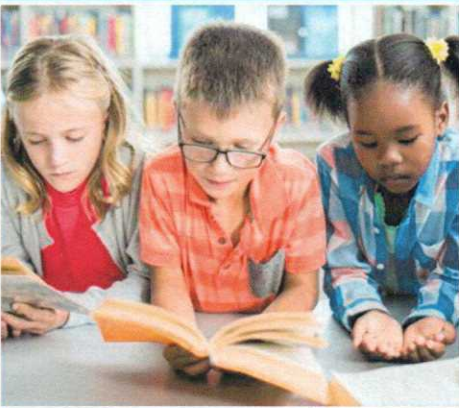


HENDERSON
LIBRARIES



EMPLOYEE HANDBOOK

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September 2020

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Welcome!

Welcome to Henderson Libraries, we're excited you're here! Whether you're new to the organization or have been with us for a while, you've been invited to join Henderson Libraries based on our belief that you have the skills, abilities, and passion to be a part of a wonderful team of employees, board members, and volunteers who "imagine possibilities, discover opportunities, and connect with our community." Thank you for being here and for helping us carry out our mission!

We at Henderson Libraries want you to take pride in your work and be well informed, both for your benefit and the benefit of the organization, and we prepared this Employee Handbook to share the many things you need to know about us: our proud history and core values, our operation and policies, and the benefits we offer you as an employee. The information contained in this Handbook applies to all employees of Henderson Libraries, and complying with these policies is considered a condition of continued employment.

Our objective is to provide you with a work environment that encourages both personal and professional growth, and we ask that you please read and comply with the provisions of this Handbook. If you're unclear about anything you read, please ask your supervisor or me directly and we'll be happy to discuss it.

Again, thank you for joining our team!

Sincerely,

Marcie Smedley
Executive Director



Purpose of Employee Handbook

This Employee Handbook (the “Handbook”) contains information about the employment policies and practices of Henderson District Public Libraries (“Henderson Libraries”). These policies reflect our values, and we expect each employee to read this Handbook carefully as it is a valuable reference for understanding your job and our organization.

This Handbook supersedes all previously issued employee handbooks, manuals, memos, and any inconsistent verbal or written policy statements made or issued before this Handbook. Except for the policy of at-will employment, Henderson Libraries reserves the right to revise, delete, and add to the provisions of this Handbook. All such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of this Handbook.

None of our personnel documents and benefit plans, including this Handbook, constitutes, or is intended to constitute, an express or implied promise or contract guaranteeing continued employment for any employee. No manager or supervisor has any authority to enter into a contract of employment express or implied that changes or alters the at-will employment relationship. Only the Board of Trustees of Henderson Libraries has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the Board of Trustees.

This Handbook is a summary of our policies, which are presented here only as a matter of information. Not all of Henderson Libraries’ policies and procedures are set forth in this Handbook. We have summarized only some of the more important ones. If an employee has any questions or concerns about this Handbook or any other policy or procedure, please ask your supervisor or another member of the management team.

Nothing in this Handbook or in any other document or policy is intended to violate any local, state, or federal law. Nothing in this Handbook is intended to limit any concerted activities by employees relating to their wages, hours or working conditions, or any other conduct protected by Section 7 of the National Labor Relations Act. Furthermore, nothing in this Handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (“EEOC”), National Labor Relations Board (“NLRB”), Securities and Exchange Commission (“SEC”), or any other federal, state, or local agency charged with the enforcement of any laws.

Since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by Henderson Libraries, and after those dates all superseded policies will be null.



Our History

Henderson Libraries was established in 1944 in Downtown Henderson after a petition to create the Henderson School Public Library was introduced. Seven years later, our first Children's Summer Reading Program was introduced.

Through the years, Henderson Libraries has continued to offer innovative children's programming, increasing children's interest in the library both today and into the future. That interest, combined with the growing number of new homes in the community, resulted in the purchase and renovation of the library district's first permanent building in February 1953.



In a major overhaul of education laws, the Henderson School Public Library became a county library district in 1956 during a special session of the Nevada Legislature. At that time, statutes were written to convert school library districts to county library districts. Subsequent to 1967, several additional library districts were formed including Clark County Library District, Pahrump, Smokey Valley, Amargosa, and

Tonopah. Henderson and Boulder City Library Districts remained as previously formed in 1956.

Since our humble beginnings, Henderson Libraries has grown into the four library facilities we have today, and in 2019 we celebrated our 75th Anniversary! Henderson Libraries cooperates with the other public libraries in Southern Nevada, the Nevada System of Higher Education, the Clark County School District, and all other libraries around the state to provide quality library services to Nevada's residents.



The governing body of the Library District is a seven-member Board of Trustees appointed by the Clark County Commission and the City of Henderson. The Board appoints the Executive Director, holds the property and effects of the District in trust for the public, prepares and approves the annual budget, and ensures the orderly and efficient management and control of Henderson Libraries.



Our Mission, Vision, and Core Values

MISSION

Imagine possibilities, discover opportunities, connect with our community.

VISION

One Henderson

CORE VALUES

As trustees, administration, and staff of Henderson Libraries, we endeavor to accomplish the library district's mission through our commitment to each of these essential and equally important core values:

- Patron Focus
- Respect for People
- Equitable Service
- Freedom of Information
- Quality
- Integrity
- Free Basic Services
- Promotion of Services
- Freedom to Read
- Patron Privacy
- Stewardship of Community Resources

At-Will Employment

Policy Number: 100.1	Issue Date: September 17, 2020	Revision Date:
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Your employment with Henderson Libraries is at-will, unless state law provides otherwise. This means that employment may be terminated for any or no reason, with or without cause or notice at any time by the employee or by Henderson Libraries. Nothing in this Handbook or any oral statement shall limit the right to terminate at-will. This at-will employment policy is the sole and entire agreement between the employee and Henderson Libraries as to the duration of employment and the circumstances under which employment may be terminated. No manager or supervisor has any authority to enter into a contract of employment express or implied that changes or alters the at-will employment relationship. Only the Board of Trustees has the authority to enter into an employment agreement that alters the at-will employment relationship and any such agreement must be in writing and signed by the Board of Trustees.

Commitment to Diversity

Equal Employment Opportunity

Policy Number: 100.2	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries is committed to equal employment opportunity and to compliance with federal and state antidiscrimination laws. We prohibit discrimination and harassment against any employees or applicants for employment based on age (40 and over), mental or physical disability (including HIV/AIDS and including the use of an aid, appliance, or service animal), race, color, religion, sex, national origin or ancestry, citizenship status, pregnancy (including childbirth and related medical conditions), sexual orientation, gender identity or expression, lawful use of a product during nonworking hours that does not adversely affect job performance or employee safety, genetic information, veteran status, uniformed servicemember status, and National Guard membership. Henderson Libraries will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law. Henderson Libraries also complies with the Nevada law that restricts the circumstances under which employers can request or consider a consumer credit report or other credit information when evaluating a prospective or current employee.

Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

Sexual and Other Unlawful Harassment

Policy Number: 100.3	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries is committed to providing a work environment that is free of prohibited harassment. As a result, Henderson Libraries maintains a strict policy prohibiting sexual harassment and harassment against applicants and employees based on any legally-recognized status, including, but not limited to: race, color, religion, sex, pregnancy (including lactation, childbirth or related

medical conditions), sexual orientation, gender identity, age (40 and over), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state or local law.

Our anti-harassment policy applies to all persons involved in our operations, regardless of their position, and prohibits harassing conduct by any employee of Henderson Libraries, including supervisors, managers, and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as patrons, volunteers, vendors, or other visitors. If such harassment occurs in the workplace by someone not employed by Henderson Libraries, the procedures in this policy should be followed. The workplace includes actual worksites, any setting in which work-related business is being conducted (whether during or after normal business hours), Henderson Libraries sponsored events, or Henderson Libraries owned/controlled property.

Sexual Harassment Defined

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

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

Sexual harassment includes various forms of offensive behavior based on sex. The following is a non-exhaustive list of the types of conduct prohibited by this policy:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or comments about an individual's body or dress, whistling or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets or other social media postings;
- Physical conduct: touching, assault or impeding or blocking normal movements;
- Retaliation for making reports or threatening to report sexual harassment.

Manager's Responsibility

All supervisors and managers are responsible for:

- Implementing this policy, which includes, but is not limited to, taking steps to prevent harassment and retaliation;

- Ensuring that all employees under their supervision have knowledge of and understand this policy;
- Promptly reporting any complaints to the designated manager so they may be investigated and resolved in timely manner;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with this policy; and
- Conducting themselves, at all times, in a manner consistent with this policy.

Failure to meet these responsibilities may lead to disciplinary action, up to and including termination.

Conflict Resolution Procedure

Policy Number: 100.4	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Any applicant or employee who believes that they have been subjected to prohibited harassment or retaliation by a co-worker, supervisor, manager, patron, visitor, volunteer, vendor, customer or temporary or seasonal worker of Henderson Libraries, or who believes another individual has been subject to such conduct, should report it immediately. Applicants and employees are encouraged to report concerns, even if they relate to incidents in the past, involve individuals who are no longer affiliated with Henderson Libraries, or concern conduct occurring outside of work if it impacts the individual at work.

Complaints can be made verbally, or in writing, to the highest-ranking on-site supervisor, manager, or HR Department. Employees are not required to report any prohibited conduct to a supervisor or manager who may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters.

Employees are encouraged, but not required, to communicate to the offending person that their conduct is offensive and unwelcome. Any supervisor or manager who receives a complaint of harassment or retaliation must immediately report the allegation to the HR Department.

After a report is received, a thorough and objective investigation will be undertaken. Confidentiality will be maintained to the extent practical and permitted by law. Investigations will be conducted as confidentially as possible and related information will only be shared with others on a need-to-know basis. The investigation will be completed, and a determination made and communicated to the employee as soon as practical.

If a complaint of prohibited harassment or discrimination is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, Henderson Libraries may take appropriate action to reinforce its commitment to providing a work environment free from harassment.

The Equal Employment Opportunity Commission ("EEOC") and equivalent state agencies will accept and investigate charges of unlawful discrimination and harassment at no charge to the complaining party. The nearest office of the EEOC and equivalent state agencies can be found in your local telephone directory or online at www.eeoc.gov.

Protection Against Retaliation

Policy Number: 100.5	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Retaliation is prohibited against any person by another employee or by Henderson Libraries for using this complaint procedure, reporting proscribed harassment, objecting to such conduct or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation, should report this concern to the HR Department. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate disciplinary action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, Henderson Libraries may take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

Pregnancy Accommodation

Policy Number: 100.6	Issue Date: September 17, 2020	Revision Date:
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Employees and applicants with needs related to pregnancy, childbirth, or related conditions (including lactation), may request a reasonable accommodation to enable them to perform their job. Henderson Libraries will provide a reasonable accommodation for needs related to pregnancy, childbirth, or a related medical condition so long as the requested accommodation does not impose an undue hardship on Henderson Libraries' business operations.

A reasonable accommodation may include, but is not limited to, the following: modified equipment; different seating; revised break schedules, including changes to the frequency or duration of breaks; space in an area other than a bathroom that can be used for expressing breast milk; assistance with manual labor that is incidental to the primary work duties of the employee; light duty assignments; temporary transfer to less strenuous or hazardous work; a restructured position or modified work schedule.

Henderson Libraries may require that employees provide an explanatory statement from their physician regarding the specific accommodation recommended by the physician.

Henderson Libraries will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodation under this policy should contact their supervisor. When an employee makes a request for a reasonable accommodation, Henderson Libraries and the employee will engage in a timely, good faith and interactive process to determine an effective, reasonable accommodation.

Americans with Disabilities Act and ADAAA

Policy Number: 100.7	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA). Consistent with this policy of non-discrimination and to ensure equal employment opportunities for individuals with disabilities, Henderson Libraries will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship on Henderson Libraries and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact their manager or the HR Department to request such an accommodation. Management will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when Henderson Libraries receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform their essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. Henderson Libraries will evaluate information obtained from the employee, and possibly their health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on Henderson Libraries and/or a direct threat to the health and/or safety of the individual or others, Henderson Libraries will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective. Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and be willing to consider alternative accommodations when applicable.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to their manager regarding a proposed accommodation.

General Employment Practices

Voluntary Open-Door Policy

Policy Number: 200.1	Issue Date: September 17, 2020	Revision Date:
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We recognize that employees may have suggestions for improving our workplace, as well as complaints about the workplace. We feel that the most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with an employee's supervisor. Employees should feel free to contact their supervisor, another member of management, the HR Department or the Executive Director with any suggestions and/or complaints.

While we provide employees with this opportunity to communicate their views, please understand that not every complaint can be resolved to the employee's satisfaction. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

Employee Classifications

Policy Number: 200.2	Issue Date: February 21, 2002	Revision Date: January 23, 2003 February 18, 2010 May 20, 2010 June 20, 2013 September 17, 2020
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Employees of Henderson Libraries are classified as either exempt or nonexempt under federal and state wage and hour laws and are further classified for administrative purposes. Employees will be informed whether their status is exempt or nonexempt and should consult their supervisor with any questions or concerns regarding this status.

The following designations are used throughout this Handbook.

Exempt Employees

Exempt employees are employees whose job assignments meet specific tests established by the federal Fair Labor Standards Act (FLSA) and state law, and who are exempt from minimum wage and overtime pay requirements. Exempt employees are compensated on a salary basis.

Nonexempt Employees

Nonexempt employees are employees whose job positions do not meet FLSA or applicable state exemption tests, and who are *not* exempt from minimum wage and overtime pay requirements. Nonexempt employees are compensated on an hourly basis and are eligible to receive overtime pay for hours worked in excess of forty (40) hours in a given week; nonexempt employees with regular pay rates less than 1.5 times Nevada's minimum wage may also be eligible to receive overtime pay for hours worked in excess of eight (8) hours in a calendar day, depending upon certain factors.

Each employee will also belong to one of the following employment categories:

- **Full-Time Employees** are employees who are typically scheduled to work forty (40) hours per week. Generally, they are eligible for our benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Part-Time Employees** are employees who are typically scheduled to work fewer than forty (40) hours per week, may be assigned a work schedule in advance, or may work on an as-needed basis. Generally, part-time employees are not eligible for our benefits package; however, part-time employees who regularly work twenty (20) hours or more per week may be eligible for certain pro-rated benefits.

Independent contractors, consultants, and employees of temporary staffing agencies (“temporary workers”) are not Henderson Libraries employees.

If Henderson Libraries hires an independent contractor or “temporary worker” as a full-time employee, benefits begin to accumulate based on the full-time hire date.

Employee Eligibility and Work Authorization

Policy Number: 200.3	Issue Date: September 17, 2020	Revision Date:
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Henderson Libraries is required by federal immigration laws to verify the identity and work authorization of all new employees. In keeping with this obligation, documentation that shows each person's identity and legal authority to work in the United States must be inspected. Each new employee must also attest to their identity and legal authority to work in the United States by completing an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is made and in no event more than three (3) business days after an individual begins work. All offers of employment with Henderson Libraries are conditioned upon furnishing evidence of identity and legal authority to work in the United States in compliance with the federal law. Providing falsified documents of identity and eligibility to work in the United States will result in cancellation of consideration for employment or dismissal if employed.

Every rehired employee must also satisfy this requirement.

It is your responsibility to ensure that your work authorization is current.

Introductory Period

Policy Number: 200.4	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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The first day you report to work is your official date of hire, and the first six (6) months of your employment are considered your “introductory period” with Henderson Libraries. During this time, employees will have an opportunity to determine if they are suited to and like their new position. Employees are also expected to become familiar with their duties and responsibilities and to perform at expected standards during their introductory period.

Additionally, this initial employment period provides the employee’s supervisor a reasonable amount of time to offer training and guidance and to evaluate the employee’s performance. Either during or upon completion of this 6-month period, it will be determined by management whether you will be retained as an employee.

Newly hired employees in their introductory period, regardless of position, will not receive any Paid Time Off (PTO) payout if terminated prior to successful completion of the introductory period. At the discretion of your supervisor and/or the Executive Director, your introductory period may be extended beyond six (6) months.

Background and Reference Checks

Policy Number: 200.5	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries recognizes the importance of maintaining a safe, secure workplace with employees who are qualified, reliable, and nonviolent, and who do not present a risk of serious harm to their coworkers or others. To promote these concerns and interests, Henderson Libraries reserves the right to investigate an individual's prior employment history, personal references, and educational background, as well as other relevant information. Consistent with legal or contractual requirements, Henderson Libraries also reserves the right to obtain and to review an applicant's or an employee's criminal conviction record, and related information, and to use such information when making employment decisions, but only to the extent permissible under applicable law.

Employees of Henderson Libraries may also be subject to drug tests and/or screenings as a condition of employment under Henderson Libraries' Substance Abuse and Alcohol Policy as described in this Handbook, or as required by law or a business reason, including, but not limited to, the requirements of other entities with which Henderson Libraries conducts business.

Henderson Libraries is an equal opportunity employer and will comply with applicable federal, state, and local laws relating to the use of background checks for employment purposes.

Recruitment, Selection, and Employment Process

Policy Number: 200.6	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries is fully committed to equality, diversity, and inclusion in all it does, including the recruitment, selection, and employment process. As such, we welcome applications from a diverse range of candidates, and we encourage employees to assume higher-level positions or lateral transfers for which they qualify. It is the policy of Henderson Libraries to fill vacancies with the most qualified candidate, and we will attempt to fill vacancies whenever possible through internal promotions or transfers.

Selection of employees of Henderson Libraries is based on meeting the minimum qualifications of the position, the educational and technical skills required, and other relevant skills essential for the position. Selection of candidates may also take into consideration both the current and future needs of Henderson Libraries.

Generally, employment opportunities at Henderson Libraries are advertised internally for current employees and externally through sources such as employment website(s) and job boards, newsletters, state referral services, and networking resources. Applications are encouraged from employees and will be screened in the same manner as applications received from outside applicants. Employees who apply for these positions must have satisfactory job performance, attendance and punctuality, and a history of compliance with Henderson Libraries' policies and standards.

Employees who wish to apply for a promotion, transfer, or change in position should first discuss their overall career aspirations with their supervisor. Candidates must meet the minimum qualifications of the position, in addition to the other criteria outlined in this policy, to be eligible for consideration. Employees who are promoted will be considered subject to the Introductory Period policy of six (6) months' evaluation in the new role. Employees who laterally transfer or change positions will not be subject to the Introductory Period policy. If an employee fails to perform in the new assignment, they may be reclassified to a lower level position and salary, if available, or separated from employment with Henderson Libraries.

Each transfer or change in position will be evaluated on an individual basis, depending on the needs of the department(s) involved and the overall business needs of Henderson Libraries. Transfers are generally position assignment changes in which the salary remains the same, but where the job duties may differ. A transfer will only be considered after consultation has occurred between the supervisor and the employee involved. A transfer should be initiated in writing to the HR Department from the supervisor or employee. The Executive Director or designee will approve all transfers. Transfers may be utilized for, but not limited to, employee developmental or business needs. While requests for transfers are considered, not all requests can be approved.

All candidates who apply for positions must file an online application with Henderson Libraries, along with a current resume, by the published closing date. At the closing date, all applications are screened, and candidates selected for interviews are contacted.

The supervisor recommends placement of employees to the Executive Director. The Executive Director or designee approves the position and hire, as well as the position classification. New employees will receive information regarding their position, benefits, and other material.

Hiring any members of the immediate families of the Board of Trustees and of Administration is prohibited.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Henderson Libraries will be based on merit, qualifications, and abilities. Henderson Libraries reserves the right to fill positions from outside Henderson Libraries if, at Henderson Libraries' discretion, circumstances call for external recruitment.

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

Work Hours

Policy Number: 200.7	Issue Date: February 21, 2002	Revision Date: February 18, 2010 September 17, 2020
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Henderson Libraries' regular operating days and hours may vary between our locations and based on time of year. Full-time employees normally work eight (8) hours per day. Alternate schedules must be

agreed upon by the employee and their supervisor, and approved by the supervisor. Part-time employees will establish their schedules directly with their supervisor.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in total hours that may be scheduled each day and week.

All employees are expected to be at their designated work area at the start of their scheduled shift, ready to perform their work.

If you need to leave during your scheduled working hours, you must obtain permission from your supervisor and advise the reason for the need to leave, the duration of time, and how you can be reached. We request that you schedule personal and medical appointments outside of office hours, around your lunch period, or use your accrued PTO.

Supervisors will schedule meal and rest periods as appropriate. Henderson Libraries complies with federal and state laws in this regard.

Meal and Rest Periods

Policy Number: 200.8	Issue Date: February 21, 2002	Revision Date: February 18, 2010 September 17, 2020
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The workday for all employees includes a one-half (1/2) hour to one (1) hour unpaid meal period during each continuous period of work that exceeds six (6) hours. A paid rest period of fifteen (15) minutes will be provided for each four- (4) hour period of work, and insofar as practicable, shall be in the middle of the work period. Rest periods may not be taken in conjunction with the meal period, nor may meal and rest periods be taken at the beginning or end of an employee's scheduled work shift. Your meal and rest periods will be set in consultation with your supervisor.

Time Records

Policy Number: 200.9	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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The attendance of all employees is recorded daily in the time management system and is submitted to the Finance Department to ensure all employees are paid earned wages/salaries in accordance with federal and state regulations. Time and attendance records are Henderson Libraries' records, and care must be exercised in recording the hours worked, overtime hours, absences, etc.

Employees are not to complete other employees' time records. Employees who alter or forge time records will be considered to have committed an act of fraud against Henderson Libraries.

Any changes to an employee's time record must be reviewed and approved by the employee's supervisor.

Supervisors may edit and complete time records when necessary to ensure the employee receives payment on time, provided said edits are approved by the employee.

Training and Development

Policy Number: 200.10	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries encourages all employees to enhance their skills and knowledge through personal and professional development. As professional development is a shared responsibility of the employee, supervisor, and Henderson Libraries, employees are urged to ask questions and seek advice from their supervisor regarding their current position or positions that may interest them for the future. Supervisors are expected to provide coaching for their employees through individual meetings and the performance review process.

All training must be approved by an employee's supervisor and Administration in advance of the training event itself. Employees will submit their completed travel and training request form to their supervisor with the required attachments. Employees will be notified when their request has been approved, and the completed form will be maintained in their personnel file.

Henderson Libraries also supports membership of full-time employees in various work-related associations and professional organizations. Within limitations of the Henderson Libraries budget, the Executive Director may approve funds for financial assistance for membership and conference fees.

The Executive Director may approve other work-related training and development activities on an individual basis.

No employee will be denied the opportunity for training unless it is not in compliance with Henderson Libraries' operations, is not job-related, or if funding is not available to support such training.

Personal and Family Relationships at Work

Policy Number: 200.11	Issue Date: September 17, 2020	Revision Date:
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It is Henderson Libraries policy that if two employees marry or become related, even if there is no supervisory relationship involved, one or both of the individuals may be reassigned or terminated from employment, at the discretion of Henderson Libraries.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage (e.g., domestic partnership or civil union status).

We will not take any adverse employment action against any employee for engaging in romantic relationships during nonworking hours away from Henderson Libraries premises. However, we will consider such relationships when they affect an employee's job performance, occur during working time or on Henderson Libraries premises, or pose a danger of a conflict of interest.

An intimate relationship among employees can create an actual or at least potential or perceived conflict of interest in the employment setting. To avoid this problem, we may refuse to hire or place an intimately associated individual in a position where the potential for favoritism or a conflict exists.

Gifts Policy

Policy Number:	200.12	Issue Date:	September 17, 2020	Revision Date:	
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Henderson Libraries employees are not permitted to ask for or accept payment, favors, or any other item of significant value from a patron, guest, or vendor. This policy does not apply to unsolicited items of nominal value of under \$50, such as cards, mugs, notepads, pens, or the like. Any gift over the value of \$50 that is offered to an employee requires the approval of the Executive Director. Employees are also not permitted to give unauthorized gifts to patrons, guests, or suppliers. Failure to abide by this policy may result in disciplinary action.

Employee Files

Policy Number:	200.13	Issue Date:	February 21, 2002	Revision Date:	September 17, 2020
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Original records of employment are considered Henderson Libraries property and consist of an employee's employment application, tax withholding forms, emergency contact information, performance appraisals, benefits information, and other appropriate employment-related documents.

Upon advance request, employees with more than sixty (60) days of continuous employment with Henderson Libraries will be allowed a reasonable opportunity to review their personnel file during regular business hours. Employees should make their request to the HR Department.

Upon termination of employment, Henderson Libraries shall allow an employee to inspect their records of employment within sixty (60) days after the termination and shall, if requested by the former employee within that period, furnish them with a copy of those records. Former employees may be required to pay the actual cost of providing copies. No copies may be furnished to an employee or former employee unless they have been employed with Henderson Libraries for more than sixty (60) days.

At an employee's written request, they may receive copies of performance evaluation records that may support their application for other employment, or involvement in other activities that require documentation of credibility.

The following records will not be made available for inspection by employees: confidential reports from previous employers or investigative agencies; other confidential investigative files concerning the employee; or, information concerning the investigation, arrest, or conviction of the current or former employee for a violation of any law.

Employees who disagree with any of the information contained in their personnel file should notify the HR Department, in writing. If Henderson Libraries agrees with the correction, it will change the information in the employee's file. Employees may also submit a reasonable written explanation in response to any entry in their personnel file, and Henderson Libraries will maintain this explanation as part of the employee's personnel file.

Personal Data Changes

Policy Number: 200.14	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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To better assist employees and/or their families in the event of personal emergencies, Henderson Libraries needs to maintain up-to-date contact information. Maintaining accurate information in our files also is important for recordkeeping, payroll, and benefits related purposes.

Changes in name, address, telephone number, marital status, number of dependents, emergency contact(s), and/or changes to beneficiaries should be given to the HR Department promptly.

Use of Vehicles/Driving

Policy Number: 200.15	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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This policy applies to all employees and relates to driving on Henderson Libraries business, whether using Henderson Libraries-owned or -rented vehicles, employee-owned vehicles, or other personal vehicles the employee may be driving. Note that only employees eighteen (18) years of age and older are eligible to drive on Henderson Libraries business.

Upon hire, an employee must provide a copy of their driver's license. Henderson Libraries will run a Department of Motor Vehicles (DMV) report to verify a good driving record. An employee's personal vehicle may be used to complete Henderson Libraries business; however, a DMV report must be obtained in advance, and reviewed and approved by appropriate management.

A member of management will review all driving infractions. If necessary, management may deem it necessary not to grant permission to the employee to drive on Henderson Libraries business. At a minimum, Henderson Libraries will follow the State of Nevada's demerit point system in place as guidance for driving determination.

Any employee displaying a Driving Under the Influence (DUI) on the DMV report will automatically be disqualified from driving on Henderson Libraries business.

If driving is an essential part of the employee's job, a bad driving record may be grounds for immediate termination during the initial introductory period. If the DUI is obtained after completion of the initial introductory period, this may also result in immediate termination.

Henderson Libraries-owned and -rented vehicles may be used for Henderson Libraries business purposes only. Appropriate disciplinary action up to and including termination may be taken for employees who abuse the use of Henderson Libraries-owned and -rented vehicles.

Henderson Libraries shall maintain in force the appropriate automobile insurance to cover automobile usage approved for Henderson Libraries business.

Telecommuting Policy (Temporary)

Policy Number:	200.16	Issue Date:	May 21, 2020	Revision Date:
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In the event of an emergency or adverse situation, Henderson District Public Libraries, at the discretion of the Executive Director, may allow or require employees to temporarily work from home to ensure business continuity.

Any employees assigned to work from home will be advised of such requirements by their manager. Preparations should be made by employees and managers to allow remote work in emergency circumstances. This includes appropriate equipment needs, such as hardware, software, phone, and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees for emergency telework situations as possible.

For temporary telework arrangements, the employee's manager will initiate a temporary telecommuting agreement during emergency circumstances. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues. A telecommuting agreement will be signed by the employee and his or her manager.

The employee will establish an appropriate work environment within his or her home for work purposes. Henderson Libraries will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space, nor will Henderson Libraries be responsible for ongoing expenses such as costs related to residential insurance or utility costs.

Henderson Libraries will determine the equipment needs for each employee on a case-by-case basis.

The employee will comply with all Henderson Libraries rules, policies, practices, and instructions that would apply if the employee were working at their Henderson Libraries work location.

Consistent with the organization's expectations of information security for employees working at the Henderson Libraries workplace, telecommuting employees will be expected to ensure the protection of proprietary Henderson Libraries and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and Henderson Libraries may require employees to return to regular, on-premises work at any time.

Workplace Conduct

Conduct and Working Environment

Policy Number: 300.1	Issue Date: February 21, 2002	Revision Date: February 21, 2002 December 19, 2002 September 17, 2020
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Henderson District Public Libraries expects all employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of Henderson Libraries.

As a service organization supported primarily by public funds, Henderson Libraries strives to use resources responsibly. Should employees observe wasteful or negligent practices, they are expected to communicate with their supervisors about making improvements. In case there are reasons why this is not possible, employees may report problems to a more senior leader or the Executive Director. Employees may remain anonymous if they wish. Henderson Libraries complies with the regulations concerning whistle blowing as stated by NRS 281.611 et seq, which make illegal any retaliation against reporting employees.

Employment with Henderson Libraries carries with it special obligations and responsibilities. Each citizen has the right, as an individual, to participate in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by law. Because personal views and activities may be interpreted as representative of the institution in which the individual is employed, careful distinction must always be made between: (a) private actions of the employee as an individual and (b) those actions one is authorized to take in the name of Henderson Libraries. The following ethical guidelines, responsibilities, and obligations apply to all Henderson Libraries employees; this list may not be all inclusive of conduct expected of Henderson Libraries employees:

- A special responsibility to maintain the principles of the Library Bill of Rights (see Attachment I).
- To render courteous and professional treatment to the public, as well as to employees of Henderson Libraries.
- To protect the essential confidential relationship that exists between the library user and Henderson Libraries. NRS §239.013 states that any records of a public library that contain the identity of a user and the books, documents, films, recordings, or other property of the library that is used are confidential and not public books or records. Such records may be disclosed only in response to an order issued by a court upon a finding that the disclosure of such records is necessary to protect the public safety or to prosecute a crime.
- To avoid any possibility of personal financial gain at the expense of Henderson Libraries. Accepting rewards, gifts, favors, or other form of remuneration from any source by employees for the performance of their duties is forbidden. This policy does not apply to unsolicited items of nominal value of under \$50, such as cards, mugs, notepads, pens, or the like (see Gifts Policy in this Handbook). Violation of this policy is subject to disciplinary action, up to and including termination.
- To maintain a standard of professional behavior which is complimentary to Henderson Libraries as a social institution, and to refrain from abusing working conditions and benefits.

- To avoid pettiness, gossip, and rumors concerning employees, and to express objectively through appropriate channels any dissatisfaction with a fellow employee's performance or behavior.
- To ensure equality of opportunity and fair judgment of competence in actions dealing with staff appointments, retention, promotions, or any other personnel action.
- To make fair and accurate appraisals of the qualifications of any individual; to report the facts clearly and without prejudice, according to applicable law concerning the disclosure of personal information.
- To report to work on time and to carry out all assignments so that co-workers need not assume added responsibilities, except in times of emergency.
- To acknowledge the importance of work done by employees in all departments; to maintain a sense of loyalty to and cooperation with co-workers and to maintain and respect a team environment.
- To remain informed and seek to improve work knowledge and performance by making oneself aware of new ideas, standards of library service, and methods of job performance through participation in available continuing education programs, on- the-job learning, and other available resources.
- No officer or employee shall use his or her official authority to influence an election or permit the use of Henderson Libraries for the purpose of interfering with an election or affecting the results thereof or for any partisan political purpose. No such officer or employee shall solicit or receive, nor shall any officer or employee be obliged to contribute or render, any service, assistance, subscription, assessment or contribution for any political purpose.
- Employees shall not engage in any employment, activity, or enterprise which has been determined to be inconsistent, incompatible, or in conflict with their duties as employees, or with the duties, functions, or responsibilities of Henderson Libraries.

Additional Standards of Conduct

Policy Number:	300.2	Issue Date:	September 17, 2020	Revision Date:	
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Commission of any one of the following acts will result in disciplinary action up to and including termination:

- Unlawful conduct which adversely affects the employee's relationship to his job, fellow employees, supervisor and/or damages to Henderson Libraries property, interests, reputation or goodwill in the community.
- Insubordination, including but not limited to:
 - Refusing to carry out a reasonable work assignment given by a supervisor or other person in proper authority.
 - Countermanding or neglecting a supervisor's orders.
 - Using abusive, obscene, or unprofessional language to another employee, customer, patron, or guest, or in business situations in general.
 - Fighting, threatening, or striking another person.
- Harassment, including sexual harassment, to another employee, patron, or guest, including, but not limited to:

- Requests for sexual favors.
- Verbal or physical conduct of a sexual nature.
- Creating a hostile work environment.
- Committing an act of violence, except in self-defense.
- Possession or bringing of firearms, weapons, chemicals, or other dangerous substances on Henderson Libraries property.
- Possession or inappropriate use of drugs and/or alcohol on Henderson Libraries property, in a facility, or while on duty.
- Unauthorized possession, removal, or failure to report unauthorized removal of Henderson Libraries property or property of another individual.
- Using office supplies, postage, making personal or long-distance calls or copying without immediately reimbursing Henderson Libraries.
- Making willful, vicious, profane, or maliciously false statements concerning another employee, supervisor, or patron.
- Making false statements or omitting pertinent facts on personnel or other records, or giving false testimony in accident reports, audits, or examinations.
- Conviction of a felony or misdemeanor, which in the opinion of Executive Director and/or Chair of the Board brings disrepute upon Henderson Libraries.
- Excessive absences or tardiness from work.
- Failure to meet expected performance of duties.
- Failure to follow the policies or procedures outlined in this Handbook, Henderson Libraries' job descriptions, or any other manuals or procedures established by Henderson Libraries.
- Violating any safety, health, or security policy, rule, or procedure of Henderson Libraries.
- Committing a fraudulent act or intentional breach of trust under any circumstances.

Corrective Action

Policy Number:	300.3	Issue Date:	February 21, 2002	Revision Date:	September 17, 2020
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Henderson Libraries promotes a cooperative work environment where all employees are responsible for managing their behavior, performance, and conduct. It is Henderson Libraries' philosophy that inappropriate workplace behavior, conduct, and/or performance are addressed with an employee in a manner so that the employee may correct his/her behavior or conduct.

Although Henderson Libraries may terminate the employment of an employee at any time, without following any formal system of discipline or warning, we may exercise discretion to utilize forms of corrective action that are less severe than termination. Examples of less severe forms of corrective action include verbal counseling/warnings, written warnings, reassignment (including demotion), and suspensions with or without pay. Although one or more of these forms of discipline may be taken, no formal order or procedures are necessary. Henderson Libraries reserves the right to determine which type of disciplinary action to issue in response to any type of performance issue or rule violation.

The foregoing standards of conduct are illustrative only and not exhaustive. Management has the right to determine whether other conduct, which is not described in these rules, is not in the best interest of Henderson Libraries or its operations and therefore warrants disciplinary action including termination.

This statement of prohibited conduct does not alter or limit the policy of at-will employment. Either the employee or Henderson Libraries may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

Confidential Nature of Work

Policy Number: 300.4	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Employment with Henderson Libraries may give an employee access to confidential information on Henderson Libraries' patrons, customers, and partners, as well as our business methods. Henderson Libraries would be irreparably injured, and the goodwill of Henderson Libraries would be irreparably damaged, if any employee were to disclose any confidential information regarding Henderson Libraries' patrons, partners, and business methods.

Employees shall not use or disclose, directly or indirectly, any confidential information of Henderson Libraries or any of its patrons or partners, whether in written, verbal, or model form, at any time or in any manner, except as required and authorized by the Executive Director in the course of their employment with Henderson Libraries.

"Confidential information" refers to any information that is not generally known to persons engaged in business similar to that conducted or contemplated by Henderson Libraries or the patrons served and includes, without limitation: Henderson Libraries related information such as documents, films, notes, files, records, oral information, and computer files or similar materials; patron/customer information, lists, financial information, photos and/or all other compilations of information which relate to the service delivery business of the particular individual, and any other proprietary material of the individual, which have not been released by the individual to the general public, including specifically but not exclusively, information which employees prepared, caused to be prepared, or received in connection with their affiliation with Henderson Libraries.

The obligations of this policy are continuing and survive the termination of your employment relationship with Henderson Libraries.

Any employee who violates this policy may be subject to disciplinary action up to and including termination of employment.

Further, employees are hereby notified that under the 2016 Defend Trade Secrets Act (DTSA): (1) no individual will be held criminally or civilly liable under Federal or State trade secret law for the disclosure of a trade secret (as defined in the Economic Espionage Act) that: (A) is made in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and made solely for the purpose of reporting or investigating a suspected violation of law; or, (B) is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal so that it is not made public; and, (2) an individual who pursues a lawsuit for retaliation by an employer for reporting a suspected violation of the law may disclose the trade secret to the attorney of the individual and use the trade secret information in the proceeding, if the individual files any document containing the trade secret under seal, and does not disclose the trade secret, except as permitted by order in that proceeding.

Personal Appearance

Policy Number: 300.5	Issue Date: February 21, 2019	Revision Date: September 17, 2020
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The image Henderson Libraries projects to the public is reflected in the appearance of our employees. Simply stated, employees should arrive at work well-groomed and should be dressed appropriately for their specific duties.

Employees are also expected to use good judgment in their appearance and grooming, keeping in mind the nature of the work, their own safety and the safety of co-workers, and their need to interact with the public. In general, all clothing must be clean, neat, in good repair, and of an appropriate quality.

Henderson Libraries has established the following dress code for all employees:

- Gym attire and sweatpants are not permitted.
- Slogans or advertising on clothing that by their controversial nature contradicts the mission or ethics of Henderson Libraries are not permitted.
- Crop tops, strapless tops, low-cut clothing, or tops and outfits that provide minimum coverage are not permitted.
- Clothing must allow for flexibility and coverage when stooping, reaching, or bending.
- Torn or dirty clothing is not permitted (even if presented as a deliberate fashion statement).
- Undergarments must be concealed.
- Flip-flops are not permitted. Shoes should have a solid, well-constructed sole.
- Specialized clothing or costumes that are part of a Henderson Libraries program or event are permitted, but employees should observe dress code guidelines apart from this activity.

Managers are expected to inform their employees when they are violating the dress code policy. Warnings may be given when the offense is easily corrected (e.g., removal of non-essential clothing) or somewhat borderline, at the discretion of the manager.

Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. If a nonexempt employee is sent home to correct the violation, they are required to clock out during that time. For first offenses, the employee may make up the work time or take leave, as approved by their manager. For second offenses, the employee may not make up the work time, but may take leave.

Repeated violations or violations that have major repercussions may result in disciplinary action being taken, up to and including termination.

Nothing in this policy is intended to prevent employees from wearing a hair or facial hair style that is consistent with their cultural, ethnic, or racial heritage or identity. This policy will be interpreted to comply with applicable local, state or federal law.

Religious, Medical, and Disability Accommodations

Henderson Libraries will reasonably accommodate exceptions to this policy if required due to an employee's religious beliefs, medical condition, or disability. Employees who need such an accommodation should contact their supervisor or the Executive Director.

Attendance and Punctuality

Policy Number: 300.6	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Employees are expected to be regular in attendance and to be punctual. If employees are absent, their work generally must be performed by others or go undone. To limit problems caused by employees' unapproved absences, we have adopted the following policy.

Employees are expected to report to work as scheduled, be on time, and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal or break periods, or when required to leave on authorized Henderson Libraries business or other authorized reason. Unapproved late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

If an employee is unable to report for work on any particular day, they must call their supervisor at least one (1) hour in advance of the time the employee is scheduled to begin working for that day (unless it is impossible to do so, in which case the employee must call as soon as possible thereafter).

Employees who need to leave early must notify their supervisor as soon as they learn that they will not be able to complete their scheduled shift. Henderson Libraries may inquire about the general reason for an absence, tardiness, or early departure. Unless extenuating circumstances exist, employees must call in on each and every scheduled day on which they will not report to work, unless they are on an approved leave of absence.

Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment, unless the absence or tardiness is excused or approved. The following are examples of types of time off that will not be considered grounds for disciplinary action under this policy:

- Time off that was previously approved;
- Approved state and federal leaves of absence, including but not limited to jury duty leave, military leave, and time off or leave specifically approved by Henderson Libraries as a disability accommodation; and/or
- Time off due to a work-related injury that is covered by workers' compensation.

Each situation of absenteeism, tardiness, or early departure will be evaluated on a case-by-case basis. Even one unexcused absence or tardiness may be considered excessive, depending upon the circumstances. However, Henderson Libraries will not subject employees to disciplinary action or retaliation for an absence, tardiness, or early departure for which discipline may not be imposed under applicable law.

If the employee believes that their absence, tardiness, or early departure is (or should be) excused pursuant to applicable law, the employee should notify their manager of this fact as soon as possible, but no later than at the time of the absence, tardiness, or early departure. If an employee believes they have been mistakenly subject to disciplinary action for an absence, tardiness, or early departure that the employee believes is or should be excused/approved, the employee should promptly discuss the matter with their supervisor or the HR Department. Henderson Libraries will investigate the situation and any errors will be corrected.

Employees who fail to report for work without any notification to their supervisor and whose absence continues for a period of three (3) days (No Call / No Show) will be considered to have abandoned and voluntarily terminated their employment, absent extraordinary circumstances.

Personal Calls

Policy Number: 300.7	Issue Date: September 17, 2020	Revision Date:
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While employees are at work, they are expected to perform their job duties and responsibilities. Personal calls should be made primarily outside of working time on the employee's personal device.

Henderson Libraries may monitor the frequency and duration of an employee's usage of its telephones. In the event it is necessary to make a personal long-distance call using a Henderson Libraries phone, employees may be asked to reimburse Henderson Libraries for the cost, when applicable. Abuse of Henderson Libraries' telephones and/or long-distance service may result in discipline, up to and including termination of employment.

Contact With the Media

Policy Number: 300.8	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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We recognize that as a member of the community, requests may come into Henderson Libraries from the media. To ensure that Henderson Libraries communicates with the media in a consistent, timely, and professional manner about matters related to Henderson Libraries, you should notify the Executive Director that you have been contacted by the media whenever you are asked to speak on behalf of Henderson Libraries so that Henderson Libraries knows that a media inquiry has been made. Only designated individuals, as approved by the Executive Director, are permitted to speak on behalf of Henderson Libraries to the media.

Employees may not respond to media inquiries on Henderson Libraries' behalf without authorization. This rule does not prevent you from speaking with the media, but you should not attempt to speak on behalf of Henderson Libraries unless you have specifically been authorized to do so by the Executive Director.

Conflicts of Interest

Policy Number: 300.9	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, all employees must conduct themselves in such a way as to avoid actual or potential conflicts of interest. The following are examples of prohibited conflicts of interest in any aspect of their jobs:

- Requesting or accepting payment, gifts, favors, or any other item of significant value from a patron, guest, or vendor. This policy does not apply to unsolicited items of nominal value of under \$50, such as cards, mugs, notepads, pens, or the like (see Gifts Policy in this Handbook). Should an employee have even the slightest doubt of the propriety of accepting payment, gifts, or favors, they should discuss the matter with their immediate supervisor;

- Maintenance of an interest by an employee or a relative of an employee in a business with which Henderson Libraries is about to deal. It is incumbent upon the employee to disclose such an interest to their immediate supervisor so that Henderson Libraries' business decision can be made by someone who clearly has no self-interest in the matter;
- Maintenance by an employee or a member of their family of an ownership interest, directly or indirectly, with any vendor which supplies goods or services to Henderson Libraries;
- Conducting outside activities that materially detract from or interfere with the full and timely performance of an employee's job duties for Henderson Libraries;
- Influencing commercial transactions involving purchases, contracts, or leases in a way that would have a negative impact on Henderson Libraries or its business.

If an employee finds that they have, or are considering the assumption of, a financial interest or outside employment relationship that might involve a conflict of interest, or if the employee is in doubt concerning the proper application of this policy, they should promptly discuss the matter with the Executive Director and refrain from exercising responsibility on Henderson Libraries' behalf in any manner that might reasonably be considered to be affected by any adverse interest.

Failure to disclose the fact of a conflict or potential conflict may constitute grounds for disciplinary action.

This policy in no way prohibits employee affiliations or activities that are protected under applicable state and federal laws, including but not limited to any activity that is protected under Section 7 of the National Labor Relations Act, which includes the right of employees to organize collectively and to speak with others about their terms and conditions of employment.

Outside Employment

Policy Number: 300.10	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries respects each employee's right to engage in activities outside of employment such as those that are of a personal or private nature, to the extent that such activities do not create a conflict of interest as described in the Conflicts of Interest policy set forth in this Handbook or adversely affect the employee's ability to perform their job. Under certain circumstances, however, if an employee's personal conduct adversely affects their performance on the job or makes it impossible for them to carry out any or all of their job duties while at work, appropriate disciplinary action up to and including termination of employment may be appropriate.

An example of an activity that might adversely affect an employee's ability to perform their job duties is outside employment. While Henderson Libraries does not prohibit employees from holding other jobs, the following types of outside employment are generally prohibited (to the extent allowed under applicable law):

- Employment that conflicts with the employee's work schedule, duties, and responsibilities or creates an actual conflict of interest;
- Employment that impairs or has a detrimental effect on the employee's work performance with Henderson Libraries; and,

- Employment that requires employees to conduct work or related activities during working times or using any of Henderson Libraries' tools, materials, or equipment

For the purposes of this policy, self-employment is considered outside employment.

Henderson Libraries will not assume any responsibility for employees' outside employment.

Specifically, Henderson Libraries will not provide workers' compensation coverage or any other benefit for injuries occurring from, or arising out of, such outside employment.

Non-Solicitation/Distribution of Literature

Policy Number: 300.11	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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We recognize that employees may have interests in events and organizations outside the workplace. However, to avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time an employee is engaged, or should be engaged, in performing their work tasks for Henderson Libraries.

Prohibited solicitation includes, but is not limited to:

- Asking for funds or donations;
- Offering goods for sale for a charitable or commercial purpose;
- Buying or selling chances;
- Buying or selling merchandise;
- Selling tickets or subscriptions; and,
- Soliciting contributions or memberships.

Henderson Libraries bulletin boards maintained by Henderson Libraries that are intended for employees are to be used only for posting or distributing material of the following nature: required employment law posters and flyers, notices containing matters directly concerning Henderson Libraries business, and Henderson Libraries business announcements which are equally applicable and of interest to all employees.

All posted material must have authorization from the Executive Director or designee. All employees are expected to check the employee bulletin board periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the employee bulletin board without authorization.

Exemptions from this policy may be granted on a limited basis, for example charitable purposes, at the discretion of the Executive Director.

Social Media Policy

Policy Number: 300.12	Issue Date: September 17, 2020	Revision Date:
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This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of Henderson Libraries as well as personal use of social media when referencing Henderson Libraries as the employee's workplace.

- Employees need to know and adhere to the Henderson Libraries Employee Handbook and other Henderson Libraries policies when using social media in reference to Henderson Libraries.
- Employees should ask themselves, "Would this public expression impair my ability to work with my colleagues or customers on a professional basis? Would this upset or violate any confidences of a colleague or customer? Would this make anyone uncomfortable? Could this post damage the reputation of Henderson Libraries or even myself?"
- Employees should be aware of the effect their actions may have on their images, as well as Henderson Libraries' image. The information that employees post or publish will be public information forever.
- Employees may never speak on behalf of Henderson Libraries on their social media pages.
- Employees should be aware that Henderson Libraries may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is inappropriate or harmful to Henderson Libraries, its employees, its volunteers, its sponsors or patrons.
- Employees may not post pictures of patrons/customers, patron/customer information, or employees of Henderson Libraries on their personal social media pages.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish, post, or release any information that is considered confidential or not public including any partners, policies, procedures, suppliers, patrons, or grantors of Henderson Libraries. If there are questions about what is considered confidential, employees should check with their supervisor or the Executive Director. Any violation of patron confidentiality may be grounds for immediate termination of employment.
- Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Executive Director.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor and the Executive Director.
- Social media use shouldn't interfere with an employee's responsibilities at Henderson Libraries. Henderson Libraries' computer systems are to be used for business purposes only. When using Henderson Libraries' computer systems, use of social media for business purposes is allowed (e.g., Facebook, Twitter, Henderson Libraries' blogs and LinkedIn, etc.), but personal use of social media networks or personal blogging of online content is prohibited and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates any Henderson Libraries policy may subject an employee to disciplinary action or termination.
- It is required that employees keep Henderson Libraries-related social media accounts separate from personal accounts.

Failure to follow this policy may result in disciplinary action up to and including termination of employment.

Employee Photos, Videos, and Likeness

Policy Number:	300.13	Issue Date:	September 17, 2020	Revision Date:	
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Employees of Henderson Libraries consent to having their image captured and used for the purposes of promoting Henderson Libraries in marketing materials and channels, social media, overviews of procedures, and any other purpose permitted by law as determined solely by Henderson Libraries. This consent does not end when an employee separates employment from Henderson Libraries, and Henderson Libraries is under no obligation to remove any photos, video, posts, etc. after an employee's separation of employment.

Pay and Performance Practices

Compensation Philosophy

Policy Number:	400.1	Issue Date:	September 17, 2020	Revision Date:	
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It is Henderson Libraries' goal to provide you with fair and equitable compensation for the role you perform. We review internal and external salary data to ensure our employees are paid based on their position and contribution to Henderson Libraries. Some of the factors affecting your pay include your job responsibilities, the needs and resources of Henderson Libraries, market standards, and your overall performance and behaviors.

Your best resource for information on specific pay practices is your supervisor, and we encourage you to consult them with any questions you may have.

Performance Evaluations and Salary Reviews

Policy Number:	400.2	Issue Date:	February 21, 2002	Revision Date:	September 17, 2020
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Henderson Libraries generally conducts semi-annual coaching sessions and an annual performance evaluation for all employees, but supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Employees completing their initial introductory period also typically participate in performance evaluations during that period.

The evaluation process is designed to be collaborative and constructive, with several key purposes:

- To ensure employees are familiar with the scope of their role and responsibilities;
- To constructively assist employees in the performance of their duties;
- To identify future goals for development;
- To provide specific feedback on employee performance; and,
- To rate employee performance for any potential wage or salary increases, per funding availability

The employee's immediate supervisor prepares the evaluation with input from the employee. Annual performance evaluations generally occur around the employee's work anniversary date. At this time,

an employee may become eligible for consideration of a salary review (note that the semi-annual coaching sessions do not result in salary reviews).

A positive performance review does not guarantee a salary increase (“merit increase”) or a promotion, as there is no assurance that increases will be included in the annual budget. These decisions are made at the discretion of Henderson Libraries and depend on a number of factors including, but not limited to, current library salary standards, changes in the cost of living, salaries of comparable local positions, industry averages, and the Henderson Libraries operational budget.

The Executive Director will make salary recommendations on new employees and those employees eligible for increases. The Board will determine the salary of the Executive Director.

In addition to any annual merit increases awarded, and pending inclusion in the budget, Henderson Libraries provides an annual Cost-of-Living Adjustment (COLA) to eligible employees on or around July 1, the start of our fiscal year. The purpose of the COLA is to compensate employees for annual inflation that raises basic expenses.

Compensation for Work Out of Designated Classification

Policy Number: 400.3	Issue Date: February 23, 2006	Revision Date: August 21, 2008 July 18, 2013 September 17, 2020
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An employee required by their supervisor to temporarily assume the responsibilities of an established position of a higher designated classification, which has been vacant for a period of three (3) months or greater, will be compensated for working out of their designated classification. This vacancy period may be reduced at the discretion of the Executive Director or their designee. An employee shall be compensated once an official acting assignment is made, and upon assignment notification, compensation shall begin from that date forward as follows:

- If the assignment is for completion of more than sixty (60) percent of the responsible duties, per the position description and in the sole discretion of the Executive Director, the employee shall receive adjusted compensation based on the pay grade of the higher classification, on a temporary basis until said position has been filled by a regular employee or the duties are reassigned.
- No increase in salary will be received by the employee if the work out of designated classification is below the employee’s current designated classification. Temporary assignments to an established position in a lower classification shall be compensated to the employee at their regular rate of pay based on the classification occupied prior to the temporary assignment.
- This section shall not apply to employees working in an approved and formal mentoring program under which they receive direct training and supervision.
- Employees shall only be eligible for out of designated classification compensation if their supervisor makes a request in writing; it is then approved by the Executive Director, and then the request for additional pay is forwarded to the Finance Department.
- Employees who are temporarily assigned to a position of higher designated classification, at a salary range higher than their own, shall be paid at least a one-step increase from their current pay grade for all hours worked in the higher position.

- An employee who does not successfully perform the temporary responsibilities of the position of the higher classification may return to their regular position at the same grade and rate of pay prior to assuming responsibilities of the higher position.

Time Limitation

Employees shall not work out of designated classification in an established position for an assignment exceeding six (6) consecutive months.

Payment of Wages

Policy Number: 400.4	Issue Date: February 21, 2002	Revision Date: February 18, 2010 September 17, 2020
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Employees will be paid bi-weekly, typically on Thursdays. Each pay period covers the previous two (2) weeks of work. The normal workweek will begin each Sunday and end at midnight on the following Saturday. If the regular payday falls on a holiday, employees will be paid on the last regular workday before the holiday.

Nonexempt employees are paid for the actual number of hours worked during the pay period and exempt employees are paid a fixed salary amount each pay period.

It is Henderson Libraries policy that paychecks will only be given to the employee personally. Other arrangement for mailing or pick-up must be made in advance and in writing to the Executive Director or their designee.

Henderson Libraries also makes available a direct deposit of funds. To activate direct deposit, a Deposit Authorization form needs to be completed, with a voided personal check attached. Due to banking requirements, this process may take several weeks for activation.

If a paycheck is lost or stolen, Henderson Libraries' Chief Financial Officer should be notified in writing as soon as possible before a replacement check can be issued.

Except for extreme emergencies, no salary advances will be made.

Paycheck Deductions

Policy Number: 400.5	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Employees of Henderson Libraries may elect to have payroll deductions for charitable contributions, additional insurance, staff association dues, and tax deferred or annuity plans. Employees should contact the HR Department for additional details and appropriate forms.

A statement of earnings is provided each pay period to employees indicating gross pay, statutory deductions, and voluntary deductions. The number of exemptions claimed on the Form W-4, Employee's Withholding Allowance Certificate, affects the amount of Federal withholding. If an employee's marital status changes, or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the HR Department.

Other payroll deductions may include garnishment through court-ordered legal proceedings, if applicable.

The amount of all deductions will be listed on the employee's pay stub.

Overtime

Policy Number: 400.6	Issue Date: February 21, 2002	Revision Date: March 16, 2006 September 17, 2020
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Because of the nature of our work, nonexempt employees may be asked to work overtime on weekends, holidays, or additional hours during the regular workweek. Nonexempt employees are expected to comply with management requests for overtime. Exempt employees are expected to perform all necessary work, and are not eligible for overtime pay.

Overtime compensation is paid to nonexempt employees in accordance with federal and state laws at one and one-half (1.5) times the employee's straight time rate for all hours worked in excess of forty (40) hours per week. Any nonexempt employee whose regular pay rate is less than one and one-half (1.5) times the Nevada minimum wage rate will receive overtime pay for time worked over eight (8) hours in a calendar day.

All overtime to be worked will require prior written approval from the Branch Manager, the District-Wide Department Heads, the CFO, the Assistant Director, or the Executive Director. No authorization of overtime shall be made without consulting Henderson Libraries' personnel budget.

Overtime may not be earned in conjunction with another type of leave within the same work week.

Employees who work overtime without first obtaining approval will be subject to corrective action, up to and including termination.

Time Off and Leaves of Absence

Henderson Libraries recognizes that employees benefit from time away from work for a variety of reasons—all of which contribute towards a positive work-life balance for our employees. Therefore, we provide time off—both paid and unpaid—to eligible employees for the following situations:

- Holidays;
- Paid Time Off (PTO);
- Family and Medical Leave;
- Military Leave;
- Jury Duty and Witness Service Leave;
- Voting Leave;
- Bereavement Leave;
- Administrative Leave;
- Personal Leave;
- Catastrophic Leave;
- Blood Donor Leave;
- Leave for School-Related Activities; and,
- Domestic Violence Leave

Holidays

Policy Number: 500.1	Issue Date: February 21, 2002	Revision Date: April 15, 2004 February 21, 2008 September 17, 2020
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Upon hire, all full-time employees of Henderson Libraries are eligible for eleven (11) paid holidays, as follows:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Nevada Day
- Veterans' Day
- Thanksgiving Day
- Family Day (day after Thanksgiving Day)
- Christmas Day
- Any day that may be appointed by the President of the United States as a day of public fast, thanksgiving, or as a legal holiday except for any Presidential appointment of the fourth Monday in October as Veterans' Day

When a holiday falls on a *nonexempt* employee's regularly scheduled day off, the employee shall be given another day off during the same workweek. If the employee is *exempt*, they shall be given another day off during the same pay period.

All employees who call in sick on the day immediately preceding or following a paid holiday may be required to have a written doctor's excuse in order to be paid for the holiday.

Due to Henderson Libraries' six-day-a-week operational schedule, the following exceptions have been made:

- Henderson Libraries will close at 5:00 p.m. on October 31 and the Wednesday preceding Thanksgiving. Employees will be scheduled to work their full complement of hours scheduled for that workweek on the other days of that week.
- Henderson Libraries will close at 1:00 p.m. on Christmas Eve and New Year's Eve. Full-time employees will receive three (3) hours' regular pay in observance of the early closures. Employees who take Paid Time Off (PTO) on those days should request leave with the reduced workday in consideration.
- When a holiday occurs on a Saturday, Henderson Libraries will be closed on that day, but it will not be a paid holiday. Employees will be scheduled to work their full complement of hours scheduled for that workweek on the other days of that week. The legal paid holiday will be observed on the preceding Friday if the holiday is on a Saturday or the following Monday if the holiday is on a Sunday.

For employees who belong to religious groups which have special observances on days other than the legal holidays indicated above, the Executive Director or designee may, upon request, allow the employee's schedule to be arranged to permit the individual to be absent for the day of observance.

Paid Time Off (PTO)

Policy Number: 500.2	Issue Date: May 21, 2020	Revision Date: September 17, 2020
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Paid time off (PTO) is provided to full-time employees for the purpose of vacation, absences due to an employee's or a family member's illness or injury, bereavement (see Bereavement Leave policy) or for other personal needs.

PTO Accruals

Employees hired prior to July 1, 2020 will receive the following annual allocation of PTO:

Years of Continuous Service	PTO Accrual
Less than five (5)	264 hours (33 days) per year ⁽¹⁾
Five (5) but less than ten (10)	288 hours (36 days) per year ⁽¹⁾
Ten (10) and more	348 hours (43.5 days) per year ⁽¹⁾

⁽¹⁾ Or a fraction thereof, computed on the basis of the number of hours worked.

Employees hired on or after July 1, 2020 will receive the following annual allocation of PTO:

Years of Continuous Service	PTO Accrual
Less than five (5)	168 hours (21 days) per year ⁽¹⁾
Five (5) but less than ten (10)	192 hours (24 days) per year ⁽¹⁾
Ten (10) and more	240 hours (30 days) per year ⁽¹⁾

⁽¹⁾ Or a fraction thereof, computed on the basis of the number of hours worked.

Scheduled PTO

Scheduled PTO must be arranged in advance. Scheduled PTO may be used for any reason, including vacation time, to allow employees to rest, relax, and pursue special interests, for religious holidays or cultural days of significance to the employee, medical reasons, or legal or other personal business appointments that cannot be scheduled outside of normal business hours. Planned absences approved by the employee's supervisor in advance of the first day of leave shall be considered Scheduled PTO.

A supervisor (or designee) may deny an employee's request for Scheduled PTO dependent upon the department's operational needs. Additional Scheduled PTO procedures shall be governed by each department, and may vary by department.

Scheduled PTO shall include approved absences covered under the Family and Medical Leave Act (FMLA) or other approved leave as described in this policy and shall not be counted as an absence incident for purposes of potential corrective action.

Unscheduled PTO

Unscheduled PTO is an absence not approved by the employee's supervisor (or designee) prior to the beginning of the leave, or as defined by the department. For example, an employee may need to use Unscheduled PTO when the employee suddenly and unexpectedly becomes ill or is responsible for caring for a suddenly or unexpectedly ill immediate family member, or for other unforeseen reasons that do not allow for the employee to schedule the leave in advance. For purposes of Unscheduled PTO, an immediate family member includes a spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.

Henderson Libraries may request the employee provided a statement from their healthcare provider at any time concerning the justification for an unscheduled absence period lasting more than three (3) consecutive days. Additional procedures regarding Unscheduled PTO shall be governed by each department, and may vary by department. Excessive use of Unscheduled PTO may result in disciplinary action, up to and including termination.

The supervisor may request, with the Executive Director's (or designee's) approval, that an employee be placed on Unscheduled PTO if, due to a known or suspected illness, the employee is not performing at the level required, or the illness is such that it appears to be contagious for other employees.

PTO Payouts Upon Separation of Employment

Upon non-disciplinary (i.e., not for-cause) separations of employment, employees who have completed their initial introductory period, and employees who do not resign while on leave pending an investigation that may result in disciplinary action, may receive payment of accrued and unused PTO subject to the following:

- Employees hired prior to July 1, 2020 will receive up to a maximum of 720 accrued and unused PTO hours.
- Employees hired on or after July 1, 2020 will receive up to a maximum of 500 accrued and unused PTO hours.

PTO payouts will be based on the employee's regular rate of pay on the last day worked prior to separation.

Forfeiture of PTO

Any employee willfully abusing their PTO privileges shall forfeit any PTO leave for a period of six (6) months thereafter and will be subject to disciplinary action up to and including termination.

Any employee who is terminated from employment due to job abandonment will not be eligible to receive payment for their accrued and unused PTO hours. An employee will be deemed to have abandoned their job if the employee fails to directly notify their supervisor of an absence from work for three (3) consecutive workdays. Job abandonment shall also occur when an employee fails to return to work for three (3) consecutive days after the employee's approved leave has expired without directly notifying their supervisor of the continuing absence and without satisfactory explanation. Before Henderson Libraries makes a determination that the employee has abandoned their job, Henderson Libraries shall attempt to contact the employee on two (2) separate days using either the employee's last known home telephone number, cell phone number, or email address provided to Henderson Libraries by the employee. If the attempts to reach the employee are unsuccessful, Henderson Libraries can conclude that the employee has abandoned their job, and the employee shall be immediately separated as a disciplinary termination.

Sick Leave (Legacy Policy Only)

Policy Number: 500.3	Issue Date: May 21, 2020	Revision Date: September 17, 2020
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This policy applies only to employees hired prior to July 1, 2020. Employees no longer accrue Sick Leave as of June 27, 2020. The final Sick Leave accrual was for the pay period ending June 27, 2020 and credited on June 28, 2020. Eligible employees may use accrued and unused hours in their Sick Leave Bank for qualifying Sick Leave absences as defined in this policy.

A qualifying Sick Leave absence is defined as an absence of more than three (3) consecutive workdays for personal illness, an immediate family member's illness, or to care for a newborn child. The use of the Sick Leave Bank begins on the fourth (4th) day of a qualifying Sick Leave absence; days one (1) through three (3) will count as PTO. A statement from the employee's health care provider is required for Sick Leave absences. For purposes of Sick Leave, an immediate family member includes a spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.

A qualifying Sick Leave absence may be approved as a reasonable accommodation under the Americans with Disabilities Act and ADAAA Policy in this Handbook. When a personal illness, family illness, care of a newborn child, or any other absence qualifies under the provisions of the FMLA, the employee should follow the procedures established in the Family and Medical Leave Act Policy in this Handbook.

It is the employee's responsibility to apply for any disability benefits for which they may be eligible as a result of illness or disability, including workers' compensation insurance and/or any other disability insurance benefits. Employees' Sick Leave benefits will be fully integrated with other benefits available to the employee such that at no time will an employee be paid more than their regular compensation.

Sick Leave Payout

Upon non-disciplinary (i.e., not for-cause) separations of employment, unused Sick Leave Bank balances will be added to the employee's accrued and unused PTO hours for payout purposes. The

combined Sick Leave & PTO hours will be subject to the maximums as stated in the Paid Time Off (PTO) Policy in this Handbook.

Leave Under the Family and Medical Leave Act

Policy Number: 500.4	Issue Date: February 21, 2002	Revision Date: May 16, 2002 May 21, 2020
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General Provisions

It is the policy of Henderson Libraries to grant up to twelve (12) weeks of unpaid family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). This policy provides up to twelve (12) weeks of unpaid family leave to employees to provide care for (1) a newborn child, a newly adopted child, or newly placed foster child; (2) an employee's parent, spouse or child who has a serious health condition; or (3) for an employee who is unable to work due to a serious health condition, while not jeopardizing their job or benefits continuation. The leave can be continuous, or in some cases, on a reduced schedule or intermittent basis.

Eligibility

Employees who have been continuously employed by Henderson Libraries for a total of twelve (12) months and have worked for Henderson Libraries for at least 1,250 hours in the twelve (12) months prior to the request for the leave are eligible for family and medical leave.

Type of the Leave Covered

In order to qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) the birth of a child and in order to care for that child;
- 2) the placement of a child for adoption or foster care, and to care for the newly placed child;
- 3) to care for employee's spouse, child, or parent with a serious health condition;
- 4) or the serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition which requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition, which, if left untreated, would result in a period of incapacity of more than three (3) days, would be considered a serious health condition.

Employees with questions about what illnesses are covered under this FMLA policy or under Henderson Libraries' PTO policy are encouraged to consult with their supervisor.

As appropriate, employees will be required to have their health care provider complete the FMLA Certification of Health Care Provider for the employee or that of a qualifying family member.

If an employee takes paid PTO or Sick Leave (legacy policy for eligible employees only) for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, Henderson Libraries may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

An eligible employee can take up to twelve (12) weeks of leave under this policy during any 12-month period. Henderson Libraries will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, Henderson Libraries will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If both spouses work for Henderson Libraries, and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of twelve (12) weeks of leave.

Employee Status & Benefits During Leave

While an employee is on leave, Henderson Libraries will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Under current Henderson Libraries policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the first day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave. The employee will receive fifteen (15) days' notification prior to their loss of coverage.

If the employee contributes to a life insurance or disability plan, Henderson Libraries will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits, and pay their portion of the premiums; or Henderson Libraries may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, Henderson Libraries may discontinue coverage during the leave. If Henderson Libraries maintains coverage, it may recover the costs incurred for paying the employee's share of any premiums whether or not the employee returns to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Henderson Libraries will require the employee to reimburse Henderson Libraries the amount it paid for the employee's health insurance premium during the leave period.

Holiday pay will be paid only when the employee is on paid FMLA leave.

PTO leave will accrue during paid FMLA leave.

Employee Status After Leave

An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms provided the employee can perform the essential functions of the position. Family and medical leave can be terminated, along with benefits and right to job restoration, if the employment would have been terminated notwithstanding family and medical leave, e.g., lay-offs, or if it is the employee's express intent not to return from family and medical leave.

Use of Paid and Unpaid Leave

Employees should use all accrued and unused leave before going on a leave without pay status. Henderson Libraries will notify the employee within two (2) business days in writing or orally (to be confirmed in writing by no later than the employee's next regular payday), whether or not the leave will be designated as FMLA leave.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks over a 12-month period.

For the birth, adoption, or foster care of a child, Henderson Libraries and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one (1) year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with Henderson Libraries before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. Henderson Libraries requires certification of the medical necessity.

Certification of the Serious Health Condition

Henderson Libraries shall request certification of the serious health condition. The employee should try to respond to such a request within fifteen (15) days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification should be provided by using the Certification of Health Care Provider Form.

Certification of the serious health condition shall include: the date when the condition began, its expected duration, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a family member who is seriously ill, the certification must

include a statement that the patient, the family member, requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.

Henderson Libraries has the right to ask for a second opinion if it has reason to doubt the certification. Henderson Libraries will pay for the employee to get a certification from a second doctor, which Henderson Libraries will select. If necessary to resolve a conflict between the original certification and the second opinion, Henderson Libraries will require the opinion of a third doctor. Henderson Libraries and the employee will mutually select the third doctor, and Henderson Libraries will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion. Prior to returning to work from a leave due to the employee's own health condition, employees MUST submit to their supervisor documentation from a health care provider of their ability to return to work and any work limitations placed upon them.

Procedure for Requesting Leave

All employees requesting leave under this policy must provide verbal notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the HR Department. If the leave is foreseeable, the immediate supervisor should require the employee to provide a written request for leave and reasons(s) with a copy to the Assistant Library Director. Failure of the employee to provide a written request for leave cannot be grounds to deny or delay the taking of FMLA leave.

Henderson Libraries will provide individual notice of rights and obligations to each employee requesting leave within two (2) business days or as soon as practicable. For employees on intermittent or recurring leave for the same incident this notice will be provided every six (6) months. Appropriate FMLA posters will be posted on the internal Henderson Libraries bulletin board.

When an employee plans to take leave under this policy, the employee must give Henderson Libraries thirty (30) days' notice. If it is not possible to give thirty (30) days' notice, the employee must give as much notice as is practicable. An employee who is to undergo planned medical treatment is required to make a reasonable effort to schedule the treatment in order to minimize disruptions to Henderson Libraries' operations.

If an employee fails to provide thirty (30) days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be delayed until at least thirty (30) days from the date Henderson Libraries receives notice. While on leave, employees are requested to report periodically to Henderson Libraries regarding the status of the medical condition, and their intent to return to work.

Misrepresentation of Reasons for Family/Medical Leave

An employee who intentionally misrepresents the reasons they are requesting leave shall be subject to disciplinary action, up to and including termination.

Military Leave

Policy Number: 500.5	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Federal law provides employees with the right to take leave in order to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA.

If an employee plans to request leave based on military service, they should contact the HR Department for information on any additional rights or requirements, if applicable, under state law.

Eligibility for Leave

Henderson Libraries provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

In addition to the military leave rights set forth above, Nevada employees who are members of the Nevada National Guard or the National Guard of any other state may take unpaid military leave to participate in active duty or field training or is called to active National Guard duty.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five (5) years during employment, except in certain, defined circumstances.

Notice of Leave

Employees should submit a written request for leave and documentation verifying eligibility for leave to Henderson Libraries as soon as they become aware of the need for leave under this policy.

Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable, or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor with as much advance notice as possible of any anticipated leave of absence for military service.

Compensation and Benefits During Leave

Accrued, unused PTO will be paid during military leave at the employee's request. After thirty (30) days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to twenty-four (24) months or during the remaining period of service, whichever is shorter.

Reinstatement

In order to be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed their service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than thirty-one (31) days must report to back to work at the beginning of the first full, regularly scheduled workday following completion of service, after allowing for a period of safe travel home and eight (8) hours of rest.

Employees whose military service will be for more than thirty (30) days, but fewer than 181 days, must apply for re-employment within fourteen (14) days after completing service.

Employees whose service is greater than 180 days must apply for re-employment within ninety (90) days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, Henderson Libraries will provide training to assist the employee in the transition back to the workforce.

PTO benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued PTO benefits the employee had at the time the military leave began minus any PTO benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue PTO benefits at the rate they would have attained if no military leave had been taken.

Jury Duty and Witness Service Leave

Policy Number: 500.6	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries encourages all employees to fulfill their civic responsibilities and to respond to summonses or subpoenas for jury service or to appear as a witness in a judicial or administrative proceeding, attend court for prospective jury service, serve as a juror, or appear as a witness or potential witness in a judicial or administrative proceeding. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

Upon receipt of the notice to serve jury duty, employees should immediately notify their supervisor, and in no case less than three (3) days before their appearance is required.

Verification of having served as a juror or witness may be required.

Employees who are summoned to appear for jury duty will not be required to work within the eight (8) hours prior to the time jury duty is scheduled to begin. On any day in which the employee's jury service lasts four (4) or more hours, including time traveling to and from court, employees will not be required to work between 5:00 p.m. on that day and 3:00 a.m. the following day.

Time spent engaged in attending court for prospective jury service or serving as a juror will be paid at the employee's regular wage, and the employee may also collect their jury duty pay. Time spent appearing as a witness or potential witness (unrelated to employment at Henderson Libraries) in a judicial or administrative proceeding is not compensable. Exempt employees will not incur any reduction in pay for a partial week's absence due to jury or witness duty. Employees will not be asked or required to use PTO or sick leave for jury duty.

Voting Leave

Policy Number: 500.7	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries encourages all employees to fulfill their civic responsibilities and to vote in official public elections. Generally, working hours are such that an employee will have ample time to cast a vote before or after the work shift. If employees do not have sufficient time to vote, however, that employee should discuss the matter with a supervisor at least two (2) working days in advance of the election. Sufficient time off to vote is defined based on distance between the workplace and the employee's designated polling place. If the polling place is two (2) miles or less from the workplace, the employee is entitled to one (1) hour of leave to vote. If the polling place is more than two (2) miles, but less than ten (10) miles from the workplace, the employee is entitled to two (2) hours of leave to vote. If the polling place is more than ten (10) miles from the workplace, the employee is entitled to three (3) hours of leave to vote.

Henderson Libraries will not make deductions from employees' salary or wages or otherwise penalize employees for taking leave in accordance with this policy.

Proof of having voted may be required.

Henderson Libraries will comply with all applicable state and municipal voting time laws.

Bereavement Leave

Policy Number: 500.8	Issue Date: May 21, 2020	Revision Date:
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This policy applies to full-time employees only, who may use PTO for bereavement purposes based on the following schedule:

- Employees are permitted up to five (5) consecutive days off from regularly scheduled duty in the event of the death of the employee's spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.
- Employees are permitted one (1) day off from regular scheduled duty in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, niece, nephew, grandparent, grandchild, or spouse's grandparent.
- Employees are permitted up to four (4) hours of bereavement leave to attend the funeral of a fellow employee or retiree of Henderson Libraries, provided such absence from duty will not interfere with normal operations of Henderson Libraries.

Additional leave may be granted in extraordinary circumstances in which the Executive Director or designee believes such leave will have a beneficial effect on an employee's morale and welfare. The employee's supervisor should request this situation in writing for approval by the Executive Director or designee.

Administrative Leave

Policy Number: 500.9	Issue Date: February 21, 2002	Revision Date: June 20, 2002 January 23, 2003 March 24, 2005 February 18, 2010 May 20, 2010 June 20, 2013 November 17, 2016 May 21, 2020
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Administrative leave is absence from the workplace with pay. The Executive Director or designee has the authority to grant administrative leave to full-time eligible employees for purposes such as travel time to and from a work-related activity (e.g., training and conferences), attending training activities and library-related conferences, and during closing of the library in the event of a disaster. The Executive Director reserves the right to grant administrative leave for other work-related activities not listed. Administrative leave should have the prior approval of the employee's supervisor and the Executive Director or designee.

Personal Leave

Policy Number: 500.10	Issue Date: February 21, 2002	Revision Date: June 20, 2002 January 23, 2003 March 24, 2005 February 18, 2010 May 20, 2010 June 20, 2013 November 17, 2016 May 21, 2020
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This policy applies only to part-time employees of Henderson Libraries. All part-time employees are eligible for twelve (12) hours of paid personal leave to be taken within the calendar year. These hours shall be pro-rated for newly hired part-time employees.

Eligible employees must provide appropriate advance notice to their supervisor when requesting personal leave time.

Eligible employees may use their personal leave days during their initial introductory period.

Unused personal leave time may not be carried over from year to year.

Henderson Libraries does not pay for unused personal leave time when employment is terminated.

Catastrophic Leave

Policy Number: 500.11	Issue Date: February 21, 2002	Revision Date:	June 20, 2002 January 23, 2003 March 24, 2005 February 18, 2010 May 20, 2010 June 20, 2013 November 17, 2016 May 21, 2020
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An account for catastrophic leave may be established under certain circumstances by contributions of PTO by Henderson Libraries employees. The request to transfer leave into the account must be made in writing by the employee; leave may not subsequently be transferred back. A transfer of hours must be in increments of four (4) hours. Transfers are limited to no more than 160 hours within a calendar year. In addition, no employee may donate time that would cause their leave balance to fall below 160 hours.

This catastrophic leave account may be used by a full-time employee who is unable to perform the duties of their position because of a serious illness or accident which is life threatening or requires a lengthy convalescence, defined as a period in excess of eight (8) weeks, as determined by the attending physician, or the same for the employee's immediate family.

An employee may not receive any leave from the account for catastrophic leave until they have used all accrued PTO, sick leave, and compensatory time off (as applicable). An employee who needs leave from the account for catastrophic leave is entitled to payment for that leave at a rate no greater than their own rate of pay.

The approval or denial of a request to receive catastrophic leave is at the discretion of the Executive Director. The request for catastrophic leave must be made in writing to the Executive Director and supported by a statement from the attending physician.

Blood Donor Leave

Policy Number: 500.12	Issue Date: February 21, 2002	Revision Date:	June 20, 2002 January 23, 2003 March 24, 2005 February 18, 2010 May 20, 2010 June 20, 2013 November 17, 2016 May 21, 2020 September 17, 2020
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Employees will be granted up to two (2) hours of paid leave during their work shift for the purpose of donating blood when participating in a Henderson Libraries-authorized and/or sponsored blood donation drive. Time off should be approved by the employee's supervisor. Blood donor leave is not eligible for overtime pay.

Leave for School-Related Activities

Policy Number: 500.13	Issue Date: September 17, 2020	Revision Date:
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Henderson Libraries will grant up to four (4) hours of unpaid time off during any school year to employees who are the parent, guardian, or custodian of a child enrolled in public school to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours;
- Volunteer or otherwise be involved at the school in which the employee's child is enrolled during regular school hours; and
- Attend school-sponsored events

Leave must be taken in increments of at least one (1) hour.

Employees wishing to take time off under this policy must submit a written request for leave to their supervisor at least five (5) school days before the requested leave. The leave will be at a time mutually agreed upon by the employee and Henderson Libraries.

Henderson Libraries may require employees to provide documentation verifying that, during the time of leave, the employee attended an eligible school-related activity.

In addition to the above, Henderson Libraries will allow employees who are parents (including legal guardians or custodians) time off from work in order to:

- Appear at a conference requested by their child's school administrator; or
- Respond to notice from their child's school of an emergency involving their child

Employees should notify their supervisor as soon as possible that they will require time off for a school conference or emergency.

Time off under this policy will be without pay, except that exempt employees may receive pay for partial day absences, as required by applicable law.

Domestic Violence Leave

Policy Number: 500.14	Issue Date: September 17, 2020	Revision Date:
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Employees who are victims of domestic violence, or employees whose family or household members have been a victim of domestic violence, may take up to one hundred sixty (160) hours of unpaid leave within twelve (12) months immediately following the date on which the domestic violence occurred. Only employees employed with Henderson Libraries for at least ninety (90) days are eligible for this leave.

Employees may use leave available under this policy as follows:

- For the diagnosis, care or treatment of a health condition related to an act of domestic violence against the employee or the employee's family or household member;
- To obtain counseling or assistance related to an act of domestic violence against the employee or the employee's family or household member;

- To participate in any court proceedings related to an act of domestic violence against the employee or the employee's family or household member; or
- To establish a safety plan, including any action to increase the safety of the employee or the employee's family or household member.

Employees may use leave under this policy consecutively or on an intermittent basis.

After an employee's initial leave for an occurrence of domestic violence, the employee must provide at least forty-eight (48) hours' advance notice to Henderson Libraries of their need to use additional hours of leave under this policy. Employees who take leave under this policy are required to provide Henderson Libraries with documentation that supports the employee's reason for leave, such as a police report, a copy of an application for an order for protection, an affidavit from a victim's organization, or documentation from a physician. Henderson Libraries will keep such documentation confidential and will be retained as such.

In addition to leave, employees who are victims of domestic violence, or employees whose family or household members have been a victim of domestic violence, may request reasonable accommodations from Henderson Libraries. Potential accommodations include:

- Modified schedules;
- New work telephone numbers; or
- Any other reasonable accommodations which will not create an undue hardship for Henderson Libraries and are necessary to ensure the safety of the employee and workplace.

Henderson Libraries requires documentation to support the employee's request for a reasonable accommodation under this policy.

Henderson Libraries will not discharge, discipline, discriminate against, deny employment or promotion, or threaten such action against employees who request leave or accommodations under this policy, participates as witnesses or parties in domestic violence court proceedings, or were the victim of domestic violence committed at work.

If you are a victim of domestic violence or other qualified recipient of this leave, please contact the Executive Director immediately.

Other Leaves of Absence Without Pay

Policy Number: 500.15	Issue Date: February 21, 2002	Revision Date:	June 20, 2002 January 23, 2003 March 24, 2005 February 18, 2010 May 20, 2010 June 20, 2013 November 17, 2016 May 21, 2020
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Employees who have been employed by Henderson Libraries for at least six (6) months may request an unpaid leave of absence. Leaves of absence without pay are subject to approval by the employee's supervisor for up to thirty (30) days, and by the Executive Director for leaves between thirty (30) days

and one (1) year. Employees should put their requests for such leaves in writing, stating the circumstances for the leave and the length of time and dates expected for the leave. The request should be submitted to the employee's supervisor for approval, and then submitted to the Executive Director who has final authorization for approval.

During an unpaid leave of less than thirty-one (31) days, an employee is eligible for continued group health plan coverage under the same conditions as if the employee had continued to work. For unpaid leave of more than thirty (30) days, an employee may elect to continue their health coverage, but will be required to pay the entire monthly premium, plus a 2% administrative fee. Employees are expected to make arrangements to pay the monthly premium for health coverage within thirty (30) days of the due date. Failure to do so may result in the lapse of such coverage.

Leave can be granted for pregnancy, maternity, adoption, education, and emergency reasons. Full-time eligible employees shall be eligible for leave not to exceed six (6) months; however, leaves for educational purposes may not exceed one (1) year. Both PTO and Sick Leave (if applicable) should be used to the extent they are available. After accrued leave is used, no PTO leave credits shall accrue during the duration of this leave. Requests for leave will be reviewed in light of a combination of factors, including an employee's length of employment, performance and work record, reason for the leave of absence, and the position the employee occupies. These factors will be weighed against concerns relating to the potential disruption that may occur if the leave is granted, along with Henderson Libraries' business needs, the duration of the leave requested by the employee, and Henderson Libraries' ability either to find a temporary replacement or to leave the position vacant for the expected duration of the leave. Such leave will be considered only in the case it is determined that it will not interfere with the normal operation of Henderson Libraries.

Educational leave may be granted to full-time eligible employees that are pursuing a Master's Degree in Library Science (MLS) or equivalent for a period not to exceed one (1) year. Upon return of the employee, Henderson Libraries guarantees only the same or equivalent level position will be available. Educational leaves of absence for MLS must be recommended by the employee's supervisor and is authorized only at the discretion of the Executive Director.

Employee Benefits

Benefits Overview

Policy Number: 600.1	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Benefits plans offered by Henderson Libraries are defined in legal documents such as insurance contracts and summary plan descriptions. If employees are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the Plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for your inspection by making an appointment with the HR Department.

Henderson Libraries and its designated benefit plan administrators reserve the right to determine eligibility, interpretation, and administration of issues related to benefits offered by Henderson Libraries. Henderson Libraries also reserves the right, in its sole and absolute discretion, to amend,

modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents.

Employment benefits vary according to the position and status of the employee. For more complete information regarding any of our benefits programs, please refer to the Summary Plan Descriptions, which are provided to all employees. If you have lost or misplaced your copy of the Plan(s), an additional one may be obtained from the HR Department.

Group Health, Life, Dental & Vision, Short- & Long-Term Disability, and Long-Term Care

Policy Number: 600.2	Issue Date: February 21, 2002	Revision Date: February 18, 2010 September 17, 2020
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Henderson Libraries provides a group insurance plan for eligible full-time employees; Henderson Libraries-paid insurance is not available to part-time employees. Employees become eligible for most insurance coverages on the first of the month following 60 days of full-time employment. Employees may elect to waive insurance benefits by completing the proper paperwork. However, no other compensation is provided in lieu of waived benefits.

Henderson Libraries pays the costs of the premiums for the employee-only option of the group health insurance, life insurance, dental insurance, and vision insurance.

For employees who elect to cover family members in the health, dental, and vision insurance plans, Henderson Libraries' contribution is 82% of the total premium for these plans; the employee contribution is 18% of the premium, which is deducted from the employee's paycheck.

In addition, Henderson Libraries provides to the employee only, long-term and short-term disability and long-term care benefits. Henderson Libraries pays all the costs associated with these benefits. Additional long-term care benefits are available to employee's family members, the cost of which is deducted from the employee's paycheck.

Once the employee's election is made, it is generally fixed for the remainder of the plan year. However, if a change in family status occurs (as defined in the Plan document), a mid-year change in coverage may be made (i.e., change in coverage from individual to family or from family to individual, add or delete dependents, or revoke coverage), provided the employee does so within thirty (30) days from the date of the change in family status.

At the end of each calendar year, during open enrollment, employees may change medical elections for the following calendar year, whether or not there is a change in family status.

The HR Department will assist the employee with these changes. A complete description of each plan is provided to each employee as Summary Plan Description and appropriate supplements.

Retirement Planning

Policy Number: 600.3	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Eligible Henderson Libraries employees participate in the Public Employees' Retirement System of the State of Nevada (PERS) in accordance with the NRS §286.293. Employees should refer to information that is provided to them or contact the HR Department for additional information.

Longevity Eligibility (Legacy Policy Only)

Policy Number: 600.4	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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This policy applies only to employees hired prior to June 2001 and who as of that time elected to retain the longevity benefit in lieu of other compensation.

Creditable Service for Longevity Computation

All periods of regular full-time employment with Henderson Libraries shall be considered as creditable service for the purpose of computing longevity eligibility service. This will be interpreted to include all previous Henderson Libraries employment that was terminated under honorable conditions provided that no more than three (3) years lapsed between any period of separation and re-entering Henderson Libraries employment. Any period in which an employee, while employed by Henderson Libraries, is called into active military service of the United States Armed Forces, other than as outlined below, will be considered as creditable service for computation of longevity pay. Upon completion of five (5) full years of creditable service, eligible employees shall be entitled to longevity pay, in addition to their base salary, based on the following calculation:

$$\begin{aligned} & \text{Number of Completed Years of Service on July 1, 2010} \times 2080 \times \\ & \text{Hourly Rate on March 18, 2010} \times 0.0057 \end{aligned}$$

Longevity shall be paid annually, in a lump sum amount, during the first pay period following the employee's anniversary hire date, as adjusted for below conditions where applicable.

Non-Creditable Service for Longevity Computation

- Leaves of absence without pay over a period of fifteen (15) consecutive workdays in a calendar year will be deducted from the creditable service for longevity pay;
- Active military service in the United States Armed Forces for which the employee enlisted voluntarily, other than periods of wartime or national emergency; and,
- Suspension periods as a result of disciplinary action

Educational Reimbursement

Policy Number: 600.5	Issue Date: February 21, 2002	Revision Date: May 16, 2002 September 17, 2020
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It is Henderson Libraries policy to provide training and professional development opportunities for employees, consistent with business plans and objectives. These decisions are based on a balance among development needs, costs, potential benefits to Henderson Libraries, and available funds.

All exempt and non-exempt full-time employees are eligible to apply for training and development and educational reimbursement under this policy. Employees who are in their initial introductory period are not eligible for this program.

Employees may participate in formal educational activities that are part of an approved plan of studies or a course specifically related to their current position. Employees should request the training or education to their immediate supervisor. Employees and their immediate supervisor will be required to outline how the specific training or education will enhance the job performance of the employee. All requests for educational reimbursement and/or training must be approved in advance by the employee's supervisor and the Executive Director.

An employee must satisfactorily complete a course and receive a grade of "B" or better to be eligible for educational reimbursement. Reimbursement occurs at the completion of the class and after the grade and/or other paperwork has been submitted to the employee's supervisor. If a letter grade is not issued, a participation certificate will be accepted as proof of course completion.

Classes that are required by Henderson Libraries and have been approved for educational reimbursement may also be eligible for mileage reimbursement, provided that all other requirements are met. As funding allows, reimbursement may also be requested and approved for required books, class materials, or class-related activities. Textbooks and class materials that are appropriate for Henderson Libraries' public or staff collections, and are paid for by Henderson Libraries, become the property of Henderson Libraries.

Tax law regarding the income status of, and withholding requirements for, educational reimbursement changes periodically, as determined by the Internal Revenue Service. Accordingly, Henderson Libraries may be required to withhold and report as income payment made for educational reimbursement. Therefore, employees utilizing this policy are advised to consult their tax advisor when preparing their income tax returns.

Employees who terminate (voluntarily or involuntarily) before completing a course or courses are not eligible for reimbursement. In the event that an employee voluntarily leaves employment with Henderson Libraries within twelve (12) months of receipt of educational reimbursement from Henderson Libraries or Henderson Libraries having paid tuition directly to an institution on the employee's behalf, the employee must reimburse Henderson Libraries in full for the amount of educational assistance/reimbursement paid by Henderson Libraries to the employee or on the employee's behalf. Employees who are laid off are eligible for reimbursement for approved courses that were initiated before the effective date of their separation. Employees who are on an authorized leave of absence are eligible for reimbursement for approved courses that were initiated before the effective date of their leave.

Initial approval of a course of study does not obligate Henderson Libraries to future or continued approval of courses in that plan of study. Approvals are only valid for the course and semester given. Similarly, the payment of courses at a higher private institution rate does not obligate Henderson Libraries to continue payment at that rate.

Information Technology Policy

Policy Number: 700.1	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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This policy applies to all electronic communication systems owned, licensed, or operated by Henderson Libraries, including e-mail, fax, and connections to the Internet and similar networks. This policy applies to all employees.

In using all electronic communication systems, you are required to protect the integrity of confidential, sensitive, and privileged information. Employees utilizing Henderson Libraries' electronic communication systems to send materials or messages outside of Henderson Libraries must exercise great care to protect sensitive, privileged, or confidential information from being intercepted. Employees should be careful to ensure that any sensitive, privileged, or confidential materials are delivered to the intended recipient and are sent to a secure or private machine.

Henderson Libraries' electronic communication systems are for the purpose of conducting Henderson Libraries business. Personal or other non-business use is prohibited. In addition, any use of Henderson Libraries' electronic communication systems connected with the sale of any goods or services for profit is strictly prohibited at any time. Similarly, non-employees are strictly prohibited from utilizing Henderson Libraries' electronic communication systems at any time, with the exception of Henderson Libraries' public Wi-Fi.

To minimize the chances either of uploading a virus, which can be very damaging to the computer and data stored on it, and/or of any other interference with the computer's functions, employees must not install any software from their own personal collections, purchased from sources outside Henderson Libraries, or download any programs.

Employees are prohibited from engaging in the inappropriate use of the e-mail systems and are prohibited from accessing or transmitting any material that could be construed as illegal harassment in violation of Henderson Libraries' Equal Opportunity Policy and/or Harassment Policy. Any such messages received by an employee must be immediately reported to the Executive Director.

Use of Henderson Libraries' access to the Internet for purposes of gaining access to sites containing pornography or other material embarrassing to Henderson Libraries is strictly prohibited. Other Internet use that is not related to work must be restricted to employees' break periods. Employees are not permitted to engage in any on-line discussion groups or social networking sites during work hours, unless related to job duties.

Security of our systems is critical. No employee should give any other person their password or any other numbers or codes allowing access to Henderson Libraries' computer system. If you write your password down, you must safeguard all documents on which you write the password. If you believe disclosures have occurred accidentally or inadvertently, please notify management immediately so appropriate corrective measures may be taken.

Employees may access only files or programs, whether computerized or not, that they have permission to enter. Unauthorized review, duplication, dissemination, removal, change or alteration of files, passwords, computer systems or programs, or improper use of information obtained by unauthorized means, may be grounds for disciplinary action, up to and including termination.

No Right of Privacy

Electronic information created and/or communicated by an employee using e-mail, word processing, spreadsheets, voicemail, telephones, Internet access, etc., should not be viewed as private and confidential. Henderson Libraries has the right to review electronic files and messages and to monitor any and all of the aspects of its computer systems, including, but not limited to, usage to ensure that these media are being used in compliance with the law and with Henderson Libraries policy. The confidentiality of any message should not be assumed. Even erased messages or files may be retrieved. Further, passwords do not guarantee confidentiality. All personal computer and application passwords must be registered with the Information Technology Department.

Shared Use of Electronic Equipment

Employees must respect the confidentiality of other's electronic communications and may not read, hack into, or monitor electronic files or communications of other employees except by direction of the Executive Director, the Assistant Director, or the Associate Director of Information Technology.

Employees must log in using their own password and log off when they are done using a shared computer. Failure to log off may result in freezing computer applications and locking out other staff needing access to a shared computer.

Violation of Policy

Any violation of the terms of this policy, or abuse of the privileges of library-facilitated access to electronic media, may be grounds for disciplinary action up to and including termination.

Personal Devices

Although Henderson Libraries permits employees to bring personal electronic devices, including cellular phones, smartphones, and PDAs, into the workplace, employees are expected to remember that working time is for work.

Therefore, employees should only use their personal electronic devices during nonworking time, including breaks and meal periods. Outside of this time, personal phone calls and other personal device use should be kept to a minimum and for emergency use only. Use of such devices to conduct necessary Henderson Libraries work activities are excepted.

Workplace Safety and Security

General Safety

Policy Number: 800.1	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries is committed to ensuring the health and safety of employees and others in our workplace and intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon all employees to ensure that work areas are kept safe and free of hazardous conditions.

Henderson Libraries, through its management personnel, shall develop and implement safety rules and regulations in accordance with state and federal regulations. This process will be ongoing and will require periodic Safety Audits, a written Safety Program, and a Safety Committee. Members of the Safety Committee have overall responsibilities for ensuring that our Safety Program is in place.

Supervisors are expected to train their employees on health and safety work issues. Federal and state laws require records of illnesses and accidents that occur during the workday. If employees fail to report an injury, or fail to follow safety requirements, such as using safety devices or machines guards, they may lose some of their worker's compensation benefits, or other health benefits may be impacted (see the Accidents, Injuries, and Illnesses on the Job and Workers' Compensation policies in this Handbook).

Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to the Executive Director immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on Henderson Libraries premises, or in a product, facility, piece of equipment, process, or business practice for which Henderson Libraries is responsible should be brought to the attention of the Executive Director immediately.

Employees may not be retaliated against in any way for raising or filing safety and health complaints or concerns.

Infectious Disease Control Policy

Policy Number: 800.2	Issue Date: September 17, 2020	Revision Date:
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Henderson Libraries will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is our goal during any such time period to strive to operate efficiently and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Henderson Libraries' decisions involving an infectious disease outbreak shall be based on current and well-informed medical judgements concerning the disease, guidance and/or directives from federal, state, or local governments, the risks of transmission, and a careful weighing of the identified risks and available alternatives for our response.

Infectious diseases include, but are not limited to, measles, influenza, viral hepatitis-A, viral hepatitis-B, HIV infection, AIDS, AIDS-Related Complex, leprosy, tuberculosis, and Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus, or COVID-19). Henderson Libraries may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

Henderson Libraries is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

Henderson Libraries will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles, and

railings. Individual(s) will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; wearing a face covering, mask, and/or face shield; covering your mouth whenever you sneeze or cough; maintaining appropriate physical distance from others; and discarding used tissues in wastebaskets. We will also provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide PTO, personal time, and other benefits to compensate employees who are unable to work due to illness.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills, loss of sense of taste or smell, and fatigue. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Workplace Violence Prevention

Policy Number: 800.3	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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The safety and security of employees is of vital importance to Henderson Libraries. Therefore, Henderson Libraries has adopted a zero-tolerance policy concerning workplace violence. Threats or

acts of violence—including intimidation, bullying, physical or mental abuse and/or coercion—that involve or affect Henderson Libraries employees or that occur on Henderson Libraries premises, will not be tolerated.

The prohibition against threats and acts of violence applies to all persons involved in the operation of Henderson Libraries, including, but not limited to, Henderson Libraries employees and other personnel, contract and temporary workers, patrons, consultants, contractors, customers, vendors, visitors, and anyone else on Henderson Libraries premises.

Violations of this policy by an employee will result in disciplinary action, up to and including termination from employment.

It is our goal to have a workplace free from acts or threats of violence and to respond effectively in the event that such acts or threats of violence do occur.

Workplace violence is any intentional conduct that is sufficiently severe, abusive or intimidating to cause an individual to reasonably fear for their personal safety or the safety of their family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several employees.

Examples of workplace violence include, but are not limited to:

- Threats or acts of violence occurring on Henderson Libraries premises, regardless of the relationship between the parties involved in the incident;
- Threats or acts of violence occurring off Henderson Libraries premises involving someone who is acting in the capacity of a representative of Henderson Libraries;
- Threats or acts of violence occurring off Henderson Libraries premises involving an employee if the threats or acts affect the business interests of Henderson Libraries;
- All threats or acts of violence occurring off Henderson Libraries premises, of which an employee is a victim, if we determine that the incident may lead to an incident of violence on Henderson Libraries premises; and
- Threats or acts of violence resulting in the conviction of an employee or agent of Henderson Libraries, or an individual performing service for Henderson Libraries on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence when that act or the conviction adversely affect the legitimate business interests of Henderson Libraries.

Examples of conduct that may be considered threats or acts of violence under this policy include, but are not limited to:

- Threatening physical contact directed toward another individual;
- Threatening an individual or their family, friends, associates or property with harm;
- The intentional destruction or threat of destruction of Henderson Libraries or another's property;
- Menacing or threatening phone calls;
- Stalking;
- Veiled threats of physical harm or similar intimidation; and/or,
- Communicating an endorsement of the inappropriate use of firearms or weapons.

Workplace violence does not refer to workplace arguments or debates that are zealous or impassioned, provided there is no resort to any form of coercion. Rather, workplace violence refers to behavior that demonstrates an intention to engage in violence, condones violence in our workplace, or targets any individual with acts or threats of violence.

Employees should help maintain a violence-free workplace. To that end, employees are encouraged to immediately report any incident that violates this policy to a member of management and the Executive Director.

Weapons in the Workplace

Henderson Libraries strictly prohibits employees, or any other person providing services to Henderson Libraries or located on Henderson Libraries premises, from possessing weapons of any kind at the workplace. The workplace includes any property owned or leased by Henderson Libraries or occupied by groups of Henderson Libraries employees or persons providing services to Henderson Libraries. Unless this prohibition is contrary to state or local law, the workplace specifically includes Henderson Libraries parking areas and Henderson Libraries vehicles. Employees are not permitted to transport or store weapons in vehicles owned or leased by Henderson Libraries and used by the employee for work purposes. This policy prohibits the possession of concealed weapons as well as weapons carried openly.

This prohibition specifically includes guns, rifles and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.

Workplace Bullying

Henderson Libraries does not tolerate bullying behavior. Individuals who engage in workplace bullying may be disciplined, up to and including termination of employment.

Workplace bullying is the use of force, threats, or coercion to abuse, intimidate, or humiliate another employee. Workplace bullying includes, but certainly is not limited to, the following:

- Verbal abuse, such as the use of patently offensive, demeaning and harmful derogatory remarks, insults and epithets;
- Verbal or physical conduct that is threatening, intimidating or obscene;
- Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or intentionally damaging a person's work area or property; or
- Sabotage, or deliberately subverting, obstructing or disrupting another person's work performance.

Cyberbullying refers to bullying, as defined above that occurs through the use of a computer, cell phone, smartphone, tablet, pager or other device that transmits electronic information, regardless of whether the device is owned by or located at Henderson Libraries or connected to Henderson Libraries network. Cyberbullying is also prohibited.

Reporting and Response

Employees who are subject to, or witness, workplace bullying are encouraged to notify the HR Department immediately. Henderson Libraries will promptly investigate the complaint. Henderson Libraries will maintain confidentiality to the extent possible, consistent with its commitment to investigating the complaint promptly and thoroughly.

If the complaint is verified, Henderson Libraries will take appropriate remedial and disciplinary action, which may include, but is not limited to, verbal or written warnings, suspension, termination of employment, counseling, and other actions. Henderson Libraries will also report to law enforcement, if appropriate. The complaining party will be advised of the results of the investigation.

Anti-Retaliation

Henderson Libraries strictly prohibits retaliation against an employee for making a good faith claim of bullying or for participating in good faith in an investigation of bullying.

Substance Abuse and Alcohol Policy

Policy Number: 800.4	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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This Substance Abuse and Alcohol Policy applies to all employees of Henderson Libraries.

Henderson Libraries has always maintained a strong commitment to provide a safe, efficient, and productive work environment. Henderson Libraries wishes to ensure that employees will perform their duties safely and efficiently in a manner that protects their interest and those of their co-workers. Henderson Libraries also desires to provide the highest quality products and services.

In keeping with this commitment, Henderson Libraries has adopted a zero-tolerance policy for substance abuse of any kind. Employees may be terminated for violation of this policy. The purpose of this policy is to:

- Establish and maintain a safe, healthy, and productive working environment for all employees;
- Assist both Henderson Libraries and its employees to ensure public safety;
- Reduce the occurrence of job-related injuries to employees and/or accidental injury to people or property; and
- Reduce absenteeism, tardiness, and improve productivity.

To ensure a safe and productive work environment, while on working time, while on on-call status, while on Henderson Libraries property, or while in Henderson Libraries or personal vehicles used for business, employees are prohibited from:

- Unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol or controlled substances or misusing or abusing prescribed or over-the-counter drugs;
- Having present in their bodies, during working hours, detectable levels of drugs or alcohol; and,
- Violating of any federal or state law relating to drugs or alcohol.

The exceptions to this policy are the authorized possession or use of drugs as prescribed by a physician and used according to prescription instructions. All employees must disclose to their supervisor any

substance or medications which can impair job performance or ability to operate a motor vehicle, including but not limited to prescription and over-the-counter medication.

Any employee who is convicted of driving under the influence (DUI) in violation of NRS §484.379 or of any other offense for which driving under the influence is an element of the offense, and the offense occurred while the employee was driving a privately owned vehicle on Henderson Libraries business, is subject to discipline up to and including termination.

Any organization receiving a federal contract or grant must notify the U.S. Government agency with which the contract or grant was made within ten (10) days after receiving notice that an employee of the organization was convicted within the meaning used in DUI conviction paragraph above. Specific federal guidelines, statutory provisions, and regulations applicable to this policy are set down in the Drug Free Workplace Act and Chapter 284 of the Nevada Revised Statutes and Nevada Administrative Code.

As a condition of continued employment, each employee must:

- Abide by this Substance Abuse and Alcohol Policy;
- Submit to medical testing, as requested by Henderson Libraries, to determine the absence or presence of controlled substances or alcohol;
- Agree to accept, at Henderson Libraries' discretion, transportation to a location where the medical testing will be conducted; and,
- Notify Henderson Libraries of any criminal drug statute conviction for a violation of federal or state law relating to drug or alcohol abuse or possession while on or using Henderson Libraries property no later than five (5) days after such conviction.

Any employee who violates this policy or who is convicted as set forth above shall be subject to discipline up to and including termination. To the extent permitted by law, Henderson Libraries has the right to change this policy at any time without notice.

Testing and Testing Results

Positive Test Result: A positive test result for illegal drugs will constitute a finding by the testing agency of a reportable amount of an illegal substance present in a sample, in accordance with that agency's policies. A positive test result for alcohol will constitute a finding by the testing agency of an amount of alcohol present in a sample and behavior indicating impairment. An employee is irrefutably presumed to be impaired if their blood-alcohol level is .08 percent or higher. An employee may also be found to be impaired if their blood-alcohol level is less than .08 percent depending upon the employee's behavior.

Henderson Libraries will notify the employee of the results of a positive test for any substance and provide the employee with an opportunity to explain the presence of the identified substance prior to imposing discipline. In the absence of an acceptable explanation, the employee will be terminated.

Although emphasis may be placed on rehabilitation and/or referring the employee to an employee assistance program under a disciplinary agreement, appropriate disciplinary action may also occur. The Executive Director or their designee shall, however, take into consideration the circumstances and actions of the employee in determining appropriate disciplinary action. Employees who are placed in a

rehabilitation program or employee assistance program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to successfully complete the program or change their performance or behavior.

As part of the conditions of a disciplinary agreement, an employee will be subject to follow-up drug and/or alcohol testing without prior notice for up to 365 days from the date of the employee's return from substance abuse treatment/rehabilitation. The following violations of this policy will result in automatic and mandatory termination upon the first offense: (1) An employee who has returned to duty following alcohol/drug rehabilitation and who is subsequently tested and found to have an alcohol concentration of 0.02 or greater; (2) An employee who is subsequently tested and shows positive evidence of the presence of a prohibited drug in the employee's system; (3) An employee refuses to take any drug or alcohol test required of this policy.

Negative Test Result: If the test results are negative, the employee shall continue in their former position with pay for lost time, if applicable.

The HR Department of Henderson Libraries will receive all test results. Other employees will be notified of test results strictly on a need-to-know basis. No laboratory results or test results shall appear in a personnel file. Information of this nature will be included in a separate medical file.

Reasonable Suspicion Testing: When Henderson Libraries has a reasonable suspicion that an employee is intoxicated or under the influence of drugs and/or alcohol, a test may be conducted immediately.

Post-Accident Testing: An employee who is involved in an accident at work which damages property or requires professional medical attention will be required to submit to blood and/or urine testing. Any other employees involved will also be required to submit to testing.

A supervisor or designated representative will escort the employee(s) to the collection location and will then assist the employee in obtaining medical care.

An employee who is seriously injured and cannot provide the required specimen immediately after the accident must provide the necessary authorization for obtaining hospital records or other documents that would indicate whether there were any drugs or alcohol in their system.

If the test results are confirmed positive, Henderson Libraries will, as permitted by law, deny the employee any worker's compensation benefits.

Smoke-Free Workplace

Policy Number: 800.5	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Henderson Libraries maintains a smoke-free work environment, including vape devices. This policy is for the benefit of all employees and guests, smokers and non-smokers. There are no inside areas at Henderson Libraries where smoking is permitted. Smoking is also prohibited in vehicles owned or leased by Henderson Libraries, or when more than one person is in a vehicle that is owned by an employee and used for Henderson Libraries business.

Smoking is permitted for employees in outside areas only, away from the building, and only during the employee's designated break times. All employees, visitors, and patrons are expected to comply with this policy.

Accidents, Injuries, and Illnesses on the Job

Policy Number: 800.6	Issue Date: September 17, 2020	Revision Date:
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In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees are required to immediately notify their supervisor and complete an Incident Report Form (Form C-1), in no case later than seven (7) days after the incident. An employee's failure to notify Henderson Libraries promptly and fully of all details concerning a work-related injury may be cause for their worker's compensation benefit to be denied or affected. Employees are required to cooperate with all investigations and must comply with any and all medical physician requirements in relation to a work-related incident.

Should an injury require the attention of a doctor, a list of approved physicians will be provided to the employee by their supervisor. In the case of an emergency, the employee should go to the nearest hospital emergency room or urgent care facility for treatment. Any follow-up treatment to an emergency visit must be done through an approved physician in the Provider Directory. In all cases of medical treatment, the employee must complete an Employee's Claim for Compensation & Report of Initial Treatment (Form C-4). This form may be obtained from the supervisor or the medical provider.

Employees who are required to travel in their own vehicles to meetings or appointments are subject to the terms and conditions of their own insurance coverages. Henderson Libraries is not responsible for costs related to accidents that may occur when the employee is operating their own vehicle in the course of business. Any accident requires the employee to report to their insurance carrier immediately following the incident.

Workers' Compensation

Policy Number: 800.7	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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When work-related accidents, injuries, or illnesses occur, employees may be eligible for workers' compensation insurance benefits. Henderson Libraries provides a comprehensive workers' compensation insurance program at no cost to employees and in accordance with applicable state law. This program covers most injuries or illnesses, sustained in the course of employment, that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits or, if the employee is hospitalized, treatment immediately.

Reporting Work-Related Injury or Illness

Employees who sustain a work-related injury or illness should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

Leaves of Absence/Accommodation

Employees who need to take time off from work due to a workers' compensation illness or injury may also be eligible for a leave of absence under Henderson Libraries' leaves of absence or reasonable accommodation policies. Employees should consult with their supervisor for additional information.

Return to Work

Employees who are ready to return to work following a workers' compensation-related leave of absence must supply a certification from a health care provider confirming the employee's ability to return to work.

Fraud

Henderson Libraries will notify the workers' compensation insurance company if we have reason to believe an employee has supplied false or misleading information in connection with a claim and/or has filed a fraudulent claim. Workers' compensation fraud is a crime and may also be grounds for disciplinary action, up to and including termination of employment.

Emergency Evacuation

Policy Number: 800.8	Issue Date: September 17, 2020	Revision Date:
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In the event of a fire, the emergency fire alarm system should be activated by pulling one of the fire alarms. The source of a potential fire or hazardous material emergency should not be investigated. Any employee who suspects an emergency should report it immediately. In any emergency, reporting is the first essential step to protecting oneself and others.

Emergency evacuation routes are posted at each Henderson Libraries library, and employees should familiar themselves with the evacuation routes in their typical work location(s).

After exiting the building, employees should report to the designated meeting location. Once employees arrive at the designated area, they should immediately report to their supervisor and remain at that location until accounted for and authorized to leave.

No reentry to the building will be permitted until an official all-clear notification is given.

Employees should review this policy and the evacuation procedures and notify their supervisor if they believe they might require an accommodation or assistance in order to comply with these procedures in the event of an emergency.

Leaving Henderson Libraries

Separation from Employment

Policy Number: 900.1	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Employees of Henderson Libraries are employed on an at-will basis. This means that employment may be terminated by either party at any time, with or without cause or notice. Nothing in this policy is intended to limit or alter the at-will nature of your employment.

Employees may leave Henderson Libraries for a variety of reasons. Regardless of the reason, we strive to ensure that all separations from employment are handled fairly, efficiently, and in compliance with applicable federal and state laws.

Reasons for termination include, but are not limited to, the following:

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Voluntary Separation - A voluntary separation means an employee has made the decision to end the working relationship with Henderson Libraries. Voluntary resignations include, but are not limited to, written or verbal resignation, retirement, and job abandonment. An employee is considered to have abandoned their job if they fail to return to work for three (3) consecutive days and have not notified Henderson Libraries of their intention to resign.

Employees who voluntarily leave Henderson Libraries are encouraged to provide their supervisor with written notice of at least two (2) weeks in order to allow a reasonable amount of time to transfer ongoing work. Employees in management positions are generally expected to provide four (4) weeks' advance notice.

When a written resignation has been submitted, the employee may withdraw or amend the resignation within twenty-four (24) hours. After twenty-four (24) hours has expired, a resignation may be withdrawn or amended only with the approval of the Executive Director.

For voluntary separations, all employee wages and compensation earned and unpaid as of the employee's last day of work will be paid no later than the day on which the employee would have regularly been paid their wages or compensation, or within seven (7) days after the employee's last day of work, whichever is earlier.

Involuntary Separation - An involuntary termination occurs when Henderson Libraries decides to end the working relationship with an employee. Involuntary terminations may occur "for cause" or for reasons other than cause.

"For cause" means the termination of employment caused by the employee's personal dishonesty, willful misconduct, intentional failure to perform stated duties, or the willful violation of any law, policy, or procedure which is detrimental to Henderson Libraries or any of its affiliates.

For involuntary separations, all employee wages and compensation earned and unpaid as of the employee's last day of work will be paid immediately, and in no case later than seventy-two (72) hours after the employee's last day of work.

Layoff/Reduction in Force

In the event that Henderson Libraries determines that a reduction in its workforce is necessary for business operations and continuity, it is the intent of Henderson Libraries to conduct a layoff process that ensures consistent and equitable treatment of employees and in compliance with applicable state and federal laws. Generally, conditions that may result in layoffs include, but are not limited to financial/budgetary constraints, changes in library services, and reorganizations.

Supervisors will identify the employees selected for layoff, with final approval of the Executive Director. The general layoff process includes:

- Jobs occupied by temporary or part-time employees within the organization are reviewed to determine if opportunities exist for retention and placement of full-time employees.
- Employees who are on leaves of absence will be included in the selection process.
- Typically, any employees with substandard customer service and attendance records and those with the shortest periods of employment with Henderson Libraries are selected before others.

Additional criteria may include, but are not limited to, level of performance in work currently

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required (critical skills), experience, education, employees in their initial introductory period, and critical skills required for any future business. Typically, employees performing at an unsatisfactory level should be discharged for cause, after following appropriate coaching and corrective action procedures.

Affected employees should have the opportunity to seek reassignment to any internal vacancies that exist, for which they are qualified, and based on past and current performance. Henderson Libraries may also help employees find suitable positions externally, as appropriate. Employees will be provided a layoff letter, with a copy placed in their personnel file. Henderson Libraries retains full authority to determine what measures are most appropriate under the circumstances.

Benefits Upon Separation (COBRA)

Policy Number: 900.2	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Benefits end on the last day of the month in which an employee terminates employment. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees and their eligible dependents have the option to convert to individual life insurance and/or to continue medical and dental insurances, unless the employee was dismissed for gross misconduct.

The employee will be notified within fourteen (14) calendar days of termination of their rights under COBRA. The employee and their eligible dependents will then have a maximum of sixty (60) days from the date of notification or from the date of loss of coverage, whichever date is later, to elect COBRA continuation coverage.

If the employee elects COBRA continuation coverage, they must pay the costs for continuing coverage for themselves and/or eligible dependents. Employees should refer to the Group Insurance booklets which set forth the terms and conditions of coverage.

Once COBRA continuation coverage has been elected, the employee has forty-five (45) calendar days from the date of election to pay the entire retroactive premium. The retroactive premium is the premium to cover the benefit period from the date of loss of coverage to the election date.

Return of Henderson Libraries Property

Policy Number: 900.3	Issue Date: February 21, 2002	Revision Date: June 6, 2006 September 17, 2020
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Employees are required to return all Henderson Libraries property (e.g., computers, vehicles, passwords, uniforms, ID badges, keys, cell phones, credit cards) that is in their possession or control in the event of termination of employment, resignation, retirement, layoff, or immediately upon request. No information belonging to Henderson Libraries can be copied for the employee's use. We may also take all action deemed appropriate to recover or protect Henderson Libraries property.

References/Verifications of Employment

Policy Number: 900.4	Issue Date: September 17, 2020	Revision Date:
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So that Henderson Libraries may handle requests for job references in a consistent, fair, and lawful manner, all requests for official job references on behalf of Henderson Libraries should be forwarded to the HR Department. No other manager or supervisor is authorized to release references on Henderson Libraries' behalf for current or former employees. Our policy concerning references for former employees is to disclose only the dates of employment and the title of the last position held. If an employee authorizes disclosure in writing, we will also provide a prospective employer with information on the amount of the salary or wage last earned.

Exit Interviews

Policy Number: 900.5	Issue Date: September 17, 2020	Revision Date:
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Before leaving Henderson Libraries, employees may be asked to participate in a voluntary exit interview questionnaire. Full-time employees may be asked to also attend a meeting with HR to discuss benefits continuation options. Exit interviews provide closure to the employee's employment with Henderson Libraries and will allow Henderson Libraries to ensure that it has resolved various administrative matters and listened to any of the employee's comments or ideas about improving our operations.

Rehire Eligibility

Policy Number: 900.6	Issue Date: February 21, 2002	Revision Date: September 17, 2020
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Employees are eligible for rehire provided they meet all the qualifications of the position being applied for and their past performance with Henderson Libraries is satisfactory. Employees who are re-hired by Henderson Libraries shall be treated as new employees.

Unemployment Compensation

Policy Number: 900.7	Issue Date: September 17, 2020	Revision Date:
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Unemployment compensation is designed to provide a temporary income for those who are out of work through no fault of their own. Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Henderson Libraries. The Division of Unemployment Insurance of the Nevada Department of Labor determines eligibility for Unemployment Compensation. Henderson Libraries pays the entire cost of this insurance program.

Acknowledgment

I acknowledge that I have been provided access to and have read of the Henderson Libraries Employee Handbook. I understand that the Handbook sets forth the terms and conditions of my employment with Henderson Libraries as well as the duties, responsibilities, and obligations of employment with Henderson Libraries. I understand that Henderson Libraries has provided me various alternative channels to raise concerns of violations of this Handbook and Henderson Libraries policies and encourages me to do so promptly so that Henderson Libraries may effectively address such situations, and I understand that nothing herein interferes with any right to report concerns, file a charge or complaint with, make lawful disclosures to, or communicate with any governmental authority regarding potential violations of laws or regulations. I agree to abide by and be bound by the rules, policies, and standards set forth in the Employee Handbook.

I acknowledge that, except where required otherwise by applicable state law, my employment with Henderson Libraries is at-will, meaning that it is not for a specified period of time and that the employment relationship may be terminated at any time for any reason, with or without cause or notice, by me or Henderson Libraries. I further acknowledge that only the Chair of the Board of Trustees of Henderson Libraries or authorized representative has the authority to enter into an agreement that alters the at-will relationship. Any such agreement must be in writing and signed by the Board Chair or authorized representative.

I further acknowledge that Henderson Libraries reserves the right to revise, delete, and add to the provisions of the Employee Handbook, but that all such revisions, deletions, or additions must be in writing. No oral statements or representations can change the provisions of the Handbook. Furthermore, Henderson Libraries' policy of at-will employment can only be changed as stated in the prior paragraph.

I have read and understand the above statements.

Employee Signature

Print Name

Date

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]

Attachment I

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967;
and January 23, 1980;

inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.