

HUMAN RESOURCES POLICY

A. STANDARDS OF CONDUCT

The Board delegates to the Library Director full professional responsibility for administering the District's Human Resources policy. All Human Resources policies are authorized by the Board. Operational procedures appear in the District's Employee Handbook.

Employment in the District carries with it special obligations and responsibilities. Each employee has the right, as an individual, to participate in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by law. Because personal views and activities may be interpreted as representative of the institution in which the individual is employed, careful distinction must always be made between: (a) private actions of the employee as an individual and (b) those actions one is authorized to take in the name of the District.

1. Library Code of Ethics

Staff and volunteers are expected to abide by the American Library Association's "Statement on Professional Ethics" and "Library Bill of Rights" in all dealings with the customers, members of the community, and other staff members.

2. Customer Privacy

Staff and volunteers are expressly prohibited from disclosing information about customers, including personal information, borrowing records and/or book and material requests to others, including the customer's family members or from using such information for the employee's personal gain or benefit or to benefit others including relatives, friends, or members of organizations. Customer confidentiality is required under the Colorado Library Law, Sections 24-90-119, C.R.S.

B. PERSONNEL POLICY

1. Specific Board Action

Specific Board action, which affects human resources policy of the District, shall become a part of this Human Resources Policy statement. Responsibility for all District employee human resource matters are delegated to the Library Director.

2. Staff Development

All employees and Trustees of the District are encouraged to further their knowledge of librarianship, to gain new skills and to develop their own personal abilities and expertise, in order to better serve the customers of the District.

The Library Director implements guidelines and provides budgets for professional memberships, professional conferences and tuition reimbursement. Additional details can be found in the District's Employee Handbook.

3. Equal Employment Opportunity

The District is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. The District does not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, marital status, veteran status, gender expression or any status protected by federal, state or local law.

Retaliation against an employee for filing a complaint under this requirement or for assisting in a complaint investigation is prohibited. If any staff member perceives retaliation for her/his participation in an investigation, they should contact their supervisor or the Human Resources Department immediately. The situation will be promptly investigated by the Human Resources Department.

4. Americans with Disability Act (ADA)

Reasonable accommodations will be made for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District. This standard governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

5. Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment issues, the District believes it warrants separate emphasis.

The District strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees and volunteers are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct is expressly prohibited by this

policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as, but not limited to, cartoons, posters, calendars, notes, letters, and electronic communication.
- Verbal form, such as, but not limited to, comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as, but not limited to, unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

6. Issue Resolution Steps

Issue Resolution is outlined in the District's Employee Handbook. Other than issues that fall under the Whistleblower policy and/or involve the Executive Library Director, the Executive Library Director is the final authority for issue resolution for the District.

Issues involving the Executive Library Director or board members are referred to the Board President, or if involving the Board President, the Board Vice-President. The Board President or Vice-President must refer those issues to legal counsel for consultation and investigation. The Board President or Vice-President will decide resolution, either based on legal counsel advice, or by bringing the matter before the full board for action. The Board President or Vice-President must communicate the resolution of investigations to the claimant, the board, and the Executive Library Director.

7. EEO Harassment

The District is committed to maintaining a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees. In doing so, the District prohibits sexual harassment and harassment because of age, race, sex, color, religion, national origin, disability, sexual orientation, marital status, veteran status, gender expression or any status protected by federal, state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, bullying, hostile, or offensive work environment. Actions based on the above identified matters will not be tolerated. Prohibited behavior includes but is not limited to the following:

- Written form such as cartoons, electronic communication, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees and Trustees including supervisors, managers, co-workers, and non-employees such as customers, volunteers, clients, vendors and consultants. Questions about this policy and reports of violations of this policy should be reported to the employee's supervisor or to the Human Resources Department immediately.

8. Leave of Absence

The District provides comprehensive leave of absence procedures for employees. The Board reviews and approves the District's Leave of Absence Policy as needed or as changes are proposed. Additional details can be found in the District's Employee Handbook.

9. Compensation

The Board reviews and approves the cost of the District's total compensation as part of the District annual budgeting process. Any District-wide merit increase budget and District-wide market adjustments to the salary grade ranges must be approved by the Board.

The District provides comprehensive pay procedures for employees.

The Board reviews and approves the District's Compensation Policy as needed or as changes are proposed. Additional details can be found in the District's Employee Handbook.

10. Alcohol and Drugs

The District adheres to a strict Alcohol and Drugs Policy for all employees. The Board reviews and approves the District Alcohol and Drugs Policy as needed.

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol, a controlled substance or abuse of any other substance is prohibited. Furthermore, the possession, purchase, or consumption (use) or sale of a controlled substance or alcohol on District premises or while conducting District business is prohibited. Employees' compliance with this requirement is a condition of continued employment. Volunteers' compliance with this policy is also required. Violation of this requirement for employees may result in disciplinary action, up to and including termination.

If a library supervisor has a reasonable suspicion as a result of observable behaviors that an employee is under the influence of drugs or alcohol while at work, or if an employee is involved in a District-owned motor vehicle accident, or an accident with injuries while on District business, the employee may be asked to submit to an appropriate test for substance abuse. Refusal to submit to such a test may result in disciplinary action, up to and including dismissal.

On occasion, the Library Director or the Board may approve the serving of alcoholic beverages on library premises as part of a social event.

At other times, employees and volunteers may be in a social, job-related situation where alcoholic beverages are available or supplied, such as at conferences or dinner meetings. In these situations the District Alcohol and Drugs procedures are modified to allow consumption of such beverages as long as the level of consumption is consistent with safe and professional performance the employee's duties.

11. Anti-Violence

The District strives to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, bullying, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons other than those allowed with a current conceal carry license on District property, or any other act, which, in the Director's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Employees and volunteers are expected to make a timely complaint of observed violent behavior to enable the District to promptly investigate and correct any behavior that may be in violation of this policy.

12. Safety

The District is committed to a safe work environment for employees and volunteers. Employees and volunteers should report any unsafe practices or conditions to a supervisor. It is the responsibility of each employee to ensure that all tasks are conducted in a safe and efficient manner complying with all local, state and federal safety and health regulations.

13. Whistleblower

The District encourages high standards of ethical and legal conduct and behavior in all areas of operations. Additionally, the District is dedicated to the principle of free speech. The District encourages discussion among library workers, including library administrators, of non-confidential professional and policy matters about the operation of the library and matters of public concern within the framework of applicable laws. When any perceived breach of ethical or legal conduct is observed by a member of the staff or community, involving activities undertaken by those representing the District, it should be reported to a supervisor or the Human Resources Department immediately. Additionally, if any staff member perceives retaliation for reporting their concerns about a perceived breach of ethical or legal conduct, he/she should contact his/her supervisor or the Human Resources Department or the Library Director immediately. The situation will be promptly investigated by the Human Resources Department or the Library Director.

14. Employment of Relatives Policy

Douglas County Libraries may employ relatives of current employees except in the following situations:

- Relatives (or party to a civil union) would be in a position to supervise another relative, directly or indirectly
- Relatives (or party to a civil union) have access to confidential information including payroll and personnel records
- Relatives (or party to a civil union) audit, verify, receive, or are entrusted with money handled by the other relative.
- Also, relatives (or party to a civil union) work in a department that handles confidential matters including payroll and personnel records.

In cases of marriage [or the formation of a civil union] between two employees, if the above guidelines apply, one must transfer.

These guidelines apply to all categories of employment, including full-time, part-time, and temporary classifications. They also apply to all relatives and individuals who are not legally related, but who reside with another employee.

Employment relationships existing prior to the March 30, 2016 revision of the DCL Bylaws and Policies Manual and the DCL Employee Handbook are not subject to this revision.

Adopted: October 30, 2013

Updated: March 30, 2016 and June 26, 2019

Updated: April 29, 2020