



EMPLOYEE HANDBOOK

Vision: We work towards building a sustainable community by celebrating history, creating connections, and inspiring imaginations.

Mission: The Blount County Public Library empowers residents to think, act, and aspire by providing opportunities to connect to our community, participate in life-long learning, and explore the world at large.

Our Pillars: Celebrating History, Creating Connections, Inspiring Imagination

Revised, _____ May 16, 2023 _____
Revised, _____ October 19, 2021 _____
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Signed _____

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).

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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 Board). The BCPL Board are public trustees and have financial and legal responsibility that consists of the approval of 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 approval of any changes to library service levels and hours of operations.

The BCPL Director is hired, evaluated, and reports to the BCPL Board. The director is responsible for implementing BCPL Board approved policies and long-range plans. The director is responsible for the day-to-day operations and management of the BCPL.

As a component of the Blount County Government, BCPL employees are considered County Employees, however are not included in Cost of Living increases, bonuses, or salary increases. These considerations are the responsibility of the BCPL Board. Employee benefit options are provided by the Blount County Government.

The purpose of this handbook is to clearly represent and provide direction when questions arise around BCPL personnel policies, employee benefits, employee responsibilities, and employee rights. The BCPL policies, at times, may 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 is referring to the most recent version of the Blount County Employee Handbook.

At your orientation you will receive a copy of the BCPL Employee Handbook and the Blount County Employee Handbook. If you have any questions, please direct them to the BCPL Director, at 865-273-1406, and 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 an important 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 Board 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

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

The BCPL Board welcomes input from individual staff members. The BCPL Board can be reached by using the bcpl.board@blounttn.org email address. This email address is sent to the board, the director and executive administrative assistant. The contact details for individual board members can be found on the staff bulletin board in the administrative hallway.

To Co-Workers

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

- a written job description;
- training necessary to perform the job;
- equipment and supplies necessary to perform the job;
- periodic performance evaluations;
- a clear explanation of all BCPL matters as they pertain to the employee and his or her department.

Staff to Supervisors: 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 immediate supervisor.

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.

Variations from the lunch/supper schedule as established by an employee's supervisor must receive prior approval by that supervisor. 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.

Staff members going off duty from public desks should explain clearly and completely the work left to the staff members replacing them. If a staff member is to be absent from the duty area, the immediate supervisor or coworkers should be notified.

Staff members are expected to use common telephone courtesy with all callers, announcing the BCPL at the beginning of every call and offering assistance. Every staff member shares responsibility for seeing that calls are answered promptly. After the third ring on a departmental extension, all staff members in that department share the responsibility of answering the phone and directing the call to the proper party.

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

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

- I. We provide 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. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each BCPL user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institution.
- VI. We do not advance private interests at the expense of BCPL users, colleagues, or our employing institution.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representations of the aims of our

institution or the provision of access to our information resources.

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

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

State and Federal Policies (continued)

Ethical Conduct

Conflict of Interest

Political Activity

Secondary Employment

Nepotism

County Equipment

County Vehicle Use Policy - *General Use, Personal Use, Accident Reporting*

Gifts and Contributions

BCPL Classification and Compensation

Employees are charged with the responsibility of keeping track of their time throughout the week and alerting their supervisor so that time off may be given prior to week's end, avoiding whenever possible working more than 40 hours. Failure to do so, or failure to advise the supervisor in sufficient time to avoid the employee having to be absent at a critical time (such as Friday afternoon) will result in counseling or other disciplinary actions, such as warnings, time off without pay, or ultimately, dismissal.

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. 8, to cover:

Classification and Compensation

Introductory Period

BCPL Employment Terms

"Full-Time Regular Employee" is defined as an employee who works at 40 hours per week on a regular and continuous basis throughout the calendar year.

A "Workweek" is defined to start Sunday, 12:00 A.M. through to Saturday, 11:59 P.M.

"BCPL Core Business hours" are defined as all hours of operation and 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, to cover:

Classification and Compensation (continued)
 Employment Terms
 Employment At-Will
 Pay Periods

BCPL Job Titles and Pay Structure

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

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 Kronos and notifies their supervisor and the executive administrative assistant of instances when working over 40 hours in the workweek may occur. work over 40 hours in a workweek. In instances where overtime has been earned, the supervisor and the employee 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. 9-10, 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. 10, to cover:

Classification and Compensation (continued)
 Working Before/After Regular Hours

GENERAL PERSONNEL POLICIES

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

Attendance
 Work Hours and Time Records
 Canvassing or Solicitation

BCPL Inclement Weather

The BCPL closes for inclement weather if the Maryville City Schools close. There may be rare occasions when safety concerns (severe weather, lost power, burst pipes, computer failure) might force an emergency closure, a decision the BCPL Director will make in consultation with the Chairman of the BCPL Board.

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.

Full-time 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.

Part-time employees who are unable to get to work because of weather or road conditions may be able to make arrangements to make up the "lost" time within the same pay period.

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

Inclement Weather
 Telecommuting/Temporary Telecommuting
 Personnel Files

BCPL Performance Evaluations

New employees will have 30, 60, and 90 day and 6 month probationary evaluations. These evaluations are to ensure that supervisor and the employee are aware of how training and performance are tracking and to provide the necessary changes that will achieve the meeting and exceeding of 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 supervisors 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, documents available from the Executive Administrative Assistant and on the BCPL Staff Site. 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 the permanent personnel file of the employee. The director will evaluate the performance of all staff with managerial responsibilities, and the BCPL Board 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:

Performance Evaluations
Bonus Policy

BCPL Promotions, 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. 14-16, to cover:

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 supervisor'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 accumulative 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. The BCPL acoustics are impressive; please keep this in mind at all times. Conversations on the service desks need to be respectful to all that are part of the conversation, mentioned in the conversation, AND who can hear the conversation. Discussion of process or BCPL services improvements need to occur off the desk to the appropriate staff that can assist in making supportive change. Staff advocates and your manager/coordinators are available to vent, just be clear that you are venting, and keep your tone, language, and volume under consideration.

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

Whenever a staff member is asked, as a representative of the BCPL, to make a public speech, that employee must first seek formal approval. 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.

Likewise, in correspondence, if staff members are representing the BCPL, the correspondence must fall within the scope of the individual staff member's job description or be delegated by their supervisor. 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 management must have knowledge of and approve.

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. 16-23, to cover:

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

BCPL Internal Social Media Policy as approved May 16, 2023

The Blount County Public Library (BCPL) desires to maintain a professional image to existing and potential patrons, employees, and others at all times.

The BCPL supports the general use and knowledge of social media outlets by our employees. The library also recognizes the inherent risk that is involved with such activities and the possibility that these activities can impact the organization. For that reason, we have adopted this policy regarding social media.

This policy applies to all employees of the BCPL, so please read and understand it completely. The Director is available to discuss any questions or concerns you may have. Failure to abide by this policy may lead to disciplinary action, up to and including dismissal.

As with all communications, it is a good general practice to be professional, respectful, responsible, accurate, and clear that you do not speak on behalf of the library organization unless social media is part of your job description, or you have specific permission from the Director to do so. Following these best practices will go a long way toward complying with this policy. In addition, bear in mind the following specific requirements.

1. Remember that the lines between public and private, personal and professional are blurred in regards to online social networks. As an employee of BCPL, you are creating perceptions about the library to patrons and the general public. Consider whether content associated with you is consistent with your work and with BCPL's values and professional standards. Feel free to consult with the Director at any time for clarification.
2. Do not post any information or conduct activity that discriminates and/or harasses in any way based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

3. Follow all BCPL internal policies. In particular, no activity should reveal confidential or proprietary information, or violate privacy policies against discrimination or harassment. For example, even on a personal social media site, avoid publicly discussing incidents that occur at work, including fellow employees, patrons, or other persons with whom you have contact at the library or through library work and steer clear of commentary about appearance, clothing, or behavior of patrons or co-workers.
4. Several persons at the BCPL have, as part of their jobs, the responsibilities of representing the library through the website and social media platforms. Unless authorized by library administration beforehand, you are not authorized to speak or write on behalf of the organization. Therefore, if you choose to mention the BCPL in any way, on your personal platforms or on the library's platforms, you are responsible for making it very clear that you do not speak on behalf of the library.
5. Be mindful that you are personally responsible for anything you post or create and that in many cases, the material will be public and will remain available indefinitely. Avoid potentially defamatory comments.
6. When posting on behalf of the library, use proper elements of good composition -- grammar, spelling, punctuation, complete sentences, paragraphs, etc. Be sure to respect intellectual property by using appropriate professional publication guidelines. For example, when making direct quotations or paraphrases, cite sources., When posting photographs, identify photographer and/or publication. When posting "shared" content, note the source.
7. Occasional and incidental use of BCPL systems for online activities during non-working time is permitted. Please note, however, that the library reserves the right to monitor the use of its systems and any activities on them, so there is no expectation of privacy when those systems are used.
8. Regardless of your private, personal, or public social media status, you are personally held responsible legally and by BCPL policy for your online activity conducted with a BCPL email address as an employee, and/or which can be traced back to a BCPL library IP or domain, and/or which uses BCPL assets (computer, software, facilities, etc). Any of these situations could indicate or imply that you may be acting on the company's behalf.
9. Employees of the BCPL may have good reason, from time to time, to access social media outlets for work related functions. These occasions are acceptable as long as the usage is in fact work-related. Do not engage in non-library-related online (including social media) activities except during non-working hours.
10. If you have any doubt about social media activity and the application of this policy, please consult with the Director in advance of the activity. The Director will be happy to provide clarification.

Refer to Blount County Employee Handbook, pgs. 23-25, to cover:

Social Media Policy
Workplace Violence Prevention Policy

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 customers 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 over 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.

If an employee has doubts about the appropriateness of attire, good advice would be to avoid it. Department heads, and in their absence, the Director, are responsible for ensuring that employees project a professional image and adhere to the Personal Appearance policy. Employees who do not adhere to the Personal Appearance policy will be requested to leave work and return in acceptable attire or appearance. Such time off will be without pay for non exempt or part-time employees. Repeat offenders of this policy can expect escalating levels of disciplinary action.

Refer to Blount County Employee Handbook, pgs. 25, to cover:

Personal Appearance
Workers' Compensation Policy

BCPL LEAVE POLICY

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 Head. Under no circumstances will such requests be granted for a period in excess of 14 consecutive days without the written approval of the Director.

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, extended travel, a graduate school course of study 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 immediate supervisor 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 Board 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.

Annual Leave / Vacation 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 – 8 hours/month
- Six (6) through ten (10) years – 12 hours/month
- Eleven (11) through twenty (20) years – 14 hours/month
- After twenty (20) years – 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 – 12 hours/month
- Employment after five (5) years – 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 supervisor 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 supervisor. 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. Such periods will be determined by the appropriate supervisor 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 supervisor. 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.

Refer to Blount County Employee Handbook, pgs. 30-32, to cover:

Leave Policies

- Annual Leave / Vacation
- Annual Leave Scheduling
- Sick Leave Accrual
- Use of Sick Leave
- Sick Leave Bank Guidelines
- Personal Leave
- 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 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. 32-37, to cover:

Leave Policies (continued)

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

BCPL Educational Leave

BCPL employees who have been in the service for one year and who are interested in attending school for a Masters in Information Science/Library Science, may be granted a leave of absence without pay for up to one calendar year. Accrued vacation leave may be used with the balance of the approved leave being without pay.

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. 37-44, 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
Employee Handbook Acknowledgement Form