

BELVEDERE TIBURON LIBRARY AGENCY
Meeting of Monday, June 17, 2024 at 6:15pm

Belvedere Tiburon Library
 1501 Tiburon Blvd, Tiburon, California

PUBLIC NOTICE

This meeting will be held in person in the Library Founders Room.

CALL TO ORDER AND ROLL CALL

PUBLIC COMMENT

This is an opportunity for any citizen to briefly address the Board of Trustees on any matter that does not appear on this agenda. Upon being recognized by the Chair, please state your name, address, and limit your oral statement to no more than three minutes. Matters that appear to warrant a lengthier presentation or Board consideration may be placed on the agenda for further discussion at a later meeting.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report - Roxanne Richards, Agency Chair (**Page 2-3**) (2 minutes)
2. Library Director's Report, - Crystal Duran, Library Director (**Page 4-5**)(10 minutes)
3. Belvedere Tiburon Library Foundation Report – Lucy Churton (5 minutes)
4. Financial Statements May 31, 2024 - Kristin Johnson, Board Clerk (**Page 6-12**) (5 minutes)
5. Committee Reports (5 minutes)

CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which generally do not require discussion and which will probably be approved by one motion unless separate action is required on a particular item. Any member of the Agency may request removal of an item for discussion.

6. Approval of Agency Regular Meeting Minutes of May 20, 2024 (**Page 13-21**).
7. Approval of Agency Warrants for the Month of May, 2024 (**Page 22**)

TRUSTEE CONSIDERATIONS

8. Consideration of approval of proposed Fiscal Year 2024-2025 Budget with pay schedule for Y-rated incumbents. (**Page 23-33**)
9. First review of updated BTLA Employee Handbook (**Page 34-87**) (**Prior Handbook Page 88-105**)
10. Consideration of **Resolution No. 300-2024** in Grateful Appreciation to Trustee Niran Amir
11. Consideration of **Resolution No. 301-2024** in Grateful Appreciation to Trustee Lawrence Drew

COMMUNICATIONS & ANNOUNCEMENTS

12. Schedule of 2024-2025 Meeting Dates (**Page106**)

NOTICE: WHERE TO VIEW AGENDA MATERIALS

Meeting minutes and other Agenda items are available at <https://www.beltiblibrary.org/about-us/board-meetings>. Please note that packet items may not yet be posted at this location exactly at the same time as Agenda posting.

NOTICE: AMERICANS WITH DISABILITIES ACT

The following accommodations will be provided, upon request, to persons with a disability: agendas and/or agenda packet materials in alternate formats; special assistance needed to attend or participate in this meeting. Please make your request at the office of the Administrative Assistant or by calling (415) 789-2660. Whenever possible, please make your request three days in advance.

Bel Tib Library Agency Board
Chairman's 2023-2024 Report
June 2024

Our library's fiscal year closes with a bang, or maybe it should be fireworks!

Almost two years have passed since Bel Tib Library's September 2022 Opening Party and two and a half years since the hiring of Crystal Duran as Library Director.

Strategic Plan: Let's Connect

Strategic planning, led by consultants The Ivy Group, kicked off in the summer of 2023. And here we are with a [2024-2026 roadmap](#) that's been designed with community input -- including community leaders, library users, and participants who hadn't previously used the library. Our library staff have worked together to reimagine library services and operations, and our Library Foundation and Agency have collaborated in refreshingly-new ways.

We are finding our way toward the Library Vision: **A community where every person feels included and inspired.** And using our new Mission to plan our path: **To nurture curiosity, spark connections, and foster lifelong learning.**

The 2024-2025 budget, expected to pass at the Agency's June meeting, reflects this new strategic direction. Year 1 addresses items that can be accomplished within the library's financial constraints. Years 2 and 3 will take further work and planning to find needed funds.

Expansion Line of Credit Cleared

The Library moves into fiscal year 2024-2025 debt-free. The BTLA approved the use of operating reserves to clear the Library's \$3M line of credit that had been opened for completion of the expansion. Library reserves will remain on the books for potential insurance demands and other liabilities.

Staff Compensation Study

The BTLA hired Regional Government Services (RGS) to conduct a compensation study and assess administrative staff needs. The [study](#) aimed to support succession planning for anticipated retirements and evaluate whether the Library compensation was competitive with the industry and the geographic region to support recruitment and retention. As a result, a new salary schedule was adopted by the BTLA, effective June 1, 2024, and organizational staffing changes are beginning to be built into

the budget. A review of Library staff benefits will follow the salary work, with possible changes expected in 2024-2025.

Renewed Focus on Programming and Services

With input from staff, Library Foundation and all Library volunteers, the daily library hum is getting stronger. We're pleased to see the Founder's Room filled to the brim for events spanning from local history and the arts to science, story hour and hootenanny! We will continue to develop the library offerings and encourage even more newcomers to experience our Library.

Thank You

Thank you to the entire community for participating in this first full year of operations.

Thank you to Crystal Duran, Director, for your capable management of the many facets of our library. And thank you to all the staff who have risen to the demands of each day. We're grateful for your loyalty, your professionalism, your knowledge – and your smiles!

And thank you to the many volunteers who dedicate time and enthusiasm in so many different ways at the library. Thank you to Heather Lobdell and your mighty Corner Books team, to Lucy Churton and Suzannah Sculley for your leadership of the Foundation members who work diligently to ensure programming funds for the library, and to Brenda Bottum and Diane Green for your Art Committee's vision and follow through as the Library Gallery provides even richer opportunities to connect with one another.

Two BTLA Directors will be stepping down from their roles as of June: Niran Amir, who has served as the RUSD's representative since 2017, and Larry Drew, who has been one of the three Tiburon representatives since 2020. We're grateful for the service you've both brought to the library, and we acknowledge the assistance you've provided in bringing the library to this present time and place. Thank you.

Thank you for the opportunity to have served as the BTLA Chair this year.

With gratitude,
Roxanne Richards



DATE: June 17, 2024

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Library Director's Report

Library Programs and Services

The library's Summer Reading Program, themed "Adventure with Your Library," is set to run from June 17 to August 8. This exciting program aims to engage children in a literary journey, encouraging continuous learning and fostering a love for reading through various fun and educational activities. Children can sign up anytime and receive a reading log to track their summer reading adventures. With creative events like the Great Stuffed Animal Sleepover and the Kick-off Concert with Lori & RJ, the program provides a platform for children to explore new worlds through books while enjoying interactive and entertaining activities.

We are excited to host Bay Area artists' works inspired by what is not built by nature but devised by humankind. The new art exhibit, Artists' Interpretations: Buildings and Structures, will be displayed from June 20 to September 12. This exhibit depicts all types of buildings and structures: dilapidated fences, bridges, roller coasters, monuments, iconic buildings, or other construction, and features 50 pieces from 50 artists.

Recent adult programs, including Tyler Florence's book signing, Tiburon's historic railroad, and de Young docent lecture, have been well received and represent increased program interest and attendance; over 475 adults attended programs in the last month alone. Upcoming programs feature Japanese prints, Marine Mammal Center tours, Shakespearean life, and filmmaking and offer diverse staff-planned programs.

Personnel

Interviews for the full-time circulation lead and part-time library assistant positions will occur in the coming weeks. Both positions were budgeted for in the current and next fiscal years and will likely be filled during this recruitment period. Recruitment for the new full-time accounting technician will begin soon; this position was recommended through the administrative staffing assessment and was budgeted beginning FY 24-25. We've partnered with a small, Bay Area-based HR firm to handle recruitment for our administrative positions, leveraging their expertise across various government sectors. Costs for these services are estimated between \$3-5K per recruitment, with a typical 10-12 week period for marketing, selection, and hire.

Administration

We received notice from the CA State Library of the intent to award a Sustainable California Libraries grant to fund the “Planting SEEDs 2.0 (Supporting Environmental Education and Direction)” project for a total of \$72,400 in Library Services and Technology Act (LSTA) funds. The grant will enable the library to progress towards its Sustainable Library Certification with activities such as community forums on local issues, expanding the Library of Things collection to include green tools, updating meeting room technology to enable virtual and hybrid collaboration, and hosting a large scale community event co-designed with residents. The grant period follows the fiscal year, and the first quarter will focus on planning efforts. The grant is pending final state budget adoption; however, the grant funds are earmarked as federal funds disbursed by the State Library, so there shouldn't be any cause for concern.

I discussed developing and adopting a Memorandum of Understanding between BTLA and BTLF with the Foundation President. The Foundation is receptive to the idea, and we plan to revisit this work in the summer months, with plans to bring it to both boards in August or September. The MOU will define each entity's role, how funds will be requested and disbursed, and outline a reporting structure for accounting purposes.

Staff will meet with new trustees during the summer months to provide a library orientation. The new trustees will learn about the library's budget and budget process, key policies and procedures, and current projects. Training will also cover conflict of interest and public meeting procedures. All trustees will receive a Brown Act primer and training in August or September.

Lastly, staff is working with a volunteer commercial interior designer and commercial architect to reenvision the nave to better meet patron and staff needs, an activity defined in the strategic plan. Staff are identifying various needs that have arisen over the past year as potential opportunities to address, including a different collection layout, individual study carrels, better lighting, and more comfortable seating options. The goal is to draft a comprehensive list of needs to explore options, pricing, and funding opportunities with BTLA and BTLF.

**BELVEDERE TIBURON LIBRARY AGENCY
CONSOLIDATED EXPENDITURES
11 MONTHS ENDED
MAY 31, 2024**

	FY 2023-24			FY 2022-23			FY 2018-2019		
	FY24 ANNUAL BUDGET	May, 2024 91% OF BUDGET YEAR	% OF BUDGE T	FY23 ANNUAL BUDGET	May, 2023 91% OF BUDGET YEAR	% OF BUDGE T	FY19 ANNUAL BUDGET	May, 2019 91% OF BUDGET YEAR	% OF BUDGE T
GENERAL FUND									
Personnel (4)	\$ 2,301,880	\$ 1,810,148	79%	\$ 2,236,509	\$ 1,686,999	75%	\$ 1,831,488	\$ 1,587,300	87%
Circulation Materials & Data (5)	295,000	262,796	89%	267,000	238,998	90%	285,528	231,598	81%
Technology Services (6)	121,424	80,194	66%	121,424	114,243	94%	87,582	70,049	80%
Program Services & Supplies (7)	156,834	117,830	75%	132,584	93,944	71%	102,100	92,205	90%
Building Expenses (8)	362,113	308,583	85%	297,177	274,502	92%	164,291	114,333	70%
Agency Administration	117,420	130,518	111%	72,039	42,241	59%	61,882	64,440	104%
TOTAL GENERAL FUND	\$ 3,354,671	\$ 2,710,069	81%	\$ 3,126,733	\$ 2,450,927	78%	\$ 2,532,871	\$ 2,159,925	85%
NET OPERATING REVENUE	\$ 4,581	\$ 486,847		\$ 153	\$ 436,710		\$ 101,834	\$ 414,392	
USES OF RESERVES									
Transfer to Bldg Maintenance Res							69,556	69,556	100%
Use Building Reserve Tech & Equip	-	11,048		35,750	35,753		8,000	-	0%
Use Building Reserve Furn & Fixt	-	-		55,000	38,528		20,000	-	0%
Expansion LOC Principal & Interest	792,000	3,034,960	383%	160,000	150,868	94%			
Use Operating Reserve Misc.	-	-		15,000	-	0%			
TOTAL USES OF RESERVES	\$ 792,000	\$ 3,046,008		\$ 265,750	\$ 225,149		\$ 97,556	\$ 69,556	71%
EXPANSION ACTIVITY									
Expansion Grants & Contributions	-	207,428			300,000		-	758,716	
Expansion Reserve from Operations	-							-	
Expansion Line of Credit Inflow	-			2,200,000	2,000,000				
Total Expansion Inflows	-	207,428		2,200,000	2,300,000	105%	-	758,716	
Less: Expansion Expenditures	-	72,251		2,200,000	1,692,028	77%	-	768,860	
NET EXPANSION ACTIVITY (9)	\$ -	\$ 135,177		\$ -	\$ 607,972		\$ -	\$ (10,144)	
(4) Personnel	CalPERS Unfunded Accrued Liability Payment is made in July.								
(5) Circulation Materials & Data	Most of the Digital Resource and Platform Support Subscriptions are paid in July.								
(6) Technology Services	Annual MARINet charge is paid in July.								
(7) Program Services & Supplies	Includes background infrastructure for Patron Support by Staff.								
	Marketing Costs and Supplies for Library Programs.								
	Includes Adult, Children's, Teen, Maker Space, and Technology Training.								
(8) Building Expenses	Building and Liability insurance is paid in July.								
	Includes Storage costs during Expansion.								

**BELVEDERE TIBURON LIBRARY AGENCY
DETAIL BUDGET VS ACTUAL
11 MONTHS ENDED
MAY 31, 2024**

			FY 2023-24				FY 2022-23		
		FY24 ANNUAL BUDGET	May, 2024 91% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING		FY23 ANNUAL BUDGET	May, 2023 91% OF YEAR TO DATE	% OF BUDGET
GENERAL FUND REVENUE									
Revenue									
Basic Library Tax (1)	5010	\$ 2,435,052	\$ 2,315,562	95%	\$ 119,490		\$ 2,300,639	\$ 2,229,550	97%
Parcel Tax (1)	5020	275,000	263,802	96%	11,198		275,000	\$ 263,751	96%
ERAF (1)	5025	530,000	381,730	72%	148,270		525,000	\$ 361,818	69%
BTLF Grants (2)	5032	175,000	255,500	146%	(80,500)		125,000	\$ 54,000	43%
Program Grants (3)	5033	15,000	8,850	59%	6,150		20,000	\$ 60,888	0%
Book Fines and Reserves	5040	500	1,274	255%	(774)		500	\$ 1,654	331%
Book Sales	5050	0	-	-	-		0	\$ 823	0%
Reference Desk Income	5065	250	89	36%	161		1,000	\$ 55	6%
Copier Fees	5070	500	660	132%	(160)		1,000	\$ 269	27%
Other Revenue (includes EV)	5090	7,200	9,302	129%	(2,102)		3,000	\$ 14	0%
Interest Income	5099	50,000	89,959	180%	(39,959)		5,547	\$ 46,920	846%
Total Revenue		\$ 3,488,502	\$ 3,326,728	95%	\$ 161,774		\$ 3,256,686	\$ 3,019,742	93%
Bond Debt Service via Parcel Tax									
Bond Debt Service - Interest	8910	(\$21,750)	(\$21,750)	100%	\$0		(\$27,300)	(\$27,300)	100%
Bond Debt Service - Principal	8915	(\$95,000)	(\$95,000)	100%	\$0		(\$90,000)	(\$90,000)	100%
Bond Fiscal Agent Fees	8920	(\$12,500)	(\$13,062)	104%	\$562		(\$12,500)	(\$14,805)	118%
Total Bond Debt Service		(\$129,250)	(\$129,812)	100%	\$562		(\$129,800)	(\$132,105)	102%
Total Revenue after Bond Service		\$3,359,252	\$3,196,916	95%	\$162,336		\$3,126,886	\$2,887,637	92%
GENERAL FUND EXPENDITURES									
Personnel (4) (5)									
Salaries & Wages	7010	1,364,051	1,146,020	84%	218,031		1,382,477	1,146,922	83%
Medical Reimbursement	7015	21,600	18,000	83%	3,600		24,300	19,931	82%
Part Time Salaries & Wages	7020	344,113	190,908	55%	153,205		285,992	90,408	32%
PERS Retirement Benefits	7100	240,299	199,581	83%	40,718		240,118	213,036	89%
PERS Insurance Benefits	7110	222,540	190,518	86%	32,022		231,790	163,746	71%
PERS OPEB Benefits	7115	34,060	9,083	27%	24,977		0	8,245	0%
Workers Comp Insurance	7120	8,014	7,789	97%	225		7,508	6,141	82%
Employment Practice Insurance	7125	5,400	5,400	100%	-		5,400	5,400	100%
Payroll Tax Expense	7130	46,103	39,787	86%	6,316		41,924	24,267	58%
Professional Development	7200	15,200	2,094	14%	13,106		17,000	6,949	41%
Staffing Recruitment	7210	500	968	194%	(468)		0	1,954	
Total Personnel		\$ 2,301,880	\$ 1,810,148	79%	\$ 491,732		\$ 2,236,509	\$ 1,686,999	75%
Circulation Materials & Data (6)									
Books and other Materials	7601	125,000	85,029	68%	39,971		100,000	96,498	96%
Vendor Processing Costs	7602	7,000	8,622	123%	(1,622)		7,000	5,954	85%
Supplies for Processing	7603	3,000	3,915	131%	(915)		3,000	1,431	48%
Digital Resources & Content	7606	60,000	61,275	102%	(1,275)		57,000	39,895	70%
MARINet	7607	100,000	103,955	104%	(3,955)		100,000	95,220	95%
Total Circulation Materials & Data		\$ 295,000	\$ 262,796	89%	\$ 32,204		\$ 267,000	\$ 238,998	90%

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 11 MONTHS ENDED
 MAY 31, 2024**

		FY24 ANNUAL BUDGET	May, 2024 91% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY23 ANNUAL BUDGET	May, 2023 91% OF YEAR TO DATE	% OF BUDGET
Technology Services (7)								
Online Services	8020	10,000	4,323	43%	5,677	10,000	13,128	131%
Computers & Peripherals	8035	5,000	7,548	151%	(2,548)	5,000	3,252	65%
Technical Support	8040	66,924	31,063	46%	35,861	66,924	45,805	68%
IT Infrastructure	8070	18,000	31,394	174%	(13,394)	18,000	32,670	182%
Website Maintenance	8071	21,500	5,866	27%	15,634	21,500	19,388	90%
Total Technology Services		\$ 121,424	\$ 80,194	66%	\$ 41,230	\$ 121,424	\$ 114,243	94%
Program Services & Supplies (8)								
Copier Expense	8210	19,284	15,144	79%	4,140	19,284	12,345	64%
Postage Freight	8220	7,000	2,635	38%	4,365	7,000	4,117	59%
Public Relations	8225	30,000	17,441	58%	12,559	25,000	9,576	38%
Office Supplies	8230	10,000	6,024	60%	3,976	10,000	7,593	76%
Adult Programs	8240	17,000	21,953	129%	(4,953)	12,000	19,935	166%
Children's Program Supplies	8250	19,450	13,487	69%	5,963	16,000	15,274	95%
Young Adult Programs	8251	9,500	6,686	70%	2,814	12,000	8,649	72%
Telephone	8260	14,600	12,467	85%	2,133	12,500	12,387	99%
A/V Equipment & Peripherals	8270	5,000	0	0%	5,000	5,000	0	0%
Maker Space Programs	8280	18,000	18,793	104%	(793)	9,000	1,518	17%
Technology Training Program	8290	7,000	3,200	46%	3,800	4,800	2,550	0%
Total Program Services &		\$ 156,834	\$ 117,830	75%	\$ 39,004	\$ 132,584	\$ 93,944	71%
Building Expenses (9)								
Building & Contents Insur.	8410	140,000	112,975	81%	27,025	95,980	84,917	88%
Building Maintenance	8430	24,800	37,772	152%	(12,972)	24,800	31,707	128%
Grounds Maintenance	8440	11,100	1,920	17%	9,180	11,100	6,500	59%
Janitorial Expense	8450	60,000	49,972	83%	10,028	80,000	64,649	81%
Custodial Supplies	8460	9,000	4,595	51%	4,405	11,931	3,760	32%
Trash	8480	4,873	3,053	63%	1,820	4,430	3,823	86%
Electricity & Gas	8490	80,000	61,779	77%	18,221	36,996	59,397	161%
Parking	8491	11,040	6,727	61%	4,313	11,040	7,680	70%
Maintenance Contracts	8492	8,400	11,002	131%	(2,602)	8,000	7,506	94%
EV Public Charging Stations	8493	3,000	12,014	400%	(9,014)	3,000	0	0%
Water	8500	9,900	6,132	62%	3,768	9,900	4,563	46%
Furniture & Fixtures	8501	0	642		(642)		0	
Total Building Expenses		\$ 362,113	\$ 308,583	85%	\$ 53,530	\$ 297,177	\$ 274,502	92%
Agency Administration (10)								
Bank Charges	8810	1,000	51	5%	949	1,000	24	2%
Credit Card Fees	8815	2,000	906	45%	1,094	2,000	582	29%
Cash (over/under)	8820	120	(5)	-4%	125	120	(9)	-8%
Accounting	8830	10,300	8,327	81%	1,973	10,300	8,184	79%
Auditing	8835	34,000	22,760	67%	11,240	33,619	10,435	31%
Legal & Consulting Services	8840	65,000	91,835	141%	(26,835)	20,000	3,493	17%
Office Expenses	8850	5,000	6,644	133%	(1,644)	5,000	2,483	50%
Grand Opening	8870	0	0		-	0	17,049	
Total Agency Administration		\$ 117,420	\$ 130,518	111%	\$ (13,098)	\$ 72,039	\$ 42,241	59%
Total GENERAL FUND		\$ 3,354,671	\$ 2,710,069	81%	\$ 644,602	\$ 3,126,733	\$ 2,450,927	78%
NET OPERATING REVENUE/(LOSS)		\$ 4,581	\$ 486,847		\$ 482,266	\$ 153	\$ 436,710	

**BELVEDERE TIBURON LIBRARY AGENCY
 DETAIL BUDGET VS ACTUAL
 11 MONTHS ENDED
 MAY 31, 2024**

		FY24 ANNUAL BUDGET	May, 2024 91% OF YEAR TO DATE	% OF BUDGET	BUDGET REMAINING	FY23 ANNUAL BUDGET	May, 2023 91% OF YEAR TO DATE	% OF BUDGET
ACTUAL BEGINNING CASH - ALL FUNDS	6/30/2023	\$ 4,430,077	\$ 4,765,061		\$ 334,984			
NET OPERATING REVENUE/(LOSS)		\$ 4,581	\$ 486,847		\$ 482,266			
NON-OPERATING TRANSFERS & USES OF RESERVES								
Building Reserve - Technology & Equip	9010	0	(11,048)		(11,048)			
Building Reserve - Furniture & Fixtures	9020	0	0		-			
Expansion Line of Credit Interest	8930	(192,000)	(70,213)	37%	121,787			
Expansion Line of Credit Principal	8935/2460	(600,000)	(2,964,747)	494%	(2,364,747)			
Operating Reserve		0	0		-			
Total USES OF RESERVES		\$ (792,000)	\$ (3,046,008)		\$ (2,254,008)			
EXPANSION ACTIVITY								
Expansion Grants from Foundation	200-5978	0	195,275		195,275			
Expansion Rebates MMWD & TAM	200-5978	0	12,153		12,153			
Expansion Expenditures	9041-9051	0	(72,251)		(72,251)			
Total EXPANSION ACTIVITY		\$ -	\$ 135,177		\$ 135,177			
BALANCE SHEET ACTIVITY		\$ (70,000)	\$ 480,290		\$ 550,290			
DESIGNATED FUND ACTIVITY								
Snelling and Epstein Receipts		10,000	4,088	41%	(5,912)			
Snelling and Epstein Expenditures		(20,000)	(1,895)	9%	18,105			
Net DESIGNATED FUND ACTIVITY		\$ (10,000)	\$ 2,193		\$ 12,193			
ENDING CASH - ALL FUNDS	4/30/2024	\$ 3,562,658	\$ 2,823,560		\$ (739,098)			
CASH BY FUND								
Insurance and Building Reserves			553,878					
Expansion Funds - Restricted for Project Costs			50,000	*** Payables Only				
Cash with Fiscal Agent - Restricted for CFD 1995-1 Bond Service			222,841					
Snelling and Epstein Restricted Funds			31,614					
Operating Reserve			1,965,227	(1)				
TOTAL ENDING CASH - ALL FUNDS	4/30/2024		\$ 2,823,560	(2)				
(1) Fiscal Year 2024 Low Point for Operating Reserve was \$331,609 in November 2023.								
(2) Fiscal Year 2024 Low Point for Total Cash was \$1,247,437 in November 2023.								
CASH BY BANK ACCOUNT								
Mechanics Operating Checking Plus Petty Cash			101,820					
Mechanics Expansion Checking			356,678					
Mechanics Money Market			391,493					
US Bank Fiscal Agent for CFD-1995-1 Bonds			222,841					
LAIF			376,291					
Mechanics Wealth Management			1,374,437					
ACCOUNTS	4/30/2024		\$ 2,823,560					
EXPANSION LINE OF CREDIT HISTORY								
Total Expansion LOC Borrowed and Paid in Full	FY2022 to FY2024		\$ 3,000,000					
Total Expansion LOC Interest Cost	FY2023 and FY2024		\$ 203,328					

**BELVEDERE TIBURON LIBRARY AGENCY
MAY 2024 NOTES TO DETAIL BUDGET VS ACTUAL**

Page 4-3 | 91% of Budget Year

- (1) **5010, 5020, 5025**, the majority of Tax Revenue is normally received in December and April. Most April Taxes arrived in May this year, about \$150K still due from Tiburon.
- (2) **5032** The Foundation has provided \$255,500 in Operating Grants this year. The Foundation has also given \$100,000 to Expansion this fiscal year (**see Page 5-5 #200-5978**)
- (3) **5033** Zip Books Grant, and The Ranch Senior Fair Grant.
- (3A) **5090** Received \$ 9,300 from EV Connect
(compared to line **8493** EV cost-to-date of \$12,014, \$5K of which is for 3-year support)
- (3B) **5099** Interest Rates up. Earned \$15,000 on 6-month Treasury which matured 2/26
Wealth Management account is now Federal Funds Money Market yielding 5.2%
- (4) **7000's - 7200's Personnel** slightly below budget as staffing still underway
7200 Grant Reimbursement of \$1,500 received which was applied directly to reduce expense
- (5) **7100-7115 Benefits** CalPERS UAL retirement payment front-loaded, health benefits 12% Jan increase
- (6) **7600's Circulation Materials** on par, magazine and digital subscriptions and MARINet front loaded

Page 4-4 | 91% of Budget Year

- (7) **8000's Technology** Online Services, Computers, and IT Infrastructure partially front-loaded
More spending expected to reach closer to budget
8070 Communico for room reservations \$10K was not budgeted
- (8) **8200's Program Services** below budget
Ambitious budgeting will be revised for FY2025
- (9) **8400-8500's Building** Insurance front-loaded, additional HVAC repair costs incurred
On par overall
- (10) **8800's Administration** high due to legal/consulting services and most of audit paid
8840 Strategic Plan and Ben/Comp study included here

Page 4-5 | 91% of Budget Year

1010/9020 Equipment and Furniture: Sound/Mic System Purchased for Founder's Room Meetings

200-5978 Expansion Grants Received	Foundation	\$100,000	Additional \$30-to-\$50K expected
	Town of Tiburon	\$95,275	
	TAM & MMWD	\$12,153	
200-9xxx Expansion Follow-up Expenses	NET EXP Activity	(\$70,213)	
		\$137,215	

**BELVEDERE TIBURON LIBRARY AGENCY
MAY 2024 NOTES TO DETAIL BUDGET VS ACTUAL**

Page 4-5 Cash by Fund

Expansion Funds include:

\$356,678	Mechanics Expansion Checking
\$29,000	LAIF

TOTAL Cash: OPER Reserve:

\$4.77 million	\$3.42 million	at June 30, 2023
\$1.25 million	\$0.33 million	Low Point November 30, 2023
\$2.82 million	\$1.97 million	at May 31, 2024
\$ 947,000	\$ 345,000	Projected Low Point November/December 2024

Annual Expenditure Budget FY25:

\$3.4 million

Monthly Average Operational Cost:

July	\$470,000	Note: first quarter averages higher due to front-loaded insurance, CalPERS UAL, and subscriptions
Thereafter	\$266,000	

Page 4-5 Expansion LOC Balance and Funding:

	<u>Prior Years</u>	<u>Current Year</u>	<u>Total To Date</u>
Total Borrowed	\$ 3,000,000	\$ -	\$ 3,000,000
Interest Paid	\$ 133,115	\$ 70,213	\$ 203,328
Principal Paid	\$ 35,253	\$ 2,964,747	\$ 3,000,000
Total Paid	\$ 168,368	\$ 3,034,960	\$ 3,203,328

REGULAR Meeting
BELVEDERE-TIBURON LIBRARY AGENCY
Belvedere-Tiburon Library, Tiburon, California
May 17, 2024

Roll Call, Present: Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Members Absent: None

Also Present: Crystal Duran, Brenda Bottum, Jane Cooper, Naomi Friedland, Kristin Johnson

CALL TO ORDER: Chair Richards called the meeting to order at 5:30 pm

OPEN Forum:

Chair Richards opened the floor to comments or questions from the public. There were none.

CLOSED SESSION

RETURN FROM CLOSED SESSION at 6:30 pm

ANNOUNCEMENT FROM CLOSED SESSION

Chair Richards announced an action taken: The Agency will fully cover Director Duran's Kaiser health insurance coverage at the family level.

Chair Richards called the open meeting to order at 6:33 pm.

OPEN FORUM: Chair Richards opened the floor to comments or questions from the public. There were none.

STAFF BOARD AND COMMITTEE REPORTS

1. Chair's Report

Chair Richards reported that Katherine Sutton has been appointed by the Reed School District to the Library Agency.

2. Library Director's Report

Director Duran thanked Trustee Hooker, his wife Betsey, and Trustee Richards for helping at the Senior Fair. The fair attracted 200 attendees.

3. Belvedere Tiburon Library Foundation Report

Foundation member Brenda Bottum reported that the annual campaign has raised \$121,000 so far this year. The Teddy Bear Tea held on March 23, for the 24th year, was a success. The Tea was enjoyed by 300 people, 100 each in 3 seatings. The Foundation wishes to use the proceeds to fund an improvement to the Children's outside patio area. Rubber mats will be purchased and installed to soften the concrete surface for safe playtime. The Art Committee's Gallery Show, "Recapturing Humanity" featuring the artists of San Quentin has been installed and celebrated. On Wednesday, a free screening of the documentary "26.2 To Life" will be presented to complement content in

the Art Show. The documentary features Markell Taylor, a local Tiburon resident who will be present for questions and discussion.

4. Financial Statements, April 30, 2024

Clerk Johnson reported that, with 83% of the budget year passed, revenues are at about 63% of budget, slightly lower than normal for this time of year, due to April Taxes arriving in May and to ERAF taxes for April still due from the Town of Tiburon.

Expenditures are at 74% of budget, which is normal for this time of year compared to prior years. Personnel is slightly below budget as we continue to hire. Circulation Materials are at 86% overall, on par. Program Services are at 66%. Building Expenses are on par, with some higher post-construction repairs tempered by savings in other areas. Agency Administration is high due to Board-approved additions for the Strategic Plan, Staffing, and Compensation consulting studies.

Current cash projections indicate a November-December low point for total cash at \$1,000,000, with operating reserve at about \$400,000.

5. Committee Reports

There were no committee reports.

CONSENT CALENDAR

6/7. Motion to approve the Minutes of April 15, 2024 and the Warrants for the Month of April, 2024.

Ayes: All in favor.

Absent: None.

Noes: None.

All in Favor. Motion Passed.

TRUSTEE CONSIDERATIONS:

8. PRESENTATION OF COMPENSATION STUDY AND CONSIDERATION OF ADOPTING FINDINGS AND RECOMMENDED PAY SCHEDULE

Patty Howard of Regional Government Services (RGS) discussed the Library Staffing and Compensation Study.

Ms. Howard said that her team at RGS evaluated the Library's staffing at the highest level in the Administrative area, including the Library Director, Assistant Director, and Finance, HR and Administrative Manager positions. The RGS team's goal was to assure that the Library had the right makeup of positions to distribute and accomplish the necessary work for this department, and to provide job descriptions and classifications and recommendations to support the departmental structure. They also created a job classification plan that supports succession. A kickoff meeting with Director Duran was held to determine the focus of the study. RGS staff collected and reviewed Library documents, organizational materials, and budgets. They then created a staffing assessment questionnaire for the higher-level positions, duties, and responsibilities, and followed up with interviews of the 3 staff members. They then analyzed data, and made recommendations.

Recommendations include adding 2 staff positions to the Administration Department: An Accounting Technician and an Administrative Assistant. Kristin Johnson, the current Finance, HR, and Administrative Manager, has been covering most of the work in this area, with Director Duran performing some of the HR functions. The Accounting Technician is a paraprofessional, working at a higher level than just clerical functions, but not a professional accountant. Functions include payroll, human resources technical work such as onboarding, and collaboration with supervisors and managers. This would push routine work to a lower level and allow the new designation of Administrative Supervisor to better manage systems, policies, and other higher-level functions.

The Finance, HR, and Administrative Manager has been re-designated Administrative Services Supervisor, and will directly Supervise the Accounting Technician and Administrative Assistant.

The Assistant Director position has been re-designated Library Services Manager. Assistant Directors generally manage branches in much larger library systems.

The Youth Services Manager has been re-designated Supervising Librarian – Youth Services.

These position additions and title changes reflect the actual internal services of the organization, and titles more commonly used in government agencies of similar size and function. The administrative functions are thus the umbrella for all of the services that support the public service functions of the Library Agency.

COMPENSATION STUDY

In addition to the Administrative Functions study, RGS staff completed a compensation study to assure that Library salaries are in alignment with comparative agencies. Both base pay and benefits were studied in the marketplace for those comparative agencies.

RGS used standard methodology for the studies, including the components of: Agencies comparative in size, and Libraries of different sizes. An initial sample of 14 agencies was narrowed to 11. The benefit elements of medical, dental, vision, retirement, and deferred compensation were included, along with benchmark position classifications.

Data including duties, knowledge & skills, and experience required for positions were compared to those of other agencies, with matching to Library positions using a “70% rule.” If a position in the data group was noted to match 70% in duties and responsibilities, it was used for comparison and benchmark for Library positions. If there were greater differences, including special assignments, they were noted for specific positions.

Analysis of the data indicated that some Belvedere-Tiburon Library Agency salaries are low and all benefits are currently much lower than other agencies. This is due to the historically used increase methods, in which Step Increases and COLA Increases were separated. Legal issues around this method have recently arisen regarding salary schedules and postings for public sector agencies. The Library’s schedule wasn’t up to date with COLA updates for the Step and Track levels, and didn’t reflect actual salaries, since those who had graduated from Step and Track were receiving just COLA increases. RGS staff created a new salary schedule for review and approval that will be externally competitive and internally equitable and meet all requirements of the law.

California SB1162 requires all public and private employers with 15 or more employees to post schedules of pay schedules that include actual current pay for all employees. The pay scales are required to show hourly and salary scales. For applicants, this needs to be a public document. Salary records must be kept for 3 years after employee termination.

Since the Library Agency is a member of CalPERS, and CalPERS determines “PERS-able” eligible pay types and retirement allocations, all current pay rates must be published in a schedule. The schedule must be approved by the board or the governing body whether it indicates flat rates or pay ranges, and must be posted on Library’s website and at a physical location. Schedules must be retained for current and future examination.

The Library Director position was used as the benchmark class because it was the closest to the market median. RGS staff created an internal alignment for other positions below that class. Differentials are based on industry standards and on various classification standards. A Schedule that is within 5% of the market median is considered competitive. Special assignments can have different scales. All salaries on the RGS new schedule are within 5% of the studied market median.

Under the new schedule, 6 Library employees will be Y-Rated. Y-Rating is used when an incumbent’s current salary is higher than the top step of the approved range. Pay for Y-Rated incumbents is frozen until that salary range meets their salary, typically through COLA increases.

BENEFITS STUDY

Regarding Benefits, RGS staff study concluded that the Library Agency contributes the least amount of money to the health plan (medical/dental/vision) compared to the data sample. The Agency should consider benefit enhancement. Some employers contribute on behalf of their employees. Some agencies offer a wellness stipend for work-life balance.

Longevity pay is an additional benefit seen in the comparative marketplace. The Salary Schedule does not take this into consideration. Under the “Step and Track” Salary Schedule, employees received annual reviews for a standard level of service and increase Step-by-Step to the maximum Step on the schedule. Some agencies offer an additional milestone for years of service and/or merit, either ongoing, or one-time. Agencies can determine such rewards at their discretion. These are benefits offered by other libraries that BTLA doesn’t offer.

Trustee Poplawski asked whether the wellness benefit would be taxed. Director Duran said it could be set up on a reimbursement basis, which would not be taxed.

RGS recommends that the Agency develop pay and benefit policies in order to provide equity and consistency with respect to classifications and compensation, and detail how increases are implemented. According to Library practices in the past, if someone received a step increase, they did not get a Cost of Living Allowance increase (COLA). Those above step 6 did get a COLA only. COLA should be given Agency-Wide. It is a recognition of the fact that the cost of living has increased. RGS recommends for future that, when COLA is given, it is given to all steps and classifications. COLA should be implemented and applied to the entire salary schedule separately from any kind of merit increase that is given.

Trustee Drew asked how many of the entities surveyed award a COLA increase. Ms. Howard said that most agencies give some amount of COLA. COLA awards are not always

the same year-to-year and across the board unless bargaining units are involved. COLA increases are fiscally determined, based on actual cost of living changes and affordability to the agency. When possible, most agencies do give COLA. If COLA is not applied/awarded as the CPI increases, an agency will fall behind the market in its pay schedule.

Vice Chair Hooker asked what factors determine the size of the COLA. Ms. Howard said that the percentage is often based on the Consumer Price Index (CPI). If COLA is written into a contract, it is determined as a percentage in different years, depending on the length of the contract. Sometimes it is negotiated. Some agencies have policies that base it on the CPI. Contracts and policies can potentially cause fiscal problems based on economic factors which arise.

RGS staff do recommend that the Library establish a compensation policy which includes parameters on how COLA is provided, how often to do a study to upgrade, and how to set salaries in comparison to the market. One strategy for this is to be the preferred employer, designating pay at 10% above the median in order to be more competitive in the marketplace.

A compensation policy is also a good setup for succession, i.e. guidance and roadmap for new directors. Policies can be set without locking in future promises.

Vice Chair Hooker asked about merit situations, since the step system seems not merit based, but more automatically awarded. Ms. Howard said that the step system *is* supposed to be a merit system. However, in reality, step progression in most agencies is based on satisfactory performance. The standard practice is to give step increases annually.

Treasurer Slavitz said that a local agency he is affiliated with has established by policy the requirements for reaching each step.

Vice Chair Hooker asked how an agency could award employees who get an upgraded degree while in the Agency's service. Ms. Howard said that, if it's not a requirement for the position, it would not merit a step increase, but it would be a promotional opportunity. Some agencies provide an academic compensation if someone has a degree above what the position requires. If the Agency values that, recognition pay can be given.

Vice Chair Hooker asked how compensation would be increased after an employee reaches the highest step on the schedule. Ms. Howard said that would involve COLA only, which would be applied to the schedule and increase all steps, including the final step amount. In the public sector, there is an end level to the top pay for any particular position. Vice Chair Hooker asked whether COLA and Step progression could be bifurcated. Ms. Howard said that is what has been historically done in the Library, and the current recommendation is to apply COLA to the Step Schedule. The work is being paid for, not longevity. If you wanted to reward someone for tenure, you could give bonus pay. COLA needs to be applied across the board, Agency-wide, with all employees receiving the same percentage.

Trustee Drew asked about the credentials of the RGS staff who did the study. Ms. Howard said that all RGS staff have 20 years of public sector Human Resources experience. They are experts in classification and compensation. Trustee Drew asked if they were specialists in Libraries, adding that Librarians might see the addition of 2 administrative staff differently than Accountants. Ms. Howard said that Administrative staff is standard in public agencies. The study included agencies that were the same size as the Belvedere-Tiburon Library.

Director Duran added that a staffing analysis hadn't yet been done on the Library Service side.

Trustee Weil asked whether, since the salary scale is all based on setting positions at percentages below the Director's position, if current director left, would the next Director hire be a step 2 or step 1, setting the percentage difference system off a bit. Ms. Howard said that the salary for the Director was and would in the future be based on the range, not individuals. Trustee Weil said that would make the comparison to other classifications not established. Ms. Howard said that, with people at many different steps in the salary schedule the standard percentage of difference from the top position only applies at the top levels. Chair Richards added that the RGS comparisons with other organizations was what solidified the ranges of each position. Ms. Howard reiterated that the study showed the current Director's salary was right on the mark, thus was used as the benchmark. The top step represents the *potential* to an applicant. The top step for the Director is competitive in the current market.

Ms. Howard said that two salary schedules have been included for approval in the packet tonight: (1) The first is the recommended schedule from the RGS study. (2) The second one adds 3% COLA for next fiscal year.

Vice Chair Hooker asked whether the schedules are representative of the Library's geographic area. Ms. Howard said that the list of comparative agencies is either in the geographical area, the same size, or have a combination of comparative factors.

Director Duran said that she recommended approving the first schedule (without the COLA) tonight. This would allow employees who will be receiving an equity adjustment to get that immediately. The Schedule WITH COLA would be approved in June for the new fiscal year, 2025.

Vice Chair Hooker asked what the basis was for a 3% COLA on the second schedule. Director Duran said that the City of Belvedere is applying 3% for fiscal year 2025, the Town of Tiburon is looking at up to 4%, and Mill Valley and Marin County are applying 3% this year. Vice Chair Hooker asked if the 3% applied this year would set a precedent. Director Duran said, that no, COLA is determined on a year-by-year basis

Trustee Weil thanked Ms. Howard for the amount of work that went into creating the schedule. However, he expressed a philosophical difference in that the Agency isn't adopting a schedule based on a decision about who the Library Agency is and where the Agency wants to be in terms of pay scale. While he appreciates the RGS method of using a median figure and not setting everything in stone, the public in this community requires a certain level of education and experience for Library service, and the Agency wants to be able to retain employees. Does the Agency want to be in the middle where everyone else is or to provide the resources to keep the Library Special? There have been historical problems with decision making during the recent transitions at the Library, and an Assistant Director is needed to support the Director. He agreed that, for now, just to get started on the right path forward, the Agency could adopt the schedule to set a base level of positions, and then talk about exceptions to that. Trustee Poplawski added that this should be especially considered for the more junior positions. Director Duran said that the salaries had been set at a competitive level for the lower staff. Trustee Weil said he could not vote for the whole package.

Chair Richards asked the difference is between a Manager and a Supervisor. Ms. Howard said that different agencies use different titles. Assistant Directors are typically in much larger systems. Library Services Manager was used in other agencies. This is the person who is second in command overseeing multiple services. The intent was for that person to assist the director in strategic planning reports research special studies. The Manager designation differentiates them from Supervisors and technical Library Specialists, that is, managing larger programs. Chair Richards argued that the job descriptions are similar. Ms. Howard said that the updated description focuses on the true assignment of the job.

Trustee Drew asked if there could be a selective application to repair only the employees who are underpaid. Director Duran said that agencies can't be selective, and must apply changes to the entire system. Trustee Poplawski said that, if steps are defined, it works out over time. Alternatively, an additional upper step level could be assigned. Director Duran said that with the current changes, non-Y-rated employees would be moved up to a step that gives at least a 5% increase currently. Trustee Poplawski asked about compensation versus level banding. Treasurer Slavitz suggested the Agency approve the current schedule without COLA proposal, see how it goes, and make changes if necessary next year. Ms. Howard added that RGS can do smaller "refresh" studies each year.

Ms. Howard added that, if the Agency wants to reflect the uniqueness of the Library, the Agency could adopt a policy at a higher percentile from the medium. The RGS recommendations were fiscally conservative. Every agency should have a compensation philosophy that considers competition in the marketplace. Director Duran said that the Agency is still slightly above Mill Valley, and some positions are above market in comparison to Marin County.

Vice Chair Hooker said that the Agency doesn't have the revenue to go above market. Real estate taxes have only exceeded a 5% increase in less than half of the years that the Library has been operating. Trustee Weil reiterated that he would like to see a schedule that makes sense for *this* community specifically. Chair Richards added that the Strategic Plan did indicate what the Belvedere-Tiburon Library Agency wants to be and who we are, and that the staffing salaries are right up with the Director's.

Trustee Poplawski asked if there would be any negotiation of the approved schedule. Director Duran said no, that there could be potential turnover, but if the approved salaries are above the median for the area, people may not find other opportunities. Trustee Weil asked if new hires are required to start at step 1. Director Duran said no, step can be determined based on qualifications.

Vice Chair Hooker asked if the COLA is approved, do the Y-rated staff receive COLA. Director Duran said no, that Y-rated staff do not receive increases until the COLA updates applied to the schedule catch the top step up with their current salaries.

Chair Richards called for motion approve schedule without COLA effective the beginning of the pay period including June 1.

Motion to approve the updated Salary Schedule developed by RGS without COLA effective the beginning of the pay period including June 1 made by Treasurer Slavitz, seconded by Vice Chair Hooker.

ROLL CALL VOTE:

Ayes: Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: None.

Noes: None.

Motion Passed.

9. FIRST REVIEW OF PROPOSED FISCAL YEAR 2024-2025 BUDGET AND PROPOSED APPROVAL OF UPDATED SALARY SCHEDULES

Director Duran said that the Budget includes a County-estimated 4.7% increase in basic taxes. ERAF is budgeted conservatively based on changes at the State level and by County indications. Director Duran and Clerk Johnson have reviewed all of the expense line items for consistency with current trends and for reasonableness within budget parameters.

Some additional expense lines were added for Fiscal 2025: Line 7115 includes an additional \$25,000 for OPEB Payment or 115 Trust funding. In addition, Line 8890 adds a contribution to the operating reserve at 1% of operating revenue.

In the 7000 Personnel section, salaries are budgeted at 18.2 FTEs, which includes the addition of an Accounting Technician, as recommended by the Administrative function Regional Government Services Study. Personnel is lower than the prior year because one librarian position was eliminated for this fiscal year.

Director Duran has added a budget introduction memorandum, describing the background of the Agency and goals from the Strategic Plan.

Trustee Drew asked whether the approval of the Salary Schedule Upgrade also includes approval of the additional position. Director Duran said, no, that the included Organizational Chart shows all potential positions. Not all of these positions are included in the Fiscal Year 2025 budget. Current vacancies which staff hope to fill are specifically noted.

Treasurer Slavitz asked whether the budget assumes the new Salary schedule with the 3% Cost of Living Allowance for 2025. Director Duran affirmed, and added that the budget also includes the new Accounting Technician position. The budget doesn't currently include the benefits coverage approved for the Director in closed session this evening. That amount will be updated on Line 7110, PERS Health Benefits, for the June presentation.

Chair Richards asked for a motion to approve the updated salary schedule for Fiscal 2025 including a 3% COLA increase.

Chair Richards suggested that a protocol for future salary evaluations be developed.

Motion to approve salary schedule with 3% COLA effective FY24-25 developed by RGS made by Trustee Weil, seconded by Trustee Drew.

Ayes: Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: None.

Noes: None.

Motion Passed.

10. CONSIDERATION OF RESOLUTION NO 298-2024 AUTHORIZING THE CLOSURE OF MECHANICS EXPANSION CHECKING AND MONEY MARKET BANK ACCOUNTS.

In light of FDIC insurance and other considerations, it was determined that discussion and vote on this resolution should be postponed.

11. CONSIDERATION OF RESOLUTION 299-2024 AUTHORIZING THE TRANSFER OF \$250,000 IN BUILDING RESERVE FUNDS TO THE INSURANCE RESERVE

Motion to approve RESOLUTION 299-2024, made by Vice Chair Hooker, Seconded by Trustee Drew.

ROLL CALL VOTE:

Ayes: Chair Roxanne Richards, Vice Chair Anthony Hooker, Treasurer Jeff Slavitz, Niran Amir, Lawrence Drew, Emily Poplawski, Kenneth Weil

Absent: None.

Noes: None.

Motion Passed.

9. Schedule of 2024 Meeting Dates

The next Regular BTLA meeting is scheduled for June 17, 2024.

Chair Richards adjourned the meeting at 8:26 pm

Respectfully Submitted,

Kristin M. Johnson, Clerk of the Belvedere-Tiburon Library Agency Board

Check Date	Check Number	Payee	Fund Code	GL Code	GL Title	Expenses	Check Total
OPERATING EFT'S							
5/1/2024	EFT	CalPERS Retirement CLASSIC APRIL	100	7100	CalPERS Retirement Benefit	\$ 10,144.65	\$ 10,144.65
	EFT	CalPERS Retirement PEPR APRIL	100	7100	CalPERS Retirement Benefit	\$ 7,245.82	\$ 7,245.82
	EFT	CalPERS Health EMPLOYEE MAY	100	7110	CalPERS Insurance Benefit	\$ 18,020.46	\$ 18,020.46
	EFT	CalPERS Health OPEB MAY	100	7115	OPEB Insurance Benefit	\$ 785.00	\$ 785.00
5/1/2024	ACH	PG&E (Building)	100	8490	Electricity & Gas	\$ 5,403.32	\$ 5,403.32
5/1/2024	ACH	Mechanics Credit Card	100	Various	Library Programs, Supplies, Equipment	\$ 3,232.98	\$ 3,232.98
5/1/2024	ACH	Lincoln Life	100	7110	Insurance Benefit	\$ 73.02	\$ 73.02
5/1/2024	ACH	Lincoln LTD	100	7110	Insurance Benefit	\$ 232.64	\$ 232.64
5/11/2024	EFT	Amazon Invoice Payment	100	Various	Library Programs, Supplies, Equipment	\$ 3,579.23	\$ 3,579.23
5/15/2024	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 53,449.80	\$ 53,449.80
5/18/2024	ACH	Connect Your Care (COBRA Marin County)	100	7110	Insurance Benefit	\$ 4.81	\$ 4.81
5/19/2024	ACH	ADP Payroll Monthly Fee	100	8830	Accounting	\$ 276.92	\$ 276.92
5/19/2024	ACH	ADP Social Security Retro Adjustment	100	8830	Accounting	\$ 1,507.00	\$ 1,507.00
5/23/2024	EFT	Delta Dental JUNE	100	7110	Insurance Benefit	\$ 1,146.80	\$ 1,146.80
5/30/2024	ACH	ADP Payroll	100	Various	Library Wages & Payroll Taxes	\$ 55,247.39	\$ 55,247.39
5/30/2024	ACH	PG&E (Building)	100	8490	Electricity & Gas	\$ 4,158.07	\$ 4,158.07
				MAY	TOTAL EFT / ACH	\$ 164,507.91	\$ 164,507.91
OPERATING HAND CHECKS							
5/1/2024	000607	Martha Jackson	100	7601	Books & Other Materials	\$ 96.42	\$ 96.42
5/3/2024	000608	Diana Marie Estey	100	8240	Adult Programs	\$ 350.00	\$ 350.00
5/13/2024	000609	US Bank Fiscal Agent (Parcel Tax Transfer)	100	1020	Cash with Fiscal Agent	\$ 112,561.40	\$ 112,561.40
5/21/2024	000610	Philip King	100	8290	Technology Training	\$ 150.00	\$ 150.00
5/31/2024	000611	Sarvanaz Zand	100	5040	Fines (Refund for Lost Books Returned)	\$ 693.68	\$ 693.68
				MAY	TOTAL HAND CHECKS	\$ 113,851.50	\$ 113,851.50
OPERATING ACCOUNTS PAYABLE BATCHES							
5/15/2024	102225	A&P Moving	100	8430	Building Maintenance	\$ 100.00	\$ 100.00
5/15/2024	102226	Brodart Co	100	7601	Books & Other Materials	\$ 552.83	
				7602	Vendor Processing Costs	\$ 52.25	\$ 605.08
5/15/2024	102227	CINTAS	100	8230	Office Supplies	\$ 35.04	\$ 35.04
5/15/2024	102228	Demco, Inc.	100	7603	Supplies for Processing	\$ 385.05	\$ 385.05
5/15/2024	102229	Glowforge	100	8280	Maker Space Programs	\$ 1,401.84	\$ 1,401.84
5/15/2024	102230	Marin IT, Inc.	100	8070	IT Infrastructure	\$ 800.00	
				8040	Technical Support	\$ 3,366.00	\$ 4,166.00
5/15/2024	102231	Mission Square Retirement	100	2040	Deferred Comp Deductions	\$ 1,900.00	\$ 1,900.00
5/15/2024	102232	Option Click Consulting	100	8290	Technology Training Program	\$ 200.00	\$ 200.00
5/15/2024	102233	Redwood Building Maintenance	100	8450	Janitorial Expense	\$ 4,437.00	
				8460	Custodial Supplies	\$ 772.59	\$ 5,209.59
5/15/2024	102234	Sanitary District No 5	100	8500	Water	\$ 2,403.66	\$ 2,403.66
5/15/2024	102235	Terminix	100	8492	Maintenance Contracts	\$ 118.00	\$ 118.00
5/15/2024	102236	TPX Communications	100	8260	Telephone	\$ 1,154.20	\$ 1,154.20
5/15/2024	102237	US Bank	310	8920	Bond Fiscal Agent Fees	\$ 2,470.00	\$ 2,470.00
5/15/2024	102238	Vanguard ID Systems	100	7603	Supplies for Processing	\$ 356.05	\$ 356.05
5/15/2024	102239	Vestis	100	8492	Maintenance Contracts	\$ 106.92	\$ 106.92
5/15/2024	102240	XRLibraries	100	8251	Young Adult Programs	\$ 950.00	\$ 950.00
				5/15/2024	ACCOUNTS PAYABLE BATCH	\$ 21,561.43	\$ 21,561.43
5/31/2024	102241	Bell Products, Inc.	100	8492	Maintenance Contracts	\$ 3,480.00	\$ 3,480.00
5/31/2024	102242	Blackstone Publishing	100	7601	Books & Other Materials	\$ 120.00	\$ 120.00
5/31/2024	102243	CINTAS	100	8230	Office Supplies	\$ 5.26	\$ 5.26
5/31/2024	102244	COFAM	100	8240	Adult Programs	\$ 200.00	\$ 200.00
5/31/2024	102245	Cotton Candy Express Music	100	8250	Children's Program Supplies	\$ 750.00	\$ 750.00
5/31/2024	102246	East Bay Vivarium	100	8250	Children's Program Supplies	\$ 415.00	\$ 415.00
5/31/2024	102247	Ithaka (JSTOR)	100	1300	Prepaid Expenses (FY25 Subscriptions)	\$ 1,323.00	\$ 1,323.00
5/31/2024	102248	Mill Valley Music	320	9500	Snelling Trust Expenses	\$ 217.15	\$ 217.15
5/31/2024	102249	Mill Valley Refuse	100	8480	Trash	\$ 276.07	\$ 276.07
5/31/2024	102250	Mission Square Retirement	100	2040	Deferred Comp Deductions	\$ 1,900.00	\$ 1,900.00
5/31/2024	102251	Adult Programs	100	8240	Adult Programs	\$ 200.00	\$ 200.00
5/31/2024	102252	Overdrive	100	7606	Digital Resources & Content	\$ 5,019.15	\$ 5,019.15
5/31/2024	102253	PG&E	100	8493	EV Public Charging Stations	\$ 634.00	\$ 634.00
5/31/2024	102254	Redwood Building Supply	100	8460	Custodial Supplies	\$ 417.30	\$ 417.30
5/31/2024	102255	Regional Government Services	100	8840	Legal Services	\$ 2,423.70	\$ 2,423.70
5/31/2024	102256	RWG Law	100	8840	Legal Services	\$ 4,792.50	\$ 4,792.50
5/31/2024	102257	US Bank Equipment Finance	100	8210	Copier Expense	\$ 1,209.19	\$ 1,209.19
				5/31/2024	ACCOUNTS PAYABLE BATCH	\$ 23,382.32	\$ 23,382.32
				MAY	TOTAL ACCOUNTS PAYABLE BATCHES	\$ 44,943.75	\$ 44,943.75
				MAY	TOTAL WARRANTS	\$ 323,303.16	\$ 323,303.16



DATE: June 17, 2024
TO: Library Board of Trustees
FROM: Crystal Duran, Library Director
SUBJECT: Proposed FY24-25 Budget

FY23-24 was a successful year for the Library, marked by completing two significant milestones: adopting a three-year strategic plan and retiring the debt obligation from the library expansion. Over the last year, the library expanded its program offerings; it hosted well-known authors, including Mark Bittman, Obi Kauffman, and Alka Joshi, and broadened its Library of Things to include ukuleles and chess sets. The Library also conducted a compensation study to ensure competitive pay with local industry standards and support succession planning.

FY24-25 builds on the success of the previous year. The proposed budget assumes revenues at a conservative value based on estimates from the County and previous FY trends. Expenses were evaluated based on previous years' spending and consideration of any new activities. The budget includes a new narrative section that outlines strategic plan activities in the FY.

FY24-25 Highlights

- Property tax estimates provided by the County in March 2024 represent a 5% projected increase from FY23-24.
- The estimated ERAF excess is based on a proposal in the Governor's FY24-25 Budget to allocate additional ERAF to Charter Schools, thereby reducing the library's anticipated ERAF amount.
- Total Revenue of \$3,570,361 and **\$3,440,461** operating revenue after bond repayment obligations. Total Operating Expenditures of **\$3,425,165** and net of \$15K.
- An additional Unfunded Accrued Liability (UAL) payment of \$25K, similar to FY23-24.
- New for FY24-25 is a 1% contribution to reserves based on operating revenue (budget key 8890).
- Personnel expenditures account for 18.2 FTE, including a new full-time accounting technician.

Since the draft budget presentation and discussion to BTLA on May 20, the following revisions include:

- Additional revenue of \$72,400 in Program Grants (budget key 5033) to account for a grant from the CA State Library for sustainability-related activities
- Increased expenditures in Computers and Equipment (budget key 8035), Public Relations (8225), Adult Programs (8240), and Consulting Services (8840) to account for grant activities
- General increases in PERS Health Benefits (7110), Books (7601), Digital Content (7606), Online Services (8020), and all program categories (8240, 8250, 8251, 8280)
- New Budget Key 8825 Membership and Dues to delineate institutional membership costs such as CalChamber, CLA, CA Special Districts, etc.
- Revised salary schedule with 3% COLA to include a description of Y-Rated positions, as required by CalPERS

Budget attachments include the Summary Detail Budget, Salary Schedule, Organizational Chart, and Budget Snapshot.



FY 2024-2025 BUDGET

The Belvedere Tiburon Library was established in 1997 through a Joint Powers Agreement between the City of Belvedere and the Town of Tiburon. The Library Agency Board comprises seven trustees appointed by the City and Town, with one trustee representing the Reed Union School District. The Library's mission is to nurture curiosity, spark connections, and foster lifelong learning.

The Library serves approximately 11,000 residents across Tiburon and Belvedere. A recent renovation and expansion in 2022 increased the library to approximately 20,000 sq. ft. with dedicated meeting rooms, a teen library, a makerspace, an onsite used book store, and a more extensive program space. The Library holds approximately 51,000 physical items, including books, DVDs, audiobooks, magazines, laptops, and hotspots for lending. Its Library of Things circulates museum passes, ukuleles, hiking kits, chess sets, and repair kits. Cardholders enjoy shared access to physical and digital materials from seven public libraries and two academic libraries in Marin County through MARINet, a regional consortium. The Library is supported primarily through property taxes, a parcel tax, excess Educational Revenue Augmentation Funds (ERAF), and grants from public and private entities.

In 2024, the Library adopted a three-year strategic plan responsive to community needs and interests and reaffirmed its commitment to providing quality service. The proposed budget maintains open business hours seven days a week, access to print and digital materials, programs for all ages, and dedicated 18.2 FTE staffing of librarians and paraprofessionals. In alignment with the 2024-2026 Strategic Plan, the following activities will be addressed in the fiscal year:

FY24-25 Goals and Major Activities

Strategic Plan Cornerstone: Each Other

Impact: The Library is a warm, welcoming space for neighbors to connect.

- A. Expand the breadth, depth, and diversity of programs for all ages
 - a. Resume children and youth library programs to 85% of pre-closure levels and include programs for parents
 - b. Present two new stakeholder-suggested programs for adults
 - c. Host Family Code weekend events and Open Studio programs for local artists in the Makerspace
- B. Promote skill and leadership development for teens by hosting quarterly teen skill-building workshops.
- C. Improve usability and wayfinding throughout the building by installing new signage, moving segments of the collection, relocating furniture, and displaying community information.

- D. Work with partners to leverage resources and create large-scale community events, including a Mini Maker Fair and cultural activities.
- E. Host and live stream two performances on the Library's plaza.

Strategic Plan Cornerstone: **Your Library**

Impact: The Library delivers responsive services to the community.

- A. Empower patrons to be tech-savvy by increasing digital literacy workshops, hosting drop-in tech help, and implementing a Maker Badges curriculum.
- B. Promote reading recommendations and research assistance by distributing monthly reading lists and improving the appointment process.
- C. Leverage evaluation tools to create responsive, quality programs and evaluate 5% of all programs.
- D. Promote the library with community events, including at Juneteenth, local safety preparedness, and other holiday and cultural events.
- E. Partner with various organizations to host activities outside the Library, including a Story Walk and pop-up Makerspaces.
- F. Build community awareness of Library resources and successes through all-resident mailers, monthly digital newsletters, and video tutorials.
- G. Improve the Library's organizational health by updating the Employee Handbook and relevant policies, establishing departmental goals, increasing professional development opportunities, enhancing internal communications, and implementing an improved performance management system.

Strategic Plan Cornerstone: **Community**

Impact: The Library partners with organizations to leverage resources.

- A. Partner with organizations that support the Library's mission, such as the Audobon, Hilarita, Landmarks, and Ranch recreational services.
- B. Continue progress toward Sustainable Library Certification by addressing building and operations through a sustainability lens and establishing relevant procedures.
- C. Facilitate relationship-building with the Rotary Club and other organizations by hosting collaborative sessions on local issues.

Strategic Plan Cornerstone: **Culture**

Impact: The Library connects community members to resources, expertise, and opportunities.

- A. Improve the discoverability of the collection with displays, recommendations, and themed lists and increase circulation to 85% of pre-closure levels.
- B. Explore strategies to meet the demand for digital titles at the local and regional levels.
- C. Launch a new Arts & Crafts station and increase Makerspace use by 10%.
- D. Spotlight local talent through the art gallery, Meet a Maker program series and other informative programs.

DRAFT BUDGET

FISCAL YEAR 2024-2025

		FY2023-2024	FY2023-2024	FY2024-2025	FY25 % Change	
		Approved	@ May 2024	Proposed	over FY24	
		Budget	Projection	Budget	Budget	Account Description Detail:
OPERATING REVENUES						
5010	Basic Library Tax*	2,435,052	2,435,052	2,556,925	5.0%	Based on County Estimates
5020	Parcel Tax	275,000	275,000	275,000	0.0%	Library Original 1996 Bond Tax of \$66 per Parcel
5025	ERAF	530,000	529,857	530,000	0.0%	ERAF - Estimate based on County Letter to Cities
5032	BTLF Grants	175,000	255,500	70,000	-60.0%	Per Foundation Letter of 3/20/2024
5033	Program Grants	15,000	8,850	80,400	436.0%	Grants for specific projects - TPF, State Library, NorthNet
5040	Book Fines & Reserves	500	1,274	500	0.0%	Hold/Damages Fees and Lost Books
5050	Book Sales	-	0	-		In-Library sales of donated books
5065	Reference Desk Income	250	99	50	-80.0%	Misc. supplies
5070	Commission on Copier	500	735	380	-24.0%	Funds from Public Copiers
5090	Other Revenue	7,200	9,303	9,303	29.2%	EV Charging Stations
5099	Interest Income	50,000	99,457	50,000	0.0%	LAIF and Mechanics Savings Cash Projection
	Total Operating Revenue	3,488,502	3,615,127	3,572,558	2.4%	
8915	Principal Repayment	(95,000)	(95,000)	(100,000)	5.3%	From Bond Amortization Schedule
8910	Bond Interest	(21,750)	(21,750)	(15,900)	-26.9%	From Bond Amortization Schedule
8920	Fiscal Agent Fees	(12,500)	(15,738)	(14,000)	12.0%	Four NBS Payments of approx \$2.5K plus One USBank Payment of \$2.5K
	Total Operating Debt Service	(129,250)	(132,488)	(129,900)	0.5%	
	Total Revenue after Debt Serv	3,359,252	3,482,639	3,442,658	2.5%	
OPERATING EXPENDITURES						
Personnel						
7010	Salaries & Wages	1,364,051	1,256,020	1,409,856	3.4%	13.5 FTE
7015	Medical Reimbursement	21,600	19,701	21,600	0.0%	Up to \$225 per month for CalPERS EE's if Health Premium Allowance is not fully used
7020	Part-Time Wages	344,113	209,909	303,834	-11.7%	4.7 FTE
	Subtotal Salaries & Wages	1,729,764	1,485,630	1,735,290	0.3%	18.2 FTE
7100	PERS Retirement Benefits	240,299	210,680	277,377	15.4%	CalPERS FY25 normal %'s + required Unfunded Accrued Liability pymt of \$138,980
7105	115 Trust	25,000	25,000	25,000	0.0%	OPEB UAL additional payment
7110	PERS Health Benefits	222,540	208,518	258,499	16.2%	Health, Dental, LTD, Life for Active Employees
7115	OPEB Health Obligation	9,060	10,101	10,200	12.6%	\$159/month for 5 Retirees plus \$65/month former director contract
7120	Worker's Comp Insurance	8,014	7,789	8,038	0.3%	Based on all Clerical Salaries
7125	Employment Practices Insurance	5,400	5,400	5,400	0.0%	Insurance Coverage through SDRMA, is included in total package
7130	Payroll Tax Expense	46,103	43,787	43,686	-5.2%	Medicare (All EE's) and Social Security (Part-Time EE's), Based on S&W Subtotal
7200	Professional Development	15,200	12,093	10,000	-34.2%	Approx. three conferences, memberships, local and virtual workshops
7210	Staffing Recruitment	500	1,068	500		Advertisements, posts
	Total Personnel	2,301,880	2,010,066	2,373,990	3.1%	
		66%	56%	66%		Personnel % of Total Revenue

DRAFT BUDGET

FISCAL YEAR 2024-2025

		FY2023-2024	FY2023-2024	FY2024-2025	FY25 % Change	
		Approved	@ May 2024	Proposed	over FY24	
		Budget	Projection	Budget	Budget	Account Description Detail:
Circulation Materials & Data						
7601	Books & Other Materials	125,000	93,529	100,000	-20.0%	Print and other Physical Media
7602	Processing Costs & Fees	7,000	9,522	7,000	0.0%	Book and Media covering, labeling, taping
7603	Supplies-Processing	3,000	4,315	3,000	0.0%	Tape, Cases, Covers for processing and repair in library
7606	Digital content	60,000	66,805	80,000	33.3%	e-Book purchases, Database subscriptions, and Platform subscriptions for Patron Use
7607	Consortium Costs	100,000	111,955	112,000	12.0%	Marinet + Northnet
	Total Circulation Materials & Data	295,000	286,126	302,000	2.4%	
		8%	8%	8%		Circulation Materials & Data % of Total Revenue
Technology Infrastructure						
8020	Online Services	10,000	4,723	12,276	22.8%	Marin IT monthly backups , Movie Licensing, OCLC Cataloging + ILL, IT Software for Staff Support Use
8035	Computers & Equipment	5,000	8,249	14,250	185.0%	Updated self-check system, meeting room remote equipment
8040	Technical Support	66,924	34,365	39,732	-40.6%	Marin IT Contract \$3,311 monthly
8070	IT Infrastructure	18,000	33,896	31,200	73.3%	Back Office Technology Support (Separated from 7606 and 8020)
8071	Website maintenance	21,500	6,867	10,000	-53.5%	Project 6 Website Updates and Support Plus Domain
	Total Technology Infrastructure	121,424	88,100	107,458	-11.5%	
		3%	2%	3%		Technology Infrastructure % of Total Revenue
Program Services & Supplies						
8210	Copier Expenses	19,284	16,844	15,520	-19.5%	Monthly Lease \$1,210 plus annual copy overage allowance of \$1,000
8220	Postage & Freight	7,000	2,885	3,500	-50.0%	Postage Meter Lease, Inter-Library Loan and Misc Postage
8225	Public Relations	30,000	19,141	34,000	13.3%	Marketing materials, advertisements, collateral
8230	Office Supplies	10,000	6,623	7,000	-30.0%	Toner, paper, and general office supplies
8240	Adult Programs and Supplies	17,000	22,613	31,900	87.6%	Program supplies, speaker/vendor fees, premier programming
8250	Children's Programs	19,450	14,788	20,000	2.8%	Program supplies, performers, summer reading program
8251	Young Adult Programs	9,500	7,184	6,000	-36.8%	Teen Arts, Reading, Programs
8260	Telephone	14,600	13,666	14,600	0.0%	TPX Services
8270	AV Equipment & Peripherals	5,000	0	5,000	0.0%	Conference Rooms Audio Visual Updates & Maintenance
8280	Maker Space Programs	18,000	20,693	15,000	-16.7%	Robotics, Virtual Reality, 3D printing, presenters and program supplies
8290	Technology Training Programs	7,000	3,600	4,000	-42.9%	Digital literacy presenters and program supplies
	Total Program Services & Supplies	156,834	128,037	156,520	-0.2%	
		4%	4%	4%		Program Services & Supplies % of Total Revenue

DRAFT BUDGET

FISCAL YEAR 2024-2025

		FY2023-2024	FY2023-2024	FY2024-2025	FY25 % Change	
		Approved	@ May 2024	Proposed	over FY24	
		Budget	Projection	Budget	Budget	Account Description Detail:
Building Expenses						
8410	Insurance	140,000	112,975	125,000	-10.7%	Property and Liability: Including Earthquake
8430	Building Maintenance Incidental	24,800	41,571	17,500	-29.4%	Incidental Maintenance and Repair (Regular Maintenance Contracts on Line 8492), Holiday Lighting
8440	Grounds Maintenance	11,100	11,420	18,000	62.2%	Town of Tiburon Agreement
8450	Janitorial Expense	60,000	54,409	60,000	0.0%	Contract \$4,437 monthly plus special requests
8460	Custodial Supplies	9,000	5,095	9,000	0.0%	Janitorial Supplies
8480	Trash	4,873	3,352	5,360	10.0%	Mill Valley Refuse
8490	Electricity/Gas	80,000	67,978	80,000	0.0%	PG&E - Building
8491	Parking	11,040	8,287	6,240	-43.5%	Staff Parking \$1,560 per Quarter
8492	Building Maintenance Contracts	8,400	12,102	13,000	54.8%	Mat Service, Security, HVAC maint, Pest Control, Fire Extg & First Aid, Backflow Testing, Gutter Maint
8493	EV Public Charging Stations	3,000	13,214	9,600	220.0%	PG&E Cost for EV plus EV subscription (Prior year included \$5,000 3-year subscription)
8500	Water	9,900	6,732	7,500	-24.2%	MMWD
8501	Furniture & Fixtures	-	642	-		Storage/filing cabinets, shelving, work table/desk, misc.
	Total Building Expense	362,113	337,777	351,200	-3.0%	
		10%	9%	10%		Building Expense % of Total Revenue
Agency Administration						
8810	Bank Charges	1,000	61	500	-50.0%	LAIF Wire Fees, Bank Charge for Audit Confirms
8815	Credit Card Charges	2,000	1,005	800	-60.0%	Visa and AMEX and Square use and discount fees for patron fees paid by credit card
8820	Cash Short/(Over)	120	(5)	120	0.0%	Weekly Cash Register Count Variance
8825	Membership and Dues			4,455		Institutional memberships for various resources (CLA, CalChamber, etc.)
8830	Accounting	10,300	9,177	8,000	-22.3%	City of Belvedere Contract, ADP Payroll
8835	Auditing	34,000	31,760	33,350	-1.9%	Maze Associates Audit; Bartel & Co. OPEB Actuarial, CalPERS Pension Actuarial
8840	Consulting and Legal Services	65,000	100,836	50,000	-23.1%	Consultant services for legal, HR, policy issues
8850	Staff, Volunteer & Board Recognition	5,000	7,344	5,000	0.0%	Agency, Staff, and Volunteer appreciation activities and supplies
8890	Contribution to Reserves	-	-	34,427		Reserves for Insurance, Building, and Pension/OPEB Funding (1% of Revenue after Debt Service)
	Total Agency Administration	117,420	150,178	136,652	16.4%	
		3%	4%	4%		Agency Administration % of Total Revenue
	Total Operating Expenses	3,354,671	3,000,284	3,427,820	2.2%	
		96%	83%	96%		Total Operating Expenses % of Total Revenue
	Net Operating Revenue (Loss)	4,581	482,355	14,838		

		FY2023-2024	FY2023-2024	FY2024-2025	FY25 % Change	
		Approved	@ May 2024	Proposed	over FY24	
		Budget	Projection	Budget	Budget	Account Description Detail:
Beginning Cash Balance - All Funds		\$ 4,765,061	\$ 4,765,061	\$ 2,770,523		Projected & Budgeted / Actual / Projected
Net Operating Revenue (Loss) from above		4,581	482,355	14,838		Net Inflow (outflow): Outflow will use Operating Reserve
Non-Operating Transfers & Expenses						
Transfer from General Fund to Reserves						
Res	Transfer from Oper to Bldg Res	0		0		
	Transfer from OPER to Insurance Res	0		0		
Uses of Reserves						
9010	Bldg Res - Technology & Equipment		(11,048)			
9020	Bldg Res - Furniture & Fixtures		0			
8930/5	Oper Res -Expansion LOC Prin & Int	(192,000)	(3,034,961)			
8935	Expansion Funds - LOC Prin	(600,000)				
	Total use of Reserves	(792,000)	(3,046,009)	-		Net Outflow
Expansion Activity						
	Projected Grants		207,428			
	Use of Agency Reserve			-		
	Projected Borrowing		0			
	Expansion Expenditures		(122,251)			Includes projected additional \$30,000
	Total Expansion Activity	0	85,177	0		
NOTE	Balance Sheet Activity (for cash)	(70,000)	480,193			Year End Accruals which change the timing of the effect of expenses on cash
Designated Fund Activity						
	Receipts	26,314	7,182	8,176		Snelling and Epstein Only
	Expenditures	(30,278)	(3,436)	(5,000)		Snelling and Epstein Only
	Net Designated Fund In(Out)Flow	(3,964)	3,746	3,176		
Projected Ending Cash Balance - All Funds		\$ 3,903,678	\$ 2,770,523	\$ 2,788,537		Note: These are June 30 All Funds Cash Balances. Some restricted, and funds drop much lower in Nov.
						Low point FY24 (Dec 2023) without Expansion funds was \$2,569,292, with \$1,971,025 unrestricted.

**BELVEDERE-TIBURON LIBRARY
RECOMMENDED SALARY SCHEDULE w/3% COLA
(With 3% COLA)**

CLASSIFICATIONS	SALARY STEPS					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
ADMINISTRATION CLASSIFICATIONS						
Library Director	\$78.81	\$82.76	\$86.90	\$91.25	\$95.81	\$100.60
Library Director (monthly)	\$12,806.63	\$13,448.50	\$14,121.25	\$14,828.13	\$15,569.13	\$16,347.52
Library Director (annual)	\$153,679.50	\$161,382.00	\$169,455.00	\$177,937.50	\$186,829.50	\$196,170.20
Library Services Manager	\$55.18	\$57.94	\$60.84	\$63.88	\$67.07	\$70.42
Library Services Manager (monthly)	\$8,966.75	\$9,415.25	\$9,886.50	\$10,380.50	\$10,898.88	\$11,443.25
Library Services Manager (annual)	\$107,601.00	\$112,983.00	\$118,638.00	\$124,566.00	\$130,786.50	\$137,319.00
Administrative Services Supv	\$46.89	\$49.23	\$51.69	\$54.27	\$56.98	\$59.83
Administrative Services Supv (monthly)	\$7,619.63	\$7,999.88	\$8,399.63	\$8,818.88	\$9,259.25	\$9,722.38
Administrative Services Supv (annual)	\$91,435.50	\$95,998.50	\$100,795.50	\$105,826.50	\$111,111.00	\$116,668.50
Accounting Technician	\$37.92	\$39.82	\$41.81	\$43.90	\$46.10	\$48.41
Accounting Technician (monthly)	\$6,162.00	\$6,470.75	\$6,794.13	\$7,133.75	\$7,491.25	\$7,866.63
Accounting Technician (annual)	\$73,944.00	\$77,649.00	\$81,529.50	\$85,605.00	\$89,895.00	\$94,399.50
Administrative Assistant	\$32.24	\$33.85	\$35.54	\$37.32	\$39.19	\$41.15
Administrative Assistant (monthly)	\$5,239.00	\$5,500.63	\$5,775.25	\$6,064.50	\$6,368.38	\$6,686.88
Administrative Assistant (annual)	\$62,868.00	\$66,007.50	\$69,303.00	\$72,774.00	\$76,420.50	\$80,242.50
LIBRARY CLASSIFICATIONS						
Supervising Librarian - Youth Srvs	\$49.66	\$52.14	\$54.75	\$57.49	\$60.36	\$63.38
Supervising Librarian - Youth Srvs (monthly)	\$8,069.75	\$8,472.75	\$8,896.88	\$9,342.13	\$9,808.50	\$10,299.25
Supervising Librarian - Youth Srvs (annual)	\$96,837.00	\$101,673.00	\$106,762.50	\$112,105.50	\$117,702.00	\$123,591.00
Experienced Librarian	\$39.72	\$41.71	\$43.80	\$45.99	\$48.29	\$50.70
Experienced Librarian (monthly)	\$6,454.50	\$6,777.88	\$7,117.50	\$7,473.38	\$7,847.13	\$8,238.75
Experienced Librarian (annual)	\$77,454.00	\$81,334.50	\$85,410.00	\$89,680.50	\$94,165.50	\$98,865.00
Librarian	\$35.75	\$37.54	\$39.42	\$41.39	\$43.46	\$45.63
Librarian (monthly)	\$5,809.38	\$6,100.25	\$6,405.75	\$6,725.88	\$7,062.25	\$7,414.88
Librarian (annual)	\$69,712.50	\$73,203.00	\$76,869.00	\$80,710.50	\$84,747.00	\$88,978.50
Library Specialist	\$30.38	\$31.90	\$33.50	\$35.18	\$36.94	\$38.79
Library Specialist (monthly)	\$4,936.75	\$5,183.75	\$5,443.75	\$5,716.75	\$6,002.75	\$6,303.38
Library Specialist (annual)	\$59,241.00	\$62,205.00	\$65,325.00	\$68,601.00	\$72,033.00	\$75,640.50
Library Assistant II	\$27.35	\$28.72	\$30.16	\$31.67	\$33.25	\$34.91
Library Assistant II (monthly)	\$4,444.38	\$4,667.00	\$4,901.00	\$5,146.38	\$5,403.13	\$5,672.88
Library Assistant II (annual)	\$53,332.50	\$56,004.00	\$58,812.00	\$61,756.50	\$64,837.50	\$68,074.50
Library Assistant I	\$24.62	\$25.85	\$27.14	\$28.50	\$29.93	\$31.42
Library Assistant I (monthly)	\$4,000.75	\$4,200.63	\$4,410.25	\$4,631.25	\$4,863.63	\$5,105.75
Library Assistant I (annual)	\$48,009.00	\$50,407.50	\$52,923.00	\$55,575.00	\$58,363.50	\$61,269.00
Library Page	\$17.36	\$18.22	\$19.13	\$20.09	\$21.09	\$22.81

Y-RATED SALARIES	
	Y-RATE
Finance HR and Administrative Manager	\$70.26
Finance HR and Administrative Mgr. (monthly)	\$11,417.00
Finance HR and Administrative Mgr. (annual)	\$137,007.00
Experienced Librarian (1)	\$60.16
Experienced Librarian (monthly)	\$9,776.00
Experienced Librarian (annual)	\$117,312.00
Experienced Librarian (2)	\$57.19
Experienced Librarian (monthly)	\$9,383.00
Experienced Librarian (annual)	\$112,593.00
Library Specialist - part time	\$52.00
Library Specialist (monthly) part time	\$4,507.00
Library Specialist (annual) part time	\$54,080.00

Salary Schedule Requirements

California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations

section 570.5 (2 CCR § 570.5) states that (a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, pay rate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

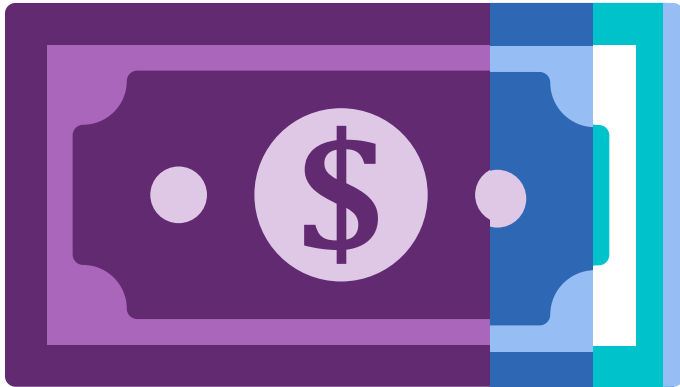
- a) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- b) Identifies the position title for every employee position;
- c) Shows the pay rate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- d) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
- e) Indicates an effective date and date of any revisions;
- f) Is retained by the employer and available for public inspection for not less than five years;
- g) Does not reference another document in lieu of disclosing the pay rate.

Definition of Y-Rate

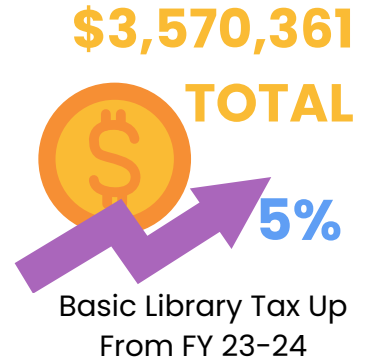
"Y" RATE: The act of maintaining an incumbent's current rate of pay despite either (1) the incumbent's position being reclassified to a classification with a lower salary range or (2) the salary range for the incumbent's classification being revised downward.



REVENUE

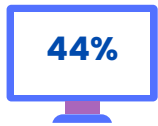


- 72% BASIC LIBRARY TAX
- 15% ERAF
- 8% PARCEL TAX
- 4% GRANTS
- >2% MISC. REVENUE



EXPENDITURES

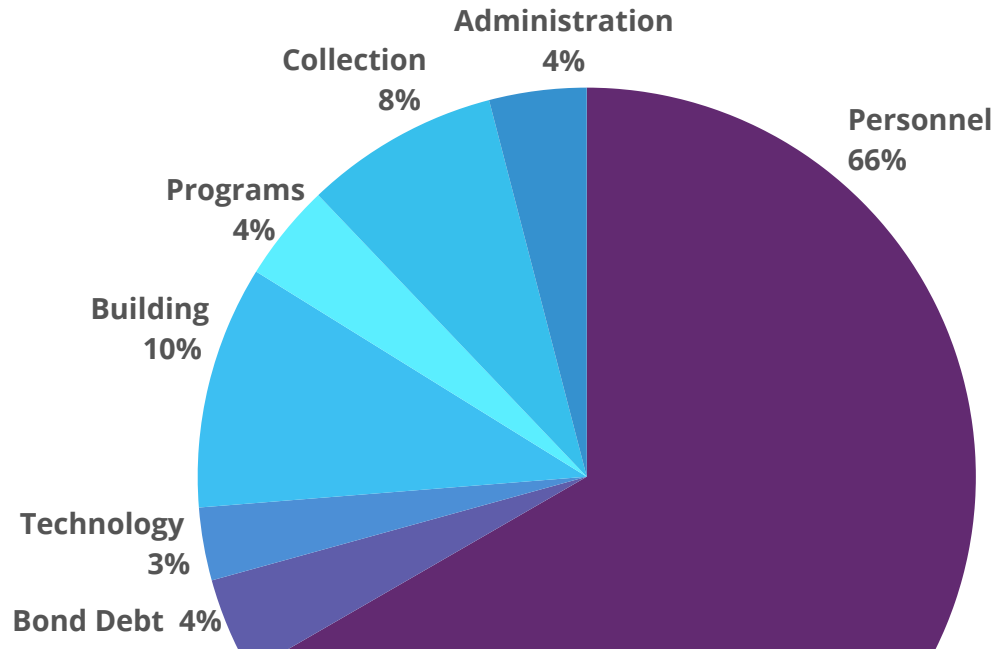
18.2 FTE



DIGITAL RESOURCES



PRINT/AUDIO MATERIALS



\$3,555,065 TOTAL EXPENDITURES

BUDGET HIGHLIGHTS

- NEW FT ACCOUNTING TECHNICIAN
- INCREASED PROGRAMMING & DIGITAL RESOURCES
- ADDRESSING UAL & CONTRIBUTING TO RESERVES
- MEETING ROOM UPGRADES & NEW SELF-CHECK KIOSKS



PER CAPITA SPENDING
\$323

WITHIN TOP 10 IN CALIFORNIA



DATA-INFORMED DECISION MAKING
FOCUS ON QUALITY & COMMUNITY

NEW STRATEGIC PLAN FOCUS



DATE: June 17, 2024

TO: Library Board of Trustees

FROM: Crystal Duran, Library Director

SUBJECT: Draft 2024 Employee Handbook

A well-written handbook is a comprehensive guide for employees, outlining their rights, responsibilities, and the company's values and culture. Establishing clear expectations and consistent policies for various situations and providing guidance on personnel matters, such as leaves of absence and employee benefits, is crucial. An employee handbook provides legal protection by clearly defining workplace rules and procedures, reducing misunderstandings and potential disputes. It ensures uniformity in the treatment of employees, promoting fairness and transparency. Employee handbooks should ideally be reviewed annually to ensure they remain relevant and compliant with current laws and regulations. By maintaining an up-to-date employee handbook, organizations can foster a positive work environment, mitigate risks, and support effective management and operational practices.

During the strategic planning process, employees expressed interest in an updated comprehensive handbook and subsequent training. Likewise, the Library's legal counsel suggested the handbook include additional policies and be reviewed and adopted annually by the Library Board. The Employee Handbook was last revised in January 2022.

The draft 2024 Employee Handbook expands upon the 2022 version, includes additional policies, and incorporates recent legislative requirements. Staff used an online handbook creator wizard from CalChamber to draft the handbook and include updated policies in compliance with 2024 state and federal legislation and employment laws. The wizard accounts for the organization's size and structure and details which policies are required, optional, and supplemental. The Library's legal counsel reviewed the attached draft.

The following highlights the additions or changes from the current handbook:

- Includes a Table of contents
- Provides employee expectations through standards of conduct, ethics, prohibited activity, job duties, customer relations, attendance, etc.
- Defines additional leaves of absence, including Reproductive Loss Leave, new for 2024
- Includes policies detailing management practices and company property
- Describes additional employee benefits, including new holidays, increased tuition reimbursement, and paid parental leave

The Board should have sufficient time to review the 2024 Employee Handbook before formal adoption. It is recommended that the Board review and discuss significant changes with plans to adopt the final handbook at its August or September meeting.



2024 Employee Handbook

Belvedere Tiburon Library

1501 Tiburon Blvd.
Tiburon, CA 94920

DRAFT

Revised and Board Adopted **DATE**

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Introductory Statement

Welcome! As an employee of the Belvedere Tiburon Library, you are an important team member. We hope that you find your position with us rewarding, challenging, and productive, and we look to you and the other employees to contribute to our library's success.

The Belvedere Tiburon Library is a Joint Powers Agency of the City of Belvedere and the Town of Tiburon. The Belvedere Tiburon Library Agency (BTLA) is the legal governing body of the library. The BTLA Board consists of three Trustees appointed by the elected Belvedere City Council, three Trustees appointed by the elected Tiburon Town Council, and one Trustee appointed by the elected Reed Union School District Board. The Board is responsible for personnel, the collection of tax monies, budget development, operation, and expenditure of money for the Library's development, operation, and maintenance. The Board hires a Library Director to oversee and administer the library and public services, including developing long-range plans and policies, overseeing personnel, budget expenditures, programming, collection development, and customer services. The Library's mission is to nurture curiosity, spark connections, and foster lifelong learning.

This employee handbook is intended to explain the terms and conditions of employment of all full and part-time employees and supervisors and summarize the policies and practices in effect at the time of publication. It supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described here. In addition to the policies covered in this handbook, Belvedere Tiburon Library also maintains and incorporates separate policies and procedures addressing COVID-19 in the workplace.

Please take the time to review the policies in this handbook and other Belvedere Tiburon Library policies and procedures. Your supervisor or manager will happily answer any questions you may have. Again, welcome!

General Employment Policies

Standards of Conduct and Ethics

Each official and employee is obligated to the citizens, the people's elected representatives and fellow employees to meet the highest ethical and professional standards and enhance the public's respect and trust for the Belvedere Tiburon Library and its operations. Library employees have responsibilities that are unique and different from of their counterparts in the private industry. Employment with the Library carries an obligation of personal integrity and conduct to establish public respect, confidence, and trust. Library services should be provided efficiently, thoroughly, and courteously.

The Belvedere Tiburon Library, as a condition of employment, expects to receive from the employee:

- Initiative and a conscientious effort to perform productive work.
- Cooperative, positive, responsive, and courteous relations with fellow employees, supervisors, subordinates, and the public.
- A continuous effort to strive for greater knowledge and skill on the job to maintain performance at a high level.
- Compliance with all policies, regulations, rules of conduct, and ordinances established by the Library.
- Responsible work habits demonstrated by dependability, promptness, reliable attendance, and performing required duties competently
- Being flexible and adaptable to change, accepting constructive suggestions and criticism.

Employees must effectively implement the library's official policies when serving in their official capacity with customers, clients, and the public and identifying themselves as Library employees during their work.

No official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary value in any circumstances in which acceptance may result in or create the appearance of any one or more of the following:

- Use of public office and/or employment for personal or private gain.
- Preferential treatment of any person.
- Loss of complete independence or impartiality.
- Reduction of public confidence in the integrity of Library operations

No employee may accept a gift or gratuity from any customer, vendor, supplier, or other person doing business with Belvedere Tiburon Library because doing so may give the appearance of influencing business decisions, transactions, or services. In determining whether someone is likely to have business with the Library, officials and employees are encouraged to err on the side of caution. Employees may accept items that can be displayed in public areas of the Library (such as flowers and greeting cards). Employees may accept handmade items by and from children. Employees may accept gifts received as a team. At their discretion, employees may accept edible gifts of nominal value shared with a wide range of employees at the Library. This policy does not affect Belvedere Tiburon Library's authority to accept gifts (such as donations or bequests) to further its governmental purposes.

Harassment Discrimination and Retaliation Prevention

Belvedere Tiburon Library is an equal opportunity employer. Belvedere Tiburon Library is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on:

- Race;
- Religion (including religious dress and grooming practices);
- Color;
- Sex/gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, and gender identity/gender expression/transgender (including whether or not you are transitioning or have transitioned);
- National origin;
- Ancestry;
- Physical or mental disability;
- Medical condition;
- Genetic information/characteristics;
- Marital status/registered domestic partner status;
- Age (40 and over);
- Sexual orientation;
- Reproductive health decision-making;
- Military or veteran status;
- Use of cannabis/marijuana off the job and away from the workplace; and
- Any other basis protected by federal, state or local law, ordinance or regulation.

Belvedere Tiburon Library also prohibits discrimination, harassment, and disrespectful or unprofessional conduct based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. In addition, the Library prohibits retaliation against individuals who raise complaints of discrimination or harassment or participate in workplace investigations. All such conduct violates Library policy.

Harassment Prevention

The Library's policy prohibiting harassment applies to all persons involved in library operations and prohibits harassment and disrespectful or unprofessional conduct by any employee, including supervisors, managers, and coworkers. The library's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract, and other persons you contact while working.

Prohibited harassment and disrespectful or unprofessional conduct includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, comments, posts, or messages;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical conduct, including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis;
- Threats and demands to submit to sexual requests or advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and

- Communication via electronic media of any type that includes any conduct prohibited by state and/or federal law or by library policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by sexual desire. Prohibited harassment is not just sexual harassment; prohibited harassment is based on any protected category.

Non-Discrimination

The Library complies with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in library operations. The library prohibits unlawful discrimination against any job applicant, employee, or unpaid intern by any employee, including supervisors, managers, coworkers, and third parties.

Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, Belvedere Tiburon Library is not obligated to disclose the wages of other employees.

Anti-Retaliation

The Library will not retaliate against you for filing a complaint or participating in any workplace investigation or complaint process and will not tolerate or permit retaliation by management, employees, or coworkers. Retaliation is prohibited against any person by another employee, supervisor, manager, coworker, or by the Belvedere Tiburon Library itself. Please report any retaliation to your supervisor or any member of Library management.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the library will make reasonable accommodations for known physical or mental disabilities of an otherwise qualified applicant or employee unless undue hardship would result. Any job applicant or employee who requires an accommodation to perform the job's essential functions should contact the Administrative Supervisor and discuss the need for an accommodation. Library administration will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job.

An applicant, employee, or unpaid intern who requires accommodation for a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact the Administrative Supervisor and discuss the need for accommodation. If the accommodation is reasonable and will not impose an undue hardship, the Library will make the accommodation. If there is more than one possible accommodation, the Library will decide which one will be provided.

The Library will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees, or coworkers.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor, the Administrative Supervisor, and/or the Library Director as soon as possible after the incident. You can bring your complaint to any of these individuals.

If you need assistance with your complaint or prefer to make a complaint in person, contact the Administrative Supervisor. Please provide all known details of the incident or incidents, the names of individuals involved, and the names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory. The Library Agency encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you've been harassed, discriminated against, or retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at calcivilrights.ca.gov and www.eeoc.gov. Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the library's Administrative Supervisor so the library can try to resolve the complaint.

When the Library receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. The library will reach reasonable conclusions based on the evidence collected. The library will maintain confidentiality to the extent possible, but we cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner;
- Kept confidential to the extent possible;
- Investigated impartially by qualified personnel in a timely manner;
- Documented and tracked for reasonable progress;
- Given appropriate options for remedial action and resolution; and
- Closed in a timely manner.

If the Library determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The library will also take appropriate action to deter future misconduct.

Any employee determined by the Library to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct. Any employees with direct contact and supervision of minor employees in the workplace are mandated reporters who are trained in child abuse and neglect identification.

At-Will Employment Status

Employees at Belvedere Tiburon Library are employed on an at-will basis. This means that the employee or the library may terminate the employment relationship at any time with or without reason or advance notice. Nothing in this handbook limits the right to terminate at-will employment.

No employee or representative of the Library has the authority to enter into an agreement for employment for any specified period or to make an agreement for employment on terms other than at will. Only the Library Agency has the authority to make any such agreement, binding only if it is in writing.

Nothing in this at-will statement is intended to interfere with an employee's rights to communicate or to work with others to alter the terms and conditions of their employment, such as communications regarding wages, scheduling, or other terms of employment.

Right to Revise

This employee handbook contains Belvedere Tiburon Library's employment policies and practices as of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Belvedere Tiburon Library reserves the right to revise, modify, delete, or add to any policies, procedures, work rules, or benefits stated in this handbook at any time, except for the at-will employment policy. Any written changes to this handbook will be distributed to all employees so that you will be aware of any new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

This handbook contains the entire agreement between you and Belvedere Tiburon Library regarding the duration of employment and the circumstances under which employment may be terminated. Nothing in this employee handbook or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee. Nothing in this statement is intended to interfere with your right to communicate or work with others to alter the terms and conditions of your employment, such as communications regarding wages, scheduling, or other terms or conditions of employment.

Diversity, Equity, and Inclusion

Belvedere Tiburon Library is committed to fostering a diverse workforce and maintaining an equitable, inclusive, and safe workplace for all employees. From recruiting practices to pay and benefits, promotions, and all other aspects of employment with us, an environment of equity is of the utmost importance.

We recognize that you — our employees — comprise a wide range of backgrounds and characteristics, and we also believe those differences should be celebrated and valued. Whether it's race, religion, gender, national origin, ancestry, color, language, age, marital status, sexual orientation, gender identity, gender expression, physical or mental disability, medical condition, genetic information/characteristics, veteran status, political affiliation or any other characteristic, these are parts of each of you that contribute to your experiences as humans, and ultimately to the knowledge and expertise that make you a valuable asset to our company.

Belvedere Tiburon Library is committed and determined to ensure access, opportunity, and advancement for all individuals. We are always looking for ways to cultivate an inclusive work environment, strengthen our cultural competency, and train our managers and employees to provide opportunities for growth and development.

We intend that all our employees, regardless of any background or characteristic, are always treated with respect and dignity. Likewise, we expect that, as our employees, you treat your coworkers, supervisors, volunteers, and library patrons with the same dignity and respect. Disrespectful, inappropriate behavior or conduct toward others will not be tolerated and may subject an employee to disciplinary action, including termination.

If you feel you have been mistreated, harassed, discriminated against, or retaliated against in violation of the company's Harassment, Discrimination, and Retaliation Prevention Policy, please get in touch with your supervisor, the Administrative Supervisor, or the Library Director.

Hiring

Employment Types

Regular Full-Time Employees

Regular full-time employees are scheduled for and work 37.5 hours per week. They are eligible for most of the employee benefits described in this handbook. Benefit eligibility may depend on the length of continuous service, and plans or laws may also impose eligibility requirements.

Regular Part-Time Employees

Regular part-time employees are scheduled for and work fewer than 37.5 hours per week but not fewer than 20 hours. They are eligible for pro-rated medical and retirement benefits and federally mandated-sick leave.

Part-Time/Temporary/On-Call Employees

Part-time/Temporary/On-Call employees or extra help work less than 20 hours per week or are employed for short-term assignments. Short-term assignments generally last three months or fewer; however, such assignments may be extended. Part-time/Temporary/On-Call employees are not eligible for employee benefits except those mandated by applicable law.

Exempt Employees

Federal and state laws exempt certain employees from wage and hour requirements, including overtime pay and meal and rest break requirements. An exempt employee defined under federal law is not subject to overtime payment over 40 hours per week or the equivalent. Exempt employees earn no less than twice California's minimum wage or a minimum monthly salary of \$5,546.67 per month (\$65,560 per year).

Non-Exempt Employees

An employee who, under federal law, must be paid premium wages (or compensatory time off) when they work over 40 hours per week or the equivalent. Also known under federal law as an hourly employee. Non-exempt employees are entitled to one-and-a-half times their hourly rate of pay for:

- All hours worked in excess of 8 in a single workday,
- All hours worked in excess of 40 in a single workweek, and
- The first 8 hours worked on the seventh consecutive day of work in the workweek.

Non-exempt employees are entitled to twice their regular hourly rate of pay for:

- All hours worked in excess of 12 in a single workday, and
- All hours worked in excess of 8 on the seventh consecutive day of work in the workweek.

Inactive Status

Employees on any leave of absence, work-related or non-work-related, that exceeds any protected state, federal, or local leave of absence and not on vacation or away on sick time will be placed on inactive status. Unless a health benefits extension is covered by state or federal law, benefits will terminate according to our insurance carrier's policy. Employees on inactive status may be eligible under the Consolidated Omnibus Budget Reconciliation Act (COBRA) or the California Continuation Benefits Replacement Act (Cal-COBRA) to elect to continue their health care coverage at the employee's expense. Contact the Administrative Supervisor for more information.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the expected performance standards. Please remember that your job responsibilities may change at any time. From time to time, you may be asked to work on special projects or to assist with other work necessary to the operation of your department or the Belvedere Tiburon Library. Your cooperation and assistance in performing such additional work is expected. Belvedere Tiburon Library reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional responsibilities.

New Hires

The first 90 days of continuous employment at Belvedere Tiburon Library is an introductory period. During this time, you will learn about your responsibilities, get acquainted with co-workers, and determine whether or not you are happy with your job. You will begin accruing sick and vacation time at your date of hire. Your supervisor will closely monitor your performance. Completing the introductory period does not entitle you to remain employed by Belvedere Tiburon Library for any definite period. Your status as an at-will employee does not change. You or the library may terminate the employment relationship during the introductory period at any time with or without cause and with or without advance notice.

Time Off and Leaves of Absence

Sick Leave

California provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act. You cannot be discriminated against or retaliated against for requesting or using accrued paid sick time. If you have any questions about paid sick leave, please get in touch with the Administrative Supervisor.

All employees who have worked for the Library employer for 30 or more days within a year from their first day of work will be entitled to paid sick time. However, employees are not eligible to take paid sick time until they have worked for the Library for 90 days from their hire date. Regular full-time employees earn 12 sick days per year, and regular part-time employees are entitled to 12 sick days on a pro-rata basis. Exempt employees are presumed to work 37.5 hours per workweek for sick time accrual. Part-time/on-call/temporary employees are eligible for up to 40 hours of sick leave per year, awarded at the beginning of each calendar year, that does not carry over from one year to the next. The Library does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued and unused paid sick time. Library employees who are members of CalPERS are eligible to receive credit for unused accumulated sick leave at the time of retirement.

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of crime or abuse.

For purposes of paid sick leave, a covered "family member" includes:

- A "child" defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" may also be someone you have accepted the duties and responsibilities of raising, even if they are not your legal child.
- A "parent," defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee, spouse, or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if they are not your legal parent.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.
- A "designated person." A designated person is any individual you identify when you request paid sick leave. You are limited to one designated person per 12-month period for purposes of paid sick leave.

If the need for paid sick leave is foreseeable, you must provide advance oral or written notification to your direct supervisor. If the need for paid sick leave is not foreseeable, provide notice to your direct supervisor as soon as practical.

Use of paid sick time may run concurrently with other leaves under local, state or federal law. Paid sick leave can be used in half-hour increments.

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other

prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, you may choose to use paid sick leave to receive pay for these absences. If you do not have accrued paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work related to your illness or injury.

Vacation

Regular full-time employees are entitled to earn:

0-4 years = Two weeks per year
 5-9 years = Three weeks per year
 10+ years = Four weeks per year

Regular full-time employee vacation accrual limits:

0-4 years = Up to Four weeks
 5-9 years = Up to Six Weeks
 10+ years = Up to Eight Weeks

Regular part-time employees working 20 hours per week or more are entitled to two weeks of paid vacation each year on a pro-rata basis. Part-time/on-call/temporary employees do not earn or accrue paid vacation. Active service begins on your first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment.

Total accumulated vacation for any employee may not exceed twice the employee's annual accrual rate. No additional vacation will be earned until accrued vacation time is used. You become eligible to take accrued vacation after six months of active service as work schedules permit. Vacation requests must be made in writing to the employee's direct supervisor and approved by your direct supervisor in advance. Vacations are scheduled to provide adequate coverage of job responsibilities and staffing requirements. Every effort will be made to permit employees to take their vacations when they wish. However, Belvedere Tiburon Library's operating needs will take priority. When your employment relationship with the Library ends, you will be paid for accrued unused vacation days pro-rata.

If you are taking an unpaid leave of absence, there are circumstances where you may be required to use your accrued and unused vacation before taking unpaid leave or having unpaid absences. In other circumstances, you can choose to use vacation before taking unpaid leave or having unpaid absences, but it is not required. It will depend on the type of leave you take and/or federal and state leave requirements. Please contact the Administrative Supervisor to discuss coordination of your benefits.

Bereavement Leave

Belvedere Tiburon Library grants paid time off to eligible employees in the event of the death of a "family member." To be eligible for bereavement leave, you must have been employed for at least 30 days before starting leave. If you are eligible and experience the death of a family member, you may take up to five days of paid bereavement leave.

For purposes of this policy, a family member is a:

- Spouse
- Domestic Partner
- Child
- Parent
- Parent-in-law
- Sibling
- Grandparent
- Grandchild

The days of bereavement leave do not need to be taken consecutively; however, you must complete your bereavement leave within three months of your family member's death, at which any unused bereavement time remaining will expire.

The Library may require you to provide documentation to support the need for bereavement leave, which may include a death certificate, a published obituary, or a verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency. Belvedere Tiburon Library may, at its discretion, approve additional unpaid time off.

Reproductive Loss Leave

Belvedere Tiburon Library grants time off to eligible employees who suffer a qualifying reproductive loss event as defined in this policy. To be eligible for reproductive loss leave, you must have been employed for at least 30 days before starting leave. If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple-day event, of one of the following:

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party if you would have been a parent of the adoptee if the adoption had been completed.
- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement or a failed embryo transfer to the surrogate if you would have been a parent of a child born as a result of the surrogacy.
- **Miscarriage:** This may be a miscarriage by you, your current spouse, or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Stillbirth:** This may be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively; however, you must complete your reproductive loss leave within three months of your reproductive loss event, or if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is paid per your typical scheduled workday. If you experience more than one reproductive loss event within a 12-month period, you can receive another five days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a

12-month period. Any information provided related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary or as required by law.

Civil Air Patrol Leave

No employee with more than 90 days of service shall be disciplined for taking time off to perform emergency duty as a California Civil Air Patrol volunteer. If you are a Civil Air Patrol volunteer, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so, giving as much advance notice as possible. Up to 10 days of leave for duty may be taken each year. However, leave for a single emergency mission cannot exceed three days unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by the Library.

Crime or Abuse Victims' Leave, Accommodation, and Leave for Treatment

If you are the victim of crime or abuse, you are eligible for unpaid leave. While the leave is generally unpaid, employees can use their paid sick time under California's Healthy Workplaces, Healthy Families Act for the below-mentioned purposes. The Library will not retaliate against any employee because of the employee's status as a victim of crime or abuse if the employee provides notice to the Library of the status or the Library has actual knowledge of the status.

You are considered a victim of crime or abuse who is eligible for unpaid leave if you are:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury or that caused mental injury and a threat of physical injury;
- A person whose immediate family member is deceased as a result of a crime. "Immediate family member" includes:
 - Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor;
 - Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child;
 - Your legal spouse or registered domestic partner;
 - Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
 - Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.
- Any person against whom any crime has been committed (only for purposes of taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding).

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by crime or abuse;
- To obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
- To obtain psychological counseling or mental health services related to experiencing crime or abuse;
- To participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

You may request leave if involved in a legal action, such as obtaining restraining orders, appearing in court to obtain relief to ensure your or your child's health, safety, or welfare. Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. When advance notice is not feasible, the Library may request that you provide documentation within a reasonable time evidencing the basis for the absence in accordance with Labor Code section 230(d)(2).

If you need a reasonable accommodation for your safety at work, contact the Administrative Supervisor. If you request a reasonable accommodation, you must submit a written statement signed by you or by an individual acting on your behalf, certifying that the accommodation is for your safety at work. For reasonable accommodation requests, the Library will also require certification demonstrating that you are the victim of crime or abuse. The Library may request recertification every six months. Please notify the Library if an approved accommodation is no longer needed.

The Library will engage in an interactive process with you to identify possible accommodations, if any, that are effective and will make reasonable accommodations unless an undue hardship will result. To the extent allowed by law, Belvedere Tiburon Library will maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

Criminal Judicial Proceedings and Victims' Rights Leave

If you are the victim, or the family member of a victim of certain serious crimes, you may take time off from work to attend judicial proceedings related to the crime or to attend proceedings involving rights of the victim. If you are the family member of a crime victim, you may be eligible to take this leave if you are the crime victim's spouse, parent, child or sibling. Other family members may also be covered, depending on the purpose of the leave.

The absence from work must be to attend judicial proceedings or proceedings involving the rights of the victim. Only certain crimes are covered. You must provide reasonable advance notice of your need for leave and documentation related to the proceeding may be required. If advance notice is not possible, you must provide appropriate documentation within a reasonable time after the absence. Any absences from work to attend judicial proceedings or proceedings involving victim rights are unpaid unless you use accrued and unused paid time off. For more information regarding this leave (including whether you are covered, when and what type of documentation is required and which type of paid time off can be used), please contact the Administrative Supervisor.

Time Off for Voting

If you do not have sufficient time outside working hours to vote in an official statewide election, you may take off up to two hours without loss of pay. This time should be taken at the beginning or the end of the regular working shift, whichever allows for more free time for voting and the least time off work. If you know or have reason to believe that time off will be necessary to be able to vote on election day, you must give your supervisor at least two working days' notice.

Jury Duty and Witness Leave

Belvedere Tiburon Library encourages employees to serve on jury duty when called. Full-time employees who have completed their introductory periods will receive full pay while serving up to the amount required to complete jury duty. Regular part-time employees will receive pay for days and times they would have typically been scheduled while serving jury duty; pay is not provided to part-time/on-call/temporary employees. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You

may be requested to provide written verification from the court clerk of the performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule. You may retain any mileage allowance or other fee paid by the court for jury services.

Military Leave and Spousal Leave

Employees who wish to serve in the military and take military leave should contact the Administrative Supervisor for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. Employees who work more than 20 hours per week and have a spouse or registered domestic partner in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment. You must request this leave in writing to Library Director within two business days of receiving official notice that your spouse will be on leave. You must attach to the leave request written documentation certifying that your spouse will be on leave from deployment.

School and Child Care Activities Leave

Employees are encouraged to participate in the school or childcare activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, guardians, grandparents, stepparents, foster parents or a person who stands in *loco parentis* to one or more children of the age to attend kindergarten through grade 12 or who are with a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed a total of 40 hours each year;
- You can use the time off to find, enroll, or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. The time off for these purposes cannot exceed eight hours in any calendar month. You must provide reasonable advance notice to your supervisor before taking the time off;
- You can also use time off to address a "child care provider or school emergency" if you give notice to the Library. A "child care provider or school emergency" means that your child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that your child be picked up, or has an attendance policy (excluding planned holidays) that prohibits your child from attending or requires your child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- If more than one parent is employed by Belvedere Tiburon Library, the first employee to request such leave will receive the time off. Another parent will receive the time off only if the leave is approved by their supervisor;
- You must use vacation leave in order to receive compensation for this time off; and
- If you who do not have paid time off available, you will take the time off without pay.

Organ and Bone Marrow Donor Leave

Employees who are donors for organ or bone marrow may take time off as follows:

- You must be employed for at least a 90-day period immediately before the beginning of leave.
- You may take up to 30 business days of paid leave and up to an additional 30 business days of unpaid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave.
- You may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Belvedere Tiburon Library will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the federal Family and Medical Leave Act or the state California Family Rights Act.

Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation.

Belvedere Tiburon Library requires that employees taking leave for organ donation use two weeks of accrued but unused sick leave and/or vacation. Belvedere Tiburon Library requires that employees taking leave for bone marrow donation use five days of accrued but unused sick leave and/or vacation. Once a Donor has exhausted the required paid sick and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

Personal Leave

A personal leave of absence without pay may be granted to full-time employees who have completed at least 12 months of continuous service and are in good standing. Requests for personal leave are at the discretion of the Library Director. They should be limited to unusual circumstances requiring an absence of longer than six weeks, such as educational opportunities or personal hardship. Requests for personal leave should be made to the Library Director at least 30 days before the need. Approvals of personal leave will be based on staffing needs and operational requirements. Employees taking personal leave must use all accrued time off before being placed in an unpaid leave status. While an employee is on personal leave, the Library 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 as long as the employee pays their portion of the health care premium; vacation, sick leave, holidays, and other paid leave will not be earned during the leave. Reinstatement may not be available to an employee on a personal leave of absence if business needs or changed circumstances make it impossible or unreasonable to reinstate the employee.

Volunteer Civil Service Personnel

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to

take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

Leave Donation Program

Belvedere Tiburon Library has a leave donation program to assist regular employees suffering from a crisis event that has resulted in a need for additional time off in excess of their available sick or other paid time. The program allows eligible employees to voluntarily donate time from their available sick leave to their co-workers in accordance with the policy.

This policy is strictly voluntary. It does not guarantee any employee the right to extended leave beyond what is provided for by the Library's stated policy and legal obligations. The Library Director has the final approval of receipt of any sick leave donation and of the ability to donate accrued leave. Donations made under this policy shall be deemed to be equivalent one-hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

In order for you to donate sick leave to another employee, you must:

- Be employed by Belvedere Tiburon Library for one year.
- Donate sick leave in units of one-hour increments.
- Donate no more than 50% percent of your current balance.
- You must maintain a minimum of 37.5 in your current sick leave balance after the donation.
- Not be currently on an approved leave of absence.

Employees who donate leave are not permitted to exhaust their own sick leave balance because they may experience their own need for time off.

Regular full-time and regular part-time employees who would like to receive donated sick time from co-workers must have a crisis event as determined by the Administrative Supervisor. A crisis event includes circumstances such as the following:

- A catastrophic injury or illness of an employee or immediate family member.
- Death of an immediate family member.
- A crisis of a severe nature that directly impacts the employee, such as a catastrophic casualty loss due to a natural disaster.

Donated time can only be used for time off related to the approved crisis event. Recipient employees must exhaust their own available paid leave time prior to using any donated time. Employees who receive donated sick time may receive no more than 480 hours (12 weeks) within a rolling 12-month period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the library's stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event, or whether the employee can receive donated sick time is within the discretion of Belvedere Tiburon Library. Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

If you want to donate sick time to a co-worker, you must make a written request to the Administrative Supervisor, who will confirm eligibility. The request must be approved by the Library Director. The identity of donors will remain confidential. Donations under the program are voluntary, and no employee will be subject to intimidation or disparate treatment for

participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

FMLA Leave

The federal Family and Medical Leave Act (FMLA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- You have been employed with the Library for at least 12 months before the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply);
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave and
- You are employed at a worksite with 50 or more employees within a 75-mile radius.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of FMLA leave, a "family member" includes your:
 - Spouse.
 - Parent.
 - Child under the age of 18 or child over the age of 18 and incapable of self-care due to mental or physical disability at the time FMLA leave is to begin.
- The birth of your child or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, child, or parent in the Armed Forces of the United States or to care for a covered servicemember. (See *Military Family Leave Entitlements* below.)
- Incapacity due to pregnancy, prenatal medical care or childbirth

Depending on your reason for leave, you may also be eligible for California Family Rights Act (CFRA) leave, in which case both your FMLA and CFRA leave will run concurrently. (See the *CFRA Leave* policy for additional information and CFRA leave eligibility.) For further information about eligibility for FMLA and how it may or may not interact with CFRA leave, contact the Administrative Supervisor.

CFRA Leave

California's California Family Rights Act (CFRA) provides up to 12 workweeks of unpaid family/medical leave within a 12-month period under the following conditions:

- You have been employed with the Company for at least 12 months before the commencement of leave. The 12 months of employment must have accumulated within the previous seven years (certain exceptions apply), and
- You have worked at least 1,250 hours during the previous 12-month period before the need for leave.

Leave may be taken for one or more of the following reasons:

- Your serious health condition that makes you unable to perform your job;
- To care for your family member who has a serious health condition. For purposes of CFRA leave, a "family member" includes your:
 - Spouse;
 - Parent;
 - Child of any age;

- Registered domestic partner;
- Grandparent;
- Grandchild;
- Sibling;
- Parent-in-law;
- "Designated person." This is someone else with a blood or family-like relationship with you. You may identify this individual at the time you request leave. You are limited to one designated person per 12-month period for CFRA leave.
- The birth of your child or placement of a child with you for adoption or foster care;
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of your spouse, registered domestic partner, child, or parent in the Armed Forces of the United States. (See *Qualifying Exigencies Related to Active Duty*.)

Please note that incapacity due to pregnancy, prenatal medical care, or childbirth is not an eligible reason for CFRA leave. (See the *Pregnancy Disability Leave Policy* for more information). For additional information about eligibility for CFRA leave, contact the Administrative Supervisor.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of family and medical leave or qualifying exigency leaves may be taken under FMLA or CFRA, Belvedere Tiburon Library uses the Rolling 12-month period measured backward from the date an employee uses any FMLA or CFRA Leave. Under most circumstances, leave under federal and state law will run at the same time and an eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

Military Family Leave Entitlements

Under the FMLA, eligible employees are entitled to the following Military Family Leave Entitlements: Qualifying Exigency Leave and Military Caregiver Leave. (See the *FMLA Leave Policy* for more information about eligible employees.)

- Qualifying Exigency Leave. Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status, as defined by law, may use some or all of their 12-week FMLA leave entitlement for certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Qualifying Exigency Leave will run concurrently with FMLA/CFRA leave to care for a covered family member with a serious health condition to the extent permitted by law.

- Military Caregiver Leave. Eligible employees may also take a special leave entitlement of up to 26 weeks of leave during a single 12-month period to care for a covered servicemember. Note: this leave entitlement does not increase the amount of time an employee can be off work for FMLA/CFRA reasons.

A covered servicemember is either:

- A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is

- otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*¹; or
- A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are different from the FMLA definition of "serious health condition."

Qualifying Exigency Leave and Military Caregiver Leave may be taken intermittently or on a reduced leave schedule basis. Intermittent or reduced leave schedules must be medically necessary, as determined by the health care provider of the covered servicemember, for Military Caregiver Leave. Employees must make a reasonable effort to schedule the leave so as not to unduly disrupt the Library's operations. The smallest increment of time for intermittent leave or leave on a reduced leave schedule is half-hour increments.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Time off because of pregnancy disability, childbirth, or related medical condition counts as FMLA leave but not for CFRA leave. Employees who take time off for pregnancy disability and who are eligible for FMLA will be placed on FMLA that runs at the same time as their pregnancy disability leave (PDL). Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA for purposes of baby bonding.

Under the FMLA, leave taken for the birth, adoption, or foster care placement of a child must be taken as a continuous block of leave unless the Library grants intermittent leave. If your baby bonding leave is under both FMLA and CFRA (running concurrently), such leave does not have to be taken in one continuous period of time: CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Library will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks on any two occasions. The Library may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken (under either FMLA or CFRA) must be concluded within one year of the birth or placement of the child with the employee.

Leave Procedures

The following procedures shall apply to FMLA and CFRA leave:

- Please contact the Administrative Supervisor as soon as you realize the need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for your serious health condition or that of a family member, you must notify the Library at least 30 days before the leave is to begin. You must consult with your supervisor regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of your health care provider or the health care provider of your child, parent, or spouse.
- If you cannot provide 30 days' notice, the Library must be informed as soon as is practical.
- If the FMLA or CFRA request is made because of your own serious health condition, the Library may require, at its expense, a second opinion from a healthcare provider that the

Library chooses. The healthcare provider designated to give a second opinion will not be one who is employed on a regular basis by the Library.

- If the second opinion differs from the first opinion, the Library may require you, at the Library's expense, to obtain the opinion of a third healthcare provider designated or approved jointly by you and the employer. The opinion of the third healthcare provider shall be considered final and binding on you and the Library.

Certification

Belvedere Tiburon Library requires you to provide certification for FMLA and CFRA leave. You will have 15 calendar days from the Library's request for certification to provide it to the Library, unless it is not practical to do so. The Library may require recertification from the health care provider if you request additional leave upon expiration of the time period in the original certification. *(For example, if you need two weeks of family and medical leave, but following the two weeks you need intermittent leave, a new medical certification will be requested and required.)*

If you do not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Library may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered FMLA or CFRA leave. If the leave is needed to care for a sick family member, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants your participation.

Under the FMLA, when both parents are employed by the Library, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Library will not grant more than a total of 12 workweeks of FMLA leave for this reason. However, if baby bonding leave is under both FMLA and CFRA (running concurrently), each parent employed by the Library is entitled to 12 work weeks of leave for this reason.

If your serious health condition is the reason for leave, you must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Your inability to work at all or to perform any one or more of the essential functions of your position because of the serious health condition.

If you are on leave because of your own serious health condition, the Library will also require a medical release to return to work form or certification from your healthcare provider that you are able to resume work. Failure to provide a release to return to work from your healthcare provider may result in denial of reinstatement until the certificate is obtained.

Leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Leave taken due to the need to care for a servicemember must be supported by a certification by the servicemember's health care provider or other certification allowed by law. Special certification requirements apply to leaves related to military service. *(See Military Family Leave Entitlements.)*

Health and Benefit Plans

If you are taking FMLA or CFRA leave, you will be allowed to continue participating in any health and welfare benefit plans in which you were enrolled before the first day of the leave (for a maximum of 12 workweeks or 26 workweeks if the leave is to care for a covered servicemember) at the level and under the conditions of coverage as if you had continued in employment for the duration of such leave. The Library will continue to make the same premium contribution as if you had continued working. The continued participation in health benefits begins on the date leave first begins. In some instances, the Library may recover premiums paid to maintain health coverage if you fail to return to work following FMLA or CFRA leave.

Employees on pregnancy disability leave will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement. Payment is due when it would be made by payroll deduction.

Substitution of Paid Leave

Generally, FMLA and CFRA leave is unpaid. The Library requires employees to use accrued paid leave while taking FMLA and CFRA leave.

Reinstatement

Under most circumstances, upon return from FMLA or CFRA leave, you will be reinstated to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on FMLA or CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FMLA or CFRA leave will not result in the loss of any employment benefit that the employee earned before using FMLA or CFRA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees under the following conditions (however, this exception will not apply if the FMLA leave runs concurrently with CFRA leave):

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Library's operations;
- The employee is notified of the Library's intent to refuse reinstatement at the time the Library determines the refusal is necessary and
- If leave has already begun, the Library gives the employee a reasonable opportunity to return to work following the notice described previously.

Carryover

Leave granted under any of the reasons provided by FMLA and/or CFRA will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a servicemember) in any 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

You may take FMLA or CFRA leave intermittently (in blocks of time or by reducing your normal weekly or daily work schedule) if the leave is for your serious health condition, or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is half-hour increments. (See also the discussion of *Pregnancy, Childbirth or Related Conditions and Baby Bonding*.)

Time Accrual

No vacation or sick time will accrue during any unpaid leave of absence.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave because of a disability for pregnancy, childbirth, or related medical condition is not counted as time used under CFRA leave. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave (PDL). (See *Pregnancy Disability Leave* policy for more information.)

Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA for purposes of baby bonding. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. CFRA leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Library will grant a request for a CFRA leave (for birth/placement of a child) of less than two weeks duration on any two occasions. The Library may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Pregnancy Disability Leave

If you are pregnant, have a related medical condition, or are recovering from childbirth, please review this policy. Any employee planning to take pregnancy disability leave (PDL) should advise the Library as early as possible. Please make an appointment with the Administrative Supervisor to discuss the following conditions:

- The length of pregnancy disability leave will be determined by the advice of your physician, but employees disabled by pregnancy may take up to four months of leave per pregnancy (the working days you normally would work in one-third of a year or 17 1/3 weeks). Part-time employees are entitled to leave on a pro-rata basis. The four months of leave includes any period of time for actual disability caused by your pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and prenatal care, doctor-ordered bed rest, as well as other reasons. Your healthcare provider determines how much time you need for your disability.
- Belvedere Tiburon Library will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- If you need to take PDL, you must inform Belvedere Tiburon Library when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable (such as the expected birth of a child or a planned medical treatment for yourself), you must provide at least 30 days advance notice before the PDL or transfer is to begin. Consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to

minimize disruption to the operations of the Library. Any such scheduling is subject to the approval of the your health care provider.

- For emergencies or unforeseeable events, we need you to notify the Library, at least verbally, as soon as practical after you learn of the need for leave.
- Failure to comply with these notice requirements may delay PDL, reasonable accommodation, or transfer.
- Pregnancy leave usually begins when ordered by your health care provider. You must provide Belvedere Tiburon Library with a written certification from a health care provider for need of PDL, reasonable accommodation or transfer. The certification must be returned no later than 15 calendar days after it is requested by the Library. Failure to do so may, in some circumstances, delay PDL, reasonable accommodation or transfer. Please see the personnel department for a medical certification form to give to your health care provider.
- Leave returns will be allowed only when your health care provider sends a release.
- You are allowed to use accrued sick, vacation or personal time (if otherwise eligible to take the time) during PDL.
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of Half hour increments.

If intermittent leave or leave on a reduced work schedule is medically advisable, you may sometimes be required to transfer temporarily to an available alternative position that meets your needs. The alternative position does not need to have equivalent job duties but must have the equivalent rate of pay and benefits, and you must be qualified for the position. The position must better accommodate your leave requirements than your regular job. Transferring to an alternative position can include altering an existing job to accommodate your need for intermittent leave or a reduced work schedule.

When your healthcare provider releases you to return to work from PDL, you will be reinstated to the same position held when the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

If you are on PDL, you will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if you had continued in employment continuously for the duration of the leave. In some instances, the Library can recover premiums paid to maintain your health coverage if you fail to return from PDL. PDL may impact other benefits or a seniority date. Please get in touch with the personnel department for more information.

Paid Parental Leave

Employees who receive California Paid Family Leave (PFL) payments from the California Employment Development Department (EDD) for purposes of new child bonding during the first year after the child's birth or placement with the employee through foster care or adoption may be eligible to receive Supplemental Compensation from Belvedere Tiburon Library. The Paid Parental Leave (PPL) program does not provide employees with a right to a leave of absence; it is limited to supplemental wage replacement benefits for employees receiving PFL benefits from the state for new child bonding purposes.

Belvedere Tiburon Library will provide Supplemental Compensation in an amount equal to 100 percent of your gross weekly wages, less the amount of PFL benefits, up to a cap if you are receiving the Maximum Weekly Benefit Amount under the PFL law. The total amount of Supplemental Compensation you receive from all employers, combined with PFL benefits, may not exceed 100 percent of your current normal gross weekly wages. Supplemental compensation is available for the duration that you are receiving PFL payments, which may be up to a total of eight weeks. For more information about Supplemental Compensation, please contact the Administrative Supervisor.

To be eligible to receive Supplemental Compensation, you must:

- Have been employed with Belvedere Tiburon Library at least 180 days prior to the start of the leave period;
- Perform at least eight hours of work per week for Belvedere Tiburon Library onsite;
- Perform at least 40 percent of your total work hours for Belvedere Tiburon Library onsite;
- Apply for and receive paid family leave compensation from the state of California under the California PFL law for the purpose of bonding with a new child and

Before you can receive Supplemental Compensation, you must complete and submit a Paid Parental Leave Form (PPL Form) to the Administrative Supervisor. On the PPL Form, you must:

- Indicate how you will provide Belvedere Tiburon Library with notice of the EDD PFL benefit amount you will receive from EDD (see below);
- Agree to reimburse Belvedere Tiburon Library the full amount of Supplemental Compensation you received if you voluntarily separate from employment within 90 days of the end of the leave period and Belvedere Tiburon Library requests reimbursement in writing; and
- Report wages from other employer(s), if any, and submit a copy of the completed PPL Form to each employer.

You can notify Belvedere Tiburon Library of the amount of PFL you are receiving by selecting one or both of the following options:

- Providing Belvedere Tiburon Library with a copy of the Notice of Computation as soon as you receive it from EDD, notifying Belvedere Tiburon Library when you receive your first PFL payment from the EDD and providing Belvedere Tiburon Library with the Notice of Payment you receive from the EDD; and/or
- Providing the EDD with written authorization to disclose the weekly PFL benefit amount to Belvedere Tiburon Library upon request, and then notify Belvedere Tiburon Library on the PPL Form that you have granted such permission to EDD.

If you plan to receive PFL benefits intermittently, you must notify Belvedere Tiburon Library of the intermittent leave schedule you provided to the EDD.

Extended Medical Leave

Occasionally, an employee may need a medical leave of absence that extends beyond limits under state or federal mandatory leave law. In addition, there may be circumstances when an employee needs a medical leave allowed under disability laws and in accordance with this policy. In these situations, an extended medical leave of absence may be granted for medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written disability certificate. Extended disability leaves will also be considered case-by-case, consistent with the Library's obligations under federal and state disability laws. Employees should request any leave in writing and as far in advance as possible.

A medical leave begins on the first day your doctor certifies that you are unable to work and ends when your doctor certifies that you are able to return to work. The Administrative Supervisor will provide you with a form for your doctor to complete, showing the date you were disabled and the estimated date you can return to work. When returning from a medical disability leave, you must present a doctor's certificate declaring fitness to return to work. Upon return from medical leave, you will be offered the same position you held when your leave began, if available. A comparable position will be offered if your former position is unavailable. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Belvedere Tiburon Library makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings. Belvedere Tiburon Library will comply with any reinstatement obligations under state or federal law. California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee who needs reasonable accommodations should contact the Administrative Supervisor and discuss the need for an accommodation.

Benefits

Holidays

Belvedere Tiburon Library observes the following paid holidays:

- January 1 (New Year's Day)
- Martin Luther King Jr.'s Birthday
- Presidents' Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth
- July 4th (Independence Day)
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday immediately after
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Belvedere Tiburon Library may grant another day off instead of closing. For a full-time employee who does not work a Monday through Friday schedule, the day immediately following their two days off will be deemed a holiday in lieu of the day observed, unless the supervisor and employee agree to another day for business reasons. Holiday observance will be announced in advance.

In addition to recognized holidays, the Board may approve observing additional holidays appointed by the President of the United States or the Governor of California upon which federal and/or state government offices will be closed. Holidays that are paid but not worked do not count for overtime purposes. To be eligible for a paid holiday, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working days immediately before and immediately after the holiday unless an absence on either

day is approved in advance by your supervisor or the absence is otherwise protected by law. If you are required to work on a paid scheduled holiday, you will receive compensation time that can be used at another time.

Floating Holidays

Full-time employees are eligible to earn four prorated floating holidays per year, granted on July 1. Floating holidays may be taken at any time or times during the fiscal year in which they are accrued, provided the request is made in advance and the department approves such request. For new employees, floating holidays will be prorated on a quarterly basis. Floating holidays must be taken in the fiscal year accrued and will not carry over from one fiscal year to the next. Upon separation of employment from the Library, unused, accrued pro-rated floating holidays will not be paid.

Public Employees' Retirement System Eligibility

The Library provides retirement benefits under the California Public Employee's Retirement System (CalPERS) for all regular employees. Regular part-time employees must work a minimum of 20 (twenty) hours per week or 1,000 hours per year, as stipulated under the retirement program provisions, to be eligible. An employee must be at least 50 and have at least five years of CalPERS-credited service to be eligible for service retirement.

In a defined benefit retirement plan, a retiree will receive a benefit determined by a set formula. More information regarding retirement benefits can be found at the CalPERS website located at www.calpers.ca.gov. All regular employees who meet the minimum requirements for inclusion in PERS will receive information regarding these benefits at the time of eligibility.

Insurance Benefits

Certain insurances and other benefits are available to specified employees with costs shared by the Library and/or the employee as defined and specified in compensation resolutions, adopted policies, or individual employment agreements, which the Library may amend from time to time.

All regular full-time employees can participate in the Library's health plan. Regular part-time employees working more than 20 hours per week are eligible for prorated benefit contributions. Eligible employees may elect to utilize the Library's health and dental insurance or opt out and receive a direct stipend in lieu of participating. Insurance premiums not paid in whole or in part by the Library will be the employee's responsibility. The Library's benefit plans are guided by Section 125 of the IRS Tax Code and thus abide by certain rules established for pre-tax plans. All premiums paid by employees for their benefits are on a pre-tax basis. Employees eligible for cashback on their fringe benefit package are subject to IRS Section 125 regulations, as unused fringe is considered taxable income to the recipient. Section 125 requires that benefits that are selected at the time of employment may not be changed during the benefit year unless there is a change in employment status or life circumstances.

Participation in Long Term Disability and State Disability Insurance (SDI) is mandatory for all employees. Health, life insurance, and disability insurance benefit details are provided separately to employees at the time of eligibility. Please see the Administrative Services Supervisor for plan details.

Tuition Reimbursement

All employees are encouraged to obtain additional training or education to enhance their performance and promotion eligibility. All employees in good standing with over one year of satisfactory employment at the Library are eligible for tuition reimbursement. Eligible courses

must be directly related to an employee's current position or to a promotional opportunity that may be reasonably anticipated within the near future. Courses must be from an accredited educational, technical, vocational, trade or business school or institution, whether public or private, including correspondence school. An employee may be reimbursed for up to \$1,000 annually for the cost of tuition or registration, books, and materials upon evidence of satisfactory completion of an approved course, provided funds are available in the budget.

Before enrollment, an employee must complete the Request for Tuition Reimbursement Form to be approved by the employee's immediate supervisor and Library Director. If approved and after completion of the course, the employee must furnish the Library with:

- Evidence of successful course completion, i.e. copy of grade notification slip; and
- Evidence of payment of tuition, books, etc. and complete a Reimbursement Form.

Tuition reimbursement may not be claimed if another agency or program, whether public or private, is defraying 50% or more of the education expenses.

Lactation Accommodation

It is the policy of the Library to accommodate lactating employees with a suitable lactation location who desire to express breast milk for their infant child and provide a reasonable amount of break time to express breast milk. Lactation accommodations will be provided to employees for as long as they desire to express breast milk or nurse their infant.

The break time should run concurrently with your normally scheduled break time if possible. Any break time to express breast milk that does not run concurrently with your normally scheduled break time is unpaid.

The lactation location will be private, shielded from view, and free from co-workers and public intrusion. The area will be safe, clean, and free of toxic or hazardous materials; have a surface to place a breast pump and other personal items; have a place to sit; and have access to electricity or alternative devices (including, but not limited to extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Belvedere Tiburon Library will also provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to your workspace. The lactation location will not be a bathroom or restroom. The room or location may include an employee's private office if it otherwise meets the lactation space requirements. Multi-purpose rooms may be used as lactation space if they satisfy the criteria for space; however, the room for lactation takes priority over other uses for the time it is in use for lactation purposes.

Employees who desire lactation accommodations should contact the Administrative Supervisor to request accommodations. We will engage in an interactive process with you to determine when and where lactation breaks will occur. If we cannot provide break time or a location that complies with this policy, we will provide a written response to your request.

Belvedere Tiburon Library will not tolerate discrimination or retaliation against employees who exercise their rights to lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk, or have been otherwise denied your rights related to lactation accommodation, you have the right to file a complaint with the Labor Commissioner.

Paid Family Leave

Employees may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment Development Department (EDD). PFL provides partial pay for up to eight weeks when you need to take leave from work to:

- To care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill;
- To bond with your newborn, foster child or newly adopted child; or
- For a qualifying exigency related to the covered active duty or call to covered active duty of your spouse, registered domestic partner, parent, or child in the Armed Forces of the United States.

The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

Workers' Compensation

Belvedere Tiburon Library, by state law, provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax free, to replace lost wages; and
- Assistance to help qualified injured employees return to suitable employment.

To ensure that you receive any workers' compensation benefits to which you may be entitled, you need to:

- Immediately report any work-related injury to your supervisor;
- Seek medical treatment and follow-up care if required;
- Complete a written *Employee's Claim for Workers' Compensation Benefits* (DWC Form 1) and return it to the Administrative Supervisor; and
- Provide the Library with a certification from your health care provider regarding the need for workers' compensation disability leave and your eventual ability to return to work from the leave.

Upon submission of a medical certification that an employee can return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to their same position held when the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. An employee's return depends on their qualifications for any existing openings. If, after returning from a workers' compensation disability leave, an employee is unable to perform the essential functions of their job because of a physical or mental disability, the Library's obligations to the employee may include reasonable accommodation, as governed by the Americans with Disabilities Act or the California Fair Employment and Housing Act. The law requires Belvedere Tiburon Library to notify the workers' compensation insurance company of any concerns of false or fraudulent claims.

COVID-19 may be a work-related injury. If you test positive for COVID-19, please notify the Library immediately so we may notify our workers' compensation carrier as required by law.

Workers' Compensation and CFRA/FMLA

Employees who are ill or injured as a result of a work-related incident and who are eligible for family and medical leave under state and/or federal law California Family Rights Act (CFRA) and/or Family Medical Leave Act (FMLA), will be placed on CFRA and/or FMLA during the time they are disabled and not released to return to work. The leave under these laws will generally run concurrently.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work-related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if necessary. You will be paid your regular wages for the time you seek initial medical treatment. Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy, or other prescribed appointments will not be paid as time worked. If you have accrued unused sick leave, you may choose to substitute paid sick leave for any time that would otherwise be unpaid. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from worked, related to your illness or injury.

Management

Employee Property

An employee's personal property, including but not limited to lockers, packages, briefcases, purses, messenger bags, and backpacks, may be inspected upon reasonable suspicion of unauthorized possession of Belvedere Tiburon Library property, possession of dangerous weapons or firearms, or abuse of the Library's drug and alcohol policy.

Employment of Relatives

Relatives of employees may be eligible for employment with Belvedere Tiburon Library only if individuals involved do not work in a direct supervisory relationship or in job positions in which there is a conflict of interest. The Library defines "relatives" as spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Present employees who marry or become registered domestic partners will be permitted to continue working in the job position held only if they do not work in a direct supervisory relationship with one another or in job positions involving conflict of interest.

Names and Addresses Policy

Belvedere Tiburon Library is required by law to keep all employees' names and addresses current. You are responsible for notifying the Library of a name or address change.

Open-Door Policy

Suggestions for improving Belvedere Tiburon Library are always welcome. At some point, you may have a complaint, suggestion, or question about your job, your working conditions, or the treatment you are receiving. Your complaints, questions, and suggestions are important to us.

If you have a complaint, suggestion, or question, speak with your supervisor immediately. If you are uncomfortable talking to your immediate supervisor, please bring the issue to the Administrative Supervisor or any other member of management. Also, if you have raised the issue and the problem persists, you may present it to the Administrative Supervisor, who will investigate and provide a solution or explanation. If the problem is not resolved, you may also present the problem to the Chair of Belvedere Tiburon Library, who will attempt to reach a final resolution.

While a written complaint will assist us in investigating your concerns, you are not required to write your complaint. If you need assistance with your complaint or prefer to make a complaint in person, contact your direct supervisor. This procedure, which we believe is important for both you and the Library, cannot guarantee that every problem will be resolved to your satisfaction. However, Belvedere Tiburon Library values your observations, and you should feel free to raise concerns without fearing retaliation.

Performance Evaluations

Each employee will receive periodic performance reviews conducted by their supervisor. Your first performance evaluation will take place after completing the introductory period. Subsequent performance evaluations will be conducted annually near the employment anniversary date. The frequency of performance evaluations may vary depending on length of service, job position, past performance, changes in job duties, or recurring performance problems. Your performance evaluations may review factors such as the quality and quantity of the work you perform, your knowledge of the job, your initiative, your work attitude, and your attitude toward others. The performance evaluations are intended to inform you of your progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of Belvedere Tiburon Library and depend upon many factors besides performance. After the review, you must sign the evaluation report to acknowledge that it has been presented to you, that you have discussed it with your supervisor, and that you are aware of its contents.

When a merit increase is granted, employees will be placed on the next step above their current step. Employees promoted to a higher classification will be placed in the step on the new classification that warrants at least a 5% increase from their current step. The Library Director may approve additional step increases based on merit for outstanding performance.

Personnel Records

You have a right to inspect or receive a copy of Belvedere Tiburon Library's personnel records relating to your performance or any grievance concerning you. Certain documents may be excluded or redacted from your personnel file by law, and there are legal limitations on the number of requests that can be made. Any request to inspect or copy personnel records must be made in writing to the Administrative Supervisor. You may designate a representative to inspect the records or receive a copy of the records. However, any designated representative must be authorized by you in writing to inspect or receive a copy of the records. Belvedere Tiburon Library may take reasonable steps to verify the identity of any representative you have designated in writing to inspect or receive a copy of your personnel records.

The records will be made available no later than 30 calendar days from the date Belvedere Tiburon Library receives your written request to inspect or copy your personnel records (unless you/your representative and Belvedere Tiburon Library mutually agree in writing to a date beyond 30 calendar days but no later than 35 calendar days from receipt of the written request).

Personnel information will be limitedly disclosed to outside sources other than your designated representative. However, Belvedere Tiburon Library will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

Telecommuting

Working remotely, also called "telecommuting," allows employees to work from an alternative environment rather than the library's physical location. One goal of teleworking is to reduce traffic congestion and related air emissions. The Library Director may occasionally approve telecommuting for limited time or special projects. Requests to telecommute must be made in writing at least one week in advance of the requested day; requests to telecommute must be approved by the employee's supervisor and the Library Director. Working remotely is a privilege and may not be appropriate for all employees.

As a telecommuting employee, you must:

- Remain accessible during your telecommute schedule by phone, email, and direct message;
- Regularly communicate with your supervisor/manager to stay current on assigned/relevant tasks, projects, and any other work-related issues;
- Be available for and attend any video/teleconferences scheduled on an as-needed basis;
- Be available to physically attend scheduled work meetings as requested or required by the Library;
- Properly record all hours worked each day in compliance with the Library policies and practices;
- Take rest and meal breaks in full compliance with all applicable policies of the Library and
- Request supervisor approval to use vacation, sick or other leave in the same manner as when working at a physical work location.

Telecommuting employees must comply with all Library rules, policies, practices, and instructions that would apply if they were working at the Library's physical work location(s), including but not limited to policies governing telecommuting/remote work, use of technology, confidentiality, harassment and discrimination, and workplace safety.

Telecommuting employees are solely responsible for ensuring the safety of their alternative work environment. Telecommuting employees should ensure their workspace is safe and free from hazards, providing adequate protection and security of Library property. Telecommuting employees must maintain a safe, secure, and ergonomic work environment, comply with all applicable workplace safety rules, policies, and instructions, and report work-related injuries to the Library immediately. Telecommuting employees needing assistance maintaining a safe workspace should contact the Administrative Supervisor. Telecommuting employees are protected by the Library's workers' compensation insurance. As such, telecommuting employees are required to report any injuries that occur while working immediately. A telecommuting employee is liable for any injuries to third parties at or around the telecommuting employee's alternative work environment.

Company Property

Employer Property

Lockers, furniture, desks, computers, cell phones, data processing equipment/software, and vehicles are Belvedere Tiburon Library property and must be maintained according to Library rules and regulations. They must be kept clean and used only for work-related purposes. Belvedere Tiburon Library reserves the right to inspect all Library property, including computer or phone data or messages, to ensure compliance with its rules and regulations without notice to the employee and at any time, not necessarily in the employee's presence. Prior authorization must be obtained before any Library property may be removed from the premises.

Library voice mail and/or electronic mail (e-mail), including texting, pagers, and mobile email, are to be used for business purposes. Belvedere Tiburon Library reserves the right to monitor voicemail messages, e-mail messages, and texts to ensure compliance with this rule without notice to the employee and at any time, not necessarily in the employee's presence.

Belvedere Tiburon Library may periodically need to assign and/or change "passwords" and personal codes for

- Email
- Voice mail
- Cell phone
- Computer and laptop
- Internet router
- Shared Drive
- Library ILS

These communication technologies and related storage media and databases are to be used only for Library business and remain Belvedere Tiburon Library's property.

Belvedere Tiburon Library reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system. Messages on the Library voicemail and email systems are subject to the same policies against discrimination and harassment as any workplace communications. Offensive, harassing, or discriminatory content in such messages will not be tolerated.

No personal locks may be used on library-provided lockers or filing cabinets unless the employee furnishes a copy of the key or the lock combination. Unauthorized use of a personal lock by an employee may result in losing the right to use a locker or filing cabinet.

For security reasons, employees should not leave valuable personal belongings in the workplace. Terminated employees should remove any personal items when they leave Belvedere Tiburon Library and immediately return any Library property in their possession. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

Monitoring of Company Property

Belvedere Tiburon Library reserves the right to inspect all Library property to ensure compliance with its legal obligations under federal, state, and local laws, including complying with health and safety obligations, data and record retention requirements, preventing workplace harassment, supporting the defense of litigation, and others, as well as ensuring compliance with the company's own rules and regulations that facilitate its business operations. Inspection may occur without notice to the employee and at any time, not necessarily in the employee's

presence. Belvedere Tiburon Library computers and all electronic communications and electronic information are subject to monitoring, and no one should expect privacy regarding such use. The Library reserves the right to access, review, and monitor electronic files, information, messages, text messages, email, Internet history, browser-based webmail systems, and other digital archives. The Library also reserves the right to access, review, and monitor the use of computers, software, and electronic communications to ensure that no misuse or violation of Library policy or any law occurs. The Library may monitor email, and there is no expectation of privacy. Assume that email may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as "private." Employee passwords may be used to secure devices and data from unauthorized access by other employees or third parties, but using a password does not affect the Library's ownership of the electronic information or ability to access and monitor the information at any time. Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by Belvedere Tiburon Library management.

Electronics and Social Media

Belvedere Tiburon Library provides a wide variety of electronic devices, communications tools, and resources to employees to facilitate business operations and activities. The Library has substantial business interests related to using its electronic devices, including, for example, workplace productivity and performance; the privacy of employees, customers, clients, and other third parties; and protecting the Library's confidential information. Additionally, the Library has significant legal obligations concerning the use of its electronic devices and communications, including data and record retention requirements, workplace safety, preventing workplace harassment, supporting the defense of litigation, and others. This policy governing the use of Library computer systems and electronic information is intended to ensure compliance with the Library's legal obligations under federal, state, and local law and to facilitate a safe, efficient, and productive workplace.

For purposes of this policy, the following definitions apply: "computers" are defined as company-owned desktop computers, laptops, handheld devices (including but not limited to iPhones, smart phones, iPads, and other electronic tablets and cell phones), computer software/hardware, and servers provided by the company. Belvedere Tiburon Library also uses various forms of "electronic communication." "Electronic communication" includes, but is not limited to, email; text messages; telephones; cell phones and other handheld devices (such as mobile phones, smartphones, tablets or iPads); fax machines; use of Internet- and cloud-based platforms, programs and services such as Microsoft Teams, Slack, Asana, Dropbox, etc.; and use of social media platforms such as LinkedIn, Instagram, Facebook, X (Twitter), etc.

"Electronic information" is any information created by an employee using computers or any means of electronic communication, including but not limited to, data, messages, multimedia data and files. The following general policies apply:

- Computers and all data transmitted through Belvedere Tiburon Library servers are subject to review, inspection, and retention to conduct Library business and comply with the Library's legal obligations under federal, state, and local law.
- Company computers must be maintained according to Belvedere Tiburon Library rules and regulations. Computers must be kept clean, and employees must exercise care to prevent loss and damage. Prior authorization must be obtained before any company property may be removed from the premises.
- All electronic communications are also subject to review, inspection, and retention for Library business and compliance with federal, state, and local law. For example, email messages created, sent, and/or received through library-provided email accounts,

computers, or servers may be monitored and retained for both business purposes and to comply with legal obligations.

- Electronic information created by an employee using any computer or any means of electronic communication is also subject to the Library's review, inspection and retention to conduct Library business and comply with legal obligations.
- Information stored in Belvedere Tiburon Library computers and file servers, including, without limitation, Library patrons' personal and confidential information
Library patrons' library usage data is the property of the Library and may not be distributed outside the Library in any form whatsoever without the written permission of the Library Director.
- Violating any of this policy's provisions, whether intentional or not, will subject Belvedere Tiburon Library employees to disciplinary action, up to and including termination.

Prohibited Use

All existing Library policies apply to employee use of computers, electronic communications, electronic information, and the Internet. This includes policies that deal with the misuse of company assets or resources. It is a violation of Belvedere Tiburon Library policy to use computers, electronic communications, electronic information, or the Internet in a discriminatory manner, harassing, or obscene; constitutes copyright or trademark infringement; violates software licensing rules; is illegal; or is against Belvedere Tiburon Library policy. It is also a violation of policy to use computers, electronic communications, electronic information, or the Internet to communicate confidential information such as trade secrets, other confidential information described in the Library's Confidential Information policy, or information restricted from disclosure by law.

The display of any sexually explicit multimedia content, message, or document on any Library computer is a violation of the Library's policy against sexual harassment. This description of prohibited usage is not exhaustive, and it is at the discretion of Belvedere Tiburon Library to determine if there has been a violation of this policy. Employees who engage in prohibited use will be subject to discipline and/or immediate termination.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Computer and Internet Use

An efficient and productive workplace is critical to the future of the Library and its employees. Belvedere Tiburon Library provides its employees with computers, electronic communications, information and information technology resources, including the Internet, to help them do their job. Generally, these Library resources should be used for business-related purposes. However, the Library recognizes that occasional personal use of these resources and property may occur during working time. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any Library policy, including policies against harassment, discrimination, and disclosure of confidential or trade secret information.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to use Library email systems to:

- Communicate with other employees regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

All policies relating to monitoring Library property usage apply. Belvedere Tiburon Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Social Media

Social media is an Internet platform that facilitates interaction between people online, such as Facebook, LinkedIn, Instagram, X (Twitter), TikTok, and other related platforms. If you have specific questions about which programs the Library deems to be social media, consult the Library Director. The Library recognizes that occasional personal use of social media using Library resources may occur during working hours. The Library allows such occasional personal use as long as the usage does not interfere with the employee's work performance, take away from work time, consume supplies, slow other users, slow the servers or computer systems, tie up printers or other shared resources, or violate any company policy, including policies against harassment, discrimination, and disclosure of confidential or trade secret information. All policies relating to monitoring usage of company property apply. Belvedere Tiburon Library reserves the right to adjust this policy on a case-by-case basis as it deems appropriate.

Employees can also use their own personal devices to engage in social media during breaks and meal periods; however, all other Library policies against inappropriate usage apply, including the Library's no tolerance for discrimination, harassment or retaliation in the workplace, and protection of confidential or trade secret information. Nothing in the Library's social media policy is intended, nor should it be interpreted, to in any way interfere with, restrain, or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Housekeeping

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch room, kitchens, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

Parking

Employees may park their vehicles in designated areas with a parking permit. If a parking permit is not provided, employees must park in permissible public areas or park in the library's lot with permission from the Library Director. Belvedere Tiburon Library is not responsible for any loss or damage to employee vehicles or contents while parked on Library property.

Prohibiting Personal Use of Company Cell Phone

Cell phones (including handheld devices and smart phones such as iPhones) may be provided to some employees to assist them in performing their job. Cell phones are Library property. Data (including web browsing), messages (including voice mail, mobile email and text

messaging) and other stored electronic information is subject to monitoring, and employees do not have an expectation of privacy in the use of this company property.

The Library may ask you to assign a password to your company cell phone to prevent unauthorized access. This password does not affect the Library's cell phone ownership or ability to monitor the information. Company cell phones must not be used in any manner that violates any other Library policy, including safety policies, confidentiality policies, electronic and social media policies, and policies against discrimination and harassment. Employees are prohibited from using Library-issued cell phones and any other Belvedere Tiburon Library property to conduct personal business. Employees who are provided a company cell phone may use the phone for personal reasons only in case of an emergency, or if they are engaged in a protected concerted activity related to improving the terms and conditions of their employment, such as communicating a workplace safety issue. Other personal use is prohibited. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Smoking

Smoking is prohibited at this workplace. The smoking prohibition applies to all smoking devices, including, but not limited to, the use of electronic smoking devices, such as electronic cigarettes, pipes, hookahs, and vaping devices.

Solicitation and Distribution of Literature

To ensure the efficient operation of the Library's business and prevent disruption to employees, we have established control of solicitations and distribution of written and/or electronic materials and content on Library property. Belvedere Tiburon Library has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with their supervisor. No employee shall solicit or promote support for any cause or organization during their working time or during the working time of the employee or employees at whom such activity is directed. No employee shall distribute or circulate any written or printed material in work areas at any time, during their working time, or during the working time of the employee or employees at whom such activity is directed. For purposes of this policy, work areas are areas controlled by the Library where employees are performing work, excluding areas where work is typically not performed, such as parking lots, break rooms, lunch areas, etc. Working time does not include rest and meal break periods. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on Library property. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Employee Conduct

Conducting Personal Business

Employees are to conduct only Belvedere Tiburon Library business while at work. You may not conduct personal business or business for another employer during your scheduled working hours. For purposes of this policy, personal business does not include engaging in communications in response to an emergency or:

- Communicating with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engaging in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Confidential Information

Each employee is responsible for safeguarding the confidential information obtained during employment. During your work, you may have access to trade secrets or similarly protected proprietary or confidential information regarding Belvedere Tiburon Library's business, including information related to the Library's clients and related information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety, and other topics you have the right to discuss with other employees under the law.

You have a responsibility to prevent revealing or divulging any confidential information unless you must do so in performing your duties or as required by law. Access to, or disclosure of, confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated, and the Library may take legal action. This policy does not prohibit employees from confidentially disclosing trade secrets or proprietary or confidential information to federal, state, and local government officials or to an attorney when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets expressly allowed by 18 U.S.C. sec. 1833(b). Nothing in this policy prevents you from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination, or any other conduct you have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Conflicts of Interest

All employees must avoid situations involving actual conflict of interest. Personal or romantic involvement with a competitor, supplier, or subordinate employee of Belvedere Tiburon Library that impairs an employee's ability to exercise sound judgment on the Library's behalf can create an actual conflict of interest. Supervisor-subordinate romantic or personal relationships can also lead to supervisory problems, possible claims of sexual harassment, and morale problems.

Employees involved in any of the types of relationships or situations described in this policy should immediately and fully disclose the relevant circumstances to their immediate supervisor or any other appropriate supervisor to determine whether an actual conflict exists. If an actual conflict is determined, Belvedere Tiburon Library may take appropriate corrective action according to the circumstances. Failure to disclose facts shall constitute grounds for disciplinary action. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
- Otherwise, engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Customer Relations

Employees must be polite, courteous, prompt, and attentive to every customer. When an employee encounters an uncomfortable situation they do not feel capable of handling, a supervisor should be notified immediately. Ours is a service agency, and we should strive to work amicably to find solutions to customer issues. Customers are to be treated courteously and given proper attention at all times. Never regard a customer's question or concern as an interruption or an annoyance. You must promptly and professionally respond to customer inquiries in person or by telephone. Through your conduct, show your desire to assist the customer in obtaining the help they need. If you are unable to help a customer, find someone who can. All correspondence and documents, whether to customers or others, must be neatly prepared and error-free. Attention to accuracy and detail in all paperwork demonstrates your commitment to those with whom we provide service. Never argue with a customer. If a problem develops or a customer remains dissatisfied, ask your supervisor for additional support or to intervene.

Dress Codes and Other Personal Standards

Employees are expected to wear business casual clothing appropriate for the nature of our business and the type of work performed. Avoid clothing that can create a safety hazard. Because each employee represents Belvedere Tiburon Library in the eyes of the public, each employee must report to work appropriately groomed and wearing appropriate clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. The following are examples of acceptable office attire:

- Button-down shirts, blouses, sweaters, or polo shirts
- Sport coats, blazers, cardigans
- Slacks, khakis, dark jeans without holes
- Knee-length skirts and dresses
- T-shirts with Library logos or text
- Closed-toed shoes (for those regularly moving books, large carts, boxes, etc.)

The following are examples of unacceptable office attire:

- Tanks, halter or crop tops, low-cut or backless tops
- Shorts
- Flip-flops
- Clothing with holes, such as distressed jeans
- Clothing that is too tight or short
- Clothing with offensive logos or text

All clothing should be clean and without rips or holes. Employees who report to work inappropriately dressed may be asked to clock out and return in acceptable attire. All employees required to wear uniforms provided by Belvedere Tiburon Library must take care of them and report any wear or damage to their supervisors. Your supervisor must approve any deviations from these guidelines. This dress code policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin, or any other class protected by federal, state, or local law. For more information, see the *Harassment, Discrimination and Retaliation Prevention* policy. Employees who need a reasonable accommodation because of religious beliefs, observances or practices should contact the Administrative Supervisor to discuss the need for accommodation.

Drug and Alcohol Abuse

Belvedere Tiburon Library is concerned about the use of alcohol, cannabis/marijuana, illegal drugs, or controlled substances as it affects the workplace. These substances can detract from an employee's work performance, efficiency, safety, and health and seriously impair Library operations. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the Library to the risks of property loss, damage or injury to other persons. The following rules and standards of conduct apply to all employees while on Library property, at work, or working on library business. The following are strictly prohibited by Library policy:

- Being under the influence of, or impaired by, an illegal or controlled substance, alcohol, or marijuana while on the job.
- Using or possessing illegal or controlled substances, alcohol, or marijuana (including the unlawful use of prescription drugs and possessing drug paraphernalia) during work hours, on breaks, or at any time on paid status, except for alcohol served after working hours or at an authorized function such as a retirement party
- Distributing, selling, or purchasing of an illegal or controlled substance, alcohol, or marijuana while on the job.

Violating these rules and standards of conduct will not be tolerated and will result in disciplinary action, up to and including termination. Belvedere Tiburon Library may also bring the matter to the attention of appropriate law enforcement authorities. In order to enforce this policy, Belvedere Tiburon Library reserves the right to conduct searches of Library property or employees and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Belvedere Tiburon Library will not discriminate against employees for the use of marijuana off the job and away from the worksite, nor will Belvedere Tiburon Library take disciplinary action against employees for such use so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off Library property will not be tolerated because such conduct, even though off duty, reflects adversely on Belvedere Tiburon Library. In addition, the Library must keep people who sell or possess controlled substances off the Library premises in order to keep the controlled substances themselves off the premises.

Belvedere Tiburon Library will encourage and reasonably accommodate employees with alcohol, marijuana, or drug dependencies to seek treatment and/or rehabilitation. Employees

desiring such assistance should request a treatment or rehabilitation leave. The Library is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug, alcohol, or marijuana use. Employees who are given the opportunity to seek treatment and/or rehabilitation will not be reinstated if doing so would result in undue hardship to the Library. This policy on treatment and rehabilitation is not intended to affect the Library's treatment of employees who violate the regulations described previously. Instead, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Other Employment

Employees of Belvedere Tiburon Library are expected to devote their energies to their jobs. Generally, no full-time employee may engage in outside employment unless prior written approval from the Library Director is granted. Employment that directly conflicts with the Library's essential business interests and disrupts business operations is strictly prohibited. If you wish to engage in additional employment that may create a real conflict of interest, you must submit a written request to the Library Director explaining the details of the additional employment. If the additional employment is authorized, Belvedere Tiburon Library assumes no responsibility for it. Belvedere Tiburon Library shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

Political Activity

Many employees participate in political activities on their own time. Library time, facilities, property, or equipment (including all computers, networks, and electronic equipment) must not be used for your outside political activities. Belvedere Tiburon Library will not reimburse any employee for political contributions, and you should not attempt to receive or facilitate such reimbursements. Absent a formal statement by Belvedere Tiburon Library announcing any political endorsements, you must not, through your actions, speech, contributions, or written communication, mislead others to believe that Belvedere Tiburon Library officially endorses or opposes any candidates for political office that Belvedere Tiburon Library itself has not publicly announced. Library employees are entitled to their position. The Library will not discriminate against employees based on their lawful political activity outside of work.

Prohibited Conduct

To provide a safe, cooperative, efficient, and productive work environment for all of its employees, Belvedere Tiburon Library requires order and discipline in the workplace. For this reason, certain types of conduct are impermissible and may lead to disciplinary action, up to and including termination. While it's not possible to provide employees with a complete list of every possible type of disciplinary offense, the following are some examples of the types of conduct that are considered impermissible:

- Falsifying employment records, employment information, or other company records;
- Inefficient or careless performance of job responsibilities or inability to perform job duties satisfactorily;
- Recording the work time of another employee or allowing any other employee to record your work time to falsify any timekeeping, either your own or another employee's;
- Theft and deliberate or careless damage or destruction of any company property or the property of any employee or customer;
- Removing or borrowing company property without prior authorization;
- Unauthorized use or misuse of company equipment, time, materials, or facilities as specified in company policies;

- Provoking a fight or fighting during working hours or on company property;
- Participating in horseplay or practical jokes on company time or company premises;
- Carrying firearms or any other dangerous weapons on company premises at any time;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management;
- Using abusive or threatening language at any time on company premises;
- Violating company punctuality and attendance policies. (Neither absences protected by state or federal law nor protected paid sick time under California law count as violations of this policy);
- Failing to obtain permission to leave work for any reason during regular working hours, not including rest and meal periods;
- Failing to observe working schedules, including rest and meal periods;
- Sleeping or malingering on the job;
- Making or accepting personal telephone calls, including cell phone calls, of more than five minutes in duration during working hours, except in cases of emergency or extreme circumstances;
- Working overtime without authorization or refusing to work assigned schedule and overtime;
- Violating dress standards;
- Violating any safety, health, security, or Library policy, rule, or procedure;
- Violating the company's drug and alcohol policy;
- Committing a fraudulent act or a breach of trust under any circumstances;
- Violating the company's anti-harassment or equal employment opportunity policies; and
- Failing to report work-related injury or illness promptly.

This list of prohibited conduct is illustrative only; other types of conduct that threaten security, personal safety, employee welfare and/or Library operations may also be prohibited and will result in disciplinary action up to and including termination.

This statement of prohibited conduct does not alter the Library's at-will employment policy. You or Belvedere Tiburon Library remain free to terminate the employment relationship at any time, with or without reason or advance notice. Belvedere Tiburon Library will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise, engage in concerted activity protected under federal, state, or local law.

Punctuality and Attendance

As an employee of Belvedere Tiburon Library, you are expected to be punctual and regular in attendance. Tardiness or absences can cause problems for your co-workers and your supervisor. When you are absent, others must perform your assigned work. You are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for meal periods, rest periods, or when required to leave on authorized Library business. Late arrivals, early departures, or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you cannot report for work on any particular day, you must provide reasonable advance notice to your supervisor before you are scheduled to begin working that day. You must inform your

supervisor of the expected duration of any absence. If you fail to provide reasonable advance notice before your scheduled time to begin work and do not arrive in time for your assigned shift, you will be considered tardy for that day. If the circumstances for your tardiness or absence were unforeseen, inform your supervisor as soon as practical of the reason for the tardiness or absence. Excessive absenteeism or tardiness, providing false information, or abuse of leave laws will not be tolerated.

Unauthorized leaves or absences without notification shall be considered without pay, and the employee's pay reductions shall be made accordingly. Absence without authorization for more than three consecutive working days shall be deemed an abandonment of the job and result in employment termination. Examples of unauthorized leave include taking breaks, including lunch or dinner, beyond the time specified above. Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

Wages

Salary Schedule

Belvedere Tiburon Library utilizes a six-step salary schedule for all classifications. Typically, new hires will be placed on the first step of the salary schedule of their classification unless background and experience warrant a higher step placement. The Library Director will determine placement on the salary schedule upon hire. Advances through the steps are based on performance and are not automatic. On occasion, the Library may update the salary schedule to account for Cost of Living Adjustments (COLA).

Advances

Belvedere Tiburon Library does not permit advances against paychecks or against unaccrued vacation. Advances may only be provided for approved work-related travel to cover anticipated Meal and Incidental costs; the Library Director must approve these advances.

Expense Reimbursements

Belvedere Tiburon Library reimburses employees for business expenses made with personal funds and pre-approved by their supervisor. Employees who have incurred business expenses must submit the required receipts and the Personal Reimbursement Form to Administration no later than 30 days after the purchase. Personal and/or vacation travel may be combined with business travel provided there is no additional cost to Belvedere Tiburon Library and it meets with the approval of the Library Director. Belvedere Tiburon Library credit cards are not to be used for personal expenses. If you have any questions about the Library's expense reimbursement policy, contact the Administrative Supervisor.

Makeup Time

Belvedere Tiburon Library allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek. Makeup time requests must be submitted in writing to your supervisor. Requests will be considered for approval based on the legitimate business needs of the Library at the time the

request is submitted. A separate written request is required for each occasion the employee requests makeup time. If you request time off that you will make up later in the week, you must submit your request at least 24 hours before the desired time off in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least 48 hours before working the makeup time before working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first. All makeup time must be worked in the same workweek as the time taken off. The Library's seven-day workweek is Sunday through Saturday. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason. An employee's use of makeup time is completely voluntary. Belvedere Tiburon Library does not encourage, discourage, or solicit the use of makeup time.

Meal and Rest Periods

All non-exempt employees are entitled to uninterrupted rest break periods during their workday. If you are a non-exempt employee, you will be paid for all such break periods, and you will not clock out. You will be authorized and permitted one (1) 10-minute net rest break for every four (4) hours you work (or a major fraction thereof, which is defined as any amount of time over two [2] hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours. You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break. If you work a shift from three and one-half (3.5) to six (6) hours in length, you will be entitled to one (1) ten-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) ten-minute rest breaks. You are authorized and permitted to take a rest break in the middle of each four-hour work period. Your rest break will be scheduled by your Direct Supervisor.

All non-exempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if they work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period. If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance. The waiver must be in writing. Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 8:00 a.m., you must start your meal period by 12:59 p.m. (which is before the end of your fifth hour of work). Your meal period will be scheduled by your Direct Supervisor.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record. If, for any reason, you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period or from taking the full amount of time allotted to you, please immediately notify the Administrative Supervisor. Anytime you miss a meal period that was provided to you (or you work any portion of a provided meal period), you will be required to report to your Direct Supervisor and

document the reason for the missed meal period or time worked. Please also refer to the Belvedere Tiburon Library Timekeeping Policy.

Overtime for Nonexempt Employees

Employees may be required to work overtime as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime. Belvedere Tiburon Library will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Library Director. Belvedere Tiburon Library provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Sunday at 12:01 a.m.;
- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay; and
- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Pay for Mandatory Meetings/Training

Belvedere Tiburon Library will pay employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory;
- The meeting, course, or lecture is directly related to the employee's job; and
- The employee who is required to attend such meetings, lectures, or training programs will be notified of the necessity for such attendance by their supervisor;

Payment for mandatory meetings or training may be paid in actual wages or with compensatory time off.

Payment of Wages

Paydays are scheduled semi-monthly, ending on the last day of the month and the 15th, respectively. If a regular payday falls on a weekend or holiday, you will be paid on the preceding business day. If you observe an error on your check, please report it immediately to the Administrative Supervisor.

Belvedere Tiburon Library offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from Administration) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins. To stop automatic payroll deposit, complete the form available from Administration and return it at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll

check on the first pay period after the form is received, provided it is received no later than 10 days before the end of the pay period.

Timekeeping Requirements

All employees are required to use ADP Software to record time worked for payroll purposes. All time worked must be accurately reported on your time record. You must record your own time at the start and at the end of each work period. You are not allowed to work "off the clock."

Working off the clock violates Library policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. You also must record your time whenever you leave the building for any reason other than Belvedere Tiburon Library business. You will be required to certify that your time record is accurate. Altering another employee's timecard and allowing another employee to alter your timecard is not permissible and is subject to disciplinary action. Any errors on your timecard should be reported immediately to your supervisor. Please also refer to Belvedere Tiburon Library's Meal and Rest Break Policy.

Safety and Health

Employees Who Are Required to Drive

Employees whose job duties require them to drive a Library vehicle or their own vehicles for Library business will be required to show proof of valid driving licenses and insurability under the Library's policy or current effective insurance coverage before the first day of employment. Belvedere Tiburon Library participates in a system that regularly checks state Department of Motor Vehicles (DMV) records of all employees who are required to drive as part of their job. If an employee is required to drive as part of their job, Belvedere Tiburon Library retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is suspended or revoked or who fails to maintain personal automobile insurance coverage or who is uninsurable under the Library's policy.

Ergonomics

Belvedere Tiburon Library is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The Library will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The Library encourages safe and proper work procedures and requires all employees to follow safety instructions and guidelines. Belvedere Tiburon Library believes that the reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being and is essential to our business. We intend to provide appropriate resources to create a risk-free environment. If you have any questions about ergonomics, please contact the Administrative Supervisor.

Health and Safety

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to Administration. Belvedere Tiburon Library maintains an Injury and Illness Prevention Program to comply with California law and promote the concept of a safe workplace. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives in the manager's office. Belvedere Tiburon Library also maintains a written COVID-19 prevention program in compliance

with California law, which is available for review by employees and/or authorized representatives. In compliance with Proposition 65, Belvedere Tiburon Library will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Inclement Weather/Natural Disasters

In the event of severe weather or a natural disaster that prevents employees from safely traveling to and from work, the following leave policies will apply:

- Inclement weather: Conditions that excuse absence from work include road closure, severe weather, earthquake, and fire. If weather conditions prevent you from safely traveling to work, you must notify your Direct Supervisor by phone, if telephone service is functional, or by any other available means. Employees may be paid for up to three day(s) per year when weather conditions prevent them from reaching the worksite. Absences in excess of three day(s) will be unpaid or will be deducted from accumulated vacation time.
- In the event of a natural disaster, the Library will be closed if the building is damaged or highways leading to the Library are damaged.

Recreational Activities and Programs

Belvedere Tiburon Library or its insurer will not be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

Workplace Violence

Belvedere Tiburon Library has adopted the following workplace violence policy to ensure a safe working environment for all employees. The Library has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously and will lead to discipline up to and including termination. Possession of weapons on Library premises and at Library-sponsored events shall constitute a threat of violence.

It is every employee's responsibility to help establish and maintain a violence-free work environment. Therefore, you are expected and encouraged to report any incident that may threaten you or your co-workers or any event that you reasonably believe is threatening or violent. You may report an incident to any supervisor or manager. A threat includes, but is not limited to, any indication of intent to harm a person or damage Library property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. The following are examples of threats and acts that shall be considered violent - this list is in no way all-inclusive:

Example	Type of Threat
Saying, "Do you want to see your next birthday?"	Indirect
Writing, "Employees who kill their supervisors have the right idea."	Indirect
Saying, "I'm going to punch your lights out."	Direct
Making a hitting motion or obscene gesture	Nonverbal
Displaying weapons	Extreme
Stalking or otherwise forcing undue attention on someone, whether romantic or hostile	Extreme

Taking actions likely to cause bodily harm or property damage	Acts of violence
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The Library's workplace violence program is described in detail in the Library's Illness and Injury Prevention Program (IIPP).

Termination

Employee References

All requests for references must be directed to the Administrative Supervisor. No other manager, supervisor, or employee is authorized to release references for current or former employees without prior authorization from the Administrative Supervisor. For all former employees, the Belvedere Tiburon Library discloses the dates of employment, title of the last position held, and salary upon departure. The Administrative Supervisor may release current salary range information when verifying employment for a loan or other benefits. If an employee agrees and signs the Consent to Release Form, additional reference information may be provided for prospective hiring agencies, including job-related duties, performance, and character. Information that is incomplete or constitutes an unwarranted invasion of personal privacy will not be provided.

Involuntary Termination and Progressive Discipline

Violation of Belvedere Tiburon Library policies and rules may warrant disciplinary action. The Library has a system of progressive discipline that may include verbal warnings, written warnings, and suspension. The system is not formal, and Belvedere Tiburon Library may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. The Library's policy of progressive discipline in no way limits or alters the at-will employment relationship.

Reductions in Force

Under some circumstances, Belvedere Tiburon Library may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, the Library will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite. In determining which employees will be subject to layoff, Belvedere Tiburon Library will consider, among other things, operation and requirements, the skill, productivity, ability, and past performance of those involved.

Voluntary Resignation

Voluntary resignation results when an employee voluntarily quits their employment at Belvedere Tiburon Library or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, their supervisor (unless the absence is protected by law). All Library-owned property, including keys, laptops, identification badges, and credit cards, must be returned immediately upon termination of employment. Failure to return library property may result in the Library seeking recovery of the property through court action.

Reappointments

Reappointment after separation from employment for any reason will be considered as new employment.

Confirmation of Receipt

Confirmation of Harassment Discrimination and Retaliation Prevention Policy

I have received my copy of the Library's Harassment, Discrimination and Retaliation Prevention Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Library is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____
Employee's Printed Name _____
Date _____

Confirmation of Confidential Information Policy

I have received my copy of the Library's Confidential Information Policy. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that the Library is committed to safeguarding the confidential information of library clients. My signature certifies that I understand I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature _____
Employee's Printed Name _____
Date _____

Confirmation of Employee Handbook

I have received my copy of the Library's employee handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the handbook.

I understand and agree that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at Belvedere Tiburon Library is employment at will; employment may be terminated at the will of either the Library or myself. My signature certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between Belvedere Tiburon Library and myself concerning the duration of my employment and the circumstances under which my employment

may be terminated. It supersedes all prior agreements, understandings, and representations concerning my employment with Belvedere Tiburon Library.

I understand that except for at-will employment status, any and all policies or practices can be changed at any time by the Library. Belvedere Tiburon Library reserves the right to change my hours, wages, and working conditions at any time. I understand and agree that other than the Library Director of Belvedere Tiburon Library, no manager, supervisor, or representative of the Library has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Library Director has the authority to make any such agreement and then only in writing, signed by the Chair.

Employee's Signature _____

Employee's Printed Name _____

Date _____

DRAFT

BELVEDERE TIBURON LIBRARY AGENCY

EMPLOYEE HANDBOOK

**Adopted March 1997
Revised January 2022**

**Belvedere-Tiburon Library Agency
1501 Tiburon Boulevard
Tiburon, California 94920**

Library Director: Crystal Duran

INTRODUCTION

The mission of the Belvedere-Tiburon Library Agency (“BTLA” or “Library”) is to provide library services now and in the future that will encourage and support a literate, enlightened and cultured community. This mission will be fulfilled by providing, to the greatest degree possible, free and equal access to knowledge, information and ideas through the Library’s resources and programs in a setting conducive to learning.

This handbook is provided to answer common questions posed by employees. Please read it carefully. If you have any questions about our policies and practices that are not answered by this handbook, please ask the Library Director or your immediate supervisor. The information contained herein is intended to facilitate an efficient, pleasant and professional work environment for all.

This handbook replaces and supercedes all earlier BTLA manuals and any other written or unwritten policies and procedures of BTLA.

The policies and procedures in this handbook are not contractual commitments by BTLA. Rather, this handbook is a set of guidelines to management and staff regarding said policies and procedures. The policies in this handbook can be modified by BTLA at any time without a written revision of the handbook.

At Will Employment

All employees are subject to a probationary period, which varies depending upon the manner of hire (discussed below). However, successful completion of the probationary period is not a guarantee of continued employment. The relationship with BTLA and its employees is one of "employment at will," which may be terminated by either the employee or BTLA at any time with or without cause. Employees are specifically advised that by signing the Receipt for Employee Handbook they acknowledge that employment with BTLA is, at all times, at will.

Equal Employment Opportunities

In keeping with our commitment to the communities in which we do business, BTLA is an equal employment opportunity employer. BTLA will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, gender identity, marital status, citizenship status, military or veteran status, or other basis protected by applicable federal or state law.

BTLA will provide reasonable accommodations to otherwise qualified employees or applicants with known physical or mental disabilities, unless it would create an undue hardship. Employees who need accommodation for a disability should make a request to the Library Director.

EMPLOYMENT STATUS

This section clarifies the definitions of employment classifications at BTLA so that employees understand their employment status and benefit eligibility.

Employment Classifications

BTLA utilizes a classification plan for all employees. The purpose of the classification plan is to allocate, describe and organize positions and jobs into classes on the basis of assigned duties, responsibilities and job-related requirements. A class may consist of one or more positions. Each classification shall have a job description which includes a concise, descriptive title, a summary of the duties and responsibilities of positions in the classification; and a listing of the qualifications, knowledge, skills, and other requirements for successful performance in that classification. Class descriptions are considered to be illustrative only and shall be interpreted in their entirety and in relation to others in the classification plan. Class descriptions are to be descriptive of the kind of work performed and are not necessarily inclusive of all duties performed.

The classification plan may be amended at any time upon the recommendation of the Library Director.

There are three general categories of employment status at BTLA:

- 1) **Regular Full-Time Employees**
A regular employee works full or part-time on a regularly scheduled basis. A regular full-time employee works a scheduled 37.5-hour work week.
- 2) **Regular Part-Time Employees**
A regular part-time employee's hours can vary, but they must have a continuing weekly schedule. A regular part-time employee works a scheduled work week of at least 20 hours, but not more than 37.5 hours. Regular part-time employees receive pro-rated benefits.
- 3) **Part-Time Employees**
Part-time employees are scheduled to work less than 20 hours per week; however, hours are not guaranteed and will often vary from week to week depending on the scheduling needs of the Library. These employees are subject to the same policies and procedures as regular employees, but they are not eligible for benefit programs.

Probation Period

New employees have a probation status of six months following employment. Promoted or laterally transferred employees are in a probationary status in their new positions for a period of three months. The probationary period for new employees may be extended for

an additional 90 days if the Library Director, in her/his sole discretion, determines on the basis of a review of the performance of the employee prior to the imposition of the extension period, that such extension is necessary.

Employment is not guaranteed either during the probationary period or after satisfactory completion of the probationary period. All employment with the BTLA is at-will.

Work Hours and Attendance

The Library is open seven days a week. Scheduling of working hours shall be done by Department Heads and/or supervisors. The standard full-time work week shall consist of thirty-seven and a half (37.5) hours normally broken into five (5) seven-and-a-half (7.5) hour days. Regularly scheduled work hours may vary, upon approval by the Department Head.

An employee is expected to be in attendance during regular work hours in accordance with these procedures and with general departmental regulations. Daily attendance records of employees shall be maintained on a timesheet which shall be reported to the Library Director.

Pay Periods

The pay periods for all employees shall be semi-monthly and salaries will be paid on the 15th and the last work day of each month. When the regular payday coincides with a Saturday, Sunday or holiday, salaries will be paid on the work day immediately preceding such Saturday, Sunday or holiday.

Except for employees separated from service by the Library, salaries will be paid only on regular paydays.

Computation of Salary

The salary rates for all Library positions are set forth in the Step and Track. The Step and Track system is discussed in detail below.

Direct Deposit

All employees are encouraged to participate in direct deposit by having their paycheck automatically deposited into a checking or savings account in a bank of their choice.

Rest and Meal Periods

Employees are entitled to one 10-minute rest period for each four hours worked per day. Breaks may not be regularly taken at the end of the day in order to leave early or at the beginning of the day to arrive late. Breaks are not to be combined to replace a lunch or dinner break.

Employees are entitled to one hour unpaid meal period for every work period of more than five hours. If six hours of work completes the day's work, the employee may voluntarily choose not to take the meal break.

Alcohol and Drug Use

The possession, transfer, sale, or use of alcohol or other drugs, legal or illegal, while working at the library is prohibited. This includes all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, and any other substances.

Employees are prohibited from drinking alcoholic beverages during working hours, while on library premises, or during working hours, including breaks, such as lunch or dinner or taking a short break.

The consumption of alcohol by Library employees may be allowed only at designated Library facilities, during certain special functions and with prior authorization by the Library Director.

Personal Phone Calls/Use of Cell Phones

Personal phone calls must be made during breaks and meal periods. If a BTLA phone is used, any toll charges accrued must be charged to the employee's own credit card or by other means to ensure such charges are not billed to BTLA.

Employees may not use cell phones during work except for emergencies. Cell phone use is permitted during breaks and meal periods only.

Outside Employment

Employees may not establish a competing business during employment with BTLA, and outside business activities and employment by BTLA employees shall not present a conflict of interest or in any way affect on-the-job performance. Employees who engage in outside employment must not, under any circumstance, represent to any person that such employment is in anyway connected to or otherwise affiliated with BTLA.

Periodic Performance Evaluation

The Library Director, in cooperation with Department Heads, may establish and implement a system of performance evaluation based on standards of performance. The standards shall have reference to the quality and quantity of work to be performed, the manner in which the service is to be rendered and the expectations of the employees in the performance of the work. At a minimum, performance evaluations shall be given yearly to employees of five years or less and every two years to those working at the Library more than five years unless

otherwise warranted. Other periodic evaluations of employees are permitted at the discretion of the Library Director.

Performance evaluations shall be discussed with each employee and shall be confidential between BTLA Administration and the employee. Performance evaluations shall be signed by the employee indicating that it has been seen by and discussed with him/her, and that a copy has been provided to the employee. If an employee refuses to sign a performance evaluation, the supervisor shall so indicate on the evaluation. Within two weeks of receipt of the performance evaluation, the employee may submit a written response to any matter contained in the evaluation, and the evaluation and any response shall be placed in the employee's personnel files. If the employee fails to submit a written response within said two week period, the right to respond shall be deemed waived.

Reappointments

Reappointment after separation from employment for any reason will be considered as new employment.

Notice of Resignation or Retirement

Upon termination of an employee's employment by resignation or retirement, all accrued vacation, holiday pay and other compensation to which the employee is entitled shall be paid upon separation in compliance with applicable law.

EMPLOYEE COMPENSATION

Compensation

BTLA utilizes a Step and Track pay schedule. The purpose of the Step and Track pay schedule is to allocate and organize positions on the basis of assigned duties, responsibilities, job-related requirements and tests of fitness.

Salaries and wages are established on a Step and Track pay schedule as set by the BTLA. Employees who have a satisfactory performance evaluation/record shall be eligible for a step advancement within their position on the employee's anniversary date of hire, or July 1st, until the maximum rate for their position is reached. The Step and Track schedule is reviewed annually by the Library Director and is subject to change without notice.

Advancement

Appointments are normally made at the first step, unless the employee has experience that warrants a higher step.

An employee is on probation for six months following the date of hire; promoted or laterally transferred employees are in a probationary status in their new positions for a period of

three months. All employees are eligible to advance to the next step in their position (classification) annually based on satisfactory service and approval of the Library Director.

Advancements are based upon acceptable work performance as evidenced in the employee performance appraisals.

EMPLOYEE BENEFITS

PERS Eligibility for Regular Employees

All regular employees that maintain an average work week of 20 or more hours or work 1,000 hours or more in the fiscal year automatically become members of California Public Employees Retirement System (PERS) and are eligible for vacation, sick and health benefits. An employee is obligated to meet the weekly hours as established with PERS and upon which their benefits are calculated.

The Library provides retirement benefits under the California Public Employee's Retirement System (CalPERS) for all regular employees. Part-time employees must work a minimum of 20 (twenty) hours per week, or 1,000 hours per year, as stipulated under the retirement program provisions to be eligible.

To be eligible for service retirement, an employee must be at least age 50 and have a minimum of five years of CalPERS-credited service.

In a defined benefit retirement plan, a retiree will receive a benefit determined by a set formula. More information regarding retirement benefits can be found at the CalPERS website located at www.calpers.ca.gov.

All regular employees who meet the minimum requirements for inclusion in PERS will receive information regarding these benefits at the time of eligibility.

Vacation

All full-time employees are entitled to 2 weeks paid vacation each year. Part-time employees working 20 hours per week or more, are entitled to 2 weeks paid vacation each year prorated, based on the average number of hours worked per week. After 5 years continuous employment employees are entitled to 3 weeks paid vacation. After 10 years continuous employment employees are entitled to 4 weeks paid vacation. An employee entitled to paid vacation time is obligated to meet the weekly hours as established with PERS and upon which their benefits are calculated.

Vacation hours accrue from the start of actual employment; however new employees may not use vacation time during their probationary period (six months). Lateral and promoted employees subject to the three month probationary period may use vacation time during the probationary period; however, they are reminded that employment is not guaranteed for the entire probationary period. Satisfactory completion of the probationary period does not guarantee continued employment with BTLA as all employment is at-will.

Employees may request one week unpaid vacation in addition to regular (paid) vacation. Prior approval of the Department Head and Library Director is required.

Total accumulated vacation for any employee may not exceed twice the employee's annual rate of accrual. Once an employee has accrued vacation that is equal to twice the employee's annual rate of accrual, he or she stops accruing vacation until he or she takes a vacation day. Vacation time does not accrue, and will not be retroactively applied, during the time in which the employee's accrued vacation is equal to twice the annual rate of accrual. This policy is adopted as of July 30, 2009; however, it will not be effective until May 1, 2010. The Library Director will discuss with all affected employees the procedure for implementation of this limit.

Vacation requests must be submitted in writing (email is acceptable) at least four weeks before the requested leave, and must be approved by the Library Director in writing (email is acceptable). Vacation requests will be granted based on the needs of the Library.

Employees whose employment has been terminated (by dismissal, retirement, resignation, or death) will be paid an amount equal to the allowance earned, but not taken, at the regular rate of compensation at the termination of employment in accordance with California law.

Holidays

Full-time and part-time employees working 20 hours per week are allowed 10 (ten) paid holidays and 4 (four) paid floating holidays per year. If a holiday falls on a Saturday, the Library reserves the right to close on another day or give the CalPERS employees another floating holiday. If a holiday falls on a Sunday, the following Monday shall be the holiday. Regular holidays are as follows:

- January 1st (New Years Day);
- The third Monday in January (Martin Luther King, Jr. Day);
- The third Monday in February (President's Day);
- The last Monday in May (Memorial Day);
- July 4th (Independence Day);
- The first Monday in September (Labor Day);
- November 11th (Veteran's Day);
- Last Thursday in November (Thanksgiving Day) and the day following;
- Christmas Day

Generally speaking, the library will close at 1:00 PM on Christmas Eve and New Year's Eve.

Sick Time

Sick leave shall be allowed and used only in the case of actual personal illness or to attend to an illness of a child, parent, spouse, or domestic partner of the employee. Sick leave must be approved by the Department Head on the employee's timesheet.

The employee should make every effort to notify the supervisor or Department Head at the first reasonable opportunity, but not later than 12 noon on the first day of such leave, unless the employee is physically unable to do so. The Library has the right to determine by reasonable means the validity of any sick leave usage by any employee at any time, including requesting a physician's certificate of illness or injury. When an employee is absent due to illness or injury for three or more consecutive work days, or, at the discretion of the Department Head, a physician's certificate of fitness for duty may be required prior to the resumption of normal duties.

Full-time employees are entitled to 12 days sick time per year. Part-time employees working 20 hours or more per week are also entitled to 12 pro-rated days sick leave per year. An employee entitled to paid sick time is obligated to meet the weekly hours as established with CalPERS and upon which their benefits are calculated. Should the employee exhaust his/her sick leave benefits but need additional sick time, he/she shall be required to use vacation and/or other accrued benefit time.

Employees may use sick leave as family sick leave. Sick leave with pay shall be granted for medical, dental or other similar medical practitioner appointments, which are made during normal working hours.

Catastrophic Leave Bank

The Library agrees to establish a Catastrophic Leave Bank to assist employees who have exhausted accrued leave time due to a catastrophic illness or injury. The Catastrophic Leave Bank will allow all PERS employees to donate time to the bank in order that seriously sick or injured employees who have exhausted their paid leave can remain in a paid status for a longer period of time, thus partially ameliorating the financial impact of illness or injury.

Donation to the Catastrophic Leave Bank is voluntary. There is no guarantee that such leave will be available to any employee. For more information regarding donation to and use of the Catastrophic Leave Bank, please speak with the Library Director.

Conversion of Sick Leave to Service Retirement

Library employees who are members of CalPERS are eligible to receive credit for unused accumulated sick leave at the time of retirement. More information regarding retirement benefits can be found at the CalPERS website located at www.calpers.ca.gov.

Retirement

The Library provides retirement benefits under the California Public Employee's Retirement System (PERS) for all regular employees. Part-time employees must work a minimum of 1,000 hours per fiscal year to be eligible for PERS retirement benefits. More information

regarding retirement benefits can be found at the CalPERS website located at www.calpers.ca.gov.

Health and Dental Benefits; Life and Disability Insurance

Full-time employees who require health and dental benefits and who choose life and/or disability insurance, will receive \$1,193 per month toward insurance costs. If the actual cost of these benefits is less than \$1,193, the employee will receive the difference not to exceed \$225 per month. Full-time employees who do not require health benefits will also receive the same \$225 to use at their discretion. Part-time employees working over 20 hours per week will receive the same benefits on a pro-rated basis.

LEAVES OF ABSENCE

Leave of Absence Without Pay

A leave of absence without pay may be granted by the Library Director in cases of emergency or where such absence would not be contrary to the best interests of the Library. Such leave is not a right but a privilege. No vacation or sick leave benefits shall be used for illness occurring during such leave. Vacation and sick leave shall not accrue during an unpaid leave of absence extending more than five (5) working days. Holiday compensation shall not be paid during any period of leave of absence without pay. During any unpaid leave of absence over five days, benefits will be discontinued unless otherwise specified.

Unauthorized Leave or Absence

Unauthorized leaves or absences shall be considered to be without pay and reductions in the employee's pay shall be made accordingly. Absence without authorization for more than three consecutive working days shall be deemed abandonment of the job and shall result in termination of employment. Examples of unauthorized leave or absence includes taking breaks, including lunch or dinner, beyond the time specified above.

Bereavement Leave

Three days leave with pay may be granted to regular employees by the Library Director in the event of death to an immediate family member. For extended time, with the recommendation of the Department Head and the approval of the Library Director, an employee may use accumulated sick or vacation leave. Leave without pay may be granted by the Library Director in the event of death outside the immediate family.

Military Leave

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) governs the granting of military leaves of absence and the rights of employees returning from such absence. BTLA employees who are members of a uniformed service will be provided the appropriate USERRA notice.

Voting Leave

Up to 2 hours of time off with pay to vote at any general, direct primary or presidential primary election shall be granted upon request made at least two business days in advance of said election. The leave granted must be at the beginning or end of the regular working shift, whichever allows for the most free time for voting and the least time off from working, unless otherwise mutually agreed between the employee and the Library Director.

Jury Duty

Whenever a regular employee is required to report for jury duty during normal working hours, he/she shall be granted leave for such purpose upon presentation of a jury notice to the Library Director. Compensation for mileage and subsistence allowances shall not be considered as a fee and shall be retained by the employee.

Employees should enter hours spent at jury duty on the timesheet as 'Jury Duty.' The employee is given credit for his/her normally scheduled workday. If the employee is excused from jury service before the end of scheduled workday, the employee should contact the Library Director or their Department Head to see if he/she should report to work.

Worker's Compensation

Under provisions of the Workers' Compensation Insurance Law of California, any employee injured on the job in the course of employment is entitled to disability compensation and medical care. If you are injured or become ill at work because of your work, you must report the injury or illness to your immediate supervisor as soon as possible, and not later than the end of your scheduled shift.

Continuing Education

All employees are encouraged to obtain additional training or education (hereinafter referred to as "TE") especially in fields directly related to their jobs. Those employees who have completed a probationary period or who have been employed by the BTLA for at least a year are eligible to apply for tuition reimbursement with respect to TE. The maximum tuition reimbursement for TE shall be \$300 per employee per year. Applications shall be made in writing and addressed to the Library Director. The grant or denial of such applications shall be in the discretion of the Library Director, subject to the maximums set forth above.

Family and Medical Leave

State and Federal law provides that certain employees BTLA employees may take Family and Medical Leave. BTLA employees are eligible for leave under the FMLA if he/she has worked for BTLA for at least twelve (12) months, and has worked for BTLA for at least 1,250 hours in the twelve (12) months preceding the commencement of the leave.

Eligible employees are entitled to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period.

Eligible employees may take leave under five circumstances:

1. **Baby Bonding:** This includes the birth of a child to an employee, or placement of a child with an employee in connection with the adoption or foster care of the child. (Note: In this instance only, where spouses are both employed by the Library, their aggregate leave will be limited to twelve work weeks during any twelve-month period.)
2. **Family Care:** This includes the care of a child, parent or spouse with a serious health condition.
3. **Medical Leave:** This includes an employee's own serious health condition that makes the employee either unable to work at all, or unable to perform one or more essential functions of his/her job.
4. **Leave for a Qualifying Exigency:** This includes leave taken because of any qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency military operation.
5. **Covered Servicemembers:** This includes leave to provide care of a covered servicemember with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the servicemember.

Eligible employees must utilize accrued vacation and/or floating holiday hours during Family and Medical Leave.

Whenever practicable, employees should provide BTLA at least 30 days' advance notice before Family and Medical Leave begins if the need for leave is anticipated.

BTLA reserves the right to require a physician's certification to verify an employee's own serious medical condition. BTLA further reserves the right to require the employee to provide a fitness for duty certificate in cases where the leave was requested for the employee's serious health condition.

Leave taken under California's Family Rights Act (CFRA) runs concurrently with leave taken under FMLA (except for pregnancy disability leave), and the aggregate amount (except for pregnancy disability leave) shall not exceed 12 work weeks in a 12 month period. That is, the employee is not entitled to more than twelve (12) weeks by claiming leave under State law and later under Federal law.

Pregnancy Disability Leave

Every female employee is eligible for pregnancy disability leave if she becomes disabled by pregnancy, childbirth or related medical conditions. There is no length of service requirement before an employee is eligible for pregnancy disability leave.

Using Maternity Disability Leave under California Law provides the employee with an additional four (4) months leave with a right of return. An employee's use of maternity disability leave does not preclude the use of Family and Medical Leave, discussed above. An employee may also use any accrued vacation time, sick leave, or other accrued personal time off during the otherwise unpaid portion of her pregnancy disability period.

If the need for leave is foreseeable, an employee who plans to take a disability leave for pregnancy, childbirth or related medical conditions must give BTLA at least 30 days advance notice of the date the leave will begin and the estimated duration of the leave. If advance notice is not possible, the employee must give oral notice as soon as practicable.

BTLA reserves the right to require a physician's certification to verify an employee's disability on account of pregnancy.

Paternity Leave

Employees who wish to take time off of work before, during and/or after their spouse gives birth may apply sick leave to cover this period. If there is not enough time available to cover this period, the employee may request a leave of absence without pay. The amount of time off requested will be considered on a case-by-case basis, and should be approved in advance through the employee's supervisor. See also Family and Medical Leave Section.

Disability Leave

A maximum of three months unpaid disability leave may be granted to an employee if his or her doctor certifies that the employee is disabled and unable to perform the basic functions of the job. An employee must use accumulated sick leave before an unpaid disability leave will be granted. In addition, he or she shall use vacation and other accrued benefit leaves prior to the start of such unpaid disability leave.

Maintenance Of Benefits During Unpaid Leave

The Belvedere-Tiburon Library will continue health care coverage under any employer group health plans for up to 12 weeks of any unpaid leave period under the same terms as if the employee had continued to work. Therefore, if the Library pays the full premium, that would continue until the expiration of twelve (12) weeks. The Library may require the employee to pay the premiums for the remainder of any additional unpaid leave.

Seniority and other benefits (leave accruals, for example) do not accrue during an unpaid leave of absence. However, the employee would return to work with the same seniority and unused leave balances they had when the unpaid leave commenced.

Return From Leave

The Library will provide the employee a guarantee of employment in the same or an equivalent job with equivalent pay, benefits, and other employment terms and conditions upon returning from leave, providing budget cuts and furloughs are not in effect. An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

ZERO TOLERANCE POLICY FOR HARASSMENT

Harassment

Verbal, physical, visual, and sexual harassment of co-workers, and members of the public is absolutely forbidden. Sexual harassment is forbidden. It may consist of unwelcome sexual advances, deprecating sexual remarks, inappropriate references to gender, or creating a demeaning environment. Such conduct should be dealt with directly if possible and under any circumstances must be immediately reported to THE Library Director or a supervisor.

Definition of Sexual Harassment

Sexual harassment refers to behavior of a sexual nature that is unwelcome and personally offensive to its recipients. Sexual harassment is a form of employee misconduct that is demeaning to another person and undermines the integrity of the employment relationship.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute "sexual harassment" when:

- a. Submission to such conduct is made explicitly or implicitly a condition of an individual's employment; or

- b. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee; or
- c. The harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creating an environment that is intimidating, hostile or offensive to a reasonable employee.

For example, unwanted physical contact, foul language, sexually oriented propositions, jokes or remarks, obscene gestures or the display of sexually explicit pictures, cartoons or other materials may be considered offensive to another employee and, thus, should not occur.

Other Unlawful Harassment

Harassment also includes conduct or language based on personal characteristics identified below that unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment. Employees can recognize this type of conduct or language because it is not work related, and has no legitimate business purpose. Harassment because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sexual orientation, sex, age, genetic characteristics, or any other category protected by law is also strictly prohibited by BTLA.

Harassment can take many forms, and actions or words that may be acceptable to one person may cause another to feel uneasy or uncomfortable. You must recognize that comments or conduct related to the personal characteristics of others may be considered harassment and you must not act in a way that unreasonably interferes with other employees' work or creates a hostile environment. Each incident of harassment contributes to a general atmosphere in which all persons who share the victim's characteristics suffer the consequences. A few examples of prohibited harassment (for illustrative purposes only) are:

- a. Verbal harassment, such as racial, or ethnic jokes and insults, curse words, and degrading remarks, slurs or slang which refer to a person's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sexual orientation, sex, age, genetic characteristics, or any other category protected by law, including a perception that the employee is included within any protected category, or the association by the employee with any other person that falls within any protected category.
- b. Physical harassment, such as suggestive movements or gestures mimicking stereotypical behavior.
- c. Visual harassment, such as insulting cartoons.

These examples are not to be taken as an all-inclusive list of prohibited acts under this policy.

Complaint Procedure

If you feel that you have been harassed, you should immediately report the matter to the Library Director or your immediate supervisor. However, if the Library Director or your supervisor is unavailable, or you think that it would be inappropriate to contact him or her, you should immediately contact any supervisor. If you become aware of any possible harassment, you should immediately advise the Library Director or any supervisor or manager, and the matter will be investigated.

All complaints of harassment will be investigated in as discreet and confidential a fashion as possible. No person's employment will be adversely affected as a result of bringing complaints of harassment.

TERMINATION OF EMPLOYMENT

Termination

BTLA will consider you to have voluntarily abandoned your position and terminated your employment if you do any of the following:

- a. Resign from BTLA.
- b. Fail to report to work and fail to call in for three or more work days in a row.

You may be terminated by BTLA for a reason or for no reason, as employment with BTLA is "at will." If you have exhibited poor performance, misconduct, excessive absences, tardiness or other unacceptable behavior, you will be subject to discharge for cause.

THE BOTTOM LINE

BTLA strives to be flexible within certain limitations. Therefore, these employee policies, with the exception of the "at-will" provisions, may be modified in particular circumstances or with particular employees. No such change should be interpreted as relieving any other employee from compliance with all of these policies.

BTLA reserves the right to revoke, change, supplement or improve these personnel guidelines at any time without notice. When changes are made, you will be notified in writing. Nothing in this booklet should be construed as a guarantee of benefits or of employment.

ACKNOWLEDGEMENT BY EMPLOYEE

This is to acknowledge that on _____[DATE] I received a copy of the Belvedere Tiburon Library Agency's ("BTLA") Employee Handbook. I understand that it contains important information about BTLA 's policies and procedures, that I am expected to read the Handbook and familiarize myself with its contents, and that the policies in the Handbook apply to me. I understand that the statements contained in the Handbook are guidelines for employees concerning some of BTLA's policies and benefits, and are not intended to create any contractual or other legal obligations regarding my employment with BTLA. I acknowledge that BTLA may modify or rescind any policies, practices, or benefits described in the Employee Handbook at any time without prior notice to me.

I also understand and acknowledge that employment at BTLA is "at will" and that my employment may be terminated at any time with or without cause.

I understand and agree that BTLA retains sole discretion to modify the terms and conditions of employment. This is the entire agreement between BTLA and me on these issues, and it cannot be modified except by a new agreement, in writing and signed by the Library Director.

Date: _____ Employee Signature: _____

Printed Name: _____

NOTE TO THE EMPLOYEE: The original of this form will be kept by BTLA.

Belvedere-Tiburon Library Agency Future Meeting Dates

July 15, 2024

No Meeting in August unless necessary (August 19, 2024)

September 16, 2024

October 21, 2024

November 18, 2024

No Meeting in December unless necessary (December 16, 2024)

January 27, 2025

February 24, 2025

March 17, 2025

April 21, 2025

May 19, 2025

June 16, 2025

**All meetings are held on Mondays at 6:15 pm IN PERSON in the Library
Founder's Room.**