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Personnel Policies

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1 Introduction

1.1 Purpose

The purpose of the Personnel Policies is to provide systematic and equitable procedures and regulations to guide and inform employees on all general matters relating to their employment with Ione Library District (the “District”).

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1.2 Application

These Personnel Policies apply to all employees, with exceptions noted for temporary and part-time employees. In the event of a conflict between these policies and State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply.

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1.3 Distribution

The Board of Directors shall provide each employee at time of employment with a copy of these policies and any amendments and shall make a record of receipt as provided in Appendix A – Affirmation of Receipt of Personnel Policies.

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2 Non-Discrimination

2.1 Equal Employment Opportunity

It is the policy of the District to treat applicants and employees equally without regard to gender, gender identity, sexual orientation, race, color, religion, veteran status, national origin, ancestry, age, marital status, family relationship, political affiliation, or physical or mental disability or which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, or any other basis prohibited by local, State or Federal law, except where bona fide occupational qualifications exist.

Any alleged act or complaint of discrimination on the part of any District employee should be reported to the Library Board of Directors for appropriate investigation and action.

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3 Harassment

3.1 Generally

It is the intent of the District to provide a work environment free from harassment.

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3.2 Library Board of Directors Responsibility

The Library Board of Directors is responsible to ensure that unlawful harassment does not occur in the workplace. Any employee who believes s/he is the subject of unlawful harassment should report the complaint to the Library Board of Directors for appropriate investigation and action.

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4 Recruitment, Selection, and Training

4.1 Method of Hire

The Library Board of Directors, or designee, shall publish vacancies, accept applications, and interview applicants.

They shall hire the most suitable candidate based on the following criteria:

- a. Level of training and education relative to the position;
- b. Extent of previous work experience relevant to the position;
- c. Applicant's mental and physical fitness to perform the functions of the position;
- d. Information placed on application, quality of application regarding completeness, aptness, neatness, and accuracy.
- e. Verification of past employment;
- f. Responses of references provided by applicant;
- g. A written examination or other demonstration of job-related skills prior to employment at employer's discretion;
- h. Pass a background check to be conducted by SDAO; and
- i. Oral interview.

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4.2 Unsolicited applications

The District accepts unsolicited applications when there are no open positions. Unsolicited applications will be kept on file for six months and will be considered if any positions open during that time.

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4.3 Training

The Library Board of Directors or designee shall familiarize new employees with their obligations and rights.

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5 Attendance

5.1 Generally

All employees shall report to work at their assigned starting time and cease work at their designated quitting time unless otherwise authorized by the Library Board of Directors or designee. All employees are expected to notify their supervisor as promptly as possible in the event they will not arrive when expected. Fill in librarians will be called on a rotational basis in order of hire.

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5.2 Unauthorized Absence

An employee who is absent from work for three consecutive working days without authorization, except for unavoidable situations or emergencies, will be considered to have abandoned his/her job as of the last day of active employment. If the fill-in librarian fails to work the hours they have scheduled they may be removed from the rotation list at the Board's discretion, and as advised by the librarians.

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5.3 Records

The District shall maintain accurate records of employee attendance and review them each pay period prior to compensation disbursement.

Ione Library District Personnel Policies
6 Personnel Records

6.1 Maintenance/Content

Personnel records are maintained on all District employees and are the property of the District. The personnel record shall show the employee's name, title of position, job description, salary, change in employment status, training received and other such information affecting employment status and forms as may be required by law. In addition, the records may contain but not be limited to: employment application, W-4 and Employment Eligibility Verification, examination materials, personnel action forms, performance appraisals, disciplinary actions, and records relating to benefits.

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6.2 Access

The official personnel file is confidential and shall be accessible only to the following:

1. Employee;
2. Library Board of Directors;
3. Employee's supervisor;
4. The Board of Directors, with majority vote;
5. Other persons or agencies under the requirements of a court order.

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6.3 Written Statements

Employees may include a written statement of explanation or rebuttal to any material placed in their file. Any disciplinary action shall be in writing and signed by both the employee and Library Director. No material reflecting critically upon the employee may be placed in any employee personnel file that does not bear the signature of the employee or a statement by the Library Board of Directors-that the employee has seen the material and been provided a copy.

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6.4 Requests for Personnel Information

All requests for information regarding the employment status or performance of past or present District employees shall be given to the Library Board of Directors

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7 General Provisions

7.1 Behavior in the Workplace

Employees are encouraged to exhibit the following professional behavior:

1. Promote the District's mission, vision, and values ;
2. Be familiar with library policy as regards to the Library Bill of Rights, the Freedom to Read Statement, and the general objectives of the District;
3. Render accurate, unbiased, and courteous responses to all requests for assistance;
4. Practice public-focused work principles;
5. Protect each user's right to privacy with respect to information sought or received and materials or services used;
6. Maintain your own efficiency in accordance with the District job description and standard of performance;
7. Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, colleagues, or the District;
8. Properly use and care for all District properties, equipment, and materials;
9. Maintain a neat and clean personal appearance;
10. Refrain from the use of language which might offend public sensibilities;
11. Treat the public and fellow employees with courtesy and respect.

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7.2 Problem Solving Procedures

Problems regarding assignments or the ability to perform one's duties or unresolved interpersonal problems shall be brought to the attention of the Library Board of Directors for direction and resolution.

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7.3 Mileage Compensation

Any employee using a private vehicle to perform District duties will be compensated at the current Federal Standard Mileage Rate as determined by the Internal Revenue Service for use of a private vehicle in the conduct of District business, providing such use has been authorized in advance.

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7.4 Per Diem Rates

While traveling on District business, employees shall be compensated at the current rates established by the federal General Services Administration for the area in which the travel occurs. If travel begins after 8.00a, breakfast per diem will not be granted. If travel ends before 5.00p, dinner per diem will not be granted. All meals included in conference/workshop, lodging, or other registration costs cannot be counted toward per diem.

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7.5 Selling and Peddling on District Property

No peddling, soliciting or sale for charitable or other purposes, except as is promoted by the District itself under authority from the Board of Directors, shall occur at any time with or among the public.

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7.6 Cost Consciousness

Employees shall practice every economy possible in the discharge of their duties and are encouraged

to recommend work procedures which will result in a cost saving or improved service to the public.

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7.7 Work Schedules

Work schedules shall be established, maintained, and adjusted by the Library Board of Directors or designee as is necessary for the optimum performance of the District's mission. Every effort shall be made to be equitable and considerate in assigning duty hours, but in all cases the decision of the Library Board of Directors shall be final.

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7.8 Holiday Closures

The Ione Public Library shall be closed on the following holidays:

- New Year's Eve Day: December 31
- New Year's Day: January 1
- Memorial Day: Last Monday in May
- Independence Day: July 4
- Labor Day: First Monday in September
- Thanksgiving Day: Fourth Thursday in November
- Day After Thanksgiving Day
- Christmas Eve Day: December 24
- Christmas Day: December 25

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7.9 Emergency Closures

If, due to weather emergencies or other special circumstances, a branch must be closed, employees will be paid for their regularly scheduled hours.

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7.10 Overtime

The Library Board of Directors shall have the right to assign overtime work as required in the manner deemed to be the most advantageous and consistent with the requirements of library service and of public interest. No overtime shall be worked without pre-approval by the Library Board of Directors or designee.

Overtime shall be considered as time worked in excess of forty hours during any workweek. Any schedule in which the hours worked exceed eight in any one day but no more than forty hours in any week must be mutually acceptable to both the employee and the Library Board of Directors and do not constitute overtime.

Unless specifically exempt, employees will be paid one and one-half times the employee's regular rate of pay for each hour of overtime worked or receive time off with pay at the rate of one and one-half hours for each hour of overtime worked. Overtime shall be computed to the nearest quarter hour (15 minutes). If cash is the compensation for overtime worked, it must be provided at the end of the pay period during which the overtime was worked.

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8.1 Evaluation

All employees shall be evaluated, using standard personnel evaluation forms prescribed by the Library Board of Directors. All new employees shall be evaluated before the end of their trial period, and each regular or permanent employee shall be evaluated at least once each year near the anniversary date of their initial hiring.

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8.2 Resignation

To resign in good standing, an employee shall give the Library Board of Directors two weeks written notice prior to the last day of employment. This provision may be waived in the case of extenuating circumstances. The employee does not have the right to revoke the resignation once submitted, but may do so at the discretion of the Library Board of Directors

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8.3 Discharge

When circumstances so warrant, an employee may be involuntarily discharged by the Library Board of Directors.

The Library Board of Directors shall not discharge an employee without first consulting legal counsel and the District's liability insurer.

A letter of discharge stating the reason for same shall be given to the employee with a copy for the personnel file. Said notice shall be given to the employee fourteen days prior to the last day of work except for reasons warranting immediate dismissal. The employee shall be paid all wages and other compensation due before the close of the last day of work.

Immediate discharge may be made for the following reasons. These are only examples of causes and are not intended to limit the District's right to terminate immediately for serious misconduct, or when it is in the District's best interests.

1. Drinking of alcoholic beverages or other substance abuse while on duty;
2. Malicious destruction of District property;
3. Theft of District property;
4. Committing physical violence against a coworker or patron in an instance not deemed to be self-defense.
5. Intentional falsification of application for employment or of any District records.

An employee may be discharged for reasons of disability when the employee cannot perform the required duties because of physical or mental impairment. In such cases, said termination must be supported by medical evidence. Said termination shall be made only after all accrued sick and vacation leave have been used.

If an employee dies, all fringe benefits terminate on their date of death.

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9 Classification plan

9.1 Job Descriptions

The District shall maintain a job description for every separate classification of employee. The job description shall have a specification that includes a concise, descriptive title and a description of the duties and responsibilities of the classification. The job description may not include all of the duties to be performed and is not intended to replace detailed work assignments.

A job description in a classification may be amended as to specific responsibilities for a given employee, in order to define the terms of hire or change of duty and to place in employee's personnel file, so long as such responsibilities are among those of the classification in general.

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9.2 Reclassification

Positions may be reclassified whenever duties of the position change materially, provided the reclassification can be accomplished within the budget and such reclassification is approved by the Board of Directors.

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9.3 New Classification

A new position may be created when no current classification exists which adequately comprises all the duties expected and desired of an employee. Such a classification need not be filled, but only defines a specific combination of duties and level of responsibility.

The creation of a new classification may only be authorized by the Board of Directors.

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9.4 Maintenance of the Classification Plan

The Library Board of Directors is responsible for maintaining job descriptions through periodic review.

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10 Compensation

10.1 Wages

Employees shall be paid in accordance with the salary or hourly wage determined by their classification, according to the established pay schedule in Appendix B - Salary Schedule, and in no case less than the applicable minimum wage law requires.

Job classification salary schedules provide for step increases in grade, for which an employee is eligible on each annual anniversary following successful completion of the trial period. Such step increases are not automatic, but are granted as a proper recognition for exceptional job performance and growth, as determined by the Library Board of Directors, provided that funds are available.

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10.2 Attachments and Garnishments

The District will honor only those attachments and garnishments as they are required by law. An employee does not have any recourse for removing these through the District, but must apply directly to the legal entity filing such attachment or garnishment.

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10.3 Appointee Compensation

Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated. However, in cases when unusual difficulty in filling a vacancy is experienced, or when the appointee is exceptionally qualified, the Library Board of Directors may cause the appointment to be made at a salary level above the minimum, but not more than the maximum, for the class.

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10.4 Cost of Living Increase

Adjustments for cost-of-living for all employees will be considered annually by the District during the budgeting process. Such cost of living increases are not automatic, but are granted by the Library Board of Directors depending on budgetary and other considerations.

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11 Benefits and Leave

11.1 Generally

The District will adhere to all applicable state and federal laws regarding leave and benefit rights.

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11.2 Definitions

Benefits are those compensations paid or partially paid on behalf of a qualified employee and are authorized at any time by the Board of Directors which are in addition to an employee's salary. They include but are not limited to health care benefits, vacation, sick leave, holidays, and retirement benefits. See individual benefits addressed further in this article.

Unemployment coverage is provided by the District per ORS 657.

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11.3 Distribution of Costs

The percentage of the costs of benefits provided to eligible employees shall be determined by the requirements of the operative benefit plan and the Board of Directors. Any Board resolution which alters the benefit compensation package shall be made known in writing to affected employees within thirty days of such action.

A benefit package is not a contractual right and may be altered at any time by the Board of Directors.

Decisions affecting a package may be based on equity, change in benefit costs, and budget

considerations. It is the Board of Directors' policy to provide the maximum benefit package possible to attract and retain a skilled work force.

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11.4 Vacation Leave

Special leave will be considered on a case-to-case basis by the Library Board of Directors.

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11.5 Bereavement Leave

All employees shall receive up to three days of paid leave in the event of a death in the immediate family, defined as spouse, parent, sibling, child, grandparent, mother- or father-in-law, stepchildren, or domestic partner.

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11.6 Holidays

Paid holidays will be based on hours normally scheduled.

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11.7 Jury and Witness Duty

If an employee is called for jury duty or subpoenaed to appear as a witness in court, the employee shall notify his/her supervisor and show a copy of the jury duty summons. Arrangements will be made to reassign work and time off will be granted. Employees are expected to report for work at the District when not selected for a jury on any day the employee is scheduled to work, or when jury duty requires only a partial day's service.

All employees are eligible for paid jury and witness duty. They will be compensated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any compensation for jury duty will be signed over to the District. Employees may retain any amount the court compensates for travel expenses.

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11.8 Workers' Compensation

The District provides comprehensive Workers' Compensation insurance to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, Workers' Compensation provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable to pay Workers' Compensation for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

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12.1 Generally

In order to comply with the requirements of SDAO (Special Districts Association of Oregon), the District will have a safety committee comprised of the Library Board of Directors and the Librarian. This committee shall meet at the end of each quarter, as part of the monthly Board Meeting.

A Safety Committee is established to oversee safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions.

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Last Reviewed 1/24/18*

12.1.1 Safety Policy

Nothing is of greater concern to the Library Board of Directors than the safety of its employees and the public. For this reason every employee is responsible for safety as a specific job assignment. For the employee's protection, job-related injuries or illnesses must be reported immediately. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe conditions to the attention of a supervisor or the Library Board of Directors.

For example, employees shall:

1. Use safety equipment that has been provided for use;
2. Not operate equipment while medication, drugs or alcohol are present in the body without a doctor's written approval;
3. Operate only the equipment on which they have been training;
4. Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or supervisors as an expression of concern for their own well being;
5. Report dangerous or unsafe conditions observed at work; and
6. Refrain from horseplay at all times.

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12.2 Procedures for Reporting Accidents

An employee is responsible for notifying the Library Board of Directors immediately following an accident unless the seriousness of the accident makes it impossible to do so.

The employee shall submit a written incident report to the Library Board of Directors before leaving work for the day. If the injury requires medical treatment the employee shall complete and submit an Accident Report form required by Workers' Compensation laws within twenty-four hours of the accident. The Library Board of Directors or designee is responsible for preparing the Accident Report in the event the employee is incapable of doing so.

An employee must report injured status to the Library Board of Directors once a week to assist the supervisor in determining the employee's potential for light duty work.

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12.3 Chemical Hazard Communication

These hazard communication procedures help assure that employees receive the information and training they need to work safely with hazardous chemicals found in the workplace. These procedures are the primary tool for providing hazard communications to our employees.

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12.3.1 Right to Know Information Center

An employee “Right to Know” Information Center is located _____. A copy of this policy, up-to-date Material Safety Data Sheets (MSDS), a current chemical inventory and container labels are maintained at this Center and are available for review.

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12.3.2 Labeling Requirements

OR-OSHA defines a label as any written, printed, or graphic sign or symbol displayed on containers of hazardous chemicals. These labels include the identity of the material, appropriate hazard warnings, and name and address of the chemical manufacturer, importer, or other responsible party. Proper labeling is essential to the success of this hazard communication program.

Employees receiving or accepting delivery of chemicals should check incoming chemical containers to make sure they are properly marked. Each container shall be examined when it is received to be sure the label is accurate and the container is in good condition. If found to be inadequately labeled or the container damaged, the District will attach its own label or return the damaged container.

Employees may not remove or deface a label on any chemical container. If a label is found defaced, the product container must be removed from use until the label is replaced with an approved one.

All hazardous chemical containers used by the District will clearly identify the chemical on the label and include appropriate hazard warning and the manufacturer’s name and address.

No container will be released for use until this information is verified. The Safety Committee will ensure that all containers are labeled with a copy of the original manufacturer’s label or a label that has the appropriate identification and hazard warning.

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12.3.3 Material Safety Data Sheets (MSDS)

The District will obtain, keep on file, and have readily available for review by employees the most current MSDS on each hazardous chemical product used in the workplace. MSDS catalogs are kept _____ . The MSDSs are updated and managed by the Safety Committee. If a MSDS is not available for a hazardous chemical, immediately notify the chair of the Safety Committee.

MSDSs contain the following information:

- The product identity used on the label;
- The chemical and common name of all ingredients;
- Physical and chemical characteristics of the substance (such as vapor pressure, flash point);
- Physical hazards of the chemical(s), including the potential for fire, explosion and reactivity;
- Health hazards of the chemical(s) , including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical(s);
- Primary route of entry;
- The OSHA Permissible Exposure Limit (PEL), American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Value (TLV) and any other exposure limit used or recommended by the chemical manufacturer, distributor or other responsible party preparing the MSDS, where available;
- Whether the hazardous chemical(s) is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA;

- Any precautions or control measures for safe handling and use that are known to the chemical manufacturer, including appropriate hygienic practices (such as personal protective equipment), protective measures during repair and maintenance or contaminated equipment, and procedures for cleanup of spills and leaks;
- Emergency and first aid procedures;
- Date the MSDS was prepared or the date of the last change to it;
- Name, address and telephone number of the party who prepared the MSDS, who can provide additional information on the chemical and appropriate emergency procedures, if necessary.

Additionally, the following requirements for MSDS should be followed.

- The information on the MSDS must accurately reflect the scientific evidence used in making the hazard determination.
- MSDSs must be provided with initial shipments and with the first shipment after a revision.
- Manufacturers and distributors must ensure that updated information is provided to the District in a timely manner.
- The District must maintain copies of the MSDS for each chemical product used in the workplace and ensure that these are accessible in the work area during each shift.
- Where employees must travel from one geographical location to another during a work shift, the MSDSs may be kept at a primary workplace.
- MSDSs must be made readily available to employees, their designated representatives, and OSHA.
- The MSDS may be kept in any form as long as it provides the required information and meets the accessibility requirement.

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12.3.4 Hazardous Non-Routine Tasks

Before employees perform non-routine tasks that may expose them to hazardous chemicals, they will be informed by their supervisor about the chemicals' hazards. The information will include:

- Specific chemical hazards
- Safe work practices necessary to control exposure
- What to do in case of an emergency.
- Measures the District has taken to reduce the hazards, including ventilation, presence of another employee and emergency procedures.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.3.5 Informing Contractors

It is the responsibility of the Library Board of Directors to provide contractors and their employees with the following information if they may be exposed to hazardous chemical in our workplace:

- A copy of this Hazard Communication Plan.
- The identity of the chemicals, how to review material safety data sheets, and an explanation of the container and pipe-labeling system.

The Library Board of Directors will also obtain a MSDS for any hazardous chemical a contractor brings into the workplace.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.4 Illegal Drugs, Alcohol, and Tobacco

It is the District's intent and obligation to provide a drug-free, healthy, safe, and secure work environment. To satisfy these responsibilities and to be compliant with the Drug-Free Work Place Act of 1988, the District will maintain a work environment where employees are free from the effects of illegal drugs, alcohol, or other job-impairing substances.

It is also the policy of the District to ensure a tobacco/smoke-free environment through positive and educational messaging that promotes the long-term health and safety of District employees and the public.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.5 Workplace Violence Prevention

12.5.1 Generally

The safety and security of employees and patrons is important to the District. Threats and acts of violence against employees, patrons, visitors, guest or other individuals by anyone in or on District facilities or vehicles is strictly prohibited at all times and will not be tolerated. Violations of this program by an employee or non-employee will lead to sanctions that may include employment dismissal, exclusion, and/or criminal prosecution.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.5.2 Responsibilities and Reporting

Employees are responsible for the following:

1. Creating and maintaining a work environment free of workplace violence.
2. Promptly dialing 911 and provide relevant information in an emergency situation.
3. Removing the individual from the premises, if it will defuse the situation.
4. Notifying the Library Board of Directors or designee of any act of physical, verbal, or written aggressive behavior that they have witnessed, have received, or have been told that another person has witnessed or received.
5. Reporting any behavior they have witnessed which they regard as threatening or violent, when the behavior is job-related, when the act might be carried out in District facilities or vehicles, or when it is connected to employment with the District. This report shall be made regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

The District is responsible for the following:

1. Taking any report of a threat or an act of workplace violence seriously by documenting the information and taking immediate necessary steps to prevent or reduce the impact of any violent act.
2. Directing reports of external threats and acts of violence to law enforcement for solutions, if appropriate.

Additional District responses may include, but are not limited to, referral to the Employee Assistance Program (EAP), disciplinary action up to and including termination, exclusion from facilities, criminal prosecution of the person or person involved, and suspension or termination of any business relationship.

As deemed appropriate by the District, erroneous information pertinent to the allegations will be disclosed to the parties involved. Intentional reporting of known false information by an employee regarding workplace violence could lead to disciplinary action up to and including termination.

Any intimidation, coercion, discrimination or retaliation against an individual who reports an act of workplace violence or who testifies assists or participates in any manner in an investigation will not be tolerated. Should an act of retaliation be confirmed, the employee who is retaliating against another person is subject to discipline, up to and including termination.

Created: 6/25/15

*Last revised: 6/25/15
Last Reviewed 1/24/18*

12.5.3 Confidentiality

The District recognizes the sensitivity of the information requested in this procedure. The privacy of individuals will be protected to the greatest extent possible. Information received from these reported incidents will be shared only with those who have a need to know. Written reports will be handled in a secure and confidential manner.

Individuals who are the object of threats or potential danger shall be informed and will be a part of the discussion for the establishment of a defensive posture.

Created: 6/25/15

*Last revised: 6/25/15
Last Reviewed 1/24/18*

12.5.4 Post-Incident Options

Employee Assistance Program (EAP) – This program is available to all employees and has an intended purpose of de-escalating any potential volatile situation involving an employee or family member as it related to workplace violence.

Traumatic Incident Stress Management – Should a traumatic or violent incident occur, a program will be available to any employee involved in order to reduce the post-stress syndrome.

The District will encourage employees who are victims of workplace violence to report the crime to law enforcement. When feasible the District will facilitate employees' reporting of workplace violence crimes to law enforcement.

Created: 6/25/15

*Last revised: 6/25/15
Last Reviewed 1/24/18*

12.5.5 Self-Defense

While employees are strongly discouraged from becoming physically engaged, in some cases an employee may be justified in using physical force to defend against an assault. ORS 161.205 gives an individual the right to use physical force for self-defense.

Employees using physical force for self-defense may use only the force that is reasonable necessary to defend themselves or another person. An employee involved in any incident involving physical force must immediately contact the Library Board of Directors and submit an incident report.

Unwarranted or excessive physical force by an employee may result in disciplinary action up to and including termination and/or criminal charges being filed.

Created: 6/25/15

*Last revised: 6/25/15
Last Reviewed 1/24/18*

12.6 Suspected Child Abuse Reporting Policy

12.6.1 Purpose

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or neglect. These people are called mandatory reporters. Employees of the District, as defined under ORS 419B.005, are obligated to report suspected abuse while either on or off duty.

Created: 6/25/15

*Last revised: 6/25/15
Last Reviewed 1/24/18*

12.6.2 Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries;
- Sexual abuse or exploitation;
- Rape or incest;
- Neglect or maltreatment;
- Threatened harm;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured;
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18.

Created: 6/25/15

*Last revised: 6/25/15
Last Reviewed 1/24/18*

12.6.3 Reporting Procedure

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone suspected of abusing a child shall immediately notify the Oregon Department of Human Services or the Morrow County Sheriff. The employee shall then immediately inform the Library Board of Directors.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child.

The report must contain, if known, the following information:

- The names and addresses of the child and parents/guardians responsible for the child's care;
- The child's age;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All District volunteers significantly involved in the delivery of services to children are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the Library Board of Directors. The Library Board of Directors will then immediately notify the Oregon Department of Human Services or the Morrow County Sheriff.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.6.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.6.5 Failure to Comply

Any District employee subject to this policy who fails to report suspected child abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child abuse is also a violation of law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, s/he will be subject to discipline, up to and including termination.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.7 Suspected Elder Abuse Reporting Policy

12.7.1 Purpose

Oregon law mandates that workers in certain positions must report to the appropriate authorities if they have reasonable cause to suspect elder abuse or neglect. These people are called mandatory reporters. Employees of the District, as defined under ORS 124.050, are obligated to report suspected abuse while in the performance of their official duties.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.7.2 Definitions

Oregon law recognizes these types of elder abuse:

- Physical abuse;
- Neglect;
- Self neglect;
- Abandonment;
- Verbal or emotional abuse;
- Financial exploitation;
- Sexual abuse;
- Involuntary seclusion;
- Wrongful restraint.

An elder or elderly person is any person 65 years of age or older with whom an employee comes in contact while acting in an official capacity. Mandatory reporting requirements also extend to any resident in a long-term care facility with whom an employee comes in contact while acting in an official capacity.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.7.3 Reporting Procedure

Any employee who has reasonable cause to believe that an elderly person or resident of a long-term care facility has been abused or who comes into contact with someone suspected of abusing an elderly person or resident of a long-term care facility shall immediately notify the Oregon Department of Human Services or the Morrow County Sheriff. The employee shall then immediately inform the Library Board of Directors.

A written record of the abuse report shall be made by the employee suspecting elder abuse. The report must contain, if known, the following information:

- The names and addresses of the elderly person or resident and any person responsible for his/her care;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All District volunteers significantly involved in the delivery of services to elderly persons or residents of long-term care facilities are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects elder abuse is to report the situation to the Library Board of Directors. The Library Board of Directors will then immediately notify the Oregon Department of Human Services or the Morrow County Sheriff.

Created: 6/25/15

Last revised: 6/25/15

Last Reviewed 1/24/18

12.7.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Created: 6/25/15

Last revised: 6/25/15

12.7.5 Failure to Comply

Any District employee subject to this policy who fails to report suspected elder abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of elder abuse is also a violation of law. If an employee fails to report suspected elder abuse or fails to maintain confidentiality of records as required by this policy, s/he will be subject to discipline, up to and including termination.

Created: 6/25/15

Last revised: 6/25/15

APPENDIX A – AFFIRMATION OF RECEIPT OF PERSONNEL POLICIES

Receipt of Personnel Policies

I, _____, hereby affirm that I have received a copy of the Ione Library District Personnel Policies and/or amendments thereto, such as may be listed below and initialed by me, and I understand it is my personal responsibility to be familiar with these policies.

Any amendments:

Employee's Signature

Date

APPENDIX B - SALARY SCHEDULE

Job classifications shall be compensated at the following rates. Step increases and cost of living increases shall be considered according to 10.1.

Range approved by the Board of Directors: *date*
Steps established by Board of Directors: *date*