Section 3: Hours & Wages

**HR 3.1 TYPES OF POSITIONS AND FLEX TIME**

The work week for all employees is Sunday through Saturday. There are three types of position categories:  Regular Full-time, Regular Part-time and Part-time. A regular full-time position is one in which the employee’s regularly worked hours are 40 hours per week. A regular part-time position is one in which the employee’s regularly worked hours are at least 30 hours per week.  A part-time position is one in which the employee’s regularly worked hours are less than 30 hours per week.  Overtime is ordinarily not scheduled due to budgetary and staff limitations. In an emergency, overtime work may be scheduled or approved by the Executive Director.

FLSA Exempt Employees:

Some professional, administrative, and managerial positions are exempted from overtime provisions by the Fair Labor Standards Act. Exempted positions include: Executive Director, Human Resources Manager, Chief Fiscal Officer, Directors, and employees in B and D and above who manage two or more fulltime employees. Time worked over 40 hours in any one work week by persons in these positions may be compensated by straight time off (1:1) to be taken during the following week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

FLSA Non-exempt Employees:

Time worked over 40 hours in any one work week by non-exempt employees shall be compensated at a rate of time and a half off (1:1.5) to be scheduled during the following week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

**HR 3.4.1 Timekeeping**

It is the responsibility of each employee to accurately report time worked via the library’s electronic timecard software. Each employee is expected to verify their total hours worked, and electronically sign their time card weekly on Friday or Saturday based on their schedule. Paid time off will be verified by the director before they sign the time card.  If employee submits an incorrect time card, corrections will be made in the following pay period.

Employees are not permitted to sign in or commence work before their scheduled starting time or to sign out or stop work after their scheduled quitting time without the prior approval of their supervisor.

**HR 4.16 PATRON PRIZES AND AWARDS**

Occasionally programs and events will be offered that include prizes to encourage our patrons to participate. CRCPL may choose to purchase gifts or gift cards for these purposes.

When a gift card is purchased, it will be locked in a file in the Chief Fiscal Officer’s office until it is given to the patron. Those who are awarded gift cards as a prize will be recorded and the list will be kept with the gift card receipt as a record.

When a prize with a value that exceeds $50 is given, the winner’s name will be recorded and kept with the receipt as a record as well.

Any gifts of this type (gifts or gift cards) that are donated to the library will not be required to have a record of who was awarded the gift.

Employees and immediate family members of employees are not eligible to win prizes awarded by and paid for with library funds.

**HR 5.5 SAFETY & REPORTING WORKPLACE INCIDENTS**

It will be the policy of CRCPL to take precautions to provide for the safety of all employees, patrons, and others present on library property. The Executive Director will have overall responsibility for the safety program of the Chillicothe and Ross County Public Library system. General areas of emphasis will include, but not be limited to:  in-service training; safety meetings; accident record keeping; fire prevention; emergency procedures and safety problems relevant to employees and the community. The practice of safety will be a part of educational programs.

The library Safety Manual can be found on CRCPL’s StaffNet > Safety & Buildings > Emergency Procedures > Safety Manual.

Employees are responsible for following all safety rules, reporting hazards to their supervisor, and reporting all safety incidents, illness, or injuries that occur on the job as soon as is practical, but within 24-hours. If an incident requires medical treatment, obtain an Injury Reporting Packet available where your first aide supplies are located or from HR. This packet includes information about the injury management process and how to contact the Managed Care Organization, MCO. You can also find a copy of the First Report of Injury (FROI) form on StaffNet > More > Human Resources > HR Forms > First Report of Injury. Employees must drop off or email completed form to Human Resources.

If an incident is a near miss or only requires first aide, the employee is to complete an Incident Report form which can be found on StaffNet > Safety & Buildings > Emergency Procedures > Incident Report. The manager/director is to follow all safety rules, act on a report of a hazard, and communicate accident reports via email to the Executive Director as soon as practical. CRCPL will comply with all regulations and instructions from the Ohio Bureau of Worker’s Compensation.

Workers’ compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable. Refer to HR 4.2.

**HR 5.11 CELL PHONE USAGE & PERSONAL CALLS**

Library telephones are for business purposes; however, CRCPL recognizes that some personal calls are necessary. Those should be kept as brief as possible and to a minimum.

CRCPL recognizes that many library resources and communication tools require the use of personal cell phones while at work. Personal cell phones usage, however, may present a distraction that disrupts timely customer service and coworker interactions. Employees should minimize cell phone usage when not in direct service to a patron or the library.

**5.12 VEHICLE USE**

Only staff members who have been approved by the Chief Fiscal Officer may operate any library vehicle.

Employees are prohibited from using library vehicles for any purpose other than official business. Unless related to library business, passengers are prohibited from riding in any of the library’s vehicles or in an employee’s personal vehicle while the employee is on library-related business.

The driver and any passengers must use seat belts, as already required by state law, and a driver is prohibited from using a cellular phone, including hands-free devices. This requirement pertains to both the use of library vehicles and the use of personal vehicles while on Library business.

Employees are not permitted to operate library vehicles, or personal vehicles on library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.

An employee must notify a supervisor or the Executive Director immediately in the event that the employee is cited for any driving violation that limits the employee’s driving privileges; or, involved in an accident while on library-related business using a library or personal vehicle. An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on library business will be required to pay for the ticket (violation) and may be subject to corrective action up to and including termination.