

Fern Ridge Library

POLICY MANUAL

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Section 1.01 DISTRICT AS A MUNICIPAL CORPORATION

A district shall constitute a municipal corporation of this state, and a public body, corporate and politic, exercising public power. Every district shall have power:

To have and use a common seal.

To sue and be sued by its name.

To make and accept any and all contracts, deeds, leases, releases, and documents of any kind which, in the judgment of the Board, are necessary or proper to the exercise of any power of the district, and to direct the payment of all lawful claims or demands.

To assess, levy, and collect taxes to pay the cost of acquiring sites for and constructing, reconstructing, altering, operating and maintaining a library or any lawful claims against the district, and the operating expenses of the district.

To employ all necessary agents and assistants.

To call elections after the formation of the district.

To enlarge the boundaries of the district as provided by ORS 198.705 - 198.955.

Generally to do and perform any and all acts necessary and proper to the complete exercise and effects of any of its powers or the purposes for which it was formed.

Whenever authorized by the electors, to issue general obligation bonds of the district. However, the aggregate amount of general obligation bonds issued and outstanding at any one time shall not exceed two and one-half percent of the true cash value of all taxable property of the district, computed in accordance with ORS 308.207.

To exercise those powers granted to local government units for public libraries under ORS 357.410.

Section 1.02 GOVERNANCE BY POLICIES

A. GOVERNANCE BY POLICIES

The primary duty and function of the Board of Directors is to establish policies for the governance of the District. It is the policy of the Board to delegate to the Library Director and staff the responsibility for the day-to-day administration of the District, in a manner consistent with the policies and directions of the Board.

B. COMPLIANCE WITH LAW

Policies shall comply with all applicable federal, state, and local laws and regulations. If any policy or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy shall be deemed void without further Board action. It shall be the responsibility of all District personnel to bring any such conflict to the Board's attention immediately upon discovery.

C. COMPLIANCE WITH POLICIES

All District personnel shall comply with the policies adopted by the Board of Directors. Any failure to comply shall constitute grounds for disciplinary action or termination.

D. POLICIES DO NOT CREATE RIGHTS

Policies of the District shall not create any enforceable right, contract, employment agreement or expectation on the part of any person; and any deviation from a District policy shall not in itself render any District action invalid, void, or voidable, nor shall such deviation constitute evidence of negligence. The Board may deviate from policy when to do so serves the public interest or would avoid hardship as the Board may determine.

**Section 1.03 *ADOPTION, AMENDMENT, AND REPEAL OF
POLICIES AND OTHER REGULATIONS***

**A. BOARD ADOPTION, AMENDMENT, AND REPEAL OF POLICIES
AND OTHER REGULATIONS**

The Board shall base its regulations on the best available information and input from affected parties. Whenever the Board enacts, amends, or repeals any policy or other regulation, it shall do so in accordance with ORS 198.510 - 198.600. A copy of these statutes is attached as Appendix A.

Section 1.04 MAINTENANCE AND DISTRIBUTION OF POLICY MANUALS

A. COMPILATION OF POLICY MANUALS

The Library Director shall compile all of the policies and procedures adopted by the Board into a District Policy and Procedure Manual. The Library Director shall be responsible for updating the Manual regularly.

B. DISTRIBUTION OF POLICY MANUALS

Updated Policy and Procedure Manuals shall be kept at each office or other facility maintained by the District. The following persons shall maintain an updated Manual:

1. All Board Directors;
2. Library Director;
3. Library District=s attorney; and
4. Other persons designated by the Chief Executive Officer or the Board;

C. DISTRICT POLICY MANUAL TO BE AVAILABLE TO THE PUBLIC

The Policy Manual is a public record. At least one copy of the updated Policy Manual shall be available for inspection and use by the public at the District's main business office during regular business hours.

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Section 2.01 MEMBERSHIP ON THE BOARD OF DIRECTORS

A. POSITIONS AND TERMS

1. The Board of Directors of the District shall consist of five members serving four year staggered terms. No person shall be eligible to be a Board Director who is not at the time of election or appointment a resident in the District. Nominating petitions shall be filed with the county governing body.
2. The District's Organic Act may provide for each Board Director to be identified by a position number. If so, position numbers shall be transferred to the successors of each Board Director.
 - a. Position 1: 00-04 (4 year term)
 - b. Positions 2 and 3: 99-03 (4 year term)
 - c. Positions 4 and 5: 01-05 (4 year term)

All Board Directors shall serve at large.

Each district Board Director shall hold office until election and qualification of a successor.

B. ELECTION OF BOARD DIRECTORS

The election of Board Directors shall be conducted as provided by ORS 357.216 - 357.286 and ORS Chapter 255.

C. QUALIFICATIONS

No person elected or appointed to the Board shall be sworn in unless such person meets the qualifications for office set forth in the District's Organic Act (ORS 357.216 - 357.286). If questions exist regarding the eligibility of any candidate, the Board shall obtain an opinion from legal counsel prior to swearing in such person.

D. OATH OF OFFICE

The directors of the Fern Ridge Library District in their official capacity shall be known as the District Library Board. Board Directors must qualify by taking an oath of office administered by a county commissioner or senior sitting member of the board before assuming the duties of office (ORS 332.005).

Each newly elected or appointed Board Director shall take the following oath of office, administered by a county commissioner or a senior sitting member of the Board, at a Board meeting prior to assuming the duties of the position:

1. The oath of office reads AI, _____, do hereby state that I will support the Constitution of the United States of America and the Constitution of the State of Oregon and the Laws thereof, and will faithfully discharge the duties and uphold

the policies of Director of the Fern Ridge Library District to the best of my ability, so help me God.@

E. TERM OF OFFICE — STARTING DATE

Except where the Board or the County Commission is filling a vacancy on the Board, terms of office shall start on July 1.

F. VACANCIES

Vacancies on the Board shall be filled by appointment by a majority of the remaining members of the Board at a regular or special meeting, usually within 45 days of the occurrence of the vacancy. If a majority of the membership of the Board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the County Commission of Lane County. Board appointees must be legally registered voters and must have resided in the district for one year immediately preceding appointment. Upon appointment by the Board or the County Commission, the newly-appointed Board Director(s) will be sworn and seated immediately. The period of service of a person appointed to fill a vacancy shall expire on the June 30 after the next regular District election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office the next July 1 next following his or her election.

The Board will declare the office of a director vacant upon any of the following:

The death or resignation of an incumbent;

When an incumbent ceases to be a resident of the district;

When an incumbent ceases to discharge the duties of the office for two consecutive months unless prevented by sickness or other unavoidable cause;

When an incumbent is removed from office or his or her election thereto has been declared void by judgment or decree of any appropriate court of law;

When an incumbent has been recalled from office by the voters of the district in accordance with the law (ORS 332.030).

In the event of multiple vacancies, the position of the Board Director who resigned first will be filled first.

The vacancy will be filled from the list of candidates by majority vote of the board at regular or special meeting, usually within 45 days of the occurrence of the vacancy.

Upon appointment by the Board, the newly appointed Board Director(s) will be sworn and seated immediately.

If a Board Director resigns, his or her resignation becomes effective when officially accepted by the board at a regular meeting. The Board will announce the resignation and declare the vacancy at that meeting.

Section 2.02 *POWERS AND DUTIES OF THE DISTRICT'S BOARD OF DIRECTORS*

A. MEETING THE NEEDS OF THE DISTRICT

It is the policy of the Board of Directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the District. These duties include, but are not limited to:

Appoint the Library Director, determine working conditions, and prescribe duties.

Formulate rules and policies for the governance of the library. Determine long-range plans for the development and improvement of library service.

Prepare an annual budget.

Propose tax levies to provide, operate, and maintain the library.

Authorize all payments in accordance with the adopted budget. Any unusual extraordinary items should be brought to the Board's attention by the Director and/or Business Manager.

Accept, use, and expend any real or personal property or funds donated to the public library, except that cash donations shall be administered in accordance with its terms, and all property or funds shall be held in the name of Fern Ridge Library Special District.

Read the Policy Manual and recite from memory a different paragraph each year at the Annual Christmas Dinner.

Conduct salary negotiations in person or by representative.

Work for adequate financial support for the library, including building and space needs, and compensation for staff.

Be aware of and follow state and local law governing libraries.

Determine program and needs of the library in relation to the community, and keep abreast of state standards and general library trends.

Attend local and regional board workshops.

Attend board meetings, be an advocate for the library, and maintain accurate records.

B. FORMULATION AND INTERPRETATION OF DISTRICT POLICY

The most important activity of the Board is the formulation and interpretation of District policies. The Board shall establish policy, reserving to itself all authority and responsibility not expressly assigned to other District officers and personnel.

C. BOARD DIRECTORS AUTHORIZED BY OFFICIAL BOARD ACTION ONLY

No individual Board Director may speak for or act on behalf of the Board or District, except as authorized to do so by official Board action as recorded in the official minutes, guidelines, or policies of the District.

D. ETHICAL STANDARDS

Board Directors act as representatives of the citizens of the District. Therefore, Board Directors shall adhere to the highest ethical standards in the conduct of District business (Exhibit 1: ORS 244.040).

No Board Director will use his or her official position or office to obtain financial gain for himself or herself or for any member of his or her household or for any business with which the Board Director or a member of his or her household is associated. When involved in a potential conflict of interest, a Board Director will publicly announce the nature of the potential conflict. A Board Director may, after declaring his or her potential conflict of interest, either vote or abstain on the issue.

Board Directors will recognize the Library Director as the executive officer to whom the board has delegated administrative authority to establish regulations and oversee the implementation of board policy.

Board Directors individually and the board as a public entity subscribe to the Code of Ethics for public officials.

E. BOARD DIRECTOR REMOVAL

A Board Director guilty of misfeasance or malfeasance in office may, by the appropriate proceedings, be removed from office by a court of competent jurisdiction.

F. BOARD DIRECTOR EDUCATION

In order to effectively carry out their duties, Board Directors must be adequately informed. Members are encouraged to attend such conferences and other training programs as the Board may authorize.

Section 2.03 BOARD DIRECTOR ORIENTATION

A. COOPERATION WITH BOARD CANDIDATES

The Board, through its staff, shall cooperate impartially with candidates for the Board and provide them with information about Board policies, administrative regulations, and other aspects of the operation of the District.

B. ORIENTING NEW BOARD DIRECTORS

The Board and its staff shall assist each new member-elect and appointee to understand the Board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

New members shall be invited to attend and participate in public Board meetings prior to being sworn in.

The Library Director shall provide material pertinent to District meetings and respond to questions regarding such material.

New members shall be invited to meet with the Library Director and other District personnel to discuss the services each performs for the District.

The Library Director shall give each new Board Director:

A Handbook for Trustees for Oregon Public Libraries[@] and information on the Oregon Library Association.

An updated copy of the District's Policy Manual.

A copy of the Attorney General's "Public Records and Meetings Manual" and the A Government Standards and Practices Manual.[@]

Copies of the minutes of all Board meetings, except for executive sessions, for the preceding twelve (12) months.

A copy of the District's current budget.

Copies of all such documents as the attorney[s] for the District may recommend with respect to any pending claims or lawsuits.

A list of all District personnel by position.

Such other materials as the Board may direct or the Library Director deems appropriate.

A list of Board Directors with addresses and telephone numbers.

Section 2.04 REIMBURSEMENTS OF BOARD DIRECTOR EXPENSES

A. BOARD DIRECTOR COMPENSATION AND REIMBURSEMENT

Pursuant to ORS 198.190, Board Directors may receive daily compensation not to exceed \$50.00 for their services on the Board. Such compensation shall be set by majority vote of the Board. Board Directors shall also be reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official District duties.

B. REIMBURSEMENT DOCUMENTATION

Board Directors incurring reimbursable expenses shall submit proper documentation of such expenses to the Library Director or such officer's designee for reimbursement by the District.

Section 2.05 BOARD ORGANIZATION

The District Board shall be the governing body of the district and shall exercise all powers thereof (ORS 357.256).

A. SELECTION OF BOARD CHAIR AND VICE CHAIR

At its first meeting after July 1 each year, the Board shall choose one of its members as chair and one of its members as vice-chair.

B. LENGTH OF SERVICE AS CHAIR AND VICE CHAIR

No Board Director may serve as either the chair or vice-chair for more than two years in succession. If a Board Director is unable to continue to serve as an officer, a replacement shall be elected immediately by the Board. The replacement officer shall serve the remainder of the officer's term until the following July.

C. APPOINTMENT OF EXECUTIVE SECRETARY

The Board shall appoint the Library Director who shall act as the executive secretary for the District.

D. ESTABLISHMENT OF REGULAR MEETING PLACE AND TIME

At the first meeting, or as soon thereafter as may be practicable, the board shall make provision for a time and place for its regular meetings.

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Section 3.01 DUTIES OF THE CHAIR

1. The Chair of the Board shall preside at meetings of the Board of Directors. The Chair shall perform all of the duties prescribed by the Oregon Revised Statutes.
2. The Chair shall consult with the Secretary of the Board regarding the preparation of each Board meeting agenda.
3. The Chair shall have the same right as other members of the Board to discuss and to vote on questions before the Board. The Chair has the right to entertain resolutions or motions, to discuss an issue or guidelines before the body, and to vote on any issue.
4. The Chair may call Special Meetings of the Board as described by the Oregon Public Meetings Law and Fern Ridge Library District Policy Manual Section 4.3.
5. The Chair of the Board shall sign official District documents on behalf of the Board when authorized to do so by a majority of the Board.
6. The Chair will decide questions of order at Board meetings.
7. The Chair shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
 - a. All committees shall make regular progress reports.
 - b. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
 - c. The Board shall appoint a budget committee each year in accordance with ORS 294.336.
8. The Chair will represent the Library and the Board at official functions, unless this duty is delegated by the chair or the board to another member of the Board.
9. The Chair shall maintain a calendar for the Board=s unfinished business.

Section 3.02 *DUTIES OF THE VICE-CHAIR*

In the Chair's absence, or during any disability of the Chair, the Vice-Chair shall have the powers and duties of the Chair of the Board as prescribed in Policy 3.1. The Vice-Chair shall have such other powers and duties as a majority of the Board may from time to time determine.

Section 3.03 DUTIES OF THE SECRETARY OF THE BOARD

The Secretary of the Board shall:

Cause accurate minutes of each Board meeting to be taken, transcribed, and distributed to each Board Member in a timely manner for review prior to approval. The Secretary shall maintain properly authenticated official minutes in chronological order. Any of the foregoing responsibilities may be delegated to staff members under the supervision of the Secretary.

Respond directly to routine correspondence.

Handle correspondence of special interest to the Board as follows:

Draft replies in advance, when possible, for Board consideration.

Seek instruction for reply when necessary.

Prepare correspondence as the Board directs.

Prepare for Board meetings.

Prepare the agenda with the advice of the Chair.

Call to the Board's attention legal requirements and those matters for which the District is responsible.

Draft policy motions at the request of the Board.

Board meeting duties:

Attend all Board meetings or designate an alternate.

Make physical arrangements for Board meetings.

Provide notice of Board meetings in accordance with the Public Meetings Law.

Maintain and update the District's Policy and Procedure Manual.

Section 3.04 DUTIES OF THE BUSINESS MANAGER

The Business Manager insures that accurate accounting and financial records are maintained by the District.

The Business Manager shall annually review the District's financial audit with the Board. The Business Manager shall send copies of the audit to state or local agencies requiring its submission.

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Section 4.01 PREPARATION FOR BOARD MEETINGS**A. DISTRIBUTION OF MATERIALS TO BOARD DIRECTORS**

The agenda, pertinent reports, and minutes of the previous meeting shall be mailed to each member of the Board of Directors prior to any regularly scheduled Board meeting.

At the same time, the Library Director shall provide Directors detailed information relative to the agenda, including existing Board policy pertinent to agenda items.

B. DISTRIBUTION OF AGENDA TO THE PUBLIC

The proposed agenda will simultaneously be distributed and posted at one or more locations convenient for review by District personnel and the public.

Section 4.02 BOARD MEETING AGENDA

The Library Director shall draft the agenda after conferring with the Chair of the Board. The following general order shall be observed:

1. Call to order;
2. Additions to agenda;
3. Approval of the minutes;
4. Hearing of patrons;
5. Correspondence;
6. Financial Report;
7. Library Director's Report;
8. Board Reports;
9. Items of Business;
10. For the good of the order;
11. Adjournment.

Section 4.03 NOTICE AND LOCATION OF MEETINGS

A. APPLICATION

This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.

B. COMPLIANCE WITH LAW

All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990, a copy of which appears as Appendix B to this Manual.

Private or social meetings of a quorum for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Laws.

C. LOCATION OF MEETINGS

All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.

D. MEETINGS HELD BY TELEPHONE

Meetings held by telephone, or other electronic communication, are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum (ORS 192.670(1)). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public (ORS 192.670(2)). The media shall be provided access to a listening location whenever executive sessions are conducted electronically, unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).

E. MEETING ATTENDANCE BY BOARD DIRECTORS

Board Directors are expected to attend all meetings unless there is extenuating business or personal reasons for any absence.

If a Board Director misses 2 months without notifying the Library Director or the Board Chair, the Board may declare that position vacant.

Board Directors are expected to be prompt and should notify the Chair or Library Director if circumstances cause them to be late.

F. REGULAR MEETINGS

The Board shall hold regular monthly meetings on the second and, if necessary, the fourth Wednesday of each month. Such meetings shall be held at the Fern Ridge Library, at 7 p.m., or at such other places and times as the Board may designate from time to time.

G. SPECIAL MEETINGS

The Board shall hold special meetings at the request of the Chair or any three Directors of the Board. If the Chair is absent from the District, special Board meetings may be held at the request of the Vice-Chair. No special meeting shall be held upon less than 24 hours' public notice.

The Library Director will post a statutory notice stating the time and place of any special meeting and the purpose for which it is called at least 24 hours before such a meeting is to be convened.

Local news media will receive written notice of the meeting at least 24 hours in advance as required by law.

H. PUBLIC HEARING

The Board will hold such public hearings as are required by law and will follow the appropriate procedures.

The Board will establish procedures, as appropriate for such other hearings as may be required by the Board to ascertain the ideas and opinions of the community on an item of interest, or to facilitate the orderly resolution of questions or concerns of the Board or community.

I. BOARD WORK SESSION

The Board may schedule work sessions in order to provide its Director with opportunities for planning and thoughtful discussion without action. Topics for discussion and study will be announced publicly, and work sessions will be conducted in accordance with the state law on public meetings.

J. EMERGENCY MEETINGS

Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hours' notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Board Directors is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Board Director or Board Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hours' notice, which

reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

For special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting. A sample "Notice of Meetings" is contained in Appendix C.

K. NOTICE OF MEETINGS

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, notice shall be sent to all Board Directors, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be posted at the Library.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting. A sample "Notice of Meetings" is contained in Appendix C.

L. EXECUTIVE SESSIONS

1. Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session. A sample "Notice of Executive Session" is contained in Appendix D.
2. A Board Director may request and, with the consensus of the Board, require the presiding officer to convene an executive session for a purpose authorized under ORS 192.610-.690.
3. The presiding officer must cite statutory authority under ORS 192.610-.690 prior to moving into the executive session and will note that the specific subject of the executive session will be undisclosed under ORS 192.660(3).

M. INTERPRETERS FOR THE HEARING IMPAIRED

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the

interpreter has given the District at least 48 hours' notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.

If a meeting is held upon less than 48 hours' notice, the District shall make reasonable efforts to have an interpreter present.

The requirement for an interpreter does not apply to emergency meetings.

Section 4.04 CONDUCT OF BOARD MEETINGS

A. PRESIDING OFFICER

The Chair shall preside at Board meetings. In the Chair's absence, the Vice-Chair shall preside. If both the Chair and Vice-Chair are absent, any other Director of the Board may preside.

B. AUTHORITY TO CONDUCT MEETINGS

The Chair or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the Chair or other presiding officer at the meeting may be overridden by a majority vote of the Board.

Official business of the Board will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in Robert's Rules of Order, Simplified, will govern the Board in its deliberation.

The Chair will decide all questions relative to points of order, subject to an appeal to the entire Board.

Discussion by Board Directors will be unlimited so long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion, and the chairman will confine discussion to the matter before the Board. The chair may limit the time of any citizen appearing before the Board in order that all who wish to be heard may have the opportunity.

C. PUBLIC PARTICIPATION

If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave: upon failure to do so, such persons become trespassers.

D. ELECTRONIC EQUIPMENT

The Board's authority to control its meetings extends to control over equipment such as cameras, tape recorders, and microphones. The presiding officer shall inform persons attending any Board meeting of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of the Board Directors and the public attending the meeting shall be of primary concern in formulating such rules.

E. RECORDING OF VOTES

Votes shall be recorded. Any Director may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

F. QUORUM REQUISITES

Three Directors shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

G. VOTE EXPLANATIONS

Directors of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.

H. CONFLICT OF INTEREST/EX PARTE CONTACTS

In the event of a conflict of interest, a Director of the Board shall declare such conflict and abstain from voting. In the event any Director of the Board has had any ex parte contact regarding a matter, the Director shall declare such contact prior to participating in any vote on the matter.

I. SMOKING

Pursuant to ORS 192.710, smoking is prohibited where a meeting is being held by the Board or is to continue after a recess.

J. ADJOURNMENT

The meeting shall be adjourned by the presiding officer, with Board consensus.

Section 4.05 EXECUTIVE SESSIONS

A. NOTICE

Public notice of executive sessions shall be provided in accordance with Policy 4.3.

B. NO FINAL DECISIONS

The Board shall not take any votes nor make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board Directors' views during executive sessions.

C. PURPOSES

Executive sessions shall be held *only* for the following purposes:

1. Employment of Personnel: ORS 192.660(1)(a). To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:

The vacancy for the position has been advertised;

Regularized procedures for hiring have been adopted;

There has been opportunity for public input into the employment of such employee or officer;

Where employment of a Library Director is under consideration, the standards, criteria, and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment. No executive session may be held under ORS 192.660(1)(a) for purposes of filling a vacancy in an elective office.

2. Discipline of Public Officers and Employees: ORS 192.660(1)(b). To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, *unless* the person complained against requests an open hearing.
3. Consultation with Labor Negotiator Pursuant to ORS 192.660(1)(d): To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.
4. Real Property Transactions: ORS 192.660(1)(e). To conduct deliberations with persons designated by the Board to negotiate real property transactions.
5. Exempt Records: ORS 192.660(1)(f). To consider records that are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.

6. Litigation/Consultation with Legal Counsel: ORS 192.660(1)(h). To consult counsel concerning the District's legal rights and duties, as well as current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may utilize an executive session to discuss the writing under the authority of ORS 192.660(1)(f), as well.
7. Performance Evaluations: ORS 192.660(1)(i). To review and evaluate the employment-related performance of the Library Director, other officers, employees, or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria, and policy directives to be used in evaluating the Library Director must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective, or operation, and may not include any directive to the Library Director or other District personnel concerning agency goals, objectives, operations, or programs.
8. Labor Negotiations: ORS 192.660(2). Labor negotiations shall be conducted in open meetings unless both negotiating parties request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

D. CONDUCT OF EXECUTIVE SESSION

The Chair or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the Chair shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the nondisclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board Directors, staff, and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Section 4.06 MINUTES OF MEETINGS

A. WRITTEN MINUTES

The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:

All Directors of the Board present.

All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.

Results of all votes, including the vote of each Director by name.

The substance of any discussion on any matter.

Subject to ORS 192.410—192.505 relating to public records, a reference to any document discussed at the meeting.

B. MINUTES OF EXECUTIVE SESSIONS

Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law (ORS 192.650(2)).

C. DISCLOSURE OF EXECUTIVE SESSION MATTERS

If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board (ORS 192.650(2)).

D. RETENTION

Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by the State Archivist pursuant to ORS 192.105.

E. AVAILABILITY TO THE PUBLIC

Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting (ORS 192.650(1)).

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Section 5.01 PUBLIC RECORDS

A. CUSTODY AND MAINTENANCE

Orderly retention and destruction of public records is a policy of the state. The Secretary of State is the public records administrator responsible for application, operation, and interpretation of the public records laws.

1. The governing body of a political subdivision should have appropriate methods of assembling, indexing, and preserving documents. The State Archivist has the authority to grant to public officials authorization for retention or disposition of public records.
2. Public records as defined in Oregon law include any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by a public body regardless of physical form or characteristics (ORS 192.410). "Writing" means handwriting, typewriting, printing, photographing, and every means of recording including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles, or electronic recordings.
3. The elected Library Board should consult the manual from the Archivist. The Archivist supplies forms for listing a schedule, which must be approved by the Archivist. The policy contained in ORS 192.001 concerning public records should be included in the Library's Policy Manual.

B. COMPLIANCE

The District shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505. A copy of this law is contained in Appendix E.

Specificity of Request: In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter, and such other detail as may be necessary to enable District personnel to readily locate the records sought.

Access: The District shall permit inspection and examination of its nonexempt public records during regular business hours in the District's offices, or such other locations as the Board may reasonably designate from time to time. Copies of nonexempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained (ORS 192.440(2)).

Certified Copies: Certified copies of nonexempt public records shall be furnished upon request, and receipt of payment thereof.

C. FEES FOR PUBLIC RECORDS

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

1. Copies of Public Records; Certified Copies: Copies of public records shall be provided at the Board-approved rate per copy for standard, letter size copies. Copies may be certified upon request.
2. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
3. Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board may so authorize (ORS 192.440(4)).

D. AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors of the District.

E. ON-SITE REVIEW OF ORIGINAL RECORDS

If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with Section C, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

F. UNAUTHORIZED ALTERATION, REMOVAL, OR DESTRUCTION OF ORIGINALS

If any person attempts to alter, remove, or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District.

Section 5.02 INSPECTION OF PUBLIC RECORDS

A. RIGHT TO INSPECT

Under ORS 192.640, "every person" has a right to inspect any nonexempt public record. Motive and identity of the requestor of nonexempt records are irrelevant. Many public records are only conditionally exempt from inspection. ORS 192.500(1) exempts certain records from disclosure "unless the public interest requires disclosure in the particular instance." ORS 192.500(2) exempts other records subject in certain cases to balancing tests between privacy rights, government efficiency, etc. on one hand, and the public interest on the other. In such cases, the identity of the requestor and the use to be made of the material may be of weight.

B. EXEMPTIONS

On the list of exemptions (ORS 192.500(1)[j]) are "the circulation records of a public library showing use of specific library materials by named persons." Other conditional exemptions relevant to libraries may be records of a personnel discipline action, records of litigation to which a public body is a party if the complaint has been filed or is likely to be filed in the opinion of the public body, and information relating to the appraisal of real estate prior to acquisition.

ORS 192.500(2)(b) is designed to protect the privacy of individuals: "Personal Privacy Exemption: Information of a personal nature such as but not limited to that kept in a personal, medical or similar file, if the public disclosure thereof would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in the particular instance. The party seeking disclosure shall have the burden of showing that public disclosure would not constitute an unreasonable invasion of privacy...@.

- a. The Oregon Attorney General has issued a number of opinions assisting in defining invasion of privacy. Local boards should consult with an attorney when in doubt about what records can be reviewed by the public.

C. INTERPRETATION OF LAW

NOTE: Interpretation of any law is, ultimately, dependent on a court's ruling in a case. Even then, the ruling is specific to the case, although often accepted as a precedent. Attorneys can advise boards on the best procedures to follow based on case law and on opinions of the Attorney General.

These intricacies in the Oregon law suggest the need for library boards to be coached on "best practice" in handling any legal matters.

D. DISCLOSURE OF RECORDS

1. In many cases, a public agency may in its discretion disclose records even if ORS 192.500 permits it not to disclose. The first inquiry by the agency, therefore, should be, "Is there any good reason not to disclose?"

2. The Public Records Law is a *disclosure* law not a *confidentiality* law. Nothing in the Public Records Law prevents disclosure of any records, and therefore in many cases a public agency is free to disclose records which it is not required to disclose (Attorney General's Public Records and Meetings Manual).

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Rather than just reproducing the SDAO policy here, I would make a motion that we include the appropriate section by reference and have that motion included in the manual as policy.

Steve

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Section 7.01 DISTRICT COMPLIANCE WITH LOCAL BUDGET LAW

[NOT APPROPRIATE WITHOUT MODIFICATION FOR DISTRICTS LOCATED IN COUNTIES WITH A TAX SUPERVISING AND CONSERVATION COMMITTEE.]

A. COMPLIANCE WITH LOCAL BUDGET LAW

Compliance with Oregon's Local Budget Law (ORS 294.305—294.565), is required prior to the expenditure of any monies or the levy of any tax upon property located within the District (ORS 294.326). The District shall comply with the provisions of the Local Budget Law, and with the instructions and requirements of the Department of Revenue, which has been charged by the Legislature with responsibility to interpret and administer the Local Budget Law. In preparing and adopting its Budget, the District shall be guided by the Budget Manual for Municipal Corporations, published by the Department of Revenue, and the Department's various forms and instructions.

B. APPOINTMENT OF BUDGET OFFICER

Pursuant to ORS 294.331, the District Board of Directors shall designate a Budget Officer to prepare or supervise the preparation of the District's Budget. The Budget Officer shall fully acquaint himself/herself with the Local Budget Law and the budget preparation process. The Budget Officer shall act under the direction of the Board.

C. PREPARATION OF THE PROPOSED BUDGET

The Budget Officer shall prepare or supervise preparation of the proposed Budget. The Budget Officer shall then publish a "Notice of Budget Committee Meeting" as set forth in ORS 294.401(1). The Budget Officer will present it to the budget committee. He/she will see that members of the committee have detailed as well as summary information early enough for them to give adequate study before decisions are made.

The fiscal year will extend from July 1 to June 30 inclusive.

The Board will annually adopt a budget calendar which will identify dates and deadlines required for the legal presentation and adoption of the Budget.

The Budget Officer will prepare and recommend a proposed calendar for Board approval. Such calendar will identify dates and activities which comply with state law.

D. BUDGET COMMITTEE

Pursuant to ORS 294.336, the District shall establish a Budget Committee consisting of the members of the Board of Directors and an equal number of qualified electors of the District. Any increase or reduction in the number of -members of the District's Board of Directors shall cause a like increase or reduction to be made in the number of appointive citizen members of the Budget Committee. Members of the Budget Committee shall

receive no compensation for their services. The appointive members of the Budget Committee shall not be considered officers, agents, or employees of the District. Each member shall serve a three year term. Terms of office on the Budget Committee shall be staggered as the Board of Directors shall determine.

1. At the first Board meeting in September the Board will identify which vacant positions on the budget committee must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons through the month of September. Such applications will include a signed statement stating that the applicant is willing to serve as a member of the Budget Committee. The Board may contact the person who previously served in the now vacant position to ascertain his or her willingness to serve another term if appointed.
2. At the first regular Board meeting in October the Board will review the names of persons filing applications and names of those persons who have served previously and are still willing to be appointed. At the second regular meeting in October, the Board will appoint persons to fill the vacant positions.
3. The appointive members of the Budget Committee will be appointed for terms of three years. No person may serve more than two consecutive terms as a Budget Committee member. The terms will be staggered so that approximately one-third of the terms of the appointive members end each year. If any appointive member is unable to complete the term for which he or she was appointed, the Board will announce the vacancy at the first regular Board meeting following the resignation or removal of the committee member. Budget Committee members may be removed for the same reasons as Board members. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.
4. By law, the Budget Committee is charged with decision-making concerning financial priorities.
 - a. The Budget Committee will have the responsibility of reviewing the financial program of the district, reviewing the proposed District Budget as presented by the superintendent, and approving an annual District Budget in keeping with the provisions of applicable state laws.
 - b. Library policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increased salaries. While the committee in effect may delete programs because of the deletion of funds in arriving at a palatable levy figure, the committee is primarily charged with a fiscal evaluation of programs. The committee may, alternatively, set an amount to be cut from the budget and request that the administration make such reductions in accordance with priorities set by the Board.
5. Budget committee requirements and procedures?
 - a. At the first meeting after its appointment, the Budget Committee will elect a chair and secretary from among its members. It may also establish such other

ground rules as it deems necessary for the successful operation of the committee.

- b. As provided by law, the committee will hear the Budget message presented by the Budget Officer, receive the Budget document, listen to comments and suggestions by patrons, and announce the time and place for its future meetings. All meetings of the Budget Committee are subject to the Oregon Public Meetings Law.
- c. The Budget Committee may request of the Budget Officer any information used in the preparation of or for use in revising the Budget document. The committee may request the attendance of any employee at its meetings. The budget committee will approve the Budget document as submitted by the superintendent or as subsequently revised by the committee.
- d. After approval of the original or revised Budget document, the Budget Committee's duties cease. The hearing on the approved Budget is held by the Board.

E. PUBLICATION OF BUDGET SUMMARY AND NOTICE OF BUDGET HEARING (ORS 294.421)

After the Budget has been approved by the Budget Committee, a Budget Hearing shall be held by the Board of Directors of the District. Fifteen to twenty-five days before the scheduled hearing, the Board of Directors shall publish a "Financial Summary and Notice of Budget Hearing." This information must appear in a newspaper of general circulation published in the District. Eight to fourteen days before the scheduled hearing, a Second Notice of Budget Hearing shall be published. It need not contain the summarized financial information found in the first notice. However, the second notice shall repeat significant information about the scheduled Budget Hearing, and set forth the date on which the Financial Summary was first published.

F. BUDGET HEARING (ORS 294.430)

The Board of Directors of the District shall hold the scheduled Budget Hearing on the date specified in the public notices given. The purpose of the hearing is to take citizen testimony on the Budget approved by the Budget Committee. Additional hearings may be held if necessary. All hearings are open to the public, and subject to Oregon's Public Meetings Law.

G. BUDGET ADOPTION, APPROPRIATIONS, AND TAX LEVY

The District's Board of Directors may make changes in the approved budget before it is adopted, subject to the limitations set forth in ORS 294.435. These limitations cannot be exceeded without first publishing a revised Financial Summary and holding another Budget Hearing. Once all Budget Hearings have been concluded, and upon consideration of relevant testimony received at such hearings, the District's Board of Directors shall adopt the Budget. The District's Board of Directors shall prepare a resolution or

ordinance formally adopting the Budget; making appropriations; and determining, making, and declaring the ad valorem tax levy for each fund.

H. CERTIFICATION OF LEVY

The District shall send a certified copy of the ordinance or resolution to the County Commission within 15 days after its adoption. The following shall be submitted to the County Assessor's office by July 15 of each year:

1. The original and one copy of the notice of levy;
2. Two true copies of the Budget as finally adopted;
3. A copy of the notice of publication per ORS 294.421; and
4. Two copies of the resolution adopting the Budget and of the resolution making appropriations.

On or before July 15 of each year the District shall forward the following to the Department of Revenue:

A true copy of the Budget as finally adopted;

A copy of the notice of publication per ORS 294.421;

A copy of the resolution adopting the Budget and of the resolution making appropriations; and

Copies of any notices pursuant to ORS 294.421(4), (5), or (6).

I. POST-ADOPTION CHANGES TO THE BUDGET

Post-adoption changes to the Budget are restricted by statute. ORS 294.450 governs the transfer of appropriations within a fund or from one fund to another. ORS 294.455 governs the appropriation of funds to repair or replace property involuntarily converted or destroyed. ORS 294.460 governs loans from one fund to another. ORS 294.480 specifies the conditions under which the District shall adopt a Supplemental Budget.

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Section 8.01 PERSONNEL POLICIES AND PROCEDURES OVERVIEW AND GENERAL POLICIES.

A. PURPOSE OF PERSONNEL POLICIES

These policies provide rules and regulations for all employees of the FERN RIDGE LIBRARY DISTRICT (which is referred to as "the District" throughout these policies) relative to matters of personnel administration, except that the Library Director and the Business Manager serve at the pleasure of the Board of Directors and is the Board of Directors' representative in relation to application and administration of these policies to all other District employees. These rules and regulations are intended to set a general framework for effective personnel administration. In all cases, these policies should be construed with this in mind and should be understood as guiding the Library Director and the Business Manager, and not limiting in any way the prerogatives of the Board in its relationship with them.

In the event of a conflict in language, interpretation or application of a collective bargaining agreement, where specific collective bargaining agreement language differs from these rules and regulations, the language contained in the collective bargaining agreement shall take precedence over the rules and regulations in the policies for any employee covered by such collective bargaining agreement.

These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees. Department heads should ensure that existing department policies are consistent with this Manual.

B. INTRODUCTION

This Manual contains statements of personnel policies and procedures. It is designed to inform everyone of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District to provide employees an understanding of what is expected of them, and to ensure consistent, fair, and uniform treatment of District employees.

The District reserves the right to change these policies and procedures at any time. These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an express or implied contract, or to give rise to a binding past practice under any collective bargaining agreement.

Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the , no employee or representative of the District has the authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to Board-approved policies.

Each employee can assist in keeping the District personnel program up to date by notifying the Library Director whenever problems are encountered or improvements can

be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to the Library Director for consideration.

The *Board* may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

C. PERSONNEL ADMINISTRATION GENERALLY

The Board of Directors and Library Director shall have authority over all matters of personnel administration through adoption and implementation of the District Budget, pay plans, collective bargaining agreements, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

The Board is charged with responsibility for the interpretation and application of the policies.

The Board may specifically delegate in writing the authority for the enforcement of rules and policies.

The Library Director shall be responsible for insuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations. The Board delegates to Library Director broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board.

Labor negotiations (including the settlement of any grievance after that grievance has been denied by the Board or a committee thereof) must and in every instance shall be approved by the Board of Directors before the District may be bound.

Section 8.02 APPOINTMENTS, QUALIFICATIONS, AND SEPARATION

A. JOB ANNOUNCEMENT

A job announcement will be made for any vacant position within the District and shall be initiated upon the request of the Library Director to the Board. The announcement shall specify title and salary range of the position, the nature of the duties performed, qualification requirements, the time and place to apply, and may include the selection process to be used. Job announcements shall be posted on appropriate bulletin boards, and may be published in District publications and appropriate newspapers. Job announcements will be posted a minimum of 5 working days prior to the closing date.

B. APPLICATIONS

Appointment to positions is through an open competitive process and will be based on merit and qualification. Promotional appointments may be made exclusively from employees if it is determined that a sufficient number of employees are interested and qualified to compete through an internal selection process.

Applications shall be available in the Library District's office. Applications will be accepted only for advertised openings. Applicants will complete the application form and any supplemental materials required by the District for positions within the time period specified in the job announcement.

Applicants for employment shall furnish complete information requested as to education, special training, experience, and skills, as well as a chronological schedule of employment, references, and other pertinent information. The Library Director makes all appointments to positions authorized by the Board.

C. ELIGIBILITY

At the time of application all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

D. SELECTION

Selection criteria and procedures will be based solely on job-related knowledge, skills, abilities, experience, education, training, and, when appropriate, prior demonstrated performance, aptitude, and character. The Library Director shall design selection criteria based on the classification specifications, job requirements and consultation with Board and staff. Based on the results of the selection process, applicants will be selected by the department head for an employment interview.

E. ORIENTATION

Upon appointment, the Assistant Librarian shall be responsible for orientation of new employees. Orientation shall include, but shall not be limited to organization and services of the District, work rules, personnel policies and procedures, safety training, completion of payroll forms, and introduction to other District personnel.

F. PROBATIONARY PERIOD

New and rehired employees refer to the OSEA contract.

G. EMPLOYEE STATUS

1. Regular Full-Time Employees. An employee who regularly works 2080 hours [See OSEA contract], and who has completed the probationary period, is considered a regular full-time employee.
2. Regular Part-Time Employees. An employee who regularly works less than 2080 hours [See OSEA contract] is considered a regular part-time employee once the probationary period is successfully completed. The District shall pay a proportion of benefits, based on the regular hours of work.
3. Temporary Employees. Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal work loads, or emergencies. Temporary employees are ineligible for employer-paid benefits.
4. Duration of Employment. All employees except temporary employees are hired for an unspecified duration. The District may not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment relationship at any time, in accordance with District procedures and applicable collective bargaining agreements.
5. Anniversary Dates. The anniversary date used to determine vacation and merit increases of an employee hired before the 15th of the month shall be the first day of the month. The anniversary date of an employee hired on or after the 15th shall be the first day of the following month.

H. VOLUNTEERS

Volunteers are not employees of the District. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' Compensation insurance will be provided to volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies and practices of the District, and are held to the same standard of performance as applies to regular employees.

I. EMPLOYMENT OF RELATIVES

Relatives of employees may be hired by the District only if individuals concerned do not work in a direct supervisory relationship. Present employees who marry will be permitted to continue work only if they do not work in a direct supervisory relationship with one another. Employees will be allowed to accept a demotion to an available and suitable position to avoid direct supervision by a relative. If this can not be accomplished, the least senior employee may be terminated.

J. LAYOFFS

Should a reduction in the District work force become necessary, refer to the OSEA contract.

K. VOLUNTARY RESIGNATIONS

To voluntarily resign in good standing, an employee must submit a written letter of resignation to the department head allowing at least ten working days' advance notice. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.

L. PERSONNEL RECORD

Refer to the OSEA contract.

Personnel Files. This policy defines circumstances under which an employee may examine his/her personnel records; and an individual who is not an employee of the District may examine an employee's personnel record. This policy and procedure applies to all District employees.

- a. No material of a negative or derogatory nature shall be placed in an employee's file unless the employee has had an opportunity to review the material, which shall be noted on the documents.
- b. Employees may be allowed to include in their personnel file any material deemed relevant to job qualifications or performance, in the judgment of the District. Employees may inspect and review their personnel files, excluding confidential reports from previous employers.
- c. Employees may protest, or comment upon, in writing, any materials placed in their personnel file. Such protest/comments shall be placed in the personnel file.

Procedure For Access By Employee

- a. Employees wishing to inspect/review their personnel file shall make an appointment in advance with the Library Director.
- b. An employee may receive a copy of such records. The employee will be charged the actual cost of providing this service.

Access to Personnel Files—Persons Other Than Employee

- a. Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of privacy. Records of discipline may be exempt from public disclosure.
- b. Any person seeking disclosure of material that would constitute an unreasonable invasion of any employee's privacy shall have the burden of showing that public disclosure would not constitute such an unreasonable invasion of privacy, by clear and convincing evidence.
- c. In any event, no information in any employee's personnel file will be released until the employee is notified and has a reasonable opportunity to comment on the request. In all cases, the District must determine whether or not particular personnel records of any District employee are subject to public disclosure. An employee's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon's Public Records Law. This decision shall be made by the Board of Directors by Resolution following deliberation in Executive Session.
- d. Information regarding an employee's address, telephone number, work history, performance, or salary will not be given over the telephone. Only employment dates and job title may be released verbally.
- e. Verification of employment, requests for salary, or other confidential information must be in writing, and signed by the employee, authorizing release of specific information.
- f. Work reference requests, for both present and terminated employees, must be in writing and signed by the employee, authorizing release of information.

Management Review of Personnel Files

All personnel files will be reviewed by *the* Library Director every five years for material reflecting caution, warning, admonishment, reprimand, and/or suspension, to determine the continued appropriateness of retention.

Materials deemed inappropriate or no longer relevant may be removed from the personnel file with the employee concerned so notified. Criteria which may be used include age of the material, seriousness of the infraction, and instances of repeated or similar infractions.

Section 8.03 PAYROLL, SCHEDULING, AND OVERTIME PRACTICES

A. WORK WEEK AND WORKING HOURS

The normal work week consists of forty (40) hours, however this should not be considered as a guarantee of any specific amount of work being made available. Employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible.

The hours of employment shall be fixed by the Library Director.

B. WAGE COMPENSATION

1. Wage Policy. The District maintains a pay plan covering all positions in the District, showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy and wage adjustments in the community, suggestions of Library Director and the District's financial condition.
2. Salary Review. Compensation will be reviewed by the Library Director at the end of an employee's probation. An increase may be recommended to the Board based upon competent and commendable service.

Regular employee's salaries will be reviewed after twelve (12) months of continuous employment in the current classification.

C. OVERTIME

Refer to OSEA contract.

D. LUNCH AND REST PERIODS

Refer to OSEA contract.

E. PAYDAY

The District's payday is the 7th day of the month unless it falls on the weekend, then payday will be on the on the first banking day following the 7th. In the event of emergency, employees may be permitted a payroll draw.

F. PAYROLL DEDUCTIONS

1. Required Deductions. Federal and state laws require the following deductions from every paycheck:
 - a. Federal Withholding Tax;
 - b. State Withholding Tax;

- c. Social Security (FICA) & Medicare Taxes
 - d. Workers Compensation Insurance
 - e. Court ordered child support payments or garnishments; and
 - f. Retirement (unless the employer agrees to pay).
2. Optional Deductions. Other deductions may be made from the employee's paycheck with the employee's written request, including, but not limited to:
- a. Insurance contribution;
 - b. Any other deduction of general interest to District employees, including United Way contributions, affecting five or more employees may be authorized by the employee in writing, with approval of the Business Manager;
 - c. Union Dues; or
 - d. Monies due to the District.

G. MEDICAL AND LIFE INSURANCE

The District provides insurance benefits according to the OSEA Contract for insurance choice and P.E.R.S.

The District participates in the Public Employee Retirement System for employees working over 600 hours per year. Information about contributions and retirement or disability benefits may be obtained from the Business Manager or from the PERS.

H. TIME RECORDS

Time sheets must serve as an accurate record of the time for which each employee is paid wages and overtime. Each employee is expected to record accurately the time spent working on District business. Personal time spent in District offices outside regular working hours should not be recorded.

Probationary or regular employees shall record all time worked for the District. An employee of the District may volunteer service to the District, and the time involved would not be recorded, **ONLY IF** the volunteer hours worked **DO NOT INVOLVE THE SAME TYPE OF SERVICE** which the person is employed to perform for the District. All volunteer activities by employees must be approved in advance, and in writing.

I. SEVERANCE PAY

A regular employee terminating employment with the District will be paid on the date of separation any earned and unpaid wages then due plus any accumulated and unused vacation pay and compensatory time. Work hours, earned vacation which the employee is eligible to take off, and compensatory time shall be paid at the employee's hourly rate at the date of separation. If the employee fails to give at least forty-eight (48) hours advance notice prior to quitting District employment, severance pay shall be paid no later than the regular payday.

J. JOB SHARING

A job sharing position is a regular full-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position will be divided so as to provide total coverage by the two partners. The partners will normally divide the required working hours, not to exceed a total of 2080 hours [See OSEA contract].

Each partner in a job sharing position must have, or be capable of having, all the knowledge, skills, and abilities necessary to perform the job.

Job share partners will share the benefits of the regular full-time position.

Vacation, sick leave, and holiday benefits will be pro-rated on the basis of hours worked.

Long term disability and retirement benefits will be provided to job share partners based on salary received. Job share partners have the same rights and privileges under the retirement plan as regular full-time employees.

Each job share partner receives the same life insurance coverage as other regular full-time employees.

The District pays the cost of health and dental insurance for one full-time equivalent position. Accordingly, if a position is job-shared, each partner pays one half of the insurance premium and the District pays the other half, if both wish to receive coverage. If one partner chooses to waive all coverage, however, then the other partner may receive full coverage at no cost.

Job sharing shall be implemented, continued, or terminated at the discretion of the District based on operational efficiency. Specific scheduling arrangements shall be determined by the Board and should be a function of the needs of the District, the nature of the job, and the desires of the job share partners.

Section 8.04 EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT

A. GENERAL EXPECTATIONS

All employees of the District are expected to use good judgment regarding the expenditure of funds for travel expenses. Only through teamwork can the costs of travel on District business be minimized.

B. DOCUMENTATION OBJECTIVES

The Procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

1. Pre-approval of all travel requests to insure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests; and
2. A complete accounting of the actual expenses for the travel to insure that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

C. APPROVAL

The Library Director shall authorize registration, travel, and attendance expenditures in advance within the budgeted amounts adopted by the Board.

Section 8.05 TIME OFF**A. VACATION BENEFITS**

Refer to the OSEA Contract.

B. HOLIDAYS

Refer to the OSEA Contract.

C. SICK LEAVE

Refer to the OSEA Contract.

D. FAMILY MEDICAL LEAVE

Refer to Personal Emergency Leave of the OSEA Contract.

E. PREGNANCY LEAVE

Oregon Law provides female employees with an additional 12 weeks of leave for an employee=s illness, injury, or condition related to pregnancy or childbirth that disables the eligible employee from performing her job.

The right of a pregnant employee to take a medically necessary leave of absence, in addition to any right the employee may have to take a leave for her own serious health condition. So, a pregnant employee could be on pregnancy leave prior to the delivery date and then on 12 weeks of parental leave after the baby is born.

You must provide 30 days advance notice when the leave is foreseeable. To apply for pregnancy leave, notify your Library Director and obtain ARequest for Family Medical Leave@ and ACertification of Physician or Practitioner@ forms. If the reason for the leave is unforeseeable, you must provide the District oral notice within 24 hours of the commencement of the leave and must provide written notice within three days of your return to work.

If you fail to provide notice as set forth above, the District may reduce your leave by up to three weeks, and you may be subject to discipline, up to and including discharge.

You may use accrued sick leave or vacation days during the otherwise unpaid portion of the pregnancy disability leave.

F. JURY DUTY AND SUBPOENA LEAVE

Refer to the OSEA Contract.

G. TIME OFF TO VOTE

If an employee does not have sufficient time outside of working hours to vote at a statewide or local election, the employee may, without loss of pay, take off enough

working time which, when added to the voting time available outside of working hours, will enable the employee to vote.

H. LEAVE OF ABSENCE

Refer to the OSEA Contract.

Section 8.06 PERSONNEL SAFETY

A. WORKERS' COMPENSATION INSURANCE

Refer to the OSEA Contract.

B. RETURN-TO-WORK POLICY

The following procedures must be followed by employees who wish to return to work following an on-the-job injury which has resulted in the employee's being off work.

1. All requests to return to work must be made in writing, dated, and signed by the employee.
2. All requests to return to work must be accompanied by a dated, written release signed by your attending physician. This release must clearly specify whether you are released for your former job or are restricted in any way and include any request for reasonable accommodation.
3. Requests to return to work must be made no later than the 7th regular work day following the date of your physician's signature on the written release. Except where, in our opinion, extenuating circumstances exist, failure to make a timely request terminates your right to reinstatement or reemployment. Failure to seek a written release upon your becoming able to return to work may constitute abandonment of your right to reinstatement or reemployment.
4. Requests to return to work may be brought in personally or mailed to the District. If mailed, the request should be directed to the person listed in No. 5 below. Requests brought in personally will be deemed made on the date on which the written request is given to the District. Mailed requests will be deemed made on the date of receipt. All requests will be date stamped upon receipt.
5. All requests to return to work must be directed to *the* Library Director.
6. If your former job or a suitable alternative is not available at the time of your request, you must contact *the* Library Director in person or by telephone once a week to renew your request. If a period of 10 days elapses without such a contact, you will be considered to have abandoned your right to be returned to work.
7. All job offers will be made by telephone. It is your obligation to keep the District advised of any changes in your telephone number.
8. If you are offered a suitable position in response to your request to return to work and you refuse to accept it, you will be considered to have voluntarily terminated your employment and abandoned your right to reinstatement or reemployment.

C. LIGHT DUTY WORK ASSIGNMENTS

Disabled employees who are temporarily assigned light duty work as a reasonable accommodation but are unable to perform the essential duties of their job may be required to provide a medical evaluation after 30 days from their treating physician so

that *the* Library Director may determine whether the employee is capable at that time of performing the essential functions of the job, with or without reasonable accommodation. The District offers light duty accommodations only for those employees whom *the* Library Director may anticipate will recover the ability to perform all the essential functions of the job within a reasonable time. If recovery becomes doubtful, *the* Library Director may discontinue the light duty assignment. No light duty assignment is intended to become permanent.

"If the job-related injury results in time off, the *Business Manager* should insure that the relevant period on the employee's time sheet is designated.

D. VIOLENCE IN THE WORKPLACE

1. Statement of Concern. The District recognizes the need for a violence-free work environment for all employees and the public.

2. Definitions:

Assault - The actual offer to use force with the apparent present ability, if not prevented, to execute that attempt which creates a reasonable fear of imminent peril.

Battery - The unlawful touching of another person

Law Enforcement Personnel - Any city police officer, deputy sheriff, or member of the Oregon State Police.

Perpetrator:

- a. An employee inflicting acts or threats of violence on his/herself, or another employee.
- b. A third party engaging in violent acts or threats against his/herself, an employee, or another third party.
- c. An employee inflicting acts or threats of violence on a third party.

Third Party - Any visitor to a District workplace, including a former employee.

Violent Act- An act by a third party or an employee that may range from verbal or physical threats or intimidation to assault or battery.

Workplace - All property including parking lots owned by the District an any non-District property where work is being performed by District employees in an official capacity for the District.

1. General.

- a. In the workplace, an employee witnessing violence directed against another should observe the situation and attempt to get information such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others.

- b. When applicable, the District and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts.
 - c. No employee or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace or onto District property for any reason.
2. Implementation.
- a. Managing a Potentially Violent Situation.
 - (1) District employees are expected to assist the general public and fellow employees in a courteous manner.
 - (2) If, for example, a person becomes angry, the employee should courteously attempt to calm the person down. If that does not work, the employee should get his/her supervisor involved or call for assistance from another supervisor.
 - d. A Person Threatening Bodily Harm. If the employee feels that he/she or another person is threatened, that is, in danger of imminent bodily harm:
 - (1) The employee should attempt to leave the scene, if it can be done safely.
 - (2) If the supervisor is unaware of the situation, the employee should notify the supervisor as soon as it can be done safely.
 - (3) Either the employee or the supervisor may determine if law enforcement should be notified.
 - (4) The Library Director shall be notified as soon as possible by the supervisor of the employee who feels threatened, witnesses or has knowledge of a violent act.
 - (5) When the Library Director responds, if law enforcement has not been notified earlier, the *Library Director* may decide to call the police or take other actions related to the incident.
 - e. Reporting Incidents.
 - (1) The supervisor shall complete an incident report and forward the report to the Library Director within 24 hours of a violent act.
 - (2) For an act involving the threat of bodily injury, the supervisor is responsible in making sure the Library Director is contacted, as soon as it can be done safely.
 - (3) Any District employee having knowledge of a violent act involving any other District employee (as victim or perpetrator) must report it. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode, the employee may report the incident to the employee's supervisor or, if the employee prefers, to the Library Director or Board Chair.

Section 8.07 WHAT THE DISTRICT EXPECTS FROM YOU

A. TEAMWORK AND EXCELLENCE

This section has been arranged to present a general overview of some of the District's expectations of its employees. Every employee should keep in mind that each is a part of a team of public employees, and public satisfaction with the District depends upon good service.

B. PERSONAL CONDUCT

Positive attitude, proper courtesy, and conduct on and off the job are important to the individual as well as to the District. Neatness of work performed is also important. All employees are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, do perform work under the public eye. Employees of the District, regardless of whether contacts are direct or indirect, are expected to be courteous, efficient, and helpful in all their work assignments. Favorable impressions created by employees' public behavior help develop good will and support for District services.

C. CODE OF ETHICS FOR DISTRICT EMPLOYEES

Personal Interests Avoided. District employees may not use District time, equipment, or services for personal interest or gain. When giving testimony unrelated to their assigned District responsibilities, District employees shall not use information or facts that have come to them by virtue of their employment for personal gain or benefit. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.

D. POLITICAL ACTIVITIES OF DISTRICT EMPLOYEES

1. Official Position - Campaigning. Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office
2. On-Duty Activity. Oregon law forbids any District employee, while on the job, from soliciting money, influence, service, or other article of value or otherwise aiding and/or promoting any political cause or the nomination or election of any person for public office
3. Off-Duty Activity. During the term of their employment, a District employee may not hold any elective office that creates a conflict of interest between the duties of that employee and the prospective duties of the elective office holder. An employee may obtain a prior written approval of *the* Library Director or District Board before filing as a candidate for an elective office. Failure to obtain prior written approval may be deemed by the District to constitute a voluntary resignation if the employee is elected to that position and the District determines

that the election to the position creates a conflict of interest with the employee's position with the District

Nothing in this rule is intended to restrict the political actions or activities of employees outside of their regular working hours.

E. COST CONSCIOUSNESS

Every employee of the District is a citizen and taxpayer and is expected to practice economy in all duties. Failure to do so is not in the best interests of the District and may lead to discipline, and/or discharge, as appropriate.

F. ATTENDANCE AND PUNCTUALITY

Each employee, and the employee's performance on the job, is important to the overall success of operations. When absent, someone else must do the job. Everyone is expected to keep regular attendance, be on time, and work as scheduled.

In accepting employment with the District, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee's overall contribution to the District may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job on time every scheduled work day. Recurring and excessive absences and/or tardiness are disruptive to work schedules, costly to the District and its residents, and detrimental to the morale and efforts of employees who maintain a good work record.

Except when the absence is due to leave protected by state or federal law, failure to meet these requirements subjects an employee to disciplinary action, which include termination. The ability to attend work regularly is a job requirement.

G. PERSONAL APPEARANCE

Each employee is responsible to present a clean, neat appearance whether in the office, a District vehicle, or other site. Good taste and good judgment in personal attire is expected.

H. APPEARANCE OF WORK AREAS

The District's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and insure that all working documents, desks, cabinets, and equipment are secure at the close of the work shift.

I. PERSONAL TELEPHONE CALLS

District phones are to be used for District purposes. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum and made during breaks or lunch periods whenever possible. Under no circumstances should an employee charge a long

distance call to the District unless it is work-related. Friends and relatives should be discouraged from calling during working hours except in emergencies.

J. SMOKING

For health and safety considerations, the District discourages smoking.

K. OUTSIDE EMPLOYMENT

1. District Comes First. When an individual accepts employment with the District it is understood that the District has first call upon the services of its employees, regardless of any effect on secondary employment.
2. Incompatible Work. Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work performance, or is in conflict with the interests of the District. The District expects employees to avoid extra work which affects endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, including employees who hold outside jobs.
3. Notification. Employees shall notify *the* Library Director in writing, in advance, of all employment outside the scope of their employment with the District.
4. Conflicts. The Library Director will notify the employee at any time outside employment is found to be in conflict with the interests of the District or is likely to bring discredit upon the District. It shall be up to the employee to choose which employment option is most desired.

Section 8.08 NON-DISCRIMINATION AND HARASSMENT

A. EQUAL EMPLOYMENT OPPORTUNITY

It is the District's policy to employ, retain, promote, discipline, discharge, and otherwise treat all employees and job applicants on the basis of merit, qualifications and competence or membership in any other classification protected under federal or Oregon law. It is the policy of the District to comply with federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, veteran status or any physical handicap or disability which can be accommodated reasonably.

The Library Director is the coordinator for the District's procedures for the implementation of this policy. It is the intent and desire of the District that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

B. HARASSMENT

1. Statement of Concern. The District will work to eliminate and prevent harassment and to alleviate any effects harassment may have on the working conditions of an employee. All harassment is forbidden, including unsolicited remarks, gestures or physical contact, display or circulation of derogatory written materials or pictures regarding either gender or disability or racial, ethnic or religious groups, and personnel decisions based on an employee's response to such harassment. No person may be harassed based on his/her relationship with a person with characteristics set forth in this paragraph. The District regards job related harassment as a serious transgression and reason for discipline or discharge
2. Policy. The policy of the District is that every employee has a right to be free of harassment. In response to formal reports of harassment, the District will protect all parties involved from retaliation, false accusations, or future harassment, and where indicated, will take prompt and adequate remedial measures

Should an issue of harassment be raised, all related matters will be kept confidential to the extent possible throughout the investigation, counseling and disciplinary stages. Any supervisor or manager receiving notice of harassment shall notify the Library Director, or the *Board Chair* who will direct an investigation and insure that the charge is resolved appropriately.

3. Reporting Harassment. Any employee who feels harassed or is aware of harassment of another employee is urged to report this to an immediate supervisor or Board Chair. The report may be informal or formal. A formal report shall include a written statement, which may be a grievance under a labor agreement.
4. Response to Reports of Harassment. Written reports concerning harassment will be forwarded to the Library Director unless there is an allegation against that

person, and if so, then written reports will be forwarded to the Board Chair who will delegate the matter to the District's legal counsel. This procedure will apply to written statements received from reporting employees or written records made by supervisory employees, including department heads. Whenever supervisory employees become aware of allegations of harassment, they will make a written record of the allegations and will forward the record to the District in accordance with this policy.

5. Investigation. The Library Director or the District's legal counsel or other person designated by the Board Chair will begin an investigation if necessary. The first pre-investigation step shall be to inquire of all persons reporting as to whether the record now includes all allegations of harassment. The investigation will be conducted promptly on a priority basis

The investigation will be directed at ascertaining the facts concerning the allegations. If, in the course of investigation, evidence of harassment is found, the District shall initiate separate investigations.

The investigator shall cause the person reported to have harassed an employee to be advised of the allegations and to afford such person an opportunity to reply orally or in writing. The employee shall also be advised that any retaliatory conduct will be subject to disciplinary action regardless of allegations of harassment.

The results of the investigation shall be reduced to writing. A finding shall be made that there is, or is not, reasonable cause for disciplinary action. Nothing in this section shall limit the authority of the District to modify policies or practices to correct any appearance of sexual harassment without finding reasonable cause for disciplinary action or taking any disciplinary action. The report will also include any recommendations to remedy any harm which was suffered if the evidence shows that the employee alleged to have been affected by sexual harassment was injured or harmed.

A report which finds reasonable cause for disciplinary action will be maintained in the personnel file of any employee subject to discipline. The employee may have placed in the personnel file a statement of rebuttal or correction. For the purpose of this section, a former employee may present such statement.

6. Sealing of Records Relating to Harassment. Records relating to harassment, including written reports regarding alleged harassment, memos between District employees concerning investigation of such allegations and District recommendations in response to allegations will be retained by the District for a minimum of six (6) years. All such records will be retained in a sealed file. There will be a cross reference to the sealed file of the reporting employee, the allegedly affected employee and the employee who was reported to have harassed another. Once the material in the sealed file is determined to have no reasonable bearing on job performance or on the efficient and effective management of the District, reference to it in one or more individual personnel files may be removed

No information from the sealed file, nor any indication of the cross reference to the sealed file, will be disclosed to persons who do not have confidential access to the personnel affairs of the District, provided that there are two exceptions which permit some disclosure. First, an employee who reported harassment and/or an employee who was allegedly affected by harassment may request that the District provide information to another regarding the investigation of harassment. On a case-by-case basis, the District, in its own discretion, may agree to release specified information. Secondly, whenever the District would provide general information to persons who are not officers or employees of the District regarding an employee or former employee from the District's personnel file and the employee's personnel file reflects a finding of reasonable cause for disciplinary action, then the District will also send information regarding the investigation of harassment; except that no readily identifiable reference to other parties involved may be included, and any statement which the employee had requested be held in the file will accompany the disclosure. Information about the finding of reasonable cause for disciplinary action would not be given in response to a request for verification of dates employed.

C. HIV DISCRIMINATION

1. The Disease. Acquired Immune Deficiency Syndrome (AIDS) is a fatal, infectious disease which claims an increasing number of lives each year. It is caused by spread of the AIDS virus, Human Immunodeficiency Virus (HIV). Because of the alarming increase of AIDS, AIDS Related Complex (ARC), and (HIV), the District has investigated AIDS concerns and has consulted with experts on this subject. According to the best medical evidence available, casual work place contacts among employees and citizens infected with HIV will not result in the transmission of the virus. The nature of the disease and its presence in society warrants a District policy.
2. Purpose of Policy. The District recognizes that its employees are entitled to a safe working environment. Employees and job applicants who are HIV carriers or are afflicted with ARC or AIDS are entitled to compassion and legal protection against unlawful discrimination. Based on these principles, the District has formulated this AIDS policy to
 - a. Prevent unlawful discrimination
 - b. Educate employees about the ways HIV is, and is not, spread;
 - c. Designate a person to whom concerned employees can go for information;
 - d. Insure the confidentiality of information about any employee who contracts the virus;
 - e. Address employment concerns of infected employees;
 - f. Assure that the public is accommodated and that risks to health are minimized;

- g. Protect the health and safety of all employees through a program of universal precaution; and
 - h. Avoid disruption or interference with District business that could result from unfounded health concerns.
7. This policy addresses the work place and shall be supplemented with any additional protocols found appropriate.
3. Non-Discrimination in Hiring. The District will not unlawfully discriminate against persons with AIDS, ARC or HIV on the basis of their handicap. The following practices are to be followed:
- a. Job applicants are not to be asked if they have AIDS or if they are infected with HIV. They may be asked if they are able to perform all functions of the job, both essential and marginal, with or without reasonable accommodation. Only after extension of an offer of employment (which may be made conditional on ability to perform essential job functions) may the applicant's condition be discussed or the need for any reasonable accommodation be discussed.
 - b. Job applicants who voluntarily disclose that they have AIDS or are HIV infected shall be asked if they can perform all job functions, but may not be asked about their disability or need for accommodation before extending an offer of employment. The reasonableness of any requested accommodation shall be determined by management
 - c. Any applicant known by the District to be handicapped or disabled but capable of performing the duties of the job sought, with or without reasonable accommodation, shall be given the same consideration as other equally qualified applicants
4. Employee Education. Employees who are educated about the actual medical risks posed by AIDS and HIV will be safer and more comfortable at work. The District will strive to provide the following sources of education about the transmission of HIV
- a. Informational materials designed to answer specific questions;
 - b. Videotaped and/or live presentations; and
 - c. Confidential access to a designated contact person trained to answer questions or obtain additional information.

Employees are strongly urged to take advantage of these resources.

5. The Designated Contact Person. The District will have a designated contact person, who will be trained to address AIDS concerns. At present, this person is the Library Director.
6. Confidentiality. The District recognizes that an employee's health concerns are confidential. Employees who have been infected with or exposed to HIV may

contact the designated contact person confidentially. Medical information will be kept confidential in separate medical files apart from personnel files, consistent with legal, medical and management practices.

Employees infected with HIV or afflicted with ARC or AIDS are expected to refrain from publicizing their condition in a manner likely to subject the District to adverse publicity or internal controversy. Failure to do so will be regarded by the District as grounds for discipline, wholly independent of the employee's underlying handicap or disability.

Employees who obtain knowledge that an employee, guest or other individual utilizing District services is an HIV carrier or is afflicted with ARC or AIDS shall maintain the confidentiality of such information. Failure to do so will result in discipline if the circumstances warrant.

7. Employment Concerns of Infected Employees. Employees who are infected with HIV or afflicted with ARC or AIDS may contact the designated contact person for confidential information about the potential impact of their condition on their employment. The District will make reasonable accommodations for employees infected with HIV or afflicted with ARC or AIDS unless it would be an undue hardship to do so or would result in a direct health or safety threat to the individual or other persons. The reasonableness of any proposed accommodation will be determined by management and shall take into consideration the health and safety of all employees. Supervisors are to consult the designated contact person and obtain District authorization before making any employment decision on the basis of an employee's actual or perceived infection with HIV. Unlawful discrimination against such employees on the basis of their disability will not be tolerated.

Upon request, the designated contact person will assist concerned employees in obtaining information about community resources and psychological counseling available to persons with AIDS or HIV and their families.

8. Infected Citizens. As a public service organization, the District may not discriminate against citizens on the basis of disability. If uniform body fluid precautions are followed rigorously and routinely, then the risks of accidental infection when rendering aid to an infected person are minimized. The routine activities of citizens in dealings with the District pose no measurable risk of HIV infection to employees. Unlawful discrimination against citizens with or suspected of HIV or AIDS will not be tolerated.
9. Business Disruptions Due to Unfounded Health Concerns. If an employee refuses to work with an HIV infected co-worker or serve an infected citizen, and a supervisor decides that the co-worker or citizen poses or posed no threat to the health and safety of others, continued refusal or a failure to work or other disruption of District services may result in discipline including discharge. Harassment of known or suspected HIV carriers is expressly prohibited and may result in discipline, including discharge.

10. Oversight. Supervisors are charged with insuring that this policy is adhered to. Complaints concerning any employee's failure to comply with this policy should be brought to the attention of a supervisor, and may be raised by following procedures of Section 8.8 B relating to harassment or Section ___ relating to Complaints.

D. BLOODBORNE PATHOGENS EXPOSURE CONTROL

1. Background. Employees of the District provide services to citizens who may require employees to come into contact with bodily fluids, such as blood or other potentially infectious materials. This can occur as a regular part of the duties of emergency responders, firefighters and paramedics, law enforcement officers, corrections officers, evidence handlers, health care workers, maintenance workers, or persons giving first aid to others. There is a variety of methods by which this exposure may occur.
2. Policy. Exposure to blood borne pathogens may lead to sickness such as hepatitis, AIDS, or malaria. The District wants to assure its employees of a safe and healthy work environment. It is the policy of the District to comply with all legal and regulatory obligations for the prevention of exposures to blood borne pathogens. To this end, the District will comply with all sections of the Oregon Administrative Rules, Chapter 437 and all other statutory requirements regarding the prevention of occupational exposures to blood borne pathogens. The District will identify each classification and position the duties of which could lead to exposure, identify the nature of exposure, and insure that equipment, training and appropriate procedures are in place. These shall be grouped as class 1 (all employees could be exposed) and class 2 (some employees could be exposed).
3. Infected Citizens. As a public service organization, the District cannot discriminate against citizens on the basis of disability. If uniform health precautions are followed rigorously and routinely, then the risks of accidental infection when rendering aid to an infected person are minimized. The routine activities of citizens in dealings with the District pose no measurable risk of blood-borne infection to employees. Unlawful discrimination against citizens with or suspected of infection will not be tolerated.
4. Exposures. In the event of exposure to body fluids under circumstances that could present a risk of infectious exposure, a report will be made to the Library Director as soon as possible. If confirmed, the Library Director may solicit the cooperation of the source person through voluntary testing with informed consent. In order to protect the employee, a baseline test will be made within the week following exposure, and at three month intervals for one year. The *Library Director* will insure that the employee involved receives counseling appropriate for the circumstances. All testing will be preceded by informed consent and written authorization.
5. Universal Health Precautions and Work Practices. As recommended by public health authorities, the District will adhere to a program of universal precautions

for protection against diseases spread by blood or bodily fluids. ("Bodily fluids" refers to fluids that may contain blood or feces, not urine, sweat, saliva or tears.) This means that, for safety purposes, employees will operate on the assumption that all blood and bodily fluids are potential carriers of blood borne disease, and will adhere to universal precautions protect against AIDS and other diseases. The following general precautions will be followed:

- a. Eating, drinking, smoking, applying cosmetics, lip balm or handling contact lenses are prohibited in the work areas, including field locations, where there is an anticipated exposure to blood borne pathogens.
- b. The Oregon Administrative Rules mandate Universal Precautions at all times to prevent contact with blood or other potentially infectious materials. It is difficult or impossible to differentiate between bodily fluid types under circumstances present in the workplace. Therefore, **ALL BODILY FLUIDS SHALL BE CONSIDERED POTENTIALLY INFECTIOUS MATERIALS**, including blood and tissue or organs from either a living or dead human.
- c. Any employee cleaning up a spill of blood or bodily fluids or rendering emergency medical assistance will wear appropriate protective gear (such as latex gloves and a mask);
- d. Protective gear for cleaning blood or bodily fluid spills will be provided by the District and will be located near any area determined to be a site of such a spill, in emergency response vehicles, and at first aid stations.
- e. An employee rendering medical assistance which may expose the employee to blood or bodily fluids will take precautions against contamination (such as wearing latex gloves while bandaging a bleeding wound, or using a disposable mouth piece for CPR. An employee exposed to blood or bodily fluids will scrub with soap and water, remove rings, watch, and jewelry and scrub thoroughly.
- f. Gloves and one-way CPR masks shall be available in all first aid kits.
- g. Hand washing facilities shall be provided at all locations where there is anticipated exposure to blood borne pathogens. If the anticipated exposure is to a crew, working in the field, an approved portable pressure tank may be used. There shall be a sufficient amount of soap and water to wash the greatest number of washings on a crew. Where the anticipated exposure is to an individual at a place where hand washing facilities are not available, antiseptic hand cleaner or towelettes shall be readily accessible and shall be used. However, if antiseptic hand cleaner or towelettes are used, the exposed areas shall be washed with soap and water as soon as possible after removal of the personal protective equipment.
- h. Contaminated syringes or needles shall be handled only in accordance with approved one-handed methods or with approved devices. Needles shall not be bent, recapped, or removed unless authorized and the employee is specifically trained to do so.

- i. If potentially contaminated syringes or needles are discovered, the devices shall be placed in approved containers. After securing in an approved container, the item shall be delivered to the [] or to a medical services provider for disposition.
- j. Equipment which may become contaminated with blood or other potentially infectious materials shall be examined prior to servicing and shall be decontaminated as necessary. Emergency service equipment may be used while contaminated to complete the assignment. However, upon completion of the immediate assignment, vehicles and equipment shall be removed from service and the contaminated area decontaminated prior to the next use. The contaminated area shall be identified with an approved BIOHAZARD label, and all affected employees, including maintenance personnel shall be informed of the hazard, until decontaminated.

Any additional precautions applicable to specific job functions, as well as any further general precautions, will be conveyed through employee training sessions, educational material, or more specific departmental policy.

6. Personal Protective Equipment. When an employee has an anticipated exposure to a blood borne pathogen, and the exposure can not be controlled through redesign of work facilities, mechanical devices or barriers which isolate people from potentially infectious materials, or work practice controls, then personal protective equipment shall be provided.
 - a. The equipment shall be provided at no cost to the employee and shall be decontaminated and/or replaced as necessary.
 - b. Employees shall wear appropriate personal protective equipment whenever there is a potential for an exposure. Personal protective equipment is appropriate if it does not permit blood or other potentially infectious materials to pass through and come in contact with the employee's street clothes, undergarments or skin.
 - c. Personal protective equipment selected shall be appropriate for the anticipated exposure. Some examples of personal protective equipment are latex (surgical) gloves, surgical masks, disposable mouthpieces for CPR, face-shields, disposable coveralls, and disposable boots.

If the personal protective equipment is penetrated by blood or other potentially infectious materials, the personal protective equipment shall be removed immediately or as soon as feasible. All personal protective equipment shall be removed before leaving the work area, and placed into an appropriate designated area or container for storage, washing, decontamination, and/or disposal.

- d. If gloves are used for protection, the following precautions shall be taken:
 - (1) Disposable gloves shall be replaced as soon as practical when contaminated.
 - (2) Disposable gloves shall not be washed or decontaminated for reuse.

- Disposal of all infectious waste shall be done in accordance with all federal, state and local requirements.
9. Decontamination and Laundry. Decontamination of employees, equipment, materials, and the environment shall be done immediately or as soon as practical, upon discovery of the contamination. Decontamination means the washing of the body, equipment, materials, and the environment so as not to have any contamination with blood or other potentially infectious materials.
- a. The minimally acceptable level of decontamination is washing with soap and water. Depending on the type of contamination, more aggressive measures may need to be taken such as use of commercially prepared agents or a 1:9 solution of household chlorine bleach and water.
 - b. If an employee's clothes become contaminated, the employee shall immediately, or as soon as feasible, remove all contaminated clothing and wash with soap and water. If contamination of an employee's clothes results in exposure of the employee's non-intact skin or mucus membranes to blood or potentially infectious materials, the employee should be transported to the nearest hospital or the nearest appropriate facility for evaluation. If the employee is required to enter a vehicle while contaminated, both the employee and vehicle shall be decontaminated prior to being put back into service.
 - c. All clothing and equipment considered for decontamination shall be placed in a container which is clearly marked and identified with the appropriate BIOHAZARD label, and transported to an approved commercial laundry with employees trained in universal precautions. Washing in 160 degree F water for at least 25 minutes with chlorine bleach is effective.
 - d. Only authorized personnel shall be qualified to transport contaminated containers.
10. Hepatitis B Vaccination Information.
- a. All employees who have a reasonably anticipated occupational exposure to hepatitis B and have received training in accordance with OAR 437.1910.1030(g) shall be offered the opportunity to receive the hepatitis B vaccination series, and any boosters as recommended by law. Receiving the hepatitis B series is not mandatory, nor is it a bona fide occupational qualification.

The hepatitis B vaccination series shall be offered to all employees within 10 days of initial assignment, unless the employee has previously received the complete hepatitis B series. Antibody testing may be performed to determine that the employee is immune to hepatitis B, or that the vaccine is contraindicated for medical reasons. Such additional testing shall be the decision of the Library Director.
 - b. An employee may decline to receive the hepatitis B series initially, and later change his/her mind and receive the series at any time the employee performs

duties where there is a reasonably anticipated occupational exposure to hepatitis B.

- c. If any employee declines to receive the hepatitis B vaccination series, the employee shall sign a statement indicating the declination, which states:

"I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me."

11. Post-Exposure Evaluation and Follow-up.

- a. Upon notification of an exposure to blood or other potentially infectious materials, the employee will be given the opportunity to have a confidential medical evaluation and follow-up at a local hospital at no cost to the employee.
- b. The immediate supervisor of the employee exposed to blood or other potentially infectious materials shall perform an investigation of the exposure immediately after the exposure. A copy of the evaluation shall be provided to the employee and the person performing the medical evaluation. The Post-Exposure Evaluation shall contain the following information:
 - (1) Employee biographical information;
 - (2) Circumstances under which the exposure incident occurred;
 - (3) The route of exposure;
 - (4) A description of the exposed employee's duties as they relate to the exposure incident;
 - (5) Results of the source individual's blood testing, if available;
 - (6) If the exposure was not a person, the source of the exposure;
 - (7) All medical records relevant to the appropriate treatment of the employee, including vaccination status.
- c. The department shall obtain a copy of the health care provider's written evaluation, if any, within fifteen (15) days of the evaluation, and shall provide a copy to the exposed employee. The information shall be kept confidential and not disclosed without the employee's consent.
- d. After an exposure an employee shall be given the opportunity to have their blood tested for the presence of hepatitis B (HBV) and human immunodeficiency virus (HIV).

- e. After the exposure an employee shall be given the opportunity for counseling.
- f. Reasonable attempts shall be made to identify the source individual and obtain a consent test for HIV/HBV, including consent to make the test results available to the exposed employee.

12. Communication and Training.

- a. Communication of the potential hazards from blood or other potentially infectious materials shall be done by means of labels or signs, with the appropriate "BIOHAZARD" label, red bags, or red containers, which meet the requirements of the law.
- b. All employees working in classifications identified as having a reasonably anticipated potential for an occupational exposure to blood or other potentially infectious materials shall be trained prior to initial assignment, upon change in assignment and annually thereafter.
- c. The training program shall contain the elements required by OAR Chapter 437.

13. Recordkeeping.

- a. Individual employee medical records shall be kept by the Library Director. The records shall be kept confidential and only released to the employee, to anyone having the employee's express written consent, and as may be required by law. Employee medical records with regard to exposures to blood or other potentially infectious materials shall be kept for the term of employment, plus thirty (30) years.
- b. An official record of training shall be maintained in the employee's personnel file. Training records shall be provided, upon request, to employees, employee representatives, and as required by law. The record of training shall be maintained as a permanent part of the personnel file.

E. IMMIGRATION AND NATIONALITY PROGRAM

1. Policy Statement. The District recognizes that it has a responsibility to comply with the provisions of the Immigration Reform and Control Act of 1986 by employing only citizens of the United States of America and lawfully authorized alien workers. The District further recognizes that it is an unfair immigration-related employment practice to discriminate against an individual, other than an unauthorized alien, based on national origin or citizenship status.

The District's policy is to provide equal opportunity to all persons in matters affecting employment with the District, including full compliance with the Immigration Reform and Control Act of 1986. The District shall not discriminate against any individual, other than an unauthorized alien, based on national origin or citizen status.

2. Procedure. In order to assure compliance with the Immigration and Nationality Act, the District will:
 - Consider every job applicant on his or her merits;
 - Verify employability and identity in a lawful and consistent way; and
 - Maintain complete and accurate documentation of all decisions.
3. Appeal Procedure. Special Counsel for Unfair Immigration-Related Employment Practices has been established within the Department of Justice. Regional Offices of the Immigration and Naturalization Service handle the investigation and prosecution of cases. Individuals wishing to file a complaint may contact the Immigration and Naturalization Service, between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday.

Section 8.09 PERFORMANCE EVALUATION

A. EMPLOYEE PERFORMANCE REVIEWS

1. Purpose - Communication. Employee performance reviews are an essential communication process between the employee and the immediate supervisor. Such reviews provide information relating to areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between goals and objectives and the individual employee's job performance. The purpose of evaluations is to let employees know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions -- merit increases, promotion, and termination.
2. Goal - Form Desirable Behaviors. The goal of the employee performance review process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to measure, review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.
3. Review Process. Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth below. Employees and supervisors are required to sign the completed performance review forms. All performance reviews will be reviewed by the Library Director and placed in the employee's personnel file. Employees will be provided with a copy of performance reviews.
4. Employees Affected. All regular employees of the District will be evaluated under this policy. The Library Director shall be evaluated by the Board Members based upon the consensus of the Board, using a written performance evaluation.
5. Regular Review. All employees will be evaluated at least annually.
6. Probationary Review. Probationary employees will participate in goal-setting interview/reviews as often as appropriate and will be evaluated in at least two performance progress reviews before being transitioned to regular employee status.
7. Pay and Probation Recommendations. A recommendation for a merit or step increase and/or extension of probation, or passing probation to regular employee status, or termination shall be set forth in a performance evaluation as appropriate.
8. Supplemental Evaluation. A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor.

B. THE EVALUATION PROCESS

Meaningful performance assessments require both the supervisor and the employee's evaluation of the employee's performance.

1. The Supervisor. The employee's immediate supervisor is responsible for timely completion of the official evaluation report. In cases where the immediate supervisor does not have ample opportunities to judge the employee's performance, the lead worker (or others in a position to observe performance) should be consulted in completing the evaluation. The form should be completed initially in pencil, and after discussion with the employee and the reviewer (if needed), the final evaluation will be typed or neatly written in ink.
2. Evaluation Form. See **Appendix F.**

C. PREPARING FOR AND CONDUCTING THE PERFORMANCE REVIEW

1. Briefly Review General Background Information. The more you know about an employee, the easier it is for you to understand and discuss work performance and behavior. Some time prior to the appraisal discussion, you should review the employee's past history, work experience, education, and previous performance appraisals.
2. Arrange for the Interview.
 - a. Set a time and place for the discussion and avoid postponement. Arrange for appropriate privacy and time for the discussion. It is important to prevent interruption if at all possible. A private office or conference room creates a setting in which you and the employee can communicate effectively.
 - b. Notify the employee several days beforehand, so that the employee has enough time to prepare for the performance review. One good method of having the employee prepare is to require that the employee evaluate himself. Ask the employee to fill out an appraisal form for discussion and comparison with your's during the interview.
3. Conduct the Interview. Approach evaluations as a helper, not a judge. Too often performance appraisal discussions are viewed as a time when the supervisor is the "judge". This is a difficult role which often prevents positive discussion. This is a time when you and the employee can look at job performance and find and discuss ways to improve it.

"Rating" performance involves judgments. However, in the discussion you should focus on specific ways to improve performance, in the role of a helpful teacher.
4. Structure and Format of the Evaluation. The interview should have some structure to it, varying with individual circumstances.
 - a. Create a relaxed climate by indicating overall satisfaction and honest appreciation of job performance.
 - b. Outline the purpose and objectives of the review. Explain the benefits of positive two-way communications about performance -- a clear idea of how the employee is doing and potential steps to improve performance.

- c. Follow a comfortable sequence during the discussion, for example:
 - (1) Past performance -- on each relevant job performance factor;
 - (2) Major strong points and weak points needing greater effort;
 - (3) Specify developmental steps to be taken to improve performance; and
 - (4) Goals and the role of the *District*.
 - d. Encourage the employee to participate. The more an employee discusses performance, the better the review. Listen and gather information. Active listening is very important.
 - (1) Use open-ended questions (who, what, when, why and how) which encourage discussion rather than simple "yes/no" responses;
 - (2) Tell the employee you are receiving information, not judging; and
 - (3) Use restatement or reflection. This is a clarification process and feeds back what you are hearing to the employee.
 - e. Discuss areas of good performance first. This is easier if you have required the employee to appraise performance as preparation for the review.
 - f. Focus on areas of performance the employee identifies as not fully satisfactory. Determine what corrective action should be taken, and by whom. Collaborate on the action steps. Do you agree on areas of strengths and weaknesses? The more the employee participates in the plans for improvement, the greater will be the commitment to those plans. Offer useable criticism tactfully and constructively in the context of a discussion of strengths.
 - g. Use specific and realistic improvement targets. Don't try to eliminate all areas of weakness in one session. Concentrate on the most important ones. A development plan with two or three steps is often accomplished. One with eight or nine may cause the employee to give up.
 - h. Discuss personal goals and interest.
 - i. Close the discussion by summarizing what has been covered and reviewing the specific steps to be taken by supervisors and the employee. If appropriate, set a follow-up date to discuss progress towards performance improvement.
5. Follow-Up. During the review, specific steps to improve performance were identified. If action needs to be taken by you, take it.
6. If specific training has been recommended, it is important that it be undertaken. If parts of the job description have become obsolete, it should be rewritten.

Section 8.10 *PROBLEM SOLVING PROCESS***A. DISTRICT POLICY**

The District strives for fair treatment of all employees, however, misunderstandings and problems may occur in any organization. The District intends that such matters be resolved as early and fairly as possible. Disagreements relating to work assignment, pay, promotion opportunity or any aspect of the work relationship should be openly discussed with the immediate supervisor. Supervisors and employees should make honest attempts to understand each others perspectives and make every effort to resolve differences. See OSEA contract for resolution of grievances.

Section 8.11 EDUCATION AND TRAINING

The District encourages continued education and training for employees to enhance job performance and assist in potential career advancement within the District. The District shall provide such in-service training as deemed necessary and beneficial to the delivery of services and performance of duties.

Employees may request compensation for the costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current or future roles in the organization. Such requests must be made in writing to the Library Director (and forwarded with a recommendation to the Board for approval prior to the employee's enrollment or participation.) Reimbursement for college-level course work will only be made if the employee receives a passing grade. All training activities involving a cost to the District must be approved in advance, in writing.

CHAPTER 9. SAFETY TABLE OF CONTENTS

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Section 9.01 SAFETY PROGRAM

A. OVERVIEW

A safe building, grounds, and equipment will be maintained in order to prevent accidents or injury to health of patrons, employees, and other citizens from fire, natural disasters, mechanical, and electrical malfunction, and other hazards.

B. BUILDINGS

1. The building will be equipped, and maintained in accordance with appropriate local, State, and Federal safety regulations.
2. The building will be provided with alarm systems, fire extinguishers, and such other devices required by State and Federal laws and regulations.

C. SAFETY COMMITTEE

1. Education and training are primary missions of the Safety Committee.
2. The Safety Committee will develop and implement a safe program which will include but not be limited to, compliance with and enforcement of all State and Federal laws, rules, and regulations.
3. The responsibility of the building safety committee will be, but not limited to the following:
 - a. Assisting in establishing, distributing, and implementing the safety program.
 - b. Reviewing accident trends, costs, and injuries, and assign corrective action.
 - c. Conduct and provide periodic safety training activities and inservices for staff, covering general safety rules and specific safety rules for specific areas.
 - d. Assuring that monthly or annual safety inspections are conducted.
 - e. Developing a system for control of inspection, investigation, and implementation to insure that such activity takes place.
 - f. Taking immediate action to correct or minimize any condition or work practice that could lead to injury at personnel or the public, or damage to equipment.
 - g. Reporting all violations of safety rules, policies, and problems to the safety committee.
 - h. Making safety recommendations to the Board of Directors (e.g. short term or long term goals).
 - i. Assuring proper reports are made following accidents and violations (e.g. File in Appendix C)
 - j. Analyzing all work to determine hazard potentials in order to correct dangerous situations.

D. SAFETY NOTEBOOK

1. The safety notebook will be an appendix to the district policy book.
2. The safety notebook will outline and document the Education and Training program.

Section 9.02 GENERAL SAFETY RULES

These rules apply to all employees, volunteers, and patrons. These are general safety rules:

1. Every work related injury, regardless of its nature or extent shall be reported immediately to the Library fl or supervisor of the injured worker. Failure to comply with this rule may cast doubt on the origin of an in and might also delay the correction of the situation which caused the injury.
2. Every accident, whether or nut anyone is injured, shall he reported to the Library Director.
3. Comply with all specific rules governing safe work practices and conduct in your work area. Know and follow established work procedures and understand the meaning of emergency warning signals. If you have doubt concerning the safe • way to perform a job, ask the Library Director or your supervisor before proceeding.
4. Do not remove, displace, damage, destroy, or carry off any safety devices, safeguard notice, or warning furnished for use at any building or facility.
5. No one shall interfere, alter, or remove the use of any method or process adopted for the protection of any worker including himself.
6. Housekeeping shall be maintained in all areas. Clean up spilled materials promptly and completely, and immediately after a job is completed.
7. Do not block aisle, passageways, corridors, escape ways, or exits.
8. Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help.
9. Do not ride in or on equipment not designated for transporting people.
10. Never engage in fighting, horseplay, teasing, or distraction of fellow workers.
11. Incident reports should be used as an initial or primary reporting form to preserve names, time, date, and principal witness's information of accidents, injuries, or unusual events. This information can be recorded or transferred to SIACA, DMV, or INSURANCE forms if indicated. The Business m\Manager or Library Director can assist in the employers' section of any report form. The primary form will be retained for review a study by the Safety Committee. (This file is Appendix C of the Safety Committee.)

Section 9.03 PERSONNEL AND PUBLIC SAFETY

A. PERSONNEL AND PUBLIC SAFETY POLICY STATEMENT

Nothing is of greater concern to the District than the safety of its employees and the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor. For example, employees shall:

1. Use the safety equipment which 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 received training;
4. Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or supervisor as an expression of concern for their well being;
5. Report dangerous or unsafe conditions observed at work; and
6. Refrain from horseplay at all times.

B. UNSAFE CONDITIONS

1. **Employee Responsibility.** Every employee is responsible for safety as a specific job assignment. To achieve the District goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible.
2. **Management Responsibility.** Each department supervisor shall frequently review the need for implementing safety practices, policy or procedures warranted by hazards. Each accident and "near miss" is cause for review. A copy of such policies shall be delivered to all department employees. Department heads will periodically involve employees in the process. The need for periodic training shall be considered, and arranged as determined by the department head.
3. **Managing Unsafe Conditions.** It is every employee's responsibility to observe and identify conditions which could pose a hazard to employees or to the general public.

After identifying the problem, employees at the scene are expected to:

- a. Safely eliminate the hazard, and obtain necessary assistance;
- b. Safely control the hazard by enclosure or guard;
- c. Employ avoidance procedures; and

- d. Use personal protective equipment as appropriate.

C. ACCIDENT REPORTING

1. Accidents involving the District property, employees, patrons, volunteer, and visitors must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the Library Director. The Library Director will determine the need for further investigation.
2. Staff members and volunteers must complete an accident report for any injury.
3. Patrons must complete district accident reports.
4. Recording the incident by the filing the accident report (see Appendix C) is considered to be reporting. If the incident is life threatening or of major concern it should be reported to the Library Director immediately.
5. The Safety Committee will promptly review occupational accidents and injuries, recommend appropriate corrective measures, and evaluate compliance.
6. Accident data and trends will be evaluated monthly during each safety committee meeting.
7. Reporting forms will be available in the Safety Notebook Appendices B and C.

D. EMPLOYEE INJURY REPORT

In case of an accident involving personal injury to an employee, regardless of how serious, a supervisor and the Library Director should be notified as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and State laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report form and submit it as soon as possible to the Safety Officer. All injuries must be reported in a timely manner to avoid risk of claim denial. The Safety Officer will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of an employee, then the supervisor shall immediately notify the Safety Officer who, in turn, shall immediately notify the State Workers' Compensation Department and the District's insurance carrier by phone. The Safety Officer will then proceed to process a claim report form.

The appropriate entries shall be made in the OSHA 200 Report log.

E. INSPECTIONS

1. All areas are to be inspected each month.
2. Safety hazards noted in monthly inspections are to be reported upon discovery to the safety committee for correction.
3. The immediate supervisors have the authority to shut down any operation which is immediately hazardous to personnel or patrons.
4. Inspection forms must be completed according to the general inspection schedule

and filed with the Safety Committee before the last working day of each month (See Appendix B).

5. The latest inspection records should be used as reference for the current inspection to provide follow-up for conformity.
6. Even though general inspections occur on a monthly basis, all employees should be constantly checking for potential safety hazards.
7. One official facility and equipment inspection with the risk management official [how is this person selected???] will be scheduled during each year. The Library Director or Business Manager will assist with this inspection and review.

GENERAL SAFETY INSPECTION CHECKLIST

Inspected by: _____

Date: _____

AREA: STACKS, CHILDREN'S ROOM, EAST EXIT

ELECTRICAL HAZARDS	Yes	No	Remarks
Decorations and accessories carry UL label			
Equipment grounded, has three-way plug			
Power cord in good working condition			
Plugs and wall outlets in good condition			
Electrical switch panel clear within 30 inches			
Surge protectors in place, signal light on			
No wires under cabinets			
Electrical panel unlocked			

Note: Any electrical devise that creates excessive heat should be removed.

BOOKCASES, SHELVES, AND CABINETS

Shelves not overloaded			
Heavy storage shelves secured to wall			
Heavy storage files secure from tipping			
Sharp corners removed			
Bookcases secure from tipping			

STAFF WORK AREA, FRONT ENTRY

STAPLER OR CUTTING UNITS	Yes	No	Remarks
Are parts in good working order?			
Have users received instruction for safe use?			

FILING CABINETS	Yes	No	Remarks
Drawers are kept closed when not in use			
Heavy materials are filed in lower drawers			
All drawers are fitted with secure handles			
Only one drawer is open at one time			
Top of filing cabinet is kept clear of loose materials			
Are chairs used as intended			
Swivel chairs are mechanically sound			

RESTROOMS (function properly, free of leaks)	Yes	No	Remarks
Toilet, wash basin, drinking fountain			
Towel dispensers and grab bars			
Floor surface: clean, dry, good repair			
STORAGE SHED	Yes	No	Remarks
All gasoline stored in marked metal containers			
Paint stored in metal labeled cans			
CO ₂ fire extinguisher available			
All volatile solvents I metal containers, labeled			
RECYCLING BINS	Yes	No	Remarks
Recycling bins: cardboard, magazines, newspaper, clean and labeled.			
HEATING, COOLING, VENTILATION UNIT	Yes	No	Remarks
Clean. Air has free access.			
BUILDING EXTERIOR	Yes	No	Remarks
Signs in good repair, paint OK, free of graffiti.			
Handicapped parking: free of obstruction, paint OK, area clean			
Book Return Unit: good repair, function properly, good security features			
Walkways, roads, & drives-surfaces smooth, free of obstructions			
Bike rack provides security, good repair			
Building side walls: paint OK, free of graffiti			
Gutters and downspouts functioning			
Electric switches, boxes, and covers: Waterproof covers in place			
Sprinkler system: free of leaks and any malfunctions			
FIRE PREVENTION	Yes	No	Remarks
Fire drills provided			
Paper and other inflammable materials are kept away from light bulbs			
Air cooling entry around electrical devises clear			
Fire exits clearly marked			

Fire extinguishers are clearly marked and free of obstruction			
Extension cords are inspected at least quarterly for cuts or defects			
Building exits are clearly marked			
Room heating units are kept free of materials			
OFFICE AND BOOKS RECEIVING ROOM	Yes	No	Remarks
Disposable gloves available			
First aid kit available for staff or patron use			
Fire extinguisher available			
Refrigerator clean, Electric cord OK. Air entry and exit open.			
Waste baskets clean			
Files secure			
Chairs, shelves, desks in good repair			
Electric cords and surge protectors in good repair			

CHAPTER 10. MISCELLANEOUS TABLE OF CONTENTS

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A. PRESERVATION POLICY

From time to time, the Board may designate certain items in the District's possession as "Items of Historical or Cultural Interest".

The Director shall maintain a list of any item so designated by the Board and shall, to the best of his or her ability, retain and maintain the condition of items designated as Items of Historical or Cultural Significance.

Such designations shall be made at the sole discretion of the Board, but shall be made in consultation with the Director after due consideration of available space, the cost of maintenance or restoration, and any other factors that might affect the practicability of retaining and maintaining a particular item.

Items of Historical or Cultural interest may only have their designation changed by a vote of the Board.

When in the Director's opinion, an item should be considered for designation as an Item of Historical or Cultural Significance, the Director shall make the specific item available for the Board's inspection, provide the Board with an estimate of the cost of maintaining the item, and make a recommendation to the Board regarding the District's ability to adequately maintain the item.

CHAPTER 11. PUBLIC RELATIONS TABLE OF CONTENTS

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Section 11.01

A. ROLES OF THE BOARD AND DIRECTORS

While the public supports and owns the Library, board members are elected to govern the library as a public trust. Every library board member shares with the staff and other board members the responsibility of forming the public “image” of the library. Rather than a formal practice, the role of board members in public relations may be thought of as “relating to the public.” Board members relate to the public any time that they mention the library, promote a program, or urge use. Board members need to take responsibility for public awareness and advocacy—the phases of relating to the public which lead to a healthier and better library.

B. RELATION WITH FRIENDS OF THE LIBRARY AND THE FERN RIDGE LIBRARY FOUNDATION

The board and Friends groups will work together to create public support and good public relations for the library in the community. Each should support the efforts of, send representatives to, and provide reports for the other group as needed at regularly scheduled meetings.

C. OTHER ORGANIZATIONS THAT THE LIBRARY DISTRICT WILL REMAIN IN CONTACT WITH OR MATAIN MEMBERSHIP IN ARE:

1. Special Districts Association of Oregon (SDAO).
2. Lane Council of Librarians (LCOL). Board members are encouraged to attend. One meeting a year is held at Fern Ridge.
3. Fern Ridge School District.
4. Oregon State Library.
5. City of Veneta.
6. Other municipalities within our district.

D. Contact with Press, Radio, and TV

1. The West – Lane News and The Register-Guard newspapers (along with any other news media which have requested notice) will be notified of the time, place, and principal subjects of all regular and special meetings of the library board at least 24 hours in advance as required by law.
2. Members of the press may attend any regular or special board meeting. Attendance of the press at executive sessions is contingent upon acceptance of rules governing disclosure of information announced by the presiding officer at the beginning of the executive session.
3. The board will encourage the Library Director to submit articles to the West-Lane News on a regular basis for the purpose of promoting library use or to

inform the public of events or other items of interest regarding the library.

E. OPEN MEETINGS

1. All regular and special meetings of the library board are open to the public except as provide by law, as defined according to ORS 192.610.
2. Executive sessions, which may involve any meeting or part of a meeting, may be closed to certain persons for deliberation on certain matters, as long as they are held in accordance with ORS 192.610 to 192.690.

F. PUBLIC PARTICIPATION AT BOARD MEETINGS

1. A 'Hearing of Patrons; will be included in the agenda of each regularly scheduled board meeting. Any patron who wishes to bring a topic before the board may present an issue during that time. The board will nto be required to take action at that meeting.
2. The chair may limit the time of any citizen appearing before the board in order that all who wish to be heard may have the opportunity.

G. SIGNS AND AMBIANCE

1. The board will be dedicated to having the library be a warm and friendly place with excellent services freely given, in keeping with the philosophy that "the best
2. The board will advise the director in maintaining a physical, visual, and auditory environment which is conducive to all patrons ability to utilize the library's facilities in as comfortable and convenient a manner as possible.
3. Smoking will not be permitted in the library building.

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