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BLOUNT COUNTY
PUBLIC LIBRARY
Bound Together

EMPLOYEE HANDBOOK

Vision: Building community by sharing stories, creating connections, and inspiring imagination.

Mission: To empower and connect our community so that every story can be shared.

Our Pillars: Celebrating History, Creating Connections, Inspiring Imagination

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INTRODUCTION

The Blount County Public Library (BCPL) is a component of the Blount County Government. The Maintenance of Effort funding consists of the Blount County Government, the City of Alcoa, and the City of Maryville. There is an interlocal agreement between the funders that is reviewed every three years.

The BCPL is governed by the Blount County Public Library Board of Trustees (BCPL BoT). The BCPL BoT are public trustees and have financial and legal responsibility that consists of:

- approving the proposed budget that is submitted to the Blount County Budget Committee,
- ensuring BCPL policies are up-to-date and are established by statute, and
- approving any changes to library service levels and hours of operation.

The BCPL Director is hired, evaluated, and reports to the BCPL BoT. The Director is responsible for:

- recommending policies needed for BoT action,
- implementing BCPL BoT approved policies and long-range plans,
- the day-to-day operations, and
- management of the BCPL.

The purpose of this handbook is to clearly present and provide direction around BCPL personnel policies, employee leave and benefits, employee responsibilities, and employee rights. As a component of the Blount County Government, BCPL employees are considered County Employees. The BCPL policies, however, may at times be unique to our environment/department and the way we deliver library services to Blount County. In these instances, BCPL policy supersedes conflicting Blount County Government policy. Throughout this handbook, you will come across "***Refer to Blount County Employee Handbook, p.#***". When this occurs, it refers to the most recent version of the Blount County Government Employee Handbook.

At your Orientation, you will receive a copy of the BCPL Employee Handbook and the Blount County Government Employee Handbook. If you have any questions, please contact the BCPL Director at 865-273-1406 or bcpl.director@blounttn.org.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

RESPONSIBILITIES OF THE BCPL STAFF

To the Community

The primary duty of the BCPL staff is to serve the public in a pleasant and efficient manner.

All patrons, regardless of sex, race, religion, age, color, national origin, or disability, are to be given high standards of service in all transactions with the BCPL. All interactions with the public are to be handled in a respectful, friendly, and courteous manner. Every employee plays a vital role in developing and maintaining good public relations with our community. Each staff member has an important set of assigned duties; however, these duties should never be given priority when a patron is waiting to be served. Public service of the highest caliber is the only acceptable mode of operation for the staff.

Employees have the opportunity in both their professional and private lives to represent the BCPL. The BCPL BoT encourages all employees to take an active part in their community and to represent the BCPL in a positive manner whenever the opportunity arises.

To the BCPL Board of Trustees

The BCPL Staff members should always be cordial to the BCPL BoT members; however, individual BoT members expect no special treatment, nor should our staff render it.

The BCPL BoT welcomes input from individual staff members and can be reached by emailing bcpl.board@blounttn.org. This email address is sent to the BoT members, the Director, the Deputy Director, and the Executive Administrative Assistant. The contact details for individual BoT members can be found on the staff bulletin board in the administrative hallway.

To Co-Workers

Managers to staff: The primary responsibility of the Department Manager is to ensure the smooth and procedurally correct operations of the department of which s/he has charge. In carrying out this responsibility, the Department Manager must have a clear and working knowledge of the policies and procedures under which the BCPL functions. It is the obligation of the Department Manager to provide each employee with:

- a written job description if orientation with the County's HR department did not provide one;
- training necessary to perform the job;
- equipment and supplies necessary to perform the job;
- periodic performance evaluations;
- a clear explanation of all BCPL operations and services as they pertain to the employee and his or her department.

Staff to Managers: Staff members are responsible for doing the work assigned to them as accurately, efficiently, and pleasantly as possible. If there is a question or complaint about an assignment, an employee should feel free to discuss it privately with the Department Manager.

To All: All employees should be present in the library and ready to begin work on time. Arriving at the work area more than 5 minutes late is considered tardy. Frequent tardiness or arriving very late may result in disciplinary action up to and including dismissal. Employees must take their lunches at their scheduled times unless approval is given by their Department Manager. Leaving for and returning from lunch/supper on time and relieving fellow employees from their duties without delay is expected and essential to the smooth running of our organization.

Refer to Blount County Employee Handbook, pgs. 1- 4, to cover:

Introduction

Policies for Employees of Elected Officials

State and Federal Policies

Equal Employment Opportunity Policy

No Harassment

Americans with Disabilities Act of 1990

Reasonable Accommodations/Modified Job Duties

Title VI of the Civil Rights Act of 1964

HIPAA (Health Insurance Portability and Accountability Act)

STATEMENT OF PROFESSIONAL ETHICS

A library is more than a building of books; it is the collective memory of humanity, the voice of the past, and the imagination of the future. These stories of every individual hold a sacred personal narrative and a right to explore the vast, diverse, and often contradictory story of the world. The principles we see as a library are to protect the space where these stories are accessed, shared, and created. It is important as a library to help the public find and share their stories. We can achieve this through the following examples:

- I. Providing the highest level of service to all BCPL users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. Upholding the principles of intellectual freedom and resisting all efforts to censor library resources.
- III. Protecting each BCPL user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
- IV. Recognizing and respecting intellectual property rights.
- V. Treating co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institution.
- VI. Refusing to advance private interests at the expense of BCPL users, colleagues, or our employing institution.
- VII. Distinguishing between our personal convictions and professional duties ensuring that our individual beliefs do not interfere with fair representations of our institution's

aims, or access to our information resources.

- VIII. Striving for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Refer to Blount County Employee Handbook, pgs. 4 - 8, to cover:

Code of Ethics

Ethical Conduct

Conflict of Interest

Political Activity

Secondary Employment

Nepotism

County Equipment

County Vehicle Use Policy

Gifts and Contributions

BCPL CLASSIFICATION AND COMPENSATION

Employees are responsible for tracking their time throughout the week and notifying their Department Manager of requests to ensure time off is approved before the week ends, whenever possible. Hourly employees are not allowed to work more than 40 hours in a given week. Failure to advise the Department Manager of time card issues in sufficient time to avoid the employee having to be absent at a critical time, may result in coaching, counseling, or other disciplinary actions, such as warnings, time off without pay, or ultimately, dismissal.

BCPL Introductory Period

All BCPL employees will be evaluated at the 30, 60, 90, and 180 days of employment during the introductory period.

Refer to Blount County Employee Handbook, pgs. 9, to cover:

Classification and Compensation

Introductory Period

BCPL Employment Terms

- "Full-Time Regular Employee" is defined as an employee who works at 30 hours per week on a regular and continuous basis throughout the calendar year. Any Full-Time Regular Employee wishing to work less than 40 hours on a regular and continuous basis shall require approval from the Library Director.
- A "Workweek" is defined as starting on Sunday at 12:00 A.M. and ending on Saturday at 11:59 P.M.
- "BCPL Core Business hours" are defined as all hours of operation. All BCPL staff are expected to work their scheduled hours within the definition of their employment classification type and not to exceed 40 hours for all non-exempt employees.

Refer to Blount County Employee Handbook, pgs. 9-10, to cover:
Classification and Compensation (continued)

Employment Terms

Employment At-Will

E-Verify

Minimum Age

Rehired Employees

Pay Periods

BCPL Job Titles and Pay Structure

The BCPL Organization Chart is defined by the BCPL BoT. Defining jobs, job titles, and pay structure are determined by the Director and County HR and then recommended to the BCPL BoT for approval. Please direct any questions regarding the organizational chart, job titles, or pay grades to the Director at 865-273-1406 or bcpl.director@blounttn.org.

BCPL Overtime Compensation/Compensatory Time

The BCPL does not have a budget for overtime compensation. It is paramount that each employee remains aware of their time in UKG and notifies their Department Manager, and the Executive Administrative Assistant of instances when working over 40 hours in the work week may occur. In instances where overtime has been earned, the Department Manager, and the employee will work together to adjust hours to cover the additional expense incurred in the previous pay period.

BCPL Exempt employees do not receive compensatory time off.

Refer to Blount County Employee Handbook, pgs. 10-11, to cover:
Classification and Compensation (continued)

Job Titles and Pay Structure

Overtime Compensation/Compensatory Time

Working during Lunch Periods

BCPL Working Before/After Regular Hours

The BCPL workweek is 40 hours, totaling 80 hours per pay period. ANY flextime or days off to accommodate working on a Saturday and/or Sunday must be addressed during the SAME PAY PERIOD.

Refer to Blount County Employee Handbook, pgs. 11, to cover:
Classification and Compensation (continued)

Working Before/After Regular Hours

GENERAL PERSONNEL POLICIES

Refer to Blount County Employee Handbook, pgs. 11-13, to cover:

General Personnel Policies

Attendance

Work Hours and Time Records

Canvassing or Solicitation

BCPL Inclement Weather and Emergency Closures

Descriptions of when the library will close due to emergencies and inclement weather are on page 2 of the BCPL Emergency and Safety Plan, accessible on the BCPL website at <https://www.blounttn.gov/2009/Policies>.

If an employee reports to work within a reasonable period of time (based on the circumstances of the event), s/he may not be required to use comp time or vacation leave for the event. This will be determined by the appropriate Department Head or the BCPL Director.

Employees scheduled to work will be paid for those scheduled hours, although in the case of either delayed opening or early closing, an alternative schedule may be required to adequately staff the BCPL.

Full-time employees who had previously been scheduled as "off" (vacation, regularly scheduled day off, or sick leave) will not be eligible for "extra" or "exchange" time off because of the emergency.

Refer to Blount County Employee Handbook, pgs. 12-13, to cover:

General Personnel Policies (continued)

Inclement Weather

Telecommuting/Temporary Telecommuting

Personnel Files

BCPL Performance Evaluations

New employees will have 30, 60, 90 and 180 day (6 month) probationary evaluations. These evaluations ensure that the Department Manager, and the employee are aware of how training and performance are progressing in order, to provide the necessary changes for meeting and exceeding expectations.

All staff will be evaluated annually, in accordance with the County's current performance evaluation program. This evaluation process should provide an opportunity for Department Managers, and employees to look at job performance, to seek solutions to problems, and to discuss goals for improvement. Areas of additional training and under-utilized talents and interests of employees may also be identified during the evaluation process.

Each employee completes a self-evaluation document available from the Executive

Administrative Assistant, on the BCPL Staff Site, and on the County's Employee Portal. Each department manager/coordinator will evaluate the performance of those reporting to him/her. The manager/coordinator and the employee will meet to review and determine goals, training, and areas of improvement. Both will sign the manager/coordinator version, a copy will be made and supplied to the employee, and the original will be submitted to the Director for inclusion in the employee's permanent personnel file. The Director will evaluate the performance of all staff with managerial responsibilities, and the BCPL BoT will evaluate the performance of the Director. Those written performance evaluations will also be added to the permanent personnel files of those employees.

Evaluations will be one of the factors considered in decisions with respect to promotion and/or pay increases.

Employment records and evaluations for each employee shall be kept in his or her file in the Executive Administrative Assistant's office. These shall be kept confidential, but each employee shall have access to his or her own file and may request to see it at any reasonable time.

Refer to Blount County Employee Handbook, pgs. 13-14, to cover:
General Personnel Policies (continued)
Performance Evaluations
Bonus Policy

BCPL Promotions, Transfers, and Reassignments

If an employee fails to meet the requirements of the position after a promotion or transfer within the specified provisional period, s/he may be returned to their former pay grade and compensation, if a vacancy exists.

Transfer to a Lower Grade and Salary

An employee may request a transfer to a lower grade job if one is available. If such a transfer is granted, the employee's compensation is subject to adjustment as well.

Refer to Blount County Employee Handbook, pgs. 15-17, to cover:
General Personnel Policies (continued)
Promotions, Transfers, and Reassignments
Step-Increases
Discipline Procedure
Personal Cell Phone Use
Involuntary Separation of Employment

BCPL Basic Work Rules

The BCPL has certain policies and rules to govern the conduct and performance of our employees. The most important rule is to be kind, fair, and respectful at all times, this includes to yourself. The BCPL has established some additional basic work rules that

should be followed. Failure to follow these or similar rules may result in discipline up to, and including, immediate termination.

Appointments

An employee (full or part time) may not accept an appointment to any board, commission, or advisory group that has any supervisory or budgetary relationship to the BCPL.

Borrowing Privileges of BCPL Staff

All circulating materials owned by the BCPL are available to the staff. While BCPL staff members are normally not charged overdue fines, they are expected to manage their personal accounts and those of their immediate family members so as not to abuse this privilege.

BCPL employees must check out all materials promptly and properly using only their own personal cards or those of their family members. BCPL employees must get a Department Manager's approval to override an item on reserve for another party before checking it out to their own card. BCPL employees are expected to pay for any lost items charged to them or their immediate family members within two months of receiving a final overdue notice. Failure to take care of such financial obligations will result in disciplinary action.

Breach of Confidence or Security

All BCPL patron records, according to Tennessee Law, are confidential (except in the matter of collecting monies owed). In addition, the BCPL has a security badge system. Each employee's badge has designated security permissions. The employee is the only person authorized to access these areas with their badge. Loaning your badge to anyone, employee or other, may result in disciplinary action.

Breaks

A staff member who is scheduled to work more than four hours in any one period of time may take a rest period not to exceed a maximum of 15 minutes. Breaks may be taken only when there will be no interference with good public service and departmental routines. Such time is neither cumulative nor combined. It cannot be added to mealtime, or used to leave early, or to make up time.

Conversations

Conversations at service desks should **never** interfere with service delivery to patrons. Conversations on the service desks need to be respectful to all who are part of the conversation, mentioned in the conversation, AND who can hear the conversation. Discussion of process or BCPL services improvements needs to occur off the desk with the appropriate staff that can assist in making supportive change.

Eating and Drinking in Public Areas

BCPL staff should neither eat nor drink in service areas (circulation, reference, children's, administrative reception area, etc.) where patrons can witness those actions.

Chewing gum can be distressing to patrons, particularly in the service areas, and is not allowed.

Politics

Federal and state laws prohibit an employee from using any official authority or influence to interfere with or to affect an election or nomination. One may not legally coerce, command, or advise another employee to lend or contribute time, money, or anything else of value for political purposes.

Public Speeches, Written Communication, Social Media, and Internet

Whenever a staff member is asked, as a representative of the BCPL, to make a public speech, that employee must first seek formal approval from the Library Director or an employee delegated these duties by the Library Director. The employee should submit in writing a short statement containing such information as the name of the requesting group, the general contents of the speech, and the date and location of the event for approval by the Director. This policy in no way attempts to violate an employee's practice of freedom of speech. As a private citizen, an individual may represent oneself at one's own discretion. As a BCPL representative, approval is necessary.

Any communication that appears on the BCPL letterhead, is sent in an envelope with the BCPL's logo, or is stamped using the BCPL's postage meter, is seen as official correspondence, and the Library Director must have knowledge of and approve.

Any communication on the internet and social media platforms should follow the Library's Digital Platforms Policy, which describes the appropriate use of digital platforms covering Personal Use of Social Media on pg. 5-6, accessible on BCPL's website at <https://www.blounttn.gov/2009/Policies>. Employees at all times should be mindful that their personal participation online may result in appropriate discipline.

Reading

BCPL staff should aim to be familiar with all the BCPL collections and informed about new titles. Staff reading while on duty at a service desk is limited to BCPL work-related reading only (program development/prep, research, appropriate training); however, under no circumstances will reading job-related materials have priority over service to patrons.

Theft

Before removing any BCPL property from the premises, the approval of the Director must be obtained.

***Refer to Blount County Employee Handbook, pgs. 17-25, to cover:
General Personnel Policies (continued)***

*Basic Work Rules
Resignations
Exit Interviews
Reduction in Force
Safety
Workplace Chemicals
Garnishments and Levies
Alcohol and Drugs Policy
Applicant Drug Testing Policy
Background Check Policy
Tobacco Use
Electronic Communications*

***Refer to Blount County Employee Handbook, pgs. 25-26, to cover:
General Personnel Policies (continued)***

*Social Media Policy
Workplace Violence Prevention Policy*

BCPL Personal Appearance Policy

The professional image of the BCPL is greatly affected by the appearance and behavior of its staff. Since professionalism is paramount in our contacts with our many patrons, and coworkers, it is extremely important that all employees present a neat, well-groomed appearance and a courteous disposition.

Flashy, skimpy, extremely short, or revealing clothing is not acceptable. No display of inappropriate language, violent, or cult-related images will be tolerated. Hair, regardless of length, should be clean and neat. BCPL staff will be required to remove body-piercing jewelry that is larger than 20 gauge, and to cover excessive or offensive tattoos. Blue jeans, with no holes or writing, may be worn with BCPL or Literary T-shirts unless given approval by the Library Director for specific occasions.

If an employee has doubts about the appropriateness of attire, good advice would be to avoid it. Department Managers and in their absence, the Director, are responsible for ensuring that employees project a professional image and adhere to the BCPL Personal Appearance policy.

Employees who do not adhere to the BCPL Personal Appearance policy may be requested to leave work and return in acceptable attire or appearance. Such time off will be without pay for non-exempt, part-time, or temporary employees. Repeat offenders of this policy can expect escalating levels of disciplinary action.

***Refer to Blount County Employee Handbook, pgs. 26-28, to cover:
General Personnel Policies (continued)***

*Personal Appearance
Workers' Compensation Policy*

BCPL LEAVE POLICIES

BCPL Part-time Personnel

Personnel classified as part-time average fewer than 30 hours of work per week and do not earn sick leave or vacation leave. Therefore, all requests for personal leave without pay by part-time employees will be granted wholly at the discretion of the Department Manager. Under no circumstances will such requests be granted for a period in excess of 14 consecutive days without the written approval of the Director.

BCPL Full-time Personnel

Full-time personnel have several options for leave with pay; some are determined by length of service and the position held within the organization. Leaves of absence without pay may be granted for maternity, adoption, family-related illness, that would benefit the BCPL, or military leave. All leaves without pay are considered individually, and, except those required by law, must be approved by the Department Manager and the BCPL Director. Leaves without pay in excess of 35 days (which are not covered by FMLA or military leave) must also have BCPL BoT approval.

A request for such leave without pay must be submitted in writing, except in the case of family-related illness, jury duty, or military service, at least one (1) month before the leave is to begin. Leaves without pay (except as required by law) do not accrue vacation, sick leave, or holiday time. Employees on leave without pay (unless provided otherwise by law) must make arrangements to pay for the cost of all insurance coverages during the period of the leave. All vacation time and/or sick leave time, as appropriate to the situation, must be expended before such leave is granted.

BCPL Annual Leave

Accruing Vacation Leave

All regular, full-time employees are eligible to earn and use vacation time. Full-time employees working regular schedules of less than 40 hours per week will accrue vacation time on a prorated basis.

Staff members at county Salary Grade 9 and below, and working 40 hours per week, will accrue vacation time according to the following schedule:

- Employment through five (5) years - eight (8) hours/month
- Six (6) through ten (10) years - twelve (12) hours/month
- Eleven (11) through twenty (20) years - fourteen (14) hours/month
- After twenty (20) years - sixteen (16) hours/month

Staff members at county Salary Grade 10 and above, and working 40 hours per week, will accrue vacation time according to the following schedule:

- Employment through five (5) years - twelve (12) hours/month
- Employment after five (5) years - sixteen (16) hours/month

No vacation leave (or sick leave) is accrued by employees while on a leave of absence without pay. When an "anniversary year" is reached, the new annual vacation allowance begins to accrue. Employees may accrue vacation leave up to a maximum of 240 hours. Any excess at the end of the calendar year is forfeited.

Scheduling Vacation Leave

Vacation time shall not be considered as a right which an employee may use at his/her sole discretion, but rather as a privilege subject to the approval and authorization of a Department Manager, and the BCPL Director. The scheduling of vacations will be handled on a first-come basis; however, all vacations will be scheduled so that there is a minimum of interference with the normal operation and service of the BCPL. During special or holiday seasons, time off will be approved on a rotating basis.

During the first six months of continued employment, the employee shall begin earning vacation time to be used at a later date. After the first six months, the employee is given a performance review by his/her Department Manager. With a successful review, the employee may begin using their accrued vacation time and will continue to accrue vacation leave according to the schedule above.

Due to the nature of our work, certain departments may have certain periods of time during which staff cannot take vacation leave. Such periods will be determined by the Department Manager in consultation with the Director.

The vacation allowance may not be a part of an employee's notice when they are resigning, except in unusual circumstances and with the approval of the Director. A staff member who has resigned with proper notice and is in good standing is entitled to all paid vacation leave which has been accrued, not to exceed 240 hours.

Personal Leave

After successful completion of the 6-month introductory period, all full-time regular employees may be entitled to three (3) days of paid personal leave per year. Personal leave is not accumulative and may not be carried over into the following calendar year. The only exception is during the first year of employment (defined as anniversary year) up to 3 days of personal leave time may be carried over, if approved, into the following calendar year.

Example

Date of Hire	Completion of Introductory Period	Eligible
March 2, 2025	September 2, 2025	3 days

Full-time regular employees will be eligible for three (3) days of personal leave after six (6) months of employment. The following January, the employee is entitled to three days of personal leave annually.

The scheduling/use of personal leave is approved at the discretion of the Department Manager and/or Director. **Earned but unused personal days are not paid upon separation of employment.

Sick Leave Accrual

Full-time employees will receive full pay during incapacity caused by illness when accumulated sick leave is available, approved, and taken. Employees may accumulate sick leave; however, it is non-compensable upon the employee's termination of employment. In the event of death, a maximum of up to 30 days of accumulated sick leave will be paid to the employee's estate. An employee may be paid up to 30 days of accumulated sick leave immediately prior to retirement without the need for a doctor's statement.

Earning and Accumulating Sick Leave

- Employees will earn one sick day per month of employment, beginning on the 1st of the month following the 30th day of employment.
- Sick days will be allocated to the employees on the 1st day of every month.
- There is no maximum on the accumulation of sick days.
- Accumulated unused sick days can be certified to be counted toward retirement credit with TCRS.

Use of Sick Leave

An employee may use sick leave for an absence due to his or her own illness or injury or that of an immediate family member, defined as:

1. The employee's spouse
2. The employee's parents
3. The spouse's parents
4. Children or children under legal guardianship of the employee and/or spouse

Employees must notify their Department Manager or the Director prior to their

scheduled start time if sick leave is needed.

Refer to Blount County Employee Handbook, pgs. 28-36, to cover:

Leave Policies

Vacation (policy vacated as of October 4, 2025)
Annual Leave/ Vacation (policy effective October 5, 2025)
Annual Leave Scheduling
Sick Leave Accrual
Use of Sick Leave
Sick Leave Bank Guidelines
Personal Leave (policy vacated October 4, 2025)
Bereavement Leave/Funeral Leave

BCPL Holidays

The BCPL's holiday schedule will comply with Blount County policy when possible. However, given the BCPL's seven (7) day work schedule, adjustments may be made to allow an occasional three-day closing on a weekend. Total paid holidays for the year will not exceed twelve (12) days.

If one of these official BCPL holidays falls on a regularly scheduled day off of a full-time employee, an exchange day may be taken at the convenience of the BCPL. These exchange days must be taken within the SAME PAY PERIOD. Part-time employees and any employee on an unpaid leave of absence are not eligible to receive holiday pay. If a holiday falls within an employee's duly approved and scheduled vacation period, vacation time will not be charged for the holiday. Part time employees required to work the holiday (or portion thereof) will receive regular pay for the hours worked. Full time employees required to work the holiday (or portion thereof) will receive time off within the same pay period. An employee forfeits holiday pay if s/he is absent on his or her regularly scheduled workday before or after a holiday, unless s/he has obtained prior approval for an authorized day off or is able to provide a doctor's excuse.

Refer to Blount County Employee Handbook, pgs. 36-42, to cover:

Leave Policies (continued)

Holidays
Religious Observances and Accommodations
Leaves of Absence
Family Medical Leave Act (FMLA)
Maternity Leave
Parental Leave
Military Leave
Jury Duty or Court Appearance
Voting Leave/Elections

Employee Benefits

BCPL Attendance at Workshops or Conferences

BCPL encourages the development of staff members through attendance at professional or job-related workshops. Attendance at such activities, including travel time, when approved in advance by the Director, will count as time on the job. The BCPL will financially assist an employee's attendance at workshops and conferences within the limitations of the existing budget.

For non-exempt, full time personnel, adjustments in the weekly work schedule may be necessary to avoid overtime pay or compensatory time off.

Refer to Blount County Employee Handbook, pgs. 42-48, to cover:

Employee Benefits

- Benefits Eligibility*
- Benefits Effective and Termination Dates*
- Medical/Dental Coverage*
- Identification Cards*
- Annual Open Enrollment Period*
- Benefit Premiums/Payroll Deductions*
- COBRA*
- Employee Assistance Program (EAP)*
- Health Savings Accounts (HSA)*
- Flexible Spending Accounts*
- Change in Status*
- Supplemental Benefits*
- Workers' Compensation*
- Life Insurance*
- Tennessee Consolidated Retirement Systems (TCRS)*
- Benefits Eligibility Upon Retirement*
- Tuition Reimbursement*
- Professional Development Courses*

Blount County does not discriminate based on race, color, or national origin in federal or state-sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d).

