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I. APPOINTMENTS

- A. The Executive Director is appointed by the Executive Board upon the recommendation of a Search Committee. The Executive Director serves at the pleasure of the Executive Board and according to any terms and conditions which may be agreed to between this individual and the Executive Board.
- B. Professional employees are appointed by the Executive Director. These employees serve an initial twelve-month training period, during which they will be evaluated twice. (See Section III A)
- C. Support staff are appointed by the Executive Director. These employees serve an initial six-month training period, during which they will be evaluated twice. (See Section III B) SWON Libraries may employ temporary staff due to vacancies in permanent staff or for special projects. Employment may be through a temporary agency or by hiring directly onto the SWON Libraries payroll.
- D. It is the policy of SWON Libraries, as an equal opportunity/affirmative action employer, that selection of staff members is based solely upon qualification, training, and skill for the position involved. Therefore, in recognition of the essential rights of all employees and applicants as individuals, it is the policy of SWON Libraries to recruit, hire, promote, and provide for work assignments without regard to race, color, religion, sex, national origin, handicap, or age.
- E. Hiring of Relatives
 - 1. Relatives of current staff (full-time, part-time, contract, and temporary) and members of the Executive Board shall not be considered for employment.
 - 2. The definition of relative for this policy includes spouse, child, parents, siblings, in-laws, grandparents or any other member of the family or household who had stood in the same relationship with the employee as any of these.

II. TERMINATIONS

A. Resignations

Resignations are to be submitted to the Executive Director in writing. The Executive Director will notify the Executive Board of the resignation within 3 business days. *The Executive Director is to submit his/her resignation in writing to the Executive Board.* Professional employees are expected to give at least one month's notice. Support staff are expected to give at least two weeks' notice. Failure to give the expected notice may result in the forfeiture of the payment for unused accrued vacation.

B. Dismissals

- 1. All employees serve at the pleasure of the Executive Board. Either party is free to terminate the employment relationship at any time.

2. All employees subordinate to the position of Executive Director may be dismissed by the Executive Director. The Executive Director may be dismissed by the Executive Board.

D. Abandonment

Failure to report to work or contact the Executive Director for two consecutive days shall constitute job abandonment and shall be grounds for dismissal.

III. PERFORMANCE EVALUATIONS

Written performance evaluations are conducted in conjunction with the annual budget cycle.

- A. The President shall appoint an Evaluation Committee to conduct the evaluation of the Executive Director's performance. After discussion with the Executive Board, the written evaluation will become part of the employee's personnel file.
- B. Performance evaluations will be conducted twice during the initial training period and then annually for both professional and support staff. These written evaluations will be conducted by the Executive Director and become part of the employee's personnel file.

IV. PAID LEAVES OF ABSENCE

A. Sick Leave

1. Employees of SWON Libraries earn one (1) paid sick day per month (12/year). Part-time employees earn pro-rated sick leave. Time used will be reported in no less than hourly increments. Sick leave may be accumulated to a maximum of 520 hours for full-time employees; part-time employees may accumulate a pro-rated maximum based on their average work week.
2. Accumulated sick leave may be used only for the following:
 - a. Absences due to personal illness, injury, or pregnancy.
 - b. Absences for illness or injury of an immediate family member.
3. Employees are expected to notify the Executive Director or the SWON Libraries Office within one-half hour of the normal starting time if they are unable to report to work.
4. In the following circumstances use of sick leave may be monitored by requiring a physician's statement:
 - a. In the case of five (5) consecutive work days taken as sick leave, a physician's statement will be required stating the nature of the illness and the suitability of the employee to return to work.

- b. In the case of frequent, short absences for which sick leave is taken.
5. Employees who are terminated or resign will not be paid for accrued but unused sick leave.

B. Personal Leave

Full-time employees of SWON Libraries are allowed up to twenty-four hours (3 days) of their sick leave as personal leave per year for personal matters that cannot be handled outside of normal working hours. Part-time employees earn pro-rated personal leave. Personal leave should be approved in advance by the Executive Director.

C. Funeral Leave

Full-time employees of SWON Libraries are allowed up to three (3) days paid leave following the death of a member of the employee's immediate family: mother, father, sister, brother, daughter, son, spouse, parents-in-law, or a sole surviving relative or other person whose relationship to the staff member could be deemed immediate by the Executive Director. A total of up to one (1) day will be allowed following the death of any other relative. This benefit is pro-rated for part-time staff.

D. Jury Duty

Leaves of absence for jury duty are approved with prior notice to the Executive Director, or in the case of the Executive Director, to the Executive Board. Employees are required to report to work during times when they are not scheduled for jury duty. Pay received for jury duty may be kept as reimbursement for expenses incurred in performing the jury duty. This is in addition to the normal SWON Libraries salary. SWON Libraries will not reimburse employees for expenses incurred over and above the jury duty pay.

E. Vacation Leave

1. Full-time professional staff earn twenty (20) vacation days per year (1-2/3 days/month) for the first five years of employment. Thereafter, one (1) additional day of vacation leave per year is earned through the tenth year of employment. The maximum accrual per year for full-time professional staff is twenty-five (25) days. Part-time professional staff earn pro-rated vacation time.
2. Full-time support staff earn ten (10) vacation days per year (5/6 day/month) for the first five years of employment. Thereafter, one (1) additional day of vacation leave per year is earned through the tenth year of employment. The maximum accrual per year for full-time support staff is fifteen (15) days. Part-time support staff earn pro-rated vacation time.
3. Vacation leave is accrued monthly and may be taken as accrued after three (3) months of service. Prior approval by the Executive Director is required for use of vacation time. Vacation time used will be recorded in no less than one-hour

increments. The maximum accrual is thirty (30) days for professional staff and twenty (20) days for support staff.

4. Vacation time accrued but not taken will be paid to employees leaving SWON Libraries after a period of one year's employment, unless the employee fails to give the expected notice of resignation. (See II A Resignation)

F. Holidays

There shall be twelve (12) holidays for which SWON Libraries is closed for business and staff are paid if they would have been scheduled to work on these days. These holidays are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Two Floating Days (approved by Executive Director)

V. UNPAID LEAVES OF ABSENCE

1. Leaves of absence for military service will be approved with prior notice to the Executive Director and the Executive Board in accordance with federal law. Military leave will be restricted to time actually covered by military orders. Orders must be presented before military leave approval will be granted.
2. Requests for extended medical/maternity leaves of absence without pay must be accompanied by a physician's statement and will be considered and approved or disapproved by the Executive Director. Upon returning, an employee must present a physician's statement indicating suitability for work.
3. Requests for other leaves without pay will be considered and approved or disapproved by the Executive Director.
4. With the exception of military leave, no benefits are accrued while the individual is on an unpaid leave of absence.

VI. STAFF DEVELOPMENT

A. In-Service Training and Professional Meetings

Employees may attend job-related workshops and training programs on paid release time with the prior approval of the Executive Director. At the discretion of the Executive Director, SWON Libraries will reimburse the employee for all or a portion of workshop or conference expenses pertaining to registration, meals, transportation, and lodging.

B. Professional Activities

It is the SWON Libraries policy to encourage membership of its professional employees in professional library organizations such as the American Library Association, etc. Such membership may, at the discretion of the Executive Director, be reimbursed by SWON Libraries. Time with pay may be allowed for attendance at meetings and conferences sponsored by such organizations, either local or national. SWON Libraries will pay travel and other related expenses for attendance at conferences in accordance with the established SWON Libraries travel policy, and at the discretion of the Executive Director, funds permitting. Travel and other related expenses for local meetings or participation will not be reimbursed unless the employee is officially representing SWON Libraries.

VII. WORKING CONDITIONS

A. Overtime

The regular work week for full-time staff shall consist of forty (40) working hours. The work week shall begin at 12:01 a.m. Sunday and conclude at 12:00 p.m. the following Saturday. The regular hours of business of SWON Libraries are 8:30 a.m. to 5:00 p.m., Monday through

Friday. The pattern of scheduling individual employees within the regular work week shall be determined by the Executive Director, except as is limited by applicable federal and state laws.

For purposes of overtime compensation, employees of SWON Libraries fall into one or the other of two categories:

1. The professional staff (Executive Director, Technology Coordinator, and Continuing Education Coordinator) are “exempt” employees and as such do not receive overtime compensation either in the form of pay or compensatory time.
2. All other employees are “non-exempt” and shall receive pay and overtime compensation in accordance with the Fair Labor Standards Act of 1938, as amended, and any applicable state laws.

These employees shall receive overtime pay at 1 1/2 times their regular rate of pay or compensatory time at the rate of 1 1/2 hours for each hour of overtime worked. Any such compensatory time must be taken by the end of the pay period following the period in which the time is earned.

Overtime work shall be defined as any amount of time actually worked in excess of forty (40) hours in a work week. Overtime work shall not be performed by an employee without the prior approval of the Executive Director.

B. Closing Due to Inclement Weather

The SWON Libraries Office will be open during regular hours of business unless authorization to close is given. The Executive Director may give such authorization. All staff will be paid for their normal work day if the office has been closed in this manner.

C. Working at Home

It is the policy of SWON Libraries that exempt employees may at times perform their duties from home or at other locations outside the office. Support staff are expected to perform their duties in the office or at a SWON Libraries function.

D. Telecommuting

Telecommuting means working one or more days each work week on a regular basis from home or a remote office instead of commuting to the headquarters office.

Telecommuting is voluntary, meaning the employee chooses to request a telecommuting arrangement. All telecommuting arrangements are granted by the Executive Director on a temporary and revocable basis and may be discontinued by the Executive Director of SWON Libraries or the employee at any time.

Telecommuting is not appropriate for all employees. Employees are eligible for telecommuting if their jobs do not require frequent face-to-face interaction with others in the headquarters office and the majority of the employee's tasks can be performed successfully away from the headquarters office as determined by the Executive Director. Employees must be at the headquarters office to attend meetings, training sessions or other events if their presence is needed or the task cannot be completed away from the headquarters office.

Employees must have an outstanding performance record to be considered for telecommuting. Employees are not eligible for telecommuting until they have worked in the headquarters office and demonstrated their performance record. Telecommuting will only be considered if quality of service to the members of SWON Libraries can be maintained during the arrangement.

The duties, obligations, and responsibilities of an employee who telecommutes are the same as employees at the headquarters office. Telecommuting employees are expected to maintain standard SWON Libraries office hours as much as possible and to work a similar schedule. Employees who telecommute are expected to be working in their home office during the telecommuting work schedule, unless they would normally be out of the office due to their work. The telecommuting employee must be easy to contact at any time by the staff or members through telephone, mobile phone, or instant messaging. Sick leave and vacation must be reported as usual to the Executive Director. Telecommuting shall not be used as a substitute for dependent or child care.

SWON Libraries will determine the appropriate equipment needs (including hardware, software, copier or fax) to be provided to the telecommuting employee. All equipment remains the property of SWON Libraries while being used by the employee. The employee is responsible for the safety and security of all SWON Libraries equipment. All equipment and supplies must be returned in reasonable condition to SWON Libraries as soon as the telecommuting arrangement is no longer valid or if the equipment is no longer needed by the employee to do their work. All other office equipment and office furniture needs are the responsibility of the employee. SWON Libraries will provide standard office supplies (letterhead, paper, folders, etc.) The employee must establish an appropriate work environment within their home for work purposes.

Telecommuting employees will be reimbursed for employment related travel according to the SWON Libraries travel policy. Mileage shall be determined from the employee's home office or remote office location at the start and end of the trip. All travel should be approved by the Executive Director, in accordance with the SWON Libraries travel policy.

Telecommuting employees may be provided with a mobile telephone on an as-needed basis at the expense of SWON Libraries if approved in advance by the Executive Director. SWON Libraries will not reimburse any other home or office phone charges. SWON Libraries will not purchase or reimburse employees for the cost of an Internet service provider or Internet use or any equipment or services that the telecommuting employee may voluntarily purchase.

E. Drug-free Workplace

It is the policy of SWON Libraries to maintain a drug-free workplace in accordance with the Drug-Free Workplace Act of 1998.

F. Harassment

SWON Libraries is committed to providing a workplace in which individuals are treated with courtesy, respect, and dignity. Employees who have complaints of any type of harassment should report the conduct to the Executive Director or a member of the Executive Board.

VIII. WELFARE AND ECONOMIC BENEFITS

A. Health Insurance

SWON Libraries will provide individual standard health insurance for full-time employees of SWON Libraries based on Executive Board policy. Part-time employees working twenty-five (25) hours per week or more may elect to be covered under this group policy, with SWON Libraries covering the cost on a pro-rata basis and the employee assuming the rest of the cost.

B. Retirement

1. Social Security. By law, all eligible employees must be members of the Social Security system. Deductions will be made in accordance with the current FICA withholding tables.
2. Annuity. A tax deferred annuity designed for 501(c)3 organizations will be purchased by SWON Libraries for each employee averaging twenty-one (21) or more hours per week. The employer's annual contribution will be equivalent to 5% of the employee's annual salary. The investment fund choice may be made by the employee, who may also make an additional contribution, based on current tax laws. No vesting period will be required. The Executive Director will periodically

review the annuity plan and make any recommendations for changes to the Executive Board.

C. Unemployment Compensation

All permanent SWON Libraries employees are covered by Ohio's unemployment compensation laws and regulations and may be eligible for unemployment benefits.

D. Worker's Compensation

Employees may be entitled to worker's compensation for job-related accidents or injuries. Employees must report any injury immediately to the Executive Director, or in the case of the Executive Director, to the President of the Executive Board. In the case of an accident or injury, employees are urged to seek medical attention.

E. Pay Dates

Pay dates are the fifteenth (15) and last day of each month for all SWON Libraries employees. If the fifteenth or last day of the month is on a weekend or paid holiday the pay date is the preceding workday (e.g., if the fifteenth is on a Monday which is a paid holiday, the pay date is the previous Friday).

F. Wages

The amount and frequency of pay increases shall be determined by the Executive Board based on the recommendation of the Executive Director.

IX. TRAVEL & EXPENSE REIMBURSEMENT

Travel expenses shall be reimbursable expenses only if the travel is for the purpose of conducting official SWON Libraries business and has been authorized in advance.

A. Allowable Living Expenses

1. Allowable living expenses consist of those direct expenditures made by a traveler in meeting his/her own necessary and reasonable expenses while traveling on SWON Libraries business. These allowable expenses shall include, but not be limited to, common carrier, mileage and other transportation expenses, living expenses, conference fees and meal expenses.
2. Meals, lodging, and incidentals will be reimbursed if they are actual, reasonable, and necessary expenses, upon proof of such expenditures. Expenses must be itemized and accompanied by receipts. Guidelines for reimbursement shall take into account such factors as the location to which the travel has occurred. Tips should be reasonable based on the service rendered and are reimbursable. A receipt is not required. Expenses incurred for entertainment, alcoholic beverages, and other non-business expenses are not reimbursable travel expenses.

3. Travel expenses should be filed by the end of the month of travel.

B. Travel by Private Automobile

1. The traveler may be reimbursed for mileage using a privately owned automobile or a privately owned motorcycle for official SWON Libraries business. No person may be reimbursed for expenses on the mileage basis unless motor vehicle liability insurance is carried. Mileage is payable to only one of two or more persons traveling on the same trip and in the same vehicle. Mileage is reimbursed in accordance with the current IRS rate.
2. Reimbursement for travel may include parking charges, ferry fares, bridge, highway and tunnel tolls and other reasonably incurred travel expenses directly related to authorized travel. A receipt is required for parking and other items of expense greater than ten (10) dollars. Receipts are not required for ferry fares, bridge, highway, or tunnel tolls.
3. Any other out-of-pocket expenses, such as road service and towing charges, directly chargeable to the operation of the vehicle may be reimbursed subject to approval of the Executive Director.
4. Mileage expenses for mandatory local travel between libraries and to conduct the Consortium's business shall be paid to the staff on a monthly basis. All such mileage should be documented on a mileage log.

C. Travel by Common Carrier

All travel by common air, rail, taxi, or bus carrier must be at the lowest available rate. Expenses must be supported by ticket stub, receipt, or similar evidence of expense if the expense is greater than ten (10) dollars. The traveler is personally liable for any charges assessed for unused travel reservations which are not released within the time limits specified by the carriers.

D. Meals

1. A person authorized to travel on SWON Libraries business may claim reimbursement of expenses incurred for meals on the day of departure for a trip requiring overnight lodging or for meals on the day of return from a trip requiring overnight lodging.
2. Expenses claimed for meals must be itemized and accompanied by a receipt. Reimbursement is authorized for reasonable meal expense if the meal is an integral part of a conference, seminar, or similar working assembly.
3. No reimbursement shall be made for the cost of entertainment or alcoholic beverages.
4. In cases of extended travel, a per diem rate for each calendar day of authorized travel may be established by the Executive Director.

E. Lodging

Overnight travel required for the conduct of official SWON Libraries business shall require prior approval by the Executive Director. Reimbursement for reasonable lodging accommodations shall be provided for authorized travelers. Receipts for all such reimbursable expenses are required.

F. Miscellaneous Expenses

Expenses incurred for special purchases or rentals essential for the fulfillment of the travel or work assignment may be reimbursed upon approval of the Executive Director. Receipts shall be submitted for each miscellaneous expense greater than ten (10) dollars. Miscellaneous expenses may include storage of baggage, telephone calls on official SWON Libraries business, and other such expenditures necessary to conduct the business of the Consortium.

G. Registration Fees

Expenses incurred for registration fees at meetings or conferences may be paid directly by the Consortium or they may be reimbursed. Any such expenses must be accompanied by receipts.