



Syracuse-Turkey Creek Township Public Library

Employee Handbook

Last Updated 4/11/2024

Table of Contents

Table of Contents

I. GENERAL EMPLOYMENT

- Equal Opportunity Employment
- Criminal History Background Checks
- Moving & Interview Expenses
- Employee Orientation Period
- Promotion & Job Openings
- End Of Employment

II. EXPECTATIONS & PROCEDURES

- Payroll
- Timekeeping
- Hours Worked
- Overtime Policy
- Attendance
 - Unexcused absence
 - Excessive absence
 - Excessive tardiness
 - Early departures
 - Library Closings
- Dress Code
- Scheduling
- Breaks
- Expressions Of Personal Viewpoint
- Work From Home Policy
- Children At Work
- Incident Reporting
- Opening & Closing
 - Opening
 - Closing

III. TECHNOLOGY

- Library Computers
- Personal Devices
 - Posting On Personal Social Media Accounts
- Technology & Security
 - Passwords
 - Email/Internet
 - Guidelines

IV. TRAINING

- In-house Training
- Professional Meetings
- College & Continuing Education

V. DISCIPLINE

- Disciplinary Action
 - Illegal Actions

[Violating Library Policy](#)

[Harassment](#)

[Bullying](#)

[Poor Work Performance](#)

[VI. BENEFITS](#)

[Wages](#)

[Employee Classifications](#)

[Insurance Benefits](#)

[VII. LEAVE](#)

[PTO](#)

[Using PTO](#)

[Procedures](#)

[Unused PTO](#)

[Unpaid Time Off](#)

[Holidays](#)

[Maternity Leave](#)

[Bereavement Leave](#)

[Jury Duty Leave](#)

[APPENDIX: Table of Contents](#)

[EQUAL EMPLOYMENT OPPORTUNITY](#)

[DRUG FREE WORKPLACE POLICY](#)

[WORK FROM HOME \(WFH\) POLICY](#)

[SPL Work From Home Agreement](#)

[LIBRARY CLOSINGS POLICY](#)

[EMERGENCY CLOSINGS](#)

[CHILDREN AT WORK POLICY](#)

[TUITION REIMBURSEMENT POLICY](#)

[Tuition Reimbursement Application](#)

[EXTENDED MEDICAL LEAVE POLICY](#)

[Extended Medical Leave Form](#)

[PTO Donation Form](#)

[OVERTIME POLICY](#)

[MATERNITY LEAVE POLICY](#)

[CRIMINAL HISTORY BACKGROUND CHECK POLICY](#)

[PAYROLL, OVERTIME, & UNPAID TIME OFF POLICY](#)

[TRAVEL POLICY](#)

[CREDIT CARD POLICY](#)

[Agreement for Use of the Syracuse Public Library's Credit Card](#)

[SALARY RANGES, PTO FORMULA CHART, INSURANCE INFORMATION](#)

[INCIDENT REPORT FORM](#)

I. GENERAL EMPLOYMENT

Equal Opportunity Employment

The library is an Equal Opportunity Employer, providing a workplace free from all forms of discrimination, including race, religion, gender, national origin, age, disability, or sexual orientation. All employees are expected to comply with Indiana's Equal Employment Opportunity law. Any employee who believes that he or she has been discriminated against in violation of this policy should report immediately to the Library Director or Board of Trustees. A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Under no circumstances will the library tolerate any retaliation against an individual for making a complaint in good faith under this policy.

[\(See the Equal Employment Opportunity Poster in the Appendix\)](#)

Criminal History Background Checks

[\(See the Criminal History Background Check Policy in the Appendix\)](#)

Moving & Interview Expenses

The library does not provide reimbursement or cover any moving costs, nor does it cover interview expenses. These expenses will be the responsibility of the interviewee or new employee.

Employee Orientation Period

All staff new to a position (e.g., newly hired or promoted) will work through an employee orientation period for the first three months. The purpose of the employee orientation period is to:

- Ensure the position remains as described during the interview process;
- Confirm the employee demonstrates the skills to be successful in the position;
- Provide a period of adjustment to the new position;
- Conduct orientations and training as required;
- Communicate position expectations;
- And provide an opportunity for the employee to review and commit to these standards.

Supervisors are responsible for completing an evaluation on the employee's progress and at the completion of the orientation period. All employees, new and promoted, will meet with their supervisor monthly during that time to assess their progress and address any issues. The supervisor will complete an employee orientation evaluation form for the library director to review.

At the end of the employee orientation period, supervisors will meet with the library director to determine whether the orientation period is completed or if it needs to be extended due to specific performance issues or to allow additional time to evaluate the employee. If it is determined at any point in the orientation period that the employee is not likely to be successful in the position, employment will be discontinued.

Promotion & Job Openings

The director will promote employees based on their performance and workplace conduct.

Acceptable criteria for promotion are:

- The staffing needs of the library;
- Education and training;
- Experience in the job;
- High-performance level throughout recent years of work;
- Skillset that matches the minimum requirements of the new role;
- And personal motivation and willingness for a change in responsibilities.

These criteria reflect the bigger picture of an employee's work.

End Of Employment

If an employee chooses to terminate employment, they must provide two weeks' notice to the director prior to the end date of employment. Supervisory employees desiring to terminate their employment at the library are urged to notify the director at least four weeks in advance of their intended termination.

PTO may not be used in lieu of notice. If the required notice is not given, the employee is not entitled to be paid for all earned, unused PTO, and the employee will not be eligible for reemployment at a later date.

Employees must return all library property, including keys and non-resident cards, to their supervisor on or before their last day of work.

II. EXPECTATIONS & PROCEDURES

Payroll

Employees will receive their pay on a bi-weekly basis (every other week). Hours worked for the prior two week period will be paid the following Friday.

Holidays

If the normal payday falls on a State or Federal holiday, payday will be one work day prior to the holiday.

Early Payroll Delivery

The library will not pay employees prior to the regularly scheduled payroll date.

Timekeeping

Each employee is required to keep an accurate record of hours worked. The employee must record their time daily so that it is as accurate as possible. Instructions for timekeeping are available on the staff page of the library's website.

On the last day that each employee works during a pay period, they will confirm that their timesheet is accurately filled out by initialing it. Direct supervisors are responsible for checking that staff in their department have completed their timesheets.

Hours Worked

In accordance with the Fair Labor Standards Act, employees will be paid for all hours worked. Hours worked include any time spent at the workplace performing tasks associated with an employee's normal work duties. This includes time spent after a scheduled shift that is used to complete tasks, time spent on tasks before a scheduled shift, time spent working on normally assigned tasks at home (see Work From Home Policy), and all time spent working at library-related events or programs. This does not include programs or events that the employee is attending for their own personal enjoyment. Employees must report time worked accurately on their timesheets. An employee should not have "off-the-clock" time at work or at home.

Overtime Policy

[\(See Overtime Policy\)](#)

Attendance

Every employee is essential to the success of the library; therefore, it is important for employees to be dependable.

- Arrive on time at the beginning of the workday and after breaks.
- Be ready to work.
- Remain at work for the entirety of their shift.

Alert your supervisor as soon as possible for:

- Absence;
- Late arrival;
- Early departure;
- And being late after a break.

Unexcused absence

Failure to report to work without notice for a period of three (3) days or more may be grounds for termination.

Excessive absence

Excessive absence is defined as more than 3 separate days in a 90 day period. Repeatedly calling in sick is to be discouraged, and may require a doctor's note if the practice becomes habitual.

Excessive tardiness

May require disciplinary action and will be evaluated by the director on a case-by-case basis.

Early departures

Early departure is defined as being scheduled for a set time period and leaving before that shift is completed. It is important for an employee to work their entire shift. When an employee doesn't finish their shift, someone else has to fill in, disrupting the workflow and inconveniencing other staff. SPL understands that emergencies may arise, however, repeated early departures may be cause for dismissal.

Library Closings

[\(See Library Closings Policy\)](#)

Dress Code

Employees should maintain good hygiene and limit the use of perfume, cologne, or other heavily scented personal hygiene products. Clothing should be clean, neat, and in a manner consistent with a professional atmosphere. Endeavor to dress in attire suitable for your position and according to what your work will entail for that day. Supervisors will discuss inappropriate dress with individual employees and may have additional suggestions on what is deemed appropriate or inappropriate attire, in accordance with the needs and atmosphere of their departments. In the area of dress, the library director or supervisor shall be the **final arbiter** of an attire's suitability. Hair color, body piercings, and tattoos are allowed. However, tattoos with political, violent, or sexual imagery must remain covered. Shoes must be worn at all times in the library.

Employees must **not** wear the following:

- Shorts, dresses, or skirts more than 2 inches above the knee;
- Sagging pants;
- Items that contain political, violent, or sexual imagery or expressions;
- Spaghetti-strap tank tops;
- Torn or frayed clothing (does not include jeans with intentionally frayed areas);
- Shirts that show the midriff or excessive cleavage;
- Leotards or leggings without a top that covers the derriere;
- Rubber flip-flops;
- And clothing or footwear that hinders required tasks.

Scheduling

Non-exempt staff are required to work at least one Saturday per month and an occasional evening as scheduled. Exceptions to this must be approved by the Library Director. Employees who work 40 hours per week who work on Saturday may take a full day off as compensation for a Saturday within the hourly limit of 40 hours worked per week. There should be a minimum of three employees in the building during open hours.

Breaks

Breaks will be taken at the discretion of the employee's immediate supervisor and will be contingent upon staffing levels and public circulation desk coverage. Breaks are based upon the hours scheduled per day. Those scheduled to work 8 hours may take a 60 minute break, 6 to 7.5 hours a 30 minute break, and 5 to 5.5 hours a 15 minute break.

Expressions Of Personal Viewpoint

The library will provide service to all in a neutral, apolitical environment. Library staff should not engage in any discussion with patrons about religion, politics, or controversial social issues, unless they pertain to library business (such as censorship). Staff should exercise judgment in voicing personal opinions with co-workers that reflect religious, political, and/or social prejudices that may not recognize the diversity of the workplace. Verbal expression should be carefully monitored to maintain a harmonious and inoffensive workplace environment.

Work From Home Policy

[\(See the Work From Home Policy in the Appendix\)](#)

Children At Work

[\(See the Children At Work Policy in the Appendix\)](#)

Incident Reporting

If a community or staff member is involved in an accident or incident that occurs on library property or at a library-sponsored event, an incident report form must be completed. Incidents may include but are not limited to:

- Disruptive interactions with patrons;
- Theft, vandalism, or destruction of property;
- Incidents requiring police involvement;
- Abused, neglected, or abandoned minors;
- Workplace violence;
- Accidents or injuries of any kind.

If you are unsure of the need to report an incident/accident, please ask a supervisor for clarity. [\(See the Incident Report Form in the Appendix\)](#)

Opening & Closing

There will be standard opening/closing procedures available at each circulation desk.

Opening

Staff scheduled to work at the circulation desks during weekdays when the library opens should arrive before their shift starts in order to focus on serving library patrons as soon as the doors are unlocked. On Saturday, staff should arrive with enough time to perform opening procedures (turning on lights, emptying dropbox, making sure computers are on) before unlocking the doors.

Closing

Staff are expected to continue helping patrons up to the time of closing. This includes answering the phones, keeping computers on, and aiding patrons with what they need. When the doors have been locked at designated closing time and all patrons have left the building, the lights can be turned off, computers shut down, etc.

III. TECHNOLOGY

Library Computers

All messages sent via library email and/or equipment are library property. As such, the confidentiality of any message should not be assumed. The Director or Board of Trustees can request passwords, messages, and computer files at any time. Employees should refrain from using library staff computers for personal use. Staff should not log into personal email or social media accounts (Facebook, Instagram, Pinterest, Tiktok, etc.) on circulation computers. Employees may use public computers for personal business when they are not working.

Personal Devices

Employees should refrain from using personal devices, email, and social media except for tasks related to work or school.

Cell phones must be kept on vibrate. Employees may step into a private area to answer a text or call, if absolutely necessary.

Earbuds may only be used at personal desks or while shelving books or other tasks in which it is unlikely that there will be patron interaction. Earbuds may not be used by staff while working at circulation desks, as this may be construed as inattention to patron's needs.

Posting On Personal Social Media Accounts

When choosing to participate in an online community or other form of social media, employees should do so with an understanding that they are accountable for everything that they send/post. Express only your personal opinions. Never represent yourself as a spokesperson for the Library. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Library.”

Technology & Security

Passwords

The library recognizes that password and technology security is key to protecting our information and systems. The following are guidelines for ensuring we have that security:

- Employees should not use the same password for library accounts as they've used for personal accounts.
- Passwords should be changed at least once per year.
- All passwords should be treated as confidential information.
- Any employee suspecting that their password may have been compromised must report the incident.

Email/Internet

Employees are responsible for keeping their accounts and computers secure. Employees may not download unauthorized software onto any computer. Employees may not use any computer to harass fellow employees or patrons, harm the system, or gain access to unauthorized systems.

Guidelines

- Avoid opening links or attachments if you are unsure of what they are.
- Be suspicious of clickbait titles and advertisements.
- Check the sender to make sure they're legitimate.
- Look for inconsistencies like bad grammar, misspelling, and incorrect punctuation in web addresses, subject headings, and in the body of the email as clues to assess potential legitimacy.

IV. TRAINING

In-house Training

The library recognizes that the skills and knowledge of its employees are critical to its success. Training will be provided in-house and through other recommended professional workshops and webinars so that employees will maintain the level of expertise needed for their jobs. Employees must attend staff meetings and workshops held in-house. The library director may excuse attendance at such events on a case-by-case basis.

Professional Meetings

Library staff are encouraged to attend professional conferences and workshops as a means of professional growth. Attendance by staff members at professional meetings shall be at the discretion of the Library Board or Library Director and are contingent on sufficient funds being available. Requests to attend professional meetings should be made at the earliest possible date.

[\(See the Travel Policy in the Appendix\)](#)

College & Continuing Education

The library will work with employees to arrange work schedules that accommodate class schedules, provided the employee is taking college courses or library classes to improve their library skills. Employees may request tuition reimbursement of up to \$1,000 per year if the tuition covers training or education related to their job description.

[\(See Tuition Reimbursement Policy in the Appendix\)](#)

V. DISCIPLINE

Disciplinary Action

The library believes that our employees are and will continue to be good citizens, both in the community and at their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, patrons, or the library. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of disciplinary action in each case, up to and including discharge, will be determined by the severity of the transgression.

The steps of disciplinary action are: 1. Verbal Warning, 2. Written Warning, 3. Unpaid Suspension or Dismissal.

If an employee engages in misconduct deemed serious enough by the Board in its sole discretion, the employee may be subject to immediate suspension and/or termination without administration of the sequential steps of discipline.

The following is an *example* of the type of misconduct for which an employee may be disciplined or discharged. The list is NOT intended to include all offenses for which an employee may be disciplined or discharged and is only intended to serve as a general guideline in governing appropriate employee behavior.

Illegal Actions

- Theft;
- Willful or negligent damage to library property;
- Possession of or being under the influence of illegal drugs or alcohol while at work; ([See Drug-Free Workplace Policy in the Appendix](#))
- Falsifying timekeeping;
- Any act of workplace violence, including threats of violence directed toward staff or library visitors.

Violating Library Policy

- Gambling on library premises;
- Possessing guns or other lethal weapons in the library building (guns and other weapons may be kept in a locked vehicle);
- Failure/refusal to cooperate with an internal investigation;
- Violating safety rules;
- Unapproved use of the library after hours;
- Insubordination (failure or refusal to carry out instructions, arguing with, threatening, or conduct that undermines supervisory authority);
- Failure to maintain patron or staff privacy.

Harassment

Harassment can be defined as verbal or physical hostility toward an individual or their relatives, friends, or associates, which creates an intimidating, hostile, or offensive working environment.

Harassment includes, but is not limited to, the following:

- Verbal or written epithets or slurs;
- Threatening, intimidating, or other hostile words or actions;
- Written or graphic material that defames or shows hostility or aversion toward an individual or group and that is placed on walls, bulletin boards, or elsewhere on the library's premises, or that is circulated in the workplace;
- Sexual harassment, including unwanted touch, lewd gestures, requests for sexual favors, sending explicit or inappropriate messages, sharing explicit content, leering, and/or sexual comments.

Bullying

Bullying (verbal, physical, psychological, or social) is the repetitive, intentional harm to a person or group by another person or group, where the relationship involves an imbalance of power.

Bullying can be physical, verbal, or psychological and can happen face-to-face or virtually. It includes behavior that intimidates, offends, degrades, or humiliates someone, possibly in front of other people.

Bullying includes, but is not limited to, the following:

- Repeated and unmerited criticism;
- Blaming without factual justification;
- Purposely excluding or isolating someone;
- Setting a person up for failure;
- Making false or malicious statements;
- Using abusive language or hostile gestures;
- Making demeaning or derogatory comments;
- Intentionally ignoring someone.

Any employee who believes that they have been harassed or bullied in violation of this policy should report the conduct immediately to the Library Director. A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Under no circumstances will any retaliation be tolerated against an individual for making a complaint in good faith under this policy.

Any employee who has been found, after appropriate investigation, to have harassed, bullied, or discriminated against another employee, in violation of this policy, will be subject to disciplinary action up to and including termination.

Poor Work Performance

Poor work performance occurs when an employee fails to fulfill the expectations or responsibilities of their job, which are detailed in each job description. If a supervisor observes poor work performance, they will meet with the employee to address the problem and will determine a plan for improvement. If the performance problem continues, the supervisor will seek advice from the Library Director, who may recommend disciplinary action, including termination.

VI. BENEFITS

Wages

Syracuse-Turkey Creek Township Public Library pays wages and salaries that are based upon the nature of the job performed, education, experience, and certification level.

Salary ranges provide a minimum and maximum amount per classification and will be used when determining initial pay and any changes to pay. The salary schedule is adjusted with the review and approval of the Board as necessary to maintain competitive salaries. The Board will review the salary schedule annually. ([See Salary Ranges in the Appendix](#))

Employee Classifications

Full-Time (32 - 40 hours per week)

- **Professional** - Director, Assistant Director, Department Head (usually requires MLIS)
- **Support (no MLIS)** - Specialist, Professional Assistant, Circulation

Part-Time (<32 hours per week) - Circulation, Page, Interns

Note: Benefits for professional staff are negotiable under the terms set for employment and agreed to by the employee. Benefits become available to full-time support staff and part-time staff after their three-month orientation period.

Insurance Benefits

Health, Life, and additional insurance benefits are available for full-time staff (employed 32 - 40 hours per week). Terms of coverage may vary year to year based upon cost and availability, and will be determined prior to January 1st of the following year. Terms and availability will then be communicated to eligible staff to enable them to decide their level of participation. [\(See Insurance Information Chart in the Appendix\)](#)

VII. LEAVE

PTO

Syracuse Public Library has combined vacation and sick time off into **Paid Time Off (PTO)**. [\(See PTO Formula Chart in the Appendix\)](#)

All employees will receive PTO based on hours worked and length of employment. PTO for established employees will be received on January 1st and may be used until December 31st. PTO for new employees will be available after their three-month orientation period and may be prorated based upon the employee's starting date.

PTO may be used in increments of 1, 1.25, 1.5, or 1.75 hours and is designated as *Emergency* or *Planned* as defined below.

- **Emergency PTO** is to be used for illness (personal or family), or other emergencies which are unexpected.
- **Planned PTO** time off that is scheduled in advance (vacations or personal days). Planned PTO lasting more than 2 days must be approved by the director. The use of PTO in a two-week pay period cannot exceed the employee's approved hours.

Using PTO

Planned PTO depends on the staffing needs of the library. The scheduler will determine if there are sufficient staff on the days requested for PTO. If there is insufficient staff or other employees are unable to cover the time period requested, priority will be given based on the order of the request, i.e., the first person who requests PTO will have priority over later requests. Employees will be notified via email within two working days if their PTO is approved. PTO requests should be submitted through [Syracuse Public Library's online PTO Request Form](#), and employees should also alert their supervisor.

Procedures

No Request Form Needed:

- **Unplanned PTO:** Let your supervisor or scheduler know you are unable to be at work as soon as possible, or at least 2 hours before your shift begins.

Request Form Needed:

- **Planned Short-term PTO (less than 48 hours):** Submit your request as soon as possible.
- **Planned Extended PTO (more than 48 hours):** This must be requested at least two weeks in advance and requires director approval.

Unused PTO

- Up to 40 hours of unused PTO may be rolled over to the following year.
- Employees who are employed for at least 2 years and voluntarily leave employment may be reimbursed for unused PTO. Example:

An employee works from January 1st to October 21st. There are 80 hours of PTO in their PTO bank. 80 hours divided by 12 months = 6.6 hours of PTO per month. The employee is entitled to PTO for 10 months, or 66.5 hours. They have used 35 hours of PTO, therefore, they will be reimbursed for 31.5 hours of PTO at an hourly rate or the equivalent.

PTO Donations: Employees can choose to donate their PTO to a coworker.

[\(See Appendix for the PTO Donation Form\)](#)

Illness

Syracuse Public Library discourages employees from coming to work when ill. PTO is to be used for this reason. If you have a fever, active cough, runny nose, sore throat, or other symptoms of a communicable illness, please remain at home in order to prevent passing it on to others. An employee should alert their supervisor as soon as possible when they are unable to come in to work. If an illness lasts longer than one day, an employee should communicate with a supervisor each day they are scheduled to work and are unable to come in. An absence of a week may require a doctor's note. If you test positive for Covid-19, you will need to test negative before coming back to work, and should be free of fever for 24 hours without taking fever-reducing medication.

Unpaid Time Off

Employees may take unpaid time off if necessary and they do not have PTO to cover the full time needed. Unpaid leave must be cleared with the library director. Unpaid time off can be used for such circumstances as medical leave, family or other emergency. Unpaid leave is allowed for up to six weeks.

Holidays

[\(See Library Closing Policy in the Appendix\)](#)

Maternity Leave

[\(See Maternity Policy in the Appendix\)](#)

Bereavement Leave

Upon the approval of the Director, paid leave is granted to employees in the event of the following circumstances:

- Up to three working days for the funeral of an employee's immediate family (spouse, child, parent, siblings, grandparent, grandchildren, and in-laws) or others residing with the employee;
- One working day for a family member's funeral outside the immediate family;
- And hours as needed to attend services for a friend. If at all possible, the employee should attempt to find someone to cover their job to maintain the normal duties and programs of the library.

Jury Duty Leave

It is the library's policy to not request exemption from jury duty for staff members. An employee called for jury duty is excused from work without any deduction of PTO allowance.

Appendix

Equal Employment Opportunity & Policies

Last Updated: 4/11/24

Table of Contents

- ❖ [Equal Opportunity Employment Poster](#)
- ❖ [Drug Free Workplace Policy](#)
- ❖ [Work From Home \(WFH\) Policy](#)
 - [SPL Work From Home Agreement Form](#)
- ❖ [Library Closings Policy](#)
 - [Emergency Closings](#)
- ❖ [Children At Work Policy](#)
- ❖ [Tuition Reimbursement Policy](#)
 - [Tuition Reimbursement Application](#)
- ❖ [Extended Medical Leave Policy](#)
 - [Extended Medical Leave Form](#)
 - [PTO Donation Form](#)
- ❖ [Overtime Policy](#)
- ❖ [Maternity Leave Policy](#)
- ❖ [Criminal History Background Check Policy](#)
- ❖ [Payroll, Overtime, & Unpaid Time Off Policy](#)
- ❖ [Travel Policy](#)
- ❖ [Credit Card Policy](#)
 - [Credit Card Use Agreement](#)
- ❖ [Salary Ranges, PTO Formula, & Insurance Information](#)
- ❖ [Incident Report Form](#)

EQUAL EMPLOYMENT OPPORTUNITY



Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations with six or more persons are protected under State and Federal law from discrimination on the following bases:

Race | Color | Sex | Disability | Ancestry | Religion | National Origin | Veteran Status

This includes:

Discriminatory hiring, firing, training, discipline, compensation, promotion and other terms or conditions of employment

Denial of equal benefits or privileges

Denying a reasonable accommodation to a qualified individual with a disability or an employee with deeply held religious beliefs

Conducting medical examinations (except in limited circumstances)

Harassing employees because of their membership in a protected class

Retaliating against a person for filing a complaint, testifying at a hearing or assisting in an investigation

Failing to hire an applicant based on their status as a veteran



Contact Us

Indiana Civil Rights Commission
100 North Senate Avenue, Room N103
Indianapolis, IN 46204

Office: (317) 232-2600 | Toll Free: (800) 628-2909
Hearing Impaired: (800) 743-3333 | Fax: (317) 232-6580
E-mail: icrc@crc.in.gov | Website: www.in.gov/icrc

DRUG FREE WORKPLACE POLICY

The Syracuse-Turkey Creek Township Public Library is committed to providing a safe and productive work environment. This policy is intended to ensure a drug-free work environment for the benefit of staff and community.

Illegal Drugs

The use, possession, sale, or transfer of an illegal drug by any employee on the premises of the library, in the performance of library business, or at any event sponsored by the library, is strictly prohibited.

Legal Drugs and Medications

The use of any legal drug or prescribed medication by an employee while performing library business or while on library premises is prohibited to the extent that such use may adversely affect the safety of the employee or others.

Alcohol

The unauthorized use, possession, sale, or transfer of alcohol on library premises or while conducting library business is prohibited. The use of alcohol by employees attending library-sponsored business or social functions is permitted only to the extent that it is not unlawful and does not adversely affect the safety of the employee or others, the employee's job performance, or the library's reputation in the community.

Employees must abide by the terms of this policy and notify the Library Director of any criminal drug statute conviction for a violation occurring in the library no later than five days after such conviction. Any violation of this policy will result in either discipline, up to and including discharge, and/or a requirement of satisfactory participation in a drug abuse assistance or rehabilitation program, depending on the nature and seriousness of the offense.

Search Policy

Syracuse-Turkey Creek Township Public Library has the right to search its premises and property at all times to discover the presence of prohibited drugs. The library will vigorously pursue this right to ensure that the illegal use, possession, sale, distribution, or exchange of prohibited drugs does not take place on library premises. Persons discovered to be violating the law will be reported to the proper authorities.

Reservation of Rights

The library reserves the right to interpret, modify, or expand upon this policy in whole or in part, with or without notice. Nothing in this policy alters an employee's at-will status.

WORK FROM HOME (WFH) POLICY

DEFINITION

For the purposes of this policy, Work from Home (WFH) is defined as a remote-access arrangement for part of a work week. WFH must be planned ahead of time and approved by the library director. WFH is only available to employees whose job responsibilities are suited to such an arrangement.

ELIGIBILITY

1. Full-time, non-exempt employees who have worked in their positions for at least six months.
2. WFH depends on the requirement that library operations, services, and commitments will be maintained. In all cases, WFH hours are subject to director approval.
3. Employees should have a demonstrated ability to work well with minimal supervision, have a thorough knowledge and understanding of their job tasks and operations, have a history of reliable and responsible accomplishment of work duties, and have demonstrated an ability to establish priorities and manage their time.

GUIDELINES

- Before scheduling WFH, employees must complete an approved WFH Agreement [\(attached\)](#).
- WFH is limited to a maximum of 8 hours per week except for extended medical leave.
- Employees may not “save” PTO hours by working from home.
- WFH must be done during the hours of 8 a.m.-8 p.m.
- WFH Agreements must be reviewed annually.
- Employees may use their own equipment or library-owned equipment.
- Employees should be reasonably accessible via telephone or email during WFH.

Approved by Library Board of Trustees on May 15, 2023

SPL Work From Home Agreement

This is an agreement between the Executive Director of Syracuse-Turkey Creek Township Public Library and _____ for the period of _____.

This agreement establishes the terms and conditions of working from home. The Employee agrees to follow the policy and guidelines when working from home.

Duration - This agreement shall be valid during the dates specified above.

Work hours - Work hours are specified as part of this agreement and will be limited to a maximum of 8 hours per week unless the employee is on extended medical leave. WFH must be planned with the director ahead of time and included on the weekly printed schedule.

Pay and Attendance - The employee's time and attendance will be recorded as if performing official duties at the library. All hours will be recorded on the bi-weekly timesheet for each pay period.

Tasks - Employees will provide a written description of tasks performed during WFH hours to be attached to each bi-weekly timesheet.

Overtime - The employee will not WFH after working a full 8 hours at the library.

Operating Costs - Syracuse-Turkey Creek Township Public Library will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities) associated with the use of the employee's residence.

Liability - The employer will not be liable for damages to the employee's property resulting from WFH. In signing this document, the employee agrees to hold the employer harmless against any and all claims.

Verification of Home Safety - In signing this agreement, the employee verifies that the WFH location provides workspace that is free of safety and fire hazards.

I agree to abide by the terms and conditions of this Work from Home Agreement.

Employee

Date

Director

Date

LIBRARY CLOSINGS POLICY

HOLIDAYS

The Library Board of Trustees will approve the schedule of observed holidays each year. Employees approved for 32-40 hours per week are eligible for holiday pay. Holiday pay is 8 hours of compensatory time off or payment in the amount of 8 multiplied by the employee's base hourly rate. However, employees may not receive pay for hours in excess of their regularly scheduled hours. Employees on unpaid leave do not receive holiday pay.

SCHEDULED CLOSINGS

Scheduled closings are defined as Board-approved, planned dates that the library will be closed for purposes such as holidays, staff development, library maintenance projects, or other reasons.

- Employees who attend staff development days will be paid for the hours in attendance.
- Employees who are scheduled to work during other scheduled closings will be paid for the time they are scheduled to work.

EMERGENCY CLOSINGS

Emergency closings may be necessary due to severe weather, earthquakes, power outages, terrorist attacks, staff shortages, public health emergencies, or other emergency situations in which a prompt decision to close the library must be made. The Library Director or Assistant Director (if the Library Director is unavailable) will determine if the library needs to close, close early, or open later than usual. In the event that an emergency occurs requiring immediate evacuation and the Director or Assistant Director cannot be reached, supervisors who are on duty may authorize closing.

DECISION TO CLOSE BEFORE THE LIBRARY OPENS FOR THE DAY

- Staff who are scheduled to work that day will be notified as soon as the decision is made.
- The public will be notified through local news (WNDU), the library website, social media, or signage (electronic and analog).

DECISION TO CLOSE AFTER THE LIBRARY IS OPEN

- Staff who are scheduled to work during the closure but have not arrived will be informed that the library is closing.
- The public will be notified through local news (WNDU), the library website, social media, and signage (electronic and analog).
- If there are patrons in the building at the time the decision to close is made, at least two staff members must remain until everyone has exited the building. Police can assist if parents/guardians cannot be located.
- Employee work areas must be properly shut down before departure
- Before leaving, make sure all doors are locked, windows closed, all lights turned off, all electronics turned off or unplugged (if appropriate), and everyone is out of the building.

ADVERSE WEATHER

The Director has the authority to close the library at any time in the interest of safety for patrons and/or employees, including for adverse weather. If the Director cannot be contacted, Department Managers will have this authority. Information should be obtained from the National Weather Service, power companies, or local media prior to making a decision to close. **The following guidelines will normally be used for closures:**

TRAVEL ADVISORIES

The library will close when a **RED** (warning) or **ORANGE** (watch) travel status is declared by Elkhart or Kosciusko county. The library will open late if a **YELLOW** (advisory) travel status is issued. Go to <https://www.in.gov/dhs/traveladvisory/>.

YELLOW (advisory) - Routine travel or activities may be restricted in areas because of a hazardous situation, and individuals should use caution or avoid those areas.

ORANGE (watch) - Conditions are threatening to the safety of the public. Only essential travel, such as to and from work or in emergency situations, is recommended, and emergency action plans should be implemented by businesses, schools, government agencies, and other organizations.

RED (warning) - Travel may be restricted to emergency management workers only. During a "warning" local travel advisory, individuals are directed to:

- (A) refrain from all travel;
- (B) comply with necessary emergency measures;
- (C) cooperate with public officials and disaster services forces in executing emergency operations plans
- (D) obey and comply with the lawful directions of properly identified officers.

EMPLOYEE COMPENSATION DURING AN EMERGENCY CLOSURE

- During the time the library is closed, employees will be paid for regularly scheduled hours.
- No overtime will be paid to any employee during an emergency closure.
- If the emergency is ongoing, the Director is authorized by the Library Board of Trustees to extend the paid time off up to six weeks.
- After six weeks, the Library Board of Trustees must approve staff compensation taking into consideration the circumstances and the proper stewardship of taxpayer funds.

Approved by the Library Board of Trustees on October 16, 2023

CHILDREN AT WORK POLICY

This policy applies to employees for whom the need to bring dependent children to the workplace may arise. This policy does not apply to a child's participation in library-sponsored programs or special events to which children and/or families may be invited.

Policy Statement

Syracuse Public Library values a workplace culture that fosters a healthy and appropriate balance between workplace obligations and family demands. In keeping with this value, the library has established the following policy to provide guidance on when and under what circumstances children can appropriately be present in the workplace.

Whenever it is operationally practicable, supervisors should honor an employee's request for flexibility to meet family needs that may require an employee's attention during normal working hours. As long as library operations and workloads will reasonably permit, supervisors will work with employees so that such unexpected needs can be met by using breaks, lunch periods, flexible work schedules, adjusted hours, or PTO.

Because the presence of an employee's child during work hours could negatively impact workplace productivity and present potential exposure to safety risks or legal liability, approval by the library director must be obtained before bringing a child to the library during the employee's working hours.

The following conditions must be met while an employee's child is at the workplace:

1. The child must be in good health. A child who is unable to attend school or child care because of illness must not accompany their parent to work.
2. The child's behavior must be appropriate and not disruptive to patrons or co-workers.
3. The child should be supervised (within sight and hearing) at all times. It is the sole responsibility of the employee to supervise their child. The child shall not be placed under the supervision of co-workers.
4. The library does not accept any liability for the safety of an employee's child who has accompanied them to work. If the child's presence becomes problematic, negatively affecting the employee's productivity or consistently disrupting the working environment, the library director may revoke permission for the employee's child to accompany them to work.

Approved by the Library Board of Trustees on October 16, 2023

TUITION REIMBURSEMENT POLICY

The Syracuse-Turkey Creek Township Public Library encourages employees to pursue their education. Therefore, the library shall support the education of staff through reimbursement of a portion of the student's tuition if budgetary conditions permit.

A staff member with at least one year of employment with the library shall be allowed to use up to \$1000 per year for coursework related to her/his library duties, or for certification by the Indiana State Certification Board, through application to the Director.

Employees wishing to receive reimbursement for coursework taken must apply (see attached Tuition Reimbursement Application form).

An employee who receives tuition reimbursement agrees not to leave Syracuse-Turkey Creek Township Public Library employment for 12 months following reimbursement, unless the Board deems it necessary to terminate employment. An employee who chooses to end employment within 12 months of receiving tuition reimbursement agrees to repay the Library the full tuition amount received.

To be eligible for and request tuition reimbursement, an employee must provide documented proof of:

- 1) Paid expenses with original receipt
- 2) At least a grade of "B" in the case of college coursework or an official LEU certificate of attendance

This documentation will be presented to the Board for approval and payment.

Adopted by the Library Board of Trustees August 23, 2021

Tuition Reimbursement Application

APPLICATION INSTRUCTIONS

1. Complete the Education Reimbursement Application and attach any descriptive information regarding the course(s) or degree program you wish to enter.
2. Meet with the director to discuss your educational assistance request. If your request meets policy guidelines and budgetary restrictions, preliminary approval will be granted.
3. Upon completion of the course, submit a copy of your grade report to the director. At this time, you will receive the appropriate reimbursement if the course was successfully completed.

Note: A Tuition Reimbursement Application must be completed for each request.

Name _____ Date _____

Training/Course description _____

Dates of attendance _____

Name of Institution or entity providing the training _____

Development Objective: what long-term goal is this program/course(s) intended to help you reach?

What is the value of the Program/Course(s) to Syracuse-Turkey Creek Township Public Library?

Amount requested to be reimbursed (must be accompanied by receipts) \$ _____

I understand that reimbursement will be contingent upon successful completion (a grade of B or better) of each course and submission of all receipts, and that if I fail to remain employed at Syracuse Public Library for at least 12 months after reimbursement, I must repay all funds received.

Employee Date _____

Library Director Date: _____

EXTENDED MEDICAL LEAVE POLICY

The Syracuse-Turkey Creek Township Public Library (The Library) recognizes that an employee may need to be away from work for an extended period due to a serious health condition that makes them unable to perform the essential functions of their job or to care for a spouse, son, daughter, or parent who has a serious health condition. The library is not a covered employer under the Family Medical Leave Act (FMLA). The intent of this policy is to provide assurance that the library will extend the same basic protections offered under the FMLA.

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to: Twelve workweeks of leave in a 12-month period for:

- The birth of a child and to care for the newborn child within one year of birth;*
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;*
- To care for the employee's spouse, child, or parent who has a serious health condition;*
- A serious health condition that makes the employee unable to perform the essential functions of their job;*
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or*
- Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).*

ELIGIBLE STAFF

To be eligible for extended medical leave, the employee must work full-time (32-40 hours per week) and have worked for the library for at least 12 months. Eligible employees may take up to 12 consecutive weeks of leave in a 12-month period.

PAID TIME OFF (PTO)

Full-time staff may choose to use accrued PTO for Extended Medical Leave or they may use a portion of their PTO with the remaining hours unpaid. This arrangement is at the discretion of the Library Director.

EXTENDED MEDICAL LEAVE FORM

An **Extended Medical Leave Form** should be completed either by the staff member or the Library Director.

RETURN TO WORK

A physician's note may be required for Extended Medical Leave, unless the leave is the result of an unanticipated nature, such as an accident, injury, or sudden illness. A clearance to work must be provided by the employee's physician at the time the employee returns to work after Extended Medical Leave.

DONATED PTO

Another staff member may donate some of their accrued PTO to the individual if they choose to do so. A donation of PTO must be itemized on a **PTO Donation Form** and signed by the donating staff member and Library Director for the purposes of payroll.

Approved by the Library Board of Trustees on April 17, 2023

Extended Medical Leave Form

This form is to be completed by either the Library Director or the staff member when it is necessary to take extended medical leave (more than 2 weeks).

Depending upon the circumstances, the staff member taking the leave will communicate with the Library Director about leave instructions, including the time expected to be gone and details necessary for payroll.

Name _____ Date _____

Dates of extended medical leave _____ to _____

Amount of PTO accrued at beginning of leave _____

Amount of PTO to use toward Extended Medical Leave _____

Other instructions for payroll (retirement deductions, etc.) _____

Date employee returned to work _____

Physician's release? Yes / No

Other details _____

PTO Donation Form

This form is a record of PTO to be donated to another staff member.

Guidelines

- * The recipient must have a medical diagnosis requiring them to take extended medical leave (more than 2 consecutive weeks)
- * The recipient must have used all of their PTO.
- * Donations will be anonymous and at the discretion of the Library Director.

PTO Recipient _____

PTO Donor _____

Hours PTO to be donated _____

Hours PTO received (per pay rate equivalent) _____

PTO Donor

Date

Library Director

Date

OVERTIME POLICY

Overtime is defined as hours over 40 in any work week. Paid hours not actually worked (PTO, holidays, scheduled and emergency closings) will not be counted towards overtime hours. Overtime must be pre-authorized by the library director.

Full-time employees who are approved for 40 hours per week will receive comp time in lieu of overtime pay.

Full-time employees who are approved for fewer than 40 hours per week may work more than their approved hours (up to 40 hours in a week) according to the staffing needs of the library and with authorization from the library director. Hours worked beyond the employee's approved hours will receive comp time.

Comp Time

Comp time must be used within three weeks. One hour of comp time is equivalent to one hour of overtime worked.

Approved by the Board of Trustees on September 18, 2023

MATERNITY LEAVE POLICY

Paid Maternity Leave covers the period from the day Maternity Leave begins through 30 working days (6 weeks) from that day. During Maternity Leave, an employee will be paid for any accrued PTO. When all PTO is used, whatever remains of the 30 days of maternity leave will be paid at half-time.

**Example: Employee's rate of pay is \$17.67 per hour.
 \$17.67 X 4 hours per day = \$70.68 per day**

After 6 weeks of paid leave the employee will be allowed up to 6 more weeks of unpaid time off before returning to work. *FMLA law allows an employee to be away from work up to 12 weeks for leave associated with giving birth and caring for an infant.*

Example: Employee has 128 hours (16 days) accrued PTO. Maternity leave starts on July 17:

- Accrued PTO
- Half-time pay for remaining time up to 6 weeks
- FMLA allowed additional 6 weeks unpaid leave

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	1/8			1	2	3	4	5						1	2	1	2	3	4	5	6	7
9	10	11	12	13	14	15	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
16	17	18	19	20	21	22	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
23	24	25	26	27	28	29	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
30	31						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Approved by the Library Board of Trustees July 24, 2017

CRIMINAL HISTORY BACKGROUND CHECK POLICY

Employees or regular library volunteers who are older than 18 years working with children (0-18) may be required to undergo a criminal history background check prior to starting employment. The decision on whether a criminal history background check will be performed will be made by the Library Director based on the level of direct supervision provided for the position and the nature of the task.

A background check will not be required for service organizations who volunteer as a group and are supervised by an organization's staff person or representative, or speakers and performers for which the activity is a single event.

Procedures:

1. Job applicants and/or volunteers will be informed that criminal background checks will be conducted and will be asked to complete a Background Check Authorization Form.
2. Criminal history background checks will be initiated and reviewed by the Library Director. Due to the confidential nature of criminal history background checks, only the Library Director is authorized to initiate background checks or review the results.
3. Background check records will be maintained in secure files and will be stored according to the Retention and Disposal of Records Policy and Procedure.
4. If the results of a criminal history background check indicate that an applicant has an offense on their record, the Director will review the results to determine if the offense disqualifies the applicant for employment.
5. Any criminal activity related to identity theft or similar crimes will be justification to refuse employment.
6. Any applicant with a criminal history including sex or child abuse convictions or deferments will be denied volunteer placement or employment. Any employee who is under investigation for or charged with child or sex abuse or criminal acts will be suspended or disqualified from working or volunteering in the library until the issue is resolved.

Other Background Checks:

Additional background checks may be conducted to protect the Library's interest and that of its employees and patrons. These types of checks may consist of verification of prior employment, professional reference checks, confirmation of educational credentials, and a social media/internet check. Information of a negative nature may result in the Library's exclusion of the individual for further consideration for employment or volunteer service.

PAYROLL, OVERTIME, & UNPAID TIME OFF POLICY

PAYROLL

Employees will receive their pay on a bi-weekly basis. Hours worked for the prior two week period will be paid the following Friday. Paychecks will be issued every other week.

Holidays

If the normal payday falls on a library-recognized holiday or a legal holiday, payday will be one work day prior to the holiday.

Early Payroll Delivery

The library will not pay employees prior to the regularly scheduled payroll date.

OVERTIME POLICY

Overtime is defined as hours over 40 in any work week. Paid hours not actually worked (PTO, holidays, other scheduled and emergency closings) will not be counted towards overtime hours. Overtime must be pre-authorized by the library director.

Employees approved for 40 hours per week will receive comp time in lieu of overtime pay that must be used within 3 weeks. One hour of comp time is equivalent to one hour worked.

Employees approved for fewer than 40 hours per week may work more than their approved hours, according to the staffing needs of the library and with authorization from the library director. Employees can either receive comp time to be used within 3 weeks or the library director may approve pay for the extra hours instead of comp time.

UNPAID TIME OFF

Employees may take unpaid time off if necessary. Non-emergency unpaid leave must be approved beforehand by the library director. Unpaid time off can be used for such circumstances as medical leave, family emergency, or another leave of absence for up to 6 weeks if the employee does not have enough PTO to cover the time needed.

Approved by the Board of Trustees on September 18, 2023

TRAVEL POLICY

Attendance by staff members at professional meetings shall be at the discretion of the library board or library director and must be approved by the library director in advance. Staff will be paid for their attendance at professional meetings including travel time. If attendance at a meeting requires an overnight stay, the employee will only be paid for a full day's work (eight hours).

Staff shall be reimbursed for mileage, airfare, hotel expenses, and registration fees incurred in attending district, state, and national library conferences, workshops or professional meetings. It is preferable that these expenses be paid for by Syracuse-Turkey Creek Township Public Library in advance, if possible.

Reimbursement will be based on actual receipts for the amount paid. Staff may use the library's credit card for expenses with the Director's approval. The Agreement for Credit Card Use form must be completed and kept on file for any employee using this card.

Meals will be reimbursed with a maximum of \$15 per meal or \$50 per diem. Tipping should be limited to 15% of the total cost of the meal. Any tip greater than 15% is the responsibility of the employee.

Staff must present original receipts for reimbursement of meals. Expenditures for alcoholic beverages will not be reimbursed.

Mileage will be paid to employees who must use their own vehicle for library business such as transportation to authorized meetings, making deliveries or picking up library items beyond a 15 mile radius from Syracuse-Turkey Creek Township Public Library.

The library will pay the current State of Indiana rate for mileage.

Approved by the Library Board of Trustees on December 19, 2022

CREDIT CARD POLICY

The purpose of the credit card policy is to facilitate purchases for the library in those circumstances where using a credit card is the most practicable means for making a purchase. The director will procure a bank credit card for the library from the financial institution at which library funds are deposited. The director may also procure credit cards that are associated with specific vendors. The director will keep a list of the current credit cards in use. No more than 3 separate credit card accounts may be held by the library at one time.

The line of credit extended to the library by means of any credit card shall not exceed Five Thousand dollars (\$5,000.00).

The library director is the designated custodian of the credit cards. The director may assign vendor-associated credit cards to specific staff. A list will be kept that includes the names of individuals assigned a vendor-associated credit.

The director must ensure that the cards are used in conformance with the library's Resolution for Library Credit Card, the Indiana State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries, and this policy.

If the bank credit card will be used by staff other than the director, staff shall return the card as soon as possible after use. When not in use by an authorized employee for an authorized purchase, the credit card shall remain in a locked drawer or safe in the director's office.

The director, or a library employee designated by the director, may use the credit card for the following types of purchases:

1. Supplies
2. Services and charges
3. Capital Outlays
4. Expenses associated with professional meetings such as meals, hotel costs, or other purchases related to such activities.

Use of the library's credit card for personal purchases is expressly prohibited.

The library is generally exempt from sales tax on purchases. The card user must notify the vendor or merchant that the credit card transaction should be tax exempt. Meals and lodging are not exempt from sales tax.

The balance due on the credit card will be paid in full each month by or before the payment due date. Payments should not be made on the basis of a statement or a credit card slip only. Procedures for payments should be no different than for any other claim. Supporting documentation such as paid bills and itemized receipts must be provided by the card user.

Any benefits derived from the use of the credit card are the property of the library.

If the card is lost or stolen, the card issuer must be notified immediately. This loss must also be reported to the library's board of trustees.

Employees requesting use of the credit card will be required to read a copy of this policy and sign indicating they understand and agree to abide by the terms of the policy. Any employee who violates the library's Credit Card Policy is subject to disciplinary action.

Approved by the Board of Trustees June 12, 2023

Agreement for Use of the Syracuse Public Library's Credit Card

The Syracuse Public Library's credit card is being issued to you to make authorized library purchases. By accepting the library's credit card, you agree that you are personally responsible for any unauthorized or inappropriate use of the card and that any unauthorized or inappropriate use of the card may result in disciplinary action. By signing below, you agree that you have read and understand the library's Credit Card Policy and agree to abide by the terms thereof.

Date _____

Name of Employee using the Credit Card _____

Card Issued: _____ Card Number: _____

Employee/Card User Signature

Director Signature

SALARY RANGES, PTO FORMULA CHART, INSURANCE INFORMATION

(updated annually)

Syracuse-Turkey Creek Township Public Library Position & Salary Ranges 2024

Position	Classification	Minimum salary	Maximum salary	Weekly Hours	Minimum Education required	Minimum Certification required	PTO	Paid Holidays	Insurance	Retirement
Director	Full-time exempt	\$30.00	\$40.00	40	MLS	LC-3	x	x	x	x
Assistant Director	Full-time	\$24.00	\$32.00	32-40	MLS	LC-4	x	x	x	x
Department Head	Full-time	\$22.00	\$30.00	32-40	Bachelor's Degree & library experience	LC-6	x	x	x	x
Specialist	Full-time	\$20.00	\$27.00	32-40	Bachelor's degree in applicable field	None	x	x	x	x
Support Staff	Full-time	\$17.00	\$25.00	32-40	High School diploma/library experience/specialized duties	Certification depends on duties	x	x	x	
Support Staff	Part-time	\$15.00	\$23.00	10 - 31	High School Diploma	None	x			
Page	Part-time	\$10.00	\$15.00	15	2 years of High School completed	None	x			
Summer Intern	Temporary	\$12.00	\$15.00	12						
Custodian	Part-time	\$20.00	\$35.00	12-20	None					

Approved by the Board of Trustees on December 18, 2023

2024

PTO Formula based on weekly approved hours			
Position	Yr 1-5	Yr 5-10	Yr 10-20
Director	X4	X5	X6
Assistant Director			
Department Head			
Specialist			
FT support staff	x3	x4	x5
PT support staff	x2	x3	x4
Page	x1	x2	x3
Summer intern	Does not receive PTO		
Custodian			

Insurance Information 2024

TYPE	PROVIDER	TERMS	ELIGIBILITY
Health	Anthem Blue Cross	Library pays 80%/ Employee pays 20%	Full-time Employee/ Spouse/Children
Life	Anthem Life	Library pays 100%	Full-time Employee
Dental	Anthem Blue Cross	Employee pays 100%	Full-time Employee/ Spouse/Children
Vision	Anthem Blue Cross	Employee pays 100%	Full-time Employee/ Spouse/Children

SYRACUSE-TURKEY CREEK TOWNSHIP PUBLIC LIBRARY

INCIDENT REPORT FORM

Date _____ Time _____

Name of person(s) involved in the incident _____ Staff ___ Patron ___

Staff member responding _____

Description of incident _____

Witnesses

Actions taken

By signing this document, I acknowledge that I have read and understood the information contained herein

Employee _____ Date _____

Manager/Director _____ Date _____