

vi. Staff Policies

Section 1: Provisions

Authority-- These policies, procedures, rules and regulations are established by the Rock Hill Public Library Board of Trustees.

Purpose-- The purpose of these rules is the formulation of sound personnel policies designed to promote efficiency and economy, reward meritorious service, provide for the fair and impartial settlement of grievances, develop and maintain morale, and establish equitable, nondiscriminatory standards for the classification and compensation of Library employees.

Intent-- Nothing contained in these Personnel Rules and Regulations is intended to create an employment contract between the Library and any employee for either employment or for the provision of any benefit. Any of the provisions of these rules and regulations may be changed or new provisions may be added by the Rock Hill Public Library Board of Trustees at any time and without notice to employees. Each employee has the right to terminate his or her employment at any time for any reason. In addition, the Rock Hill Public Library has the right to terminate the employment of any employee at any time, without prior notice, for any lawful reason as the employee remains terminable at will at all times. The provision of these policies and procedures shall not be inconsistent with but complementary to related state and federal laws and regulations. Provisions which may become invalid due to subsequent passage or interpretations of related legislation or court rulings shall be modified through appropriate proceedings without invalidating the remaining provisions.

Section 2: Pay Plan Administration

Establishment of Plan

The Director shall be responsible for presenting to the Rock Hill Public Library Board of Trustees a uniform and equitable pay plan which shall consist of minimum and maximum rates of pay and such intermediate pay steps as is necessary to provide reasonable and consistent progression in the pay range based on job performance. The salary rates recommended shall reflect an equitable relationship among the job classifications and shall be made after review of prevailing rates for comparable work in other public and private business, the current cost of living, responsibilities of the position, and the policy of the Rock Hill Public Library Board of Trustees.

Administration of Plan

New Employees-- Generally all new employees shall be hired at the minimum rate of their job description salary range unless their qualifications are such that it is to the Library's advantage to hire at the advanced rate. Hiring at the advanced rate shall be upon approval by the Director and only upon appropriate documentation that such action is to the benefit of the Library.

Prior Salary Scale-- The Rock Hill Public Library Board of Trustees may from time to time change the pay scale, increasing the minimum and maximum rates of pay as well as any intermediate step in the range.

The Rock Hill Public Library Board of Trustees may establish special pay provisions necessary for the effective administration of the pay plan and to promote the concept of merit or performance pay.

Merit Increases -- A merit increase is a payment granted to an employee as a result of exceptional performance. It is never to be considered as routine or automatic. The merit increase will be an increase to salary base until the employee reaches the maximum of the salary range. Once an employee reaches the maximum of the salary range, the merit increase will be in the form of a singular lump-sum payment for future service but shall not increase the salary base. Merit increases may be based upon performance evaluations with the amount of merit increases fluctuating from year to year. Performance evaluation will result in a performance rating which may serve as the basis for the amount of the merit increase.

Dates of Performance Evaluations -- Performance evaluations shall be conducted at least annually; however, they may be conducted more frequently at the discretion of the Director. In no case shall a merit increase be granted if a performance evaluation has not taken place within ninety (90) days. Six-month performance evaluations are recommended for all new employees.

Section 3: Progressive Discipline

In any organization, it is essential that certain standards of personal conduct and work performance be maintained. Where problems with employee behavior or performance arise, the Library may use progressive discipline. The Library reserves the right, in its sole discretion, to bypass any of the progressive disciplinary steps or to otherwise deviate from the Progressive Discipline Policy as circumstances warrant and as the Library sees fit. Nothing contained in this Personnel Manual should be construed to grant any employee a "right" to be disciplined in a progressive manner. Severe disciplinary action, up to and including termination, may be imposed immediately notwithstanding this Progressive Discipline Policy. Progressive discipline may include verbal warning, written warning, and ultimately termination. Employees who function in executive or administrative positions are not typically subject to progressive discipline.

Progressive discipline may vary depending on circumstances and may not contain all of the steps listed below. The goals of progressive discipline are to: inform the employee of inadequacies in performance or instances of improper behavior; clarify what constitutes satisfactory performance or behavior; instruct the employee on what action must be taken to correct the performance or behavior problem; and inform the employee of what action may be taken in the future if the expectations are not met.

Any disciplinary action taken will be considered during the employee's annual performance and salary evaluations. There are several levels of disciplinary action, each progressively more serious, which may be used to correct employee performance and behavior. These steps include:

Verbal Warning -- An employee may be issued a verbal warning for a performance or behavior problem. Verbal warnings are typically issued during a private conference between the manager and the employee where the manager explains the problem and what the employee must do to return to satisfactory status. Documented notes are permissible and in most cases appropriate. The employee will be informed that conference is being conducted for the purpose of issuing a verbal warning to ensure that the employee is aware that disciplinary action is taking place. The employee is required to sign an acknowledgment that the verbal warning took place. Failure to sign the acknowledgment receipt shall be grounds for additional disciplinary action. A record of this warning will be placed in the employee's personnel file and the employee will receive a copy.

Written Warning -- Employees may be issued a written warning as a letter or memo which usually contains some or all of the following information: a description of the specific problem or offense; the most

recent incident and when it occurred; previous actions taken to correct the problem if applicable; expectations and acceptable standards of performance; suggestions for improving performance and meeting expectations, and warning that further unsatisfactory behavior or performance may result in further disciplinary action. Typically the written warning is issued and discussed with the employee in private conference with the immediate manager.

The employee must read the reprimand and sign an acknowledgement receipt. Failure to sign the acknowledgement receipt shall be grounds for additional disciplinary action. A copy of the written warning should be given to the employee and a copy placed in the employee's official personnel file.

Discharge--Employees may be discharged for incidents which are serious enough to warrant summary discharge, or after less severe disciplinary actions have been taken.

Employee Conduct

The Library has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct that can result in discipline. The examples below do not replace sound judgment or common sense behavior. It is the duty and responsibility of every employee to be aware of and abide by existing rules and regulations. The following is a list of the types of behavior and conduct which could lead to disciplinary action up to and including immediate termination. It should be pointed out that this list is not all inclusive, and the Library retains the unrestricted right to discipline any employee, up to and including termination, for any behavior deemed to be against the best interests of the Library whether specifically listed below or not.

- Violation of any lawful library rule, regulation, directive or personnel policy;
- Unsatisfactory performance of duties;
- Inability or refusal to perform assigned duties;
- Insubordination or unsatisfactory attitude toward the job, coworkers, managers or patrons;
- **An unsatisfactory attendance record which demonstrates a consistent or continual lack of availability for work, including excessive absences or a pattern of absences;**
- Failure to report absences from work as required or directed;
- Failure to provide adequate documentation of absences from work when requested;
- Three or more unexcused absences;
- Repeated tardiness or failure to be on duty during assigned hours including failure to observe the appropriate start and stop times for shifts;
- Abuse of sick leave benefit;
- Dishonesty;
- Misuse or dishonesty regarding time off;
- Theft or other criminal activity on the job;
- Intoxication, use and/or sale of alcohol or illegal drugs on the job or on Library premises;
- Assault and/or threat of violence, abuse of an employee, vendor or patron;
- Abuse of personal telephone calls;
- Misuse, including excessive personal use, of the Library's electronic resources, including its computer systems and internet access;
- Soliciting or promoting the election or defeat of any candidate for public office during hours for which pay is received;
- Use in any way of the facilities, buildings, or equipment of the Library for the purpose of solicitation, promotion, election, or defeat of any candidate for public office.
- Material misrepresentation or omissions of any Library record or report such as an employment

- application or time sheet;
- Lack of care for Library property or equipment including electronic resources;
- Engaging in personal business/other employment while on duty;
- Misuse of or using Library equipment for personal use except as specifically authorized in writing by the Library;
- Abuse of vacation benefit;
- Engaging in vulgar or abusive conduct towards others;
- Taking an unauthorized leave of absence, or failure to return from an approved leave of absence on the stipulated dates unless other arrangements have been made;
- Improper attire or inappropriate personal appearance;
- Misuse of or non-use of protective or safety equipment;
- Engaging in any form of sexual or racial harassment or other violation of the Library's Equal Employment policy;
- Abuse of employee privileges regarding Library materials and employee/patron records;
- The possession of firearms, explosives or weapons on Library property;
- The unauthorized tape recording or photographing of a Library representative, vendor or patron.

Employees may be dismissed due to changes in staffing requirements or other reasons not related to the employee's job performance. Since the relationship between the Library and its employees is one of employment at will, it is subject to termination by the Library or the employee at any time.

Section 4: Separation from Employment

Termination Date--The official termination date of employment with the Library shall be the date of the employee's last day in attendance at work, and all eligible accrued leave payable shall be paid through the date of termination. Payment shall be made on the next paydate of the pay period following the date of termination.

Resignation--All permanent employees are expected to give at least ten (10) working days prior notice to the effective date of their resignation in order to leave the Library employee in good standing unless other arrangements are approved by the Director. Failure to leave the Library in good standing shall be considered cause for denial of future re-employment with the Library. On an employee's last day of employment at the library, he or she must remove all personal property from the building and relinquish his/her building key(s). Personal property left behind becomes library property and the library may do with it as it wishes.

Dismissal--Employees dismissed for just cause shall be removed from the position as promptly as possible and officially notified that such action is being taken on or before the effective date of such action.

Return of Library Property--Employees leaving the Library service for any reason who have library-owned equipment or property in their possession shall return such equipment or property to the Director. If legal action is necessary to recoup such property, the employee will be responsible for the Library's costs and expenses, including attorney's fees.

Lay Off--Reduction of Work — The Director may lay off an employee when it is deemed necessary by reason of shortage of work, funding, abolition of the position, or change of duties or organizational structure, or other business reasons. Reductions in force shall be at the discretion of the Library's management to

advance the interests of the Library. Selection of employees to be laid off shall be based on consideration of qualifications, performance, employment status, and job assignments. Employees laid off shall be placed on a priority recall list for a maximum of 180 calendar days. If a laid off employee is not recalled within 180 calendar days, then such employee shall be discharged.

Section 5: Leaves of Absence

Holidays -- The library shall be closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Attendance Policy — It is the expectation that all employees will report on time for their scheduled shifts. Tardiness or unexcused absences will result in points being accumulated at the rate of $\frac{1}{2}$ a point per tardy, and 1 point per unexcused absence. If an employee reaches 3 points in a 6 month period, they will be subject to the library's disciplinary policy. An unexcused absence is an absence that has not been approved by the director or when arrangements have not been made to find replacement coverage for hours scheduled.

Paid Time Off (PTO) - Paid Time Off may be used for either vacation time or sick leave.

Part-Time Employees

Part-time employees accrue Paid Time off based upon their years of service to the Library. Accrual of Paid Time Off (PTO) shall begin on April 1 for that calendar year and shall be fully realized on March 31 of the following calendar year. The rate of accrual of Paid Time Off (PTO) for part-time employees is as follows:

- 0 — 12 months of service: no PTO
- 1 — 5 years of service: $\frac{1}{52}$ (0.01923) hour PTO per hour worked
- 5 + years of service: $\frac{2}{52}$ (0.03846) hour PTO per hour worked

Paid Time Off (PTO) will be credited to the employee following each pay period, and can be utilized before it has been accrued. Any Paid Time Off (PTO) not used during the fiscal year may be carried over into the next fiscal year for a three-month period before expiring June 30th. However, if changes to the scheduled hours of a part time employee should result in less PTO accrued by fiscal year end than was actually taken during that year, the employee will not be eligible to utilize PTO during the following fiscal year until they have accrued enough PTO to make up the difference from the previous year.

Full Time Employees

Vacation Time - Starting on April 1, full-time employees accrue vacation time on a monthly basis for each full month worked. Accrued vacation time is credited on the last calendar day of each month, and is equivalent to $\frac{1}{12}$ of the maximum amount of vacation time he or she is eligible for based on their years of continuous service to the Library. (see below). Accrual of vacation time shall be fully realized on March 31 of the following calendar year. During the first year of service, all full-time employees shall accrue vacation time beginning on the first day of the first month following the date of employment. Vacation time may be utilized before it is accrued, and any vacation time not used during the fiscal year may be carried over into the next fiscal year for a three- month period before expiring June 30th.

Vacation Time for full-time employees is as follows:

- Less than 12 months of service: 2 weeks (80 hours)
- 1-4 years of service: 3 weeks (120 hours)
- 5-9 years of service: 4 weeks (160 hours)
- 10-16 years of service: 5 weeks (200 hours)
- 17 or more years of service: 6 weeks (240 hours)

Vacation time leave normally shall be granted at such time as is deemed by the Director to be in the public interest and may be used in accordance with the rates set forth above, provided approval is given by the Director. The Director shall schedule vacation leaves with particular regard to the operating requirements, order of requests, and seniority of employees. In the event that an employee utilized leave during a fiscal year in excess of that which has accrued and thereafter dies, terminates, retires, is discharged, or otherwise separates employment with Rock Hill Public Library prior to the accrual of such leave time, Rock Hill Public Library shall be entitled to assess and recoup the value of such utilized leave which is in excess of the accrued vacation leave. Any such amount due shall be withheld from any final compensation paid the employee or through appropriate legal action, if necessary. If legal action is necessary to recoup such amount, the employee will be responsible for Rock Hill Public Library's costs and expenses, including attorneys' fees. In the event that an employee dies, terminates, retires, is discharged, or otherwise separates employment from Rock Hill Public Library without utilizing accrued leave, such employee shall be compensated for vacation leave accrued up to the maximum allowed accrual to the date of separation.

Sick Leave — Each April 1 t, full-time employees shall accrue 80 hours (or 10 days) of sick leave. Sick leave not used during the fiscal year shall be rolled over to the following year, not to exceed a total of 320 hours (or 40 days).

Sick leave may be used absences due to the illness, medical treatment or medical care of an employee or an employee's immediate family member (including doctor and/or dental appointments). The employee shall provide the Director with as much advance notice as possible (or within a reasonable amount of time following an unexpected event) regarding the need to take sick leave from the Library.

If an employee does not have sufficient sick leave to cover time off, available vacation time shall be used instead. Should there be insufficient vacation time available to cover the absence, then the employee shall take an un-paid leave from the library.

Unused sick leave will not be paid upon termination of employment.

Emergency Leave -- Employees may, with the written approval of the Director, be given three (3) working days with pay and without loss of other leave for emergency purposes. For part-time employees, the pay received will be consistent with the scheduled hours for which they were absent due to emergency leave. Emergency leave is defined as follows:

1. To assist in attending to the illness of a member of the employee's immediate family provided that no one else is available to care for the individual involved. Immediate family for the purpose of this section shall be defined as the employee's spouse or domestic partner, children, mother, father, or other relative permanently residing in the same house.
2. To respond to extreme extenuating circumstances which may threaten the health and/or family welfare of the immediate family, such as: household fire, storm damage, flooding, etc. This provision does not allow use for situations such as transportation problems, auto repairs, babysitting, or similar non-critical obligations of the employee. Determination of eligibility shall be made by the Director based on strict interpretation of these rules.

Bereavement Leave -- In the event of the death of an immediate family member, a regular full-time employee may be granted up to four (4) work days of paid leave to attend the funeral of that family member. The amount of time granted shall be based upon the recommendation of the Director and shall take into account such factors as relationship to the deceased, travel, and day of the week on which the funeral is held. The purpose of this leave is for funeral attendance and related memorial services and is not to be used for attending to matters pertaining to settlement of the estate or business affairs of the deceased. Immediate family for the purpose of this section is defined as: spouse or domestic partner, child, brother, sister, parent, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent, grandchild, stepchild, stepparent, stepbrother, stepsister, or relative permanently living in the same home.

Jury Duty -- Jury Duty for Full-time employees shall be considered leave with pay. The employee should notify the Director upon receipt of summons. A signed copy of jury notification shall be given to the Director immediately upon return to work. Part-time employees will not be reimbursed for jury duty.

Scheduling policy for all staff — It is the policy of the Rock Hill Public Library to utilize staff as needed. Staffing schedules are subject to change at any time based on the needs of the Library. Vacation requests longer than three days should be requested at least two months in advance to allow ample time to find coverage. If more employees want a week or holiday off than can be accommodated to properly staff the library, requests will be granted with particular regard to the order of requests and, if need be, seniority. Employees may arrange with another employee (trained to work the scheduled area) to trade for one or more days. Both the employee trading a shift and the employee agreeing to work a pick up shift must notify the Director at least three (3) days in advance of a schedule change.

Section 6: Other Employee Benefits

Health Insurance and Retirement — Medical benefits are offered to all full-time employees. The library pays 100% of the staff member's policy, but does not contribute to the cost of dependent or spousal coverage.

Retirement is offered to full-time staff through Missouri Lagors. Contribution requirements may fluctuate; the Library currently contributes 6%, and employees may contribute up to 4%.

Mileage Reimbursement Policy -- A Library employee will be entitled to mileage reimbursement in certain circumstances when driving his/her personal vehicle while conducting Library business. Mileage reimbursement will be paid at the IRS approved rate in effect on the date the personal vehicle was used to conduct Library business.

All mileage incurred while conducting Library business is eligible, except as set out below. Examples include doing the banking, going to a store to buy supplies, outreach, attending training classes or attending business meetings that occur during the workday.

Only mileage incurred from the Library to a location other than the employee's home or to the Library from a location other than the employee's home is eligible for reimbursement under this Mileage Reimbursement Policy. Mileage from the employee's home to Work or from Work to the employee's home is not eligible. For purposes of this Mileage Reimbursement Policy, "Work" will be any location where the employee performs any of his/her job functions for the Library, including, but not limited to any location where the employee travels to conduct a business meeting or outreach for the Library, a

store to make purchase on behalf of the Library, or an in-town (within 20 miles of the city of Rock Hill in any direction) training course or seminar related to the employee's employment with the Library. It does not matter if the location is not where the employee typically performs the functions of his/her employment, such as the Library building itself, or if the location is more or less mileage from the employee's home than the location where the employee typically performs the functions of his/her employment.

A mileage reimbursement form must be filled out, and approved by the Director. Nothing in this policy changes the employee's responsibility to pay for his/her gas, insurance and maintenance for his/her personal vehicle. The employee is required to maintain appropriate motor vehicle liability insurance on any vehicle the employee will be using while conducting Library business. It is further the employee's responsibility to disclose to his/her insurer the uses to which he/she chooses to put his/her vehicle which may affect his/her coverage, such as the use of his/her vehicle for Library business. The employee is required to observe all traffic laws and exercise appropriate care and caution while using his/her personal vehicle in the performance of Library business. Should an accident occur while on Library business the employee's personal vehicle insurance policy shall provide applicable coverage and the Library will not be responsible for any insurance deductible or any damages related to the accident.

Section 7: Library Hours and Work Schedules

Hours -- The library will be open per a schedule set by the Director or the Library Board, and hours of operation may change as the needs of the community determine.

Inclement Weather -- The library should be presumed open and operational during normal library hours regardless of weather conditions, and all employees are expected to appear at work at the normally scheduled time. During rare occurrences of extremely hazardous travel conditions, the library may be closed by the Director, who will notify two senior staff. They, in turn, will notify the remainder of the staff. This decision will also be communicated via the library's website and social media pages. During periods of extremely inclement weather due to snow or ice and when the library has not been officially closed, only those employees who arrive at the library will be considered as present for that day. All others will be considered absent and subject to prevailing rules regarding leaves of absence or absences without pay.

Pay Day and Pay Period -- Employees are paid every other Friday for work completed during the two-week period directly before and ending on Wednesday. All new employees (as of September 2015) must sign up for direct deposit. Check stubs are sent to employee emails when possible.

Time and Attendance Records -- Part-time employees are issued a timekeeping page, which is to be used when they arrive and leave the library. Each employee is responsible for accurately entering his/hertime and for making sure the timesheets are complete after each shift worked. If the timesheet has not been completed and signed by the end of the pay period, the employee will be subject to discipline under the library's progressive discipline policy.

Timesheets will be archived and available for reference.

Hours of Work -- Part-time employees are exempt from pension benefits. Part-time hours may vary per pay period, depending on the needs of the department and budgeting constraints, as determined by the Director.

Staff Development Day -- The Library's biggest single investment is in the quality and public service

responsiveness of its staff. To promote a spirit of continual staff training and communication, every library employee should attend the annual Staff Development Day. Public services of the Library and its offices shall be closed to the public on this day.

Section 8: Equal Employment Policy

It is the policy and practice of Rock Hill Public Library to provide and promote equal employment opportunities for all applicants and employees. It is the responsibility of all employees to ensure that the concepts of equal employment opportunity and nondiscrimination are understood, abided by, and carried out by everyone. In short, discrimination or harassment on any of the following grounds is strictly forbidden and will not be tolerated: race, color, sex, age, veteran status, religion, national origin, or disability. Rock Hill Public Library will take appropriate measures in response to any such incidents which are known by or reported to management. Rock Hill Public Library believes that every employee has the right to work in an environment free of discrimination or harassment. Any employee who engages in this prohibited conduct will be subject to disciplinary action, up to and including termination.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other physical, verbal or visual conduct based on sex when:

- Submission to the conduct is an explicit or implicit term or condition of employment,
- Submission to or rejection of the conduct is used as a basis for an employment decision, or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment may also include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", foul or obscene language or gestures, and physical contact such as patting or pinching.

Accommodations -- Any employee who needs reasonable accommodation due to disability should contact the Library Director as soon as possible. The Rock Hill Public Library is committed to reasonably accommodating individuals with disabilities.

Complaints -- Any employee who feels that he/she has experienced or witnessed discrimination or harassment, should contact the Director or the Staff Liaison. Employees are encouraged to file a complaint if they are subjected to, or witness, discrimination or harassment of any protected class. All allegations of discrimination or harassment will be fully investigated by the Library Director. Corrective action, up to and including dismissal from employment, will be taken if the circumstances warrant such action. Charges shall be handled discreetly, and all parties involved will be given as much protection of privacy as possible. There will be no retaliation against an employee for filing an Equal Employment (EEO) complaint. Any employee who feels that they have been retaliated against should contact the Director or Staff Liaison.

Section 9: Whistleblower/Fraud Policy and Procedures

The Rock Hill Public Library ("Library") is committed to the highest standards of conduct and ethics. The Library will investigate suspected fraudulent or dishonest use or misuse of the Library's resources by staff, board members, consultants or volunteers. All staff, board members and volunteers are encouraged to report suspected fraudulent or dishonest conduct in accordance with the procedures below and without fear or legitimate concerns of retribution for reporting fraudulent or dishonest conduct. "Fraudulent or dishonest

conduct” means a deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to, (i) forgery or alteration of documents; (ii) unauthorized alteration or manipulation of computer files; (iii) fraudulent financial reporting; (iv) misappropriation or misuse of resources, such as funds, supplies, or other assets; (v) authorizing or receiving compensation for goods not received or services not performed; and (vi) authorizing or receiving compensation for hours not worked.

Reporting-- A person with concerns regarding the Library’s accounting, internal accounting controls, auditing matters or fraudulent or dishonest use or misuse of the Library’s resources or property should report their concerns verbally or in writing to the Library Director, the Treasurer of the Board of Trustees, or the Library Board President. The Director should forward all such complaints in writing to the Library Board Treasurer.

Review Process-- The Treasurer will discuss the complaint with the Library Board President, thus forming a Review Committee. Such discussions will be held without Library staff or outside audit personnel present unless decided upon by the Committee. Within 10 days following the meeting, the Treasurer will forward to legal counsel a list of each complaint received by the Treasurer. Whistleblower complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law.

Investigation -- At the direction of the Treasurer, the Committee or legal counsel may be delegated the authority to investigate the complaint. Delegation decisions will be made on a case-by-case basis, depending on the nature and significance of the complaint. Upon receiving notice of a complaint the Director or President should not contact the suspected person, or perform any investigative or other follow-up steps unless directed to do so by the Treasurer or Library’s legal counsel. All persons aware of suspected conduct should not discuss the matter with the media or any other persons except as directed by the Treasurer or legal counsel.

Responsibilities -- All parties should use reasonable care to avoid baseless allegations that are made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by the Library and/or legal claims by individuals accused of such conduct.

Employees, consultants and volunteers of the Library may not retaliate against any person for informing the Library about any activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of such person’s employment, including but not limited to, threats of physical harm, loss of employment, punitive work assignments, or impact on salary or fees. Any person who believes that they have been retaliated against may file a written complaint with the Treasurer. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit the Director from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.