

## POUDRE RIVER PUBLIC LIBRARY DISTRICT

### HUMAN RESOURCES POLICY MANUAL

#### *Summary of Changes*

1. **Equal Employment Opportunity:** Updated and refreshed information. Page 1 - 2
2. **Human Resources Department:** Added this section to reference current practice. Page 2
3. **Harassment Prohibited:** Added information (D) about what is considered harassing conduct. Also added section regarding *Threats and Violence Prohibited* to this section to reference current practice. Page 3
4. **Categories of Employment:**
  - Updated information and definitions and added information for contractual positions. Page 6
  - Refreshed language under exempt and non-exempt employees. Page 7
  - Added definitions of full and part-time employees. Page 7
  - Updated language for “probationary status” to “introductory status” and refreshed policy wording. Page 8
5. **Recruitment and Selection:**
  - Added a paragraph under recruitment and selection that addresses requirements for job postings to include pay and benefit information and minimum posting period under Equal Pay Act. Page 9
  - Added statement that District can reallocate resources from time to time for situations such as (but not limited to) reduced operations. Page 9
6. **Overtime Work Must be Pre-Approved:** Added clarifying information. Page 11
7. **Time Reporting for Multiple Positions:** Corrected time entry for multi-positions for overtime (process changed at City) Page 12
8. **Informal Flex Time for Exempt Employees:** Added information for exempt staff (current practice but not formerly documented in policy) Page 13
9. **Meal and Break Periods:** Added info for meal periods (current practice but not formerly documented in policy) Page 13
10. **Workplace Accommodations for Nursing Employees:** Added Workplace Accommodations for Nursing Mothers (current practice and law not formerly documented in policy) Page 13
11. **Non-Routine Deductions:** Added information. Page 15
12. **Employment Records** Updated information and practices as well as added clarifying information about employment records requests under CORA, reference requests, and media requests. Added information about informal departmental files (added information to clarify current policy and practices). Page 15
13. **Training and Benefits:** Inserted actual Training, Conference, and Travel policy from the City’s manual as opposed to just referencing it in our manual. (Not a new policy). Page 17

14. **Privacy and Security of Protected Health Information:** Added City's Policy under **Benefits** (not new – just included in our policies). Page 19
15. **Reporting Absences and Tardiness Overview:** Added our current practice of reporting absences and tardiness (not new, but formerly not included in policy manual) Page 22
16. **Holiday Time:**
  - Updated designated holiday time to include 11 paid holidays from 9 (previously approved by Board and now being updated in our policy document) Page 25
  - **Decreased hourly holiday eligibility requirement to working 20 hours in the holiday week down from 24 (New – needs Board approval) Page 27**
17. **Sick Leave:**
  - Incorporated sick leave policy to include new mandated sick leave for hourly employees (already in practice under new laws) and also updated/clarified language throughout the rest of the policy. Page 28
  - Incorporated paid sick leave during a public health emergency (incorporated current practice required by law into policy document) Page 33
18. **Bereavement Leave:** Updated and clarified language in the policy. Page 34
19. **Medical Emergency Leave for Hourly Employees:** Added this section which is new and following City policy, but **needs Board approval. Page 35 Revised version as of Sept 8**
20. Updated **Appendix A** with City of Fort Collins FMLA updates and added Family Care Act to Appendix for reference.
21. Removed short-term disability from main policy and **created Appendix B** and added City's short-term disability policy.
22. **Leave Benefit Year Defined:** Clarified language. Page 36
23. **Administrative Leave:** Added procedures (already in place) to clarify for employees how paid or unpaid administrative leave works and added examples of “violations of the public trust”. Page 37
24. **Military Leave:** Added clarifying information for (already in place and practice) about what happens to various benefits during military leave, along with how reinstatement works after a leave. Page 38
25. **Jury Duty and Witness Appearance Leave:** Added clarifying information about notice employee must give to manager if called for jury or witness appearance and requirements for returning to work (we already required – just putting in policy). Page 41
26. **Time Donation:** Updated policy to be consistent with City and incorporate changes related to COVID-19. **Added that time donations can be made to eligible hourly employees after 520 hours worked for District up to a maximum of 80 hours (pro-rated on FTE) in a 12-month period. – (this part is new and needs Board approval. Follows City policy.) Page 43**
27. **Conduct and Work Environment:**
  - Added several examples of misconduct that could warrant disciplinary action to the Conduct and Performance Policy (already in practice) Page 44
  - Added clarifying information such as reasonable suspicion testing and manager responsibility under alcohol and drug policy (already in practice) Page 46

- Moved Threats of Violence from beginning of policy under general information to the Conduct and Performance section Page 47
28. **Conflict of Interest:** Added clarifying information about managers' responsibility when employees receive gifts/recognition from the District to report the gift's monetary value to Finance. Page 48
- 29. Emergency and Inclement Weather Closure:** Changed policy to include hourly and contractual staff being paid for time they were scheduled to work during the closure. (New – **needs Board approval**) Page 52
30. **Discipline and Corrective Action:**
- Added clarifying language.
  - Added section to describe administrative investigation process under Discipline and Corrective Action. (Added section to reference current practice) Page 54
  - Added section on Name Clearing Hearing (required by law for public employers and is within our current practices) Page 59
31. **Separation from Employment:**
- Added clarifying language that employees are unable to extend last day of employment by using leave time. Page 59
  - Added that District may withhold replacement cost value of unreturned District property upon termination from employment. Page 60