

BUENA PARK LIBRARY DISTRICT PERSONNEL RULES

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CHAPTER 1: INTRODUCTORY POLICIES

INTRODUCTORY STATEMENT

Welcome to the Buena Park Library District. As an employee of Buena Park Library District (the “District”), you are an important member of a team effort. We hope that you will find your position with the District rewarding, challenging and productive.

Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. We look to you and the other employees to contribute to the success of the District.

This employee handbook (Handbook) is intended to explain the terms and conditions of employment. Written employment contracts between the District and certain individuals supersede the provisions of this Handbook.

Management will be happy to answer any questions you may have.

ABOUT US

The Buena Park Library District is an independent special district that was organized in 1919 under the Education Code of California, Sections 19600-19734. Special districts are a form of local government that were created by their constituents to meet specific service needs for their community. This free public library, governed by a five-member elected library board, provides equal access to library services for all community residents. No effort is spared to maximize services at the best value to the taxpayers of the District.

Basic library services are always provided free of charge and costs of selected peripheral programs are held to a minimum. Residents and students from the surrounding cities also enjoy the various library services offered. Well-trained library professionals and support staff are employed to bring people and the resources of the District together. The District presents and makes its facilities available for a variety of children, teen, and adult programming, and prioritizes the materials and services based on the needs of the Buena Park community.

MISSION STATEMENT

The Buena Park Library is committed to providing free and equal access to information, programs and services to educate, entertain and enrich the lives of our diverse community.

OUR VISION

The Buena Park Library is our community’s center for discovery, lifelong learning, enjoyment and connection with others.

CHAPTER 1: INTRODUCTORY POLICIES

INTRODUCTION TO THE HANDBOOK

This handbook is intended to explain the terms and conditions of employment of all Library District full and part-time employees and supervisors. Written employment contracts between Buena Park Library District and some individuals may supersede some of the provisions of this handbook. It contains the policies and practices in effect at the time of publication. This handbook supersedes all previously issued handbooks and any policy or benefit statements that are inconsistent with the policies described here. Please take time to review the policies contained in this handbook. The Board of Trustees delegates day-to-day personnel administration, including hiring, discipline, performance management, and separation of employees (except where otherwise required by law), to the Library Director. If you have questions, feel free to ask your supervisor or contact the Library Director.

CONTRACT DISCLAIMER

This Employee Handbook is not a contract. Accordingly, it should not be interpreted to create any expressed or implied contractual rights between the District and any employee. It is expressly understood that the contents of this Handbook do not constitute terms of a contract of employment or benefits. Thus, this Handbook should not be construed as a guarantee of continued employment. Any verbal or written representations to the contrary are invalid and should not be relied upon by any current or prospective employee.

RIGHT TO REVISE

This employee handbook contains the employment policies and practices of the District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements, or memoranda are superseded.

The District reserves the right to revise, modify, delete or add to all policies, work rules or benefits stated in this handbook or in any other document, except for the policy of at-will employment. While policy changes must be in writing and approved by the Board of Library Trustees, administrative procedures implementing these policies may be revised by the Library Director without Board approval.

Any written changes to this handbook will be distributed to all employees so that employees will be aware of the new policies. No oral statements or representations can in any way alter the provisions of this handbook.

AT- WILL EMPLOYMENT

Employment with the District is At-Will, meaning either the employer or employee can terminate the relationship at any time, with or without notice. Nothing in this Handbook, including any reference to evaluations, discipline, or performance improvement, alters the at-will nature of employment. The District retains the right to terminate employment at any time, with or without notice, subject only to applicable law.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Buena Park Library District is an equal opportunity employer and provides equal employment opportunities to all qualified employees and applicants to all terms of including, but not limited to, compensation, hiring, training, promotion, transfer, discipline and termination.

POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION; COMPLAINT PROCEDURE

The District prohibits discrimination against employees and applicants for employment on the basis of race, (including, but not limited to, hair texture and hairstyles), religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of any person, pregnancy, childbirth, or any other basis protected by federal, state or local law or ordinance or regulation.

It also prohibits unlawful discrimination based on the perception that anyone has any of the characteristics of any protected group or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. A single act by a District employee may constitute a violation of this policy and provide sufficient grounds for the District to discipline the District employee.

An applicant or employee who believes that they have been the recipient of harassment, discrimination, or retaliation should report the incident immediately to their supervisor, or if it is their supervisor being complained about, to the Library Director. Applicants may file their complaint directly with the Library Director.

The District expressly prohibits any retaliation against an employee because they filed or supported a complaint or because they participated in the investigation or complaint resolution process. Individuals found to have retaliated against an employee in violation of this policy will be subject to appropriate sanction or disciplinary action, up to and including termination of employment.

The District's policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District, including supervisors, managers, leaders and members of the governing board, vendors, patrons/customers, independent contractors and any other persons.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

DISCRIMINATION

This policy prohibits treating a covered individual differently and adversely because of the individual's actual or perceived protected classification; because the individual associates with a person who is or is perceived to be a member of a protected classification; or because the individual participates in a protected activity as defined in this policy.

"Protected Classification" includes race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and over), sexual orientation, or military and veteran status, or any other basis protected by law.

This policy prohibits discrimination, harassment or retaliation for the following reasons: (1) an individual's protected classification; (2) the perception that an individual has a protected classification; or (3) the individual associates with a person who has or is perceived to have a protected classification.

"Protected activity" includes, but is not limited to, the following activity: (1) making a request for an accommodation for a disability; (2) making a request for accommodation for religious beliefs; (3) making a complaint under this policy; (4) opposing violations of this policy; or (5) participating in an investigation under this policy.

HARASSMENT

Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to,

- Derogatory, offensive or inappropriate speech, such as epithets, slurs or stereotypical comments, or verbal propositions made on the basis of the individual's protected classification. This includes, but is not limited to, comments, stories, and jokes about appearance, dress, physical features, gender identification, and race.
- Physical acts, such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement. This includes, but is not limited to, pinching, grabbing, patting, or making explicit or implied job threats or promises in return for submission to physical acts.
- Visual acts, such as derogatory, offensive or inappropriate, posters, cartoons, emails, pictures or drawings related to a protected classification.
- Unwanted sexual advances, requests for sexual favors and other acts of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

Harassment includes conduct that another individual who is a member of the protected classification would find unwelcome or unwanted. Harassment may include the following:

- Conduct that is not intended as to harass. Conduct may violate this policy if the conduct is directed at or implicates a protected classification and the recipient finds the conduct to be offensive or inappropriate, even if its well-intentioned conduct (e.g., gifts, over-attention, endearing nicknames, hugs).
- Conduct to which the recipient appears to have consented. The District does not recognize as a defense that the recipient appeared to have consented to the conduct at issue by failing to protest about the conduct. A recipient may not protest offensive or inappropriate conduct for many legitimate reasons, including, but not limited to, the need to avoid being perceived as insubordinate or to avoid being ostracized or subjected to retaliation.
- Conduct about which no employees previously complained. The fact that no employee previously complained about the same or substantially similar conduct does not mean that the conduct is inoffensive or appropriate nor does that fact preclude an employee from complaining about such conduct if it is repeated.
- Conduct witnessed by a third party or about which a third party learns, even if they did not witness such conduct. Visual, verbal, or physical conduct between two (2) people who do not find such conduct to be offensive or inappropriate may constitute harassment of a third party witnesses such conduct or learns about the conduct later and finds the conduct to be offensive or inappropriate. Conduct can constitute harassment even if it is not explicitly or specifically directed at a particular individual.
- Conduct can constitute harassment even if the individual has no intention to harass. Conduct that may be well-intentioned conduct (e.g., gifts, over-attention, endearing nicknames, hugs) may nevertheless constitute harassment if the conduct is directed at, or implicates a protected classification, and if the individual finds such conduct inappropriate or offensive.

RETALIATION

Retaliation occurs when the District takes a materially adverse employment action against a covered individual because the individual engaged in protected activity under this policy or applicable law. Materially adverse employment actions are: termination, demotion, suspension, reduction in pay, or significant adverse changes in duties.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

COMPLAINT PROCEDURE

Employees who believe that they have been subjected to discrimination, harassment, or retaliation, may make a complaint, either orally or in writing, to any supervisor, department head or to the Library Director without regard to any chain of command.

Any supervisory or management employee who receives a harassment complaint should immediately notify the Library Director. Upon receiving notification of a complaint regarding discrimination, harassment or retaliation, the Library Director or their designee will complete and/or delegate the following steps:

1. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will usually include interviews with the following individuals: (1) the complainant; (2) the accused (i.e., the subject of the investigation); (3) witnesses to the conduct at issue in the complaint; and (4) other persons who have relevant knowledge concerning the allegations in the complaint.
2. Review the information gathered during the investigation to determine whether the alleged conduct violated the policy considering all information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
3. Prepare a summary report of the determination as to whether the conduct violated this policy and provide a report. If discipline or sanctions are imposed, the level of discipline or sanctions will not be communicated to the complainant.
4. If conduct in violation of this policy occurred, take or recommend to the appointing authority, Library Director or their designee, prompt and effective remedial action. The remedial action will be commensurate with the severity of the offense.
5. Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.

If the Library Director is accused, or a witness to the events at issue, an individual with higher authority will complete and/or delegate the above enumerated steps.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

HARASSMENT PREVENTION TRAINING REQUIREMENTS MANDATED BY THE STATE OF CALIFORNIA

Training in Harassment and Discrimination Prevention

Since the Library District is considered a public entity, all the District's employees must have training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation. Employees must also be trained in ways to appropriately intervene if one witnesses harassing or discriminating behavior, commonly referred to as bystander expectations, and how to ensure all employees engage in creating and maintaining a culture of mutual respect.

There is no specified length of training, however it is expected that a course of at least 60 – 90 minutes should be able to cover all the required information and allow for participant clarification of the information provided. All employees are to be trained within six (6) months of their start date or date of promotion to a supervisor position. See section on Supervisor Training for specific training requirements for supervisors.

References:

SB 1343;

SB 1300

Government Code 12950.1 (a), (b) & (c).

Supervisor Training

Every two years, all supervisory employees must attend Sexual Harassment Prevention and Workplace Civility training aimed at increasing their understanding of and preventing workplace sexual harassment, including harassment on the basis of sexual orientation, gender identity and gender expression, and their role in creating a culture of mutual respect, i.e. bullying is not to be tolerated.

The training must cover how to promptly and effectively respond to sexual harassment when it occurs; education on the effects of abusive conduct, commonly known as bullying, and ways to appropriately intervene if one witnesses behavior (bystander expectations) that is not in keeping with the District's workplace conduct expectations.

The training must be at least two hours in length and provided by trainers who have the ability through training or experience to train supervisors on how to identify, investigate, report, and respond to unlawful harassment, discrimination and retaliation in the workplace.

References:

AB 1825;

AB 2052;

SB 1300

2 CCR 11024

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

WORKPLACE BULLYING

The Buena Park Library District is committed to providing a work environment that is free from negative, aggressive, and inappropriate behaviors, and ensuring that all District services are delivered in an atmosphere of respect, collaboration, dignity, openness, safety and equality. The purpose of this policy is to provide a respectful workplace and prohibit workplace bullying and reinforces the District's other policies prohibiting unlawful harassment and unlawful discrimination.

Workplace bullying is defined as systematic aggressive communication, manipulation of work, and acts aimed at humiliating or degrading one or more individuals that create an unhealthy and unprofessional power imbalance, and result in psychological consequences for targets and witnesses of the behavior.

This policy extends to all employees, supervisors, managers and all persons involved in the operation of the District including members of the Board of Trustees, any Committee members and consultants working on District-related projects, clients, customers and other business contacts and expands beyond the place of work to off-site and work-related social events. All persons involved in the operation of the District and receiving services by its employees have the right to dignity and respect. This policy also applies to and is meant to protect District employees from bullying behaviors and harassment by non-employees, vendors, and other third parties who may encounter employees during their work for the District.

OTHER WAYS TO FILE A COMPLAINT

The California Civil Rights Department (CRD) and the federal Equal Employment Opportunity Commission (EEOC) also investigate and prosecute complaints of prohibited harassment and discrimination in employment. If any employees believe they have been harassed, discriminated or retaliated against for resisting to be part of an investigation or complaining, they may file a complaint with the appropriate agency. Information about who to contact is available on the Equal Employment Opportunity information poster posted on the bulletin board in the employee break room.

CONFIDENTIALITY

The District will make every effort to assure the confidentiality of complaints made under this policy to the greatest extent allowed by law. However, complete confidentiality may not be possible because of the District's need to investigate the complaint and provide the subject of the complaint their due process rights, which include providing the subject of the investigation a summary of the complaint after the initial investigatory interview, if requested.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

REASONABLE ACCOMMODATION

Where it is not an undue hardship or a direct threat to the health and safety of others, the District provides employment-related reasonable accommodations to:

- Qualified individuals with disabilities to enable them to perform essential job functions;
- Employees with conditions related to pregnancy, childbirth, or a related medical condition if requested and with the advice of her health care provider;
- Employees who are victims, or whose family member(s) is/are a victim of a qualifying act of violence; and
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Any job applicant or employee who requires an accommodation to perform the essential functions of the job should contact the Library Director and discuss the need for an accommodation.

The District will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. If the accommodation is reasonable and will not impose an undue hardship, the District will make the accommodation.

The District may require the individual to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the individual provides insufficient documentation, the District will: (1) explain the insufficiency; (2) allow the individual to supplement the documentation; and (3) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

If the employee's condition causes the employee to be unable to perform the essential functions of his/her position even with a reasonable accommodation, the District may separate the employee from employment.

If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation, the District will provide the employee with notice of the need for a medical certification (if required) within two business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation is sufficient if it contains:

- a description of the requested accommodation;
- a statement describing the medical advisability of the accommodation due to pregnancy; and
- the date that the need for the accommodation will become necessary and the estimated duration of the accommodation.

CHAPTER 2: EQUAL EMPLOYMENT OPPORTUNITY

CERTIFICATION OF VICTIM STATUS

An employee who is a victim, or whose family member(s) is/are a victim of a qualifying act of violence, and who requests an accommodation to provide for their safety while at work must provide both of the following:

- a written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and
- a certification demonstrating the employee's status as a victim of violence which can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

The District will not retaliate against employees for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers.

WHISTLEBLOWER PROTECTION

The District prohibits all the following:

- Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation;
- Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation; and
- Retaliating against an employee because the employee's family member has or is perceived to have engaged in any of the protected activities listed above.

This Policy governs and protects District officials, officers, employees, or applicants for employment.

CHAPTER 3: RECRUITMENT AND SELECTION

RECRUITMENT

Publicizing Vacant/New Opportunities

New and vacant positions will be advertised online to attract external qualified candidates. If the Director chooses to establish a hiring or eligibility list for a vacant position or classification, the District may utilize that list for filling future vacant positions of the same classification in lieu of utilizing the advertising, posting and interview process each time a position becomes vacant. The life of such a list shall not exceed six (6) months.

SELECTION PROCESS

Based on the specific qualifications outlined for each position, all qualified applicants will be considered, the most qualified applicants will be interviewed, and the best qualified applicant, as determined by the Director, will be selected. In addition to the interview process, other hiring or testing procedures or techniques may be utilized if the Director considers them useful.

Within a one-year time period, a former employee who has been separated from District service in good standing, may be reinstated at the discretion of the Director subject to Board approval or ratification, without resorting to the advertising, posting, and interview processes.

Employment of Relatives or Spouses / Domestic Partners

To maintain morale and professional working relationships among employees and volunteers, relatives or spouses / domestic partners of employees will not be eligible for employment with the District when potential problems of supervision, safety, security, morale or actual or potential conflicts of interest exist, and the potential challenges cannot be resolved by accommodation in the best interests of the District.

If an employee becomes related to another employee through marriage, or a domestic partnership, or if an employee related to another employee becomes that employee's supervisor the situation is to be immediately brought to the attention of the Director. The District will do its best to keep its employees through mutually agreed accommodations.

However, if a reasonable solution cannot be quickly implemented to keep both employees so that employee morale and other challenges are not initiated, both employees will be provided with thirty (30) calendar days' notice to determine which employee will remain with the District and which will leave. If the employees do not provide the Director with their decision by the end of the thirty (30) calendar days, the District will select the employee who will have employment with the District terminated.

CHAPTER 3: RECRUITMENT AND SELECTION

In the case of an employee-volunteer relationship there will be an attempt made to accommodate both individuals in the best interests of the District. If no accommodation can be made, the volunteer will be asked to leave within two (2) weeks of the accommodation meeting.

Relatives include children, stepchildren, parents, stepparents, parent-in-law, children-in-law, legal guardian, grandparents, grandchildren, brother, sister, aunt, niece, nephew, or any other member of the applicant's immediate household.

Relatives of Library Trustees will not be considered for employment. Spouse means one of two persons to a marriage, or two people who are registered domestic partners as those terms are defined by state law.

DISTRICT EMPLOYMENT NOT ALLOWED FOR RELATIVES OF TRUSTEES

If a current employee or volunteer in good standing becomes encumbered by their relationship to a newly appointed or elected member of the Board of Trustees they shall remain in their position, however their employment or volunteer status will not come under the purview of the Board without full knowledge of the Director. A Board member shall recuse themselves from any employment issues concerning an employee who is related to said Board member.

All recusals are to be documented and provided to the employees or volunteers in question and a copy kept by District Administration.

Successful Completion of Department of Justice Background Check

Depending on the type of work being performed in the Library, the District may determine that the successful candidate(s) may have to undergo a background check at the District's cost. The District may require the use of "LiveScan" technology to capture the individual's fingerprints which will be compared to others in the Department of Justice's data base.

If the District receives a "clear" report it will communicate with the candidate and further steps to engage the candidate may be taken. If the District receives a report that is not "clear" it will communicate with the prospective employee in a timely manner to discuss the report. The candidate will be provided a reasonable opportunity to respond and provide evidence of rehabilitation or mitigating circumstances. The District will conduct an individualized assessment before making a final employment decision. The District's action will be communicated to the candidate in a timely manner.

Physical and Drug Tests

Upon completing the selection process and accepting the District's conditional job offer, potential new employees will be required to take and pass a fitness and medical exam to determine fitness for duty per the physical demands identified in the position's job description. The exam will be scheduled and paid for by the District and may comprise of physical exam, negative tuberculin test, and drug screen.

CHAPTER 4: CLASSIFICATION / EMPLOYEE STATUS/ COMPENSATION

CLASSIFICATION PLAN

All positions in the District service are grouped into classes. Each class includes those positions which are similar in duties and responsibilities and require similar standards of education, experience, abilities and personal traits.

The Director is responsible for ensuring the preparation, maintenance and revision of class specifications for all positions and submitting them to the Board for approval. All class specifications describe typical duties which employees occupying positions in the class may properly be required to perform. The Library Director is delegated authority to administer personnel matters consistent with Board policy.

The specification shall include a list of typical duties and a statement of the minimum qualifications required for successful completion of the position's responsibilities. Capacity to successfully carry out the duties and meet the minimum qualifications must be demonstrated by the successful candidate before being appointed to a vacant position.

The listing of tasks shall not preclude the assignment of other tasks of related kind or character or requiring equal or lesser skills.

Employees may be assigned to any position which the Director deems to be suitable for their classification.

During the introductory period, supervisors will explain job responsibilities and the expected performance standards. An employee's job responsibilities may change at any time during employment. From time to time, an employee may be asked to work on special projects, or to assist with other work necessary or important to the operation of the department or the District. Employee cooperation and assistance in performing such additional work is expected.

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

EMPLOYMENT CLASSIFICATION

According to the federal Fair Labor Standards Act and applicable State laws, District employees are classified into two groups:

- **Exempt**
Exempt employees are employed in positions defined as exempt under the Fair Labor Standards Act and are not eligible to receive overtime pay.
- **Nonexempt**
Nonexempt employees are employed in positions defined as non-exempt under the Fair Labor Standards Act and are eligible to receive overtime pay for overtime hours worked.

All District positions are identified as either exempt or non-exempt.

CHAPTER 4: CLASSIFICATION / EMPLOYEE STATUS/ COMPENSATION***Introductory Status***

All new District introductory employees, or newly promoted employees and employees who voluntarily change their classification or status from part-time to full-time will be placed on introductory status until they complete twelve (12) months of continuous employment in the new assignment at the District. During this time, employees are expected to learn their responsibilities, become acquainted with coworkers and learn the culture of the Library District. Supervisors will closely monitor their employee's performance. An introductory employee will have their work performance reviewed by their supervisor at six (6) months, and twelve (12) months. These reviews provide the District with an opportunity to advise the employee of any improvements expected from the employee.

Absences from Work During the Introductory Period

Newly hired employees are strongly encouraged to work the whole introductory period before taking any time off. This encouragement does not limit an employee's right to take legally protected leave. However, the District understands that people make plans for their personal lives prior to the time they are hired. This may mean that a new employee is hired by the District having scheduled vacation or other personal plans before being hired. These periods of absence must be discussed with the new employee's supervisor as soon as possible upon being hired so the team's work coverage plans can be adjusted as needed.

If new employees have an approved period of time off before their introductory period has been completed, some of the time may be unpaid as they may not have worked long enough to earn sufficient paid vacation leave.

New Position

Long term District employees who are in a 'new position' introductory period may take previously scheduled vacation; however, their new supervisor must be made aware of their plans as soon as they enter their new position so the team's work schedule can be adjusted. Long term employees may take sick leave during the new position introductory period when needed to attend to their own or the health needs of a family member. Sick leave will only be paid leave if the employee has enough accrued sick leave to cover their absence.

Extension of Introductory Period

The Director may extend the introductory period once for a maximum of three (3) additional months during which the employee will receive regular coaching to succeed in the new position along with one or more additional reviews.

The supervisor will notify the employee of the extension of their introductory period and adjust evaluation periods accordingly.

CHAPTER 4: CLASSIFICATION / EMPLOYEE STATUS/ COMPENSATION

Completion of Introductory Period

Upon completion of the introductory period, the District will conduct a review of the employee's performance. This review provides the District with an opportunity to acknowledge satisfactory completion of the introductory period, congratulate the employee on learning how to deliver services to the District's expectations and/or to advise the employee of any improvements expected from the employee for them to continue to grow in their role as a District employee. Completion of the introductory period does not alter the employee's at-will status.

COMPENSATION

District employees receive the compensation provided in the basic salary schedule adopted by the Board, except that the Board may at any regular meeting or special meeting called for that purpose, adjust the salaries or salary ranges by minute order or resolution. The Board can approve cost of living adjustments ("COLAs") at its discretion. Employees are not guaranteed any compensation increases on any periodic basis, whether based on merit or COLA.

Employees are hired at the first step of the salary range for the position to which the appointment is made. In the event an applicant is found to possess qualifications extraordinary for the position the applicant is being hired for, the Library Director may authorize the employment of such applicant anywhere within the appropriate salary range. For the purposes of this section, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the position.

CHAPTER 5: PERFORMANCE EVALUATION; PROMOTION AND TRANSFER

PERFORMANCE EVALUATION

Supervisors are responsible for continually evaluating their employee's performance and providing regular feedback and support on a timely basis to ensure employees meet the Library's expectations.

Evaluations

Evaluations are for employees new to the District and for employees who have been promoted and/or transferred into positions that are different than their former position. Supervisors are expected to meet with their new employees within the first week to outline expectations and on or about three (3) and six (6) months after hire or promotion or transfer, and again at any point prior to separation or the successful completion of the evaluation period, to provide evaluations on how the employee is progressing in their new responsibilities. The purpose of these evaluations is to ensure new employees are learning and performing as expected as well as fitting into the District's culture of teamwork and focus on patron service.

Annual Performance Evaluations

After the initial introductory period has been successfully completed, and confirmed in the evaluation document, employees will receive an evaluation of their performance once each year for the remainder of their employment. Evaluations are typically officially recorded on a District performance evaluation form and maintained in each employee's personnel folder.

PERFORMANCE EVALUATION MEETING

The supervisor will meet with the employee to discuss the evaluation. The employee will sign the evaluation to acknowledge its contents and that they have met with their supervisor to discuss the evaluation. The employee's signature does not mean that they endorse the contents of the evaluation.

Employees may respond to their performance evaluation during meetings with their supervisor and in writing for inclusion in their personnel folder.

Continuous Discussions Encouraged

The District encourages continuous discussions between supervisors and their employees throughout the year to stay up to date about each person's work expectations and accomplishments and memorializing those discussions in annual reviews. Employees and their supervisor will discuss the employee's work responsibilities as described in their job description including; what is being done well, what areas can be strengthened/improved, and what steps can be taken to remedy any unsatisfactory performance. Employees may respond to their performance evaluation during meetings with their supervisor and in writing for inclusion in their personnel folder.

CHAPTER 5: PERFORMANCE EVALUATION; PROMOTION AND TRANSFER

Performance Improvement

Occasionally supervisors may find that an employee is not performing as expected. If this is the case, discussions will take place with the employee, as soon as possible, to identify improvement expectations within specific timeframes. These expectations may be recorded in an evaluation document, typically called a Performance Improvement Plan (PIP) that is received earlier and more frequently than the annual review. Records of these expectations to meet the job requirements will be kept in the employee's personnel file.

If the employee can meet required job expectations within the required time frame this will be noted in documentations shared with the employee and the performance improvement period will end. If the employee is not able to meet the expectations within the required timeframe, the supervisor will refer to the District's Discipline policy for next steps. The Library Director will be informed in a timely manner of any situation where employees cannot meet the expectations of their position.

PROMOTION

The promotion selection process is used to determine if employees interested in being promoted meet the experience and education requirements for the position in which they are interested. Typically, interviews are used to ask candidates questions to confirm they understand and have the capacity to perform the duties of a more demanding position in the District. Practical tests may also be administered to ensure candidates have the skills required to successfully perform the functions of the new job. Selection processes, which may include tests and interviews typically take place during work hours.

TRANSFER

A transfer is a move from one department or division to another within the same classification and salary range. Employees will receive the same salary step in the new position as held in the former position. Approval of a transfer is subject to availability of an opening, agreement of the Department Heads involved and, approval of the Library Director. Should employees desire a transfer, they should discuss this with their supervisor, and/or the Library Director.

EMPLOYEE STATUS DEFINITIONS

At Will Status

All employment at the District is "at will." This means that either the employee or the District have the right to terminate employment at any time, with or without advance notice. Nothing in this handbook limits the right to terminate at-will employment.

Regular Employees

Regular employees are at will employees who are hired to fill a regular position and are not temporary employees as defined below. Regular employees may be classified as full-time or part-time.

CHAPTER 5: PERFORMANCE EVALUATION; PROMOTION AND TRANSFER***Regular Full-Time Employees***

Regular full-time employees are appointed to and scheduled to work 40 hours per week. Full time employees are eligible for all benefits as described in this handbook in the sections related to leaves and benefits.

Part-Time Employees

Part-time employees are scheduled to work fewer than 40 hours per week. Eligibility for leave and other benefits is governed by applicable law and the District's benefit plan documents and may vary based on hours worked, regardless of employee classification.

Temporary Employees

An employee who is appointed to a position established to provide service not exceeding 1,000 hours in any fiscal year. Such positions may be filled on a full-time or part-time basis. Appointment to a position in this category will be for a definite length of time, for a special project, for a regularly recurring need, or to reduce seasonal or peak workloads.

Temporary employees are at will and not eligible for employee benefits except those mandated by applicable law. Temporary status does not determine eligibility for benefits required by law. Temporary employees may not be assigned to duties that require regular employee status under applicable law or external program requirements.

CHAPTER 6: LEAVES OF ABSENCE

MANAGEMENT LEAVE

Management leave is provided to certain exempt employees in recognition of the additional hours required to perform the duties of their positions.

At the beginning of the first full pay period of each fiscal year, eligible employees receive management leave, which must be used before the end of the last full pay period of that fiscal year. The Library Services Manager receives credit for twenty-four (24) hours per year. The credit expires at the end of the last full pay period of the same fiscal year. Management leave is a discretionary benefit and does not constitute wages; it does not accrue, carry over, or vest and is not paid out upon separation.

Newly qualifying employees who are exempt from FLSA overtime will receive a prorated amount of Management Leave for the current year.

BEREAVEMENT LEAVE

All employees who have been employed by the District for at least 30 days are entitled to five (5) days of paid bereavement leave in the event of the death of a “family member”.

A “family member” means a spouse, domestic partner, child, stepchild, parent, grandparent, grandchild, sibling, parent-in-law.

An employee may use vacation, personal leave, accrued and available sick leave, or compensatory time off to provide for their compensation during any bereavement leave in excess of five (5) days.

An employee who utilizes bereavement leave must notify their supervisor or the Library Director of the intent to use such leave. Employees may use such leave on a non-consecutive basis in the three (3) months that follow that date of death of the family member.

CHAPTER 6: LEAVES OF ABSENCE

VICTIMS OF VIOLENCE

An employee who has experienced a Qualifying Act of Violence is entitled to time off from work to obtain relief from a court, including obtaining a restraining order to protect the employee and their children's health, safety or welfare. A Qualifying Act of Violence means any of the following regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime.

- Domestic violence;
- Sexual assault;
- Stalking; or
- An act, conduct, or pattern of conduct that includes any of the following:
 - o An individual causing bodily injury or death to another individual;
 - o An individual exhibiting, drawing, brandishing, or using a firearm, or other dangerous weapon, with respect to another individual; or
 - o An individual using or making a reasonably perceived or actual threat to use, force against another individual to cause physical injury or death.

An employee who is the victim of a Qualifying Act of Violence should provide reasonable notice before taking time. If reasonable notice is not possible, the employee should provide documentation within a reasonable time after the absence.

Proof of absence may include a police report, a court order, a document from a licensed medical professional, a victim advocate, a licensed health care provider, or counselor that demonstrate that the employee was under treatment for domestic violence related trauma, or a written statement signed by the employee or an individual action on the employee's behalf that certifies the absence was for an authorized purpose.

An employee may take time off:

- To seek medical attention for injuries caused by a crime or abuse to the employee or to a family member.
- To obtain services from a shelter, program or crisis center as a result of a crime or abuse.
- To obtain psychological counseling related to an experience of a crime or abuse.
- To participate in safety planning and take other actions to increase safety from future crime and or abuse, including temporary or permanent relocation.
- To seek, get or provide care to a dependent child or adult if the care is necessary to keep the child or adult safe after an act of violence.
- To obtain legal counsel or participate in legal proceedings regarding the crime or abuse.

CHAPTER 6: LEAVES OF ABSENCE

To the extent permitted by law, the District shall maintain the confidentiality of any employee requesting this leave. The employee may elect to use any available paid or unpaid leave time.

For more information regarding this leave please contact District Administration.

DISCRETIONARY UNPAID LEAVE OF ABSENCE

The District may grant a leave of absence without pay to employees. Prior to receiving an unpaid leave of absence, the employee will first exhaust any accrued sick leave (if the leave is due to a qualifying reason) and accrued vacation leave, to the extent permitted by law.

The granting of such a leave will be evaluated based on operational needs, staffing availability, and business necessity. A discretionary leave of absence without pay for more than twenty consecutive working days (regardless of the number of hours normally worked in a day) shall require approval by the Director and/or the Board. An employee shall request any leave in writing as far in advance as possible, keep in touch with the supervisor during the leave, and give prompt notice of any change in anticipated return dates.

The District may make periodic requests for status updates or seek other information related to the leave and return. It is the employee's responsibility to promptly respond to these requests. If the leave expires and the employee fails to return to work without contacting the supervisor, the Director or the District Administration, the District will assume that the employee does not plan to return and has resigned.

An employee who is on a discretionary unpaid leave of absence shall not earn vacation, sick leave, the District's contribution to medical insurance, or any other benefits furnished by the District during that month. Employees are responsible for ensuring their contribution to medical and other insurance plans they have enrolled in are made on a timely basis. The District will inform the employee of the amounts owed and when they are to be paid.

FAMILY MEDICAL LEAVE

The Library District wants to ensure that its employees have the time to heal from their own serious health condition(s) and/or help their family members heal from their serious health condition(s) or provide family care. In accordance with the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), employees are provided up to 12 work weeks of unpaid family/medical leave within a 12-month period, or 26 workweeks to care for a covered military service member proportional to the employee's regularly scheduled hours. The Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) Leave policy may be found at [Appendix A](#).

CHAPTER 6: LEAVES OF ABSENCE

JURY DUTY AND WITNESS LEAVE

An employee will not be subjected to discharge, discrimination or retaliation for taking time off to serve as required by law on an inquest jury or trial jury. Full-time employees who have completed their introductory periods will receive full pay while serving up to ten (10) days of jury duty. The employee should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. The supervisor may ask the employee to request a postponement based on scheduling needs, where permitted by law.

If work time remains after any day of jury selection or jury duty, the employee must return to work for the remainder of their work schedule. Employees are expected to report for work whenever the court schedule permits and to turn into the District any compensation, excluding mileage and parking reimbursement, received from the court. In no event shall double pay to the employee result from court duty. The District will not compensate the employee for mileage or meal expenses. An employee will not be subjected to discharge, discrimination or retaliation for taking paid or unpaid time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding.

LEAVE TO PERFORM DUTIES AS VOLUNTEER FIREFIGHTERS, RESERVE POLICE OFFICERS AND EMERGENCY RESCUE PERSONNEL

Time off will be granted to perform one's emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. Proof of one's status as such personnel will be required, as will proof that one was actually engaged in emergency duty on the day that time was taken off. The employee may elect to use accrued paid vacation time, sick leave or compensatory time in lieu of unpaid leave time. The District will not discharge, discriminate against, or retaliate against an employee for taking leave under this section.

MILITARY LEAVE

Military leave will be granted in accordance with federal and state law. An employee requesting leave for this purpose must promptly provide the Library Director with a copy of the military orders specifying the dates, site and purpose of the activity or mission. Within the limits of such orders, the Library Director may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave. Upon timely return from military service, employees will be reinstated to the position and benefits to which they are entitled under applicable law. The District will not discriminate against or retaliate against any employee because of military service or obligations. Employees may elect to use accrued paid leave during military leave to the extent permitted by law.

CHAPTER 6: LEAVES OF ABSENCE

PREGNANCY DISABILITY LEAVE (PDL)

Employees who are disabled because of pregnancy, childbirth or related medical conditions are provided an unpaid leave of absence for the period of disability up to a maximum of 17 1/3 weeks per pregnancy. Employees are entitled to pregnancy disability leave on a pro-rated basis proportional to an employee's average hours work. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth and recovery from childbirth will all be counted as pregnancy disability leave. The Pregnancy Disability Leave (PDL) policy can be found at [Appendix B](#).

SCHOOL ACTIVITIES

Any employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis to one or more children who are in kindergarten or grades 1 through 12, or who are in a licensed child care facility, is allowed up to 40 hours each school year, not to exceed eight hours in any calendar month of the school year, to: participate in activities of their child's school or licensed child care facility; find, enroll, or re-enroll a child in a school or with a licensed child care provider; or to pick up a child due to a childcare provider or school emergency. The employee must provide reasonable advance notice to their supervisor of the planned absence.

The leave is unpaid, but the District may require the employee to use available vacation, personal leave, or compensatory time off during this leave. The employee must provide documentation from the school or licensed childcare facility as verification that the employee participated in school or childcare facility activities on a specific date and at a particular time. If both parents, guardians or grandparents having custody work for the District at the same District work site, only the first parent requesting will be entitled to leave under this provision.

SCHOOL SUSPENSION OF CHILD

If a parent or an individual with custody of a child in kindergarten through grade 12 facing suspension from school is summoned to the school to discuss the matter, the employee should alert the supervisor as soon as possible before leaving work. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of school personnel.

Employees must use vacation or personal leave to receive compensation for this time off. Employees who do not have vacation or personal leave available will take the time off without pay. The District may ask for written verification of having to attend such meetings.

CHAPTER 6: LEAVES OF ABSENCE

SICK LEAVE

Sick leave is paid leave from work that an employee may use for the following purposes:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member to include a child of any age or dependency status, spouse, registered domestic partner, parent, a biological, adoptive or foster parent, stepparent, or legal guardian, parent-in-law, grandchild, grandparent or sibling;
- Diagnosis, care, or treatment of an existing health condition of, or preventative care for a "designated person";
- For an employee who is a victim of domestic violence, sexual assault, stalking, or other crime for the employee to engage in any of the following activities: to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their family member.

In addition, an employee who is a victim (of a violent or serious felony crime, or theft or embezzlement), an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim can use paid sick leave to attend judicial proceedings related to that crime.

The District will comply with all applicable state and local paid sick leave laws, and where this policy conflicts with such laws, the law will control.

Requests for Sick Leave

Requests for sick leave must be made with reasonable notice in writing, including an email, or oral notice to the employee's direct supervisor or, in the absence of the direct supervisor, the Librarian-in-Charge. Sick leave requests should be made in advance when foreseeable. If the need for sick leave is not foreseeable, the employee must provide written or oral notice of the need for the leave as soon as practicable. If the employee is required to be absent on sick leave for more than one day, the District may require reasonable updates regarding the anticipated return date. Failure to request sick leave as required by this policy without good reason, may result in the employee being treated as absent without leave. This includes any request to leave work early due to illness.

During closed hours, an after-hours staff telephone line is provided to request sick leave on the day of the absence from work. If authorized, staff may text their supervisor.

Sick leave may be taken in quarter-hour increments.

A medical certificate may be required to substantiate leave extending past five (5) consecutive scheduled workdays at the District's discretion.

CHAPTER 6: LEAVES OF ABSENCE

RATE OF ACCRUAL

Full-time Employees

For regular full-time employees (those who are not temporary or extra-help), sick leave begins accruing at the commencement of full-time employment. Paid sick leave accrues at the rate of 3.7 hours per biweekly pay period, based upon hours paid. Sick leave accrues on a biweekly basis on the last day of the pay period. Employees who are in unpaid status (i.e. not at work and not using vacation or sick leave benefits) do not accrue sick time.

There are no caps on the accrual of sick leave. Any unused sick leave will be carried forward from one year to the next. The District does not pay employees in lieu of unused sick leave. Any sick leave hours unused at the time of termination cannot be cashed out. However, previously unused sick leave will be reinstated if an employee separates from employment and is then re-hired by the District within one-year.

Part-time, Temporary or Extra Help Employees

Effective June 30, 2026, sick leave begins to accrue on the first day of employment for part-time, temporary, and extra help employees at the rate of one (1) hour for every thirty (30) hours worked. Employees may begin using accrued sick leave on the 90th day of employment.

Accrued and unused sick leave carries over from year to year. Accrual is capped at eighty (80) hours. The District may limit the use of paid sick leave to forty (40) hours per year, consistent with applicable law.

Public Agency Retired Annuitants Exclusion

An employee of the District who is a recipient of a retirement allowance and employed without reinstatement into their respective retirement system is excluded from being eligible to receive paid sick leave to the extent permitted by law.

Accrual Usage Can Begin

All employees may use accrued sick leave after completing 90 days of employment subject to the limits and request provisions in this policy.

CERTIFICATION

The District may require that employees who are not temporary or extra help employees provide a physician's certification to support any absence that involves the illness of the employee or family member at the District's discretion, consistent with applicable law. All employees, including temporary or extra help, who use paid leave to address issues related to domestic violence, sexual assault, stalking, or other crimes and who cannot provide advance notice of their need for leave must provide certification of the need for leave within a reasonable time thereafter.

CHAPTER 6: LEAVES OF ABSENCE

Unused Sick Leave at Time of Separation

Unused sick leave is forfeited upon termination of employment for any reason other than an enhanced retirement benefit.

Upon retirement with CalPERS, accumulated unused sick leave is added to the employee’s total years of service time in accordance with the District’s contract with the California Public Employees Retirement System (CalPERS). CalPERS can provide information on the impact of unused sick leave accruals on individual employee’s retirement benefit.

Return of Accruals to Employees Returning Within One Year

If an employee separates from employment and is rehired within one (1) year from the date of separation, previously accrued and unused paid sick leave shall be reinstated. The employee shall be entitled to use previously accrued unused paid sick leave and to accrue additional paid sick leave upon rehiring.

TIME OFF FOR VOTING

If an employee does not have enough time outside of working hours to vote in an official state-sanctioned election, the District will provide up to two hours of paid leave to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows the least amount of time off work. When possible, an employee requesting time off to vote shall give their supervisor at least two days’ notice.

VACATION

The District recognizes the importance of time off from work to relax and enjoy leisure activities. Paid vacation time is accrued by full-time employees for this purpose, and employees are encouraged to schedule and take vacation time during the year. Scheduling of vacation time will be done in advance of the absence from the workplace in accordance with District mission to meet the needs of all stakeholders, particularly our commitment to provide quality and timely service to our patrons. Vacation schedules must be coordinated and approved by the employee’s supervisor. The District schedules determine permissible vacation periods which employees may need to defer or otherwise adjust accordingly.

ACCRUALS

YEARS OF SERVICE	ACCRUAL RATE
0 – less than 5 years of fulltime employment	3.08 hrs. per pay period (10 days per year)
5 – less than 10 years of fulltime employment	4.62 hrs. per pay period (15 days per year)
10 years or more of fulltime employment	6.16 hrs. per pay period (20 days per year)

CHAPTER 6: LEAVES OF ABSENCE

Accruals commence with a full time, regular employee's first day of work and continue thereafter until ended by termination of employment. Vacation accrues on a biweekly basis on the last day of the pay period, based upon hours paid. Employees who are in unpaid status (i.e. employees not at work and not using vacation or sick leave benefits) do not accrue vacation time.

Vacation accrual will be capped at twice the annual accrual amount. Once this cap is reached, no further vacation will accrue until the employee's accrued balance falls below the cap. Employees may use vacation in increments no smaller than one-quarter (1/4) hour/fifteen minutes. Accrual will resume once the employee's accrued vacation balance falls below the applicable cap. Approved and scheduled vacation time may be considered in determining whether the cap has been reached for accrual purposes, consistent with payroll practices.

Temporary and part-time employees do not accrue paid vacation. The District reserves the right to modify accrual caps prospectively.

Eligibility to Begin Taking Vacation Leave

Employees become eligible to take accrued vacation normally after successful completion of six (6) months of active service as work schedules permit. However, the Director may grant permission to take accrued vacation during the first six months of employment if the employee can document significant need and the immediate supervisor recommends the leave.

Upon termination of employment all accrued and unused vacation days will be paid to the separating employee. Reference the Sick Leave and Medical Verification policies found earlier in the Leave section.

CHAPTER 7: BENEFITS

EXTERNAL EDUCATION FOR EMPLOYEES

Employees of the District are encouraged to pursue educational opportunities that are related to their present work or that will prepare them for future career advancement in librarianship. Some employees may need to attend training programs, seminars, conferences, lectures, meetings, or other outside activities for the benefit of the District or the individual employee. Attendance at such activities, whether required by the District or requested by the individual employee, requires the final written authorization of the Library Director. To obtain approval, any employee wishing to attend an activity must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance to their supervisor.

Attendance at any such event is subject to the following policies on reimbursement and compensation:

- For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts. Acceptable expenses generally include tuition registration fees, materials, meals, transportation and parking.
- Reimbursement policies regarding these expenses should be discussed with the Library Director in advance.
- Required employee attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices. (*See Pay for Mandatory Meetings/Training under **Wages, Hours and Other Workplace Requirements***)

HOLIDAYS

The District observes 12 paid holidays for all full-time employees. Part-time employees are not paid for holidays. To be eligible for holiday pay, an employee must be in paid status on the last scheduled workday before and the first scheduled workday after the holiday, unless the absence is protected by law. Employees who are absent without approved leave on either of those days are not eligible for holiday pay.

The District observes the following holidays:

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

CHAPTER 7: BENEFITS

Each full-time employee receives one (1) floating holiday per fiscal year, which must be used between the first and last payment period of the fiscal year. Floating holidays do not accrue, do not carry over from year to year, and are not paid out upon separation from employment.

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday; however, the District may close on another day or adjust schedules as operational needs require. Holiday observance will be announced in advance. If a holiday falls on an employee's scheduled day off, the District may assign another day off in the same workweek to be observed as the holiday. Holiday pay does not create entitlement to an additional paid day beyond the employee's normal work schedule.

INSURANCE AND OTHER BENEFITS

Medical Insurance Benefit

The District provides a comprehensive medical insurance plan for eligible employees. Please contact District Administration for additional information about this benefit.

Dental and Vision Plans

Dental and vision coverage is for full-time employees only. Dependent coverage is available but must be paid by the employee. Please contact District Administration for additional information on this benefit.

Disability, ADD, and Life Insurance

The District provides disability and life insurance for full-time employees. Please contact District Administration for additional information on these benefits.

No Participation in State Disability

District's employees do not contribute to State Disability Insurance (SDI) through payroll deduction and therefore, unless they have contributed by payroll deductions with other employers, they are not eligible to apply for or receive this benefit.

No Paid Family Leave

There are no payroll deductions for the state Paid Family Leave benefit and District employees are not eligible to receive this benefit unless they have contributed with other employers.

Retirement Plan

The District provides a retirement plan for employees eligible for retirement benefits through a contract with the California Public Employees' Retirement System (CalPERS). The District pays the employer portion. The employee portion is paid by the employee through payroll deductions.

CHAPTER 7: BENEFITS

Classic CalPERS members are employees who were contributing to a CalPERS retirement before January 1, 2013, and typically pay a 7% contribution rate to the CalPERS Retirement system.

Employees eligible to become CalPERS members who are hired on or after January 1, 2013, may be in the District's Tier II pension plan covered by the Public Employees' Pension Reform Act of 2013 (PEPRA). As such, they are required to contribute the same rate as the employer.

Every employee has unique circumstances impacting the calculations of retirement benefits, therefore, employees who have questions concerning benefits should contact the CalPERS support team at: 888-225-7377 or access the online [website](#).

DEFERRED COMPENSATION

Full-time employees may participate in the employee-sponsored deferred compensation plan via payroll deductions. The employee's contribution cannot exceed the amount legally allowed by law per year. The District's deferred compensation plan is held with CalPERS and information concerning the plan is accessible [via the internet](#).

Please see District Administration for information on how to enroll.

WORKERS' COMPENSATION

In accordance with state law, the District provides insurance coverage for employees in case of work-related injury or illness. Employees are protected by the District's workers' compensation insurance policy while employed by the District at no cost.

The benefit covers employees who are injured while performing a service related to and within the scope of their employment, if the injury:

- arises out of and in the course of the employment;
- where, at the time of the injury, the employee is performing service growing out of and incidental to their employment;
- where the injury is not caused by the intoxication, by alcohol or the unlawful use of a controlled substance, of the injured employee;
- where the injury is not intentionally self-inflicted;
- where the injury does not arise out of an altercation in which the injured employee is the initial physical aggressor;
- where the injury is not caused by the commission of a crime;
- where the injury does not arise out of voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

CHAPTER 7: BENEFITS

The workers' compensation benefits provided to injured employees may include:

- medical care;
- cash benefits, tax free, to replace lost wages; and
- vocational rehabilitation services.

To ensure that employees receive any workers' compensation benefits to which they may be entitled, they will need to:

- immediately report any work-related injury to their supervisor; this includes accidents and disabilities potentially caused by ergonomic issues;
- seek medical treatment at a location specified by the District and follow-up care if required;
- complete a written Employee's Claim Form (DWC Form 1) and return it to the business office within three (3) days; and
- provide the District with a certification from the District's occupational health provider or their health care provider regarding the need for workers' compensation disability leave, as well as their eventual ability to return to work from the leave.

Notices which provide information regarding the District's claims administrator or insurer and the employee's rights to workers' compensation are posted on the bulletin board upstairs in the employee break room.

Expectations of Employees Receiving Worker's Compensation Benefits

The employee who is absent from work due to an occupational disability is expected to participate in all rehabilitation activities directed by the District's occupational health provider and/or their own health care provider so they may heal and return to work in a timely manner.

Return to Work

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee, under most circumstances, will be reinstated to their same position held at the time the leave began, or to an equivalent position, if available.

An employee's return depends on the qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of the job because of a physical or mental disability, the District's obligations to the employee may include reasonable accommodation discussed through the interactive communication process as governed by the Americans with Disabilities Act and as described in the District's Equal Opportunity and Commitment to Diversity policy.

CHAPTER 7: BENEFITS

Employees absent from work due to a work-related injury cannot be terminated for exercising their right to workers' compensation. However, an employee returning from workers' compensation leave has no greater right to reinstatement than if they had remained continuously employed. If the employee would have been laid off, or if the position was eliminated or filled to maintain safe and efficient operations during the leave and no comparable position is available, the employee is not entitled to reinstatement.

NO DISCRIMINATION, NO RETALIATION FOR FILING A WORKER'S COMPENSATION CLAIM

No employee will be discriminated against or retaliated against due to filing a claim of entitlement to worker's compensation.

Workers' Compensation and FMLA/CFRA

Employees who are ill or injured as a result of a work-related incident, and who are eligible for family and medical leave under state (CFRA), and federal law (FMLA) will be placed on FMLA/CFRA during the time they are disabled and not released to return to work. The leave under these laws runs concurrently, and eligible employees will be on FMLA/CFRA for a maximum of 12 weeks in a 12-month period.

Pay for Absences from Work Through Accrued Sick Leave and Workers' Compensation Benefits

Accrued sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover initial absences for medical treatment and the waiting period before worker's compensation insurance begins.

When an employee reports a work-related illness or injury, the employee will be immediately sent for medical treatment to the occupational health care location on contract with the District, or to the employees own licensed health care practitioner if they have provided this information to Library Administration, if treatment is necessary. If emergency medical care is required, a supervisor shall accompany the employee to the closest hospital with an emergency department and ensure the employee is treated as soon as possible. An employee will be paid regular wages for time spent seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider assigned by the District unless employees have specified that they want to be treated by their own licensed medical practitioner. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If an employee has accrued any unused sick leave, the additional absences from work will be paid with the use of sick leave. If an employee does not have accrued sick leave, the employee may choose to substitute vacation/unpaid time off for further absences related to the employee's illness or injury.

CHAPTER 8: WORKING CONDITIONS

ATTENDANCE AND PUNCTUALITY

Attendance and Punctuality Expectations

Regular and reliable attendance is an essential function of all positions with the District. Employees are expected to report to work on time, as scheduled, and to remain for the duration of their scheduled shift unless otherwise authorized. Tardiness or absence may cause problems for fellow employees and supervisors. When an employee is absent, their assigned work must be performed by others.

Late arrival, early departure, or other unanticipated and unapproved absences from scheduled hours are disruptive and should be avoided.

If an employee is unable to report to work, the employee must notify their supervisor at least thirty (30) minutes before the start of the scheduled shift, except in emergency circumstances. Employees must provide reasonable updates regarding the expected duration of the absence.

Excessive Absenteeism or Tardiness

Excessive absenteeism or tardiness may result in discipline, up to and including termination. Excessive absenteeism includes patterns of unapproved, unexcused, or unscheduled absences that negatively affect operations. Excessive tardiness includes repeated late arrivals or early departures without authorization. For example, an overtime-eligible employee who is late to work or late returning from breaks more than two times in a 30-day period may be viewed as exhibiting excessive tardiness, subject to review of the circumstances and excluding absences or delays protected by law.

Absences protected by federal or state law will not be counted as excessive absenteeism. The District may require medical documentation at its discretion, consistent with applicable law.

For more information see the Involuntary Termination of Employment policy found in the Separation From Employment section.

BULLETIN BOARD USE

All required governmental postings are posted on the boards located in the break room. These boards may also contain general District announcements.

CHAPTER 8: WORKING CONDITIONS

CONDUCT AND ETHICS

Business Conduct

No employee may solicit or accept a gift, gratuity, or other item of value that is intended to influence, or could reasonably appear to influence, the employee's official actions or judgments. Employees cannot accept gifts from any person or entity doing business with, seeking to do business with, or regulated by the District if the gift could reasonably be perceived as influencing the employee's performance of official duties.

Nominal items of minimal value, such as promotional materials (e.g., calendars, pens, notepads) or perishable items intended to be shared among staff, may be accepted provided they are not intended to influence official action and do not violate applicable law.

Employees designated under the District's Conflict of Interest Code are subject to the Political Reform Act and applicable Fair Political Practices Commission (FPPC) gift limits and reporting requirements, including Form 700 disclosure obligations. Such employees are responsible for compliance with applicable gift limits and disclosure rules.

Gifts intended for a specific individual that exceed nominal value should be politely declined or returned. When in doubt regarding acceptance of a gift, employees shall consult the Library Director.

Employees are not permitted to provide services to vendors such as letters of reference without the prior approval from the Library Director.

Personal Business During Work Hours

Library staff should conduct personal communication during breaks and meal periods and not spend more than a few minutes on personal business during working hours, except in cases of emergency. Library systems should not be used for personal communication. No employee shall use District time, facilities, equipment, or confidential information for private gain or for the private gain of another.

Off-duty Conduct/Conflict of Interest

Employees shall not engage in outside employment that creates a conflict of interest, is incompatible with District duties, interferes with performance, or requires use of District time or resources. While the District does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the District's or their own integrity, reputation or credibility.

CHAPTER 8: WORKING CONDITIONS

Off-duty conduct by an employee that has a demonstrable and material adverse impact on the District's operations, legitimate business interests, or the employee's ability to perform the essential functions of the position may result in disciplinary action, consistent with applicable law.

While employed by the District, employees are expected to devote their energies to their jobs with the District. The following types of employment elsewhere are strictly prohibited:

- additional employment that conflicts with an employee's work schedule, duties, and responsibilities at the District;
- additional employment that creates a conflict of interest or is incompatible with the employee's position with the District;
- additional employment that impairs or has a detrimental effect on the employee's work performance with the District; and
- additional employment that requires the employee to conduct work or related activities on District property during the employee's working hours or using District facilities and/or equipment.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest, must submit a written request to the Buena Park Library District explaining the details of the additional employment. If the additional employment is authorized, the District assumes no responsibility for it. The District shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

CONFIDENTIALITY

No District employee may disclose to any third party or other employees' information that is confidential under applicable law or District policy, except as authorized in writing by the Library Director, required by law, or otherwise permitted by law. Employees shall not use confidential information for personal gain or benefit.

Nothing in this policy prohibits an employee from making disclosures that are protected under state or federal law, including disclosures related to wages, working conditions, unlawful conduct, or whistleblower activity.

CHAPTER 8: WORKING CONDITIONS

Personnel records will be treated as confidential to the extent provided by law. The following examples are intended to serve as a guide to the types of confidential information and material:

- Business Information such as non-public financial records, reports, contracts, computer programs or technology.
- Third Parties' proprietary information, including vendor materials marked "confidential," software and technology.
- Customer or patron information protected by law.
- Information that is exempt from public disclosure under applicable law,

If an employee receives a public records request from a member of the public or third party, that employee shall refer the request to District Administration for response.

Upon separation of employment, or at any time upon the District's request, employees must return any District property and any confidential information in their possession.

NON-FRATERNIZATION POLICY

Personal or romantic involvement with a patron, vendor, or co-worker of the District can impair an employee's ability to exercise good judgment on behalf of the District and can create an actual or potential conflict of interest. Although this policy does not prevent friendships or romantic relationships between co-workers, to avoid misunderstandings, complaints of favoritism, possible sexual harassment claims, and the employee morale and dissension problems that can result from certain personal relationships between employees, all District employees are prohibited from engaging in romantic/sexual relationships with any person who is a subordinate or over whom they exercise any authority.

Moreover, married employees or employees who are registered domestic partners are not permitted to supervise each other.

DISASTER SERVICE WORKERS

All Employees are considered to be "disaster service workers" pursuant to provisions of State law. (Government Code Section 3100-3109.) Employees shall fully comply with the disaster service duties and responsibilities as assigned to them by their supervisor during an emergency. Each employee will be given the Buena Park Library District Disaster Worker Brochure which explains the employee's role and obligation in the event of an emergency.

CHAPTER 8: WORKING CONDITIONS

DRESS CODE AND PERSONAL GROOMING STANDARDS

Each employee must report to work in a manner that is hygienic and properly groomed, wearing appropriate clothing that is clean and suitable for working in the library.

Employees have a right to dress and be styled consistent with their gender and cultural identity. Employees may not wear clothing, jewelry or footwear that can create a safety hazard or that is unprofessional. All employees are a representative of the District in the eyes of the public and are expected to have a professional, well-groomed presence while working in the library or when representing the District at external events.

Nothing in this policy is intended to prohibit natural hair textures or protective hairstyles, including braids, locs, twists, cornrows, or similar cultural or ethnic hair or other styles. Employees may request reasonable accommodation for religious practices, cultural expression, disability, or other legally protected reasons which the District will accommodate as required by law, unless doing so would impose an undue hardship or create a safety risk.

Personal Cleanliness and Fragrance-Free Zones

The library is a patron-oriented work environment, and the District is concerned about the wellbeing of both patrons and our employees with chemical and scent sensitivities. All employees are expected to report to work without the use of heavily scented personal products. When supervisors and/or District management have been made aware of chemical and/or fragrance sensitivities on the part of patrons and/or employees, the District may have to designate certain areas of the workplace and patron use areas as “Fragrance-Free” Zones.

If such a designation must be made, employees working in those zones are required to refrain from using/wearing specifically identified products, or if specific products cannot be readily identified, employees will not be able to use any scented products, including but not limited to colognes, after-shave lotions, perfumes including perfume samples from magazines; and scented products including deodorants, body/face lotions, hair sprays or similar products. Employees should also refrain from using, spray or solid air fresheners, room deodorizers, plug-in wall air fresheners, scented cleaning compounds or similar products in any public or staff-only library location.

CHAPTER 8: WORKING CONDITIONS

What Can Be Worn to Work

Employees are required to dress appropriately for the jobs they are performing. The following dress code regulations shall apply to all District employees. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination:

- All clothing and footwear must be neat, clean, in good repair, and appropriate for the work environment and functions performed;
- Hair must be neat, clean and well-groomed;
- Beards, mustaches, and sideburns must be maintained in neat and well-groomed fashion;
- Jewelry is acceptable except where it constitutes a health or safety hazard;
- Good personal hygiene is required; and
- Dress must be professionally appropriate to the work setting, particularly if the employee has contact with the public at work

SPECIAL OCCASIONS

Periodically, the District may designate special days, when the dress code may be relaxed for a specific reason. These special days will be announced in advance. Special projects/assignments may also, at the discretion of the supervisor, require more flexibility in dress requirements. Employees and supervisors will mutually clarify attire expectations when special occasions are announced.

TATTOOS AND PIERCINGS

Employees are expected to project a professional appearance while at work and must abide by the standards below. If an employee has questions about how these standards apply to them, the matter should be immediately raised with their supervisor for consideration and determination.

- Any visible tattoos must not be obscene, sexually explicit, discriminatory to sex, race, religion, or national origin, extremist, and/or gang-related;
- Any non-conforming tattoos will be covered with clothing, bandage or makeup while at work, or removed.

Employees are expected to project a professional appearance while at work and not endanger themselves or others with excessive visible piercing or other body modification.

- Visible body piercings must not create a safety hazard or materially interfere with job performance. The District may require removal or covering of piercings were reasonably necessary for safety or professional appearance.
- Any non-conforming piercing shall be removed, covered with a bandage, or replaced with a clear, plastic spacer.

CHAPTER 8: WORKING CONDITIONS

Responsibility to Wear Appropriate Clothing

It is expected that managers and supervisors will ensure their employees wear appropriate attire particularly when serving library patrons. In situations where an employee's attire does not reflect the spirit of this policy, the supervisor is expected to immediately discuss the dress code expectations with the employee to ensure a consistent understanding of the importance of conveying an appropriate professional image.

Employees who report to work inappropriately dressed will be asked to clock out and return in acceptable attire. If an employee continues to report to work in inappropriate clothing they will be counseled, and as appropriate, the District may take discipline action up to and including termination of employment.

Department managers may issue more specific guidelines and any exceptions concerning this policy provided they have the Library Director's approval.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

It is the policy of the District to maintain a drug-free and alcohol-free work environment that is safe and productive for employees, our patrons and others having business with the District. Employees cannot be at work under the influence of alcohol or drugs, cannot use or possess alcohol or drugs while on the job, and cannot sell, manufacture, distribute or provide drugs to any person while on the job. The District has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs on or off the job affects job performance or public safety. Please refer to [Appendix C](#) for the Drug and Alcohol-Free Workplace Policy.

DISCIPLINE

Pursuant to Education Code section 19647, employment with the District is at will and may be terminated at any time, with or without prior notice, subject to applicable law. The District reserves the right to impose discipline at its discretion. Discipline may include, but is not limited to, verbal counseling, written reprimand, suspension without pay, demotion, or termination. Nothing in this policy requires that discipline be imposed in progressive steps, and the District may determine the appropriate level of discipline based on the circumstances.

The Board has delegated to the Library Director the authority to administer discipline and to take appropriate personnel action consistent with District policy and applicable law, including termination. Employees may submit a written response to a written reprimand for inclusion in their personnel file.

Nothing in this policy limits the District's right to separate an at-will employee from employment at any time. Nothing in this policy creates a property interest in continued employment.

CHAPTER 8: WORKING CONDITIONS

PROHIBITED CONDUCT

The following conduct is prohibited by the District. This list of prohibited conduct is illustrative only and not exhaustive; other types of conduct that threaten security, personal safety, employee welfare and District operations also may be prohibited. Violations of these policies may result in disciplinary action up to and including termination of employment, subject to applicable law.

- a. Engaging in unlawful harassment, discrimination, retaliation, or workplace violence towards another individual or groups of individuals;
- b. Falsifying employment records, time records, or other District records;
- c. Recording the work time of another employee or allowing any other employee to record your work time, or otherwise falsifying any timecard, either your own or another employee's;
- d. Theft of, or deliberate or careless damage to, District property, or the property of any employee or patron;
- e. Insubordination: defined as refusing to adhere to the lawful and reasonable instruction of a supervisor or member of management, absent a legitimate safety concern or legally protected reason;
- f. Removing, using, or borrowing District property, equipment, or facilities without authorization;
- g. Provoking or engaging in physical altercations, abusive or bullying conduct, threats, or disruptive conduct toward employees, supervisors, patrons or other stakeholders during working hours on District property, or otherwise in the course of District operations;
- h. Carrying firearms or other dangerous weapons on District premises at any time;
- i. Excessive absenteeism or tardiness, excluding absences protected by federal or state law;
- j. Failing to provide timely notice of an absence or failure to report to work as required by District policy;
- k. Leaving work during scheduled hours without authorization;
- l. Failing to observe established work schedules, including rest and meal periods;
- m. Failing to provide medical certification in a timely manner when lawfully requested or required to do so;
- n. Sleeping or malingering during working hours;
- o. Excessive personal business during work time;
- p. Working overtime without authorization from a supervisor or refusing to work assigned overtime consistent with applicable law;
- q. Violating the dress code policy;

CHAPTER 8: WORKING CONDITIONS

- r. Violating any safety, health, security or District policy, rule, or procedure;
- s. Committing a fraudulent act or a breach of trust under any circumstances; and
- t. Failing to maintain any license or certification which is a condition of employment.

EMPLOYEE/PATRON RELATIONS EXPECTATIONS

The District is a public service business and providing courteous and prompt library-related services are key to the success of our organization. Employees should demonstrate through their conduct their desire to assist patrons in obtaining the help they need.

Patrons and colleagues are to be treated courteously and given proper attention. Employees should respond to patron and team member inquiries, whether in person, by telephone, or by email within agreed upon service timelines and in a professional manner. Employees are expected to be polite, courteous, prompt and attentive to every patron and to each other.

TELEPHONE SUPPORT

Employees are expected to answer the phone using the script provided by their supervisor and follow the telephone call routine procedures set by their supervisors.

EMAIL

Employees are expected to respond promptly and professionally to all emails and follow the procedures set by their supervisors.

CORRESPONDENCE / DOCUMENTS / SETTING EXPECTATIONS

All correspondence and documents, whether to customers or other stakeholders, must be neatly prepared and error-free. An employee's attention to accuracy and detail in all work demonstrates a commitment to those with whom the District does business.

Employees should not make promises to patrons, vendors, or others that they encounter in their duties that will create an obligation, liability or set precedence for expenditures of District funds. Employees are encouraged to seek guidance from their supervisor, when available, or the Library Director and provide a customer response in a timely manner.

HARASSMENT, BULLYING AND DISCRIMINATION FREE ZONE

As stated earlier in this handbook, the District is a harassment, bullying and discrimination free zone. If a patron is harassing an employee or making an employee feel uncomfortable, the employee should immediately notify the supervisor or the Director. Sexual or other harassment, bullying or discriminatory behaviors by third parties will not be tolerated.

CHAPTER 8: WORKING CONDITIONS

For more details on how to deal with reporting these types of behavior please see the Harassment Prevention, Respectful Workplace and Investigation and Resolution of Complaints policies found at the beginning of this handbook.

REFERENCES

All requests for references for former employees and requests for information about current employees must be directed to the Library Director. No other manager, supervisor, or employee is authorized to release this information.

By policy, when a prospective employer calls for a reference (for either a current or former employee), the District discloses only the dates of employment and the title of the last position held. If the employee for whom information is requested authorizes the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage last earned.

If information is sought about current employees (i.e., verification of employment), the Library Director will advise the affected employee about the request for information and, when appropriate, obtain the employee's consent for disclosure. The District will release information as authorized by employees and otherwise as required by law.

No employee other than the Library Director may provide information about a current or former employee without prior written authorization from the Library Director.

Employees cannot write references for patrons. References and community service verification for volunteers may only be written by authorized staff with the approval of the Library Director.

Violation of this policy may result in disciplinary action up to and including termination of employment.

HOUSEKEEPING

All employees are expected to keep their work areas clean and organized and assist in maintaining an overall clean work environment, including maintaining the cleanliness and order of the service desks. People using common areas such as lunchrooms and restrooms are expected to keep them sanitary. Employees are expected to clean up after meals and dispose of trash properly.

No signs, stickers, notices or decorations may be posted without prior approval from the Library Director.

Employees may use appliances provided by the District in the breakroom but cannot bring or use any unauthorized appliances.

CHAPTER 8: WORKING CONDITIONS

NEWS MEDIA CONTACTS

Employees may be approached for interviews or comments by the news media. Only contact people designated by the Library Director may comment to news reporters on District policy or events relevant to the District.

NO SMOKING

Smoking is not allowed on District property, in any District facility, or during a Library event taking place away from District property. Smoking is also prohibited in District vehicles and violators are subject to discipline for non-compliance.

“Smoking” includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, vape products, and e-cigarettes.

PERSONAL POSSESSIONS

Each employee is responsible for safeguarding their own items of value including wallets, purses, etc. The District does not reimburse employees for items lost/stolen at work.

An employee’s personal property, including but not limited to packages, purses, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of District property or violation of District policies.

EMPLOYER PROPERTY

Desks and computers are District property and must be maintained according to District rules and regulations. They must be kept clean and are to be used only for work-related purposes. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee’s presence.

The District provides a workspace, tools, supplies and facilities for the use of the employees in the performance of their work. Employees who use District equipment must be familiar with their proper use and care and shall operate them in accordance with instructions for use. Employees must notify District Administration immediately of any needed maintenance for any District facility or equipment. Employees must report all accidents and/or damage to District equipment to District Administration. Failure to properly use District equipment or to report accidents and/or damage may result in disciplinary action up to and including termination of employment.

No employee may use District facilities or equipment for personal use without the prior written approval of the Library Director.

CHAPTER 8: WORKING CONDITIONS

District voice mail and/or electronic mail (e-mail) are to be used for business purposes only. The District reserves the right to monitor and/or review voice mail messages and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The District may periodically need to assign and/or change "passwords" and personal codes for computers. These communication technologies and related storage media and databases are to be used only for District business, and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

PERSONNEL FILES

Employment information such as salary changes, promotions, transfers, benefits and evaluation documents is part of each employee's personnel file. A current employee may review their personnel file during regular working hours, within 30 days of a written request. A former employee is entitled to inspect their personnel records as permitted by Labor Code. In the case of an employee with a disability, managers and supervisors may be informed only of necessary work restrictions and accommodations, consistent with applicable confidentiality laws.

A current or former employee and/or their representative who wishes to review their personnel file should make a written request to the Library Director. The review must take place in the presence of the Library Director or designee. Personnel file inspections will be scheduled in advance following receipt of a written request.

A current or former employee is entitled to receive a copy of their personnel records within 30 days after the employer receives a written request. A current or former employee who wishes to receive such a copy should contact the Library Director. The District may charge a fee for the actual cost of copying as permitted by law.

If the current or former employee wishes to have another person/representative inspect their personnel file, they must provide the person/representative with written authorization. The Library Director or designee will notify the employee and/or representative in writing of the date, time, and place of the inspection.

Medical information, including Workers' Compensation and medical certifications, is maintained in separate confidential files in accordance with applicable law.

CHAPTER 8: WORKING CONDITIONS

CHANGE OF NAME, ADDRESS, OR STATUS IN CHANGES

The personnel file and payroll records must be kept current and correct for each employee. In the event employees change their address, telephone number, or name they must notify District Administration for the appropriate form to be completed. This information will be used to update department, official District records and benefit enrollment. All changes of address, telephone numbers, emergency contacts, or family status (births, adoptions, marriage, death, divorce, etc.) must be reported to District Administration immediately to maintain accurate records. This information is kept confidential and placed on the employee's personnel file.

The District forms as well as other informational materials are available from District Administration.

For retirement plan members, CalPERS has forms available online to complete and submit to inform the agency of any personal changes. Contact the CalPERS support team at: 888-225-7377 or access the online [website](#).

POLITICAL ACTIVITY

While at work, employees are expected to remain neutral in the performance of their duties and must not imply District endorsement of any political candidate, ballot measure, or political position.

Employees may not distribute political materials, display political campaign materials in work areas open to the public, or make statements to patrons that suggest District support for a political candidate or political viewpoint. Employees may not engage in political campaigning or advocacy during working hours on District premises nor use District funds, supplies, email systems, vehicles, or other public resources for political purposes. Nothing in this policy is intended to prohibit lawful political activity outside of working time or to restrict rights protected by applicable law.

ELECTRONIC COMMUNICATIONS AND SOCIAL MEDIA

The District provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Use of Electronic Communication resources includes, but is not limited to, the Internet, E-mail, voice-mail, cellular telephones, pagers, personal digital assistants, smartphones, computers/laptops, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, global positioning equipment, location devices, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, agency hosted social media, and documentation that supports electronic communications services ("Electronic Communications Resources"). Please refer to the Electronic Communications Policy in [Appendix D](#).

CHAPTER 8: WORKING CONDITIONS

VIOLENCE-FREE WORKPLACE

Buena Park Library District is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, or visitor. Our policy is to establish, implement, and maintain an effective Workplace Violence Prevention Plan (Plan) that addresses the hazards known to be associated with four types of workplace violence as defined by Labor Code Section 6401.9. Our written Plan is located in District Administration and in digital format on the District's shared drive in the "General Documents" folder.

POSSESSION OF WEAPONS

In accordance with applicable law, the Library District prohibits employees from possessing firearms or other weapons on District property, including Library buildings, parking areas, and District vehicles, except as expressly authorized by law. Additionally, while on scheduled work hours, employees may not carry a weapon of any type. Weapons include, but are not limited to, firearms, knives intended for use as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts weapons, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including termination of employment.

COMMITMENT TO SAFETY

Protecting the safety of our employees and our patrons is an important aspect of providing library services throughout our district.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe work practices. Employees are expected to report any unsafe or dangerous conditions in the workplace and report all work-related injuries or illnesses immediately to their supervisor or the Library Director. In compliance with California law and to promote the concept of a safe workplace, the District maintains an Injury and Illness Prevention Plan (IIPP) that is provided to all employees upon being hired. The program is available for review by employees and/or employee representatives in District Administration.

Necessary safety equipment will be purchased by the District and used by employees who require such equipment on the job. It is the employee's responsibility to utilize, protect, and safeguard such equipment from damage. An employee who continually loses or damages equipment will be subject to disciplinary action, up to and including termination of employment.

CHAPTER 8: WORKING CONDITIONS

On The Job Injury

If employees are injured in the course of their employment, employees are expected to report the injury or illness immediately to their supervisor or the Library Director. For more information, please see the policy and procedure details outlined in the Benefits Section.

Ergonomics Support

The District encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. While the District is committed to supporting the ergonomic needs of its employees and it will make necessary adjustments in a proactive manner to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training, employees are expected to take the initiative to inform their supervisor of their specific workplace ergonomic challenges.

Request Interactive Discussion for Reasonable Accommodations to Obtain Ergonomic Support

If any employees feel that they are suffering from a work-related repetitive motion injury (RMI) or other injury or ailment caused by their body's interaction with the work equipment and/or furniture they are assigned, they must immediately report the situation to their supervisor. The report should be made in writing, although initial verbal reports will also be accepted.

Once an employee makes a request for ergonomic support, District Administration will ensure that employees are given the opportunity to engage in interactive discussions so the appropriate reasonable accommodations can be identified and implemented. The District may engage ergonomic specialists to provide expert advice on the best tools and workstation setup.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

ADVANCES

The District does not permit advances against paychecks or against unaccrued vacation.

CLASSIFICATION AND PAY PLAN

The District's pay plan consists of a series of pay ranges. Each job classification within the District is assigned to one of these ranges based on job duties and responsibilities. Each position in the District is assigned to a salary range in accordance with the class specification for the position, which describes the typical and significant duties of a class as well as the minimum qualifications.

Pay increases are based upon merit, they are not automatic or guaranteed. Procedurally, the employee's supervisor recommends an increase in conjunction with the annual performance evaluation. While the Board establishes compensation policy and approves the classification and pay plan and budget, the Library Director administers that plan by approving individual merit increases within authorized salary ranges and funding. Individual merit increases are administrative actions and do not require separate Board approval or ratification unless otherwise required by law or expressly reserved by Board action.

The District's employee compensation plan is available on the District's website and from District Administration.

The class specification, i.e. job description, for each position and the pay ranges for each job classification are available from District Administration.

DRIVING ON DISTRICT BUSINESS

Employees who are required to drive their own vehicles or District vehicles in the course and scope of their employment must possess and maintain a valid California Driver License appropriate for the vehicle operated and must maintain automobile liability insurance in amounts consistent with District requirements. Employees must provide proof of licensure and insurance prior to assignment to duties requiring driving and upon request thereafter. Any suspension, restriction, expiration, or change in driving status must be reported immediately and no later than five (5) calendar days.

The District reserves the right to restrict driving privileges, reassign duties, or take disciplinary action consistent with District policy and applicable law if an employee fails to maintain required licensure, insurance, or safe driving standards. Employees driving their personal vehicles on District business will be reimbursed at the mileage rate established by the Internal Revenue Service. Driving on District business is further governed by the District's Driver Policy, as adopted by the Board and incorporated herein by reference.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

OBSERVE STATE MOTOR VEHICLE LAWS WHILE DRIVING ON DISTRICT BUSINESS

Any employee driving on District business must observe all motor vehicle laws. If any laws are broken, and the employee receives a warning and/or a ticket, the employee is expected to pay for the ticket from the employee's personal funds and take any remedial driving courses and/or meet other requirements established by the DMV at the employee's own expense.

EXPENSE AND TRAVEL REIMBURSEMENTS

Reimbursement for travel, meals, lodging, and other work-related expenses shall be governed by the District's Board-adopted Expense and Reimbursement Policy, as amended from time to time. Employees must obtain required approvals prior to incurring expenses and must submit timely documentation consistent with that policy.

Compensation for travel time will be determined in accordance with applicable wage and hour laws. Misuse of public funds or falsification of expense reports may result in disciplinary action up to and including termination.

District employees are eligible to receive reimbursements for travel, meals, lodging and other reasonable and necessary expenses for attending conferences, professional meetings, and other programs beneficial to the District, subject to prior approval and available funding.

Staff members are encouraged to attend conferences, professional meetings, and other programs that are beneficial to their work. Attendance at such meetings requires approval from the employee's supervisor and the Library Director. Requests for conference attendance and an estimate of expenses should be given to the Director as far in advance of the conference as possible. Attendance on District time and/or at District expense will be dependent on funds available and requires advance approval of the Library Director. Approval to attend does not guarantee reimbursement of expenses that exceed authorized limits.

Compensation for travel time will be determined in accordance with applicable wage and hour laws and District policy. All reimbursements shall comply with the District's fiscal procedures and applicable law. Employees must submit timely and complete expense reports with required documentation, including itemized receipts where required. Expenses that are not properly documented or that were not approved in advance, when required, may be denied. The District may prepay certain approved travel expenses when appropriate. Any travel advance must be reconciled through submission of required documentation.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

Reimbursement for use of a personal vehicle for District business shall be at the mileage rate established by the Internal Revenue Service. Parking, tolls, and other necessary transportation-related expenses may be reimbursed with appropriate documentation. Reimbursement practices are further governed by the District's Board-adopted financial and reimbursement policies, as amended from time to time.

Car rentals are an allowable expense. The most economical and reasonable car rental available, as determined by the Director, shall be used. Reimbursement for a rental car requires advance approval of the Director.

If an employee's vehicle was used for transportation, the owner will be compensated at the mileage rate allowed by the Internal Revenue Service. No other expenses will be reimbursed relative to use of an employee's personal vehicle.

A report of all expenses incurred shall be submitted on the Districts "Travel and Expense Reimbursement" form. This form must be submitted with **all** receipts and records.

REIMBURSABLE MEALS

Reimbursable meal expenses and associated gratuities must not exceed the per day limits communicated by the District which are based on IRS rules. Expenses will be reimbursed at cost upon presentation of receipts. The District will not reimburse personal alcohol or bar expenses. Meals, including meals charged to hotel room, will only be reimbursed if the following receipts are present:

- **Detail of items purchased:** This is to show that the meal was reasonable, alcohol was or was not purchased and the number of items purchased could be consumed by only one person.
- **Total, Tip and Extended Total:** This is to note that the meal was charged, and proof of tip does not exceed the suggested 15% gratuity.

The Director will review and approve reimbursement requests. Reimbursement requests by the Director will be reviewed and approved by one of the managers or the District Administration Office.

LOST RECEIPTS

If receipts are lost, an employee must complete a Lost Receipt form and present it the Director for approval.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

POLICY VIOLATION

Expenses that do not comply with the adopted reimbursement policy, and do not receive prior approval when necessary, may not be eligible for reimbursement. It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may result in disciplinary action up to and including termination of employment.

MAKEUP TIME

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time in any of the following ways: on the same date, later in the same workweek, or earlier in the same work week by working extra hours to make up for time that will be taken off.

Each individual makeup time request must be submitted in writing to the employee's supervisor, in advance of taking the time off. Requests will be considered for approval based on the legitimate business needs of the District at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If employee requests time off and the request states an intention to make up the time later in the week, the employee must submit their request at least 24 hours in advance of the desired time off. If an employee requests to work makeup time first to take time off later in the week, they must submit the request at least 24 hours before working the makeup time. Makeup time requests must be approved in writing before the employee takes the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If an employee takes time off and is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, the employee's supervisor may arrange with the employee another day to make up the time if possible, based on scheduling needs. If the employee works makeup time in advance of time they plan to take off, they must take that time off, even if the employee no longer needs the time off for any reason.

An employee's use of makeup time is completely voluntary. The District does not encourage, discourage, or solicit the use of makeup time.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

MEAL AND REST PERIODS

Meal Periods

All overtime eligible (nonexempt) employees who work more than five (5) hours in a workday will be provided an unpaid duty-free meal period of at least thirty (30) minutes, which must begin no later than the end of the fifth hour of work. Employees who work more than ten (10) hours in a workday will be provided a second unpaid meal period in accordance with California law.

On-duty meal periods are permissible only when the nature of the work prevents the employee from being relieved of all duties and only pursuant to a written agreement between the employee and the District. In those cases, the meal period will be paid.

Rest Periods

All overtime eligible (nonexempt) employees will be provided a 15-minute paid rest period for every four-hour period worked. If the total daily work time is less than 4 hours, no rest period is provided. Rest periods will be scheduled at times consistent with operational needs. Rest periods may not be accumulated, combined with meal periods, or taken at the beginning or end of a work shift.

LACTATION ACCOMMODATION

The District will provide a reasonable amount of break time to accommodate any employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. If the employee takes lactation breaks at times other than their provided break times, then the lactation break will be unpaid, or the employee may choose to use accrued leave.

Employees who require extra time must immediately inform their supervisor so work schedules can be reasonably adjusted.

Lactation breaks may be delayed only if necessary to address an emergency or other exigent operational circumstance. Once a lactation break has been approved, the break should not be interrupted except for emergency.

If the District employs fewer than 50 employees, it may deny a requested accommodation only if it can demonstrate that the accommodation would impose an undue hardship by causing significant difficulty or expense.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

The District will provide a room or other appropriate location near the employee's worksite, that is not in a bathroom, to express milk in private. The District will provide a room or location near the employee's work area that is shielded from view and free from intrusion while being used for expressing milk. The room or location will also meet the following requirements:

- Be shielded from view and free from intrusion while being used to express milk;
- Be safe, clean, and free of hazardous materials;
- Contain a surface on which to place a breast pump and personal items;
- Contain a place to sit; and
- Have access to electricity needed to operate an electric battery-powered breast pump.

An employee occupying such a private area shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The District will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk near the employee's work area. An employee may make a request for lactation accommodation, either orally or in writing, with a designated District representative, Library Director, or supervisor.

Following receipt of a request for lactation accommodation, the District will provide a timely written response to the employee in which the District will indicate if it is unable to provide the requested break time or a requested location for the purposes of expressing breast milk.

The District encourages any employee who does not believe that the District is providing them with an appropriate lactation accommodation as required by state law to inform the Library Director or supervisor.

An employee who does not believe that the District is providing them with an appropriate lactation accommodation as required by state law has the right to file a complaint with the California Division of Labor Standards Enforcement/Labor Commissioner. Their nearest offices are listed in the government section of the telephone book.

OVERTIME COMPENSATION

Non-exempt employees who are authorized by their supervisors to work in excess of eight (8) hours in a workday or forty(40) hours during a workweek will receive overtime compensation at one and one-half times their regular rate of pay for such excess hours worked, and double time where required by California law.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

In lieu of paid overtime, the District may provide compensatory time off equivalent to one and one-half times the excess hours worked, as permitted by law.

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek applies in calculating overtime. Paid leave time is not counted as hours worked for purposes of calculating overtime unless required by law.

A non-exempt employee who has accrued compensatory time off shall, upon termination of employment, or when promoted to an exempt position, be paid for the unused compensatory time at the regular rate earned by the employee at the time the employee receives such payment, or the employee's average regular rate during the last three years of employment, whichever is higher, as required by law.

Refusal to work overtime as required may be grounds for disciplinary action, up to and including termination of employment.

PAY FOR MANDATORY MEETINGS/TRAINING

The District will pay employees their wages for their attendance at meetings, lectures, and training programs under the following conditions:

- attendance is mandatory;
- the meeting, course, or lecture is directly related to the employee's job;
- the employee who is required to attend such meetings, lectures, or training programs, will be notified of the necessity for such attendance by their supervisor;
- the employee will be compensated at their regular rate of pay; and any hours in excess of eight (8) hours in a workday or forty (40) hours in a week will be paid at the appropriate overtime rate, at the hourly rate in effect at the time the overtime work is being performed.

Prior approval by the Library Director is required before registering for or incurring expenses related to meetings or training; however, required attendance will be compensated in accordance with applicable law.

PAYMENT OF WAGES

Biweekly Payments

All employees of the District are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid prior to the holiday.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

Automatic Deposit

The District has established an automatic payroll deposit for employees. To begin automatic payroll deposit, an employee must complete a form from District Administration and return it to District Administration upon hire. Employees should carefully monitor their payroll deposit statements for the first two pay periods after the service begins.

Employees have on-line access to pay statements, W-2s and other tax information. Employees may obtain their self-service registration code from the District Administration. A registration code enables an employee to create an account.

TIMEKEEPING REQUIREMENTS

Employees are responsible for making a daily record of the hours worked and ensuring that such information is accurately presented on the time record. It is the employee's responsibility to sign the record to certify the accuracy of all time recorded. The employee's supervisor will review and then sign the time record before submitting it to Administration for payroll processing. Any errors on an employee's time sheet should be reported immediately to the supervisor. Any corrections should be initialed by the supervisor.

Non-exempt employees must accurately record all hours worked and must not work off the clock. All overtime must be authorized in advance; however, all hours worked will be paid in accordance with applicable law.

WORK SCHEDULES

The District is open for business between the hours of 10:00 a.m. to 8:00 p.m. Monday through Thursday and 10:00 a.m. to 5:00 p.m. Friday through Saturday. Supervisors will assign individual work schedules. All employees are expected to be at their assigned workstations at the start of their scheduled shifts, ready to work.

If an employee needs to exchange schedules, they should notify their supervisor, who may authorize an exchange if feasible. Work schedule exchanges may be approved at the supervisor's discretion, provided the exchange does not interfere with normal operations or result in excessive overtime.

The workweek begins at 12:01 a.m. Friday and runs to midnight Thursday.

CHAPTER 9: COMPENSATION AND PAYROLL PRACTICES

PAYROLL DEDUCTIONS

There are two kinds of salary deductions: mandatory (those required by law) and voluntary (those authorized by the employee).

Federal and State Tax Withholding will vary according to employee earnings and the number of exemptions claimed on the employee's W-4 Form. During January of each year, employees receive a W-2 Form indicating total pay during the previous year and the taxes withheld. This form is to be used to file Federal and State income tax returns and must be received by all employees on or before January 31.

Deductions such as deferred compensation, health and dental insurance, etc. are voluntary deductions that become effective once authorized by the employee and will continue until changed or revoked in accordance with applicable plan rules.

If Payroll staff have documentation of an employee's authorization for benefit deductions, the deductions will be taken from each pay until Payroll receives updated or revoked authorization, consistent with applicable law and plan requirements.

CHAPTER 10: SEPARATION FROM EMPLOYMENT

The Director or authorized designee may separate employees from employment as necessary and as provided by District policies. Reasons for separating employees from employment include resignation, death, unexcused absence, disability that cannot be reasonably accommodated, retirement, and layoff. Nothing in this section alters the at-will status of employment.

All employees will be paid in full for accrued and unused vacation and compensatory time within the appropriate timeframe based on federal and state laws.

Separation by disciplinary action is covered under the Discipline policy.

TYPES OF SEPARATION

Resignation

An employee who wishes to resign their employment at the District must provide a written notice of resignation to the Library Director two (2) weeks, or at least 10 working days, prior to the effective date of resignation. The resignation notice should state the effective date of the employee's departure. Employees who do not provide the requested amount of notice will not be considered to have resigned in good standing and may not be eligible for rehire.

Once a resignation is accepted, it is considered final. However, the District reserves the right to determine, in its sole discretion, whether to permit withdrawal of a resignation prior to the effective date.

In most cases, District Administration will conduct an exit meeting on or before the last day of employment to collect all District property, and to discuss final pay and any benefits. If applicable, information regarding any benefit continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided to the employee or sent to the employee's home address in a timely manner.

Retirement

Employees contemplating retirement should contact CalPERS directly several months in advance of their proposed retirement date to confirm eligibility requirements and to obtain information regarding the retirement process. It is expected that employees communicate their retirement plans with the Director as long in advance as possible so appropriate workforce succession plans can be put into place. An employee planning to retire shall submit a written notice with the effective date of their departure to the Director prior to the effective date of retirement. Once a resignation is accepted, it is final and irrevocable.

Final pay and required benefit documents will be provided on a timely basis consistent with state law.

CHAPTER 10: SEPARATION FROM EMPLOYMENT

Reductions in Force

Under some circumstances, the District may need to restructure or reduce its workforce. If restructuring of operations or reducing the number of employees becomes necessary, the District will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the District will consider, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved, and also, when feasible, the employee's length of service.

JOB ABANDONMENT

When a District employee fails to report to work for three (3) consecutive scheduled workdays without prior notice to, or approval by, their supervisor, they will be considered to have abandoned their position.

The District will attempt to contact the employee and will send them a written notice to their address of record through the U.S. postal services to give the employee an opportunity to explain their unauthorized absence. If the employee fails to respond within seven (7) calendar days, or if the explanation does not establish a legally protected reason for the absence, the District may treat the absence as a voluntary resignation.

LAST PAY AND BENEFITS

Timely Notice

Employees who have provided at least 72 hours' notice of their impending departure will have their final pay and appropriate benefit documents ready for them as required by law. Employees who experience involuntary separation will be provided their final pay and appropriate benefit documents as required by law.

Untimely Notice

Final pay and benefit notices will be provided within the timelines required by California law. The District will send the former employee's final pay and benefit notices to their home address within the State required timelines.

Death While in District Service

If an employee dies while in District service, the District will work with the family or identified contact(s) to ensure final pay and survivor benefits are provided in a timely manner.

All District Property Must Be Returned Upon Separation

All District-owned property, including keys, identification badges, electronic devices, files, documents, and credit cards, must be returned on the last day of employment and/or the last day of work for the District, whichever is the earliest date.

CONCLUSION

The purpose of this Handbook is to provide an overview of employment with the Buena Park Library District. If you desire additional information, your supervisor and/or the District Administration staff can assist you.

A Confirmation of Receipt is provided for acknowledgment that you have received a copy of the Buena Park District Handbook.

CONFIRMATION OF RECEIPT

I have received my copy of the District's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with all the policies and procedures contained in the handbook, particularly the Equal Employment Opportunity Employer and the Discrimination, Harassment, and Retaliation policies.

I understand that my employment is At Will and either I or the District may terminate the relationship at any time, with or without cause or notice. Nothing in this handbook creates a contract of employment or alters at-will nature of employment.

I understand that the District may modify, revoke, suspend, terminate, or change any policies or practices at any time, with or without notice, except as required by law. I also understand that I will be notified of changes made to the handbook and that the District reserves the right to change my hours, wages, and working conditions at any time. I understand that compensatory time off may be provided in lieu of paid overtime compensation pursuant to federal and state wage and hour laws, and District policy.

I understand and agree that no manager, supervisor, or representative of the District has authority to enter into any agreement, express or implied, for employment for any specific period, or to alter the at-will nature of employment. Only the Director has the authority to make any such agreement and then only in writing, signed by the Director. I acknowledge that I have received this handbook and understand that it is my responsibility to comply with the policies contained herein.

Employee Name _____

Employee Signature _____

Date _____

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

PURPOSE

The Buena Park Library District (District) provides family and medical care leave for eligible covered employees as required by state and federal law. This Policy is supplemented by the Federal Family and Medical Leave Act (FMLA), and the California Family Rights Act (CFRA). Unless otherwise stated in this Policy, “leave” means leave pursuant to FMLA and CFRA. Unless otherwise provided by law, the District will run each employee’s FMLA and CFRA leaves concurrently.

FMLA/CFRA

In accordance with FMLA and CFRA, the District may designate eligible covered employees a leave of absence for a period of 12 work weeks of family and medical leave during a 12-month period for a qualifying event, or 26 workweeks to care for a covered servicemember.

Leave may be designated for one or more of the following qualifying reasons:

- The birth of the employee’s child, or placement of a child with the employee for adoption or foster care, or to care for a newborn of an employee, or for baby bonding;
- To care for the employee’s child, spouse or registered domestic partner or their child, parent, parent-in-law, grandparent, grandchild, or sibling or designated person who has a serious health condition;
- For a serious health condition that makes the employee unable to perform their job;
- For an employee, or for an employee’s family member, against whom a “Qualifying Act of Violence” has been committed. A “Qualifying Act of Violence” is defined as any of the following regardless of whether it results in an arrest, prosecution, or conviction:
 - o Domestic violence
 - o Sexual assault
 - o Stalking, or
 - o An act, conduct or pattern of conduct that includes any of the following: an individual causing bodily injury or death to another individual; an individual exhibiting, drawing, brandishing, or using a firearm, or other dangerous weapon, with respect to another individual; or an individual using or making a threat, whether actual or perceived, to use, force against another individual to cause physical injury or death.

“Family member” means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner, as those terms are defined in Section 12945.2, or designated person. “Designated person” means any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. An employer may limit an employee to one designated person per 12-month period for leave pursuant to this section.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

- Leave for a variety of “qualifying exigencies” arising from when an employee’s spouse, son, daughter, or parent is on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation;
- Under the CFRA only, leave for a variety of “qualifying exigencies” arising from an employee’s domestic partner is on active-duty status in the National Guard or Reserves in support of a contingency operation. Leave for this purpose does not apply to FMLA leave and will not run concurrently with leave under the FMLA; or
- Leave to care for a spouse, son, daughter, parent or “next of kin” who is a covered servicemember of the U.S. Armed Forces who has a serious injury or illness incurred in the line of duty while on active military duty, or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. This leave can run up to 26 weeks of unpaid leave during a single 12-month period.

Leave that is requested for the birth, adoption or foster care placement of a child of the employee, must be concluded within one year of the birth or placement of the child. An employee is entitled to leave for one of these purposes for at least one day, but less than two weeks duration on any two occasions; otherwise leave must be used in a minimum increment of two weeks.

When both parents are employed by the District and request simultaneous leave for the birth or placement for adoption or foster care of a child, the District will designate 12 workweeks of family/medical leave for each employee.

If leave is requested as family care leave for a qualifying family member or for the employee with serious health condition, there is no minimum amount of leave that must be taken. However, compliance with the notice and medical certification provisions in this Policy is required.

SERIOUS HEALTH CONDITION

Serious health condition: A serious health condition means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care;
- A period of incapacity of more than three consecutive calendar days that involves (a) treatment two or more times by a health care provider or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
- A period of incapacity due to qualifying pregnancy or other pregnancy related conditions; the District will be careful to ensure that PDL for eligible covered employees runs separately and concurrently according to all laws;

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

- A chronic condition which (a) requires periodic visits for treatment by a health care provider, (b) continues over an extended period, and (c) may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.);
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, and the employee or family member is under the continuing supervision of a health care provider (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease); or
- Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in the period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

Qualified health care providers include Doctors of Medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, chiropractors, alternative health care providers, nurse practitioners, nurse-midwives, clinical social workers, and physician assistants authorized to practice under state law and performing within the scope of their practice under state law.

ELIGIBILITY FOR LEAVE

Covered employees are eligible for leave pursuant to this policy if the employee has been employed with the District for at least 12 months and has worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

In addition, to be eligible for Military Family Leave to care for an injured servicemember, the covered employee must be a spouse, domestic partner, son, daughter, parent or next of kin of a covered servicemember. The servicemember's medical condition must warrant the participation of the employee to provide supervision or care during the entire period of leave.

A covered eligible employee may also use available leave entitlement for parental leave to bond with a new child within one year of the child's birth, adoption or foster care placement.

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, the District will use a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. There is no carryover of unused leave from one 12-month period the next 12-month period.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

SERVICEMEMBER CARE

An eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for the servicemember proportional to an employee's average hours worked. Leave to care for an injured or ill servicemember, when combined with other FMLA/CFRA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Servicemember FMLA/CFRA, to care for an injured or ill service member, is available once per servicemember, per serious injury or illness.

Qualifying exigencies may include addressing needs arising from short-notice deployment, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, addressing needs related to the care of the military member's parent who is incapable of self-care, attending certain counseling sessions, to spend up to 15 calendar days with a military member who is on R and R leave, and attending post-deployment reintegration briefings.

Servicemember FMLA/CFRA runs concurrent with other leave entitlements provided under federal, state, and local law.

Medical certification for a Military Caregiver Leave must be from a United States Department of Defense, Department of Veteran's Affairs, or another authorized medical provider. It must indicate:

- Whether the servicemember has incurred a serious injury or illness.
- Whether the injury or illness renders the servicemember medically unable to perform the duties of the member's position.
- Whether the injury or illness was incurred in the line of duty while on active duty.
- Whether the servicemember is undergoing medical treatment, recuperation, or therapy, or is otherwise on outpatient status, or is otherwise on the temporary disability retired list.
- The probable duration of the injury or illness.
- The frequency and duration of leave the family member requesting leave will require.
- The family relationship of the eligible employee to the covered service member.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

PROCEDURES

Whenever possible, employees should provide at least 30 days advance notice for foreseeable events (such as a planned medical treatment for themselves or family member, or the expected birth, adoption, or foster placement of a child). For events that are less than a 30-day advance notice or that are unforeseeable, employees must notify the Library Director, at least verbally, as soon as the need for a leave is known. Failure to comply with these notice rules may be grounds for, and may result in, deferral of the requested leave until the employee complies with these notification/leave request procedures.

If an employee cites their own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of their position because of the serious health condition.

All medical certifications must have a measurable calendar period. When medically necessary, leave may be taken on an intermittent basis.

If a covered eligible employee provides an incomplete medical certification, the employee will be given a reasonable opportunity to remedy any deficiency. However, if an employee fails to provide a medical certification within the time frame established in this Policy, the District may delay the taking of FMLA/CFRA leave until required certification is provided or deny FMLA/CFRA protections following the expiration of the period to provide an adequate certification.

If the FMLA and/or CFRA request is made because of the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.

If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider will be considered final and binding on the District and the employee.

The District requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practical to do so. The District may require recertification from the health care provider if additional leave is required.

APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/ CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY

COMPENSATION DURING LEAVE

FMLA/CFRA leave is without pay. However, the employee may use accrued paid leave. Use of accrued leave or other wage replacement benefits will not impede tolling leave time against eligible protected leave entitlement banks.

BENEFITS DURING FMLA

The District will continue to pay its customary portion of any group health, dental, and vision insurance during a leave of absence as required by law. When in unpaid status, to maintain coverage, employees are required to pay timely the full employee contribution, either through payroll deduction or by paying the District directly. Employees may also arrange with the Finance Department for payment of any other payroll deductions. Any payments made by the District for the employee contribution will be collected from the employee by the District. The District may recover its portion of any group health, dental, and vision insurance premiums paid if the employee fails to return from leave under the circumstances described in applicable state or federal leave laws.

Sick leave, vacation and holiday benefits will not accrue during the period of any unpaid leave under this Policy.

RETURN TO WORK

An employee on leave of absence without pay due to the employee's own illness or injury will be required by the District to present to the Library Director a fitness for duty statement by the employee's treating health care provider releasing the employee with or without restrictions prior to returning to work. In appropriate circumstances, an employee may be restored to work, placed on administrative leave, and then required to undergo a fitness-for-duty examination.

Employees are expected to periodically report to the Library Director on their status and intent to return to work as often as necessary but not less than once per month during periods of medical leave use. This will avoid any delays to reinstatement when the employee is ready to return.

Under most circumstances, upon submission of a fitness for duty certification from the employee's health care provider that the employee can return to work from leave for the employee's own serious health condition, the employee will be reinstated to the same position held at the time the leave began or to an equivalent position. An employee returning from CFRA leave has no greater right to reinstatement than if the employee had been continuously employed.

**APPENDIX A—FAMILY MEDICAL LEAVE ACT (FMLA)/
CALIFORNIA FAMILY RIGHTS ACT (CFRA) LEAVE POLICY**

MISUSE OF LEAVE

Employees who misuse or abuse family and medical care leave may be subject to corrective action up to and including termination of employment. Employees who fraudulently obtain or use California Family Rights Act (CFRA) leave are not protected by the CFRA's job restoration or maintenance of health benefits provisions.

Date Adopted: June 2, 2026

Date Amended:

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

POLICY

An employee who is disabled because of pregnancy, childbirth, or a related medical condition is entitled to an unpaid leave for up to the number of hours she would normally work within four calendar months (one-third of a year or 17 1/3 weeks). For a full-time employee who works 40 hours per week, “four months” means 693 hours of leave entitlement, based on 40 hour per week times 17 1/3 weeks. An employee who works less than 40 hours per week will receive a pro rata or proportional amount of leave.

A pregnancy disability is a medical condition related to pregnancy or childbirth that prevents employees from performing the essential duties of their job, or if the job would cause undue risk to the mother or their pregnancy’s successful completion. The leave may be taken intermittently or on a reduced schedule. Employees are eligible for PDL from their first day of employment.

Employees must provide the District with certification from a healthcare provider. The employee is required to obtain a certification from their health care professional of their pregnancy disability or the medical advisability for a transfer or reasonable accommodation. The certification should include at least:

- The date on which the employee became disabled due to the pregnancy or the date of the medical advisability for the transfer or reasonable accommodation;
- The probable duration of the period(s) of disability or the period(s) for the transfer or reasonable accommodation; and
- A statement that indicates the impact on work of the disability, such as the employee is unable to perform specific job functions without undue risk to themselves or the successful completion of their pregnancy; to ensure the safety of others in the workplace; or that is medically recommended that the employee be transferred away from any department with exposure to chemicals, etc.

If requested and recommended by a health care professional, work assignments may be changed as required to protect the health and safety of the employee and child. Requests for transfers may be reasonably accommodated.

PDL is not intended for “baby bonding time.” Once no longer disabled by pregnancy per medical certification, employees are no longer eligible for PDL. Employees may, however, be granted additional family and medical leave. Please refer to [Appendix A](#), Family Medical Leave for more information.

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

PROCEDURES

It is the employee's responsibility to provide at least 30-days' advance notice to the Library Director, or as much notice as practicable, before a leave is to begin.

When this is not possible, the employee must provide the requested certification to the District within the time frame requested (at least 15 calendar days), unless it is not practicable under the circumstances to do so despite the employee's diligent, good faith efforts. However, employees may not be required to provide documentation for intermittent and recurring absences for pregnancy related reasons, such as morning sickness.

Once intermittent leave has been designated, employees are responsible for providing as much advance notice as possible about absences to their supervisor. Unforeseeable intermittent leaves must be reported in advance of the impact on work. All intermittent absences should be reported as related to the previously designated serious health condition prior to the impact of the absence on work.

COMPENSATION DURING LEAVE

PDL is without pay. However, the employee may use accrued paid leave. PDL will be treated as any other disability leave and may entitle the employee to short-term/long-term disability benefits or an accommodation of additional unpaid leave requested by the employee and granted by the Library Director.

BENEFITS DURING LEAVE

While on PDL, the employee is entitled to continued coverage in group health insurance and supplemental policies to the same extent as when the employee was working. To maintain this coverage, employees are required to timely pay the full employee contribution to maintain their group health plan coverage, either through payroll deduction or by paying the District directly. The District may recover premiums it paid to maintain health coverage if an employee does not return to work following PDL. Employees may also arrange with the Finance Department for payment of any other payroll deductions. Any payments made by the District for the employee contribution will be collected from the employee by the District. The District may recover its portion of any group health, dental, and vision insurance premiums paid if the employee fails to return from leave under the circumstances described in applicable state or federal leave laws.

Paid leave does not accrue while an employee is on unpaid PDL.

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

REINSTATEMENT

At the conclusion of the approved PDL, the employee will be returned to her former position or to an equivalent position. When ready to return from pregnancy disability leave employees must provide to the Library Director a medical release to return to work prior to beginning any work activity.

If the end of the 17 1/3 weeks leave period has been reached, and CFRA baby bonding (if eligible and leave is available) has been utilized, and the employee is unable to return to her regular position for continuing health reasons, the District will engage in a timely, good-faith interactive process with the employee for reasonable accommodation based on the employee's rights under the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA) with the primary goal to return the employee to work, with or without reasonable accommodation, first to the original job assignment, and, as a last resort, to an alternate non-promotional vacancy with priority candidacy placement rights if the employee meets the minimum qualification of the position and is found to be able to complete all essential job functions of the vacancy with or without accommodation. The Library Director, in consultation with the employee, their supervisor/lead, and health care professional, will decide as to whether an accommodation can be made as provided. This may include approval of an extended sick leave.

If, after all reasonable accommodation efforts have been exhausted, and the employee is not available to return to work, even to an alternative job placement, the District may consider a medical separation from employment.

LEAVE FOR REPRODUCTIVE LOSS

The District provides employees who have been employed at least 30 calendar days with Reproductive Loss Leave, in the event of a "Reproductive Loss Event".

"Reproductive Loss Event" means the day or, for a multiple-day event, the final day of a Failed Adoption, Failed Surrogacy, Miscarriage, Stillbirth, or an Unsuccessful Assisted Reproduction, as those terms are defined below:

- "Failed Adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
- "Failed Surrogacy" means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.
- "Miscarriage" means a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.

APPENDIX B—PREGNANCY DISABILITY LEAVE (PDL)

- “Stillbirth” means a stillbirth resulting from a person’s pregnancy, the pregnancy of a person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
- “Unsuccessful Assisted Reproduction” means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure. This event applies to a person, the person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

Reproductive Loss Leave may be taken for up to five (5) days per Reproductive Loss Event. Reproductive Loss Leave is not required to be taken consecutively, but such leave must be taken within three (3) months of the Reproductive Loss Event, with the exception that, if an employee is on California Family Rights Act (“CFRA”) leave, Pregnancy Disability Leave (“PDL”), or another leave protected by state or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use Reproductive Loss Leave within three (3) months of the end date of the other protected leave.

If an employee experiences more than one Reproductive Loss Event within a 12-month period, the District will provide Reproductive Loss Leave up to a maximum of 20 days within a 12-month period.

Reproductive Loss Leave is unpaid, but employees may elect to use accrued paid leaves, such as sick leave, personal leave, or vacation to provide for their compensation while on Reproductive Loss Leave.

The District will maintain the confidentiality of any employee who requests to use or uses Reproductive Loss Leave, and the District will not disclose such information other than to internal personnel on a need-to-know basis, or as required by law.

Date Adopted: June 2, 2026

Date Amended:

APPENDIX C—DRUG FREE WORKPLACE POLICY

PURPOSE

The purpose of this Policy is to promote a drug and alcohol-free workplace and to eliminate drug and alcohol-related inefficiencies and risks. This Policy applies to all Library District (District) employees, whether they are on District property, or they are performing District-related business elsewhere, except as this Policy is superseded by federally mandated drug and alcohol policies. Compliance with this Policy is a condition of employment.

Disciplinary action will be taken against those who violate this Policy.

EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The District provides an EAP that offers counseling and treatment of drug- or alcohol-related problems.

Prohibited Conduct

1. The manufacture, distribution, sale, dispensation, possession, or use of any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee in either workplaces or wherever District business is performed. (41 U.S.C. §§ 701-702; Gov. Code § 8355(a)(1).)
2. Working or being subject to call in if impaired by alcohol or any controlled substance, narcotic (including marijuana), or prescription drug that has not been lawfully prescribed to the employee.
3. An employee's failure to notify the employee's supervisor or Library Director before beginning work when taking medications or drugs, including, but not limited to prescription drugs, over the counter medications, or illegal drugs or narcotics (including marijuana), which could interfere with the safe and effective performance of duties or operation of the District.
4. An employee's failure to notify the Library Director or designee of any criminal conviction for a drug violation that occurred in the workplace within five days after such conviction. (41 U.S.C. §§ 701-702.)

An employee's criminal conviction for a drug violation that occurred in the workplace.

APPENDIX C—DRUG FREE WORKPLACE POLICY**DRUG AND ALCOHOL TESTING**

The District has discretion to test applicants and employees for alcohol and drug use under the following circumstances. The District will use an outside laboratory to perform all testing.

1. **Pre-Employment Testing for External Applicants:** Those external applicants who apply for jobs where a special need for pre-employment drug and alcohol testing exists must take and pass a drug and alcohol test following a conditional offer of employment. The categories of jobs subject to pre-employment drug and alcohol testing include, but are not limited to, the following:
 - a. Safety sensitive jobs that have public safety implications, such as operating heavy trucks to transport hazardous material, protecting national security, enforcing drug laws, and/or operating natural gas pipelines, and
 - b. Jobs that involve the direct influence over children.
2. **Reasonable Suspicion Testing:** The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of a drug or alcohol at work, under the following circumstances.
 - a. “Reasonable suspicion” to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual behavior, slurred or altered speech, body odor, red or watery eyes, unkempt appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, an accident involving agency property or equipment, or other evidence of recent drug or alcohol use.
 - b. **Document and Analysis:** To receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Library Director or designee. Any reasonable suspicion testing must be pre-approved by the Library Director.
 - c. **Testing Protocol:** If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, upon approval by the Library Director, the employee will be relieved from duty and transported to the testing facility and to the employee’s home after the test. The employee will be placed on sick or other paid leave until the test results are received.

APPENDIX C—DRUG FREE WORKPLACE POLICY

CONVICTION FOR DRUG-RELATED OFFENSE

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by this policy will be deemed to have violated this Policy. Upon receiving notice of a conviction of an employee for any such violation, the District will either (a) take appropriate disciplinary action in accordance with this Policy, and/or (b) require the employee to participate in and satisfactorily complete a drug abuse assistance, rehabilitation or counseling program. Employees will notify the Library Director of any conviction under a criminal drug statute.

Date Adopted: June 2, 2026

Date Amended:

APPENDIX D—ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY

PURPOSE

This policy provides guidelines for the acceptable use and the responsibility for use of all Electronic Communications Resources. It applies to all District users of technology. All users are expected to adhere to standard business practices, to respect others, to consider the potential audience and their expectations, and to follow the District Electronic and Computer Use policy, as well as other policies, standards, and procedures of the District. Electronic information and communications require safeguards and impose unique responsibilities on all users.

This policy governs all Electronic Communications Resources including, but not limited to, the Internet, E-mail, voice-mail, cellular telephones, pagers, personal digital assistants, smartphones, computers/laptops, telecommunications devices, video and audio equipment, wireless networks, data systems telecommunications equipment, global positioning equipment, location devices, transmission devices, data processing or storage systems, computer systems, servers, networks, input/output and connecting devices, software, District hosted social media, and documentation that supports electronic communications services (“Electronic Communications Resources”).

POLICY

Electronic Communications Use

The District email system is an official communication tool for District business. An official email address is established and assigned by the District to each employee. All District communications sent via email are sent to this address. Employees must use the official District email, instead of their private email address (such as Yahoo, Gmail, Cloud, etc.) when communicating District business via email.

Electronic Communications Resources must be used in compliance with applicable statutes, regulations, and District policies including those that require a work environment free from discrimination and harassment. Electronic communications should conform to the same standards of propriety and respect as any other verbal or written communication at the District.

The District as the provider of access to its Electronic Communications Resources, reserves the right to specify how those resources will be used and administered to comply with this policy. It is important to realize that the message content sent from a District account reflects upon the District (positively or negatively) to those who receive the message. Employees may be subject to disciplinary action for using the Electronic Communications Resources in a manner other than for their intended purposes, or in a manner that violates applicable laws, rules and policies.

APPENDIX D—ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY

Electronic communications to recipients on systems outside of the District pass through systems and networks not managed by the District. The privacy and confidentiality of these messages is, therefore, not assured. In addition, some delivery methods and networks impose legal restrictions regarding the nature of messages allowed. Users are expected to comply with all such regulations. Employees and other users of the Electronic Communications Resources may create criminal and civil liability for themselves and the District by using outside or third-party systems in an offensive, defamatory, or illegal manner and employees and other users may be subject to disciplinary action up to and including termination.

Privacy Limits

The California Public Records Act requires the District to disclose specified public records. In response to requests for disclosure, it may be necessary to examine electronic communications records that users may consider to be personal to determine whether they are public records that are subject to disclosure.

All communications transmitted by District Electronic Communications Resources, whether related to personal or confidential matters, are subject to monitoring, at the District's discretion. The District monitors communications transmitted through the Electronic Communications Resources in the ordinary course of business for purposes that include ensuring their reliability and security. The existence of passwords and "message delete" functions do not restrict or eliminate the ability or right of the District to access electronic communications.

Employees should not communicate their private, privileged, or confidential information, including but not limited to personal attorney client communications, financial or medical information and other privileged information, through the District Electronic Communications Resources. Employees who do communicate their private, privileged, or confidential information using the District's Electronic Communications Resources will be considered to have waived any privilege or privacy rights in those communications, even where those communications are made by personal password-protected accounts using the District's Electronic Communications Resources. Users can have no reasonable expectation of privacy using District systems, devices, or materials.

Additionally, the District may be required to produce information transmitted or stored on its Electronic Communications Resources pursuant to a court order, subpoena, or statute.

Restrictions

The information sources accessible via the Internet are worldwide and constantly growing in kind and number. It is not possible for any Internet access provider to fully manage the types of information accessible by its systems and users, especially regarding content limitations.

APPENDIX D—ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY

Nonetheless, the District reserves the right to restrict access to any data source, at its sole discretion. These restrictions do not constitute an implication of approval of other non-restricted sources.

Without exhausting all the possibilities, the following are examples of inappropriate use of the District's Electronic Communications Resources:

- Exposing others unwillingly, either through carelessness or intention, to material, which is offensive, obscene or in poor taste. This includes information which could create an intimidating, offensive or hostile work environment.
- Using Electronic Communications Resources in any way that may, for a reasonable person, create or further a hostile attitude or give offense based on race, color, religion, national origin, citizenship, ancestry, marital status, gender, disability, age, veteran's status, sexual orientation or other protected category.
- Communicating confidential District information to unauthorized individuals within or outside of the District.
- Sending messages or information that conflicts with applicable law or District policies, rules or procedures.
- Attempting to access unauthorized data or break into any District or non-District system.
- Engaging in theft or the unauthorized copying of electronic files or data.
- Performing acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others is prohibited. These acts include but are not limited to sending mass mailings or chain letters and creating unnecessary network traffic.
- Intentionally misrepresenting one's identity for improper or illegal acts.
- Engaging in unlawful activities.
- Engaging in commercial activity or activity for financial gain, not under the support of the District.
- Receiving and/or downloading executable files and programs through electronic mail or the Internet without express permission of the Library Director is prohibited. This includes, but is not limited to, software programs and software upgrades. All downloaded files must be scanned for viruses.
- Using another user's name and/or account, without express permission of the Library Director, to access the Internet is strictly prohibited.
- Violating copyright and license agreements regarding software or publication they access or download from the Internet. The District will not condone violations of copyright laws and licenses, and the employee will be personally liable for any fines or sanctions caused by the license or copyright infringement. Any software or publication that is downloaded onto District computer resources, becomes the sole property of the District.

APPENDIX D—ELECTRONIC AND COMPUTER USE / SOCIAL MEDIA POLICY

SOCIAL MEDIA CODE OF CONDUCT

The District understands that employees may engage in external (personal) social media, including personal blogs, and social networking websites, on their own time. While the District respects its employees' right to engage in these off-duty activities, employees are nonetheless expected to conduct themselves appropriately in all such public communications, whether on or off the clock.

To ensure that employees understand the District's expectations regarding external social media use, the following guidelines have been developed. Employees are expected to follow these guidelines using their best personal and professional judgment. Employees are expected to always conduct themselves appropriately, and in a manner that does not adversely impact District interests.

- Employees are personally responsible for the content they publish on blogs, wikis, or any other form of user-generated media and should be mindful that what is published will be public indefinitely.
- Employees should avoid discussing the District or District-related matters using social media. If such matters must be discussed, the employee should write in the first person and make it clear that they are speaking for themselves individually, and not on behalf of the District.
- Employees may not publish or disclose District or another's confidential or other proprietary information. Employees should not publish or report on conversations or any communication or information that is meant to be private or internal to the District.
- Employees may not use slurs, insults, or obscenity, and otherwise engage in any conduct that would be unacceptable in the workplace, or that would otherwise violate any District policy, including but not limited to the policy prohibiting harassment and discrimination.
- Employees should be aware of their association with the District in online social networks and ensure that their profile and related content are consistent with how they wish to present themselves to colleagues and the public.
- Employees are encouraged to be the first to correct their own mistakes, not to provoke fights, and avoid altering previous posts without indicating that they have done so.

This policy is in no way intended to prevent employees from engaging in protected concerted activity or engaging in otherwise lawful conduct on their own time.

Date Adopted: June 2, 2026

Date Amended:



BUENA PARK LIBRARY DISTRICT

PERSONNEL RULES

Adopted
June 2, 2026



BUENA PARK Library District