



PUEBLO CITY-COUNTY

**Library District**

[www.pueblolibrary.org](http://www.pueblolibrary.org)

## **Employee Guidelines**



# PUEBLO CITY-COUNTY Library District

## TABLE OF CONTENTS

### Section 1 • INTRODUCTION

- [02.01.01](#) Welcome to Pueblo City-County Library District
- [02.01.02](#) Important Information about the Employee Guidelines
- [02.01.03](#) Motto, Mission & Vision
- [02.01.04](#) Relations with the Public
- [02.01.05](#) The Role of Human Resources
- [02.01.06](#) PCCLD Organization Chart

### Section 2 • EMPLOYMENT PRACTICES

- [02.02.01](#) Equal Employment Opportunity (EEO) Policy
  - [02.02.01.01](#) ADA and Religious Accommodation
    - [02.02.01.02](#) Pregnancy Accommodation
  - [02.02.02](#) Anti-Harassment
    - [02.02.02.01](#) Sexual Harassment
    - [02.02.02.02](#) Reporting Harassment
  - [02.02.03](#) Employment Categories
  - [02.02.04](#) Employment Policy
    - [02.02.04.P1](#) Hiring Procedure
    - [02.02.04.P2](#) Employment Interviews
    - [02.02.04.P3](#) Verification of Qualifications
      - [02.02.04.P3.01](#) Employment Reference Checks
      - [02.02.04.P3.02](#) Criminal Background Checks
      - [02.02.04.P3.03](#) Drivers License / Proof of Insurance
    - [02.02.04.P4](#) Selection Process
  - [02.02.05](#) Job Descriptions
  - [02.02.06](#) Job Posting
  - [02.02.07](#) Transfers and Promotions

- [02.02.08](#) Hiring of Relatives
- [02.02.09](#) Personnel Files and Records
- [02.02.10](#) Data Disposal Policy
- [02.02.11](#) Current or Past Employment Verifications
- [02.02.12](#) Workplace Accommodation for Nursing Mothers
- [02.02.13](#) Library Committees
- [02.02.13.G1](#) Library Committee Guidelines

### **Section 3 • THE EMPLOYMENT RELATIONSHIP**

- [02.03.01](#) Employee Relations
- [02.03.02](#) Business Ethics and Conduct
- [02.03.02.G1](#) Business Ethics and Conduct – Employee Responsibilities
- [02.03.03](#) Employee Recognition
- [02.03.04](#) Annual Performance Plan
- [02.03.04.P1](#) Annual Performance Review Procedure
- [02.03.05](#) Problem Solving
- [02.03.05.P1](#) Problem Solving Procedure
- [02.03.06](#) Performance Improvement

### **Section 4 • SEPARATION FROM EMPLOYMENT**

- [02.04.01](#) Employment Termination
- [02.04.01.01](#) Voluntary Separation
- [02.04.01.02](#) Involuntary Separation
- [02.04.01.P1](#) Exit Process
- [02.04.01.P2](#) Return of Materials and Property

### **Section 5 • SCHEDULING / PAY PRACTICES**

- [02.05.01](#) Work Schedules
- [02.05.02](#) Pay Periods and Paydays
- [02.05.02.01](#) Automatic Deposit
- [02.05.02.02](#) Payroll Processing
- [02.05.03](#) Break and Meal Periods
- [02.05.04](#) Overtime
- [02.05.05](#) Other Pay
- [02.05.05.01](#) Call-in Pay
- [02.05.06](#) Timekeeping
- [02.05.07](#) Salary Administration
- [02.05.08](#) Payroll Deductions and Setoffs
- [02.05.09](#) Administrative Pay Corrections

### **Section 6 • TIME OFF BENEFITS**

- [02.06.01](#) Holidays
- [02.06.02](#) Personal Days
- [02.06.03](#) Vacation Benefits
- [02.06.04](#) Sick Leave Benefits
- [02.06.05](#) The Family and Medical Leave Act (FMLA)
- [02.06.06](#) Military Leave
- [02.06.07](#) Jury Duty
- [02.06.08](#) Bereavement Leave
- [02.06.09](#) Domestic Abuse Leave

### **Section 7 • OTHER BENEFITS**

- [02.07.01](#) Benefits Eligibility Overview
- [02.07.02](#) Health Insurance
- [02.07.03](#) Group Life Insurance
- [02.07.04](#) Disability through PERA
- [02.07.05](#) Retirement Plan (PERA)
- [02.07.06](#) Section 125 Premium Only Plan
- [02.07.07](#) Educational Assistance
- [02.07.07.P1](#) Educational Assistance - Procedures
- [02.07.08](#) Library-Sponsored Training and Career Development
- [02.07.09](#) Professional Membership
- [02.07.10](#) Credit Union
- [02.07.11](#) Employee Assistance Program (EAP)

### **Section 8 • STANDARDS OF PERFORMANCE & CONDUCT**

- [02.08.01](#) Attendance and Punctuality
- [02.08.02](#) Confidential Information
- [02.08.03](#) Conflicts of Interest
- [02.08.04](#) Outside Employment
- [02.08.05](#) Drug and Alcohol Use
- [02.08.06](#) Workplace Etiquette
- [02.08.07](#) Personal Appearance
- [02.08.07.G1](#) Dress Code
- [02.08.08](#) Participation in Political Activities

### **Section 9 • WORK ENVIRONMENT**

- [02.09.01](#) Safety & Security / Work-Related Injuries & Illnesses
- [02.09.01.P1](#) Reporting Work-Related Injuries and Illnesses
- [02.09.02](#) Public Health Emergency Policy

- [02.09.03](#) Workers' Compensation Insurance
- [02.09.04](#) Reporting Vehicle Accidents, Moving Violations, Driver's License Restrictions and Revocations
- [02.09.05](#) Use of Phone and Mail Systems
- [02.09.06](#) Communication Systems
  - [02.09.06.01](#) Software and Copyright
  - [02.09.06.02](#) Unauthorized Use
  - [02.09.06.03](#) E-Mail
- [02.09.07](#) Cell Phone Usage
- [02.09.08](#) Use of Equipment and Vehicles
  - [02.09.08.P1](#) Vehicle Use Procedures
- [02.09.09](#) Smoking
- [02.09.10](#) Closings and Delays
  - [02.09.10.P1](#) Procedures for Closings and Delays
- [02.09.11](#) Visitors in the Workplace
- [02.09.12](#) Secure Work Environment
- [02.09.13](#) Employee Solicitation
- [02.09.14](#) Workplace Violence Prevention
  - [02.09.14.P1](#) Workplace Violence Prevention Reporting

## **Section 10 • OTHER THINGS TO KNOW**

- [02.10.01](#) Employees' Suggestions
- [02.10.02](#) Employee Celebrations and Events
  - [02.10.02.G1](#) Guidelines for Employee Celebrations and Events
- [02.10.03](#) Conservation / Recycling
- [02.10.04](#) Employee Commute Options
- 02.10.05 Parking

## **ACKNOWLEDGMENT OF REC**



PUEBLO CITY-COUNTY

# Library District

## Introduction

### 02.01.01 Welcome to PCCLD

#### **Welcome!**

On behalf of your colleagues, we welcome you as an employee of the Pueblo City-County Library District and wish you every success here.

We believe that each employee contributes directly to PCCLD's ability to serve our community. We hope you will take pride in being a member of our team.

The Employee Guidelines were developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Guidelines as soon as possible, for it will answer many questions about employment with PCCLD.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!



## Introduction

### 02.01.02 IMPORTANT INFORMATION ABOUT THE EMPLOYEE GUIDELINES

THIS HANDBOOK IS DESIGNED TO ACQUAINT EMPLOYEES WITH PUEBLO CITY-COUNTY LIBRARY DISTRICT (PCCLD) AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THIS GUIDELINES DOCUMENT IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF PCCLD'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH PUEBLO CITY-COUNTY LIBRARY DISTRICT IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH PCCLD, WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. PCCLD HAS THE SAME RIGHT. THE LANGUAGE USED IN THIS GUIDELINES DOCUMENT AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF PCCLD, OTHER THAN THE EXECUTIVE DIRECTOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND THE EMPLOYEE.

NO EMPLOYEE GUIDELINES DOCUMENT CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THIS DOCUMENT, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES MANAGER. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THIS DOCUMENT, EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT. PCCLD, THEREFORE, RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.



# PUEBLO CITY-COUNTY Library District

## Introduction

### 02.01.03 Motto, Mission & Vision

## **Pueblo City-County Library District**

### **Our Motto:**

Ideas, Imagination & Information

### **Our Mission:**

We serve as a foundation for our community by offering welcoming, well equipped and maintained facilities, outstanding collections, and well-trained employees who provide expert service encouraging the joy of reading, supporting lifelong learning and presenting access to information from around the world.

### **Our Vision:**

Books and Beyond





PUEBLO CITY-COUNTY

# Library District

## Introduction

### **02.01.04 Relations with the Public**

Every employee represents PCCLD to our customers and to the community we serve. The way we do our jobs presents an image of our entire organization. The public judges all of us by how they are treated with each employee contact. Therefore, one of our first priorities is to serve our customers. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention we give to members of the public.

Our personal contact with the public, our manners on the telephone, and other forms of communication we have with the public are a reflection not only of ourselves, but also of the professionalism of PCCLD. Positive customer relations not only enhance the public's perception or image of PCCLD, but also help us to fulfill our mission of informing, educating and culturally enriching the community.



PUEBLO CITY-COUNTY

# Library District

## Introduction

### **02.01.05 The Role of Human Resources**

The role of Human Resources is to help establish the organization's compliance program and build a work environment that encourages success and supports safety.

Human Resources does this by ensuring that the organization maintains compliance with government laws and regulations. Additionally, Human Resources assists managers in hiring highly qualified applicants to fill vacant positions as well as working alongside supervisors and employees to facilitate harmonious employee relations.

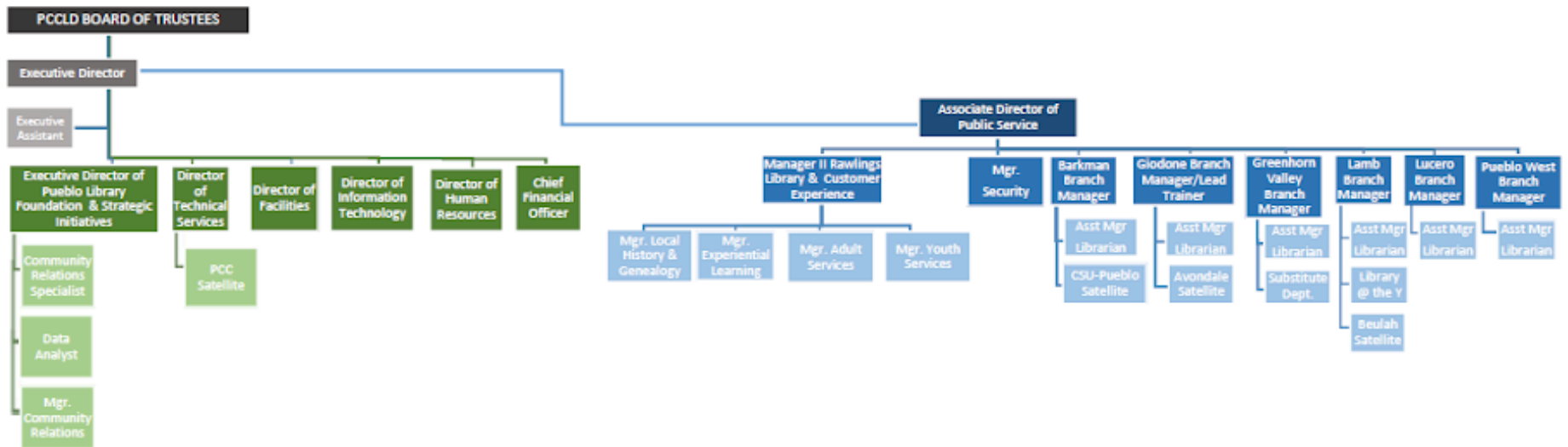
Human Resources also assists managers with areas of employment compliance, workers' compensation, FMLA leave and ADA requests.

Human Resources provides assistance to employees with questions regarding policies and benefits and maintains all employee records.

02.01.06 PCCLD Organization Chart



Introduction



PCCLD Employee Guidelines: Introduction

Effective Date: 05/23/2024



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.01 Equal Employment Opportunity (EEO) Policy

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PCCLD will be based on merit, qualifications, and abilities. PCCLD does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age 40 and older, disability, sexual orientation, gender expression, Armed Forces Reserve or National Guard status or any other characteristic protected by federal, state or local law.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Manager or the Human Resources Department, also see [02.03.05, Problem Solving, outlined in this publication](#). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to the performance improvement process, up to and including termination of employment.

Employees who believe there has been a violation of PCCLD's EEO or retaliation standard should report their concern to the Human Resources Manager.

#### 02.02.01.01 ADA and Religious Accommodation

PCCLD will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to PCCLD or cause a direct threat to health or safety. PCCLD will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on PCCLD. Employees needing such accommodation are instructed to contact their supervisor or the Human Resources department immediately.

#### 02.02.01.02 Pregnancy Accommodation

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, PCCLD will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on PCCLD's business operations.

PCCLD may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Human Resources representatives.

*PCCLD Employee Guidelines: Employment Practices*

*Effective Date: 05/23/2024*

PCCLD will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.02 Anti-Harassment

PCCLD strives to maintain a work environment free of unlawful harassment. In doing so, PCCLD prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable 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, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, 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 including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

#### 02.02.02.01 Sexual Harassment

*PCCLD does not tolerate sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:*

- Offering employment benefits in exchange for sexual favors.
- Unwanted sexual advances
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

***PCCLD Employee Guidelines: Employment Practices***

*Effective Date: 05/23/2024*

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. submission or rejection of the conduct is used as a basis for making employment decisions; or,
3. The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

### **02.02.02.02 Reporting Harassment**

If you experience or witness sexual or other unlawful harassment in the workplace, **report it immediately to your Manager**, if the Manager is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Manager, Chief Operating Officer, any member of the Management team or follow the [02.03.05.P1 Problem Solving Procedure](#) outlined in the Employment Guidelines. You can raise concerns in good faith and make bona fide reports of misconduct without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent practical to do so without impeding the investigative process, your confidentiality and that of any witnesses and the alleged harasser are protected against unnecessary disclosure. You are informed when the investigation is complete.

Any Manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Manager or the Chief Operating Officer so it can be investigated in a timely and confidential manner. Anyone found to have violated this policy will be subject to the performance improvement process, up to and including termination of employment.

PCCLD prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or for your participation in an investigation, please report it immediately to the Human Resources Manager, Chief Operating Officer, any member of the Management team or follow the [02.03.05.P1 Problem Solving Procedure](#). The situation will be promptly investigated.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.03 Employment Categories

It is the intent of PCCLD to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not create a contractual obligation on the part of PCCLD or commit employees to any specified period of time.

Each employee is assigned to an employment category based on the position held and assigned work schedule as noted below.

**REGULAR** employees refers to those employees who work an assigned number of hours per week and are not classified as temporary or substitute.

**FULL-TIME** employees are those who are regularly scheduled to work 40 hours per week. Employees who work full-time 40 hours per week are eligible for PCCLD's Tier One Group Health Benefits.

**PART-TIME** employees are considered to be all employees who are regularly scheduled to work less than 40 hours per week. Employees who are regularly scheduled for thirty hours or more are eligible for Tier Two Group Health Benefits. For more information see [02.07.01 Benefits Eligibility Overview](#). All benefits sponsored by PCCLD are subject to the terms, conditions, and limitations of each benefit program.

**SEASONAL** employees are those who are hired to fill a temporary need for a particular season.

**TEMPORARY** employees are those who are hired to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, generally not to exceed 6 months. Employment beyond any initially stated period does not in any way imply a change in employment status. Individuals contracted to provide services through an outside agency are not temporary employees of PCCLD.

**SUBSTITUTE** employees are those who are hired into a "substitute pool" to work on an on-call basis as needed. The general role of the substitute employee is to fill in for staff shortages that may occur in the Public Service or Security departments. Individual substitute employees are authorized to work up to 1300 hours per year, and must maintain an average of less than 30 hours per week over a 12 month period.



In addition to the above categories, employees' positions are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

**NONEXEMPT** employees are entitled to overtime pay under the specific provisions of federal and state laws.

**EXEMPT** employees are excluded from specific provisions of federal and state wage and hour laws.

An employees' EXEMPT or NONEXEMPT classification may be changed only upon written notification by PCCLD management.

**See Also:**    [02.05.04](#)    *Overtime*



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.04 Employment Policy

PCCLD believes that hiring qualified individuals to fill positions contributes to the overall strategic success of the organization. Each employee, while employed, is hired to make significant contributions to PCCLD.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.04. P1 Hiring Procedure

#### Employment Openings

To initiate the recruiting process for a new or vacant PCCLD position the hiring manager contacts Human Resources to initiate a requisition for the Executive Director's review and approval. A requisition typically is presented with the reason for the job opening, a current job description, the salary range, and the position's hours/schedule. Upon approval, Human Resources commences work with the hiring manager to update the position description, identify selection criteria and develop a recruiting strategy.

#### Recruitment Advertising

Employment opportunities are announced to all staff on the Portal, placed on PCCLD's website and accessed through the Employee Portal Intranet see [02.02.06 Job Posting](#). Positions may be advertised externally based upon need and budget requirements. Human Resources is responsible for overseeing postings and all recruitment advertising. Hiring managers are required to work with Human Resources to identify any special recruitment instructions.

#### Employment Applications

All applicants are required to complete an **Employment Application** before an offer of employment is extended, regardless of the availability of a resume. Employment Application forms may be completed on-line from PCCLD's website: <http://www.pueblolibrary.org/Employment>

PCCLD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

#### Screening Applicants

Job applications are initially screened by Human Resources to identify those who meet the job requirements. A select group of applications are forwarded to the hiring manager, who may request to see additional applications if desired. Human Resources and the hiring manager work together to select the best qualified candidates for interviewing. Human Resources maintains communications with all job applicants, schedules interviews and updates the applicant and requisition statuses as needed. All applicant information is maintained in the recruiting database.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.04. P2 Employment Interviews

PCCLD follows a structured interview process that includes the hiring manager, a Human Resources representative, the Executive Director and possibly other individuals. The hiring manager and Human Resources Manager compile interview questions and identify any screening or testing that will be used in the hiring process. Human Resources schedules interviews with selected applicants. Subsequent interviews may be scheduled, depending on the position being hired. After interviews are completed, results are documented and compiled. Based on the results of the interview and screening process, the hiring manager and Human Resources Manager make a recommendation for hire based on the individual determined to best meet the requirements of the job. The Executive Director, or his or her designee, will make the decision to either approve the hire or request further action be taken in the recruiting process. The final hiring decision is made by the Executive Director.

**See Also:**    [02.02.04.P4](#)    *Selection Process*



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.04.P3 Verification of Qualifications

#### 02.02.04.P3.01 Employment Reference Checks

To ensure individuals who join PCCLD are well qualified and have a strong potential to be productive and successful, it is the policy of PCCLD to check the employment references of selected candidates as part of the employment process. The Human Resources Department is responsible for overseeing reference checks and documenting results. This information is maintained by Human Resources as part of the employment selection files.

#### 02.02.04.P3.02 Criminal Background Checks

As part of the employment process, applicants are required to submit to a criminal background investigation. In addition, applicants may be extended offers of employment contingent upon submitting to and successfully passing a criminal background investigation.

The presence of a criminal conviction does not automatically disqualify individuals from employment with PCCLD. PCCLD reviews the nature of the offense, date and type of job for which the applicant is being considered in determining eligibility for employment. The Executive Director, in consultation with the hiring manager and Human Resources Manager makes the final determination regarding employment eligibility.

#### 02.02.04.P3.03 Drivers License / Proof of Insurance

Those employees who periodically drive either the PCCLD vehicle or a personal vehicle while performing PCCLD business, including attendance of offsite functions, are required to possess a valid Colorado driver's license and maintain a driving record acceptable to PCCLD. In addition, employees driving their own vehicles on PCCLD business must provide proof of and maintain automobile coverage at required levels, as identified by PCCLD's insurance carrier.

Employees whose driver's licenses are suspended or revoked must immediately notify their Manager and the Human Resources Department in writing if the license is essential for their job.

**See Also:**     [02.09.04](#)     *Reporting Vehicle Accidents, Moving Violations, Driver License Restrictions and Revocations*



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.04.P4 Selection Process

Once the hiring manager makes a selection recommendation to the Executive Director, and the selection is approved, an employment offer may be extended contingent upon the candidate's satisfactory completion of a criminal background investigation. The Executive Director, or his or her designee, reviews all hiring recommendations and is responsible for making all final hiring decisions. The Board of Trustees ratifies all hiring decisions.

#### **Job Offers**

Once Human Resources receives satisfactory results from agencies providing criminal background check information, Human Resources oversees notification of the selected candidate to confirm the employment offer.

#### **Initial Start Date and Orientation**

Before beginning work, a new employee must meet with Human Resources to complete required paperwork and attend new hire orientation. Orientation includes discussion of PCCLD's Employment Guidelines, Safety Manual, benefits and other necessary information for employment. Orientation also covers the organization's goals and structure so each employee can see how they contribute to the key results. Employees also receive training on how to use PCCLD's automated systems such as access to email, time keeping, HRIS, payroll and the Employee Portal Intranet. Orientation is designed to give all new employees a successful start to their employment with PCCLD.

W-4 withholding forms must be completed before the employee can begin working. I-9 forms and supporting documentation must be completed within 3 days of employment. Failure to do so may result in suspension or termination of employment. All other required employment forms must be completed within one week of the employee's start date.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.05 Job Descriptions

PCCLD endeavors to create and maintain accurate job descriptions for all positions within the organization. Each job description includes a title, organization position designation, FLSA status, purpose for the position, essential duties, other duties, job qualifications and other requirements.

PCCLD maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department develops job descriptions in collaboration with the hiring manager when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may be rewritten periodically to reflect any changes in the position's duties and responsibilities.

Job descriptions are not designed to include every task or duty that might be assigned. Managers may assign additional responsibilities as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

The Human Resources Manager is responsible for approving all job descriptions.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.06 Job Posting

PCCLD provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills, competencies, education and experience. Notices of all job openings are posted internally and may also be posted externally.

Job openings are placed on PCCLD's website and accessed through the Employee Portal Intranet. Job openings normally remain open for a minimum of 7 calendar days. Each job posting notice generally includes the dates of the posting period, job title, department, location, pay range and any additional compensation, benefits, job summary and qualifications (required skills and abilities.)

To be considered for a posted job, an employee must be in good standing in their current position, meaning that they do not have a performance counseling on record for the prior one year and they possess the education, experience, knowledge and skills required for the job. Employees are encouraged to discuss their career goals with their Manager and Human Resources.

Employees who are interested in a job opening are encouraged to apply. Employees should notify their Managers when they have applied for another job within the organization. Selection for interviews will be based on a number of factors including, but not limited to, the employee's good standing, performance, qualifications, length of time in current position, length of employment and other relevant factors.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring Manager. Other recruiting sources may also be used concurrently to fill open positions in the best interest of PCCLD.





# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.07 Transfers and Promotions

#### Transfers

PCCLD employees who are interested in voluntarily transferring to a new department or branch location are encouraged to discuss their interests with their Manager and with the Human Resources Department. Only those employees who are in good standing, meaning employees who do not have any performance, attendance, or other employment issues within the prior year, are considered for voluntary transfer. Transfer requests may be approved when considered in the best interest of PCCLD by the Executive Director. Voluntary transfers are considered on a case-by-case basis and require the approval of the Executive Director or his or her designee.

Voluntary transfers are considered lateral when the employee is moving from one position to another position assigned to the same salary range; employees generally maintain the same rate of pay. Pay implications for other voluntary transfers are discussed with employees in advance of the move. Also see, [02.02.08 Hiring of Relatives](#) and [02.02.06 Job Posting](#).

From time to time it may be necessary for PCCLD to make employment changes to meet service standards, ensure efficient operations, or address other business issues or requirements, as determined to be in the best interest of PCCLD by the Executive Director. This may require PCCLD employees to be transferred to different positions, assigned to different locations or work schedules, etc. Position status and pay implications for transfers are discussed with affected employees in advance of transfers.

#### Promotions

A promotion cannot be made in lieu of posting a vacancy. PCCLD will announce, post or make known all opportunities for promotion to all current employees.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.08 Hiring of Relatives

#### Employment of Relatives

PCCLD may employ relatives of current employees except in the following situations:

Relatives would be in a position to supervise another relative.

Relatives have access to confidential information including payroll and personnel records.

Relatives audit, verify, receive, or are entrusted with money handled by the other relative.

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.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.09 Personnel Files and Records

PCCLD maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

#### **Access to Personnel Files**

Personnel files are the property of PCCLD, and access to the information they contain is restricted. Generally, only managers and human resources personnel of PCCLD who have a legitimate business-related reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in PCCLD's offices and in the presence of an individual appointed by PCCLD to maintain the files.

#### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify PCCLD of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such employee status reports should be accurate and current at all times. If any personnel data has changed, employees should make changes in the HRIS system or notify the Human Resources Department.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.10 Data Disposal Policy

During the course of your employment, PCCLD will collect certain information that is classified as “personal identifying information,” or PII, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;
- And more.

PCCLD may keep these records in paper and/or electronic format.

When such documentation is no longer needed, pursuant to records retention requirements and best practices, the Company will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### **02.02.11 Current or Past Employment Verifications**

The Human Resources Department responds in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries generally are limited to confirming dates of employment, wage rates, and position(s) held. Generally, a written authorization and release signed by the individual who is the subject of the inquiry is required prior to releasing such data.

Employees receiving requests for employment verifications should direct callers to the Human Resources Department.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### **02.02.12 Workplace Accommodation for Nursing Mothers**

In compliance with § 8-13.5-101 C.R.S. "Workplace Accommodations for Nursing Mothers Act," PCCLD is committed to protecting the right of nursing mothers to express breast milk in the workplace.

Nursing PCCLD employees shall be granted a reasonable unpaid break or will be permitted to use their paid break time, meal time or both each work day to express breast milk for their nursing child for up to two years following the birth of the child.

PCCLD has a designated location at the Rawlings Library and will identify a location at all other libraries as needed for the purpose of expressing breast milk in privacy. Employees wishing to express breast milk at work should notify their immediate Manager as far in advance as is practical so that arrangements can be made to accommodate the need and to ensure that the designated location is vacated at the appropriate times.

Employees may have questions about workplace accommodation for nursing mothers. Refer any questions or complaints to the Human Resources Manager or follow the [02.03.05.P1 Problem Solving Procedure](#).



PUEBLO CITY-COUNTY

# Library District

## Employment Practices

### 02.02.13 Library Committees

Committees of employees of the Pueblo City-County Library District are formed to do research and make recommendations on potential or planned projects or issues of continuing interest to the organization. Committees consist of individuals from different parts of the organization meeting regularly in specially appointed teams in order to assist PCCLD in fulfilling its mission. The Executive Director or his/her designee has sole authority for appointing PCCLD standing and/or ad hoc committees who work together to achieve goals or carry out special assignments in the interest of PCCLD as determined by the Executive Director or his/her designee. Individual staff members appointed to committee membership are expected to serve in that capacity as a regularly-assigned job duty during the term of their appointment. The library operates under the principles of participatory management and this process is consultative in nature, involving staff and, when appropriate, the public, in committees to assist in making decisions to improve library service or solve library problems. As special issues are identified, the matter is referred to the Executive Director who, at his/her discretion, will insure a charge is drafted and a committee is appointed. While it is understood that committee decisions are not generally binding to PCCLD, it is assumed that individuals are appointed to committees because of their expertise and with respect for their collective judgment.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.02.13. G1 Library Committee Guidelines

Following are guidelines for establishing committees and communicating the results of their activities:

As issues of district-wide or special need are identified by individuals or groups within the institution, these are referred to the Executive Director or his/her designee, who will consider the appropriateness of establishing a committee in order to address the matter.

When the Executive Director or his/her designee decides that the committee format is the appropriate manner for addressing an issue, s/he will ensure that an initial charge for the committee is drafted that is as clear and comprehensive as possible.

The Executive Director or his/her designee will appoint a chairperson for the committee based upon the subject matter being addressed matched with appropriate individual expertise and ability within the organization.

Each charge will include the purpose of the committee, any appropriate timelines, and the committee role in the decision (i.e., advisory or decision-making.)

If the committee is not empowered to make decisions, the person or group who will make decisions regarding committee recommendations will be identified.

The appointed chairperson will work with the Executive Director or his/her designee to form committees that include members from appropriate areas of the library as the particular issue requires. Committee size normally will be approximately five to ten individuals, although this may vary as the situation dictates. It may be appropriate to identify participants who are not employees of PCCLD to participate on certain committees. All employees will receive notification of committee membership opportunities and Managers may nominate individuals from within their team to serve on a committee. Individuals interested in serving on a particular committee should speak with their Manager about serving. Managers will be consulted prior to the invitation of individual employees to participate to assure there will not be inordinate scheduling difficulties. The final selection of committee membership is the purview of the committee chairperson and the Executive Director and shall be determined by the purpose of the committee and the ability of individuals to contribute based upon individual scheduling, knowledge and expertise, and/or job responsibility.

The committee appointments and charge will be sent to each committee member and to all members of management (so there will be awareness of issues being focused on throughout PCCLD and an opportunity for management members to have their name placed on a committee mailing list). The chairperson of the committee will also assure that all employees within PCCLD are notified of the committee's assignment.



Each individual participating on a committee should think of the particular issue in broad terms and to involve others from throughout the organization as needed to effectively carry out their assignment. Committee members will also be referred to these guidelines to ensure consistency in communicating their activities.

The Executive Director or his/her designee will meet with the committee at its initial session to clarify the charge. Any significant changes in the charge at this (or any other) time will be approved by the Executive Director and his/her designee and sent to all members of management.

Minutes will be taken and promptly distributed following the meeting to committee members, the Executive Director or his/her designee, and any member of management who requests that they be placed on the mailing list. Included will be the preliminary agenda for the next meeting. The minutes also will be posted on the Employee Portal Intranet for availability for all employees to review. Distribution of each meeting's summary promptly after its conclusion will greatly enhance the library-wide communication process.

An up-to-date central file of committee members will also be maintained on the Employee Portal Intranet for review by interested staff. If relevant, these minutes will be shared in affected departments by management members. Minutes should be a brief summary of action taken at the meeting rather than a detailed accounting of all that was said. Important motions, decisions, assignments, etc. should be included.

As meetings are held, it is the chairperson's responsibility to continually ask, "What impact will this have throughout the library?", "Who else needs to be consulted?", or "Who needs to know what is being discussed/proposed?", and to arrange appropriate involvement. Committee members should continually be reminded that they are to think in these broad terms as well.

As committees progress with their work, it is appropriate at key points for the chairperson or the group as a whole to meet with the Executive Director or his/her designee to ascertain progress before final recommendations are made. These meetings can be at the initiative of either the committee or the Executive Director or his/her designee.

Reports and recommendations from committees will be communicated in the same manner as meeting minutes described above.

Following submission of committee reports or recommendations, the Executive Director or his/her designee will report back to the group of any decisions made relevant to the report or recommendations.

For ad hoc committees, when the committee's recommendations are accepted, the Executive Director or his/her designee will send a letter to all committee members thanking individuals for their work to mark the conclusion of the committee's existence.

When decisions are made concerning committee recommendations, all management will be notified that a copy of the report with any additional comments/rationale for decisions will be maintained on the Employee Portal Intranet for broader consultation within the organization.

In order to alert staff members regularly about work being conducted in PCCLD by various committees, all active committees will be listed on the Employee Portal Intranet by the appropriate committee chairperson.



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.01 Employee Relations

PCCLD strives to build mutually gratifying relationships with its employees by providing appealing work conditions and competitive wages and benefits with those offered by other employers in this area and industry. Employees are encouraged to bring their concerns openly and directly to their Managers or to the Human Resources Manager.

Our experience has shown that when employees deal openly and directly with Managers, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that PCCLD amply demonstrates its commitment to employees by responding effectively to employee concerns.



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.02 Business Ethics and Conduct

It is the policy of the Pueblo City-County Library District to encourage high standards of ethical conduct and behavior in all areas of operations. The District is committed to compliance with the laws, regulations and guidelines which strengthen and promote ethical practices and ethical treatment of employees and members of the community which we serve.

The reputation of PCCLD within our community is built upon the principles of integrity and ethical conduct of all employees. Employees owe a duty to PCCLD, its customers, and the general public to act in a way that merits the continued trust and confidence of the public.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult for an employee to determine the proper course of action, the matter should be discussed with the employee's immediate Manager, the Chief Operating Officer, the Human Resources Manager or with the Executive Director.

When any breach of ethical or legal conduct is observed by a member of the staff or the community involving activities undertaken by those representing the District, it should be reported to a member of the PCCLD management team, the Executive Director or Human Resources Department immediately.

The District encourages the reporting of factual information of unethical, dishonest or fraudulent conduct, and prohibits any retaliatory or other punitive actions against the person(s) who reports the alleged conduct. The District will investigate any allegations of fraudulent or dishonest use or misuse of District resources or property, and discourages reporting of allegations that are without merit or are based purely on conjecture.

Compliance with this policy of business ethics and conduct is the responsibility of every PCCLD employee.



# PUEBLO CITY-COUNTY Library District

## Employment Practices

### 02.03.02.G1 Business Ethics and Conduct – Employee Responsibilities

PCCLD is committed to and strives to adhere to the principles of the American Library Association's Code of Ethics:

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

**PCCLD Employee Guidelines: The Employment Relationship**

*Effective Date: 05/23/2024*



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.03 Employee Recognition

PCCLD is proud to recognize outstanding performance, significant contributions and long-term service of its employees. Such notable achievements and milestones are periodically recognized by PCCLD through various planned and spot recognition programs of individuals or groups, coordinated by the Human Resources Department. Examples may include, but are not limited to:

#### **Service and Commitment to PCCLD**

When employees attain certain milestones in their employment service to PCCLD, formal recognition of their length of service is celebrated. This occurs at the end of each five-year period of continuous full-time or part-time employment.

#### **Recognition of Outstanding Employee Performance**

- Employee Recognition by the Board of Trustees
- Employee Recognition by the Library District
- Nesbitt Staff Association Service Award

#### **Suggestions for Recognition**

In addition to the above, employees may propose recognition plans or events for specific areas, programs or locations, consistent with and supportive of the mission and vision of PCCLD. Suggestions should identify:

- Goals and objectives of the recognition plan
- Business reason(s) for the recognition plan
- Nomination process as applicable
- Criteria for determining applicable achievements
- Approval process
- How the plan is to be communicated

Submit recognition ideas to the Human Resources Department for consideration by logging in to the Employee Portal Intranet, selecting the HR tab, then selecting “Hey, Why don’t we...”

All recognition activities are subject to the Executive Director’s final approval based on such factors as available funding and other business considerations.

**See Also:**    [02.10.01](#)    *Employees’ Suggestions*



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.04 Annual Performance Plan

#### Overview

As an employer, Pueblo City-County Library District (PCCLD) believes that it is in the best interests of both the organization and its employees to fairly compensate its workforce for the value of the work provided. It is PCCLD's intention to use a compensation system that will determine the current market value of a position. The system used will be objective and nondiscriminatory in theory, application and practice.

The system will evaluate external equity, which is the relative marketplace job worth of similar jobs in similar industries factored for general economic variances and reflecting local economic conditions.

The system will evaluate internal equity, which is the relative value of each job in the library district when comparing the required level of job competencies, formal training and experience, responsibility, and accountability of one job to another and arranging all jobs in a formal job grading structure or in broad bands.

This Plan provides for Performance Payments.

**Performance Evaluations** – PCCLD has established a performance-based pay system that rewards employees for positive job performance in a transparent fashion that remains within budgeted resources and individual job market values as described in the PCCLD Compensation Structure.

- All regular full-time and regular part-time employees (excluding, for the purpose of this Plan, the Executive Director,) (“Eligible Employees”) will receive annual performance evaluations.
- Seasonal employees, interns, temporary employees and substitute employees will not receive annual performance evaluations.
- Supervisors and employees are strongly encouraged to discuss job performance and goals with one another on an informal, day-to-day basis to assure understanding and promote progress and achievement of objectives relative to the job description and of previously agreed upon goals.

**Plan Year** – The Plan Year is the calendar year.



# PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

## The Employment Relationship

**Evaluation Period** – An Evaluation Period with respect to a Plan Year is November 1 through October 31 of the year preceding the Plan Year.

### Performance Payments

An Eligible Employee may earn a Performance Payment for a Plan Year based on the achievement during the Evaluation Period of his or her (i) job performance measures; and (ii) individual goals and objectives, both of which shall be equally weighted. PCCLD reserves the right to add measures of performance and to change the weighting of such measures; provided, however, that achievement shall be measured by objective criteria.

An Eligible Employee must be employed by PCCLD on the last day of the applicable Evaluation Period to receive a Performance Payment.

An Eligible Employee's Performance Payment, if any, shall be a percentage increase in the Eligible Employee's base salary (except as provided below). Such increases will be effective on January 1 of the Plan Year.

To the extent that an Eligible Employee's Performance Payment, when added to the Eligible Employee's base salary exceeds the grade maximum of the salary range for the Eligible Employee's position as identified in the PCCLD Compensation Structure, such excess shall be paid to the Eligible Employee in substantially equal installments over the 26 pay periods in the Plan Year. Such installment payments shall (1) not otherwise increase the Eligible Employee's base salary, and (ii) cease if the Eligible Employee's employment with PCCLD terminates.

**Determination of Performance Payments** - For each Plan Year, an organization-wide budget for Performance Payments will be included in the annual budget and approved by the Executive Director and the PCCLD Board of Trustees ("Board of Trustees"). Managers shall receive guidelines for assessing the performance during the Evaluation Period. Performance rating scores will be expressed on a five-point scale, rounded to two decimal points.

The highest percentages awarded can increase or decrease commensurate across all tiers listed below, depending on budget allocations and operating needs.

- An Eligible Employee with a performance rating score from 4.00– 5.00 will receive a Performance Payment of 2.9– 3.5% of base salary.



# PUEBLO CITY-COUNTY Library District

[www.pueblolibrary.org](http://www.pueblolibrary.org)

## The Employment Relationship

- An Eligible Employee with a performance rating score from 3.50 -3.99 will receive a Performance Payment of 2.3– 2.89% of base salary.
- An Eligible Employee with a performance rating score from 3.00 – 3.49 will receive a Performance Payment of 2.0 – 2.29 % of base salary.
- An Eligible Employee with a performance rating score from 2.00 – 2.99 will receive a Performance Payment of up to 1.99% of base salary.
- An Eligible Employee with a performance rating score below 2.00 will not receive a pay increase, as a performance rating score below 2.00 indicates that the Eligible Employee did not meet expectations during the Evaluation Period.

Eligible Employees with less than 12 months of service on the last day of the applicable Evaluation Period will receive a prorated Performance Payment. Eligible Employees with less than two months of service on the first day of the Plan Year will not receive a Performance Payment.

Notwithstanding anything to the contrary, all Performance Payments must be approved by the Executive Director.

**Section 409A** – An employee must be an active employee of PCCLD on the first day of the Plan Year to receive any payment under this Plan. All payments contemplated by this Plan are intended to qualify as “short-term deferrals” as such term is defined in Treasury Regulation Section 1.409A-1(b)(4) or to be otherwise exempt from the application of Section 490A of the Internal Revenue Code of 1986, as amended, the Treasury Regulations promulgated thereunder, and any administrative guidance or judicial decisions with respect thereto (“Section 409A”), and this Plan shall be administered and construed accordingly. To the extent that any payment under this Plan is not a short-term deferral or otherwise exempt from the application of Section 409A, this Plan is intended to otherwise comply with Section 409A and shall be administered and construed accordingly. It is the intention of PCCLD that payments under this Plan not be subject to the additional tax or interest imposed pursuant to Section 409A. To the extent such potential payments are or could become subject to Section 409A, PCCLD may, but is not required to, amend this Plan with the goal of giving Eligible Employees the economic benefits described herein in a manner that does not result in such additional tax or interest being imposed.





# PUEBLO CITY-COUNTY Library District

[www.pueblolibrary.org](http://www.pueblolibrary.org)

## The Employment Relationship

Each payment described in this Plan shall be a separate payment and a separately identifiable payment to the maximum extent permitted by Section 409A. Employees shall take any action, or refrain from taking any action, requested by PCCLD to comply with any correction procedure under Section 409A. Employees shall not have the right to designate the time of payment of any payment under this Plan.

***PCCLD reserves the right to add, change, end, or suspend this Plan at any time, with or without notice. This document shall not be construed as a contract of employment, nor does it restrict the right of PCCLD to discharge the employee or the right of the employee to terminate his or her employment at any time. This Plan is not a guarantee that an employee will receive any Performance Payment at any time or in any particular form.***



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.04. P1 Annual Performance Review Procedure

In the last quarter of the year, staff shall participate in an annual performance evaluation process. The annual performance ratings shall be used to determine Performance Payments as described in the PCCLD Annual Performance Plan (see 02.03.03).

1. Each Eligible Employee completes a self-review and submits the self-review to their manager.
2. The manager writes a review of the Eligible Employee's performance. Employee performance shall be based on objective performance measures and on meeting previously established annual goals.
3. Employee performance shall be rated on a numeric rating scale.
4. Ratings and comments shall be entered into the electronic performance management system, which calculates the rating scores based on: (i) a combination of scores in the objective criteria area; and (ii) scores for the annual goals.
5. All performance scoring is reviewed by Administration to help ensure consistent adherence to established guidelines and procedures.
6. Annual increases are determined in accordance with the PCCLD Annual Performance Plan.
7. The manager and employee shall meet to discuss the self-review and annual performance review.
8. All Performance Payments shall be approved by the Executive Director.
9. Employees shall be notified of a Performance Payment, if any, by letter or by electronic communication by the Human Resources Department.
10. Performance pay adjustments shall be effective on the first day of the Plan Year.



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.05 Problem Solving

PCCLD is committed to providing a harmonious work environment for employees based on mutual respect and accountability. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives attention and a timely response from PCCLD Managers and management team. Such open discussion provides opportunities for constructive criticism, clarification and feedback and can result in mutually beneficial solutions.

Should informal communication with the immediate Manager fail to resolve the issue to the employee's satisfaction, or if the employee believes the issue is best addressed through a more formal means of communication, an employee may seek clarification or resolution through voluntary use of the [02.03.05.P1 Problem Solving Procedure](#). Detailed information regarding the procedure, forms to use to formally request a review and other helpful information is available on the Employee Portal Intranet or in the Human Resources Department.



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.05. P1 Problem Solving Procedure

This Problem Solving Procedure is purely voluntary. Therefore, employees may discontinue the formal procedure at any step.

Timely use of the Problem Solving Procedure is important to properly investigate and address the matter as soon as practical.

Employees should complete a Request for Review form, located on the Portal, addressing work-related decisions, actions or behaviors directed toward and/or directly affecting the employee within 10 calendar days after the incident occurs.

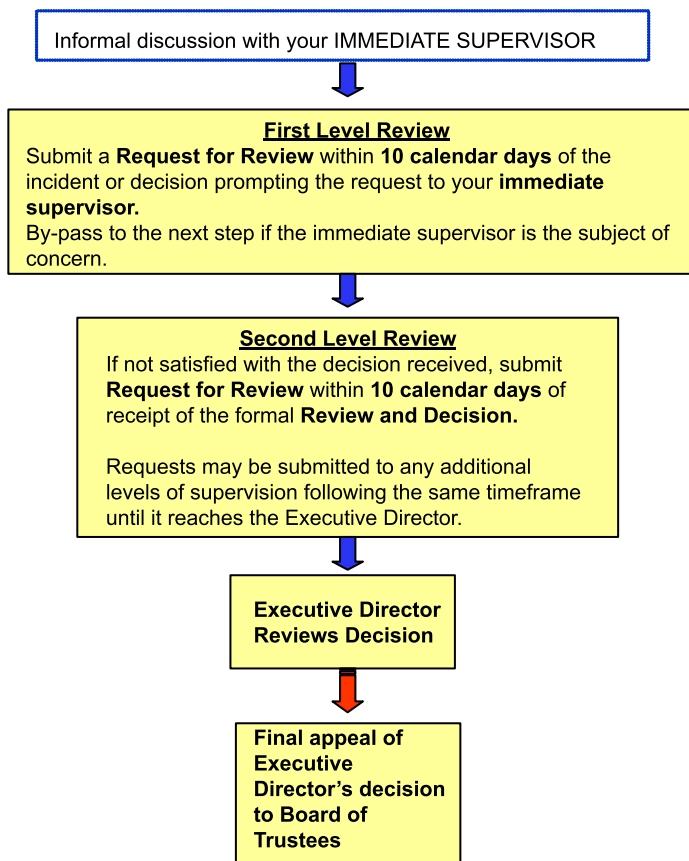
Responding Managers will reviewing the Request for Review form and process it as expeditiously as possible. A written response will be provided back to the staff member.

Review of the decision may be taken to the second level. Requests to the next level must be made in writing within 20 calendar days of receipt of the Manager's written response.

At the employee's discretion additional reviews may be requested following the same timeframe, within 10 calendar days of receipt of the formal response, until the matter reaches the Board of Trustees. The Board of Trustees decision is considered final.

The Request for Review form will be reviewed and processed as expeditiously as possible. A written response will be given to the staff member.

At the employee's discretion, additional reviews may be requested, if not satisfied with the formal response, until the matter reaches the Board of Trustees. The Board of Trustees' decision is considered final.



**Employees Reporting to the Executive Director**

As a second level of review, employees reporting directly to the Executive Director may appeal the decision of the Executive Director to the President of the Board of Trustees within 10 calendar days as the final step in the problem solving process. Should the problem be with the Executive Director, employees reporting to the Executive Director may make their concern known in writing by contacting the Board President or his/her designated Board Member or Board Committee within 10 calendar days of the action or decision prompting the employee's initial request for review.

**CONFIDENTIALITY**

Out of respect for the employee making use of the problem solving process, complaints will be kept as confidential as practicable.

**Retaliation Not Tolerated**

Retaliation against employees making use of this voluntary procedure or employees cooperating with related investigations is strictly prohibited by PCCLD. Any staff believing they are the subject of such retaliation should bring the matter to the immediate attention of the Human Resources Manager. Anyone found to have engaged in retaliation is subject to disciplinary action, up to and including termination of employment.



# PUEBLO CITY-COUNTY Library District

## The Employment Relationship

### 02.03.06 Performance Improvement

#### Discipline

PCCLD is committed to support employees in achieving and sustaining performance and conduct that meets or exceeds standards and expectations. Occasionally performance or behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.



# PUEBLO CITY-COUNTY Library District

## Separation From Employment

### 02.04.01 Employment Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated.

#### 02.04.01.01 Voluntary Separation

**Resignation** - voluntary employment termination by an employee to end employment with PCCLD. Although advance notice is not always possible, PCCLD requests at least two weeks' written resignation notice from all employees. Managers are asked, but not required, to provide four weeks' advance written notice. This allows PCCLD an opportunity to consider transition of work responsibilities and to begin recruitment activities to fill the vacancy. Final paychecks are issued on the next available payday concurrent with or following a resigning employee's last day at work. Information regarding benefits is discussed as part of the [02.04.01. P1 Exit Process](#).

**Retirement** - voluntary employment termination initiated by employees meeting criteria for retirement as outlined by Public Employers Retirement Association (PERA).

#### 02.04.01.02 Involuntary Separation

**Termination of Employment** - involuntary separation initiated by PCCLD. Employees are required to return all issued property at the time of termination or make arrangements to do so following the termination at a time acceptable to PCCLD. Final pay, including any earned, unused vacation, is paid to employees on the last day of employment.



# PUEBLO CITY-COUNTY Library District

## Separation From Employment

### **02.04.01. P1 Exit Process**

Prior to or concurrent with an employee's departure, whenever practical, an exit interview is conducted by the Human Resources Department. The purpose of this meeting is to provide an opportunity to review final compensation and options regarding benefits, including continuation of health and dental benefits. This also provides employees the opportunity to discuss information that may be helpful to PCCLD to improve the work environment.





# PUEBLO CITY-COUNTY Library District

## Separation From Employment

### **02.04.01. P2 Return of Materials and Property**

Employees are responsible for all PCCLD property, materials, or written information issued to them or in their possession or control. Employees must return all PCCLD property immediately upon request, upon termination of employment or, with approval by the Manager of Human Resources, to make other arrangements acceptable to PCCLD for returning materials and property. PCCLD may take all action deemed appropriate to recover or protect its property.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### 02.05.01 Work Schedules

PCCLD recognizes that a flexible and equitable approach to scheduling and pay practices is crucial to fostering a supportive and productive work environment. PCCLD is committed to providing employees with opportunities for work-life balance, while meeting the operational needs of the organization. By embracing flexibility and equity in our scheduling and pay practices, the organization can enhance employee satisfaction, retention and align with best practices in a modern workforce.

PCCLD is committed to provide adequate staffing levels in each of its locations for all hours of operation. Public Service Managers develop and post their department's work schedule as far in advance as possible. Managers also make changes to work schedules based on the business needs of the organization. All managers will provide notice of schedule changes to employees as soon as possible when changes are necessary.

#### **Variable Work Schedules**

PCCLD is open for business 7 days each week, with varying hours of operation dependent on each location and operational needs. PCCLD employees work a variable work schedule as scheduled by their manager to meet the business needs of the organization. Managers will maintain as much continuity to the schedule as is feasible while meeting business needs.

#### **Alternative Scheduling**

Alternative scheduling options can benefit both employers and employees by promoting a healthier work-life balance, increasing productivity and accommodating diverse workforce needs. Alternative Scheduling is subject to approval of the department or branch manager. See Policy 02.05.01 *Work Schedules*.

#### **Calling Tree Duties**

Some PCCLD positions may require an employee to be listed on a calling tree to be contacted in the event of an emergency or some other operational need.

#### **Flextime**

Flexible scheduling, or flextime, is available in some cases to allow employees to slightly vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the Manager involved. However, such issues as staffing needs, the employee's performance, and the nature of the job are considered before approval of flextime. Employees may occasionally request flextime to alter their schedule within the same work week. Flextime must be requested in advance and approved by the employee's manager.



# PUEBLO CITY-COUNTY Library District

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## Guidelines for Alternative Scheduling

### 02.05.01.G1 Work Schedule Guidelines

#### Alternative Scheduling

Currently, alternative scheduling is available to library support services to include Finance, Technical Services, Human Resources, IT, Facilities and Community Relations and available to full-time employees only. Future phases will review public services and part-time employees.

The following information is intended to serve as guidance regarding the administration of alternative scheduling.

1. Request Process: Employees interested in alternative scheduling arrangements must submit a formal request to their Manager. The request should include the following information:
  - o Type of Alternative schedule requested.
  - o Proposed Schedule, including start and end times or days to be worked.
  - o Duration of the requested alternative schedule (temporary or permanent.)
2. Each Manager who participates in Alternative Scheduling will declare their team's alternate schedules with human resources and will update human resources about the schedule change.
3. Approval of variable schedules proposed may be based on length of service with the organization, level and responsibilities of job position, operational needs and coverage within the department.
4. Alternative Schedules can be revised or discontinued at any point based on the manager's discretion and operational needs.
5. PCCLD's work week runs from Sunday through Saturday. With their manager's approval, an employee may have the option of working a compressed workweek schedule following one of the three models outlined below. As this practice is based on operational needs and is at the discretion of the manager, alternative schedule can be revised or discontinued at any time.

#### **Option 1 – For Positions that are classified as Exempt only**

##### 9/80 workweek

- This schedule is only available to employees whose jobs are classified exempt from overtime. This schedule is generally based on the common norm for a 9/80 condensed scheduled (even though exempt employees are not tracked on an hourly basis because their focus is on completing job responsibilities.)
- This schedule represents working more hours on the scheduled workdays to get the assigned work done, with the opportunity to take one day off every other week. If an exempt employee must come in and work on their scheduled day off, they will not receive extra pay as this is part of what is needed to get the job done, as outlined in the exempt classification guidelines.

- This schedule encompasses the two-week pay period. The employee works four nine-hour days the first week followed by an eight-hour day in that same workweek. In the second week of the pay period, the employee works four nine-hour days followed by one day off.

**Option 2 - For positions that are either classified as Exempt or Non-Exempt**

Four 10's workweek

- This workweek involves working four 10-hour days with the fifth day off and can be utilized, with manager approval, by employees whose jobs are either exempt or non-exempt.

**Option 3- For positions that are classified as either Exempt or Non-Exempt**

- Half-day Option – This workweek involves working four 9-hour days and one 4-hour each week.

**Other** – Other options for alternative scheduling can be proposed to Human Resources. The Executive Director makes all decisions regarding alternative scheduling.

**Holidays** – When the employee's scheduled day off falls on a PCCLD designated holiday, the employee may take an alternate day off within the same work week.

**Required** - Employees working an alternate schedule and working more than five hours in an assigned work day are required to take a minimum of one unpaid 30-minute meal break. See Policy 02.05.03 Meal and Break Periods for further information.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### 02.05.02 Pay Periods and Paydays

PCCLD's established work week begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

PCCLD employees are normally paid biweekly on every other Thursday. Each paycheck includes earnings for all work performed through the end of the previous payroll period, less deductions required by law or otherwise voluntarily selected by joint agreement between PCCLD and the employee. In the event that a regularly scheduled payday falls on a day off such as an observed holiday, employees receive their paycheck or Advice of Deposit notice or have access to deposited funds through PCCLD's business bank, on the last day of work before the regularly scheduled payday.

#### 02.05.02.01 Automatic Deposit

For all employees, PCCLD automatically deposits biweekly pay into account(s) at banks or credit unions as directed by employees. Employees receive an itemized statement of wages electronically when PCCLD makes direct deposits. When employees first sign up for automatic deposit and when changes in accounts are requested, employees may receive a live check(s) until the account verification process is completed.

See the Human Resources Department to complete a **Request for Automatic Deposit** form to sign up for this service.

#### 02.05.02.02 Payroll Processing

PCCLD uses the services of an outside payroll processing vendor, and all payroll data collected is generally sent to the vendor on the Monday following the close of the payroll period. Upon transmittal of the payroll data to the vendor, no adjustments can be made until the submittal of payroll for the following payroll period. Employees are responsible for inputting their time electronically and for requesting time off through the system. Managers are accountable for approving time requests expediently, ensuring the accuracy of the data recorded and for approving time records to meet payroll deadlines. When there is a discrepancy in an unapproved time record and the Manager(s) up the chain of command is unavailable to correct it, the Finance office will use best judgment in correcting the error and notify the employee.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### 02.05.03 Meal and Break Periods

#### Meal Periods

All regular full-time employees are provided one unpaid meal period per work day, generally one hour in length. All regular part-time employees working more than five hours in an assigned work day are provided at least one unpaid 30 minute meal period. If the work day is no more than six hours, and at least five hours in length, Managers may approve employees working through the scheduled day without including an unpaid meal period. In no case may a schedule not include at least one 30 minute unpaid meal break when the scheduled day is more than six hours. Managers schedule meal periods to accommodate operating requirements. Employees are relieved of all active responsibilities and restrictions during meal periods and are not compensated for that time.

Total Shift Length	Entitled to at least 30 minute unpaid meal period?	Manager may allow Work-through?
4 Hours	No	N/A
5 Hours	Yes	Yes
6 Hours	Yes	Yes
7 Hours	Yes	No
8 Hours	Yes	No

#### Break Periods

Each workday, regular full-time and part-time, nonexempt employees are provided with one paid break period of 15 minutes in length for each four hours worked. To the extent practical to do so, break periods are provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted break period time. To assure continuous operational needs are met, employees should contact their Manager to arrange for coverage as applicable. Employees must coordinate break times with other employees as instructed by the Manager. Breaks may not be deferred to alter scheduled starting or ending times, nor may they be accumulated.

An employee working an evening shift who is eligible for two paid breaks may be permitted, with advance Manager Approval, to combine the second paid break period to extend the unpaid meal period.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### 02.05.04 Overtime

Due to operational needs employees may be scheduled to work overtime hours. In most instances employees will be asked to volunteer to work overtime hours. In urgent situations however mandatory overtime may be assigned. Whenever it is practical to do so, advance notification will be provided.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour laws. Overtime is paid at one and one-half times the regular hourly rate of pay. Non-exempt employees must receive their Manager's prior authorization before working overtime, and working overtime without authorization is not allowed, including work performed at home such as checking work email or performing other work. Overtime pay is based on actual hours worked and is paid under two conditions: 1) when an employee works more than 40 hours in a work week defined as Sunday through Saturday or 2) when an employee works more than 12 hours in a day. Paid holidays, sick, personal or vacation time are not considered "hours worked" in the calculation to determine overtime compensation.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### **02.05.05 Other Pay**

#### **02.05.05.01 Call-In Pay**

Should non-exempt regular employees be called in to work outside their scheduled hours, they will be paid for all hours worked at their regular rate of pay, or at the overtime rate if applicable. At a minimum, employees receive two hours pay or are paid for actual hours worked, whichever is greater.

Substitute employees who work on an on-call basis are paid for the number of hours worked.





# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### 02.05.06 Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require PCCLD to keep an accurate record of time worked in order to calculate employees pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should clock-in when their work schedule begins and clock-out when their shift ends. Nonexempt employees should also clock-in and clock-out at the beginning and end of each meal period. They should also clock in/out at the beginning and ending time of any split schedules or departure and return from work for personal reasons. Overtime work must be approved by the Manager before it is performed (see [02.05.04 Overtime](#)). Employees must immediately notify their Manager when they miss a clock punch or when there is a system failure; the Manager will adjust the employee's time record which can then be viewed and verified by the employee.

Exempt employees are required to complete a time record when exceptions to the regular schedule occur, such as reporting use of vacation or sick leave.

At the end of the pay period the Manager will review their reporting employees' time records for accuracy ensuring that each employee's time matches their work performed. If an employee has worked less than their regularly scheduled work hours, available paid time off must be used to make up the difference. The Manager then approves the time record by the payroll deadline.

A calendar with PCCLD closures, holidays, pay periods and pay dates is published each year which can be accessed on the Employee Portal Intranet.

Falsifying time records or recording time on another employee's time record may result in performance improvement action, up to and including termination of employment.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### **02.05.07 Salary Administration**

The salary administration program at PCCLD was created to achieve consistent pay practices, comply with federal and state laws, mirror PCCLD's commitment to Equal Employment Opportunity, and offer competitive salaries to the extent that PCCLD's fiscal responsibilities permit within relevant labor markets. Because recruiting and retaining talented employees is critical to PCCLD's ability to carry out our mission, PCCLD strives to pay employees wages that reflect the requirements and responsibilities of the assigned positions, are comparable to the pay received by similarly situated employees in other organizations in the relevant labor market and complement PCCLD's total compensation philosophy when wages, benefits and the work culture and environment are considered.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers sharing our labor market. PCCLD periodically reviews its salary administration program and may restructure it as necessary.

Employees should bring their pay-related questions or concerns to the attention of their immediate Manager or to the Human Resources Department. Human Resources is also available to answer specific questions about the salary administration program.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### 02.05.08 Payroll Deductions and Setoffs

The law requires that PCCLD make certain deductions from every employees' compensation, including those assigned to temporary positions. Among these are applicable federal and state income taxes based on **Form W-4 Employee's Withholding Allowance Certificate** completed by employees. PCCLD also deducts employees' contributions to the Public Employees Retirement Association (PERA). PCCLD contributes to PERA on behalf of employees.

PCCLD offers programs and benefits which may voluntarily be paid through payroll deductions beyond those required by law. Eligible employees must sign a payroll deduction authorization form to voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs. For example, employees may authorize payroll deductions for premiums for medical and dental insurance coverage.

Wage garnishments are pay deductions that are mandated by the court to be taken by PCCLD, usually to help pay off a debt or obligation to others. Employees with questions regarding pay check deductions or how they are calculated, are encouraged to contact their Manager, the Finance department or the Human Resources Department to have their questions answered.



# PUEBLO CITY-COUNTY Library District

## Scheduling / Pay Practices

### **02.05.09 Administrative Pay Corrections**

PCCLD takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resources and/or Finance Department so that corrections can be made as quickly as possible.



# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### 02.06.01 Holidays

Currently, PCCLD grants holiday time off to all employees on the holidays listed below:

- |                             |                  |               |
|-----------------------------|------------------|---------------|
| New Year's Day              | Independence Day | Thanksgiving  |
| Martin Luther King, Jr. Day | Labor Day        | Christmas Eve |
| Memorial Day                | Veteran's Day    | Christmas     |

PCCLD grants paid holiday time off to all regular full-time employees and regular part-time employees who are regularly scheduled to work 20 or more hours each week. Regular part-time employees working less than 20 hours each week are not eligible for paid holiday time. Holiday pay is calculated based on employees' straight-time pay rate (as of the date of the holiday) and their regular work schedule. Refer to the table below.

Regular 20 hour week schedule	4 hours holiday pay
Regular 24 hour week schedule	5 hours holiday pay
Regular 30 hour week schedule	6 hours holiday pay
Regular 40 hour week schedule	8 hours holiday pay

A schedule of actual dates of observed holidays when PCCLD is closed is posted each calendar year and made available to employees. If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), the employee is provided holiday pay and not charged for a vacation or sick day.

If an eligible employee is not scheduled to work on a paid holiday, they must choose an alternative day off during the same work week (Sunday – Saturday). If a nonexempt employee is required to work on a recognized paid holiday, they receive twice their normal hourly wage for hours worked in place of holiday pay. Exempt employees required to work on an observed holiday may be given an alternate day off with pay at the discretion of the Executive Director. The Library Board of Trustees may grant additional holiday time off.



# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### **02.06.02 Personal Days**

In addition to the recognized holidays listed, regular full-time and part-time employees receive the equivalent of 3 paid Personal Days each calendar year. For example, employees who are regularly scheduled to work 40 hours per week receive 24 hours of personal leave and those regularly scheduled to work less than 40 hours per week will receive personal days on a pro-rata basis. Personal days must be used in the calendar year granted, and do not carry over to subsequent years. New employees starting after January 1st in the current calendar year receive Personal Days on a pro rata basis for use in their first calendar year of employment. Employees must seek prior approval from their Manager to schedule use of a Personal Day.



# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### 02.06.03 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All vacations must be scheduled in advance with the immediate Manager’s approval. Vacations are scheduled to ensure adequate coverage in each department and for the overall operational needs of the library. Employees in positions classified as regular full-time and regular part-time are eligible to earn and use vacation time with pay as described below:

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

#### Regular Full-Time Employees \* Based on 40 hour workweek

Vacation Granted Per Year		Length of Service
120 Hours	15 Days*	0 – 5 full years of continuous service
144 Hours	18 Days*	6 – 10 full years of continuous service
168 Hours	21 Days*	11 or more full years of continuous service

**Regular Part-Time Employees** who work 20 or more hours a week earn vacation on a pro rata basis, calculated by the standard work schedule. Regular part-time employees who are scheduled to work less than 20 hours per week are not eligible for vacation benefits.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Vacation is earned on a bi-weekly basis per pay period. Employees can request use of vacation time after it is earned.

While employees are encouraged to schedule vacation over an extended period to get the full benefit of this respite period, paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from their immediate Manager. Requests are reviewed based on a number of factors, including the business needs of the department and PCCLD’s operational and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

**Maximum Vacation Accumulation**

As stated previously, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. Employees may earn vacation up to a total "cap," of two times the maximum vacation granted per year, at which point further vacation accrual stops. The cap is based on the regular work schedule (not actual hours worked). Once employees bring their vacation balance below this cap, vacation accruals resume with the next available pay period.

Upon separation from employment, employees are paid for all unused vacation time earned through the last day of work. PCCLD does not provide payouts in lieu of use of vacation benefits prior to an employees' separation from employment.

**Unpaid Time Off**

Unpaid time may be granted in special circumstances such as medical or personal matters. Any request for unpaid time off must be made in writing to the Executive Director.





# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### 02.06.04 Sick Leave Benefits

Consistent with the state of Colorado's Healthy Families and Workplaces Act (HFWA) PCCLD provides two types of paid sick leave to all employees: accrued sick leave and public health emergency (PHE) leave.

#### Accrued Paid Sick Leave

Full-time employees accrue sick leave benefits at the rate of 12 days per year. Sick time is accrued per pay period. Part-time, Substitute and Seasonal employees accrue sick leave benefits on a pro-rata basis, based on number of hours worked, but at least 1 hour for every 30 hours worked.

#### **Use of Sick Leave Benefits**

Employees may use sick leave benefits for the following reasons:

- To seek diagnosis, care, or treatment for their own mental or physical illness or injury, preventative health-related examinations (i.e., medical, dental, optical) or treatments, or those of a child, parent, or spouse of employees.
- The employee or the employee's family member having been a victim of domestic abuse, sexual assault, or criminal harassment, and needing leave for related medical attention, mental health care or other counseling, victim services (including legal services), or relocation
- Care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
- Grieve, attend funeral services or a memorial service and/or address financial and legal matters that arise after the death of a family member.
- Evacuate the employee's residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.
- Due to a public health emergency, a public official having closed either (a) the employee's place of business, or (b) the school or place of care of the employee's child, requiring the employee needing to be absent from work to care for the child.

Paid sick leave can be used in minimum increments of one-half hour. Employees begin accruing sick time upon hire.

## Public Health Emergency Leave

Consistent with Colorado's HFWA, PCCLD will provide employees with public health emergency (PHE) leave when a federal or state public health emergency (PHE) is declared.

PHE leave, when declared by the federal government and/or the state of Colorado is useable for a range of PHE-related needs including:

- Symptoms of COVID-19 or other illnesses as declared under \such as fever or chills, cough, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose
- Quarantining or isolating due to exposure
- Testing for COVID-19
- Vaccination and its side effects
- Inability to work due to health conditions that may increase susceptibility or risk of COVID
- Needs to care for family (illness, school closure, etc.)

For policy and procedures related to Covid-19 or other Public Health Emergencies, see Policy 02.09.02 Public Health Emergency Policy.

It is the employee's responsibility to notify their manager as soon as possible before the scheduled start of their workday when unable to come to work because of an illness, injury, medical care or domestic violence. Employees should notify their manager in the way the manager has designated as the appropriate way to notify them, such as, that the employee must speak to the manager directly (whether on or off shift), employee must speak to the Person in Charge (PIC), employee should call manager on his/her cell phone, or employee should text manager. It is important for employees to communicate with their Manager anytime they experience an unplanned absence; also see [02.08.01 Attendance and Punctuality](#).

Managers must also be contacted on each additional day of absence unless otherwise directed. In the event of an absence of four or more consecutive days, a written physician's statement or legal certification is required. This certification should indicate that the employee was unable to work due to medical or domestic violence reasons and the duration of this restriction. Employees who are absent for four or more consecutive days may qualify for leave under the Family Medical Leave Act. Depending on the circumstances, employees may be asked to provide a physician's verification to the Human Resources office indicating that they are fit to return to work.

Sick leave benefits are calculated based on the employee's base pay rate at the time of absence. As an additional condition of eligibility for sick leave benefits, employees on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits are used to supplement any payments that an employee is eligible to receive from workers' compensation or PCCLD's short-term disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Further accrual of sick leave benefits, in addition to vacation benefits, is suspended when employees are on continuous leave, paid or unpaid, for more than 30 calendar days.

### **Maximum Accumulation of Sick Leave**

Unused sick leave benefits are allowed to accumulate up to 960 hours for full-time employees and a pro rata amount for part-time employees. For part-time employees whose standard hours are fewer than 20 per week, the maximum accumulation is capped at 48 hours. If an employee's benefits reach this maximum cap, further sick leave benefit accrual is suspended until employees have reduced the balance below the limit.

### **Separation of Employment**

Accrued sick leave that is not used is not paid out upon separation of employment.

Should an employee return to PCCLD within six months or 180 days of separation, their accrued but unused sick leave will be reinstated.

Additional rules may apply in the case of a public health emergency.



# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### 02.06.05 The Family Medical Leave Act (FMLA)

PCCLD provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or childbirth.
- To care for the employee's child after birth, or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- Serious health condition that makes the employee unable to perform the employee's job.

#### **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

\*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

#### **Benefits and Protections**

During FMLA leave, PCCLD maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse PCCLD for payment of insurance premiums during leave.

***PCCLD Employee Guidelines: Time Off Benefits***

*Effective Date: 05/23/2024*

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave, or employer's jury duty pay are not granted on unpaid leave.

### **Eligibility Requirements**

Employees are eligible if they have worked for PCCLD for at least 12 months, for 1,250 hours over the previous 12 months, and if they work at a work site with at least 50 employees within 75 miles.

### **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### **Use of Leave**

The maximum time allowed for FMLA leave is either 12 weeks in the 12-month period as defined by PCCLD, or 26 weeks as explained above. PCCLD uses the rolling 12-month period measured forward from the first day of an employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt PCCLD's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with PCCLD's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

### **Substitution of Paid Leave for Unpaid Leave**

PCCLD requires employees to use accrued paid leave while taking FMLA leave. Paid leave used at the same time as FMLA leave must be taken in compliance with PCCLD's normal paid leave policies. If an employee's leave of absence does not constitute paid leave as defined in PCCLD's paid leave policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted.

### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with PCCLD's normal call-in procedures.

***PCCLD Employee Guidelines: Time Off Benefits***

*Effective Date: 05/23/2024*

Employees must provide sufficient information for PCCLD to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform PCCLD if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. PCCLD may require second and third medical opinions at PCCLD's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with PCCLD's attendance guideline. Employees on leave must contact the Human Resources Manager at least two days before their first day of return.

### **PCCLD's Responsibilities**

PCCLD will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, PCCLD will provide a reason for the ineligibility.

PCCLD will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If PCCLD determines that the leave is not FMLA-protected, PCCLD will notify the employee.

### **Unlawful Acts**

FMLA makes it unlawful for PCCLD to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against PCCLD.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.



PUEBLO CITY-COUNTY

# Library District

## Time Off Benefits

### **02.06.06 Military Leave**

A military leave of absence is granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).



# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### **02.06.07 Jury Duty**

PCCLD recognizes jury duty as a civic responsibility of all employees. Employees summoned to jury duty receive regular wages up to \$50.00 for the first three days of jury service, in accordance with Colorado law. Any money employees receive from the State of Colorado for service on a jury for the first three days must be turned over to PCCLD. Employees are expected to turn in payment received for jury service to the Finance Office, which is applied to salaries expense.

Jury duty leave beyond the first three days is granted without pay. However, employees may receive compensation from the State of Colorado for jury duty beyond three days. If available, employees may use any available paid leave benefit, other than sick leave, (such as vacation leave and personal time off) to receive compensation for the period of this absence.

Employees must provide a copy of the Jury Service Certificate to their Manager as soon as possible so that the Manager may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

PCCLD continues to provide health insurance benefits for the paid portion of the jury duty absence. Employees may be required to make advance arrangements to pay their portion of insurance premiums for any unpaid jury duty leave. Vacation, sick leave, and holiday benefits continue to accrue during unpaid jury duty leave.





# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### 02.06.08 Bereavement Leave

In the event of a death in their immediate family, full and part-time employees currently are granted a paid bereavement leave of up to three workdays to attend the funeral. Employees receive the following bereavement pay for each workday of leave:

*Full-time Employees:* Eight hours of pay at your regular hourly rate of pay on the days the bereavement leave is taken.

*Part-time Employees:* Paid for the hours that you normally would have been scheduled to work the days the bereavement leave is taken.

Bereavement pay is calculated based on the base pay rate at the time of absence; no special pay is included in the payment of bereavement benefits.

PCCLD defines "immediate family" as the employee's:

- Spouse
- Parent
- Child
- Domestic Partner
- Sibling of the employee
- Son- or Daughter-in-Law
- Grandparents
- Grandchildren
- Spouse or Domestic Partner's parent, child or sibling
- Spouse or Domestic Partner of employee's child or spouse's child

Special consideration is also given to other relatives or any other person whose association with the employee was similar to any of the above relationships. Managers may approve bereavement leave of up to 3 workdays for such purposes, after consultation with the Human Resources Department. Further, due to special circumstances, some employees may need additional time off. Such requests are considered for approval by the Executive Director, in consultation with the immediate Manager, on a case-by-case basis.

Employees not eligible for bereavement leave and those needing additional time off, with their Managers' approval and the Executive Director, as identified above, may use vacation benefits, if available, as necessary to attend funerals or address matters associated with the settlement of estates. Otherwise, unpaid personal leave may be approved.

PCCLD may require employees supporting documentation to approve use of paid bereavement leave.



# PUEBLO CITY-COUNTY Library District

## Time Off Benefits

### **02.06.09 Domestic Abuse Leave**

An employee who has been employed with the Library for twelve months or more may be entitled to take up to four days leave from work in any twelve-month period if the employee is the victim of domestic abuse, stalking, or sexual assault as set forth in C.R.S. 24-34-402.7, or the employee is a victim of any crime, the underlying factual basis of which has been found by the court on the record to include an act of “domestic violence” as defined in C.R.S. 18-6-800.3(1). An eligible employee may take leave for any of the reasons outlined in this state statute, and the employee meets all other requirements of the statute. These reasons include:

- Seeking a civil restraining order to prevent domestic abuse.
- Obtaining medical care or mental health counseling or both for him or her or for his or her children to address physical or psychological injuries resulting from the act.
- Making his or her home secure from the perpetrator of the act or seeking new housing to escape said perpetrator.
- Seeking legal assistance to address issues arising from the act and attending and preparing for court-related proceedings arising from said act or crime.

Unless it is a case of imminent danger to your health or safety, employees seeking such leave from work must provide appropriate advance notice. Documentation of the need for leave may be required.

Employees may use sick, personal or vacation leave balances to cover Domestic Abuse Leave. If no such paid leave of absence is available, the leave of absence shall be without pay.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.01 BENEFITS ELIGIBILITY OVERVIEW

BENEFIT	Regular 40-hour Full-Time Employees	ACA Defined Full-Time Employees 30-Hour	Regular Part-Time Employees	
			20+ Hours/Week	Under 20 Hours / Week
Tier One Group Medical, Dental, Vision	X			
Tier Two Group Medical, Dental, Vision		X		
Supplemental Coverage: Health, Dental, Vision, Life, Cancer Indemnity, Personal Accident, Disability, Hospitalization, Serious Illness	X	X	X	X
Life Insurance	X			
PERA Short Term Disability (after 5 years of employment)	X	X	X	X
PERA Disability Retirement (after 5 years of employment)	X	X	X	X
Vacation Benefits (see <a href="#">02.06.03</a> )	X	X	X*	
Sick Leave Benefits (see <a href="#">02.06.04</a> )	X	X	X*	
9 Observed Holidays + Personal Days (see <a href="#">02.06.01</a> + <a href="#">02.06.02</a> )	X	X*	X*	
PERA Retirement Plan	X	X	X	X
401(k) Plan – PERA	X	X	X	X
Automatic Deposit of Pay	X	X	X	X
Credit Union Membership	X	X	X	X

\*Benefits are available on a pro rata basis when plan qualifications are met. Benefits are renewed each year and are subject to change.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.02 Health Insurance

PCCLD's group health insurance plan provides eligible employees and their dependents access to medical, vision and dental insurance benefits.

All regular full time employees who are scheduled to work 40 hours per week are eligible for Tier One Group Benefits. Employees who are scheduled to work 30 hours per week and those who work an average of 30 or more hours per week over a 12 month period are currently eligible for Tier Two Group Benefits. Health benefits begin on the first day of the month following 30 days of continuous employment.

Eligible employees and their dependents may participate in the health insurance plan subject to all terms and conditions of the agreement between PCCLD and the insurance carriers. The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under PCCLD's health plan when a "qualifying event" would normally result in the loss of eligibility of either a covered employee or dependent.

Some common qualifying events include:

- An employee's resignation or termination of employment
- An employee's divorce, legal separation or death
- A leave of absence or reduction in an employee's hours that causes employees to be ineligible to continue to participate in PCCLD's health care coverage
- A dependent child no longer meeting eligibility requirements (i.e. age requirement or change in student status.)

Under COBRA, the employee or beneficiary pays the full cost of coverage at PCCLD's group rates plus an administration fee. Human Resources provides a written notice to the employees and/or eligible dependents when it learns of a qualifying event.

Details of each health insurance plan (medical, dental and vision) are described in their respective [Summary Plan Description \(SPD\)](#). An SPD and information on cost of coverage is provided in advance of enrollment to eligible employees. Currently, PCCLD shares the cost of employee coverage for both Tier One and Tier Two health benefits and pays a portion of dependent care coverage. Contact the Human Resources Department for more information about health insurance benefits.

### Definition of Terms:

#### Benefit Year

Group Health Benefits such as medical, dental, vision, life, and 125 plan benefits are based on a calendar year. The benefit year begins on January 1<sup>st</sup> and ends on December 31<sup>st</sup> with a minimum 30 day open enrollment period at the end of each year for the next year's benefits.

**PCCLD Employee Guidelines: Other Benefits**

*Effective Date: 05/23/2024*



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.03 Group Life Insurance

Group Life Insurance offers employees and their families' important financial protection. PCCLD provides a basic group life insurance plan for eligible employees and their dependents. Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

All regular full-time employees who are scheduled to work 40 hours per week are eligible for coverage on the first of the month following completion of 30 days of continuous employment. Enrollment forms must be completed prior to the start of coverage. Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between PCCLD and the insurance carrier.

Details of the group life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about life insurance benefits.

#### **Optional Life Insurance Coverage**

PCCLD makes optional personal life insurance coverage available to regular full-time and part-time employees through voluntary enrollment in plans offered through PERA Life and other supplemental insurance. See the Human Resources Department for more information.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.04 Disability through PERA

#### Short Term Disability

Employees are eligible to receive Short Term Disability coverage through PERA upon completing 5 years of employment. Employees are automatically enrolled and entitled to STD benefits when they become qualified.

STD will provide partial wage replacement when an employee is unable to earn 75% of their normal wages due to a qualified illness or injury under the plan.

#### Disability Retirement

Disability retirement is intended to provide an eligible employee with monthly benefits if they are, due to a medical condition, totally and permanently disabled from engaging in any regular and substantial gainful employment.

Details of these benefits plans including benefit amounts, and limitations and restrictions are available by contacting the PERA office or visiting their website: [www.copera.org](http://www.copera.org). Employees may also contact the Human Resources Department for more information about these benefits.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.05 Retirement Plan

#### **Public Employees Retirement Association (PERA)**

PCCLD is a Colorado PERA employer which means that PCCLD employees are covered by and participate in the Public Employees Retirement Association (PERA). PERA provides premium retirement benefits that replace those of Social Security. Similar to Social Security, PERA is funded by required contributions made by the employer and by the employee through a payroll deduction. Employees begin to make PERA contributions with their first paycheck and can view their deductions on their pay stubs.

Employees are provided with information about PERA Employment during their orientation. Employees can find additional information on the PERA website, [www.copera.org](http://www.copera.org). Employees may also contact the Human Resources Department for information on PERA.

#### **401(k) Plan**

PCCLD employees also have the option of contributing on a pre-tax basis to a 401(k) Savings Plan through PERA as an additional means to provide for potential future financial security for retirement.

Employees are eligible to enroll in the PERA 401(k) Plan upon hire, and may choose to enroll at any time during their employment with PCCLD, subject to meeting all Plan terms and conditions, including minimum age requirements.

The 401(k) savings plan allows employees to elect how much salary they want to contribute and direct the investment of their plan account, so it is tailored to meet individual needs.

Because contribution to a 401(k) plan is automatically deducted from gross pay before federal and state tax withholdings are calculated, participating employees save tax dollars now by having their current taxable amount reduced.

Complete details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Human Resources Department for more information about the 401(k) Plan.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### **02.07.06 Section 125 Premium Only Plan**

PCCLD provides benefit plans that allow eligible employees to save money on a pre-tax basis. Employees can have pre-tax dollars deducted from their paychecks to pay the employees' share of group insurance premiums for medical, vision and dental insurance and certain voluntary benefit plan premiums paid by employees. Enrollment is not automatic and must be elected at the time employees enroll in health and dental plans and/or eligible voluntary benefits and begin paying insurance premiums

PCCLD may also offer other Section 125 pre-tax benefit plans to employees, dependent on the benefit plans that are selected or renewed each year.

Details of all current pre-tax benefits are available on the PCCLD Employee Portal Intranet. Contact the Human Resources Department for more information.





# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.07 Educational Assistance

PCCLD recognizes that the skills and knowledge of its employees are critical to the Library's reputation of providing outstanding service. The educational assistance program encourages personal/professional development through formal education, licensure or certification so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within PCCLD.

PCCLD provides educational assistance to all regular full-time and regular part-time employees who have completed one year or more of service, subject to the availability of financial resources within PCCLD's budget. The maximum educational assistance available for eligible employees may be up to \$7,500.00 per calendar year for a Master's degree in Library Science based on available funding. For those eligible employees seeking a Bachelor's degree, Master's degree, or licensing or certification for an approved program the maximum educational assistance available may be up to \$5,000 per calendar year based on available funding. Flexible schedules may be made available to allow employees to attend required classes. To maintain eligibility employees must remain on the active payroll and not be the subject of a current performance improvement action through completion of each course. Employees under the performance improvement process are not eligible to apply for educational assistance.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. PCCLD has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Guidelines for employee training and professional development that are not part of a degree, licensing or certification program, can be found in PCCLD's Training Plan document.

Employees are encouraged to discuss their interests in continuing education with their Manager. In addition, employees should contact the Human Resources Department for more information or questions about educational assistance.

To apply for educational assistance, employees should complete and submit an **Educational Assistance Application and Educational Assistance Agreement** form available on the Employee Portal Intranet or from the Human Resources Department. Forms must be submitted for review and be approved by the Executive Director prior to the beginning of class(es). Reimbursement for a degree program or course work is subject to employees passing course(s) with a final grade of "C" or better. Reimbursement for a license or certification must receive a passing score for a license or certification to be reimbursed. Employees may receive reimbursement for required textbooks, if such textbooks are donated to the PCCLD at the completion of the course.



PUEBLO CITY-COUNTY  
**Library District**

[www.pueblolibrary.org](http://www.pueblolibrary.org)

## Other Benefits

PCCLD will follow all compliance and regulatory requirements relative to educational assistance.

While educational assistance is expected to enhance employees' performance and professional abilities, PCCLD cannot guarantee that participation in formal education results in automatic advancement, to a different job assignment, or pay increases.

PCCLD invests in employees' educational assistance with the expectation the investment be returned through enhanced job performance. However, if an employee voluntarily separates from PCCLD's employment within one year of the last educational assistance payment, the amount of the payment is considered only a loan. Accordingly, the employee is required to repay the full amount of the original educational assistance payment.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.07 P1 Educational Assistance

#### Tuition Reimbursement Procedures

##### **Application Process**

- Employees must complete the tuition assistance application form and submit it to the HR department along with documentation of their enrollment in an accredited degree or certification program.
- Human Resources will review the application and supporting documentation to ensure the employee meets the eligibility requirements for the program.
- Should the number of eligible requests exceed the available budgeted funds for the year, applications will be awarded in the order they were received. Where possible, PCCLD will give preference to those enrolled in a Master's of Library Science program who have been consecutively enrolled with no gaps.
- If the application is approved, Human Resources will notify the employee and provide them with information on how to submit invoices for reimbursement of tuition costs

##### **Reimbursement Process**

- Employees must submit their grade(s) for the semester and invoice for the tuition costs to Human Resources for reimbursement.
- The Human Resources department will review the grade(s) and tuition costs to ensure they meet the guidelines for the tuition assistance program (such as being for an eligible course and within the maximum amount of assistance.)
- If the grade and invoices are approved, Human Resources will process the reimbursement to the employee.

##### **Repayment Process**

- If an employee leaves the organization within one year of receiving tuition assistance, Human Resources will calculate the amount of assistance that must be repaid.
- Human Resources will notify the employee of the repayment amount and provide them with information on how to make the payment.
- If the repayment is not made with the specified timeframe, Human Resources will follow up with the employee to ensure the repayment is made.

##### **Recordkeeping**

- Human Resources will maintain records of all tuition assistance applications, grades received and invoices and reimbursements in accordance with company policies and applicable laws. These records will be used to track the organization's tuition assistance program and ensure compliance with program guidelines.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### **02.07.08 Library-Sponsored Training and Career Development**

PCCLD encourages employees to discuss personal / professional development interests with their Manager. As part of employees performance plans, Managers may also identify areas to further develop or correct deficiencies through participation in PCCLD-sponsored training. This may include, but is not limited to, in-service training, working with assigned mentors, and temporary project assignments or cross-training opportunities to enhance skills, knowledge and gain valuable experience.

Employees may also have opportunities to attend approved seminars, conferences and workshops. Employees interested in participating in this program must submit an application for reimbursement, obtained from Human Resources, for approval before class registration. In order to receive reimbursement, the employee's immediate supervisor, the department manager, and the Human Resource Department must approve the application.

#### **All Employees In-Service Training**

PCCLD sponsors two "All Staff Development Days" to provide timely information and educational opportunities on topics of general interest and importance to everyone. All Staff Development Days take place each year on Cabrini Day and Presidents Day when the library district is closed, enabling all staff to attend. Staff should plan to attend these important training events as a regularly scheduled, paid work day. PCCLD may temporarily modify work schedules to accommodate employees' attendance at other library sponsored training events.

#### **Career Development**

PCCLD provides a Career Development Path as a means for employees to work with their Managers on a plan to achieve their career goals.

Employees who are seeking a professional certification or a degree to advance their career within the library district, those wanting to develop skills and knowledge to enhance performance in their current job or those who want to make themselves more competitive for internal postings and promotions can utilize resources in PCCLD's Career Development Program.

More information on PCCLD's Career Development Path can be found by contacting Human Resources.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### **02.07.09 Professional Membership**

PCCLD recognizes that employees may elect to join professional associations to remain abreast of best practices in their respective fields. Professional memberships help employees support PCCLD's future planning and direction. As the annual budget permits, PCCLD may approve requests to pay the full or partial cost of annual professional membership each year. All regular full-time and part-time employees must have completed at least one year of employment with PCCLD to be eligible for this benefit.

Interested employees should first discuss professional membership with their Manager. The association selected must have a direct relationship to the job the employee performs. Employees should submit a written request to the Executive Director for consideration and approval to pay. The request should outline the benefits to be gained by PCCLD as a result of such membership and include the association application. The Executive Director, in consultation with the Manager, determines priorities and approves or disapproves requests based, in part, on PCCLD's annual budget established for employees' development.

The Executive Director may limit the number of membership fees paid on behalf of employees to any one organization. Membership renewals are not automatic; employees must submit a membership funding request each year. Professional membership funding is subject to annual review, as determined through PCCLD's budgeting process.

The Executive Director determines priorities and approves or disapproves requests based on PCCLD's annual budget established for these programs.



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.10 Credit Union

PCCLD employees are currently eligible to join the Aventa Federal Credit Union. Contact the credit union personally to initiate membership:

#### **Aventa Credit Union**

225 East Evans  
Pueblo, CO 81004  
(719) 545-4889

Web Address: [www.avena.com](http://www.avena.com)

Employees may elect to have a portion of their pay deducted and automatically deposited into established credit union accounts.

**See Also:** [02.05.02.01](#) *Automatic Deposit*



# PUEBLO CITY-COUNTY Library District

## Other Benefits

### 02.07.11 Employee Assistance Program (EAP)

PCCLD cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), PCCLD provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Personal information concerning employees' participation in the EAP is maintained in a confidential manner.

More information concerning the EAP can be found on the Portal.

Contact information is listed below.

**Parkview Medical Center North**  
56 Club Manor Drive, Suite 102  
Pueblo, Colorado 81003  
719-584-4770



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### **02.08.01 Attendance and Punctuality**

As an organization serving the public seven days a week, PCCLD relies on employees to be available as assigned to keep our commitment to maintaining public hours as scheduled. Absenteeism and tardiness place a burden on other employees and on PCCLD to responsibly serve the public. PCCLD expects employees to be reliable and to be punctual in reporting for scheduled work.

In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, employees should notify their manager in the way the manager has designated as the appropriate way to notify them, such as, that the employee must speak to the manager directly (whether on or off shift), employee must speak to the Person in Charge (PIC), employee should call manager on his/her cell phone, or employee should text manager. Employees should include the anticipated arrival time if calling regarding tardiness.

It is important for employees to communicate with their Manager anytime they experience an unplanned absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to action as part of the performance improvement process, up to and including termination of employment.





# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### 02.08.02 Confidential Information

The protection of confidential business information is vital to the interests and the success of PCCLD. Such confidential information includes, but is not limited to, the following examples:

- Customer information

Employees who improperly use or disclose confidential business information are subject to action as part of the performance improvement process, up to and including termination of employment and legal action, even if employees do not actually benefit from the disclosed information.

Please contact the Human Resources Department for details.

#### **See Also Customer Service Policies:**

- 03.02.02 *Confidentiality of Library Customer Records*
- 03.07.03 *Communications*
- 03.08.01 *Citizens Access to Pueblo City County Library District Records (page 2)*



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### 02.08.03 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which PCCLD wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Department for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by PCCLD Administration. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employee.

Promotional plans that could be interpreted to involve unusual gain require advance approval of the Executive Director. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of PCCLD's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employees is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of PCCLD as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which PCCLD does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving PCCLD.

#### **See Also Finance Policies:**

04.01.03 Purchases



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### 02.08.04 Outside Employment

Employees electing to hold outside jobs are encouraged, but not required, to discuss their plans in advance of taking on an additional job. All Employees are expected to meet the performance standards and objectives of their job with PCCLD. Employees are held accountable for meeting PCCLD's scheduling demands, regardless of any existing outside work requirements.

Outside employment or engaging in any business activity for remuneration that constitutes a conflict of interest or the appearance of a conflict of interest is strictly prohibited; also see [02.08.03 Conflicts of Interest](#). Employees may not receive any income or material gain from individuals outside PCCLD for materials produced or services rendered while performing their jobs.



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### 02.08.05 Drug and Alcohol Use

PCCLD is committed to a safe, healthy, and productive work environment for all employees that is free from the effects of substance abuse. Abuse of alcohol, drugs, and controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision making. This includes working after the apparent use of marijuana, regardless of marijuana's legal status.

In accordance with the Drug-Free Workplace Act of 1988, PCCLD prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, or a controlled substance during Company time, on Company premises, or other work sites.

Any employee who is convicted, or pleads guilty or no contest under a criminal drug statute for a violation occurring in the workplace must notify PCCLD within five days of such conviction or plea.

PCCLD reserves the right at any time and at its discretion to search all Company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any drugs or alcohol has been brought onto its property or premises in violation of this guideline. Any employee failing or refusing to promptly permit a search under this guideline will be subject to discipline up to and including discharge.

Employees who violate any aspect of this policy may be subject to disciplinary action up to and including termination. Please contact the Human Resources Department if you have any questions.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the [02.07.11 Employee Assistance Program](#).



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### **02.08.06 Workplace Etiquette**

PCCLD strives to maintain a positive work environment where employees treat each other with respect, professionalism and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense dictates an appropriate resolution. PCCLD encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and carry out job requirements.



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### **02.08.07 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional service image PCCLD presents to customers and visitors.

During business hours or when representing PCCLD, employees are expected to present a clean, neat appearance. This is particularly true if employees' jobs involve dealing with customers or visitors in person. Name tags must be worn to allow the public to easily identify PCCLD employees.

Managers are responsible for ensuring employees are appropriately dressed to perform the job assigned. If a Manager feels an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace and return properly dressed or groomed in a reasonable amount of time. Under such circumstance, nonexempt employees are not compensated for the time away from work, but they may use personal time off or paid vacation time to cover the period of absence.

Employees should consult with their Manager if they have questions as to what constitutes appropriate appearance.



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### 02.08.07.G1 Dress Code Guidelines

The following information is intended to serve as a guide to help define appropriate attire for all PCCLD employees, volunteers and interns. In general “casual business wear” is the standard for PCCLD acceptable work attire. Casual Business Wear is intended to allow employees to work comfortably while maintaining a professional image. PCCLD also has designated “casual days” on Fridays, weekends, holidays and other announced days, when employees can dress less formally. Not all casual clothing is appropriate for work.

On any day employees are expected to wear clean, neat clothing that presents a positive image and is appropriate to perform their job. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are not sure if it is acceptable to wear certain clothing, choose something else and ask your Manager *before* wearing the garment.

If a Manager decides that an employee is not dressed appropriately for work, they may ask them to leave and return properly dressed within a reasonable amount of time. Employees must use personal time off or vacation time if it is available to cover the time taken for this purpose.



# PUEBLO CITY-COUNTY Library District

## Standard of Performance and Conduct

### 02.08.08 Participation in Political Activities

Political beliefs, activities and affiliation is a private matter of employees. No employees or applicants are required to divulge political beliefs as a requirement of employment, nor participate in or make contributions to political parties or groups while on PCCLD work time.

PCCLD employees may engage in political activities only when:

- off duty, outside the regular work schedule
- such activities do not involve use of any PCCLD property, equipment, or supplies
- activities do not interfere with an employee's ability to carry out his or her assigned duties and responsibilities with PCCLD

Employees may not wear their identification badge or other identifying PCCLD clothing while engaged in political activities; also see [02.08.03 Conflict of Interest](#).

Employees who are unsure of a prohibited activity are encouraged to direct their inquiries to the Human Resources Department before involving themselves in political activities.





# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.01 Safety & Security / Work-Related Injuries & Illnesses

PCCLD is committed to a safe work environment for all employees. As part of new employees' orientation, safety guidelines are reviewed by the Manager or Human Resources. Employees are expected to become familiar with and follow safe work practices. Employees are also expected to report any unsafe practices, conditions or suspicious activity to their Manager or member of the Manager Team.

To ensure employees safety, employees should become familiar with their assigned facility's security procedures and the emergency notification systems including the location of fire alarms, fire extinguishers, exits and safe meeting places in the event of a building evacuation. In the event of an emergency, employees should take appropriate action as instructed, including escorting any customers or visitors out the building to the appropriate location if evacuation is necessary as long as it does not put the employee in danger.

#### **Work-Related Injuries and Illnesses**

Employees who sustain work-related injuries or illnesses must inform their Manager, Person in Charge (PIC) or the Human Resources Department immediately.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately to ensure that the employee does not lose their right to workers compensation insurance coverage. Any employees observing an on-the-job accident that occurs to a fellow employee during work hours must also inform their Manager and/or the Human Resources Department. In addition, all accidents involving customers or visitors on PCCLD property must be reported.



# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.01.P1 Reporting Work-Related Injuries & Illnesses

Employees must provide written notice by completing a First Report of Injury form found on the Employee Portal Intranet and submitting it to the immediate Manager within four working days of a work-related injury or onset of symptoms.

Managers are responsible for making sure that all such incidents are reported to the Human Resources Department. Failure to properly report an on-the-job injury on a timely basis may delay, reduce or possibly eliminate eligibility for coverage of medical treatment and/or compensation through workers' compensation insurance.

#### **Designated Medical Provider**

PCCLD has made arrangements with three designated medical providers to evaluate employees and treat any work-related injuries or illnesses. In the event of an emergency or life-threatening situation, contact 911 or seek treatment from the nearest emergency facility. A PCCLD contracted medical provider must be contacted as soon as practical following emergency treatment to coordinate care. Employees may be responsible for the cost of medical treatment if the designated medical provider is not contacted.

The designated Workers Compensation medical care providers list includes:

#### **Southern Colorado Clinic – Dept of OCC Med**

3676 Parker Blvd., Suite 220  
Pueblo, CO 81008  
(719) 553-2207

#### **CCOM Pueblo**

4117 North Elizabeth  
Pueblo, CO 81008  
(719) 562-0788

#### **Summit Primary Care – Pueblo**

1120 Minnequa Ave.  
Pueblo, CO 81004  
(719) 281-3285

#### **Concentra Medical Centers – Outlook Blvd.**

4112 Outlook Blvd., Suite 325  
Pueblo, CO 81008  
719-562-6300



# PUEBLO CITY-COUNTY Library District

## Work Environment

### **02.09.02 Public Health Emergency Policy**

PCCLD follows authoritative public health guidance and best practices to preserve and enhance workplace safety and health. In the event of a federal or state declared public health emergency, requirements and procedures will be determined at the discretion of the Executive Director or his or her designee and as determined by evolving guidance from local, state, and federal public health authorities.

In granting supplemental leave for Public Health Emergency leave (PHEL), PCCLD may take into account paid time off already accrued by or granted to employees. During the duration of a public health emergency (the time between the date on which the emergency is declared and for four weeks after its termination or suspension), PCCLD permits employees to take both sick leave that they accrued prior to the public health emergency and supplemental leave provided for the public health emergency, for a qualifying reason related to a public health emergency event.

**Effective Date: October 1, 2021**

**Revised Date: March 15, 2022**

**Revised Date: August 24, 2023**



# PUEBLO CITY-COUNTY Library District

## Work Environment

### **02.09.03 Workers' Compensation Insurance**

PCCLD provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Questions about workers' compensation coverage or assistance with an ongoing claim should be directed to the Human Resources Department.



PUEBLO CITY-COUNTY

# Library District

## Work Environment

### **02.09.04 Reporting Vehicle Accidents, Moving Violations, Driver's License Restrictions and Revocations**

Employees whose driver's licenses are suspended or revoked must immediately notify their Manager and the Human Resources Department in writing if the license is essential for their job or if the employee is included in the list of employees authorized to drive library vehicles.

After calling police or other emergency response authorities, employees must immediately report all automobile accidents that occur while driving on Library business to their Manager and the Human Resources Department.



# PUEBLO CITY-COUNTY Library District

## Work Environment

### **02.09.05 Use of Phone and Mail Systems**

Telephones are intended for business use, allowing PCCLD to provide services to our customers. Any personal calls made or received using PCCLD telephones must be kept infrequent and brief. Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse PCCLD for any charges resulting from their personal use of the telephone.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The use of PCCLD-paid postage for personal correspondence is not permitted. Employees may not use PCCLD's mailing or street address to accept delivery of personal mail or packages.



# PUEBLO CITY-COUNTY Library District

## Work Environment

### **02.09.06 Communication Systems**

The communication systems are property of PCCLD and intended for business use. An employee's use of these systems must not disrupt the operation of the PCCLD network or the networks of other users. And, it must not interfere with employees' productivity.

PCCLD maintains the ability to access and monitor any computer files, use of software, Internet usage, e-mail, and voicemail. Employees should not assume that any such information is confidential. However, other than management employees acting on behalf of PCCLD, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, or voice mail without the latter's permission.

All information regarding access to PCCLD's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are Company confidential information and may not be disclosed to non-Company personnel.

#### **02.09.06.01 Software and Copyright**

PCCLD licenses, and does not own the software it utilizes. Therefore, use of the software must be in accordance with the applicable Software Agreements or as directed by PCCLD's designated Software Manager. Employees must not use PCCLD's technology resources to copy, retrieve, forward, or send copyrighted materials unless the employee has the author's permission.

#### **02.09.06.02 Unauthorized Use**

Employees are not permitted to use Company systems in a way that is deemed by management as inappropriate or in violation of other Company guidelines. PCCLD determines when an employee is using PCCLD communication systems inappropriately.

#### **02.09.06.03 E-mail**

E-mail is to be used for business purposes only during working times. While personal email is permitted, it is to be kept to a minimum. Personal e-mail should be brief and sent or received as seldom as possible. PCCLD prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product, or service through the use of e-mail or anywhere else on Company premises during working time. Working time does not include breaks or meal periods. Management may monitor email from time to time.

Employees should use discretion when sending emails. Do not write anything in an e-mail message that you would not say to others face-to-face.



PUEBLO CITY-COUNTY

# Library District

## Work Environment

### 02.09.07 Cell Phone Usage

Limited use of personal cell phones are permitted at work only when use does not disrupt service to our customers or interfere with productivity at work. Non-work related voice and text communications should be kept brief and cell phones should be set to silent or vibrate mode whenever possible to minimize disruption to other employees or our customers. Employees are encouraged to defer use of personal cell phones to breaks or meal periods.

As a PCCLD representative, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Employees with access to a cell phone while in their cars on PCCLD business should remember that their primary responsibility is driving safely and obeying the rules of the road. While driving on PCCLD business, employees must safely pull off the road and come to a complete stop before using the phone or use hands-free equipment. Texting while driving on PCCLD business or while driving a PCCLD vehicle is strictly prohibited.





# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.08 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using PCCLD property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the Manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles is not tolerated by PCCLD. In some instances, PCCLD may seek reimbursement of costs associated with repair or replacement.

Authorized employees may request use of PCCLD's vehicles for business travel from their Manager. Employees are encouraged to travel together, using the vehicle whenever possible to minimize costs when attending meetings, conferences or are on other PCCLD business. The Finance Department maintains driver's license and insurance information on file to verify if employees meet PCCLD requirements to be authorized to drive PCCLD vehicles.

**See Also:**    [02.09.08.P1](#)    *Vehicle Use Procedures*  
                  [02.04.01.P2](#)    *Return of Materials and Property.*



# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.08.P1 Vehicle Use Procedures

1. Use of a vehicle must follow PCCLD policy, and driver must be approved through completion of a form in the Finance Department.
2. Employee can check availability of the van on the Google Calendar "Passenger Van." If there is not already a person signed up to use the van, the employee can enter his/her name for the date/time that the van will be needed. Additional information, such as purpose and destination, should also be included on the calendar.
3. The employee can then request a key from the Executive Assistant or the Facilities staff. The key will be given to the employee based on the following criteria:
  - a. The person must be listed on the Driver's List as an approved driver.
  - b. The calendar must be checked to make sure that the employee has entered the correct date and time – from initial pick-up of the van to anticipated return.
4. The employee cannot take the van earlier than it has been reserved. If the return will be later, the employee must notify the person from whom the van was checked out.
5. As soon as the van is reserved, the employee should inform Facilities by submitting a work order through the Help Desk system. The employee should include the date which the van needs to be fueled up and ready for travel. Fuel is typically purchased from a designated vendor in order to request a fuel tax refund from the state. If you must purchase gas in an emergency, you can use your Procurement card (P-card) or a personal credit card, but you must turn in a copy of the receipt to Finance, separately from your P-card reconciliation or request for reimbursement of miscellaneous expenses. If the van is low on fuel when it is returned, Facilities must be notified.
6. In the event of a breakdown in Pueblo, contact Wayne's Towing at 719-542-5440 so that the vehicle can be towed to the city garage. Then, the employee may call a facilities staff member at 719-240-1546 or 719-289-4024 to be picked up.

If the employee is out of town, roadside assistance should be obtained, either through use of an employee's P-card, personal roadside assistance membership, or personal credit card. These charges will be reimbursed promptly upon request. (Many roadside assistance vendors, such as AAA, follow the driver, not the vehicle, so if any occupant of the vehicle has such membership, the assistance would be covered.)

7. Traffic tickets are the responsibility of the employee. PCCLD does not assume responsibility for traffic infractions or parking tickets.



# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.09 Smoking

In keeping with PCCLD's intent to provide a safe and healthful work environment, smoking or other tobacco use (including the use of smokeless tobacco products, e-cigarettes, and unregulated nicotine products) in any PCCLD building or within 20 feet of an entrance is not permitted.



# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.10 Closings and Delays Policy

Providing access to public library services is paramount to fulfilling the mission of the Pueblo City-County Library District (PCCLD). Library facilities and programs will remain open and available for established operating hours, with the exception of scheduled closings and delays.

Pueblo City-County Library District (PCCLD) is committed to the safety of our employees and our patrons. At times, emergencies such as severe weather, fires, flooding, power failures or other unforeseen events can disrupt PCCLD operations. In extreme cases, these circumstances may require the Executive Director or their designee to order the closing of a library location(s). In the event that such a situation occurs during non working hours, the library administration will follow procedures to notify patrons and employees. See procedures for Closings and Delays, 02.09.10 P1.

When operations are officially closed due to emergency conditions personnel may be redeployed to another location as business needs dictate. Emergency closings may also result in employees being excused from reporting to work. The time off from scheduled work is paid based on the regular work schedule for up to five days. In cases where an emergency closing is not authorized, employees who fail to report to work are not paid for the time off.

Employees may request available paid leave time such as unused vacation benefits or personal days (PTO). Should the nature of the emergency conditions extend the closure beyond five days, employees are advised of closure status, including possible temporary work changes, and their pay options.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, nonexempt employees who are required to work are paid at one-and one-half times the regular rate of pay. At the discretion of the Executive Director, or their designee, exempt employees who are called in to work may be approved for time off in recognition of work performed.

## **Types of Closures and Delays**

There are two primary types of closures and delays that can occur at one, some or all library locations:

A. *Expected* closures and delays are scheduled and shared in advance due to facility renovations, staff meetings and training, major holidays, including: New Year's Day, Martin Luther King, Jr. Day, President's Day (staff training), Easter, Memorial Day, Independence Day, Labor Day, Cabrini Day (staff training), Thanksgiving, Christmas Eve, Christmas Day. All planned closures can be found in the PCCLD Closures and Pay Periods Calendar

B. *Unexpected* delays and closures can occur before or during normal operating hours due to inclement weather (i.e., snowstorm, flooding, wildfire, etc.), power outages and other facility issues, community emergencies or other situations.

## **Decision-Making for Closures and Delays**

The Executive Director, or their designee, in consultation with the Facilities Superintendent, makes all decisions regarding library delayed openings or closures. Factors considered include the status of other municipal and educational entities in the community, the specific needs of each library location, weather and safety reporting from authoritative sources, the timing of a delay or closure, library programs and events, and meeting room use.



# PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

## Work Environment

### 02.09.10.P1 Procedures for Closings and Delays

#### II. Notifying Patrons

When PCCLD decides to close or delay openings for one or more libraries, this information is made public as soon as possible in several ways:

- A. An announcement is posted on the website [pueblolibrary.org](http://pueblolibrary.org) and on social media.
- B. The main telephone line (719-562-5600) is updated with a recorded message.
- C. Signage is updated on library buildings where applicable.

#### II. Notifying Employees

When a decision is made to close or delay openings for one or more libraries, this information is relayed to all employees in the following method (subject to updates based on organizational need.)

1. Call-Tree notifications begin – The Executive Director, or their designee, notifies all Directors who in turn will immediately notify their direct staff members and others as applicable (example: Pueblo Library cafe)..
2. A notice is posted on the Portal at [portal.pueblolibrary.org](http://portal.pueblolibrary.org).
3. An email is sent out to all staff members.

### **III. Employee Information**

PCCLD's goal is to enhance the safety of library district employees and to inform employees about delays and closures in a timely fashion. We understand that road conditions vary depending on location including home location and work locations. In addition, weather conditions can vary dramatically. PCCLD encourages employees to maintain awareness of the conditions in their area and make informed decisions regarding travel.

### **IV. Pay and Time Records**

On days when inclement weather leads to a delayed opening, employees should not arrive at their work location any earlier than 30 minutes prior to the delayed opening time. Even on snow days when the depth is not significant enough to call for a delay, employees should not arrive until 30 minutes prior to the library opening.

Employees will be paid for regularly scheduled hours if PCCLD has a delayed opening or closure. This pay is entered as Administrative Leave in the timecard by the Supervisor.

If an employee does not report to work at all, they do not receive administrative leave.

If PCCLD closes due to unexpected circumstances and it is the employee's regular day off, or if the employee is on scheduled leave, no additional time will be added to the employee's leave.

When the library is open during inclement weather, employees who are scheduled but unable to report to work – or whose supervisor authorizes early departure – can take Vacation or PTO (personal time) for time missed. Those who elect to use Vacation or PTO leave due to inclement weather will not have the administrative leave credited to their leave account if the library location should close later that same day.

Per Colorado's Healthy Families and Workplaces Act, an employee can take sick leave if their child's school or daycare is closed for inclement weather. If an employee's children are old enough that they don't need constant care, the staff member can take partial sick leave for the day if the school is closed.

Employees may use flextime, with supervisor approval in advance. This means that if an employee is unable to come in for their scheduled shift, the employee can arrange to work another shift in the same week or later that day with approval from their supervisor.



# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.11 Visitors in the Workplace

To avoid potential distractions and disturbances family and friends of employees are discouraged from visiting employees during working time. If necessary, visits should be conducted as quietly and quickly as possible and should be conducted in a manner so as to minimize disruption of library services.

Employees should plan to have visitors meet with them in an open public area of the library or in an administrative reception area. Visitors must be escorted by an employee to their destination if it is in a non-public area. Employee escorts may not take visitors into restricted areas without the approval of the area manager.

If an unescorted visitor is observed by an employee in a non-public area on PCCLD's premises, employees should redirect the visitor to a public area, escort the visitor to the intended destination or contact a manager to alert them of the visitor's presence.

Employees must receive approval from the Executive Director, or his or her designee, to have visitors in the library outside of business hours.

When employees reserve a meeting room for personal use they must ensure the security of the building by escorting non-employees in non-public areas. Employees should not prop open doors or leave restricted areas unlocked when using the building and meeting space for personal use.

**See Also Customer Service Policy:**

*03.06.01.G1 Guidelines Governing Use of the Library*





PUEBLO CITY-COUNTY

# Library District

## Work Environment

### 02.09.12 Secure Work Environment

It is the policy of PCCLD to maintain a work environment that is safe, secure and free of illegal drugs, alcohol, firearms and weapons, explosives, or other improper materials. To this end, PCCLD prohibits employee possession, transfer, sale, or use of such materials on its premises which includes desks, lockers, other storage devices, and PCCLD assigned equipment or property.

A license to carry a firearm does not supersede this policy, except by law enforcement officials. PCCLD likewise does not tolerate theft or unauthorized possession of the property of employees, PCCLD, visitors, and customers. Authorized employee security are a means by which PCCLD insures a secure work environment. PCCLD requires the cooperation of all employees in administering this policy.

An employee may be subject to search with or without notice involving desks, lockers, and other storage devices, PCCLD assigned equipment or property, and/or other items within their personal possession in certain circumstances, while on PCCLD owned or PCCLD leased property to the extent allowed by law. During such a search, PCCLD property, in the unlawful or unauthorized possession of the employee, may be confiscated.

To facilitate enforcement of this policy, the Executive Director, or his or her designee(s), may inspect any employee packages or other belongings on PCCLD's premises. All such inspections shall be conducted by at least two authorized individuals. An employee who wishes to avoid inspection of any articles or materials should not bring such items onto PCCLD's premises. Any search ordered by the Executive Director or his/her designee(s) will be conducted in the least intrusive manner possible. Any employee in violation of this policy will be subject to disciplinary action up to and including termination.





# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.13 Employee Solicitation

In an effort to ensure a productive and harmonious work environment, employees may not solicit or distribute non-work related literature in the workplace at any time for any purpose. Similar restrictions apply to the general public, who are not allowed to solicit on PCCLD property.

PCCLD recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.) Examples of impermissible forms of solicitation include:

- collection of money, goods, or gifts for political groups
- sale of goods, services, or subscriptions outside the scope of official organization business
- circulation of petitions
- distribution of literature not approved by the district
- solicitation of memberships, fees, or dues

In addition, the posting of written solicitations on any PCCLD employee bulletin board is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal job related memoranda
- Job openings
- PCCLD public announcements
- Payday notice
- Workers' compensation insurance information

If employees have a message of interest to the workplace, they may submit it to the Human Resources Department or immediate Manager for approval. All approved messages will be posted by the Human Resources Department or library Manager. Posted messages are restricted from containing any information in regards to politics, religion, sex, ethnic background, age, or outside issues.

#### **See Also Customer Service Policies:**

*03.06.01.G1 Guidelines Governing Use of the Library*

*03.05.02 Bulletin Boards, Information Racks and Distribution of Free Materials*

*03.05.04 Solicitations and Fundraising*



# PUEBLO CITY-COUNTY Library District

## Work Environment

### 02.09.14 Workplace Violence Prevention

#### **Anti-Violence--Public Employer with Searches**

Employees must not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, bullying, or any other act which in PCCLD's opinion is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

PCCLD prohibits the possession or use of dangerous weapons to the extent allowed by law. This guideline applies to all Company employees, contract and temporary employees, visitors and customers on Company property.

**"Company property"** covered by this guideline includes all Company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under PCCLD's ownership or control. This guideline also applies to all Company-owned or leased vehicles and all vehicles that come onto Company property.

**"Dangerous weapons"** include, but are not limited to, handguns, firearms, explosives, and knives. If employees have a question regarding whether an item is covered by this guideline, they should call Human Resources. Employees have the responsibility to make sure that any item not specifically listed above that is possessed by the employee is not prohibited by this guideline.

PCCLD reserves the right at any time and at its discretion to search all Company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this guideline. Any employee failing or refusing to promptly permit a search under this guideline will be subject to discipline up to and including discharge.

#### **Reporting Requirements**

Violent, threatening, harassing, intimidating, or other disruptive behavior, including anonymous threats, should not be ignored. Inappropriate comments about violence on Pueblo City-County Library District property or directed at employees of the Pueblo City-County Library District, whether the person is a Library employee or not, should be reported immediately to a Manager, the Human Resources Department, and Security (if applicable based on facility). If the Manager is responsible for the behavior, the employee should report the incident to the Executive Director and/or Human Resources. If the employee believes the situation requires immediate action in order to avert a violent situation, the employee should contact the appropriate law-enforcement agency or Security (if applicable based on facility) immediately.

PCCLD may provide periodic training on prevention of workplace violence.



# PUEBLO CITY-COUNTY Library District

## Work Environment

### **02.09.14.P1 Workplace Violence Prevention Reporting**

#### **Investigation**

Any reported violation of this policy by an employee may be investigated by Human Resources in conjunction with the Executive Director and appropriate consultants such as Employee Assistance Program representative(s), law enforcement representative(s), and legal counsel.

The role of consultants will be to provide recommendations to the Executive Director on how to proceed in regard to the problem employee and the particular circumstances.

#### **Action Following Investigation**

The Pueblo City-County Library District will take appropriate disciplinary action based on the findings of the investigation. An employee whose behavior is determined to be in violation of this policy is subject to disciplinary action, up to and including termination.



# PUEBLO CITY-COUNTY Library District

## Other Things to Know

### 02.10.01 Employees' Suggestions

PCCLD employees have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement, increasing service levels or cost-savings ideas. Employees are encouraged to submit their ideas using the on-line suggestion box located on the Employee Portal Intranet. Employees may also submit suggestions directly to their Manager, a member of the Manager Team or to the Executive Director.

A suggestion is an idea that will benefit PCCLD by solving a problem, reducing costs, improving operations or procedures, enhancing patron service, eliminating waste or spoilage, or making PCCLD a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions; also see [02.03.05 Problem Solving](#).

Suggestions should describe the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. Employees with questions or needing advice about their idea are encouraged to contact their Manager or the Human Resources Department for help.

The decision to implement suggestions is at the discretion of the Executive Director or his or her designee. As all suggestions are welcome, PCCLD notifies employees of the adoption or rejection of their suggestions as soon as practical following their review. In some instances recognition may be given to employees who submit a suggestion that is implemented.



# PUEBLO CITY-COUNTY Library District

## Other Things to Know

### **02.10.02 Employee Celebrations and Events**

PCCLD encourages and supports celebrations and special social functions at work to celebrate retirements, significant personal milestones, team achievements and other special organizational events.

Branch or Departmental celebrations of birthdays or other personal celebrations should be held in areas not open to the public within PCCLD facilities during meal breaks and should be brief, to avoid continuous disruption of work. In no case may celebrations interfere with service to our customers during public operational hours.



# PUEBLO CITY-COUNTY Library District

## Other Things to Know

### **02.10.02.G1 Guidelines for Employee Celebrations and Events**

When possible, special celebrations should be arranged at least two weeks in advance, and require prior approval from the appropriate Manager if the celebration is limited to a specific department or area. The Manager is responsible for identifying any special arrangements or staffing changes to accommodate the event and for obtaining advance approval from the Executive Director, or his or her designee, as required.

Responsible Managers should ensure event announcements are made in advance utilizing regular communication channels such as e-mail and bulletin board postings. Such events are generally to be held during meal or break periods and must not result in a reduction in service to our customers in any department, function or branch location.

The Nesbitt Employee Committee, made up of employee volunteers, plan and coordinate approved celebrations such as the summer family picnic or winter holiday party. The Nesbitt Committee holds fund raising events throughout the year to pay for the annual PCCLD celebrations. Nesbitt finances are kept separately from PCCLD's financial accounts and records. For more information on Nesbitt's purpose and structure see Human Resources.

Employee travel to attend voluntary events is generally not reimbursable by PCCLD; employees may check with the Human Resources Department for guidance.





# PUEBLO CITY-COUNTY Library District

## Other Things to Know

### 02.10.03 Conservation / Recycling

PCCLD supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that best utilizes natural resources and minimizes any negative impact on the earth's environment.

Special recycling receptacles in designated areas have been set up and are overseen by Facilities to promote the separation and collection of recyclable materials at PCCLD.

The simple act of placing a piece of paper in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution. PCCLD encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- using electronic communications for posting memos for all employees whenever practical
- turning off lights when not in use

Whenever possible, employees of PCCLD are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, PCCLD is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Human Resources Department.



# PUEBLO CITY-COUNTY Library District

## Other Things to Know

### 02.10.04 Employee Commute Options

PCCLD recognizes that traffic congestion contributes to air pollution and energy waste. To help reduce congestion and improve air quality, PCCLD encourages employees to utilize public transportation or other commute options as may be practical. Finding alternatives for driving alone to work benefits both employees and the environment.

If at all possible, walking or bicycling to work are the healthiest commute options. These options also have the greatest impact on reducing traffic and the cost of commuting. Bicycle racks are available outside each branch location.

#### **Public Transportation**

Public transportation is a commute option that reduces traffic and air pollution. Transit riders eliminate the stress of driving and may even have time to read, sleep, or write while commuting. PCCLD encourages employees to use public transportation when practical.

Contact the Human Resources Department for more information and assistance with employee commute options.



# PUEBLO CITY-COUNTY Library District

## Other Things to Know

### 02.10.05 Parking

PCCLD employees are required to utilize parking spaces further away from PCCLD facilities to allow convenient parking options for customers. Those employees with valid, state issued handicapped parking permits may use designated handicapped parking.

While on PCCLD property, employees are expected to observe all posted speed limits and park only in designated areas. Employees are reminded to lock their vehicles; PCCLD is not responsible for any damage or theft that may occur to personal vehicles.

Employees leaving work after dark are encouraged to do so in groups and/or speak to their Manager about being escorted to their vehicle anytime safety and security are of a concern. Where available, security guard personnel may be asked to escort employees to their vehicle.



# PUEBLO CITY-COUNTY Library District

## Acknowledgement of Receipt

### ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED \_\_\_\_\_  
I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:

- EMPLOYMENT WITH PUEBLO CITY-COUNTY LIBRARY DISTRICT (PCCLD) IS AT-WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH PCCLD, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. PCCLD HAS THE SAME RIGHT.
- THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.
- THESE EMPLOYEE GUIDELINES ARE NOT ALL INCLUSIVE, BUT ARE INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF PCCLD'S GUIDELINES.
- THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EMPLOYEE GUIDELINES EDITIONS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED HEREIN, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. PCCLD THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.
- NO REPRESENTATIVE OF PCCLD, OTHER THAN THE EXECUTIVE DIRECTOR, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Employee Member's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee Member's Signature

\_\_\_\_\_  
Date