

# EMPLOYEE GUIDELINES POLICIES & PROCEDURES



# **EMPLOYMENT PRACTICES**

## 02.02.04 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 and 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 on a regular basis.

**FULL-TIME** employees are those who are not in a temporary status and who are regularly scheduled to work PCCLD's full-time schedule of 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 not assigned to a temporary status and who are regularly scheduled to work less than 40 hours per week. <u>(Note for purposes of insurance benefits the Affordable Care Act defines full-time as 30 hours per week</u>. This group of employees is eligible for Tier Two Group Health Benefits. For more information see <u>02.07.00</u> 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. All legally mandated benefits (such as Public Employees Retirement Association (PERA) contributions and workers' compensation insurance) are provided to PCCLD temporary employees. Some other PCCLD-sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program. Individuals contracted to provide services through an outside agency are not temporary employees of PCCLD.

SUBSTITUTE (Where do substitutes fit?) 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 Services departments. 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. Substitute employees retain a "substitute" status on an on-going basis unless they are hired for a regular part-time or full-time position.



# **EMPLOYMENT PRACTICES**

## 02.02.09 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. In general, notices of all regular, full-time and part-time job openings are posted, although PCCLD reserves its discretionary right to not post a particular opening.

Job openings are posted on the PCCLD website and are linked to the Employee Portal Intranet for employee access. Job openings are typically announced by email and 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, hiring pay range, job summary, and qualifications (required skills and abilities.)

To apply for a posted job, employees must be in good standing in their current position and believe that they possess the required education, experience, knowledge and skills required for the job. Employees are encouraged to discuss their career goals with their Manager so they can identify opportunities for development that will prepare them for posted opportunities. (See the Career Pathing Program.) have performed competently for at least 6 months in their current position. Employees who are under a current performance improvement action may not be eligible to apply for posted jobs. Eligibility is determined on a case by case basis with the final decision made by the Executive Director. Eligible employees may only apply for those posted jobs for which they possess the required skills, competencies, education and other stated qualifications.

Employees who are interested in a job opening are encouraged to apply. Selection for interviews will be based on a number of factors including the employee's good standing, performance, qualifications, length of time in current position, length of employment and other relevant factors. Selection is determined on a case by case basis with the final decision made by the Executive Director.

When employees believe they possess the skills, education and experience necessary to fill a job opening, they are encouraged to apply an <u>Employment Application</u> form that updates their experience, skills, competencies, education and accomplishments; see PCCLD's website to download a form. Also see <u>02.02.11</u> Employment Applications. Completed employment applications should be submitted to the Human Resources Department. PCCLD recognizes the benefit of developmental experiences and encourages employees to talk with their Managers about their career interests and plans. In addition, PCCLD encourages employees to pursue educational interests, including those degree programs that may help them qualify for future position opportunities, also see <u>02.07.08</u> Educational Assistance and Career Pathing. Managers are encouraged to support employees' efforts to gain experience and advance within PCCLD. An internal applicant's Manager may be contacted to verify performance, skills, and attendance. Any employee's limitations or other circumstances that might affect a prospective transfer may also be discussed.



# **EMPLOYMENT PRACTICES**

# 02.02.10 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. Generally, Only those employees who are in good standing and have completed six months or more of employment with PCCLD 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.

When-Voluntary transfers are considered lateral, that is 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, <u>02.02.12</u> Hiring of Relatives and <u>02.02.09</u> Job Posting.

From time to time it may be necessary for PCCLD to make employment changes to meet service standards, ensure efficient operations and/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

While most positions are subject to job posting requirements, there may be times when a Manager identifies a position as part of a logical career progression <u>and</u> the presence of other qualified internal candidates is highly unlikely, based on review by the Manager, in consultation with Human Resources. The Manager may recommend a promotion in lieu of posting a vacancy. Approval is required by the next level Manager, if applicable, and the Executive Director. As applicable, a pay increase to bring the promoted employee's pay at least to the minimum of the assigned pay range is typically associated with a promotion.

Adopted: 09-28-2006 02.02.10



# THE EMPLOYMENT RELATIONSHIP

## 02.03.00 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.

PCCLD believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these 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.

Adopted: 09-28-2006 02.03.00



# THE EMPLOYMENT RELATIONSHIP

# 02.03.03 Performance Evaluation

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis to assure understanding and promote progress and achievement of established standards and expectations.

A formal performance evaluation is periodically conducted to provide both Managers and employees the opportunity to discuss job tasks, identify and correct shortcomings, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Generally, performance evaluations are scheduled approximately every 12 months, coinciding with the anniversary of the employee's original date of hire. However, performance evaluations may be conducted at any time, as deemed appropriate by the Manager.

PCCLD awards performance-based pay adjustments annually to regular part-time and full-time employees in an effort to recognize truly superior align compensation with employee performance. The decision to award such an adjustment is made by the immediate Manager with approval of Human Resources and Executive Director, and The amount of reward is dependent upon numerous factors, including, but not limited to the information documented by this formal performance evaluation process data and the availability of funds as identified in the annual budgeting process.

# The Performance Evaluation Process:

Managers formally meet with each member of their department on a monthly basis to discuss and their current work assignments, achievements and any concerns they may have. Managers contribute their guidance by clarifying work expectations, setting priorities and identifying solutions to issues. In the last quarter of the year, all staff participate in an annual performance appraisal process. Each employee completes a self-review and submits it to their manager. The manager in turn writes a review of the employee's performance. The manager and employee then meet to discuss the self-review and annual performance review. The performance data is then submitted to Human Resources. When all review data for the organization has been received by Human Resources, an analysis of performance scores and available funding for pay adjustments is conducted by Human Resources with support of the CFO and Executive Director. All pay adjustments must be approved by the Executive Director. Pay adjustments become effective on the first day of the following year. When funding allows bonuses may be provided to those employees whose performance is exemplary.



Current

# THE EMPLOYMENT RELATIONSHIP

# 02.03.05 Performance Improvement Process



Adopted: 09-28-2006 02.03.05

# **Performance Improvement Process**







# **SCHEDULING / PAY PRACTICES**

## 02.05.00 Work Schedules

PCCLD services are provided at all hours and all days, up to 365 days per year. 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 approximately one month in advance to allow employees to make personal plans outside of work. Managers must also make changes to work schedules based on unforeseen circumstances and the changing needs of the organization. All managers will provide notice of schedule changes to employees whenever To fully cover hours of operation, public service schedules are usually 9:00 a.m. to 6:00 p.m. or 12:00 noon to 9:00 p.m. Other schedules may be worked by non-public service departments. Actual work schedules are determined, in part, by the assigned position, location and hours of operation among other factors. The assigned work schedule for all regular full-time employees in non-exempt positions is eight hours a day, five days a week. The assigned work schedule for all regular part-time employees is based on the position hold.

Managers advise employees of the times their schedule normally begins and ends. Employee headcount requirements and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

#### Variable Work Schedules

PCCLD is open for business 7 days each week, with varying hours of operation dependent on each location and their individual operational needs. For this reason most PCCLD employees are required to work a variable work schedule. Managers are responsible for creating work schedules which are posted one month in advance to help employees plan their personal activities. Managers will maintain as much continuity to the schedule as is feasible while meeting business needs.

#### On Call and Calling Tree Duties

Some PCCLD positions may require an employee to be on-call for work (waiting to be engaged), or to be listed on a calling tree to be contacted in the event of an emergency. In such cases employees are able to use their time freely while on-call. Employees who are on-call are paid for all hours of actual work performed.

### 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 should consult their Manager to request participation in the flextime program. Employees may occasionally request flextime to slightly alter their schedule within the same work week. Flextime must be requested in advance and approved by the employee's manager. Available time off benefits should be used instead of flextime whenever it is reasonable to do so.

Flextime is paid at the regular rate of pay.

#### **Job Sharing**

Job sharing is a program where one funded position is filled with two employees who flex their hours within a defined schedule. For example, two employees may be responsible for a 30 hour per week position. Each employee comes to the position with the same qualifications, skills and job knowledge. Both employees are responsible for the 30 hours but can share those hours between each other as each determined based on personal schedules. If an employees wish to be considered for this program, please contact Human Resources for an application and approval form.

**EMPLOYEE** GUIDELINES – Scheduling / Pay Practices Work Schedules Adopted: 09-23-2010 Effective: 01-01-2011 02.05.00



# **TIME OFF BENEFITS**

# 02.06.04 Family Leave under the Family Medical Leave Act (FMLA)

PCCLD provides job protected family leave under the Family Medical Leave Act (FMLA) during family leaves of absence-without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to bond with a child following childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Regular full-time and regular part-time employees may request family leave (FMLA) only after having completed 12 months of service and have worked at least 1,250 hours in the 12-month period preceding the date of leave. Eligible employees should make requests for family leave to their Managers at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement "Certification of Health Care Provider for Family Member's Health Condition" FMLA form. The information on the form will verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within a rolling 12 month period, measured forward from the first day of an employee's leave. Any combination of family leave and medical leave (both covered under FMLA) may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than 30 calendar days. Employees are required to first use any accrued paid leave time before taking unpaid family leave. Married employees couples may be restricted to a combined total of 12 weeks leave within a 12 month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition. Employee health insurance benefits will continue during family leave, subject to the terms, conditions, and limitations of the applicable plans. Employees will continue to be responsible for paying in a timely manner the employee shared cost of health benefits during the leave. While on paid leave, the shared portion will continue to be deducted from the employee's paycheck. While on unpaid leave, the shared portion will be paid directly to PCCLD by the employee, due on the first day of each month. Failure of the employee to pay his/her shared cost in a timely manner may result in the discontinuation of the benefit. Insurance premiums will not be invoiced. Benefit accruals, such as vacation, sick leave, or holiday benefits, are suspended during the leave and resume upon return to active employment.(In conflict with Sick Leave policy)

So that an employee's return to work can be properly scheduled, employees on family leave are requested to provide PCCLD with at least two weeks advance notice of the date they intend to return to work. When family leave ends, employees are reinstated to the same position, if it is available, or to an equivalent position for which employees are qualified.

If an employee fails to return to work on the agreed upon return date or is unable to return at the end of the authorized leave, the employee employment is may be terminated.



**OTHER BENEFITS** 

## 02.07.09 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. Unless otherwise specified, PCCLD generally pays the full cost of any course fees and associated travel expenses of employees to attend approved training when proper forms and requests for reimbursement are submitted and as budget allows.

## All Employees In-Service Training

PCCLD periodically sponsors two an "All Staff Development Days" employees training 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 Columbus 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. As such, PCCLD may close and/or temporarily modify work schedules to accommodate employees' attendance at other library sponsored training events.

#### **Career Development Program**

PCCLD provides a Career Pathing Program as a formalized means for employees to work with their Managers on a "Development Plan" to achievement their career goals. Employees who are seeking a professional certification or a degree to advance their career within the library, 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 should use the Career Pathing Program.

The Career Pathing Program also includes a digital badge program that provides credits to employees for their career development achievements. More information on the Career Pathing Program can be found on the Employee Portal Intranet or by contacting the Human Resources Department.

**EMPLOYEE** GUIDELINES – Other Benefits Library-Sponsored Training Adopted: 09-28-2006 02.07.09



1 justent

# **STANDARD OF PERFORMANCE & CONDUCT**

# 02.08.07 Dress Code

The following information is intended to serve as a guide to help define appropriate casual business wear for all employees during designated casual days at PCCLD. Each Friday, Saturday and Sunday are designated casual days. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from your immediate supervisor.

PCCLD's primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow employees to make intelligent judgments about items that are not specifically addressed.

## Examples of acceptable casual business wear include:

- Jeans
- Casual dresses and skirts
- Casual shirts and blouses

- Athletic shoes
- Dress sandals
- T-shirts (plain or with acceptable slogans/descriptions only)

Golf shirts

Examples of inappropriate clothing items that should not be worn on casual days include:

- Sweatpants
- Tank tops
- Visible undergarments
- Swim shoes or slippers

- Sleeping apparel
- Shorts
- Mini-skirts

If an employee comes to work dressed inappropriately, the immediate supervisor is responsible for asking the employee to return home, change clothes and report back to work for that day worked.



# STANDARD OF PERFORMANCE & CONDUCT

## 02.08.07 Dress Code (updated by Steering Committee)

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 and employees should use the Dress Code to help them determine what constitutes acceptable attire at PCCLD.

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.

Listed below is a general overview of acceptable and unacceptable attire. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow employees to make intelligent judgments about items that are not specifically addressed.

Dress Code Guide	Acceptable	Not Acceptable
Business Casual Wear	suits, dress pants, jackets casual pants, Dockers, khakis leggings with dresses dress capris dresses or skirts within 2" of knee sleeveless blouses, knit shirts jerseys, polo shirts, golf shirts dress sandals (leather, canvas) dress or casual shoes ergonomic footwear library logo wear	jeans sweat pants, shorts or shirts athletic team wear hoodies short dresses or skirts thin strap tops, tank tops any shorts flip flops, casual sandals hats, bandanas slogan shirts /offensive pics night club clothing
"Casual Days" are designated as Fridays, Saturdays, Sundays, holidays, staff training days and announced days.	jeans dress shorts (knee length) sweat shirts tee-shirts casual capris athletic shoes athletic team wear	sweat pants, shorts hoodies gym clothes or beach wear hats, bandanas visible undergarments revealing or sagging clothes slogan shirts /offensive pics
Nesbitt Jeans Day (fundraiser)	Jeans and library logo shirt (only w/ \$3.00 to Nesbitt)	
Tattoos, Piercings and Current Fashions	pierced ears pierced eye brow, or nose with discrete jewelry	excessive or unusual piercings, tattoos or hair styles that draw attention or that

	non-offensive tattoos on arms, hands, legs, feet, torso hair that reflects current fashions	could potentially deter or offend customers.
Job Exceptions	Managers may require or approve specific clothing that improves job functionality or safety.	

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 hours gone.

**EMPLOYEE** GUIDELINES – Standard of Performance & Conduct Personal Appearance Adopted: 09-28-2006 02.08.06

5



# WORK ENVIRONMENT

02.09.00 Safety & Security / Reporting of Work-Related Injuries & Illnesses

The Center for Colorado Occupational Medicine Physicians is PCCLD's designated medical provider.

CCOMP 3676 Parker Blvd. Pueblo, CO 81008 719-253-7150

The designated Workers Compensation medical care providers list includes:

#### Centura

4112 Outlook Blvd., Ste 37 Pueblo, CO 81008 (719) 562-6300

#### Emergicare

4117 North Elizabeth Pueblo, CO 81008 (719) 545-0788

#### **Southern Colorado Clinic**

3676 Parker Blvd., Ste 220 Pueblo, CO 81008 (719) 553-2200

PCCLD has three contracted medical providers that employees must use for work related injury or illness. The Desginated Providers List can be found on the Employee Portal Intranet or through the Human Resources Department. See 02.09.01 Workers Compensation for details on reporting work related injury or illness.

After seeking medical care for a job-related injury, employees are expected to let their Manager and Human Resources know about any work restrictions and/or appointments associated with follow-up care. If able to return to work, employees and their Manager, in consultation with the Human Resources Manager, can determine how best to accommodate work restrictions, arrange time off for medical appointments and other treatment needs. All requests for work restrictions or accommodations including schedule modifications must be approved by the Human Resources Department. In some instances this may require temporary assignment to an alternative position to accommodate work restrictions or scheduling requirements. Employees are expected to follow the regime of treatment prescribed by the medical provider and maintain regular communication with their Manager to expedite their recovery. If an employee is absent from work due to a work related injury or illness their absence and return to work plan must be coordinated by the Human Resources Department.

#### **Return to Work Program**

When an injury occurs that impacts the employee's ability to perform the essential work functions of their normal job assignment, a medical evaluation is required. Once the evaluation is completed, and the employee is cleared to return to work, if the return to work has work restrictions, every effort will be made to accommodate the work restrictions. If accommodations cannot be made based on the employee's normal job assignment, a light duty assignment may be made if appropriate work is available in the Library District. The Human Resources Department will review all work releases and requests for light duty assignments. For a more detailed description, see the PCCLD Policies and Procedures Manual, Section 3. In all situations involving work restrictions and modified work duty, the Human Resources Department will manage the process, ensuring proper forms are completed and correct procedures for return to work are followed.

#### Facilities Employees Clean-up of Bodily Fluids

In the event a patron, employee, or anyone else is sick or gets hurt and bodily fluids need to be cleaned up, employees are to call the Facilities Department. The first and primary concern when faced with any emergency is to call 911. It is extremely important that employees **DO NOT** clean up the area themselves. The contaminated area should be roped off in some manner to prevent others from coming into contact with bodily fluids until Facilities can properly clean and sanitize the area. If the area that is soiled is in a place where it will affect other customers, coordinate with the Branch Manager Person in Charge to clear the PCCLD facility out and close until it is cleaned. The Facilities Department has someone on call at all times who is trained to safely manage bodily fluids.

### EMPLOYEE GUIDELINES – Work Environment

Safety & Security / Reporting of Work-Related Injuries & Illnesses 2 of 2 Adopted: 09-28-2006 02.09.00



# WORK ENVIRONMENT

## 02.09.06 Cell Phone Usage

Use of personal cell phones while at work is permitted when all calls are use is kept infrequent and brief. Limited use of personal cell phones are permitted at work only when use does no disrupt service to our customers or interfere with productivity at work. 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. Cell phone use must not disrupt services to our customers; employees should place or return calls on Employees are encouraged to defer use of personal cell phones to use during breaks or during meal periods. whenever possible.

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 dialing, or talking on using the phone or use hands-free equipment. Texting while driving on PCCLD business or while driving a PCCLD vehicle is strictly prohibited.



# WORK ENVIRONMENT

### 02.09.10 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.

Visitors on official business with PCCLD Rawlings Main Library may be instructed to check in with the Executive Assistant. Employees should plan to have visitors meet with them in an open public area of the library or have them wait in the 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 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 area unlocked when using the building and meeting space for personal use.

Also refer to "03.06.01.G1 Guidelines Governing Use of the Library."