



21 W. Nicolet St.
Banning, CA 92220
(951) 849-3192 (tel.)
(951) 849-6355 (fax)
www.banninglibrarydistrict.org

Special Board Meeting Agenda

September 29, 2020

5:00 p.m.

Teen Room & Zoom

In an effort to protect public health and prevent the spread of COVID-19, the Banning Library District board meeting will not be open to the public. The Banning Library District encourages the public to call via teleconference at <https://tinyurl.com/specialmeeting09292020> (Passcode: 749378). Members of the public who wish to comment on matters before the Board may submit comments on or before 3 pm, Tuesday, September 29, 2020 to christian@banninglibrarydistrict.org. Any comments received will be read and must still be limited to 5 minutes.

Americans with Disabilities Act Compliance: If you need special assistance to participate in this meeting, please contact the administration office at (951) 849-3192 at least 72 hours prior to the meeting.

Public Requests for Documents: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administration who will arrange for the documents to be copied at a charge of 10¢ per page. Request forms are available at the District Administration offices.

1. **Call to Order, Pledge of Allegiance, Roll Call**

2. **Adoption of Agenda**

3. **Public Comment**

Individuals may address the Board regarding any item of Library District business on or not on the agenda. Comments are limited to 5 minutes per person. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. Please complete the "Request to Address the Board" card by filling out your name and the specific item you wish to address.

4. **Board Reports and Comments**

Board members are encouraged to report on items of information not requiring comment or discussion to the entire body at this time. (Reference: The Ralph M. Brown Act)

5. **New Business**

- 5.1 Letter of Recommendation - Board Candidates
- 5.2 Comparator Agency Analysis for the Total Compensation Study
- 5.3 Creation of Policy No. 5105 Attendance Policy
- 5.4 Creation of Policy No. 5103 Temporary Upgrade and Acting Pay
- 5.5 Creation of Policy No. 5013 Code of Ethics

- 5.6 Creation of Policy No. 5036 Code of Safe Practices
- 5.7 Amendments to Policy No. 5210 Tobacco Use
- 5.8 Amendments to Policy No. 5100 Hours of Work and Overtime
- 5.9 Amendments to Policy No. 5010 Employee Status
- 5.10 Amendments to Policy No. 5120 Vacation Leave
- 5.11 Amendments to Policy No. 5125 Sick Leave

6. **Adjournment**



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.1

TITLE:

Letter of Recommendation – Board Candidates

DISCUSSION/INFORMATION:

We have one candidate who is interested in becoming a board trustee. The Director reviewed the candidate's application. The candidate does qualify.

RECOMMENDATION:

Review the candidate's materials and decide if the Board wants to write a Letter of Recommendation for the candidate.



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Application for Banning Library District Board of Trustees

Full Name: Jana Rochelle Brassfield
Address: [Redacted]
Occupation/Profession: Teaching
Phone: [Redacted]

1. Are you a registered voter residing within the boundaries of the Banning Library District? Yes No
2. Do you understand that during the term of the appointment, you are required to be a resident residing within the boundaries of the Banning Library District? Yes No
3. How long have you resided in Banning? 6 years
4. Have you worked for a public library? Yes No
5. Please describe any Board or Commission experience you have had.
I have not been on any board, but I have worked on committees

Submit:

- A one-page letter stating why you would be qualified to serve on the Library Board and your opinion on what is the role of the library in the Banning community.
- A resume including all relevant experience

Mail or email to:
Kevin Lee, District Director
21 W. Nicolet St
Banning, CA 92220

Email: kevin@banninglibrarydistrict.org

[Signature]
Applicant Signature

9/11/2020
Date

To whom it may concern,

September 11, 2020

I believe I would be a good candidate for the Library Board for the Banning Library District because I care deeply about the library and my community. During my time with the library I realized just how much the library meant to our community, but it shocked me to find out how much our community meant to our library and the staff.

As the library, we were the “third place” for a lot of our community, especially our children. Most people’s first place is their home, their second place is their work or school, and the citizens of Banning rely on us to be their third place. We are a place where they can take their children to participate in activities, be read to, and to do homework or study. We are a place for the college/high school students to go for free internet and a quiet place where they can focus and study. We are the place where adults can go to unwind after a stressful day at the office, grab a book and detach from reality for a little while. The Banning Library District is the third place for a great number of Banning citizens and its important that they keep it going for as long as possible.

I was honored to be a part of such an amazing group of staff during my time at the library. I worked in the children’s room, which is my passion. At the time I was studying to be a teacher and working the children’s room only drove my passion for teaching more. I conducted story times, no-bake baking classes and S.T.E.M. classes for our pre-school aged kids. The patrons and their kids meant so much to me, it felt like they were all part of our family. The atmosphere at the Banning Library District is special and unique, all patrons feel loved from the moment they walk through the doors until they have checked out and ready to leave.

It was truly heartbreaking for me to leave the library as I was ready to move on with my teaching career. Being accepted as a member of the board would be a dream come true because it would allow me to be a part of the library once again while still living my dream of becoming a teacher.

Thank you for taking the time read my letter today.

Sincerely,

Jana Brassfield

Jana Brassfield Resume

CAREER OBJECTIVE

After working as a dedicated assistant classroom educator for Springs Charter Schools I am ready to step up into the position of a licensed teacher. I am currently awaiting for my Oregon state license and my reciprocal California teacher's license.

PROFESSIONAL EXPERIENCE

Springs Charter School, Cherry Valley, CA January 2020 - Present
Assistant Classroom Educator/Student Teacher

- I am currently the ACE/Student Teacher for a 2nd/3rd grade combo class.
- I currently teach two REACH groups for grades 1st-4th. Reach groups are groups of 15 students who are at the same levels in reading/math. I create lessons for their level and teach them.
- Supervise students K, 1st, and 2nd during recess and lunch time.
- Assist the the 2nd/3rd grade teacher with conferences and creting lesson plans.
- Substitute for the 2nd/3rd their teacher is absent.

Banning Library District, Banning, CA May 2018– January 2020
Librarian Assistant, Children's Programming

- Organized and conlucted programs in the children's room.
- Ordered all children books for the library..
- Created the program calendar for the entire library.
- Conducted story times, STEM classes, and other fun events.

EDUCATION

Masters of Arts in Teaching, EASTERN OREGON UNIVERSITY, La Grande, OR June 2020

Bachelor of Arts in Elementary Education, UNIVERSITY OF LA VERNE, La Verne, CA March 2020

ADDITIONAL SKILLS

- Trained in iReady proctoring.
- Familiar with multiple online resources and technology to work into lessons.

References available upon request



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.2

TITLE:

Comparator Agency Analysis for the Total Compensation Study

DISCUSSION/INFORMATION:

Koff and Associates evaluated several competitive indicators related to Banning Library District's demographics, financials, and scope of service to develop a list of potential agencies for the compensation study.

The indicators include 1) Organizational type and structure 2) Staff, operational budgets, and scope of services 3) Geographic location and labor market.

The Board can accept the agencies listed on the Comparator Agency Analysis for the Total Compensation Study document or revise the list and add other agencies.

RECOMMENDATION:

Review the Comparator Agency Analysis for the Total Compensation Study and approve the listed agencies for comparison study.



To: Kevin Lee, District Director, Banning Library District
From: Mike Harary, Project Manager, Koff & Associates
Date: September 24, 2020
Subject: **Comparator Agency Analysis for the Total Compensation Study**

Koff & Associates (K&A) evaluated several comparative indicators related to Banning Library District's demographics, financials, and scope of services to develop a list of potential agencies for the compensation study. The methodology and specific criteria used in the analysis follows.

1. **Organizational type and structure:** K&A generally recommends agencies of a similar size and structure providing similar services to Banning Library District be used as comparators.

Note: Because technical job classifications perform similar work across agencies, organizational size is not critical. The difference in size of an organization becomes more important when comparing management classes. Factors such as management of a large staff, consequence of error, the political nature of the job, and its visibility, all increase with organizational size. When it is difficult to find agencies that are similar in size, a good balance of smaller and larger agencies is used instead. However, given the size of the District, and in order to identify agencies which would yield sufficient data for its core services, the recommended agencies are all larger than the District in terms of total number of employees, with the exception of Hemet Public Library.

2. **Staff, operational budgets, and scope of services:** Staff and operational budget size determine the amount of resources available for agencies to provide services. Organizations providing the same services are ideal for comparison; therefore, most comparator agencies included provide similar services to Banning Library District. Specifically, K&A focused on whether agencies provide the following:

- Status as a Special District
- Local History Services
- Interlibrary Loan Services

3. **Geographic location and Labor market:** Today's labor market reality suggests many agencies are in competition for the same pool of qualified employees because large portions of the workforce don't live in the communities they serve, are accustomed to lengthy commutes, and are more likely to consider changing jobs in a larger geographic area than in the past. Therefore, the geographic labor market area where Banning Library District may be recruiting from or losing employees to, is taken into consideration when selecting comparator organizations.

The comparator agency analysis includes the following specific data for each proposed agency:

1. Geographic Proximity
2. Population of City
3. Number of Full-Time Equivalent (FTE) Employees
4. Total Number of Employees (Full-Time plus Part-Time)
5. Agency Operating Expenditures
6. Total Circulation



7. Cost of Living Compared to Banning, California
8. Comparable Services Provided

The recommended agencies are those agencies identified as being the most similar to Banning Library District based on the eight (8) factors analyzed above. This analysis is intended to assist the District in choosing the comparator group. However, the District should also consider other factors that would apply to your labor market that could potentially override these quantitative considerations, such as recruitment, retention, and/or alignment of operations.

We believe the following 12 agencies (listed in alphabetical order) would be considered the most reflective of Banning Library District's labor market for compensation study purposes:

1. A.K. Smiley Public Library
2. Altadena Library District
3. Beaumont Library District*
4. Corona Public Library
5. Covina Public Library
6. Hemet Public Library*
7. Moreno Valley Public Library
8. Palm Springs Public Library*
9. Placentia Library District
10. Rancho Mirage Public Library
11. San Bernardino City Library
12. Whittier Public Library

**Original agency provided by Banning Library District*

We also analyzed the Banning Unified School District Library as a potential comparator agency but discovered they only employ 4 full time and 8 total personnel. Since they have so few positions exclusively working for their Library, we believe we will not find a sufficient number of job matches to include in this compensation study, therefore we recommend excluding Banning Unified School District as a comparator.

In addition, as you know, you indicated you did not want to include Riverside County Library System since they are handled by Library Systems and Services, a private company based in Maryland.

Once the comparator agencies are approved, K&A can begin the data collection for the compensation study. Please let us know if you have any questions. Thank you.



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.3

TITLE:

Creation of Policy No. 5105 Attendance Policy

DISCUSSION/INFORMATION:

Our policy manual does not have any attendance policy. The purpose of this policy is to set forth Banning Library District's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the District and minimize unscheduled absences. The policy defines what "excused absence" and "unexcused absence" are. It also explains the disciplinary action if there are excessive unexcused absences.

RECOMMENDATION:

Approve and adopt Policy No. 5105 Attendance Policy.

DRAFT

Banning Library District

POLICY MANUAL

POLICY TITLE: Attendance Policy

POLICY NUMBER: 5105

5105.1 The purpose of this policy is to set forth Banning Library District's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the District and minimize unscheduled absences.

5105.2 Punctual and regular attendance is an essential responsibility of each employee at the District. Employees are therefore expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

5105.3 "Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two (2) types of absences are defined below:

- Excused absence occurs when all the following conditions are met: 1) The employee provides his or her supervisor sufficient notice at least 48 business hours in advance of the absence; 2) The absence request is approved in advance by the employee's supervisor; and 3) The employee has sufficient accrued paid time off to cover the absence.
- Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call on his or her behalf.

5105.4 An unexcused absence counts as one (1) occurrence for the purposes of discipline under this policy. Employees with three (3) or more consecutive days of excused absences because of illness or injury must give the District proof of physician's care and a fitness for duty release prior to returning to work. Employees must take earned paid time off unless otherwise allowed by District policy.

5105.5 Tardiness and Early Departures. Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures count as one-half (1/2) an occurrence each, for the purpose of discipline under this policy.

5105.5 Disciplinary Action. Excessive absenteeism is defined as two (2) or more occurrences of unexcused absence in a 30-day period and may result in disciplinary action. Eight (8) occurrences of unexcused absence in a 12-month period may be considered grounds for termination.

5105.6 Job Abandonment. Any employee who fails to report to work for a period of three (3) days or more without notifying his or her supervisor will be considered to have abandoned their job and be voluntarily terminated from the employment relationship.



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.4

TITLE:

Creation of Policy No. 5103 Temporary Upgrade and Acting Pay

DISCUSSION/INFORMATION:

Our policy manual does not have any temporary upgrade or acting pay policy. The purpose of this policy is to allow the District to work employees out of classification for up to ten (10) consecutive working days without additional compensation. The policy also details when temporary upgrade may be assigned.

Most public agencies do give a 5% above the employee's regular salary for work performed within the higher classification on the 11th consecutive day of working out of class, and for each consecutive day thereafter an employee works out of class.

RECOMMENDATION:

Approve and adopt Policy No. 5103 Temporary Upgrade and Acting Pay.

DRAFT

Banning Library District

POLICY MANUAL

POLICY TITLE: Temporary Upgrade and Acting Pay
POLICY NUMBER: 5103

- 5103.1** The District may work employees out of classification for up to ten (10) consecutive working days without additional compensation.
- 5103.2** Working out of class assignments shall only be made for positions vacated due to illness, an approved leave of absence, voluntary resignation, promotion, demotion or terminations.
- 5103.3** Acting Pay. An employee shall receive 5% above the employee's regular salary for work performed within the higher classification on the 11th consecutive day of working out of class, and for each consecutive day thereafter an employee works out of class.
- 5103.3.1** The District Director shall assign the employee to work out of classification.
- 5103.3.2** To qualify for working out of class pay, the employee must be performing all the significant duties of the higher position.
- 5103.4** Eligibility Period. During the 10 consecutive working day eligibility period before an employee is entitled to receive acting time pay, absence for compensatory time and /or vacation shall break consecutiveness and cause the 10 consecutive working day eligibility period to start over. Absences for regularly scheduled holidays, regular days off, jury duty, and /or verifiable sick leave shall not constitute a break in consecutiveness for acting pay eligibility.
- 5103.5** Promotion from Acting into Permanent Position. An employee may be promoted from an acting position to that same position on a permanent basis.



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.5

TITLE:

Creation of Policy No. 5013 Code of Ethics

DISCUSSION/INFORMATION:

Koff and Associates recommended that the Board create a Code of Ethics policy. The purpose of a code of ethics policy is to promote consistency in behavior across everyone. This policy needs to be established to protect the public and the reputation of the Banning Library District staff.

RECOMMENDATION:

Approve and adopt Policy No. 5013 Code of Ethics.

Banning Library District

DRAFT

POLICY MANUAL

POLICY TITLE: Code of Ethics
POLICY NUMBER: 5013

- 5013.1 *Responsibility: District employees shall be responsible to all of the people of the District and not to any favored segment or group. District business and affairs must be conducted in an impartial manner. District employees must avoid all situations where prejudice, bias or opportunity for personal gain could influence their decisions. They must equally avoid circumstance suggesting that favoritism or personal gain is the motivating force in the conduct of District government.*
- 5013.2 *Purpose: The minimum ethical standards to be followed by all employees of the District are intended not only to require employees to avoid activities that might result in using a public office or employment for private gain or the giving of favored treatment to any organization or person, but also to maintain public confidence in the District by prohibiting activities that might permit opportunity for personal gain or personal preference to influence decisions. The objectives are to maintain an impartial administration of the District government and to maintain public confidence in government.*
- 5013.3 *Specific Prohibitions. No employment, activity or enterprise shall be engaged in by any employee of the District which might result in, or create the appearance of resulting in, any of the following:*
- 5013.3.1 *Using improperly the prestige or influence of a District office or employment for the officer's or employee's private gain or advantage, or the private gain or advantage of another.*
- 5013.3.2 *Using improperly District time, facilities, equipment, or supplies for the officer's or employee's private gain or advantage, or the private gain or advantage of another.*
- 5013.3.3 *Using confidential information acquired by virtue of District employment for the officer's or employee's private gain or advantage, or the private gain or advantage of another.*
- 5013.3.4 *Receiving or accepting money or any other consideration from anyone other than the District for the performance of an act which the employee would be required or expected to render in the regular course of hours of their District employment or as a part of their duties as a District employee.*
- 5013.3.5 *Performance of an act in other than the employee's capacity as a District employee knowing that such act may later be subject, directly or indirectly, to control, inspection, review, audit or enforcement by the employee or by the department in which employed.*

5013.3.6 *Receiving or accepting directly or indirectly, any gift, including money, any service, gratuity, favor, entertainment, hospitality, loan, or any other thing of value, from anyone who is doing or seeking to do business of any kind with the District or whose activities are regulated or controlled in any way by the District.*



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.6

TITLE:

Creation of Policy No. 5036 Code of Safe Practices

DISCUSSION/INFORMATION:

This policy is in Policy No. 5150 Illness Injury Prevention Program. This can be a separate policy, however.

RECOMMENDATION:

Approve and adopt Policy No. 5036 Code of Safe Practices.

DRAFT

Banning Library District

POLICY MANUAL

POLICY TITLE: *Code of Safe Practices*

POLICY NUMBER: 5036

- 5036.1** *All employees will follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their Supervisor, the Librarian in Charge, District Director.*
- 5036.2** *Supervising employees will insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and will take such action as necessary to obtain observance.*
- 5036.3** *Anyone known to be under the influence of drugs or intoxicating substances will not be allowed on the job while in that condition and will be subject to the discipline specified in section 5200.*
- 5036.4** *Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees will be prohibited.*
- 5036.5** *Work will be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.*
- 5036.6** *No one will knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.*
- 5036.7** *Employees will be instructed to ensure that all protective devices are in proper places and adjusted, and will report deficiencies promptly to the Supervisor, the Librarian in Charge, or the District Director.*
- 5036.8** *Workers will not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties.*
- 5036.9** *All injuries will be reported promptly to the Supervisor or Librarian in Charge so arrangements can be made for medical or first aid treatment.*
- 5036.10** *When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back should be used.*
- 5036.11** *Employees will wash their hands thoroughly after using the restroom, smoking, eating, and other times, as necessary.*

5036.12 *Work will be so arranged so employees are able to face a ladder and use both hands while climbing.*

5036.13 *All tools and equipment will be maintained in good condition.*

5036.14 *Damaged tools or equipment will be removed from service and tagged "DEFECTIVE."*

5036.15 *Only appropriate tools will be used for the job.*

5036.16 *Only authorized persons will operate machinery or equipment.*

5036.17 *Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., will not be worn around moving machinery or other sources of entanglement.*



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.7

TITLE:

Amendments to Policy No. 5210 Tobacco Use

DISCUSSION/INFORMATION:

Staff is recommending Policy No. 5210 Tobacco Use to include banning *vaping devices* and using *electronic cigarettes*.

RECOMMENDATION:

Approve amendments to Policy No. 5210 Tobacco Use.

Banning Library District

POLICY MANUAL

POLICY TITLE: Tobacco Use
POLICY NUMBER: 5210

5210.1 Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking, *vaping devices*, *using electronic cigarettes*, and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking or use of tobacco products will be banned completely within the Banning Library District premises.

5210.2 All District employees will be responsible for advising members of the public who are observed using tobacco products in the Library building of the District's policy on the matter. Said individuals will be asked by staff to refrain from using tobacco products.

5210.2.1 Members of the public who refuse to comply with this policy will be directed to leave the Library building.

5210.3 District employees who violate this policy will be subject to disciplinary action in accordance with Policy #5310, "Progressive Discipline."

5210.4 While on District business, smoking is allowed in non-district vehicles with only one occupant.



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.8

TITLE:

Amendments to Policy No. 5100 Hours of Work and Overtime

DISCUSSION/INFORMATION:

Staff is recommending Policy No. 5100 Hours of Work and Overtime to include business hours.

RECOMMENDATION:

Approve amendments to Policy No. 5100 Hours of Work and Overtime.

Banning Library District

POLICY MANUAL

POLICY TITLE: Hours of Work and Overtime

POLICY NUMBER: 5100

5100.1 This policy will apply to all non-exempt employees of the Banning Library District.

5100.2 The regular hours of work each day will be consecutive except for interruptions for meal and break periods.

5100.2.1 Split shifts will be considered on a case-by-case basis by the District Director.

5100.3 The work week will consist of seven (7) consecutive days from 12:01a.m. Friday through midnight Thursday.

51003.1 Business hours are as follows:

<i>Monday, Tuesday, Thursday, Friday</i>	<i>9-6</i>
<i>Wednesday</i>	<i>10-7</i>
<i>Saturday</i>	<i>10-5</i>
<i>Sunday</i>	<i>Closed</i>

5100.4 Non-exempt employees must clock in and out to record accurate number of hours worked. Off-the-clock work is not permitted.

5100.5 The District uses the California and Federal DOL accepted practice of computing working time by rounding to the nearest 15-minute increment when calculating the number of hours worked. Employee time from 1 to 7 minutes will be rounded down, and not counted as hours worked. Employee time from 8 to 14 minutes will be rounded up and counted as a quarter hour of work time.

5100.6 Overtime is defined as:

5100.4.1 Time worked in excess of forty (40) hours in a work week.

5100.4.2 Compensatory time off may be approved in lieu of overtime pay at the request of the employee. Compensatory time off accrues at the rate of 1.5 hour for each hour, or fraction thereof, worked after 40 hours of actual work with the employee's designated work week. Compensatory time off cannot be accumulated in excess of 6 hours at any given time. Accrued compensatory time must be taken in the two months following the accrual.

5100.4.3 Time worked on a designated holiday.

5100.7 Normal work should be completed during regular work hours. Overtime must be approved in advance by the District Director. District Director may assign overtime when necessary and with much advance notice as possible. Employees who work unauthorized overtime may be subject to disciplinary action.

5100.8 Makeup time must be approved in advance by the District Director and time accrued must be taken within the pay period in which it is earned.



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.9

TITLE:

Amendments to Policy No. 5010 Employee Status

DISCUSSION/INFORMATION:

An introductory period may weaken the District's at-will status. An introductory period may imply that there is job security if an employee passes the introductory period.

Staff recommends removal of "introductory period" language and replace it with "All employment at Banning Library District is "at will." This means that either the employee or Banning Library District have the right to terminate employment at any time, with or without advance notice, and with or without cause."

Koff and Associates also recommends removing "introductory period."

RECOMMENDATION:

Approve amendments to Policy No. 5010 Employee Status.

Banning Library District

POLICY MANUAL

POLICY TITLE: Employee Status
POLICY NUMBER: 5010

5010.1 A "Regular" employee is an at-will employee who has been hired to fill a regular position in any job classification and ~~has completed his/her introductory period, if one is required by the District Director.~~ Regular employees may be full-time or part-time.

5010.1.1 A "Full-time" employee is one who is regularly scheduled to work 36 hours or more per week.

5010.1.2 A "Part-time" employee is one who is regularly scheduled to work less than 36 hours per week.

~~**5010.2** There is a 90-day introductory period for employees. An employee will learn his or her responsibilities during this introductory period.~~

~~**5010.2.1** Upon successful completion of the introductory period an employee is granted regular status. Regular status employees are still considered at-will employees after successful completion of the introductory period.~~

5010.2 *All employment at Banning Library District is "at will." This means that either the employee or Banning Library District have the right to terminate employment at any time, with or without advance notice, and with or without cause.*

5010.3 A "Temporary or Contracted" employee is one who is hired to work within any job classification, but whose position is not regular in nature.



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.10

TITLE:

Amendments to Policy No. 5120 Vacation Leave

DISCUSSION/INFORMATION:

Staff is recommending removal of "introductory period" in the policy.

RECOMMENDATION:

Approve amendments to Policy No. 5120 Vacation Leave.

Banning Library District

POLICY MANUAL

POLICY TITLE: Vacation Leave

POLICY NUMBER: 5120

5120.1 This policy will apply to employees who are regularly scheduled to work a minimum of 36 hours per week.

5120.2 Paid vacations will be accrued according to the following schedule:

Years of Service	Annual Accrual Rate	Maximum Accrual
District Director	160 hours per year 6.16 per pay period	160 plus 5 days
0 - 5	80 hours per year 3.08 per pay period	80 plus 5 days
6 - 10	120 hours per year 4.62 per pay period	120 plus 5 days
Over 10	160 hours per year 6.16 per pay period	160 plus 5 days

5120.3 Employees who have completed *ninety (90) days of continuous service from the date of hire* ~~their 90-day introductory period~~ may take their accumulated vacation time. ~~Once regular status has been granted at the end of the 90-day introductory period,~~ vacation leave will be credited retroactively to the initial date of employment.

5120.4 Vacation time is credited at each pay period.

5120.5 Vacation time may be accumulated. The total accumulated vacation time will not exceed an employee's yearly allowed accrual plus five days. Any days accumulated over this amount will be forfeited.

5120.5.1 It is the employee's responsibility to keep track of the employee's accrual balances.

5120.5.2 The Banning Library District has the right to require employees to use vacation if the employee reaches the vacation cap applicable to the employee.

51205.3 Mandatory vacation days shall be scheduled with input from the employee.

5120.6 At termination of employment, employees will be compensated for all unused accrued vacation.

5120.7 Vacations may be scheduled at any time throughout the year by filling out a leave request form online which must be approved by the District Director.

5120.7.1 When employee's vacation request cannot be approved, the District Director shall schedule the employee's vacation at the next earliest date requested by the employee and deemed appropriate

5120.7.2 Previously approved vacation requests may be cancelled or rescheduled, if inadequate staffing levels occur due to unforeseen circumstances.

5120.8 Vacation time must be used in minimum increments of one hour.

5120.9 If a holiday falls on a workday during a regular full-time employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

5120.10 Vacation time may not interfere with the Banning Library District's interest in maintaining service to the community.



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STAFF REPORT

Meeting Date: September 29, 2020
Prepared By: Kevin Lee, District Director
Agenda Item: 5.10

TITLE:

Amendments to Policy No. 5125 Sick Leave

DISCUSSION/INFORMATION:

Staff is recommending removal of "introductory period" in the policy. It has come to the District's attention that sick leave for part time employees needs to be 48 hours.

RECOMMENDATION:

Approve amendments to Policy No. 5125 Sick Leave.

Banning Library District

POLICY MANUAL

POLICY TITLE: Sick Leave

POLICY NUMBER: 5125

5125.1 Sick leave is defined as absence from work due to illness or injury which is not a result of or related to work activities. Sick leave may be authorized for illness or preventative care of the employee or his/her spouse, child, parent, grandparent, grandchild, sibling, registered domestic partner, or child of a registered domestic partner. Employee may also use sick leave for certain, specified purposes if the employee is a victim of domestic violence, sexual assault, or stalking. Sick leave benefits are not to be used for purposes of leisure, social or personal time, or to extend holidays, vacation time, or weekends.

5125.2 All employees who have worked in California for the same employer for 30 or more days within a year from the start of their employment are entitled to paid sick time. All regular Full-time employees will earn sick leave at a rate of 96 hours per calendar year. All Regular part-time and temporary employees are eligible to earn sick leave at the rate of one hour of paid sick time for every 30 hours worked.

5125.3 Sick leave is accrued hourly.

5125.4 In order to receive compensation while on sick leave, employees must notify the District Director and submit a leave request form prior to the time for beginning their regular work day schedule, or as soon thereafter as possible.

5125.5 A medical release form from a medical practitioner is required for all absences of three or more work days. Said medical release form must identify when the employee is able to return to work, or if modified work is needed.

5125.6 Paid sick leave is accrued from an employee's date of hire, but may not be used until the ~~90-day introductory period has passed.~~ *90 days of service is complete.*

5125.7 Sick leave may be accumulated to a maximum of 96 hours for full-time employees and 24 48 hours for part-time employees.

~~**5125.7.1** Unused sick hours may be "bought back" by the District at a rate of one-third of the employee's pay. Said buy back shall be limited only to time over and above 96 hours of accrued sick leave.~~

5125.8 Accumulated sick leave will not be paid upon termination or separation.

5125.9 Sick time may be used in minimum increments of one hour.