstated to them.

## **Use of sick leave**

Paid sick leave may be used to cover illnesses, injuries, medical disability, terminal illness, or doctor's appointments, for the employee or for the care of the employee's immediate family members.

## **Notification of absence**

Employees who are unable to work because of illness or injury must notify their supervisor about their status prior to the beginning of their scheduled work shift, if at all possible.

Use of sick leave requires a completed electronic leave request form, preferably approved in advance of anticipated absences, but as soon as possible after return from time off for injuries or unexpected illnesses.

The employee may be required to provide, upon return to work, written certification from a physician confirming that the employee has been incapacitated for work for the period of absence and is again physically able to perform his/her duties. In addition, certification may be required where the employee has been absent from work in excess of three (3) consecutive days or where sick leave abuse can be documented.

## **Sick leave cash-out on resignation, retirement, or death**

Employees, their beneficiaries, or their estate will receive a cash payment equivalent to 25% of accumulated but unused sick leave, up to a maximum of 960 hours upon:

- Retirement from FVRL: employee must begin receiving their retirement benefit upon resignation
- Resignation after 10 years of employment with FVRL
- The death of the employee

## **Reinstatement of accrued sick leave**

Per WAC 296-128-690 (b) of the Washington Paid Sick Leave law,

For employees who terminated employment after 10 years of service or retired and received a sick leave cash out, upon return to employment within 12 months of their last day on payroll, the district will reinstate the portion not cashed out, up to 720 hours. If the employee had sick leave accrued in excess of 960 hours which was not subject to cash out those hours will also be restored.

## **Federal Family and Medical Leave**

While not a paid form of leave, the federal Family and Medical Leave Act (FMLA) provides eligible employees additional protection for their employment and benefits during up to 12 weeks of unpaid leave in a **12-month period**. An FMLA qualifying event may be any of the following:

- A serious health condition that makes the employee unable to perform the functions of his or her position.
- The birth of a child and care for such child, or the placement of a child with the employee through adoption or for foster care.
- Care for a spouse, child, or parent who has a serious health condition.
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.



To be eligible, an employee must have worked for FVRL for at least 12 months and/or worked at least 1,250 hours in the previous 12-month period.

An eligible employee may also take up to 26 work weeks of leave during a single 12-month period to care for a covered service member with serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

If possible, employees should give the district at least 30 days' advance written notice of their intent to take leave under FMLA. Accrued sick leave must be used and accrued vacation leave may be used as part of the 12-week FMLA entitlement. FVRL will maintain the existing health coverage of the employee during FMLA leave, even if the employee is on leave without pay. However, FVRL may charge the employee the full cost of the premium paid for their health-insurance coverage if they fail to return to work for a reason other than circumstances beyond their control.

A part-time employee's 12 weeks of annual FMLA leave entitlement is pro-rated according to the number of regular hours they work in a year. Extra hours do not count towards the proration.

## **Washington Paid Family and Medical Leave**

Washington Paid Family and Medical Leave is a benefit which offers partially paid leave for the employee or for care of a loved one in times of serious illness or injury; to bond with a new child joining the family through birth, adoption, or foster placement, and for certain military-connected events if the employee has a family member in active duty service. Typically employees will be eligible for 12 weeks of paid leave.

Employees are able to apply for leave when they experience a qualifying event and have worked at least 820 hours in the year leading up to their date of leave. Claims for this leave are filed with the Employment Security Department (ESD), and payment will come from ESD. Employees can learn more at [www.paidleave.wa.gov](http://www.paidleave.wa.gov). All employees, including substitutes, are required to contribute premiums and may participate in this program, if eligible.

## **On-the-job injury or illness**

If an on-the-job accident, injury, or illness qualifies an employee for payment under Workers' Compensation insurance, accrued sick leave may, at the employee's discretion, be used to supplement the difference between the Workers' Compensation payment and the employee's regular salary, to equal up to 100 percent of their regular wages.

## **Returning to work from an illness or injury**

A written certification of work-readiness from a health care provider will be required upon return to work when an employee has been absent from work for an injury, surgery (including dental surgery), or hospitalization. FVRL also may require a written certification of work-readiness after illnesses that result in an absence of more than three consecutive days and require reduced hours, modified work, or restrictions; or following recovery from illnesses that are of a highly contagious and serious nature. These types of certifications must clearly state the dates approved for the absence, modified work or restrictions required, and the anticipated date when the employee is released to return to regular duty and/or is no longer contagious. Human Resources must review all certifications before an employee will be allowed to return to work.

Certification from a licensed health-care provider may be required when sick-leave abuse is suspected.

## **Bereavement leave**

Employees should notify their supervisor and Human Resources as soon as possible if they anticipate a need to take bereavement leave. Bereavement leave provides up to three workdays per occurrence due to the death of a parent, step-parent, parent-in-law, spouse, domestic partner, child, grandchild, grandparent, brother, sister or stepchild, or the death of any person residing in the immediate household of the employee at the time of death.

For WPEA and AFSCME employees, accrued sick leave may be used for approved additional bereavement leave absences, as per their current bargaining agreement.

Upon the death of a family member, WPEA employees may use up to five working days of sick leave per incident. Immediate family is defined as the employee's spouse, domestic partner, son, daughter, stepchildren, foster children, grandchildren, parent, parent-in-law, grandparent, grandparent-in-law, brother, sister, guardian, or other person residing with or legally dependent upon the employee. Duration of leave and/or relationship eligibility may be extended at the executive director's discretion, in consultation with the supervisor and administrative team. Requests for leave extensions should be made to the immediate supervisor.

## **Jury duty leave**

As needed, leave is allowed for jury duty. Employees should notify their supervisor as soon as possible if they receive a summons to report for jury duty. Verification of jury duty participation may be requested. Per WAC 357-31-315 employees may keep the compensation received for serving as a member of a jury. Contact Human Resources for additional information regarding jury duty leave.

## **Military leave**

An employee who volunteers or is called into service in the armed uniformed services of the United States of America will be given a leave of absence in accordance with applicable state and federal laws affecting military leave. An employee who is eligible for leave pursuant to [RCW 38.40.060](#) for active duty or active training may take military leave for military training and service, including active duty, active or inactive duty for training, federal National Guard duty, some FEMA disaster response activities, and any absence necessary for fitness for duty examinations for such service. The employee shall be granted military leave of absence from such employment for a period not exceeding twenty-one days during each year beginning October 1st and ending the following September 30th in order that the person may report for required military duty, training, or drills including those in the National Guard under Title 10 U.S.C., Title 32 U.S.C., or state active status.

During the period of military leave, the employee shall receive their normal pay and shall be charged military leave only for days that they are scheduled to work.

An employee also may use accrued vacation leave for military service obligations.

Employees should give FVRL notice of their need for leave as far in advance as is reasonable under the specific circumstances. Employees will be asked to provide a copy of their orders for participation from the applicable branch of the uniformed services. Contact Human Resources for additional information.

Upon return from military leave, an employee will be reinstated with their previous seniority rights as required by state and federal law.

## Shared Leave

The Shared Leave program allows employees to voluntarily donate vacation and/or sick leave hours into a "Shared Leave Pool" to provide additional paid leave for an eligible employee or family member with a medical emergency as defined below.

Our policy provides that medical emergencies are defined as a major illness or medical condition of the employee or approved family member that requires a prolonged absence that without shared leave could result in a substantial economic loss or would necessitate the employee terminating their employment. More information is available on The Source:

<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2001713>

## Other types of leave

FVRL adheres to Washington state laws and federal laws that mandate the availability of leave for: victims of domestic violence, sexual assault, and stalking; spouses of deployed military personnel; and any other leaves that are mandated by law. Notification is required as allowed by the applicable laws. Please contact Human Resources for assistance and more information.

### Leave of absence without pay

FVRL rarely approves non-FMLA leave without pay. Requests for a leave of absence without pay are considered on a case-by-case basis. They may be granted by the FVRL executive director, or designee, when recommended by the immediate supervisor and the appropriate member of the administrative team, for reasons including but not limited to the following exceptions:

- Continuing education
- Emergency issues resulting from personal tragedies or disasters, or for victims of violent crime.
- Temporary disability exceeding the Family Medical Leave Act mandate: A leave of absence without pay may be granted for the period exceeding the 12 weeks mandated by the Family Medical Leave Act for planned or unplanned temporary disabilities suffered by the employee, and for associated periods of recovery. A medical doctor's statement will be required regarding such factors as need for more leave, estimated duration of leave, and the employee's ability to perform assigned work upon return.

Employees will request a leave of absence without pay by submitting a written plan and justification to their immediate supervisor for review, their recommendation for approval or disapproval, and signature. The request will then go to the division director for review, recommendation for approval or disapproval, and signature. The request then goes to the executive director for final determination.

**Employees who are on an approved extended leave without pay in the instances outlined above will no longer meet benefits eligibility and will be offered COBRA.**

### Returning to work following an approved unpaid absence

Employees returning from approved unpaid leaves of absence will be reinstated to their original positions unless business necessity has dictated otherwise. In cases when employees' previous positions are no longer available, FVRL will provide them with positions in the job classifications for which they are qualified by reason of skill, experience, ability, and physical capacity, unless business necessity dictates otherwise.

An employee who fails to return from a leave of absence by the end of the period authorized, or accepts other full-time employment while on leave, will be considered to have voluntarily resigned and will have forfeited their reinstatement rights.

## **Inclement weather and emergency closings**

It is the intent of the district to keep facilities open to serve the public whenever possible, within the constraints of safety considerations for employees and patrons.

Inclement weather: An inclement weather closure may be called when conditions make travel too hazardous to risk. They may be for a short period of time such as an hour or as long as a day, and may occur before or after opening. They are rarely made the night before an anticipated storm. The executive director or their designee must declare the inclement weather emergency and makes the decision to close the branch(es). Some employees may be required, based on their job duties, to report to the work location or to telecommute during the closure. This decision will be communicated in writing to affected employees, most commonly via email.

If non-WPEA employees are unable to report for work because of hazardous weather conditions, they may charge the missed time against available earned vacation leave, elect to take leave without pay, or make up the time within the same work week if make up time can be scheduled without invoking overtime. WPEA employees may also opt to use accrued sick leave when they have exhausted their vacation leave.

Employees who report to work as scheduled and who subsequently elect to leave early will have the option to use vacation leave, take leave without pay, or make up the time within the same work week if make-up time can be scheduled without invoking overtime. Using accrued sick leave is not allowed.

If employees are on duty and a decision is made by the FVRL executive director or administrative team member(s) to close the facility, and employees are sent home, or if employees are told not to report to work or to arrive later than their normally scheduled time as a result of a decision by the executive director and/or administrative team member(s) or their designee, the employees will be paid as if shifts had been worked.

Employees who call in sick, or are on previously approved vacation or unpaid leave at the time of a closure due to inclement weather or building emergency conditions, must use the previously approved leave for the time scheduled.

**If a library requires closure due to another type of emergency, these situations will be handled on a case-by-case basis. Examples of a short-term closure could be temporary power or utility outages, wildfires, flooding, earthquakes, or other natural or man-made disasters. A decision to make an emergency closure may be based on the likelihood of service being restored or the pending situation being resolved or mitigated. Lack of internet access is not considered an emergency.**

**In the case of a long-term emergency closure, such as a badly damaged building due to a disaster or a mandatory shutdown required in a pandemic, FVRL reserves the right to make staffing decisions based on the needs of the district and the nature of the position. Essential staff may be expected to continue to report to work throughout a mandated closure.**

## CHAPTER 8

# Safety

FVRL considers on-the-job safety to be of major importance to its day-to-day operations and long-term goals.

### Health and sanitation

FVRL strives to provide clean, healthy, and safe working conditions. The district follows standards set by the Washington State Department of Labor and Industries and applicable state and federal laws.

### Safety and accident prevention program

FVRL's safety program applies to all employees and facilities of FVRL. It is designed to provide a safe environment for employees, patrons, and visitors and to encourage employees to apply the principles of accident prevention in their daily work.

The program follows guidelines outlined in the Washington Industrial Safety and Health Act, Chapter 49.17 of the Revised Code of Washington (RCW) (<http://apps.leg.wa.gov/RCW/default.aspx?cite=49.17>), and Chapter 296-24 of the Washington Administrative Code (<http://apps.leg.wa.gov/wac/default.aspx?cite=296-24>)

FVRL's safety program is reviewed and updated regularly. Questions or concerns about safety may be directed to Human Resources.

Additional safety resources, with information about what to do in most emergencies, are available on the "In an Emergency" page of The Source:  
<https://source.fvrl.org/intranet/Site/view.cfm?pageID=2002516>

In specific situations, such as the COVID-19 pandemic, FVRL will ensure that specific safety protocols and training on these protocols will be developed and provided to all employees. FVRL will ensure employees are apprised of changes and updates to these protocols.

### Employee safety orientation

All FVRL employees receive safety instruction as part of their new-employee orientation. Supervisors are responsible for ensuring that every employee, substitute, and volunteer is made aware of the site specific location of exits and escape routes, emergency phone numbers and procedures, first aid and emergency response kits, blood borne pathogens kits, safety bulletin boards, and how to report accidents and injuries, as part of their orientation during the first full day on the job.

Initial employee on-site orientation also includes on-the-job review of the practices necessary to perform job assignments in a safe manner.

### Safety committees and meetings

**Larger locations:** Safety committees are to be in place at each FVRL location at which 11 or more employees are regularly assigned. Depending on the size of the facility, the safety committee may be composed of all staff regularly working at that location, or the committee may be made up of selected or elected employee representatives. Employee representatives serve one-year terms, with a committee

chair also designated yearly. Committee vacancies should be filled prior to the next meeting by the same process of either election or selection.

Safety committee meetings are to be held at least quarterly. The committee will determine the date, time, and location of meetings. The committee is responsible to identify and correct unsafe conditions or practices, topics to be addressed include review of safety and health inspection reports, and evaluation of accident investigations. Meetings will not exceed one hour except by majority vote of the committee, and minutes will be recorded and archived by Human Resources. Safety issues also will be discussed in monthly staff meetings, and reports of any safety issues will be forwarded to the executive director or human resources director.

**Smaller locations:** In lieu of a formal safety committee, FVRL locations with fewer than 11 employees will include safety topics as needed during staff meetings.

## **Safety training**

New employees:

- Training pertinent to the work unit: Each supervisor is responsible to ensure that proper on-the-job training in relevant safety procedures and requirements is provided for new members of their work unit. Training will include the on-the-job instruction necessary to carry out assigned duties in a safe manner.
- Blood-borne pathogen training will be provided for new employees, and training will be updated on an annual basis for all public service assistant and higher classifications who work with the public.
- Lifting safety training will be provided for all new employees.

All employees:

- Instruction and bi-annual refresher instruction in lifting
- Opportunities to receive CPR (Cardio-Pulmonary Resuscitation), AED, and first aid training

Positions that require CPR/first aid certification:

- Staff in positions that require a certificate of first aid training must have a valid certificate that is not more than three years old and must have successfully completed CPR training. The names of such qualified persons will be posted on the safety bulletin board or other appropriate place in each location.
- In each location or department, at least one full time staff member must have current CPR certification. Staff will be offered CPR training on a regular basis to keep their certification current. With authorization from the executive director, this requirement can be waived if the location is within a two-minute response time of qualified emergency responders, and emergency telephone numbers are posted on all first aid kits and at all telephones in the location.

Other safety training will be provided as necessary to meet the requirements of specific job situations or assignments.

All supervisors and branch managers are responsible for ensuring that the above requirements are met for their work unit and/or facility and that an on-going training program is established to maintain these requirements. Training will be arranged or overseen by the HR manager and Human Resources staff.

Documentation of all first aid/CPR training is to be forwarded to Human Resources for inclusion in the safety file for that location or unit.

## **Safety bulletin board**

Each FVRL location with eight or more employees is responsible for maintaining a safety bulletin board to display safety items of interest to all, maintained by either the branch manager or the safety committee chairperson.

## **First aid kits**

WISHA (Washington Industrial Safety and Health Act) requires that first aid supplies be readily accessible to all work areas and in all vehicles. Minimum requirements for kits are provided at <http://wisha-training.lni.wa.gov/training/presentations/FirstAidKitContentsGuide.pdf>.

The supervisor in each work area is responsible for ensuring that the kits are maintained in serviceable condition, have the required supplies, include emergency telephone numbers, and that staff is familiar with kit locations. Orders for replacement supplies should be forwarded to Purchasing.

## **Fire safety**

**Fire drills will be held at least annually** at the direction of the person in charge at each facility. Drills will be documented and records of them forwarded to Human Resources. The Facilities and Fleet Director, in conjunction with appropriate fire safety personnel, will be responsible for devising building escape routes and ensuring that maps of escape routes are maintained in appropriate locations. These can be accessed here: Emergency and Evacuation Floor maps for all FVRL locations: [https://source.fvrl.org/intranet/Apps/view\\_items.cfm?MenuID=2000293&CategoryID=25](https://source.fvrl.org/intranet/Apps/view_items.cfm?MenuID=2000293&CategoryID=25)

**Fire extinguisher training** will be offered electronically as part of the monthly safety topic discussions in staff meetings to ensure employee familiarity with their operation. It is the responsibility of the Facilities and Fleet director to ensure that fire extinguishers are regularly inspected and charged.

**Supervisors are expected to ensure that fire hazards are avoided in their work areas.** Special attention should be paid to ensure that electrical cords are regularly inspected for damage and replaced immediately if worn; that coffee makers, etc., are turned off and unplugged at the end of each work day; that aisles are kept free of obstructions; space heaters are plugged directly into outlets or surge protectors; and that fire exits and escape routes are fully accessible at all times.

## **Emergency response and accident/incident reporting**

To meet both insurance and Washington Workers' Compensation requirements, it is essential that accidents and incidents are reported accurately and in a timely manner.

The following actions should be taken if an accident or incident takes place:

1. The nearest available employee trained in first aid should take whatever action is necessary, within capabilities, to provide first aid or relief for an injured staff member, patron, or visitor.
2. Do not hesitate to call 9-1-1 immediately if professional assistance appears to be needed. An employee should be assigned to meet the emergency personnel at the entrance of the facility to guide them to the injured person or emergency as efficiently as possible. All 9-1-1 emergencies should be reported to the supervisor and a member of the administrative team immediately. If

the district Operations Center is closed, efforts should be made to reach an administrative team member outside of FVRL.

3. The person in charge of the facility should be summoned as rapidly as possible if not already on the premises.
4. After the victim has been attended to the staff member who provided care or witnessed the incident must:
  - a. Complete a detailed OSHA form 301 if an employee is involved and unavailable:  
<https://www.osha.gov/recordkeeping/RKforms.html>.
  - b. Fill out an FVRL incident report on The Source if the accident involves a non-staff member. Be sure to obtain full information about witnesses as outlined in the report form.
5. If the employee is available they should complete the form and forward it immediately to Human Resources who will ensure that proper reports are made to the executive director, the district's insurance carrier, and to the union of any represented employees involved. The person filling out the form also should advise the supervisor of the accident/incident as soon as possible if the supervisor wasn't present during the event.

## **Chemical hazard communications**

A hazardous chemical is any chemical that is a physical or health hazard, including otherwise safe consumer products when they are used in a manner other than directed on the label.

FVRL strives to prevent occupational illnesses and injuries related to any chemicals used on FVRL-operated premises, that may be present in the work area, or that employees may be exposed to under normal conditions or use in a foreseeable emergency. The district secures information on chemical hazards, transmits that information to affected employees, trains them in the safe use of the chemicals, and keeps them apprised of any changes in FVRL guidelines or practices. Material Safety Data Sheets (MSDS) are provided for products used on FVRL premises.

Where possible, the district strives to use eco-friendly products; however, employees should be aware that most products will have an odor or smell which may not pose a health hazard.



## CHAPTER 9

# Recruiting, Hiring, Promotions, Performance Appraisals, and Discipline

Fort Vancouver Regional Library District is committed to fair and equitable recruiting, hiring, promoting, and appraising of its employees. We express this commitment through application of the following guidelines.

## Equal Opportunity and Affirmative Action

FVRL provides equal opportunity for all employees and applicants for employment regardless of race, color, religion, national origin, sex, age, marital status, sexual orientation, including gender identity, or perceived sexual orientation, presence of a sensory, physical or mental disability, liability for service in the Armed Forces, or whether a disabled or Vietnam Era or other protected veteran. ***FVRL's Equal Opportunity Policy can be found on our website:*** <https://www.fvrl.org/a-policy/equal-opportunity>

## Employment of relatives

The district may employ applicants who are relatives of FVRL employees, provided that the relationship of their positions does not involve, or is not likely to involve, overall or specific supervision, review, or audit of one another's work.

Employees are expected to disclose a potential conflict as soon as they become aware. For purposes of this policy, relatives include the employee's spouse and the parents, children, sisters, brothers, aunts, uncles, cousins, nieces, and nephews of either the employee or their spouse. If a subsequent change in employment status occurs that creates a conflict of this directive, the executive director will take action to resolve the conflict. This may include a reassignment of either employee to resolve the conflict.

## Washington State certification of librarians

FVRL requires that all individuals hired for librarian positions have, or be able to obtain in their first six months of employment, a Washington State Librarian Certificate. More information and an application form are available from Human Resources or on the Washington State Library website: <https://www.sos.wa.gov/library/libraries/training/certification.aspx>.

Librarians must submit a copy of their completed application to Human Resources within the first 60 days of employment. Upon receipt, the employee should send a copy of the approved certificate to Human Resources to be placed in the personnel file.

## Job performance

FVRL expects employees to perform their jobs as outlined in their job descriptions, meet standards for work and conduct, and follow FVRL policies, procedures, and rules.

## Probation

A probationary period is the final step in the employee selection process. Probation allows the supervisor to train and observe the new employee under working conditions and to judge whether the employee's performance, abilities, and attitudes make them a suitable FVRL team member.

The probationary period also provides the opportunity for the new employee to judge whether or not FVRL, its mission and goals, and the position meet their needs and expectations. An employee may be dismissed at any time during the probationary period for any reason not inconsistent with state or federal law.

The probationary period for WPEA union employees is six months from start date as described in Article 31 – Definition of the collective bargaining agreement: [Need a new link.](#)

The probation period for AFSCME union employees is six months.

Non-union employees normally serve a 12-month probationary period, which may be shortened at the discretion of the executive director.

## **Trial period**

The trial period applies to a WPEA union employee who accepts a voluntary demotion to a position in a lower pay grade job classification that they have not held in regular status in the last three years, or are promoted to a higher job classification, or movement to a different job classification in their current pay grade. The trial period will be six (6) months, as described in the WPEA contract. If during the trial period the employer decides the employee is not performing satisfactorily and ends the appointment, the appropriate reinstatement process outlined by the union contract will be followed:  
[https://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=8&menuid=2000293](https://source.fvrl.org/intranet/includes/secure_file.cfm?id=8&menuid=2000293)

An AFSCME union employee is required to serve a six-month trial period beginning on the effective date of a promotion to a higher job classification or a lateral transfer within the same job classification. If during the trial period the employee is unable to satisfactorily perform the duties of the new position, they will be reverted in accordance with terms of the AFSCME contract  
[https://source.fvrl.org/intranet/includes/secure\\_file.cfm?id=106&menuid=2000293](https://source.fvrl.org/intranet/includes/secure_file.cfm?id=106&menuid=2000293)

Non-union employees normally serve a 12-month trial period, which may be shortened at the discretion of the executive director.

## **Change of classification and transfers**

All eligible staff receive email notifications of position vacancies. Movement between positions, either laterally or through promotion, will be subject to the provisions of the employee's respective collective bargaining agreement.

For non-union employees, job opening announcements are shared via email and the ADP Career Center. Employees interested in applying for a position must submit a résumé, completed FVRL application form, and any supplemental information requested.

At times, a good faith reorganization of work may be required. This may involve movement of employees between job classifications and/or work units. Any such changes will be made in accordance with the applicable union contract.

## **Performance appraisals**

The quality of each employee's performance is a critical element in supporting FVRL's commitment to providing excellent customer service. Therefore, the district provides the tools needed to enable supervisors and their employees to regularly review, discuss, and document the employee's performance, conduct, and behavior on the job, and to set goals and monitor needed performance improvements. Employees will meet quarterly with their supervisors. WPEA employees receive an

formal, annual performance evaluation along with certification of their eligibility to receive a wage increase on the Periodic Increment Date (PID). AFSCME and Non-Represented employees receive semi-annual and annual formal, written evaluations to document their growth and development progress in specific competency areas Union substitutes are evaluated semi-annually. Performance appraisals become part of the employee's permanent electronic record once signed off by the employee and the supervisor.

Probationary and trial period appraisals document the progress of an employee in meeting job requirements. To successfully pass probation or trial period, the employee must demonstrate satisfactory performance in each area of the performance appraisal. Probationary and trial period employees are appraised in writing by their immediate supervisor during the probationary or trial period.

## **Disciplinary process and dismissal**

The purpose of the disciplinary process at FVRL is to retain valued employees through adjusted or redirected behavior or performance.

FVRL's policy is to provide for progressive discipline when needed to re-align employee behaviors with district goals. Progressive discipline is a process by which increasingly stringent measures are applied in response to repeated or continuing instances of undesirable behaviors, practices, or performance. Progressive discipline normally starts with a verbal warning, then may proceed to a written warning, possibly followed by suspension without pay, and finally, if all previous steps have failed, termination of employment.

FVRL will be the sole judge of the facts involved in any incident, the need for corrective discipline, the degree of discipline that is appropriate, and the need for discharge. FVRL may factor misconduct in its disciplinary decisions regardless of whether verbal and/or written notification has been given.

### **Non-union employees**

The district will normally use the following steps for non-union employees:

- Verbal warning will be given when the employee's performance does not meet expectations. The supervisor will discuss with the employee the expectations, their specific deficit, and the plan for meeting expectations.
- Written notification will be given if the employee's performance does not improve following verbal warning. In the event that an employee's performance or conduct is maintained at an acceptable level for one year following the date of the written notice, the written notice will be removed from the employee's personnel file. FVRL may, at its discretion, remove the notice earlier if involved managers/directors believe the situation has been corrected.
- Suspension without pay may be used for a specific period of time for employees who fail to respond to verbal warnings and written notices.
- Termination will be the final step in the disciplinary process if all previous approaches have not resulted in an employee's improved performance or behavior. The district also reserves the right to discharge an employee without any of the usual steps when a serious offense is involved or a pattern of repeated violations occurs. Serious violations include, but are not limited to, dishonesty, insubordination, breach of confidentiality requirements, unreported or unexcused absenteeism, or other conduct that compromises the employee's ability to effectively perform their job.

## Union employees

Disciplinary processes for union-represented employees are outlined in specific sections of the union contracts:

- WPEA: Disciplinary process for WPEA employees is covered in their union contract: Need a new link:
- AFSCME: Disciplinary process for AFSCME employees is covered in their union contract: need a new link

## Employee records

FVRL maintains files containing information related to your employment. Some of these are paper files and others, such as hire, movement between positions, policy acknowledgement, payroll, and performance appraisals, are electronic records.

Paper personnel files are located in the Human Resources department and are the official record of an employee's employment at FVRL. Typically a personnel file contains written information regarding:

- Hire records prior to January 2020
- Movement between positions prior to the implementation of the ADP Career Center
- Material of a disciplinary or negative nature concerning any employee may be placed in their personnel file only if the employee has been notified of the intent to place the material in the file, given a copy of the material, and allowed to append to it answers to any charges, complaints, or statements involved.

Personnel files are maintained in a locked, secure cabinet and can be accessed by the following:

- The employee, with one business day notice to HR
- An employee representative, with written permission from the employee
- The employee's supervisory chain
- HR staff
- Regulatory auditors
- In response to subpoena

Employee medical files contain written information the employee has provided from a health care provider, and any correspondence between FVRL and the health care provider in response to a request for reasonable accommodation or other medical inquiries. The federal Health Insurance Portability and Accountability Act (HIPAA) and Washington State privacy laws define standards to protect the privacy of health information. In the course of employment, an individual's health information may be used for the administration of workers' compensation, the Family Medical Leave Act (FMLA), Americans with Disabilities Act, disability insurance administration, return to work authorizations, insurance plan benefits administration, and other work-related circumstances. An employee may be asked to sign an authorization form to permit a medical provider or health plan to disclose health information to the district. The district may require that an employee provide written authorization to allow FVRL to provide assistance with billing or any insurance-related problem that is covered under HIPAA. Any disclosure will be used only for the specific purpose of the disclosure and the district will take all reasonable precautions to protect the privacy of this information.

Employee medical files may be accessed by the following:

- Employee, with one business day notice to HR
- HR staff

Electronic insurance enrollment and change records are maintained electronically in our HR information system, ADP.



## CHAPTER 10

# Leaving FVRL

FVRL is committed to creating a positive, fulfilling work experience for its employees, and maintaining as stable a workforce as possible. Given the size of the district's workforce and the ongoing effect of employment cycles, a fairly regular percentage of employees choose to leave FVRL each year for various personal and professional reasons. The library district also may on occasion have the difficult task of initiating an employee's departure due to performance, disciplinary action, service-related, or fiscal reasons.

## Terms of employment

Employment with FVRL is at-will. Employees have the right to end their work relationship with FVRL with or without advance notice, for any reason. FVRL retains the same right in compliance with their policies or applicable collective bargaining agreements.

One of the tools used to help make FVRL a better place to work is an exit interview. All regular employees voluntarily leaving FVRL will be offered the opportunity to participate in an exit interview conducted by a member of Human Resources. Information from this interview will be utilized in a positive way to make changes, and notes from the exit interview will not become part of the employee's personnel file.

## Resignations

Whenever possible, employees are expected to give the district two weeks' notice prior to leaving FVRL employment. Earlier notice is appreciated, whenever possible.

Each resigning employee is required to complete a resignation form ([https://source.fvrl.org/intranet/includes/secure\\_file.cfm?ID=89&menuID=2000293&CategoryID=14](https://source.fvrl.org/intranet/includes/secure_file.cfm?ID=89&menuID=2000293&CategoryID=14)) at the time notice is given. The form will be routed by the supervisor to Human Resources.

## Retirement

Employees should begin the process of planning to retire at least six months in advance of their anticipated retirement date. Contact Human Resources early in the process for information regarding retirement and COBRA benefits. **Employees are not considered to have retired from FVRL if they are not immediately receiving their DRS benefit upon leaving.**

## Layoffs

Although it is the intention of FVRL to maintain as stable a workforce as possible, reduction in funds or change of work patterns or programs may necessitate a reduction of the workforce. Reduction decisions are the responsibility of the executive director.

Union employees whose positions have been eliminated will be subject to layoff terms of the applicable collective bargaining agreement.

**Continuation of health insurance**

See Chapter 5 "Benefits: Continuation of health insurance under COBRA" or contact Human Resources for information on participating in FVRL's group health plan under COBRA after employment ends.



**Fort Vancouver Regional Library District**  
**Staff Report 2023-20**  
**Foundation Policy**

**TO:** Board of Trustees

**FROM:** Amelia Shelley, Executive Director

**DATE:** 04/17/2023

**SUBJECT:** Fort Vancouver Regional Library Foundation Policy

**Summary**

The Board has requested that some of the aspects of the Foundation's relationship with FVRL be codified in policy rather than solely through a memorandum of understanding.

**Foundation History**

FVRL's Foundation was formed to address the need for a 501(c)3 to apply for certain types of grants. Initially, the Foundation was a part of FVRL and its employees worked for the District. In 1996, the Foundation became a separate entity and formed a corporation for that purpose. It's stated mission is:

*The Fort Vancouver Regional Library Foundation aims to strengthen and enhance the Fort Vancouver Regional Library District's capacity to dynamically serve its communities. We engage with these communities to promote literacy, communicate the value of the Library, and inspire civic support. We also seek and welcome gifts to expand Library facilities, programs and services. Our vision is to be a leading library foundation. We strive to build public and private initiatives that provide opportunities to enrich life-long learning throughout our community.*

In the nearly thirty years of its existence, the Foundation has supported FVRL through numerous ways including securing grants for capital projects, creating opportunities for donors to support their libraries and helping the Friend of the Libraries in their philanthropic efforts to assist their local branch. While this partnership has been successful, it has not been without its challenges. A resistance to open and frequent communication has created a relationship that lacks trust.

**Memorandum of Understanding**

Since 1995, FVRL and the Foundation have operated under a Memorandum of Understanding (MOU) that should be renewed every five years. It is intended to serve as a contractual agreement between the two organizations dictating how they will work together and support each other's efforts. The current MOU was last updated in 2015 and is overdue for an update.

One of the key provisions of the MOU is that FVRL should expect to receive from the Foundation funds equal to or greater than the amount of support the Foundation receives from FVRL in the form of office space, utilities, staff support, vehicles and more. Another requirement of the MOU is that the

Foundation should provide annual fundraising and financial reports to FVRL. These reports have not been forthcoming, even when requested by the District.

The Foundation and FVRL are unable at this time to agree to new terms with the MOU, so the agreement remains in status quo. The inability to agree on new terms is indicative of the strain in the relationship and nearly a year of meetings between representatives of the two Boards of Trustees has failed to yield any progress. It is the belief of the District that there is no interest for the Foundation to come to an agreement, and that there is, in fact, an effort to reduce what little transparency currently exists. It is in the best interest of both organizations to rise above any petty personal grudges and work together to ensure the future success of the libraries.

### **Policy**

FVRL uses policies to define the parameters within which the organization operates to provide staff with guidance based on the law and the best interests of the communities we serve. FVRL has two current policies that address its relationship to the Foundation - *Gifts and Recognition* and *Gift of Art* Policies. However, neither of these policies define the relationship between the two organizations.

FVRL's Board of Trustees has the ability to create new policy to assist the District in its work and there is interest in creating a policy that might provide direction for FVRL's relationship to the Foundation. Without the ability to finalize a new MOU, it stands to reason that a policy may be the faster way to solve these concerns.

### **Action**

None at this time. Staff expects the Board's Policy Committee and the Foundation MOU Committee to work jointly on creating this new policy in the coming month. Staff hopes to have it before the Board for a first reading in May.

**Fort Vancouver Regional Library District  
Staff Report 2023-10  
Finance Committee Report**

**TO:** Board of Trustees

**FROM:** Finance Committee, Amelia Shelley

**DATE:** 4/17/2023

**SUBJECT:** Reserve Fund Year End Position and 2022 Expenditures

**SUMMARY:** At the end of 2022, FVRL assessed the actual revenue and expenditures to budget and established the end of year cash position of \$20,940,100 for the District. This amount exceeded the prior year's ending cash of \$19,672,242 resulting in **\$1,267,858** in unanticipated revenue, as well as **\$1,334,825** in unexpended reserves. It is up to the Board to determine whether or not the reserve fund assignments should be adjusted for 2023.

The 2022 budget assigned reserve funds intended to be spent from reserves, which were ultimately paid out of the general fund, due to excess revenue. That leaves some assigned reserve funds available to be *reassigned* to other priorities in 2023. The table below shows the following: 2022 reserve budget, 2022 reserve allocations from 2021 excess revenue (blue), 2022 actual expenditures (red), 2022 ending balances, and 2023 funds available for reallocation (green) to new or current priorities.

FVRL 2023 RESERVE ASSIGNMENTS									
			2022 Budget	Allocated 22	Final 22	Expended 22	End Bal	Allocate 23	New Balance
Objective 1 Capital Repair and Maintenance			\$550,000	\$200,000	\$750,000	-\$497,351	\$252,649	\$0	\$252,649
Objective 2 Replacement Vehicles			\$48,380	\$50,000	\$98,380	-\$19,771	\$78,609	\$0	\$78,609
Objective 3 Capital Projects									
Washougal Library Project			\$2,992,678	\$0	\$2,992,678	-\$314,675	\$2,678,003	\$0	\$2,678,003
Woodland Library Project			\$2,415,536	\$0	\$2,415,536	-\$204,518	\$2,211,018	\$0	\$2,211,018
Grand Blvd. Remodel			\$2,300,000	\$500,000	\$2,800,000	-\$298,510	\$2,501,490	\$0	\$2,501,490
Brush Prairie Library Project			\$500,000	\$0	\$500,000	\$0	\$500,000	\$0	\$500,000
Unrestricted Capital			\$158,695	\$360,611	\$519,306	\$0	\$519,306	\$0	\$519,306
Objective 4 Innovation			\$68,467	\$31,533	\$100,000	\$0	\$100,000	\$0	\$100,000
Objective 5 Budget Stabilization Fund			\$1,364,282	\$500,000	\$1,864,526	\$0	\$1,864,526	\$0	\$1,864,526
Unrestricted Reserve Funds - 2022 Carryover						\$1,334,825	\$1,334,825	\$1,334,825	\$1,334,825
<b>Total Reserve Plan Objectives 1-5</b>			<b>\$10,398,038</b>	<b>\$1,642,144</b>	<b>\$12,040,426</b>	<b>\$0</b>	<b>\$12,040,426</b>	<b>\$1,334,825</b>	<b>\$12,040,426</b>

The anticipated 2022 reserve expenditures totaled \$1,334,825, although no reserve funds were needed to cover those costs. Staff would like the Board to consider reassigning all or part of those funds to areas where the District needs additional support.

**Staff recommendation:**

Reallocate the \$1,334,825 in unspent reserves to the two capital projects - Woodland and Washougal. Woodland needs to start this summer to avoid losing \$2.5 million in grants. Washougal should keep pace with Woodland in terms of District support for the future project.

**Fort Vancouver Regional Library District  
Staff Report 2023-19  
Fine Forgiveness for Minors**

**To:** Board of Trustees  
**From:** Lynne Caldwell  
**Date:** 04/17/2023  
**Subject:** Fine Forgiveness for Minors

**Summary:** Minors under 18 years of age need a parental signature in order to get a Full Access library account which allows them to check out up to 50 items. Minors unable to get a parent to accompany them to the library to provide permission are able to get a Limited account that only allows them to check out 3 items at a time. This limits the financial liability for both the parents and the library should the minor not return the materials.

Minors are not allowed to enter into a contract so responsibility for the return of items ultimately rests with the parents. Because the use of their library account may not be fully in their control as a minor, we would like to give 18 year olds a “clean slate” with the library by removing bills for past due/lost materials when minors turn 18 years old. We would then change their library account to a Limited account until the 18 year old visits the library and confirms their own adult responsibility for their account.

To give you some idea what this might cost in fee forgiveness, here are the bill amounts for those who turned 18 the first three months of this year:

Turned 18 in:	# Accounts	# Unpaid bills	Bill totals
January 2023	29	71	\$1,435.91
February 2023	36	98	\$1,932.84
March 2023	34	110	\$2,081.97

During this 3 month time period 714 minors turned 18 and 99 of them had bills, so that is 14%.

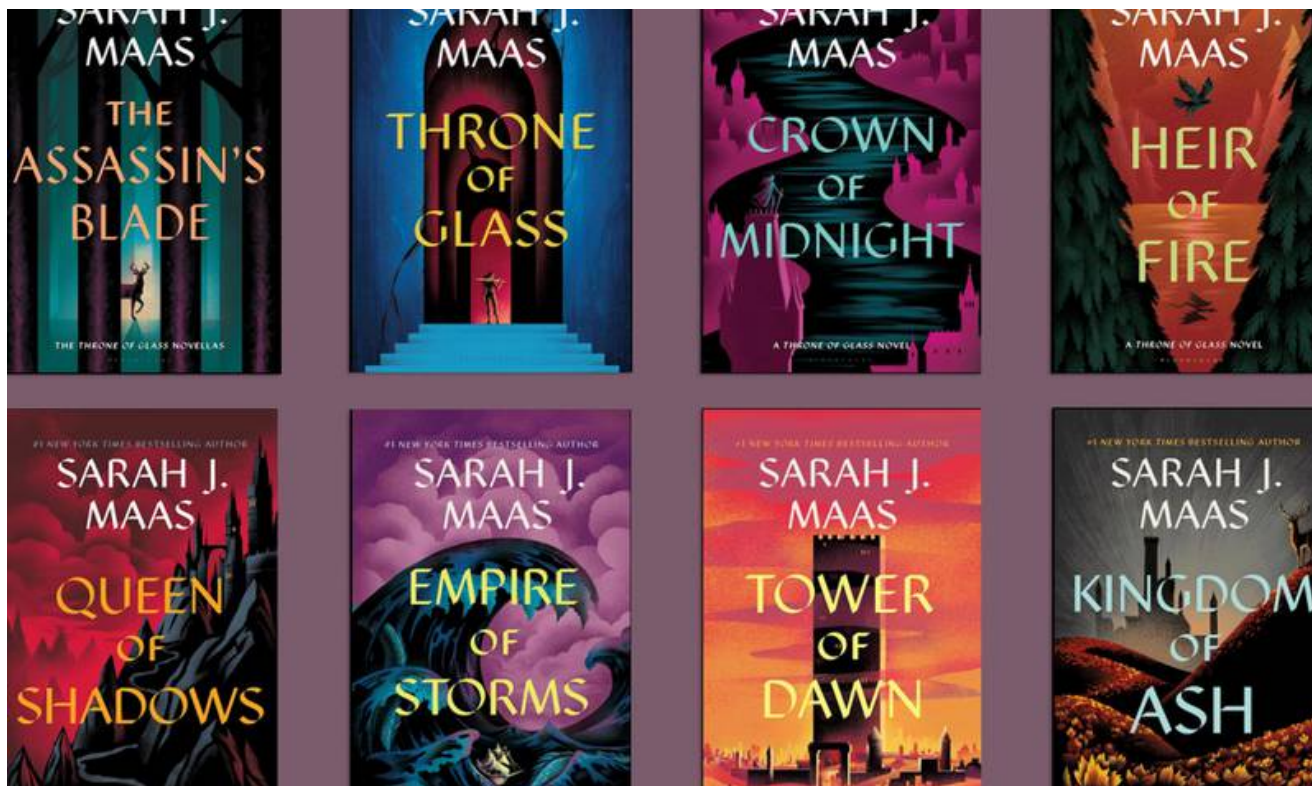
**Requested action:** pass a resolution to allow us to give a “clean slate” with the library to minors turning 18.

	March Circulation			YTD Circulation		
	2023	2022	Change	2023	2022	Change
Battle Ground Community Library	46,699	46,690	0.02%	130,213	128,108	1.64%
Cascade Park Community Library	67,240	67,842	-0.89%	191,639	186,092	2.98%
La Center Community Library	6,334	7,037	-9.99%	18,366	19,383	-5.25%
Ridgefield Community Library	10,434	9,805	6.42%	29,670	27,228	8.97%
Three Creeks Community Library	50,736	47,918	5.88%	144,562	132,597	9.02%
Vancouver Community Library	64,226	55,337	16.06%	169,130	157,732	7.23%
Vancouver Mall Library	12,294	12,106	1.55%	35,685	34,430	3.65%
Washougal Community Library	8,739	8,330	4.91%	24,896	23,108	7.74%
Green Mountain Library Express	197	214	-7.94%	729	665	9.62%
Yacolt Library Express	5,606	5,536	1.26%	14,835	14,618	1.48%
LibCabinet at Vancouver Mall	0	7	-100.00%	0		
<b>Clark County Total</b>	<b>272,505</b>	<b>260,815</b>	<b>4.48%</b>	<b>759,725</b>	<b>723,961</b>	<b>4.94%</b>
Woodland Community Library	5,795	5,571	4.02%	17,180	14,620	17.51%
Yale Library Express	1,185	828	43.12%	2,976	2,161	37.71%
<b>Cowlitz County Total</b>	<b>6,980</b>	<b>6,399</b>	<b>9.08%</b>	<b>20,156</b>	<b>16,781</b>	<b>20.11%</b>
Goldendale Community Library	7,391	6,693	10.43%	21,437	18,176	17.94%
White Salmon Valley Community Library	11,169	11,334	-1.46%	31,931	30,495	4.71%
Klickitat County Bookmobile	1,317	1,383	-4.77%	3,660	3,238	13.03%
<b>Klickitat County Total</b>	<b>19,877</b>	<b>19,410</b>	<b>2.41%</b>	<b>57,028</b>	<b>51,909</b>	<b>9.86%</b>
North Bonneville Community Library	515	457	12.69%	1,379	1,243	10.94%
Stevenson Community Library	5,112	4,798	6.54%	14,313	12,950	10.53%
Skamania County Bookmobile	1,123	1,444	-22.23%	3,017	3,383	-10.82%
<b>Skamania County Total</b>	<b>6,750</b>	<b>6,699</b>	<b>0.76%</b>	<b>18,709</b>	<b>17,576</b>	<b>6.45%</b>
District-wide	289	138	109.42%	679	378	79.63%
Mail	1,520	1,268	19.87%	4,061	3,556	14.20%
InterLibrary Loan Materials	427	302	41.39%	1,076	838	28.40%
<b>Misc Total</b>	<b>2,236</b>	<b>1,708</b>	<b>30.91%</b>	<b>5,816</b>	<b>4,772</b>	<b>21.88%</b>
Downloadable eBooks	65,014	56,135	15.82%	188,138	166,609	12.92%
eMagazines	1,430	1,686	-15.18%	4,543	5,360	-15.24%
Downloadable & streaming audiobooks	66,171	53,928	22.70%	189,916	153,834	23.46%
Downloadable & streaming music	22,641	19,536	15.89%	67,803	55,994	21.09%
Streaming video	8,876	8,086	9.77%	26,978	24,391	10.61%
<b>eContent Total</b>	<b>164,132</b>	<b>139,371</b>	<b>17.77%</b>	<b>477,378</b>	<b>406,188</b>	<b>17.53%</b>
<b>TOTAL</b>	<b>472,480</b>	<b>434,402</b>	<b>8.77%</b>	<b>1,338,812</b>	<b>1,221,187</b>	<b>9.63%</b>

# How Portland-Area Bookstores Got Swept Up in the Controversy Surrounding Sexuality in Sarah J. Maas' Fantasy Novels

[www.wweek.com/arts/books/2023/03/14/how-portland-area-bookstores-got-swept-up-in-the-controversy-surrounding-sexuality-in-sarah-j-maas-fantasy-novels](https://www.wweek.com/arts/books/2023/03/14/how-portland-area-bookstores-got-swept-up-in-the-controversy-surrounding-sexuality-in-sarah-j-maas-fantasy-novels)

After much brouhaha, the debate over whether the suggestive “Throne of Glass” series should be classified as YA may be over.



Sarah J Maas Books (Cover Art Courtesy of Bloomsbury)

By Eric Ash

March 14, 2023 at 4:37 pm PDT

For a decade and change, Sarah J. Maas has been one of America's biggest fantasy authors. She debuted in 2012 with the young adult smash hit *Throne of Glass*, followed by six more novels and a short story collection.

Maas has been a consistent YA bestseller, both popular and polarizing. Over the years, she has aimed for an older readership, and now, with the entire *Throne of Glass* series having been rereleased Feb. 14 with a brand-new cover art style, Maas' transition to the adult section of the bookstore is largely complete.

While still writing the *Throne of Glass* novels, Maas began another romantic high fantasy series, *A Court of Thorns and Roses*, first published in 2015. It was to be marketed as “new adult,” unlike *Throne of Glass*, aimed at college-age, rather than high school-age, readers. New adult didn’t really take off, however, as Maas herself admitted while speaking on a panel at New York Comic Con 2019. So *ACOTAR* was, with Maas’ blessing, marketed as YA, regardless of its more explicit sexual content.

By 2020, ahead of the fourth novel, *A Court of Silver Flames*, the entire series was reissued with new cover art, and booksellers moved the books out of YA. This didn’t stop Virginia State Delegate Tim Anderson from naming *A Court of Mist and Fury* in a 2022 lawsuit against Barnes & Noble, alleging B&N would give minors easy access to obscene content. (Virginia Circuit Judge Pamela S. Baskerville dismissed Anderson’s case several months later.)

Meanwhile, the *Throne of Glass* series wasn’t immune to complaints that it, too, was too spicy for YA. The fifth novel, *Empire of Storms*, features a sex scene in which two Fae lovers set a beach on fire, eliciting a divided response from fans.

Hence, Maas has also had the *Throne of Glass* series rereleased. Protagonist Celaena, who used to be front and center, has largely vanished from covers in favor of natural patterns and buildings with relatively dark, muted colors. Copies with the original covers are no longer widely for sale at B&N; by Feb. 17, the Clackamas store had pulled them all off the shelves. Other stores in the metro area—Tigard, Vancouver, Lloyd Center—still had some old-cover copies in their YA sections as of March 4, albeit very few in number.

In contrast to B&N, Powell’s has both versions sharing space on its YA shelves, with the old-style covers all on lower-priced used copies. A Cedar Hills Crossing bookseller said it would be up to company higher-ups to officially move the books, and until then, Maas’ work may stay accessible “in as many sections as possible.”

## ADVERTISING

Meanwhile, the Multnomah County Library still catalogs Maas’ pre-2020 backlist as YA. Fort Vancouver Regional Library does the same. A representative for FVRL said that to change this would require filling out a comment form online, which would then be forwarded to the library’s collection development department.

Moving existing series out of YA (twice) has made Maas unusual among her peers. Female fantasy writers’ works are usually seen as YA for marketing purposes if nothing else, likely because YA is often perceived as more inherently “feminine.”

Cassandra Clare and Wesley Chu’s *Eldest Curses* trilogy was to be billed as the first “adult” *Shadowhunters* series, but was ultimately marketed as YA instead at the publisher’s behest. R.F. Kuang’s *The Poppy War* was always marketed as adult, befitting its violent retelling of



the Second Sino-Japanese War, but was often mistaken for YA due to its boarding school setting. The trend has continued in 2023 with Mia Tsai speaking out against mislabeling her debut adult fantasy novel *Bitter Medicine* as YA.

At NYCC 2019, when Maas spoke with Laurell K. Hamilton, she acknowledged that time as a “golden age of YA.” Her books may no longer sell in that section, but her past sales remain the foundation of her present influence and success, as the new covers grace local bookstores. The content inside remains the same, though, whichever cover one might collect. For now, collectors of the original style can borrow from the library, buy from Powell’s, or, if lucky, obtain one of the last copies at various local B&N stores.

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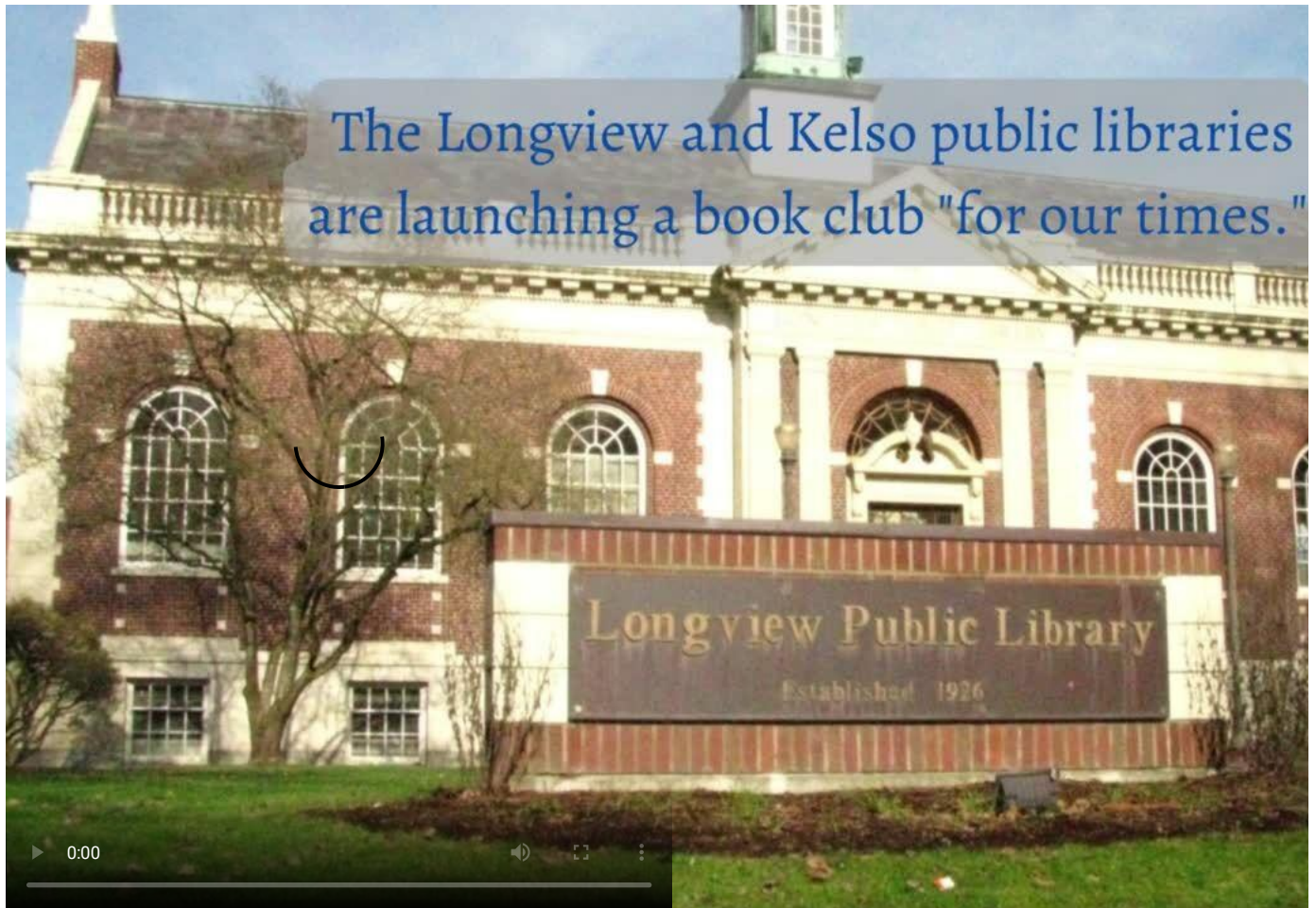


## Author David Baldacci to speak at Vancouver library foundation fundraiser

[tdn.com/news/local/author-david-baldacci-to-speak-at-vancouver-library-foundation-fundraiser/article\\_66533692-bd5d-11ed-862a-330bbdf983bd.html](https://tdn.com/news/local/author-david-baldacci-to-speak-at-vancouver-library-foundation-fundraiser/article_66533692-bd5d-11ed-862a-330bbdf983bd.html)

March 16, 2023

VANCOUVER — Internationally bestselling author David Baldacci is scheduled to be the keynote speaker at the Fort Vancouver Regional Library Foundation's 21st fundraiser, the Authors & Illustrators Dinner & Silent Auction on Oct. 17 at the Hilton Vancouver.



The "book club for our times" at the Longview and Kelso public libraries launched in early February. (Brennen Kauffman, The Daily News)  
[Brennen Kauffman](#)

Baldacci is the author of 48 novels, all of which have been bestsellers, and several have been adapted for film and television, according to organizers. His novels — such as "Absolute Power," "The Camel Club" and "Zero Day" — have been published in over 45 languages and in more than 80 countries, with 150 million copies sold worldwide, the foundation reports. Baldacci has also published seven novels for younger readers.

The event will include a silent auction, dinner, author presentation and VIP reception. Proceeds help the foundation support services and programs at Fort Vancouver Regional Library locations, which includes a branch in Woodland.

To submit information for the community page, email [frontdoor@tdn.com](mailto:frontdoor@tdn.com).