



FREMONT COUNTY
Libraries

Engaging Minds • Enriching Lives

FREMONT COUNTY LIBRARY SYSTEM ORGANIZATIONAL & PERSONNEL POLICIES

Adopted February 7, 2007

Revised January 4, 2023

This manual replaces all previous manuals and supersedes all earlier oral or written materials about Fremont County Library System [FCLS] policies and procedures. The Fremont County Library System reserves the right to changes, add or delete benefits and policies as necessary.

AT-WILL STATEMENT

Your employment with the Fremont County Library System is a voluntary one and is subject to termination by you or the Fremont County Library System at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Fremont County Library System employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Fremont County Library System Board of Directors.

These personnel policies are not intended to be a contract of employment or a legal document.

Employee's Signature

Date

Employee's Name [Printed]

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Organizational

LIBRARY SYSTEM MISSION

The Fremont County Library System contributes to healthy, vibrant communities by enriching lives and engaging minds in Fremont County. (Revised January 7, 2015)

GENERAL POLICIES

Operating Hours

The Fremont County Library Board of Directors authorizes the hours of library operation as best suit the needs of the community and within personnel and budgetary constraints.

Salaries

The Fremont County Library Board of Directors authorizes salary schedules subject to budgetary constraints. The library director's salary is set at the discretion of the Board of Directors.

Reduction in Force

The Fremont County Library Board of Directors renders final decisions concerning reduction of workforce when based on budgetary constraints.

Fee Schedules

The Fremont County Library Board of Directors is responsible for adopting fee schedules for the library. Current fee schedules are available at each library within the system.

Provision of Library Services

The Fremont County Library System affirms the American Library Association's Library Bill of Rights as a guiding, non-binding document in providing library services. Final policy decisions are the responsibility of the FCLS Library Board of Directors.

Library Bill of Rights:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

(Revised January 4, 2023)

FCLS Policy Manual
Adopted February 7, 2007
Revised January 4, 2023

PATRON CODE OF CONDUCT POLICY

The Fremont County Library System welcomes everyone. We strive to provide a clean, respectful, safe environment for staff and patrons, and to protect facilities, equipment, and materials.

Conduct Information

The following behaviors are prohibited:

1. Refusing to comply with a reasonable request by library staff.
2. Entering non-public areas without permission.
3. Engaging in illegal activities or illicit activities such as use of alcohol or illegal drugs, public intoxication, vandalism, theft, or viewing child pornography.
4. Smoking or using electronic or vapor cigarettes inside the Library.
5. Creating loud noises that are disruptive to others.
6. Failure to wear a shirt/top, pants/bottoms, or shoes.
7. Engaging in any sexual activity or conduct.
8. Interfering with or disrupting Library computer networks, Library services, or equipment.
9. Consuming food or uncovered beverages in the Library except in designated areas.
10. Engaging in harassing, threatening, or harmful behavior.
11. Using profanity.
12. Using restrooms for bathing or laundering.
13. Leaving children 8 years of age and younger unattended anywhere in the Library. (See FCLS Unattended Child Policy)
14. Bringing animals, except service animals or animals authorized by library staff, into the Library. Proof of service status may be requested.
15. Leaving bicycles, skateboards, scooters, or similar devices in the entryway.
16. Leaving personal belongings unattended.
17. Unauthorized selling or soliciting for money, items, or services.
18. Distributing or posting printed materials not approved by the Library.

This policy serves as notice. Conduct that violates this Patron Code of Conduct Policy may result in an individual being asked to leave Library premises. Repeated disregard of the Library's Patron Code of Conduct may result in exclusion from Library property and/or prosecution. Library staff may call law enforcement if a patron refuses to comply with the Patron Code of Conduct Policy.

(Revised March 2, 2022)

UNATTENDED CHILD POLICY

The Fremont County Library System welcomes children. A child's parent(s) or guardian(s) are responsible for the child's safety and behavior when the child is in the library, even if the parent(s) or guardian(s) are not present. Young children may not be left unattended anywhere in the library, including areas designed for children.

A parent, guardian or responsible individual who is at least thirteen years of age must accompany children under the age of eight when they are using the library. The responsible individual must supervise, guide and control the behavior of their charge or charges at all times.

Requirements and Guidelines:

1. Library staff cannot assume responsibility for the safety and well-being of any child in the absence of a parent, guardian or caregiver.
2. Library staff will attempt to contact the parent or guardian of the child if a child is unattended or under-attended and one or more of the following events occur:
 - a. the child's behavior is disruptive or inappropriate
 - b. the child appears to be a danger to herself or himself or others
 - c. the child appears to be threatened by others
 - d. the child appears to be ill or upset
 - e. the child has not been met by a parent or caregiver at closing.
3. If a parent or guardian cannot be located, library staff will contact the county's Department of Family Services or law enforcement.

MATERIALS ACQUISITION POLICY

The Fremont County Library System provides free access to materials in a variety of formats to all people in Fremont County. Materials will meet the informational, recreational, cultural, and educational needs that reflect a diversity of ideas. The Board of Directors of the Fremont County Library System has delegated the responsibility of collection development within the scope of its budget to the Library Director and library staff.

FCLS maintains a Materials Selection Criteria that reflects existing collection needs, relevance to community needs, quality of the publication, and patron requests.

FCLS adheres to the seven tenets of the Freedom to Read Statement from the American Library Association's Freedom to Read Foundation:

- 1) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
- 2) Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
- 3) It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- 4) There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- 5) It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- 6) It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
- 7) It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

(Revised December 7, 2022)

CHALLENGED MATERIALS POLICY

It is the policy of the Fremont County Library Board of Directors to provide a process that allows the public to question the presence of specific materials in the library collection. Procedures for challenging materials are available at each library within the system. Challenges will only be entertained from Fremont County, Wyoming, residents.

(revised January 4, 2023)

FCLS Policy Manual
Adopted February 7, 2007
Revised January 4, 2023

PATRON COMMUNICATION POLICY

The Fremont County Library System (FCLS) strives to provide excellent service and resources for our community. We appreciate input and seek to engage in respectful conversation regarding suggestions, comments, and complaints from our community members. FCLS encourages patrons to speak directly with library staff or to complete the Patron Communication Form which may be printed from the FCLS website or picked up at any FCLS library. The Library Director will review and respond to the submitted Patron Communication Form.

For concerns related to materials in the library collection, we will direct patrons to the FCLS Materials Acquisition Policy and the Citizen's Request for Reconsideration of Library Materials form.

Communication process for suggestions and comments:

Patrons may share a suggestion or comment with library staff. If a patron is not comfortable speaking with a librarian, the patron may complete and submit a Patron Communication Form. The Library Director or Library Manager will review submitted forms and respond as needed.

Communication process for complaints:

- As a first step, FCLS encourages the patron to speak directly with a staff librarian. A respectful conversation often provides resolution to a concern. If the patron is not satisfied with this conversation, the patron may speak with the Library Manager.
- If a patron is not satisfied with the conversation with the Library Manager, then the patron may complete and submit the Patron Communication Form.
- If the patron is not comfortable speaking with a staff librarian or the Library Manager, then, the patron may complete the Patron Communication Form.
- Once the completed Patron Communication Form is submitted, the Library Director will review the form with the Library Manager and will provide an initial response to the patron within three business days.
- Any complaint related to personnel issues will be handled by the Library Director.
- Other than personnel issues, if the patron is not satisfied with the Library Director's response, or if the complaint relates to the Library Director, then the completed Patron Communication Form will be given to the FCLS Library Board chairman. The chairman will bring the complaint to the full Library Board for consideration.
- The chairman will respond on behalf of the Library Board. If the patron is not satisfied with the response, the patron may request the opportunity to address the Library Board at a regular monthly meeting.
- All complainants will receive a written response within 30 days of the submitted Patron Communication Form.

(Adopted February 2, 2022)

LOCAL HISTORY COLLECTIONS (Rare and/or Unique)

It is the goal of the library to make its materials as accessible to patrons as possible. However, certain local history materials should receive special protection and their circulation should be limited. This policy applies primarily to materials that are shelved as a separate local history collection. Books and other materials may receive this designation for one or more of the following reasons:

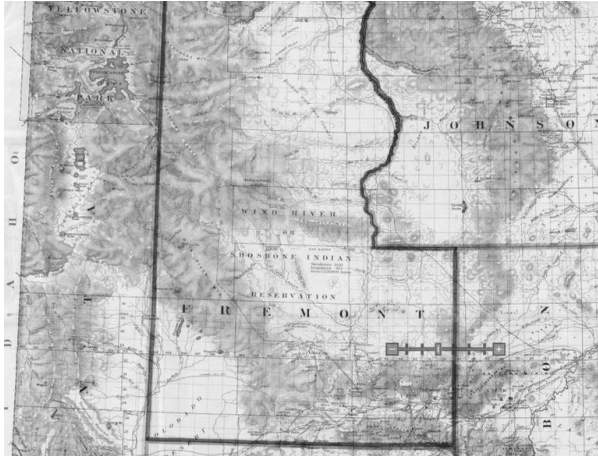
- A significant part of the works concerns the history of:
 - Fremont County.
 - Adjoining counties during the early period (exploration, Native Americans, homesteading, etc.). This would include counties that adjoined Fremont during the Territorial period.
 - Wyoming. When materials are rare, hard to find, fragile or published by a small regional or local press.
 - American West. When works are very unusual/rare and especially appropriate to the collection.
- Books or other materials contain genealogies of pioneer families who settled in Fremont and adjacent counties.
- Preservation and protection weigh more heavily than ease of access.
- Researchers and other users might reasonably assume that responsibility for preserving the items and making sure that they continue to be available rests with the library (for example, responsibility for Central Wyoming College materials rests primarily with the college library. Lander Library may include CWC materials in its collection but it is not responsible for their continued availability).
- The works were written or produced by local authors. Note: discretion should be used in making these selections. It is not really feasible to include all local, poetry, fiction, and self-published items in the collection. Authors may also prefer that their work is readily available and can be checked out by library patrons.

Local history should be an active, living collection and new materials should be added regularly. The works of local publishers like the High Plains Press should be reviewed regularly for purchase, both to improve the collection and to support the continuing publication of local materials.

Materials should not usually be included in the locked case collection when they:

- Have little or no local importance.
- Concern the post-statehood or the post-range war/homesteading period in other Wyoming counties.
- Are unlikely to be helpful to residents interested in local history.
- Are widely available from large commercial publishers.
- Would be more accessible if they were given to another library. For example, it might be the case that some Wyoming materials would get more use if they were housed in the State Library.
- Are duplicates of works already in the local history collection. It is sometimes desirable, however, to include multiple copies of very rare, fragile, or important works.

The map below shows Fremont County about 1885. County boundaries changed several times over the years. During the early period, Fremont extended all the way to the Montana line. Carbon and Johnson Counties adjoined Fremont on its eastern boundary. Uinta was on the west.



(Adopted April 1, 2017)

CIRCULATION

PRIVILEGES AND RESPONSIBILITIES

Borrowing library materials requires a valid card issued by the Fremont County Library System (FCLS) or another WYLD (**WY**oming **L**ibrary **D**atabase) network library. A Wyoming citizen may hold a public library card only for the county where they reside. Patrons assume full legal and financial responsibility for the material they borrow. Custodial parents or legal guardians assume that responsibility for their minor children. Patron transaction and registration records are confidential, but custodial parents or guardians ~~can~~ may inspect the records of their minor children.

A Fremont County resident's first library card is issued free. All WYLD library cards may be used at any WYLD member library in Wyoming. The Fremont County Library System will adhere to the state's WYLD card borrowing policy.

A patron's account is considered in good standing if there are no overdue materials and the total of fines and fees charged to the account does not exceed \$3.00.

ACQUIRING A LIBRARY CARD

Regular Library Cards: Fremont County residents age 16 and over may be issued a regular card by presenting a valid driver's license or photo ID issued by a state or federal authority. If the current local mailing address is not on the photo ID, an additional proof of a local mailing address or a local PO Box is required, for example:

- Piece of mail delivered within the last 30 days to the resident's mailing address
- Pay stub issued within the last 30 days that includes the resident's mailing address
- Vehicle registration with current mailing address
- Current rental or lease contract

When a local PO Box is provided, the patron's physical address will be included on the library account.

Library card privileges must be renewed every two years.

Children and Youth Library Cards: Parent/s or legal guardian/s must fill out the Parent/Legal Guardian Permission form and verify the local Fremont County mailing address of their minor child before a card is issued. The parent's library account must be in good standing before a child is issued a library card.

Temporary Library Cards for Short-term Residents: Patrons residing in Fremont County for 3-6 months may be issued a temporary card. A valid driver's license or photo ID issued by a state or federal authority and proof of local address or local employment is required. Permanent address and ID information will be recorded in the library account.

A maximum of 3 items may be borrowed at one time on a Temporary library card. Temporary library cards expire in 6 months.

Organization Library Cards: Businesses and nonprofit organizations located within Fremont County are eligible for an Organization Library Card.

- In order to receive an Organization card, a letter of request on company letterhead must be submitted along with the completed application form. The organization's authorized person must sign the application form and must show identification. This person will be added to the library record with the name of the organization. An authorized person is the owner, manager, or fiscal officer of the organization and will be considered the custodian of the card.
- One card will be issued to the organization. The organization will be financially responsible for all materials borrowed.
- If the organization has a change of address or phone number, or the card is lost, the library must be notified immediately.
- All circulation policies of the Fremont County Library System apply to the Organization Library Card.
- Organization cards are valid for two years and are renewed pending confirmation of the organization's name, address, and contact person.

WYLD LIBRARY BORROWING PRIVILEGES

Cards issued by another WYLD network library may be used to borrow a maximum of five (5) items from a Fremont County branch library. FCLS will not loan materials or issue new cards to patrons who are delinquent with another WYLD library due to fines and fees. FCLS may accept payments to clear those delinquencies. Material borrowed from a WYLD library may be returned to any other WYLD library.

For more information on WYLD network rules, see <http://will.state.wy.us/wyld/network/documents/WYLDcard.html>

LOAN PERIODS AND LIMITS

Library materials are loaned for the following periods:

- New material: 14 days
- Books, audiobooks, Playaways, back issues of magazines: 28 days
- DVDs: 7 days, limit of 3 per card
- Video games: 7 days, limit of 2 per card

Twenty-five (25) total items may be checked out on a Fremont County Library card at one time.

Reference materials and newspapers may be used in the library only.

Material may be renewed for one loan period in person, by telephone, or through the Library's website.

Material may not be renewed if there is a Hold Request on the material for another patron.

Material may be borrowed from one Fremont County Library branch and returned to another.

FINES & FEES

Library patrons will be charged fines for overdue library materials and fees for lost or damaged library materials. Refer to the Fee Schedule for more information.

Borrowing privileges will be suspended if a patron's record contains overdue items or unpaid fines or fees in excess of \$3.00.

REQUESTING FCLS LIBRARY MATERIALS

Fremont County patrons may place Hold Requests free of charge on materials in the circulating FCLS collection from any of the three branch libraries. Hold Requests will be sent to the Fremont County Library branch of the patron's choice. Hold Requests will be filled in the order they are received. The Library will make reasonable effort to notify patrons when their Hold Request arrives. Patrons have five business days to pick up Hold Requests.

REQUESTING INTER-LIBRARY LOANS

Fremont County library card holders may place Inter-Library Loan (ILL) requests for material from Wyoming libraries outside Fremont County and from libraries outside Wyoming. FCLS will not process ILL requests for a patron whose library account is delinquent due to fines or fees. FCLS may receive payments to clear the fines and fees.

ILL borrowing periods are determined by the lending library. Borrowers will pay a per item postage fee and any fees imposed by the lending library. Materials for patrons participating in the National Library Service for the Blind and Physically Handicapped will be sent postage free. FCLS honors ILL requests from other WYLD libraries whenever possible.

(Adopted October 2, 2013)
(Revised October 5, 2016)
(Revised February 7, 2018)
(Revised January 5, 2022)

DVD RECONDITIONING SERVICES POLICY

The Fremont County Library System – **Dubois Branch Only** – offers CD/DVD/BLURAY reconditioning services for the public. We can remove most scratches and other marks which cause the skipping and freezing of your CD/DVD/BLURAY. Be aware that some deeper scratches actually remove data from the disc and cannot be repaired. The library is not responsible for damage or loss of content nor does the library guarantee that all discs will be fully repaired. Patrons may bring in no more than five discs per visit, and cleaning is done at the availability of staff. Fees are \$1.00/disc.

(Adopted May 7, 2014)
(Revised May 2, 2018)

VOLUNTEER & LIBRARY SUPPORT GROUPS

The Fremont County Library System encourages partnerships with individuals and formal library support groups. This includes but is not limited to the Fremont County Library Foundation and the various Friends of the Library organizations.

LIBRARY FINANCES

Budget

The Library System operating funds are principally derived from county taxation as part of the county's mill levy. Wyoming State law requires the Fremont County Commissioners to review the requested budget and legally fix the sum to be given to the Library through the Fremont County Treasurer's Office.

The Library may also receive grants for particular purposes. Cash grants are reported as unanticipated revenue to the operating budget. Non-cash grants may be reported but are not included in the library's operating budget. (Adopted February 7, 2007)

Budget Allocation Policy

Programs are an essential part of library services. Beverages and light snacks may be part of a program design, particularly for children and young adults. To meet programming needs, the Fremont County Library Board of Directors authorizes the Branch Managers to allocate funding for food and beverage for public consumption. (Revised May 6, 2015)

Financial Records

Basic financial records are retained as required by the Retention of Records Policy set forth by the State of Wyoming and Managed by the State of Wyoming Archives. Records are audited annually by the Assistant County Treasurer and by the county's outside auditor. (Adopted February 7, 2007)

MEETING ROOM POLICY

The meeting rooms at the Fremont County Library System (FCLS) may be used by non-profit organizations, volunteer-led groups, commercial entities, government entities, and individuals. The Fremont County Library System reserves the right to review each prospective use and determine whether or not it falls within the meeting room policy, the FCLS Patron Code of Conduct, and the functions of the Library. Meeting room availability is not guaranteed.

Meeting Room General Information

- Hours for Use:
 - a. Lander, Main Library: 8:00 am –10:00 pm; Monday through Saturday
 - b. Riverton Branch Library: 8:00 am – 10:00 pm; Monday through Saturday
 - c. Dubois Branch Library: 10:00 am – 10:00 pm; Tuesday through Saturday
 - d. No Sunday meeting room use
 - e. No Holiday meeting room use
- Library activities take precedence over other meeting room activities; every attempt will be made to honor reservation requests.
- No overnight requests.
- Groups must comply with seating limitations for requested room.
- Room set-up and take-down is the responsibility of the group using the meeting room. Library employees will not be available to assist with set-up or take-down. Groups are expected to reserve adequate set-up and take-down time when reserving a room.
- Photo ID is required to check out the meeting room keys; a photocopy will be retained until the key is returned.
- Pianos are available in the Carnegie Room and Children’s Theater at the Lander Main Library and in the Community Room at the Riverton Branch Library.
- A commercial entity may not use the Library as its regular place of business.
- No private parties.
- Specific rooms are available for personal use such as studying, small group meetings, interviews, or online meeting participation. Personal use must adhere to the FCLS Patron Code of Conduct. The Library may limit the time allowed for particular uses.
- Political rallies, demonstrations, and announcements of candidacy may occur within a Library meeting room if complying with all Library policies including the Patron Code of Conduct, prohibition of political signage on Library property, and prohibition of distributing political materials outside the meeting room.
- The Library Executive Director will make the final decision for situations in question.

Meeting Room Services

- Library audio-visual (AV) equipment provided: projector.
- Training is provided for connecting your personal equipment to the meeting room technology. A training session may be arranged by filling out a training request form. Library staff need 48 hours' notice for scheduling a room and trainer. The training form may be requested at the time of booking.
- When using personal computer equipment to connect to the technology in the meeting rooms, Library staff will provide basic troubleshooting assistance. FCLS and Library staff are not responsible for damage to personal equipment that is connected to Library equipment.

Reserving a Meeting Room

- An authorized representative of the group must review the Meeting Room Policy and complete the FCLS Meeting Room Contact & Policy Acknowledgment Form.
- Meeting rooms may be reserved three months in advance. Reservation requests more than three months in advance must be approved by the Branch Manager or Library Director.
- ALL Saturday meeting room requests must be approved by the Branch Manager.
- Fees charged for meeting room use must be paid before the meeting begins.
- Permission to use the Library's meeting rooms does not constitute an endorsement by the Library for a group's product, service, or program. In issuing any publicity, groups may not imply that their programs are sponsored, co-sponsored, or approved by FCLS.
- Alcohol use is not permitted. Tobacco use is not permitted. No open or enclosed flames are permitted.
- Use of the premises may be terminated at any time if the conduct of the group or any member of the group is not in compliance with the FCLS Patron Code of Conduct, Meeting Room Policy, or other relevant Library policy.
- A \$75 cleanup fee will be charged for any meeting room space not left in a clean and orderly condition and for carpet stains. The cost of repair and/or replacement for damages in excess of normal wear and tear to the room will also be charged.
- Keys must be dropped in the Library's designated Book Return immediately after locking the door.
- The authorized representative/group will be charged a \$400 fee for lost facility keys.
- Replacement costs will be charged to the authorized representative/group for damaged or missing equipment.

Meeting Room Use Fees

Fremont County Government Departments: No charge.

State and Federal Agencies:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Public meetings: No charge.
- Closed meetings: \$50.00 minimum per day
\$50.00/4 hours + \$10.00 each additional hour

Saturday (Lander, Riverton, Dubois)

- All meetings: \$50.00 minimum per day
\$50.00/4 hours + \$10.00 each additional hour

Non-profit organizations:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Public meetings: No charge. Donation to the Library of \$10-\$30 suggested.
- Closed meetings: Donation of \$10-\$30 suggested.
- Business/Fundraising/Commercial Activity: Please refer to “Business/Fundraising/Commercial Activities” section below.

Saturday (Lander, Riverton, Dubois)

- Public meetings: \$25.00 per meeting room
- Closed meetings: \$25.00 per meeting room
- Business/Fundraising/Commercial Activity: Please refer to “Business/Fundraising/Commercial Activities” section below.

Volunteer-led organizations:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Public meetings: No charge.
- Closed meetings: Donation of \$5-\$20 suggested.

Saturday (Lander, Riverton, Dubois)

- Public meetings: \$25.00 per meeting room
- Closed meetings: \$25.00 per meeting room

Individuals/Small Groups (non-business):

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- Available only during regular Library open hours: No charge. Donation suggested.

Saturday (Lander, Riverton, Dubois)

- No meeting room use available.

Business/Fundraising/Commercial Activities:

Any organization seeking monetary donations or charging money for attendance or participation in a meeting or event will be charged meeting room use fees according to the following schedule:

Monday-Friday (Lander & Riverton) Tuesday-Friday (Dubois)

- During Library open hours: \$10.00 per hour per meeting room
- Before or after Library open hours: \$25.00 + \$10.00 per hour per meeting room

Saturday (Lander, Riverton, Dubois)

- \$50.00 + \$10.00 per hour per meeting room

Piano Use Fees

The Lander and Riverton libraries provide limited access to Steinway pianos. This access is during Library open hours only for the following fees:

- Lander—Carnegie piano: \$10.00 per half hour (limit 1 hour per day)
- Lander—Children’s Theater piano: \$ 5.00 per half hour (limit 1 hour per day)
- Riverton—Community Room piano: \$10.00 per half hour (limit 1 hour per day)

Music Recital Fees

- \$35.00 per day

Theater Performance Fees

- Free to the public: \$50.00 per day
- Tickets sold: \$50.00 + \$10.00 per hour of performance

(Revised January 4, 2023)

INTERNET USE POLICY

Access

The Fremont County Library offers access to the Internet. Internet resources accessible through the Library are provided equally to all library users. The Fremont County Public Library System homepage is designed to offer easy and convenient access to valuable local, national, and international sources of information.

The American Library Association's Resolution on the Use of Filtering Software in Libraries (affirmed by Fremont County Public Library System Board of Directors) ". . . the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights"; therefore, the Fremont County Public Library System will not impose blocking or filtering software to limit access to Internet sites. However, patrons are asked to respect community standards and abide by Wyoming State Statutes. [WS 6-3-201; WS 6-4-301; WS 6-2-503; and other offenses defined under Title 6.]

Absolute privacy for patrons using electronic resources in the Library cannot be guaranteed. Please see Confidentiality policy on page 16 of the Fremont County Library System Organizational and Personnel Policy Manual.

Responsibilities of Users

Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Fremont County Library System is part of a statewide integrated library network [WYLD]. Use of WYLD CAT or other Library access implicitly acknowledges your acceptance of and agreement to the preceding Internet access guidelines.

(Revised June 29, 2009)

EXHIBITS

The Fremont County Library System solicits and welcomes exhibits of works of art, collectibles, and other items or collections of community interest. Exhibit procedures are available at each library within the system.

Exhibits and displays must be of an educational, cultural or civic nature, with preference given to local residents and organizations, regardless of their beliefs or affiliations, provided the content of the exhibit/display is within the broad standards of community acceptability and is appropriate for all age groups, including children.

Exhibits and displays may not be for entrepreneurial or commercial purposes, for the solicitation of business or for profit.

Exhibits for religious proselytizing and partisan political recruitment are prohibited.

The Library reserves the right to refuse or to rescind an exhibit or display.

The presentation of exhibits and displays at the Library does not imply the Library's endorsement of the ideas, beliefs, or viewpoints represented by items in the exhibits and displays. The Library endeavors to present a broad spectrum of opinions and a variety of viewpoints.

(Revised January 5, 2022)

PETITIONS & SOLICITATIONS

In the interest of providing an inviting and welcoming place for all, activities that interfere with usage of the Library are not permitted. Individuals wishing to petition or survey library users should request permission from the Library Director. Individuals given permission need to follow the FCLS Patron Code of Conduct Policy.

Please note that Wyoming State Statute 22-25-115 does not allow the placement or attachment of written campaign advertising on library property.

Financial solicitations by recognized Library Friends groups, the Fremont County Library Foundation, and authors and performers presenting an FCLS sponsored event are allowed on library property.

(Revised, April 1, 2015)

GIFTS POLICY

The Fremont County Library System is a legally qualified charitable organization and encourages the private support of the Library's mission through gifts of money, real property, personal property, mixed property, bequests, and trust funds. Donors may designate a particular branch, department or service of the Library System as a recipient. All accepted gifts become the property of the Library System.

The fundamental guidelines for the management of gifts made to County Libraries are codified in Wyoming Statute **18-7-104 Authority of board to receive and dispose of property...**

The library board of directors may receive and be responsible for real estate, money or other property to aid the establishment, maintenance or operation of the county library system. If received as a donation, they shall carefully observe as the trustee the conditions accompanying every such gift. When the board of directors determines it is in the best interests of the county library and in keeping with the purpose of the donor, it may with the approval of the board of county commissioners sell, exchange or otherwise dispose of such real estate or other property.

A receipt for all accepted gifts or donations will be provided to the donor upon request. It is the responsibility of the donor to understand and manage all tax-related concerns including, but not limited to: the valuation of gifts and the procedure for filing deductions with the proper taxing authorities.

The Library System retains the right to reject or return any gift or donation if the Library Director and library staff determine that it is not consistent with the mission or capability of the Library. Non-monetary gifts may be disposed of at any time; the approval of the Library Board of Directors is required for the disposal of any non-monetary gift with an estimated value of \$1,000 or more.

Donors may designate any Friends group organized to support a particular branch of the Fremont County Library System as a recipient. Friends groups are separate, charitable, private organizations. Donations and gifts made to a Friends group become their property; they determine the maintenance, use and disposal of donations and gifts according to their own policies and standards.

Gifts of library material(s) are appreciated. Gift material(s) will be added to the Library's collection based on the standards described in the Library's Materials Acquisition Policy. Gift material that is not added to the Library's collection will be offered to a Library Friends group.

Library Friends groups are separate, private charitable organizations. Donors who wish to contribute directly to a Friends group must contact that organization for information.

(Adopted May 2, 2012)
(Revised June 28, 2017)

PUBLIC RECORDS REQUEST POLICY

Library documents including, but not limited to, memos, letters, policies, procedures, and emails are subject to the Wyoming Public Records Act. (Wyoming State Statute 16-4-201 et seq.)

These documents are considered public records and subject to disclosure. A staff member, patron, member of the press, or member of the general public may obtain copies of these documents.

Certain records are protected. These records include confidential information such as information about legal proceedings or personnel matters. In addition, library transactions and registration records are exempt from the Wyoming Public Records Act. The only exception being if a custodial parent/guardian wishes to see the library records of their minor child.

Library transaction records, especially those that are tied to the patron's library card, are the property of the Wyoming State Library. Anyone wishing to see a copy of those records will need to contact the Wyoming State Librarian.

The library will not allow inspection of records via its computer system. The library will provide print copies of the public record(s) to the requestor. The fee for these copies is the same as it is for photocopying and printing. Please see the fee schedule for more information.

(Adopted April 1, 2015)

VOLUNTEER POLICY

Volunteering for the Fremont County Library System can be a rewarding experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library. Volunteers help us expand and enrich our services.

We support the effective utilization of volunteer time and talent as a way to:

- Assist staff, as needed, in critical daily tasks
- Add services of value to new and existing programs
- Promote public awareness of library services
- Increase involvement and support of the Library by the public
- Promote civic engagement through volunteerism.

The volunteer program serves the needs throughout all Library departments and services. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic. People volunteering for community service purposes will be considered on a case-by-case basis.

Volunteers under the age of 18 must have parental approval. Generally, the Library will not accept volunteers under the age of 14. Volunteers under 18 may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the organizational and personnel policies and established practices. Volunteers can be released from volunteer duties at any time at the discretion of Library Management.

The library system's liability insurance company will cover volunteers as long as volunteers follow the same standard as employees. Neither the County nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers are unpaid, but the library system will reimburse pre-approved expenses that are incurred in the course of duty.

To encourage volunteerism and to ensure a positive experience at the Library, the Library will:

- Provide a staff person designated to administer the volunteer program
- Provide written position descriptions for volunteers
- Ensure that all volunteers serve in positions that reflect their skills and interests while meeting the needs of the Library
- Where necessary, provide orientation and training to prepare the volunteers to perform their duties
- Provide volunteer supervision in accordance with sound supervisory practices and library policies
- Provide a safe working environment where volunteers are not placed in situations that a reasonable person would consider dangerous
- Exhibit the Library's appreciation for work performed

Individuals interested in volunteering at the Library must complete a volunteer application at the Branch location where they wish to work.

Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application. A reference check will be completed before any candidate can begin an assignment.

Each volunteer has an on-site supervisor and is required to follow the work procedures established by that staff member. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for guidance and assistance. All volunteers should keep their supervisor informed of their projects and work status, and of any schedule changes.

(Adopted April 1, 2015)

MEDIA POLICY

Effective communications with the media are critical to Fremont County Library System's ability to carry out its mission and promote continued public support. Effective media relations best serve the Library System by:

- informing the public of what the services we provide
- promoting the library's achievements, activities and events of significance
- expanding the general visibility of the library
- ensuring that accurate information is conveyed to the public regarding incidents and issues of a controversial and/or sensitive nature.

The Library Executive Director of the Fremont County Library System or a board designated representative serves as the official library spokesperson and conveys the official library position on issues of general impact or significance or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should be referred to the Library Executive Director or the Board designated representative.

In cases of critical significance to the library system, the Library Executive Director will work with the Library Board to develop a "position paper" to detail the known facts of the situation and summarize the library's position.

In the event of a crisis or emergency situation, the Library Executive Director will handle all contacts with the media, and will coordinate the information flow from the library to the public. In such situations, all library departments should refer calls from the media to the Library Executive Director or the Board designated representative.

General Procedures for dealing with the Media

1. Members of the staff are free to respond to requests from the media regarding their programming. In such cases, the Library Executive Director or Board designated representative should be notified as soon as possible to inform him/her of the contact. Such notification can be particularly important if follow-up inquiries are made with other library personnel to ensure a coordinated, consistent library response. Media inquiries should be referred to the Library Executive Director or Board designated representative of FCLS if they involve issues with library-wide significance and/or are of a controversial or sensitive nature.
2. Since positive media solicitation is an important part of the Library System's mission, any ideas for articles or pieces that would positively portray the Library System, its work or its community should also be directed to the Library Executive Director or Board designated representative. In a similar manner the Library Executive Director or Board designated representative should be notified about negative occurrences that are likely to rise to the level of a news story.

Guidelines for communicating with the media when the issue is non-controversial and limited to the staff member's area of expertise:

- Obtain the name of the person calling, the media organization and, if available, the anticipated time of release of information in print or broadcast. This information should be included when the notification is made to the Library Executive Director or Board designated representative.
- The best approach with the media is to be prompt, helpful and honest. All contacts from the media should be returned as soon as possible, in deference to reporters' deadlines, if possible within a half a day.
- Make sure you understand each question from the media before answering. If you cannot answer the question, or are uncomfortable providing a response, take the reporter's number and advise him/her that someone who can provide the information will contact him/her as soon as possible. Then follow-up by contacting the Library Executive Director or Board designated representative.
- Do not offer speculations or gossip. Do not answer a reporter's question with "no comment." Do not be condescending or underestimate the reporter's intelligence, but make sure the reporter understands your responses. Provide your phone number and/or e-mail address for follow-up questions.
- Remember that in responding to the media, you can be seen as representing and speaking for the Library. Personal opinions should be clearly and carefully identified as such.
- Issues that should not be discussed with reporters are 1) legal issues, 2) personnel issues, 3) questions that involve library integrity, such as ethics or issues that may result in harm to others, or 4) a library crisis or emergency. Refer all such inquiries to the Library Executive Director or Board designated representative.

Library Crisis/Emergency

Crisis communications have a lasting impact on library reputation and public support. How well we convey our message to the public greatly depends on what is reported to the news media. This is especially true in a crisis, during which the news media is the primary means of communication to our communities. Because of the emotions that usually accompany crises, images formed from crisis reporting are especially important in shaping long-lasting public impressions of the institution.

In the event of a major crisis in the Fremont County Library System, it is essential that an effective communications plan be put into effect to disseminate timely, accurate information and to ensure that inquiries are routed to the appropriate sources.

The Library Executive Director or Board designated representative is responsible for the development and dissemination of all Library communications in the event of a library emergency. This includes internal communications with Library Board and staff, as well as communications with the media. The priority will be on maintaining timely and open communications with the media, providing complete and accurate information that has been confirmed about the emergency situation and the library's response to the crisis at hand.

Communications with the media will be frequent throughout the duration of the emergency situation. The FCLS Web site will be utilized as a key medium for updating our communities and the public on the details of the emergency situation and actions we are taking to address all related issues.

(Adopted December 6, 2017)

SOCIAL MEDIA POLICY

Fremont County Library System will establish a positive and informative social media presence. Employees and representatives have the responsibility to use FCLS's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing policies. This policy provides guidelines and standards for employees and representatives regarding the use of social media for communication with patrons, colleagues and all other followers.

Definition: Social media includes, but is not limited to:

- Social networking sites/mobile apps such as Facebook, LinkedIn, and Twitter
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Pinterest, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia

Fremont County Library System will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. FCLS social media sites may be modified or removed at any time and without notice, as described in this document. FCLS social media accounts are considered an asset and administrator access to these accounts must be securely administered in accordance with the FCLS policies. All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to FCLS, including a link to the FCLS web site.

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by FCLS. This policy also covers the private use of FCLS's social media accounts by all FCLS employees and agents. As used in this policy, representatives include its employees independent contractors, FCLS Board members, and all volunteers to the extent it affects FCLS. Questions regarding the scope of this policy should be directed to the Library Executive Director.

Guidelines for Social Media Use and Establishment

1. FCLS employees and agents with administrator access are responsible for managing social media websites. Employees wishing to have a new social media presence must initially submit a request to the Library Executive Director in order to ensure social media accounts are kept to a sustainable number and policies are followed.
2. All approved sites will be clearly marked as the "Fremont County Library System" site and will be linked with the FCLS website.
3. No one may establish social media accounts or websites on behalf of FCLS unless authorized in accordance with this policy.
4. Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.
5. FCLS social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to FCLS employment relations matters or for personal financial gain.

6. No social media website may be used by FCLS or any employee or agent to disclose private or confidential information.
7. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the Library Executive Director.
8. When using social media sites as a representative of FCLS, employees and agents will act in a professional manner. Examples include, but are not limited to, adhering to all FCLS policies and using only appropriate language. Content creators must be aware that content will not only reflect on the writer but also on the Fremont County Library System as a whole, including board members, FCLS employees, and other agents.
9. Information posted must be accurate and free of grammatical errors.

Guidelines for Public Posting

1. Comments, posts, and messages are welcome on the FCLS social networking sites. While the library recognizes and respects differences in opinion, all such interactions will regularly be monitored and reviewed for content and relevancy.
2. FCLS staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect.
3. Comments and posts should be library related.
4. Duplicate posts from the same individual will be deleted.
5. FCLS discourages individuals from posting personal information and reserves the right to remove any posts with personal information.
6. FCLS is not responsible for user-generated content. A posted comment is the opinion of the user only, and publication of a comment does not imply endorsement or agreement by FCLS.
7. Spam and commercial content will be removed, along with posts or comments used for campaigns, religious, commercial, or fundraising interests.
8. FCLS follows a notice-and-takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.
9. Posts containing offensive, obscene, threatening or abusive language, or hate speech are strictly prohibited and will be deleted. Local authorities may be contacted.
10. Users may report concerns. Moderators will review those concerns as soon as possible and reply.

Personal Social Media

The Fremont County Library System respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. FCLS requires employees and agents to act in a prudent manner with regard to website and internet postings that reference FCLS, its personnel, its operation or its property. Employees and agents and others affiliated with FCLS may not use an FCLS brand, logo or other FCLS identifiers on their personal sites, nor post information that purports to be the position of FCLS without prior authorization. There may be times when personal use of social media (even if it is off duty or using the employee's own equipment) may overlap workplace use and become the basis for employee coaching or discipline.

Examples of situations where this might occur include:

- a. Friendships, dating or romance between co-workers
- b. Cyber-bullying, stalking or harassment
- c. Release of confidential or private data; if there are questions about what constitute confidential or private data, contact the Library Executive Director.
- d. Unlawful activities
- e. Misuse of FCLS-owned social media
- f. Inappropriate use of FCLS's name, logo or the employee's position or title
- g. Using FCLS-owned equipment or FCLS-time for extensive personal social media use.
- h. Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If there are any questions about what types of activities might result in discipline, please discuss the type of usage with the Library Executive Director.

Data Ownership & Privacy

All social media communications or messages composed, sent, or received on FCLS equipment in an official capacity are the property of FCLS. The Fremont County Library System also maintains the sole property rights to any image, video or audio captured while an FCLS employee is representing FCLS in any capacity. FCLS retains the right to monitor employee's social media use on FCLS equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

(Adopted December 6, 2017)

Personnel

CONFIDENTIAL INFORMATION & CONFLICT OF INTEREST

Conflict of Interest

No employee may engage in any activity or enterprise which conflicts with his/her duties as a Fremont County Library System employee or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

Confidentiality

The Fremont County Library System asserts its obligation to protect the essential confidentiality which exists between a library user and the library. Library staff actively observe this obligation on a daily basis. **Wyoming State Statutes 16-4-203 (d)**

ANTI-DISCRIMINATION & HARRASMENT

Equal Opportunity Policy

Fremont County Library System provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. Liability issues and underage work restrictions prevent the Fremont County Library System from hiring minors under the age of 16. Persons over age 16 may be hired with proof of age and written permission of parent or legal guardian. All employment decisions will be made without discrimination on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

Fremont County Library System strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

Prohibited Behavior

Fremont County Library System does not and will not tolerate any type of harassment of our employees, applicants for employment, or our patrons. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race color, creed, religion, sexual orientation, national origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions

- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

Harassment by Non-employees

Fremont County Library System will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including patrons, clients and suppliers.

Complaint Procedure and Investigation

An employee may select the procedure under which the harassment complaint will be filed. The variety of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact your supervisor immediately or an elected official if your supervisor is not available or if your supervisor is the harasser.

Fremont County Library System will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Fremont County Library System in enforcing the policy and investigating and remedying complaints.

Employees who become aware of possible sexual harassment or other illegal discrimination against others should promptly advise their supervisor or any other appropriate member of management.

Anyone found to have engaged in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, retaliation against any employee who, in good faith, cooperates in the investigation of the complaint will not be tolerated. Anyone who engages in retaliatory behavior will be subject to appropriate discipline, up to and including termination.

CONFLICT RESOLUTION POLICY

Employees and supervisors should utilize the following chain of command to resolve a workplace disagreement:

Note: Documentation of the issue and resulting action takes place at each step and is placed in employee files.

1. Attempt to resolve the problem with the other person.
2. Meet with immediate supervisor (if not branch manager) and the other person.
3. Meet with branch manager.
4. Meet with library director.

If the complaint involves the director, the Library Board may mediate the issue; however, they have no obligation to do so. The Board is not a board of appeals. It is only acting as a mediator. An appeal to the Board is not a normal part of the conflict resolution process and is entirely at the Board's discretion.

The employee does not acquire additional due process rights through this process and employment remains at-will.

(Adopted October 1, 2014)
(Revised May 3, 2017)

EXIT INTERVIEW

In the event of the director's separation from service, the Library Board will ask the director for an exit interview. When an employee leaves the system, the employee's direct supervisor or the director will request an exit interview. Employees leaving the system may request an exit interview with the Board. The purpose of the interview is to identify working conditions that may need to be improved. All of the above interviews are voluntary.

(Adopted October 1, 2014)

COMPENSATION & WORK SCHEDULE

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it may be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Breaks

Full-time employees are entitled to a 15-minute break for rest twice each day. Part-time employee breaks are prorated.

Full-time employees are also entitled to a 60-minute unpaid break for meals during each 8 hour work period. Part-time employee lunch breaks are prorated.

Breaks will be scheduled at staggered times to allow department coverage.

Overtime

At the discretion of the governing body or supervisor, reasonable overtime may be required of employees. In most cases, non-exempt classified employees who work more than their regularly scheduled 40 hours per week shall accumulate compensatory time at the rate of 1 ½ times their regular pay.

Compensatory time shall be accumulated at 1 ½ times regular pay to a maximum of 24 hours. This time must be used within 60 days or it will be cashed out to the employee.

(Revised May 6, 2015)

Pay Schedule

Employees will be paid on the last working day of each month. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally at any time.

A formal performance review will be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Salary Increases

Wage reviews are conducted annually for each employee before the end of the fiscal year. Salary increases are based on wage reviews and the stability of the coming budget year. Merit increases are based on performance appraisals and within budget constraints.

Work Hours and Location

Except as otherwise specifically provided, the normal work week of Fremont County Library System employees shall consist of forty (40) hours per week of work. The governing body or supervisors shall determine the schedules of the various departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate supervisors as working situations and conditions require. On a call-out, a minimum of 1 hour of time (or overtime if Fair Labor Standards Act (FLSA) rules apply) will be paid.

Flexible work arrangements such as working from home or offsite can be beneficial to both the organization and the employee. The Library Director or a Library System Manager may at their discretion approve any of these options for their employees. Due to the nature of library work, the Library System is unlikely to offer employees any of the above options for an entire work week. The Library Director or Library System Manager will determine how many hours per week their employee is allowed to take advantage of working from home or offsite. The Library Director or Library Manager will communicate regularly with employees working offsite or from home. The Director or Manager reserves the right to stop a flexible work arrangement at any time.

(Revised June 24, 2015)

CONDUCT STANDARDS

Vehicle and Travel Policy

Library Vehicles

1. Priority
 - a. Those going the farthest destination.
 - b. Those with the most people in a vehicle is second.
2. Scheduling
 - a. Schedule vehicles with the Facility Manager or the FCLS Vehicle calendar as soon as you know you need a vehicle.
 - b. If someone has a higher priority than you on the same day you have scheduled a vehicle, a 24-hour notice will be given to you that a vehicle will not be available.
 - c. If all Library vehicles are scheduled out, you may need to take your own vehicle or check with the County Commissioner's Administrative Assistant for County Pool Car availability.

All County Vehicles

1. Please return the car on the date and time indicated on your vehicle form as it may be scheduled for others after your return.
2. Seatbelt usage is mandatory.
3. Smoking in County vehicles is strictly prohibited. If you smoke in the vehicle, you will be personally responsible for the costs associated with any cleanup.
4. Keep the vehicles clean.
5. In the winter, please be sure to clean snow and ice off of all windows, signal and brake lights. Windows should be defrosted prior to leaving.

County Logos

All county owned vehicles shall be clearly marked with a standard, permanent county logos as adopted by the County Commissioners or Library Board (minimum size of 12x12, with the outline of Fremont County in an appropriate color, with the wording "Fremont County Government", or if requested by the department, the department's name may be included after the Fremont County wording. The only vehicles that are exempt from this policy are those vehicles that are undercover. As of January 8, 2013, all current logos on vehicles are grandfathered in until the vehicle is replaced.

Undercover Definition

The Sheriff's Dept. is the only department in Fremont County that is authorized to have undercover vehicles and the Sheriff must have authorization FIRST from the County Commission as to how many vehicles are authorized for under cover.

County Vehicle Uses

1. Only authorized drivers will be allowed to drive county-owned vehicles. Please see the Driving Policy.
2. County-owned vehicles are to be used for business purposes only. NO passengers should be riding in a county vehicle unless they are doing official business.

3. When a county vehicle is not in use, the vehicle must be parked on county-owned premises. The following employees will be allowed to take county-owned vehicles home as long as they do not use the vehicle for personal use other than to commute to and from work: Road Dept. Crew Chief in Lander and Riverton, Emergency Management Coordinator, and Sheriff Patrol employees. These employees (with the exception of Emergency management and Sheriff employees) will be subject to a \$3.00 per day commuting taxable fringe benefit, which shall be recorded on their time sheet each month. Should anyone substitute for these employees and are allowed to drive these vehicles, those people should also report the personal use on their timecards. On rare occasions it may be in the best of the library operations for employees to overnight vehicles at their home. This practice requires prior approval by the Library Director.

County Vehicle Use Prerequisites

All county employees who will drive a county vehicle need to give their name and driver's license number to the payroll department (prior to driving) for insurance purposes.

Vehicle Accidents Procedures

Fremont County carries liability insurance through the Local Government Liability Pool (LGLP) and Wyoming Risk Management (WARM) for property damage. Both insurance carry a \$5000 deductible per incident. Chances are that any damage to county vehicles where the employee is at fault has to be repaired by the county.

1. All accidents shall be reported to the Facilities Manager immediately.
2. An accident form shall be filled out and given to the Facilities Manager.
3. Facilities Manager will work with the County's Vehicle Maintenance to determine quotes and if the damage can be repaired in house.
4. The Library Board will determine if any claim over \$5000 will be sent to WARM.
5. The Library Board will review the quotes with the Director.
6. The Library Board will accept or reject recommendations.
7. County pool cars will be the responsibility of the Department the vehicle is assigned to and the policy will be applied to pool vehicles accordingly.
8. If the Facilities Manager or County Vehicle Maintenance received a call from the other party involved in the accident, they will be directed to the Library Director and she will work with the party, attorney's office and LGLP as necessary. The Library Director will keep files on all accidents. The file includes the accident reports, quotes for repairs, photos, employee statements, Board minutes highlighted showing when the repair was approved and a copy of the vouchers use to pay the repairs.

When a county department experiences damage in an accident for which it is liable may be paid for out of that Department's budget. Any revenue received through insurance companies may be placed in the Department's Revenue Account.

(Revised March 2019)

Drug and Alcohol Policy

Fremont County Library System strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. If the use of alcohol or drugs by employees impairs the ability of employees to perform their duties, disciplinary action will be taken, up to and including dismissal.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for Fremont County Library System; while operating a motor vehicle or any machinery in the course of business or for any job-related purpose; or while on company premise or a worksite.

Illegal Drugs

Employees of Fremont County Library System are prohibited from using or being under the influence of Illegal drugs while performing company business or while on a company facility or worksite. Employees may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any county facilities, while operating a motor vehicle for any job-related purpose while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

Fremont County Library System may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

Fremont County Library System retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. Fremont County Library System may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Tobacco Use Policy

Tobacco use is prohibited inside the Fremont County Library System facilities. All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

LEAVE

Jury Duty

Fremont County Library System supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not lose regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's regular pay. The employee shall provide proof of all compensation received to the department head or supervisor.

Employees must inform supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate absences. Employees will be expected to report for work during jury service whenever the court schedule permits.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Fremont County Library System prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted, or is recalled to active duty for a period of not more than four years, such leave will protect the employee's service for the Fremont County Library System. Employees are required to notify their supervisor immediately after receiving orders for active duty.

Upon satisfactory completion of employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and library system circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

A full time regular employee will be protected from loss of income as a result of participation in the Military Reserves or the National Guard. If the Military pay received for military training exceeds that which would be earned by the employee through the Fremont County Library System, the leave shall be granted without pay. Otherwise the Fremont County Library System shall pay the difference if the military pay is less that of which would be earned through the library system.

Employees called to active duty will continue to have their participating medical/life insurance policy paid by the Fremont County Library System for a period not to exceed 12 months.

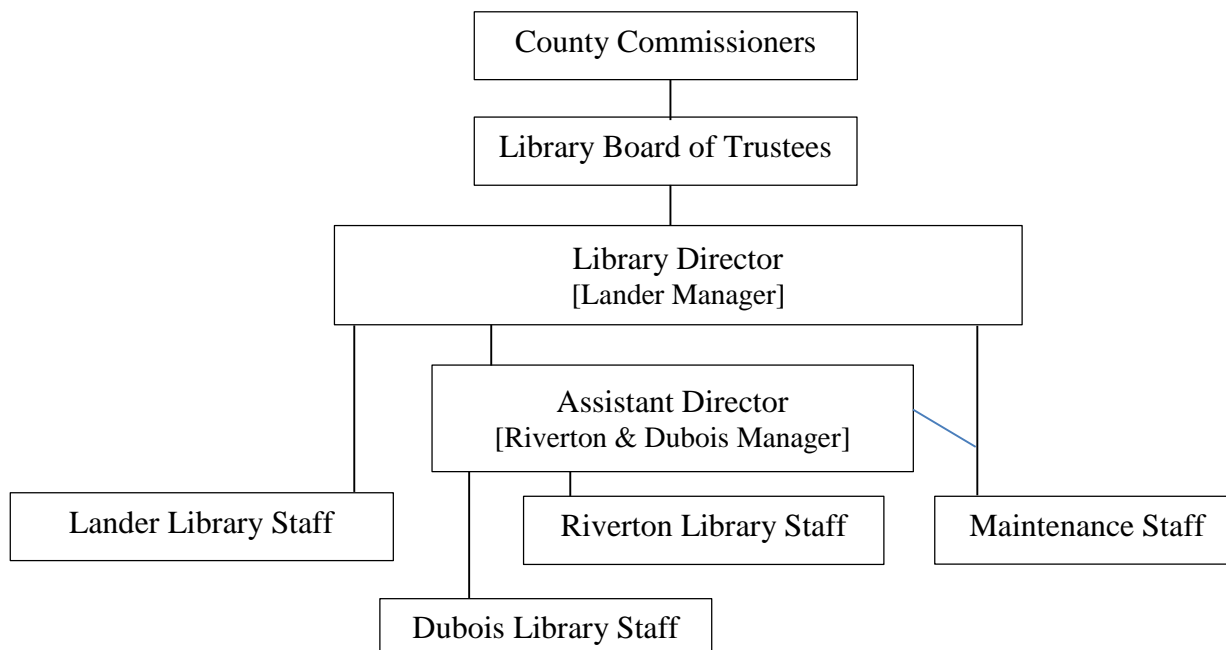
Time Off to Vote

Employees are encouraged to vote outside of working hours. When this is not possible, a full-time employee shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on Election Day.

GENERAL EMPLOYMENT

Organizational Chart

The following organizational chart is designed to clarify chain of command for the Fremont County Library System.



(Adopted March 3, 2021)

Responsibilities of Library Board and Director

The duties and responsibilities of the library board and the library director may appear to overlap. Understanding the differences in function assures teamwork and better library service.

- The Board and the director recognize that each has an important role to play in providing library services.
- The Board provides the director with a written job description and evaluates the director annually.
- The Board does not intervene in the daily operation of the library system and management of the staff unless specifically asked by the director.
- The director keeps the Board adequately informed about the operation of the library system. S/he recognizes when a decision goes beyond his/her authority and takes these issues to the Board.
- The Board solicits the director's opinions about most issues upon which they will act. They will especially ask how a specific decision might impact the daily operation of the library system.
- The director carries out the policy of the Board even if s/he does not agree with it. The director, in other words, recognizes that the Board has the ultimate legal authority for operating the library system.

- When disagreements occur, they shall be discussed openly and honestly between the Board and the director in the board meetings. Neither the board members nor the director shall discuss these problems with the public or the staff.
- The Board approves library system policies, new positions, job descriptions, and budget.

(Reference: Wyoming Public Library Board Members' Handbook, published by the Wyoming State Library, August 2013, pages 19 and 20)

(Adopted May 3, 2017)

Employee Classifications

Employees with the Fremont County Library System are either full-time or part-time. Part-time employees work less than 40 hours per week. The FCLS may on occasion hire temporary or substitute employees, who will not generally be eligible for benefits.

Supervisor will verify whether employees are full-time or part-time, and also whether exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

The Department Head and/or Supervisor shall maintain a personnel file on all of their employees. A master file will be kept in the Library Executive Director's office and HIPAA file will be kept in the Business Office.

It is the employee's responsibility to notify the FCLS Business Coordinator of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which employees have provided for application information, in employee's personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of Fremont County Library System. Employees may review their files under supervision.

(Revised January 10, 2018)

Employment of Relatives

Fremont County Library System may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws and step relationships.

Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Job Postings & Promotions

Fremont County Library System has a job posting program to inform employees of available staff positions. Job vacancies will be filled whenever possible by promoting qualified employees from within the FCLS.

To apply for a posted position, an employee must:

- have completed any mandatory introductory period at a satisfactory performance level
- meet the minimum requirements for the position, and
- have not received written correction counseling within the past 90 days; employees who are on any kind of disciplinary action will not be considered.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the immediate supervisor indicating interest in the position. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

Fremont County Library System has the discretion to fill job vacancies from outside the organization if circumstances call for outside recruitment.

Reference/Background Checks

Fremont County Library System conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Termination, Resignation and Discharge

Unless expressly prescribed by statute or contract, employment with Fremont County Library System is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the library system, the Fremont County Library System requests at least two weeks’ notice.

Any employee who is discharged by Fremont County Library System shall be paid only wages accrued to the effective date of the separation.

SAFETY & EMERGENCY

Safety

Fremont County Library System is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to Department Head and/or Supervisor. Seek help from outside emergency response agencies, if needed.

Employee must complete an Employee's Claim for Worker's Compensation Benefits Form if an injury occurs that requires medical attention. If injury does not require medical attention, a Report of Accident Form must be filed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. Forms are available from headquarters and branch managers, and the administrative office.

A federal law, the Occupational Safety and Health Act requires that records be kept of all illnesses and accidents that occur on the job. OSHA also provides for the right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that all illnesses or injuries caused by the workplace, no matter how slight, be reported. If an injury is not reported, rights to collect workers' compensation payments, as well as health benefits, may be jeopardized.

Required reporting paperwork is available from the Fremont County Library System administrative office.

EMPLOYEE BENEFITS

Cobra

Employees leaving the Fremont County Library System are eligible to apply for COBRA, Medicare, and other county sponsored health insurance plans.

Medical Insurance

Fremont County Library System may provide employee and family coverage in group medical and dental insurance to all eligible employees via the Fremont County health care benefit package.

All employees carried on “leave without pay” status, must bear the full cost of all benefits, thirty [30] calendar days after going on “leave without pay” status.

(Revised July 29, 2009)

Retirement Savings Plan

Fremont County Library System employees are provided with a retirement savings plan through the Wyoming State Retirement Plan. This benefit begins after the mandatory probationary period and if the employees otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions.

Travel & Expense

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Fremont County Library System business. Out-of-county travel arrangements must be approved by immediate supervisor and library director prior to travel.

Worker’s Compensation

Fremont County Library System provides insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the FCLS. Employees who become ill or injured should seek medical attention at once.

Details of illness or injury must be reported to immediate supervisor immediately. Employees must complete a Report of Accident form for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which the employee may be entitled.

PROFESSIONAL DEVELOPMENT POLICY

The Fremont County Library System values knowledge and encourages continuing education for library staff.

Educational Opportunities

- **Sponsored by the Fremont County Library System:**
The Fremont County Library System will sponsor at least one professional presentation each year for the benefit of the entire system's staff. This would be held on one of the Library System's closed work days. Additional presentations or training may be scheduled during the year. Part-time and full-time staff are required to attend.
- **Sponsored by Outside Entities:**
Library employees are encouraged to attend workshops, seminars, and conferences. Time off to attend requires prior approval from the employee's manager. Upon returning from the approved program the employee will submit a Professional Development Activity Summary to their manager. A copy of the Professional Development Activity Summary will be kept in the employee's personnel file. Part-time and full-time staff are eligible.
- **University/College Courses:**
 - Library employees may be eligible to continue their education through work-related formal courses. The Library Executive Director will determine eligibility of tuition reimbursement using the following criteria: availability of library funds, course of study relevant to the mission of the Library, and number of applicants. Full-time staff are eligible after completing at least one year of employment.
 - Approval must be received prior to beginning coursework.
 - Coursework must be from an accredited college or university.
 - Reimbursement for formal courses is limited to the availability of financial resources and may not be available in all budget years.
 - Reimbursement will be paid upon the successful completion of an approved course with a grade "B" or higher. FCLS will reimburse the employee at the end of each semester upon receipt of paid tuition and grade report.
 - Funds only provided for tuition costs. Other fees incurred are not reimbursable.
 - Reimbursement covers the maximum of one course or no more than five credit hours per semester.
 - Coursework must be taken outside of scheduled work hours.
 - An application for reimbursement must be filed with the Library Executive Director at least 30 days before commencing a course of study. It is preferable if the employee has a plan of study to attach it to the application.

Professional Association Memberships

The following professional memberships will be provided to the respective employees as budget allows:

- **Library Executive Director**
 - Wyoming Library Association
 - American Library Association
 - Public Library Association
 - Other specified community organizations by Board approval

- Library Branch Managers
 - Wyoming Library Association
 - American Library Association
 - Public Library Association
- Lead Librarians
 - Wyoming Library Association

Other employees request for memberships will be paid at the discretion of the Library Executive Director.

(Adopted April 4, 2018)

HOLIDAYS, VACATION LEAVE & SICK LEAVE

Holidays

Fremont County Library System observes official holidays as stated in the manager’s guidebook. Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion all holidays will be announced in advance.

Vacation Leave

The Fremont County Library System provides Vacation Leave for full-time employees and eligible part-time employees. Vacation Leave is earned and begins to accumulate commencing with the date of hire on a month to month basis.

A full-time employee working 40 hours per week earns Vacation Leave at the following rate schedule:

Full-time Employees

| <u>Years Employed</u> | <u>Hours Earned Monthly</u> | <u>Maximum Cap</u> |
|-----------------------|-----------------------------|--------------------|
| 0 months – 5 years | 8 hours | 240 hours |
| 6 years – 10 years | 10 hours | 280 hours |
| 11 years and upward | 12 hours | 320 hours |

A part-time employee working between 20 and 39 hours per week earns Vacation Leave on a pro-rated basis. The pro-rate percentage is determined by dividing the hours worked per week by 40 hours resulting in the following rate schedule:

Part-time Employees

| <u>Years Employed</u> | <u>Hours Earned Monthly</u> | <u>Maximum Cap</u> |
|-----------------------|-----------------------------|----------------------------|
| 0 months – 5 years | (8 hours) x (pro-rate %) | (240 hours) x (pro-rate %) |
| 6 years – 10 years | (10 hours) x (pro-rate %) | (280 hours) x (pro-rate %) |
| 11 years and upward | (12 hours) x (pro-rate %) | (320 hours) x (pro-rate %) |

Fremont County Library System reserves the right to deny a leave request if it will interfere with FCLS operations or adversely affect coverage of job and staff requirements. Whenever possible, an employee’s request for leave will be accommodated, but where scheduling conflicts arise, seniority will prevail.

Vacation Leave hours will not accrue above the Maximum Cap during the period of employment. At separation of service, payout for Vacation Leave earned will not exceed the Maximum Cap.

(Adopted June 4, 2007)
(Revised October 7, 2020)

Sick Leave

The Fremont County Library System provides Sick Leave for full-time employees and eligible part-time employees. Sick Leave accrues according to the following schedule:

Full-time Employees (40 hours per week): 8 hours per month

Part-time Employees (20-39 hours per week): (8 hours) x (pro-rate %) per month

Sick leave may be used when an employee is incapacitated by sickness or injury; for medical, dental or optical examination or treatment; and for illness of a member of the employee's immediate or extended family. After three (3) days absence, the FCLS director may request a physician's verification of sickness.

After using all Vacation and Sick Leave hours, an employee may be eligible to receive donated Sick Leave hours up to a total of 240 hours in a calendar year.

There is no limit to the number of Sick Leave hours an employee may accrue. At separation of service, there is no payout for Sick Leave.

Donation of Sick Leave

Fremont County Library System employees may voluntarily donate accrued hours of Sick Leave to fellow eligible employees who are experiencing extended illness, injury, or end of life issues or who have immediate family members who are experiencing such circumstances. An employee may donate up to sixteen (16) hours of Sick Leave per fellow employee per calendar year as long as the donating employee maintains at least 160 Sick Leave hours for full-time employees and 80 hours for part-time employees. After determining that the employee has a legitimate reason to be absent and that the employee has exhausted their accrued Sick Leave, Compensatory Time, and Vacation Leave, the FCLS director may request donated Sick Leave from other county employees. Procedures for donating Sick Leave are administered by the FCLS director.

(Adopted June 4, 2007)
(Revised October 7, 2020)

Disposition of Accrued Personal Leave Time (PLT) Hours:

The effective date of the new policy will be determined by the FCLS Library Board of Trustees. On that date, the new accrual rates for Vacation Leave and Sick Leave will begin. Current Personal Leave Time (PLT) hours will be re-categorized as Vacation Leave up to the new Maximum Cap. Current employees who have accrued PLT hours in excess of the new Vacation Leave Maximum Cap (as determined by years of service and full- or part-time status) will not lose the excess PLT hours earned as of the effective date of the new policy, nor will any excess PLT hours be converted to Sick Leave. The excess PLT hours will be tracked separately from Vacation Leave and Sick Leave. Any excess PLT hours must be used before utilizing Vacation Leave and Sick Leave.

The number of PLT hours for each employee will be calculated as of the effective date of the new policy. The FCLS Library Board has established December 31, 2021 as the deadline for these excess PLT hours to be utilized by employees. After this date any remaining PLT hours will be paid out to the employee in the next pay period.

(Adopted October 7, 2020)

Family Medical Leave Act

Employees who have been employed by the Fremont County Library System for at least one year and for at least 1250 hours over the previous 12 months are entitled to 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA).

If the need for leave under FMLA is foreseeable, the employee must try to schedule treatment so as not to unduly disrupt the operations of the Fremont County Library System, and the employee must provide 30 days' notice to the Department Head and/or Supervisor. If the need for leave is unforeseeable, the employee must notify the Department Head and/or Supervisor as soon as possible.

FMLA leave shall be taken concurrently with all accrued leave. Leave shall be deemed FMLA leave for eligible employees by the employer, pursuant to federal laws and regulations. The FMLA determination shall be made by the employer, rather than at the employee's discretion. The FMLA leave shall be calculated using the onset date of the employee's leave, and spanning twelve months from that date.

The Fremont County Library System will continue to pay health benefits while the employee is on leave. The employee must, however, continue to pay his/her share of the premiums while on unpaid leave (if the employee is required to pay premiums).

Please see the FCLS administrative office for further information.

(Revised March 30, 2016)

ACKNOWLEDGMENT

I acknowledge that I have received the Fremont County Library System Policy Manual and that I have read and understand the policies.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. The Fremont County Library System retains the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that the Fremont County Library System has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body.

I understand that the information I come into contact with during my employment is proprietary to the Fremont County Library System and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Fremont County Library System. I understand that I must comply with all the provisions of the Manual to have access to and use of Fremont County Library System resources. I also understand that if I do not comply with all provisions of the Manual, my access to Fremont County Library System resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Fremont County Library System’s safety, health, and emergency procedures as outlined in this Manual or in other documents.

Signature of Employee

Date

Please Print Your Name