

The Chillicothe and Ross County Public Library
Board of Trustees
December 14, 2022

Present: Board Members Retha Simmons Jones, Cathy Adams,
Tamra Lowe, John Owens,
Angela Hirsch, Lori Graves,
and Allison Lutz, Student Trustee

Others Present: James Hill, Executive Director
Cassie Stout, Chief Fiscal Officer
Wendy Payne, Deputy Fiscal Officer

The meeting was called to order at _____ p.m. by John Owens, President.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution -22

CONSENT AGENDA

_____ moved and _____ seconded the adoption of the following resolution.

That the minutes of the November 9, 2022 Regular meeting be approved as presented and,

That the financial reports as presented from Fiscal Officer's records and the monthly financial statements of the Fiscal Officer for November be received and filed for audit and,

That the bills listed under date of December 14, 2022 be approved for payment and,

That Then-and-Now Purchase Order #499-2022 for \$3,775.80 to Proquest Information & Learning for 2023 Chillicothe Gazette on microfilm be approved.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Nov. Financial Report

Clerk's Balance November 1, 2022		\$5,483,713.88
November Receipts	+	<u>\$289,503.71</u>
Total		\$5,773,217.59
November Expenditures	-	<u>\$403,952.55</u>
Ledger Balance November 30, 2022		\$5,369,265.04
Outstanding Checks	+	<u>\$114,601.76</u>
Total		\$5,483,866.80
Petty Cash	-	\$520.00
Doris T. Culp Fund - Stock	-	\$10,500.00
Anne R. Schlegel Fund - KNB CD	-	\$10,000.00

Kingston Money Market	-	\$158,645.09
Star Ohio	-	\$4,951,824.87
UBS/LPL Financial CD	-	\$235,000.00
Cr Card Not Posted	-	\$40.00
Bank Balance		\$117,336.84

Approval of Bills December 14, 2022

BP	Vehicle Fuel	\$562.13
Cardinal Roofing	Main Library Roof	\$19,988.00
Center Point	Large Print Books	\$243.30
Chillicothe Gazette	Main Library Annual Subscription	\$663.05
Eric Logan Mills	2022 HRA Reimbursement	\$1,504.36
Gordon Flesch	Copier Use	\$156.98
J & R Repairs	Locate Main Sewer Line	\$2,115.00
KBA	Expansion/Connector Prelim Architect Services	\$2,904.91
Kingston Nat'l Bank Credit Card	Supplies, Software, Staff Training	\$3,592.22
Pike Natural Gas	R Dale Service	\$21.65
Proquest Information & Learning	Chillicothe Gazette 2023 on Microfilm	\$3,775.80
Spectrum/Charter	Zane Village Internet	\$84.98
Third Week Books	Baby Board Books to Adena	\$3,022.42
Amazon	Supplies, Outreach, Beyond Books, Books	\$2,118.62
Demco	Supplies	\$230.68
Fultz's Glass	Balance on Annex Window Replacements	\$4,805.00
Gordon Flesch	Copier Use	\$538.20
Kelly Smith	Mileage & Meal Reimbursement - HR Conference	\$572.19
Sandy Grigsby	Mileage	\$75.63
Spectrum/Charter	Clarksburg BookHive Internet	\$84.98
Sophisticated Systems	Backup Server Project	\$870.00
SEBO	Group Life Ins Premium	\$188.10
Vision Service Plan	Library's Share of Vision Ins Premium	\$557.75
United Healthcare	Library's Share of Medical Ins Premium	\$26,747.67
Delta Dental	Library's Share of Dental Ins Premium	\$1,109.30
Chillicothe & Ross Co Pub Library	Gross Payroll 11/23/2022	\$76,147.25
Internal Revenue Service	Library's Share of Medicare	\$1,052.25
American Electric Power	R Dale, Main, Annex, Maint., N Side Svc	\$2,607.21
Amazon Business	Branch & Maintenance Supplies	\$622.28
Bainbridge Community Center	Monthly Rent & Library's Share of Electricity	\$1,332.65
Chillicothe Gazette	R Dale Annual Subscription	\$760.37
Columbia Gas	Kingston, Main, N Side Svc	\$1,073.70
JLS Buliding Services	Northside HVAC Repair	\$862.50
Kandice Trainer	Mileage 10/12 - 10/26	\$32.50
Landscape Management Group	Annex Site Improvement Project Pmt App #1	\$63,228.60
Library Ideas	Vox Books	\$1,078.86
Lowe's	Maintenance Supplies	\$278.33

M & M Fabrication	Frankfort Ramp/Stair Rails	\$22,960.00
Ohio BWC	BWC Premium	\$2,570.00
Pitney Bowes	Postage Machine Lease	\$132.42
South Central Power Co	Kingston & Frankfort	\$406.00
Village of Frankfort	Water & Sewer Svc	\$30.00
Chillicothe & Ross Co Pub Library	Gross Payroll 12/09/2022	\$77,258.85
Internal Revenue Service	Library's Share of Medicare	\$1,064.86
OPERS	Library's Share of OPERS	\$21,456.05
Kingston National Bank	Monthly Checking Acct Svc Fees	\$21.79
First Data/Clover	Monthly Credit Card Processing Fees	\$57.39
Abby Kunz	Mileage Reimbursement 11/29	\$25.00
Bayscan	Supplies	\$171.00
BJ's Electric	R Dale & F Fort LED Upgrades/Main Lighting Maint	\$10,604.93
Chillicothe Municipal Utilities	Main, N Side, Annex Water & Sewer	\$578.67
Cengage	Large Print Books	\$2,495.87
Central Center Hardware	Keys	\$3.98
Demco	Supplies	\$189.92
Findaway	Wonderbooks & Playaways	\$4,626.49
First Capital Rotary	James Hill Annual Dues	\$190.00
Gordon Flesch	Copier Leases	\$340.76
Horizon	Telephone/Internet December Svc	\$5,932.60
Kapco	Supplies	\$458.92
Michael Jones	2022 HRA Reimbursement	\$61.87
Midwest Tape	A/V & Hoopla Digital Books	\$10,396.34
Quill	Supplies	\$1,002.40
Richmond Dale Sewer	November Svc	\$17.30
Ross Co Water Co	Richmond Dale Svc	\$30.69
Sherwin-Williams	Facilities Supplies	\$117.54
Sports Plus	Name Tags	\$14.00
Secure by Design	Ninite Pro Software	\$600.00
Treasurer of State	Quarterly UAN Software Fees	\$1,005.00
Village of Kingston	Water & Sewer Svc	\$55.60
The Times Gazette	South Salem Annual Subscription	\$156.00
Baker & Taylor	Books	\$13,612.26
BP	Vehicle Fuel	\$369.56
Buckeye Propane	Frankfort Propane Fill 12/06	\$445.41
Center Point	Large Print Books	\$243.30
Dell	Computers/IT Equipment	\$14,335.17
DTB	Facilities Supplies	\$3,099.59
EasterSeals	Discovery Garden Annual Support	\$5,000.00
Flow Masters	Annex North End Plumbing	\$473.04
Frontier	South Salem Telephone	\$121.82
4Imprint	Library Logo Travel Mugs for Resale	\$713.06
Gordon Flesch	Copier Use & Maintenance	\$355.46
KNB Visa Credit Card	Supplies, Staff Training Travel Expenses, IT Software	\$2,185.22
Lowe's	Facilities Supplies	\$922.12
Overdrive	Digital Books	\$4,654.63

Pike Natural Gas	Richmond Dale Svc	\$52.56
Rhoads Landscaping	Northside Final Project Pmt & Kingston Pay App #2	\$147,871.45
Rumpke	Main, Frankfort, Kingston, R Dale	\$501.59
Tammy Newlun	Mileage	\$37.19
T-Mobile	Staff Cell Phone Svc & Hotspot	\$159.13
WT Cox	2023 Periodical Subscriptions	<u>\$8,129.78</u>
		\$593,924.00

Director's Report

December 2022

As we button up projects for year end, late autumn has turned into a busy season for the library. Landscaping is now complete at Northside and Kingston, but the Annex landscape is on hold until warmer weather. We're in the midst of Santa visits—80 kids at South Salem!—and planning facility projects, programming, budgeting, and more for 2023.

While doing all that, we also took on a warming station in the old Aspire classroom. At the end of our second week, we're averaging over 30 patrons a day. So far, we've not had any issues and it has succeeded in taking the pressure off Main during the morning hours. This has been almost entirely an initiative that the managers have staffed. We've also started having visits from other service agencies during the mornings. Community Action was here Thursday and Joanna Denney, the police department's social worker, has provided support. It's been a great use of an otherwise unused space. Stop by some morning.

I received notification from the Community Foundation that the estate of Jean Bauman has been finalized. Ms. Bauman died in September of 2021. We knew the library was receiving a bequest, but not how much. The library's foundation was gifted \$23,064 for the Northside branch. Ms. Bauman was very involved in 4H and Extension, and was an avid library patron.

Board members are invited to our library holiday party at 8 a.m. on December 22 in the Annex. We'll have refreshments, ugly sweater contests, and a white elephant gift exchange.

Update Administrative Policy

This was on last month's agenda, but we asked to table it while we waited on review from our insurance carrier. Rinehart, Walter-Danner Insurance Agency (part of the Ohio Plan) did report back to Cassie that they were satisfied with the changes. This updated policy is much more comprehensive than the existing policy, specifically adding more detail about staff traveling on worktime in their personal vehicle, when moving violations must be reported, safe driving expectations, a signed acknowledgment, and more. If passed, we will spend time at the All Staff meeting explaining the changes and expectations for safely operating a motor vehicle on library business—even if it's your personal vehicle

Resolution -22

Use of Library-Owned Vehicles or Personal Vehicles

_____ moved and _____ seconded the adoption of the following resolution.

That the changes to the Administrative Policy, section 9: Use of Library-Owned Vehicles or Personal Vehicles policy be accepted as presented, effective January 1, 2023.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Amend/update snow removal contract

The contract with M&M was awarded at the October board meeting, but the resolution only reflected snow and ice control at the county branches. We need to amend that resolution to also include Main and Northside. Despite direct solicitations with various companies, we did not receive other bids. M&M's quote for all branches is \$60/hour labor – ice melt at \$19 per 50 lbs – \$65/hr labor with blades/plows.

Resolution -22

Amend/update snow removal contract

_____ moved and _____ seconded the adoption of the following resolution.

That we amend resolution 85-22 to also include Main and Northside.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Resolution -22

Schedule January Organizational & Records Commission Meeting

_____ moved and _____ seconded the following motion:

That January 2023 meeting be held on the 11th at 4:30 pm in meeting room A of the Library Annex.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

2023 Officer Nominations: Ad Hoc Committee

Resolution -22

Transfer from General to Building Fund

_____ moved and _____ seconded the adoption of the following resolution.

That \$1,486,024.00 be transferred to 4001-931-0000 (Transfers In) from 1000-910-910-0000 (Transfers Out).

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

2023 Temporary Budget As was reported in November, the Budget Committee met on November 7th to review 2023 anticipated revenues and temporary appropriations. Retha,

James, and Cassie were in attendance and John reviewed and approved the materials beforehand. There have only been a few minor changes since that meeting that the committee has approved.

Resolution -22

Approve 2023 Temporary Appropriations

_____ moved and _____ seconded the adoption of the following resolution.

BE IT RESOLVED by the Board of Library Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2023, for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

Chillicothe & Ross County Public Library - 2023 Temporary Appropriations

GENERAL FUND - 1000

Salaries & Benefits

100 - Salaries	\$ 2,102,000.00	
200 - Employee Fringe Benefits	\$ 1,035,000.00	
Total Salaries & Benefits		<u>\$ 3,137,000.00</u>

Purchased & Contracted Services

300 - Purchased & Contracted Services		<u>\$ 1,165,350.00</u>
---------------------------------------	--	------------------------

Library Materials & Information

410 - Library Materials & Information		<u>\$ 527,700.00</u>
---------------------------------------	--	----------------------

Supplies

450 - Supplies		<u>\$ 143,450.00</u>
----------------	--	----------------------

Other (Dues/Memberships/Taxes & Assessments/Refunds & Reimbursements)

500 - Other		<u>\$ 12,650.00</u>
-------------	--	---------------------

Capital Outlay

700 - Capital Outlay		<u>\$ 340,000.00</u>
----------------------	--	----------------------

Other Financing Uses

910 - Transfers Out	\$ 840,652.00	
930 - Contingencies	\$ 190,725.00	
Total Other Financing Uses		<u>\$ 1,031,377.00</u>

TOTAL GENERAL FUND - 1000		<u><u>\$ 6,357,527.00</u></u>
----------------------------------	--	-------------------------------

BUILDING FUND - 4001

Building Fund

300 - Purchased & Contracted Services	\$ 50,000.00
700 - Capital Outlay	\$ 2,936,842.25

TOTAL BUILDING FUND - 4001	\$ 2,986,842.25
-----------------------------------	------------------------

DORIS T. CULP MEMORIAL FUND - 4501

Library Materials & Information

411 - Books & Pamphlets	\$ 4,101.40
-------------------------	-------------

TOTAL DORIS T. CULP MEMORIAL FUND - 4501	\$ 4,101.40
---	--------------------

ANNE R. SCHLEGEL MEMORIAL FUND - 4502

Library Materials & Information

411 - Books & Pamphlets	\$ 765.98
-------------------------	-----------

TOTAL ANNE R. SCHLEGEL MEMORIAL FUND - 4502	\$ 765.98
--	------------------

<u>GRAND TOTAL ALL FUNDS</u>	<u>\$ 9,349,236.63</u>
-------------------------------------	-------------------------------

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Renew Bonds for Chief, Deputy Fiscal Officers No changes to the policy to bond Cassie and Wendy. There has been a premium increase for “primary treasurers” (Cassie) but the “assistant” category has not changed.

Resolution -22

Renew Bonds for Chief Fiscal Officer and Deputy Fiscal Officer

_____ moved and _____ seconded the adoption of the following resolution.

That bonds for Cassie Stout and Wendy Payne be renewed at \$50,000 each and purchased from the Cincinnati Insurance Company (Weisenberger Ins. Services), at a cost of \$218 and \$158, respectively, for a total of \$376.00.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Annual Report of Credit Card Rewards Our Procurement Policy stipulates that an annual report of all credit card rewards earned be submitted to the board. In 2022 to-date, we have received 50,155 in ScoreCard Rewards points on the Kingston National Bank credit card and \$162.46 in Sam's Cash from Sam's Club. These rewards are earned on everyday purchases that the library makes during routine business.

Resolution -22

Use 2022 Credit Card Rewards and Sam's Cash for Staff Holiday Party

_____ moved and _____ seconded the adoption of the following resolution.

That the Chief Fiscal Officer be authorized to utilize up to 50,155 points in ScoreCard Rewards from the Kingston National Bank credit card and up to \$162.46 in Sam's Cash from Sam's Club to purchase gifts and supplies for future employee events such as staff Christmas Party and Staff Development Day.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Resolution -22

2023 Holiday Closing

_____ moved and _____ seconded the adoption of the following resolution.

That the board approve the holiday closures for 2023 as presented.

New Year's Day—Sunday, January 1

Monday, January 2 (observed) *(already approved)*

Dr. King Day—Monday, January 16

Presidents Day—Monday, February 20

Easter—Sunday, April 9

Memorial Day—Monday, May 29

Juneteenth—Monday, June 19

Independence Day—Tuesday, July 4

Labor Day—Monday, September 4

Staff Day—Monday, October 9

Veteran's Day—Saturday, November 1*

Thanksgiving—Thursday, November 23 (close at 5:30 p.m. on Wednesday, November 22)

Christmas—Sunday, December 24, Monday, December 25, Tuesday, December 26

New Year's Eve—Sunday, December 31

New Year's Day—Monday, January 1, 2024

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Update Administrative Policy, Section 8: Mobile Telephones Our cell phone policy was last updated in 2007. As we increased our custodial staff, we've also increased our expectations for who needs a library cell phone. However, in some instances, our library provider (T-Mobile) does not have adequate coverage at employee's homes, so we would like to expand the policy to include a monthly allowance for staff in that situation (so they can use their own provider, but the library helps cover the expense). Our current T-Mobile

contract expires in 22 months, so we can re-evaluate the individual library plans then. Other libraries have similar policies; Cassie is confident that this will satisfy the auditor's standards. The monthly allowance will be set by the Fiscal Officer and included in monthly payroll as taxable but non-OPERS income.

Resolution -22

Update Mobile Telephone Policy

_____ moved and _____ seconded the adoption of the following resolution. That the changes to the Administrative Policy, section 8: Mobile Telephones policy be accepted as presented, effective immediately.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Administrative Policy: Section 8 – Mobile Telephones

Mobile phones may be ~~provided to employees~~ **required for employees** in certain positions within the library system as determined by the **Executive Director** to help increase library productivity and/or safety. **The Executive Director may authorize either a library-provided cell phone or a monthly allowance to ensure that the appropriate employees have the necessary equipment.**

Library Provided Cell Phones: Personal use of library **provided** mobile phones is strongly discouraged although the library administration recognizes that this is sometimes unavoidable. Employees who use mobile phones will be given a copy of the itemized monthly statement and will be required to audit the bill for personal usage. All personal phone usage **of a library provided phone** (calls, text messages, etc.) must be reimbursed to the library. Calls will be reimbursed at a cost of .10 cents per minute. The library reserves the right to audit and review mobile telephone bills to ensure their proper usage. **Mobile phones and any associated equipment that are the property of the library and all equipment** must be returned to the library upon termination of employment with the library.

Allowance for Cellular Phones: **At the discretion of the Executive Director, the library may offer a taxable allowance for cellular phone equipment and services in lieu of a library-provided cell phone. The allowance is intended to cover library business-related costs and may not defray the total cost of a cellular phone plan or usage. The amount of the allowance will be consistent across all participating employees and evaluated periodically by the Fiscal Officer.**

~~In order to help ensure the safety of library employees while reducing the library's liability in the event of an accident, mobile phones are not to be used by employees while driving.~~ **As stipulated in Administrative Policy, Section 9, operators of vehicles on library business should not drive while distracted. Employees are not permitted to write, send, or read text-based cellular communications while operating a library vehicle.**

All employees who are issued a library-owned mobile phone **or provided an allowance for cellular service** must acknowledge that they have received a copy of this mobile telephone policy by signing the attached agreement.

Enter Executive Session

_____ moved and _____ seconded the motion to enter executive session.
That to consider the compensation of public employees.

The roll being called, the vote resulted as follows:

T. Lowe R. Simmons Jones L. Graves
C. Adams J. Owens A. Hirsch

Entered at _____ p.m.

End Executive Session

_____ moved and _____ seconded the motion to end executive session.
That the board end executive session.

The roll being called, the vote resulted as follows:

T. Lowe R. Simmons Jones L. Graves
C. Adams J. Owens A. Hirsch

Ended at _____ p.m.

Resolution -22

OPERS Fringe Benefit Pickup

_____ moved and _____ seconded the adoption of the following resolution.
That The Chillicothe & Ross County Public Library will pick up the statutorily required contribution to the Ohio Public Employees Retirement System for the employees established in section 2 herein, pursuant to IRC section 414(h)(2).

WHEREAS, pursuant to federal and Ohio laws, the Chillicothe & Ross County Public Library may offset future salary increases and “pick up” (assume and pay) the contributions statutorily required by such elected officials and covered employees to the Ohio Public Employees Retirement System (OPERS) and such individuals will not be required to pay federal and state income taxes on such contributions; and

Now therefore be it ordained by the Chillicothe & Ross County Public Library, that:

SECTION 1: Effective January 1, 2023 the **full amount** ? of the statutorily required employee contributions to OPERS shall be picked up and paid as a fringe benefit by the Chillicothe & Ross County Public Library for each person within any of the classes established in Section 2 herein. The pick-up shall be an offset against future salary increases. This “pick up” by the Chillicothe & Ross County Public Library shall be designated as public employee contributions and shall be in lieu of contributions to OPERS by each person within any of the classes established in Section 2 herein. No person subject to this “pick up” shall have the option of choosing to receive the statutorily required contribution to OPERS directly instead of having it “picked up” by the Chillicothe & Ross County Public Library or of being excluded from the “pick up”. The Chillicothe & Ross County Public Library shall, in reporting and making remittance to OPERS, report that the public employees contribution for each person subject to this “pick up” has been made as provided by the statute. Therefore, contributions, although designated as employee contributions, are employer-paid, and employees do not have the option to receive the contributions directly. All contributions are paid by the employer directly to the plan.

Section 2: The “pick up” by the Chillicothe & Ross County Public Library provided by this ordinance shall apply to the Executive Director and the Chief Fiscal Officer of the Chillicothe & Ross County Public Library, who are members of OPERS.

SECTION 3: Under the fringe-benefit method of employer pick up, salary is not modified; however, the employer will pay the employees’ statutorily required contribution to OPERS.

SECTION 4: The Chief Fiscal Officer is hereby authorized and directed to implement the provisions of this ordinance to institute the “pick up” of the statutorily required contributions to OPERS for those persons reflected in Section 2 herein so as to enable them to have their employee contributions paid by their employer.

Adopted, December 14th, 2022

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Director and Fiscal Officer Evaluations/Compensation

Staff Appraisals & Pay Bands Discussion

Appraisals were completed in October. The administrative team worked through November reviewing appraisals and calculating merit increases. All raises fall within the current pay bands, so no additional actions are required there. Two staff are “maxed out” and one-time payouts based on their merit scores and calculated off the midpoint hourly rate.

Resolution -22

Staff Appraisals & Pay Bands Discussion

_____ moved and _____ seconded the adoption of the following resolution.

That the board approves all merit increases as presented to take effect the first pay of January 2023.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Update Types of Leave (HR Policy 4.4)

Erin, Jenn, Kelly, Cassie and I spent time over the last couple of weeks discussing our leave policy and attempting to simplify it. Our current leave policy gives a set number of hours, equal to their weekly schedule, to our part-timers (those working less than 30 hours a week) for the year. It’s a use it or lose it balance. This updated policy would standardize our leave policy across all types of employees and allow accrued hours to rollover. We are also updating the language about unpaid leave. Ultimately, this would be a net gain in potential hours for our part-timers, but still a fairly-low liability threshold for budgeting purposes. Erin does not think it will have a negative impact on scheduling.

Update Types of Leave (HR Policy 4.4)

_____ moved and _____ seconded the motion to end executive session.
That the changes to the Leave policy be accepted as presented effective January 1, 2023.

The roll being called, the vote resulted as follows:

T. Lowe	R. Simmons Jones	L. Graves
C. Adams	J. Owens	A. Hirsch

Human Resource Policy

Section 4: Employee Benefits

CRCPL offers a competitive benefit package to employees classified as Regular full-time and Regular part-time. We are also able to offer a select number of benefits to part-time employees scheduled to work less than 30 hours per week, as defined below. Student employees that are Temporary/Seasonal or employed as part of a Practicum/Internship are not benefit eligible.

Definitions:

Regular full time = employee regularly scheduled to work 40 hours per week

Regular part time = employee regularly scheduled to work 30-39 hours per week

Part time = employee regularly scheduled to work 20-29 hours per week

4.4 TYPES OF LEAVE

The leave package was developed to assist employees in creating a healthy work/life balance. Employees are responsible for managing their paid time off. *Exceeding the limit of authorized paid/unpaid leave will lead to corrective action (HR policy 2.8)*

4.4.1 Vacation Leave

Vacation with pay is granted to all regular full-time, regular part-time **and part time** employees. ~~who are scheduled to work at least 30 hours per week. Regular part-time employees who work fewer than 30 hours per week do not qualify for vacation with pay, but may arrange with their supervisors for unpaid leave as outlined in the Attendance Policy.~~

A new employee who has service credit with the State of Ohio or any political subdivision of the State (i.e., township, municipality, library, school district, health district, etc.) may use prior service credit for the purpose of computing vacation leave. Employees must submit a service credit statement to certify eligible years of service. Employees who have retired from a state-offered retirement plan are not entitled to have prior service counted for the purposes of computing vacation leave.

With prior approval of the Executive Director and the Chief Fiscal Officer, an employee may “borrow” against vacation expected to be earned during the current calendar year, provided such “borrowing” is not in excess of the total vacation for which the employee is eligible to earn in that calendar year. In no case may an employee “borrow” against vacation to be earned in a succeeding calendar year.

An employee who has “borrowed” vacation time and who leaves employment with a deficit of earned vacation time will reimburse CRCPL for the difference of the value between the vacation time used and the vacation time actually earned by the employee at the date of the employee’s separation from service by deduction from the employee’s last paycheck.

Vacation leave accrues at the following rates:

Vacation Leave Accrual Rates			
Employee Hours	Years of Service	Vacation leave accrued per pay period (biweekly)	Carryover allowable to next calendar year
<i>20-29 hours per week (part time)</i>	<i>Any</i>	<i>1.54</i>	<i>20 hours</i>
30-39 hours per week (regular part time)	Any	2.31	30 hours
40 hours per week (regular full time)	0-4 years, Bands A-C	3.08	40 hours
	5-9 years, Bands A-C	4.61	
	10-14 years, Bands A-C 0-14 years, Bands D-F	6.15	
	15-19 years, Bands A-F	7.69	
	20+ years, Bands A-F	9.23	

4.4.2 Sick Leave

Sick leave is accrued by all regular full-time employees, regular part-time **and part time** employees ~~working at least 30 hours weekly. Part-time employees working less than 30 hours weekly are not eligible to accrue sick leave benefits.~~ Time off beyond the accumulated amount of leave may be taken from vacation time with permission of the Executive Director. If no leave remains, the provisions of the Attendance Policy (HR Policy 5.3) will apply.

A new employee may transfer accumulated sick leave credit from another Ohio public library or Ohio public agency up to the maximum accumulation permitted above. The Chief Fiscal Officer will require an official accounting of hours from the employee's previous public employer.

Sick leave accrues at the following rates:

Sick Leave Accrual Rates		
Employee Hours	Sick leave accrued per pay period (biweekly)	Maximum accrued hours
<i>20-29 hours per week (part time)</i>	<i>2.3</i>	<i>480 hours</i>

30-39 hours per week (regular part time)	3.46	720 hours
40 hours per week (regular full time)	4.61	960 hours

At the discretion of the Executive Director, absences may require relevant documentation. Sick leave may be used only in the following instances:

- Illness or injury to the employee.
- Illness in the immediate family requiring the presence of the employee.
- Other FMLA qualifying events.
- Death in the immediate family: spouse, children and stepchildren (whether dependent or not), siblings, parents, grandparents, and grandchildren; or death of a relative living in the same household; or at the discretion of the Executive Director.
- Time used for visits to doctors and dentists, etc., may be counted as sick leave, but this practice is not encouraged and should be used only when appointments cannot be made outside working hours.

4.4.3 Personal Leave

- Regular full-time employees are entitled to 24 hours of personal leave, and regular part-time employees working at least 30 hours weekly are entitled to 18 hours personal leave, in each calendar year in which they work. Personal leave must be used in the calendar year in which it is earned, and is not eligible to be paid out upon separation of employment.

4.4.4 Wellness Leave

- All employees who participate in the Wellness program, regardless of their current benefits, are eligible to receive 4 hours of paid Wellness Leave each year they participate in the program. This leave must be taken within 12 months from when it's earned, and is not eligible to be paid out upon separation of employment.

4.4.5 Part Time Paid Leave

- ~~• At the beginning of the calendar year, part-time (employees working less than 30 hours per week) employees will be given paid leave equal to the normal total of hours scheduled per week. The leave will be credited to the employee as a lump sum at the start of each year and may be used to cover illness, vacation, or any other occurrence that may result in a loss of pay for the employee. Part time paid leave must be used in the calendar year in which it is allotted, and is not eligible to be paid out upon separation of employment.~~
- ~~• Exceeding the limit of authorized paid and/or unpaid leave will lead to discharge.~~

5.3 ATTENDANCE

CRCPL depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. To the extent permitted by law, absenteeism and tardiness lessen an employee's chances for advancement, and may result in corrective action up to, and including, discharge of employment.

Unless required by law, ~~regular full-time and regular part-time~~ employees who have exhausted all of their paid leave (HR policy 4.4), may use up to 5 additional unpaid working days within the calendar year equal to the normal total hours scheduled per week. **Prior approval of the Executive Director is required for unpaid leave.**

~~Part-time employees may use up to 10 working days as authorized in unpaid absence from work within the calendar year equal to the normal total of hours schedule per week.~~

Non-medical unpaid absences should only be approved when they do not create a hardship for the library or adversely impact the work unit. Requests for unpaid leave should be made as far in advance as possible.

An employee must personally (unless incapacitated) notify their supervisor or administration if they expect to be late or absent as far in advance as possible but within one hour after the scheduled work time.

Supervisors have the right to ask the reason for tardiness/absence; if due to medical necessity the exact nature of an illness need not be divulged. An employee should attempt to provide an estimated arrival time or day of return to work.

Failure to call in, in a timely manner, may result in corrective action. Employees who do not return to work or arrive at the time originally estimated are expected to call in again. Supervisors will track all employees' absences to ensure that absences and tardiness are not excessive. Generally speaking, more than 10 unscheduled absences or late arrivals at work in a 12-month period is considered excessive. Corrective action, up to and including discharge, will be used to deal with excessive unscheduled absence/tardiness that is not covered under FMLA.

Adjourn at _____ p.m.

Angela Hirsch, Secretary

John Owens, President