

AGENDA

BOARD OF LAW LIBRARY TRUSTEES of the LOS ANGELES COUNTY LAW LIBRARY

REGULAR BOARD MEETING
Wednesday, September 26, 2018
12:15 PM
MILDRED L. LILLIE BUILDING
TRAINING CENTER
301 WEST FIRST STREET
LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

A member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. All requests to address the Board must be submitted in person to the Board President prior to the start of the meeting. Public comments will be taken at the beginning of each meeting as Agenda Item 1.0. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal of any person who disrupts or disturbs the orderly conduct of any Board Meeting.

AGENDA MATERIALS

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed in the Executive Office of the Law Library.

CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 22, 2018, Regular Board Meeting
- 3.2 Review of July Financials and List of August Checks and Warrants
- 3.3 Approval of Revised Standard and Member Borrower Rules
- 3.4 Platinum Program Update for the Month of August
- 3.5 FY18-19 Financial Budget Review

4.0 CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:* Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

5.0 DISCUSSION ITEMS

- 5.1 Approval of Amendment to 2018 Holiday Schedule
- 5.2 Discussion and Approval of Memorandum of Understanding with SEIU Local 721
- 5.3 Approval of Changes to Compensation and Benefits and Revisions to Employee Handbook

6.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

7.0 EXECUTIVE DIRECTOR REPORT

8.0 ADJOURNMENT

It is requested that the meeting be adjourned in memory of Barbara Albert who worked at the Los Angeles County Law Library for 20 years as Bookkeeper and later as Accounting Manager. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, October 24, 2018.

POSTED THURSDAY, SEPTEMBER 20, 2018 @ 4:30 P.M.

POSTED BY ANN MARIE GAMEZ



AGENDA ITEM 3

CONSENT CALENDAR

- 3.1 Approval of Minutes of the August 22, 2018, Regular Board Meeting
- 3.2 Review of July Financials and List of August Checks and Warrants
- 3.3 Approval of Revised Standard and Member Borrower Rules
- 3.4 Platinum Program Update for the Month of August
- 3.5 FY18-19 Financial Budget Review

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

August 22, 2018

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, August 22, 2018 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/QUORUM

Trustees Present: Judge Mark Juhas
Judge Michelle Williams Court
Kenneth Klein, Esquire
Judge Dennis Landin
Judge Richard Rico
Judge Michael Stern
Susan Steinhauer, Esquire

Trustees Absent: None

Senior Staff Present: Sandra J. Levin, Executive Director
Jaye Steinbrick, Senior Director

Also Present: Marcelino Juarez, Finance Manager
Ann Marie Gamez, Executive Assistant

President Juhas determined a quorum to be present, convened the meeting at 12:15 p.m. and thereafter presided. Executive Director, Sandra J. Levin recorded the Minutes.

1.0 PUBLIC COMMENT

Public comment from Reference Librarian and SEIU Bargaining Representative, Christine Langteau, regarding staff salaries. C. Langteau expressed concern for the lack of wage increase over the years at LALL.

Public comment from Library Technician, Mayra Frausto, regarding staff salaries. M. Frausto expressed concern for the lack of salary increases noting that represented employees participated in lobbying efforts in Sacramento.

Public comment from LALL Clerk, Yocanda Castillo, regarding staff salaries. Y. Castillo expressed concern for the lack of salary increases, noting that she works a second job as well.

Public comment from patron, Alan Palmer, regarding a complaint he filed with LALL on library staff, requesting a response from the library. A. Palmer also commented on lights turning out 10 minutes before closing time.

Public comment from Library Aide and SEIU Steward, Sharon Boone, regarding staff salaries. S. Boone expressed concern regarding the lack of salary increases over the years and increases for management staff.

Public comment from SEUI Local 721 Director, Renee Anderson, regarding staff salaries. R. Anderson represents Aides, Technicians, Clerks and Librarians and expressed concern for the lack of substantial salary increases, noting that SEIU participated in lobbying efforts in Sacramento.

Public comment from LALL Aide, Paul Samples, regarding staff salaries. P. Samples requested a pay raise.

Public comment from patron Lee Paradise, regarding salary increases for staff, building permit clarification and concern about having the Executive Director as the library general counsel.

2.0 PRESIDENT'S REPORT

No Report

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the June 27, 2018 Regular Board Meeting.
- 3.2 Review of June and Year End FY18 Financials & List of June and July Checks and Warrants.
- 3.3 Review of June Financials and List of June and July Checks and Warrants
- 3.4 Receipt of FY17-18 Quarter Statistics
- 3.5 Platinum Program Update for the Months of June and July
- 3.6 Approval of Board of Supervisors Annual Report
- 3.7 Approval of Revised Rules of Conduct

Trustee Steinhauser requested to pull items 3.4 and 3.6

President Juhas requested a motion to approve the Consent Calendar Items 3.1 – 3.3, 3.5 & 3.7. So moved by Trustee Court, seconded by Trustee Landin. The motion was unanimously approved, 7-0.

Trustee Steinhauser commented on Consent Calendar Item 3.3, Receipt of Statistics, the high number of attendees at LALL. Trustee Steinhauser also acknowledged Managing Librarian, Ryan Metheny, on the success of the Business Series.

Trustee Steinhauser also commented on Consent Calendar Item 3.6, Board of Supervisors Annual Report, on the length and comprehensiveness of the document. Trustee Steinhauser recommended posting the Board of Supervisors Annual report on the LALL website as a public document.

President Juhas requested a motion to approve the Consent Calendar Items 3.4 and 3.6. So moved by Trustee Stern, seconded by Trustee Court. The motion was unanimously approved, 7-0.

4.0 DISCUSSION ITEMS

4.1 Roofing Project Completion Report and Approval of Notice of Completion

ED Levin summarized the completion of the roofing project, stating that the old roof had passed its expected and warranted life. The roof, drains and related items were repaired and the manufacturer provided a new warranty for 25 years. However, the warranty as required by contract and RFP specifications was for 30 years so staff is awaiting the revised warranty. Trustee Court inquired when the 30 year warranty would come. ED Levin replied any day now.

President Juhas requested a motion to approve Discussion Item 4.1 and authorize the Executive Director to approve the completion of the Roofing Project once a 30 year warranty is received. So moved by Trustee Landin, seconded by Trustee Klein. The motion was unanimously approved, 7-0.

4.2 Preliminary Discussion on One-Time State Funding

ED Levin began discussion on the one-time state funding, pointing out that other libraries have needed to eliminate branches, cut salaries, cut positions and cut back on print collections. Throughout the legislative process for additional funding, CCCLL (Council of California County Law Libraries), have received support from legislators who have requested law libraries to provide more resources as a result of the supplemental funding. All CLL's are working on individual projects for their own libraries. LALL is working on multilingual programming, deferred maintenance needs, additional legal resources and staff compensation. The Board discussed the list of proposed projects and expressed support.

No action taken.

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator*.
Executive Director, Sandra J. Levin; *Employee Organization*: SEIU Local 721.

No reportable action was taken.

6.0 AGENDA BUILDING

There were no items for agenda building.

7.0 EXECUTIVE DIRECTOR REPORT

No report given.

8.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 2:09 p.m. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, September 26, 2018 at 12:15 pm.

Sandra J. Levin, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

Los Angeles County Law Library

Balance Sheet

As of July 31, 2018

(Provisional and subject to year-end audit adjustments)

	6/30/2018	7/31/2018	Change
Assets			
Current assets			
Cash and cash equivalents	4,748,337	4,674,374	(73,963)
Accounts receivable	1,599,833	1,572,948	(26,884)
Prepaid expenses	201,343	432,846	231,503
Total current assets	6,549,514	6,680,168	130,655
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	4,564,722	4,558,028	(6,694)
Capital assets, not being depreciated	630,426	640,764	10,339
Capital assets, being depreciated - net	17,174,661	17,015,866	(158,795)
Total noncurrent assets	22,688,279	22,533,129	(155,151)
Total assets	29,237,793	29,213,297	(24,496)
Deferred Outflows of Resources			
Deffered Outflows of Resources	1,124,866	1,124,866	-
Total assets and deffered outflows of resources	30,362,658	30,338,162	(24,496)
Liabilities			
Current Liabilities			
Accounts payable	228,063	180,549	(47,513)
Other current liabilities	-	14,150	14,150
Payroll liabilities	5,000	5,669	669
Total current liabilities	233,063	200,369	(32,694)
Noncurrent Liabilities			
Accrued sick and vacation liability	293,210	293,210	-
Borrowers' deposit	291,560	291,772	212
OPEB liability	2,567,256	2,588,089	20,833
Net pension liability	2,683,917	2,683,917	-
Total noncurrent liabilities	5,835,942	5,856,987	21,045
Total liabilities	6,069,005	6,057,356	(11,649)
Deferred Inflows of Resources			
Deffered Inflows of Resources	531,502	531,502	-
Total liabilities and Deffered inflows of resources	6,600,507	6,588,858	(11,649)
Net Position			
Invested in capital assets	17,805,087	17,656,631	(148,456)
Unrestricted	5,957,064	6,092,674	135,610
Total net position	23,762,151	23,749,305	(12,847)
Total liabilities and Deffered inflows of resources and net position	30,362,658	30,338,162	(24,496)

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2018
(Provisional and subject to year-end audit adjustments)

Jul 17	Jul 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
624,403	594,681	652,218	57,537	9.7%
3,039	2,708	7,204	4,496	166.0%
55,242	56,667	59,589	2,922	5.2%
<u>176,159</u>	<u>40,307</u>	<u>38,105</u>	<u>(2,201)</u>	<u>-5.5%</u>
858,843	694,363	757,116	62,753	9.0%
336,039	466,986	429,125	37,861	8.1%
31,020	51,467	17,892	33,575	65.2%
119,576	159,669	64,230	95,439	59.8%
(119,576)	(159,669)	(64,230)	(95,439)	59.8%
72,503	78,139	69,985	8,154	10.4%
13,810	12,564	10,325	2,239	17.8%
2,870	8,130	7,851	279	3.4%
3,879	4,765	1,964	2,801	58.8%
1,662	1,020	251	769	75.4%
54	132	38	93	70.8%
2,877	2,896	2,812	84	2.9%
<u>229,577</u>	<u>224,173</u>	<u>223,025</u>	<u>1,148</u>	<u>0.5%</u>
<u>694,290</u>	<u>850,272</u>	<u>763,269</u>	<u>(87,003)</u>	<u>-10.2%</u>
<u>164,553</u>	<u>(155,908)</u>	<u>(6,152)</u>	<u>149,756</u>	<u>-96.1%</u>
13,691	2,083	(6,694)	(8,778)	-421.3%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>178,245</u>	<u>130,214</u>	<u>(12,847)</u>	<u>(143,061)</u>	<u>-109.9%</u>
0	170,000	0	170,000	100.0%

FY 2017-18	FY 2018-19 YTD				Comments
	YTD Actual	Budget	Actual	\$ Fav (Unf)	
Income					
L.A. Superior Court Fees	624,403	594,681	652,218	57,537	9.7%
Interest	3,039	2,708	7,204	4,496	166.0%
Parking	55,242	56,667	59,589	2,922	5.2%
Library Services	<u>176,159</u>	<u>40,307</u>	<u>38,105</u>	<u>(2,201)</u>	<u>-5.5%</u>
Total Income	858,843	694,363	757,116	62,753	9.0%
Expense					
Staff (payroll + benefits)	336,039	466,986	429,125	37,861	8.1%
Electronic Resource Subscriptions	31,020	51,467	17,892	33,575	65.2%
Library Materials	119,576	159,669	64,230	95,439	59.8%
Library Materials Transferred to Assets	(119,576)	(159,669)	(64,230)	(95,439)	59.8%
Facilities	72,503	78,139	69,985	8,154	10.4%
Technology & Data	13,810	12,564	10,325	2,239	17.8%
General	2,870	8,130	7,851	279	3.4%
Professional Development	3,879	4,765	1,964	2,801	58.8%
Communications & Marketing	1,662	1,020	251	769	75.4%
Travel & Entertainment	54	132	38	93	70.8%
Professional Services	2,877	2,896	2,812	84	2.9%
Depreciation	<u>229,577</u>	<u>224,173</u>	<u>223,025</u>	<u>1,148</u>	<u>0.5%</u>
Total Expenses	<u>694,290</u>	<u>850,272</u>	<u>763,269</u>	<u>87,003</u>	<u>10.2%</u>
Net Income (Loss)	<u>164,553</u>	<u>(155,908)</u>	<u>(6,152)</u>	<u>149,756</u>	<u>96.1%</u>
Investment Gain (Loss) ¹	13,691	2,083	(6,694)	(8,778)	-421.3%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	<u>178,245</u>	<u>130,214</u>	<u>(12,847)</u>	<u>(143,061)</u>	<u>-109.9%</u>
Capitalized Expenditures	0	170,000	0	170,000	100.0%

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2018
(Provisional and subject to year-end audit adjustments)

Jul 17	Jul 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2017-18	FY 2018-19 YTD			
	YTD Actual	Budget	Actual	\$ Fav (Unf)

Comments

Detailed Budget:														
Income:														
624,403	594,681	652,218	57,537	9.7%	15	FIN	303300	L.A. Superior Court Fees	624,403	594,681	652,218	57,537	9.7%	Better than expected court fee revenue.
Interest:														
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	0	0	0	0	0.0%	
2,697	2,383	6,715	4,331	181.7%	15	FIN	312000	Interest - General Fund	2,697	2,383	6,715	4,331	181.7%	Better than expected County investment interest rate.
342	325	489	164	50.6%	15	FIN	313000	Interest - Deposit Fund	342	325	489	164	50.6%	Better than expected County investment interest rate.
3,039	2,708	7,204	4,496	166.0%				Subtotal	3,039	2,708	7,204	4,496	166.0%	
Parking:														
55,242	56,667	59,589	2,922	5.2%	39	FAC	330100	Parking	55,242	56,667	59,589	2,922	5.2%	
55,242	56,667	59,589	2,922	5.2%				Subtotal	55,242	56,667	59,589	2,922	5.2%	
Library Services:														
1,528	1,600	228	(1,373)	-85.8%	27	CIRC	330150	Annual Designation Fee	1,528	1,600	228	(1,373)	-85.8%	Timing variance.
8,794	16,705	14,475	(2,230)	-13.3%	25	PS	330140	Annual Members Fee	8,794	16,705	14,475	(2,230)	-13.3%	Timing variance.
1,143	957	1,849	892	93.3%	25	PS	330340	Course Registration	1,143	957	1,849	892	93.3%	Higher than expected income from MCLE registration fees.
3,257	3,500	3,979	479	13.7%	27	CIRC	330129	Copy Center	3,257	3,500	3,979	479	13.7%	Timing variance. Better than expected start to the fiscal year.
1,272	2,300	1,423	(877)	-38.1%	27	CIRC	330205	Document Delivery	1,272	2,300	1,423	(877)	-38.1%	Timing variance.
2,707	4,400	3,804	(596)	-13.5%	27	CIRC	330210	Fines	2,707	4,400	3,804	(596)	-13.5%	Timing variance.
989	5,153	11,062	5,908	114.6%	15	FIN	330310	Miscellaneous	989	5,153	11,062	5,908	114.6%	
6,470	5,667	1,265	(4,402)	-77.7%	39	FAC	330330	Room Rental	6,470	5,667	1,265	(4,402)	-77.7%	Timing variance; offset by room rental expense.
0	0	0	0	0.0%	23	COL	330350	Book Replacement	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	
150,000	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	150,000	0	0	0	0.0%	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	
0	25	21	(4)	-16.6%	15	FIN	330450	Vending	0	25	21	(4)	-16.6%	
0	0	0	0	0.0%	37	COM	330465	Special Events Income	0	0	0	0	0.0%	
176,159	40,307	38,105	(2,201)	-5.5%				Subtotal	176,159	40,307	38,105	(2,201)	-5.5%	
858,843	694,363	757,116	62,753	9.0%				Total Income	858,843	694,363	757,116	62,753	9.0%	
Expenses:														
Staff:														
164,245	193,279	164,754	28,526	14.8%	ALL	501000	Salaries (FT)	164,245	193,279	164,754	28,526	14.8%	Favorable variance due to vacancies.	
0	(3,866)	0	(3,866)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(3,866)	0	(3,866)	100.0%	
18,661	20,854	19,672	1,182	5.7%	ALL	501050	Salaries (PT)	18,661	20,854	19,672	1,182	5.7%	Favorable variance due to vacancies.	
0	(417)	0	(417)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(417)	0	(417)	100.0%	
12,237	11,961	10,771	1,191	10.0%	15	FIN	502000	Social Security	12,237	11,961	10,771	1,191	10.0%	Favorable variance due to vacancies.
2,862	2,875	2,519	356	12.4%	15	FIN	503000	Medicare	2,862	2,875	2,519	356	12.4%	Favorable variance due to vacancies.
75,238	160,329	157,319	3,010	1.9%	15	FIN	511000	Retirement	75,238	160,329	157,319	3,010	1.9%	
0	0	0	0	0.0%	15	FIN	511050	Pension Exp (Actuarial)	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	
42,173	44,836	40,612	4,225	9.4%	15	FIN	512000	Health Insurance	42,173	44,836	40,612	4,225	9.4%	Favorable variance due to vacancies.
367	441	385	56	12.8%	15	FIN	513000	Disability Insurance	367	441	385	56	12.8%	Favorable variance due to vacancies.
4,500	5,582	5,019	564	10.1%	15	FIN	514000	Dental Insurance	4,500	5,582	5,019	564	10.1%	Favorable variance due to vacancies.
468	629	554	75	11.9%	15	FIN	514500	Vision Insurance	468	629	554	75	11.9%	Favorable variance due to vacancies.
119	131	140	(10)	-7.5%	15	FIN	515000	Life Insurance	119	131	140	(10)	-7.5%	
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	
4,523	5,262	5,262	0	0.0%	15	FIN	516000	Workers Compensation Insurance	4,523	5,262	5,262	0	0.0%	
0	0	0	0	0.0%	15	FIN	517000	Unemployment Insurance	0	0	0	0	0.0%	
0	2,506	0	2,506	100.0%	ALL	514010	Temporary Employment	0	2,506	0	2,506	100.0%	Timing variance.	
0	0	0	0	0.0%	13	HR	514015	Recruitment	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	
9,167	20,833	20,833	0	0.0%	15	FIN	518500	OPEB Expense	9,167	20,833	20,833	0	0.0%	
584	500	439	61	12.2%	15	FIN	518550	TMP	584	500	439	61	12.2%	
896	1,250	848	402	32.2%	15	FIN	518560	Payroll and Benefit Administration	896	1,250	848	402	32.2%	
336,039	466,986	429,125	37,861	8.1%				Total - Staff	336,039	466,986	429,125	37,861	8.1%	
Library Materials/Electronic Resources Subscription:														

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2018
(Provisional and subject to year-end audit adjustments)

Jul 17 Actual	Jul 2018				FY 2017-18 YTD Actual	FY 2018-19 YTD				Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)		Budget	Actual	\$ Fav (Unf)	% Fav (Unf)			
106,157	123,782	52,030	71,752	58.0%	23 COL 601999	American Continuations	106,157	123,782	52,030	71,752	58.0%	Timing variance.
149	0	1,963	(1,963)	0.0%	23 COL 602999	American New Orders	149	0	1,963	(1,963)	0.0%	
2,597	1,458	1,568	(109)	-7.5%	23 COL 609199	Branch Continuations	2,597	1,458	1,568	(109)	-7.5%	Timing variance.
0	0	0	0	0.0%	23 COL 609299	Branch New Orders	0	0	0	0	0.0%	
683	11,673	1,872	9,800	84.0%	23 COL 603999	Commonwealth Continuations	683	11,673	1,872	9,800	84.0%	Timing variance.
0	0	0	0	0.0%	23 COL 604999	Commonwealth New Orders	0	0	0	0	0.0%	
2,944	10,579	2,197	8,382	79.2%	23 COL 605999	Foreign Continuations	2,944	10,579	2,197	8,382	79.2%	Timing variance.
0	0	0	0	0.0%	23 COL 606999	Foreign New Orders	0	0	0	0	0.0%	
7,045	10,607	4,599	6,008	56.6%	23 COL 607999	International Continuations	7,045	10,607	4,599	6,008	56.6%	Timing variance.
0	0	0	0	0.0%	23 COL 608999	International New Orders	0	0	0	0	0.0%	
0	1,569	0	1,569	100.0%	23 COL 609399	General/Librarianship Continuations	0	1,569	0	1,569	100.0%	Timing variance.
0	0	0	0	0.0%	23 COL 609499	General/Librarianship New Orders	0	0	0	0	0.0%	
119,576	159,669	64,230	95,439	59.8%	23 COL 690000	Subtotal	119,576	159,669	64,230	95,439	59.8%	
(119,576)	(159,669)	(64,230)	(95,439)	59.8%	23 COL 690000	Library Materials Transferred to Assets	(119,576)	(159,669)	(64,230)	(95,439)	59.8%	
31,020	51,467	17,892	33,575	65.2%	23 COL 685000	Electronic Resource Subscriptions (ERS)	31,020	51,467	17,892	33,575	65.2%	Timing variance due to reclassification of Lexis and West payments per auditor's recommendation.
						Facilities:						
1,131	3,500	1,755	1,745	49.9%	39 FAC 801005	Repair & Maintenance	1,131	3,500	1,755	1,745	49.9%	Timing variance.
754	1,258	2,207	(949)	-75.4%	39 FAC 801010	Building Services	754	1,258	2,207	(949)	-75.4%	Timing variance due fire extinguisher certification.
1,914	2,084	0	2,084	100.0%	39 FAC 801015	Cleaning Supplies	1,914	2,084	0	2,084	100.0%	Timing variance, invoice not received.
11,856	12,500	12,197	303	2.4%	39 FAC 801020	Electricity & Water	11,856	12,500	12,197	303	2.4%	
966	966	966	0	0.0%	39 FAC 801025	Elevator Maintenance	966	966	966	0	0.0%	
4,927	4,400	4,198	202	4.6%	39 FAC 801030	Heating & Cooling	4,927	4,400	4,198	202	4.6%	
19,811	20,063	22,455	(2,392)	-11.9%	15 FIN 801035	Insurance	19,811	20,063	22,455	(2,392)	-11.9%	Timing variance due to broker's fee amortization.
8,674	8,934	8,674	260	2.9%	39 FAC 801040	Janitorial Services	8,674	8,934	8,674	260	2.9%	
1,250	1,500	1,250	250	16.7%	39 FAC 801045	Landscaping	1,250	1,500	1,250	250	16.7%	Budgeted rate increase not yet in effect.
15,753	19,718	15,734	3,984	20.2%	39 FAC 801050	Security	15,753	19,718	15,734	3,984	20.2%	Timing variance.
5,157	1,700	229	1,471	86.5%	39 FAC 801060	Room Rental Expenses	5,157	1,700	229	1,471	86.5%	Offset by room rental income.
49	0	0	0	0.0%	37 COM 801065	Special Events Expenses	49	0	0	0	0.0%	
0	350	0	350	100.0%	39 FAC 801100	Furniture & Appliances (<3K)	0	350	0	350	100.0%	Timing variance.
18	300	48	252	84.0%	39 FAC 801110	Equipment (<3K)	18	300	48	252	84.0%	Timing variance.
0	225	0	225	100.0%	39 FAC 801115	Building Alterations (<3K)	0	225	0	225	100.0%	Timing variance.
172	441	21	420	95.2%	39 FAC 801120	Delivery & Postage	172	441	21	420	95.2%	Timing variance; request for postage not needed yet
71	200	251	(51)	-25.4%	39 FAC 801125	Kitchen supplies	71	200	251	(51)	-25.4%	Timing variance.
72,503	78,139	69,985	8,154	10.4%		Subtotal	72,503	78,139	69,985	8,154	10.4%	
						Technology:						
1,981	1,824	1,104	720	39.5%	33 TECH 801210	Software Maintenance	1,981	1,824	1,104	720	39.5%	Timing variance.
1,789	2,157	1,794	363	16.8%	33 TECH 801212	Hardware Maintenance	1,789	2,157	1,794	363	16.8%	Timing variance.
0	650	(85)	735	113.0%	33 TECH 801215	Software (<\$3k)	0	650	(85)	735	113.0%	Timing variance.
252	485	546	(61)	-12.7%	33 TECH 801220	Hardware (<\$3k)	252	485	546	(61)	-12.7%	Timing variance.
0	50	61	(11)	-22.6%	33 TECH 801225	Computer Supplies	0	50	61	(11)	-22.6%	Timing variance.
4,224	4,484	4,415	70	1.6%	33 TECH 801230	Integrated Library System	4,224	4,484	4,415	70	1.6%	
5,407	2,913	2,489	424	14.5%	33 TECH 801235	Telecommunications	5,407	2,913	2,489	424	14.5%	Timing variance.
0	0	0	0	0.0%	33 TECH 801245	Tech & Data - Misc	0	0	0	0	0.0%	
156	0	0	0	0.0%	33 TECH 801250	Services	156	0	0	0	0.0%	
13,810	12,564	10,325	2,239	17.8%		Subtotal	13,810	12,564	10,325	2,239	17.8%	
						General:						
518	667	474	192	28.9%	15 FIN 801310	Bank Charges	518	667	474	192	28.9%	
813	842	843	(1)	-0.1%	35 CMS 801315	Bibliographical Services	813	842	843	(1)	-0.1%	
0	0	0	0	0.0%	35 CMS 801320	Binding	0	0	0	0	0.0%	
0	83	0	83	100.0%	17 EXEC 801325	Board Expense	0	83	0	83	100.0%	Jul 2018 Board meeting cancelled.
0	0	67	(67)	0.0%	37 COM 801330	Staff meals & events	0	0	67	(67)	0.0%	
211	1,583	1,933	(350)	-22.1%	15 FIN 801335	Supplies - Office	211	1,583	1,933	(350)	-22.1%	Timing variance.
0	3,370	3,782	(412)	-12.2%	35 CMS 801337	Supplies - Library materials	0	3,370	3,782	(412)	-12.2%	Timing variance.
27	40	0	40	100.0%	37 COM 801340	Stationery, business cards, etc.	27	40	0	40	100.0%	Timing variance.
0	0	0	0	0.0%	25 PS 801365	Grant Application Expenses	0	0	0	0	0.0%	
1,301	1,545	751	794	51.4%	27 CIRC 801370	Copy Center Expense	1,301	1,545	751	794	51.4%	Timing variance.
0	0	0	0	0.0%	15 FIN 801375	General - Misc	0	0	0	0	0.0%	
0	0	0	0	0.0%	25 PS 801390	Course Registration	0	0	0	0	0.0%	

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2018
(Provisional and subject to year-end audit adjustments)

Jul 17	Jul 2018				FY 2017-18	FY 2018-19 YTD				Comments		
	Actual	Budget	Actual	\$ Fav (Unf)		% Fav (Unf)	YTD Actual	Budget	Actual		\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0	0.0%	0	0	0	0	0.0%		
2,870	8,130	7,851	279	3.4%	17 EXEC 801395	Friends of Law Library	2,870	8,130	7,851	279	3.4%	
						Subtotal						
						Professional Development:						
1,987	3,000	1,249	1,751	58.4%	ALL 803105	Travel	1,987	3,000	1,249	1,751	58.4%	Timing variance
0	50	0	50	100.0%	ALL 803110	Meals	0	50	0	50	100.0%	
0	0	0	0	0.0%	ALL 803113	Incidental and miscellaneous	0	0	0	0	0.0%	
0	0	20	(20)	0.0%	ALL 803115	Membership dues	0	0	20	(20)	0.0%	
1,892	1,715	695	1,020	59.5%	ALL 803120	Registration fees	1,892	1,715	695	1,020	59.5%	Timing variance
0	0	0	0	0.0%	ALL 803125	Educational materials	0	0	0	0	0.0%	
3,879	4,765	1,964	2,801	58.8%		Subtotal	3,879	4,765	1,964	2,801	58.8%	
						Communications & Marketing:						
0	0	0	0	0.0%	37 COM 803205	Services	0	0	0	0	0.0%	
1,662	520	251	269	51.7%	37 COM 803210	Collateral materials	1,662	520	251	269	51.7%	Timing variance, additional collateral material forthcoming.
0	500	0	500	100.0%	37 COM 803215	Advertising	0	500	0	500	100.0%	Timing variance.
0	0	0	0	0.0%	37 COM 803220	Trade shows & Outreach	0	0	0	0	0.0%	
1,662	1,020	251	769	75.4%		Subtotal	1,662	1,020	251	769	75.4%	
						Travel & Entertainment						
0	0	0	0	0.0%	ALL 803305	Travel	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803310	Meals	0	0	0	0	0.0%	
0	0	0	0	0.0%	ALL 803315	Entertainment	0	0	0	0	0.0%	
54	132	38	93	70.8%	ALL 803320	Ground transportation & mileage reimb.	54	132	38	93	70.8%	
0	0	0	0	0.0%	ALL 803325	Incidental travel expenses	0	0	0	0	0.0%	
54	132	38	93	70.8%		Subtotal	54	132	38	93	70.8%	
						Professional Services						
0	0	0	0	0.0%	15 FIN 804005	Accounting	0	0	0	0	0.0%	
2,877	2,896	2,812	84	2.9%	17 EXEC 804008	Consulting Services	2,877	2,896	2,812	84	2.9%	
0	0	0	0	0.0%	17 EXEC 804010	Legal	0	0	0	0	0.0%	
0	0	0	0	0.0%	15 FIN 804015	Other	0	0	0	0	0.0%	
2,877	2,896	2,812	84	2.9%		Subtotal	2,877	2,896	2,812	84	2.9%	
						Depreciation:						
204,705	201,671	200,474	1,197	0.6%	15 FIN 806105	Depreciation - Library Materials	204,705	201,671	200,474	1,197	0.6%	
24,873	22,502	22,551	(49)	-0.2%	15 FIN 806110	Depreciation Exp - FF&E	24,873	22,502	22,551	(49)	-0.2%	
229,577	224,173	223,025	1,148	0.5%		Subtotal	229,577	224,173	223,025	1,148	0.5%	
694,290	850,272	763,269	(87,003)	-10.2%		Total Expense	694,290	850,272	763,269	87,003	10.2%	
164,553	(155,908)	(6,152)	149,756	-96.1%		Net Income Before Extraordinary Items	164,553	(155,908)	(6,152)	149,756	96.1%	
13,691	2,083	(6,694)	(8,778)	-421.3%	15 FIN 321000	Investment Gain (Loss) ¹	13,691	2,083	(6,694)	(8,778)	-421.3%	Reflects loss/gain if sold at time of report (before maturity).
0	0	0	0	0.0%	17 EXEC 401000	Extraordinary Income	0	0	0	0	0.0%	
0	0	0	0	0.0%	17 EXEC 901000	Extraordinary Expense	0	0	0	0	0.0%	
178,245	130,214	(12,847)	(143,061)	-109.9%		Net Income Including Extraordinary Items	178,245	130,214	(12,847)	(143,061)	-109.9%	

Los Angeles County Law Library
Income Statement for the Period Ending July 31, 2018
(Provisional and subject to year-end audit adjustments)

Jul 17 Actual	Jul 2018			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	170,000	0	170,000	100.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>0</u>	<u>170,000</u>	<u>0</u>	<u>(170,000)</u>	<u>-100.0%</u>

Capital Expenditures:

39	FAC	161100	Furniture / Appliances (>3k)
33	TECH	161300	Electronics / Computer Hardware (>3k)
39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)
39	FAC	164000	Interior Improvements / Alterations (>3k)
33	TECH	168000	Computer Software
			Total - Capitalized Expenditures

FY 2017-18 YTD Actual	FY 2018-19 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
0	0	0	0	0.0%
0	0	0	0	0.0%
0	170,000	0	170,000	100.0%
0	0	0	0	0.0%
0	0	0	0	0.0%
<u>0</u>	<u>170,000</u>	<u>0</u>	<u>170,000</u>	<u>100.0%</u>

Comments

Timing variance, Roof North (1970) project completed Sep 2018.

CalPERS CERBT Trust Fund:

Beginning Balance	2,116,022
Administrative Expense	(90)
Investment Expense	(66)
Unrealized Gain/Loss	21,290
Distribution	0
Ending Balance	2,137,156

CalPERS CERBT program cost.
Investment management cost.
Fluctuating market conditions.
Distribution from Fund

¹UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) effective FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles County Law Library
Statement of Cash Flows
As of July 31, 2018
(Provisional and subject to year-end audit adjustments)

	7/31/2018	YTD
Cash flows from operating activities		
L.A. Superior court fees	652,218	652,218
Parking fees	59,589	59,589
Library services	38,105	38,105
(Increase) decrease in accounts receivable	26,884	26,884
Increase (decrease) in borrowers' deposit	212	212
Cash received from filing fees and services	777,009	777,009
Facilities	(69,985)	(69,985)
Technology	(10,325)	(10,325)
General	(7,851)	(7,851)
Professional development	(1,964)	(1,964)
Communications & marketing	(251)	(251)
Travel & entertainment	(38)	(38)
Professional services	(2,812)	(2,812)
Electronic Resource Subscriptions (ERS)	(17,892)	(17,892)
(Increase) decrease in prepaid expenses	(231,503)	(231,503)
Increase (decrease) in accounts payable	(47,513)	(47,513)
Increase (decrease) in other liabilities	14,150	14,150
Cash payments to suppliers for goods and services	(375,985)	(375,985)
Staff (payroll + benefits)	(429,125)	(429,125)
Increase (decrease) in payroll liabilities	669	669
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in OPEB liability	20,833	20,833
Net impact of GASB 68 adjustments	-	-
Net effect of prior period adjustments	-	-
Cash payments to employees for services	(407,623)	(407,623)
Contributions received	-	-
Net cash from operating activities	(6,599)	(6,599)
Cash flow from capital and related financing activities		
Library materials	(64,230)	(64,230)
Fixed assets	-	-
Capital - Work in Progress (WIP)	(10,339)	(10,339)
Cash flows from investing activities		
Investment	-	-
Investment earnings	7,204	7,204
Net cash increase (decrease) in cash and cash equivalents	(73,963)	(73,963)
Cash and cash equivalents, at beginning of period	5,066,807	5,066,807
Cash and cash equivalents, at end of period	4,992,844	4,992,844
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(13,357)	(13,357)
Adjustments for noncash effects:		
Depreciation	223,025	223,025
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	26,884	26,884
(Increase) decrease in prepaid expenses	(231,503)	(231,503)
Increase (decrease) in accounts payable	(47,513)	(47,513)
Increase (decrease) in other liabilities	14,150	14,150
Increase (decrease) in payroll liabilities	669	669
Increase (decrease) in accrued sick and vacation liability	-	-
Increase (decrease) in borrowers' deposit	212	212
Increase (decrease) in OPEB liability	20,833	20,833
Net impact of GASB 68 adjustments	-	-
Net cash from operating activities	(6,599)	(6,599)

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2018 - August 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	ALTA FOODCRAFT	KITCHEN SUPPLIES	250.73	V003479
	AT&T MOBILITY	TELECOM	16.24	V003480
	BANDWIDTH.COM, INC.	TELECOM	60.31	V003481
	LEXISNEXIS MATTHEW BENDER ** VOIDED *****	BOOKS	0.00	V003482
	GTT COMMUNICATIONS	TELECOM	378.50	V003483
	INFINISOURCE INC	PAYROLL/HR BENEFI	75.00	V003484
	KONICA MINOLTA BUSINESS	COPY CENTER	466.92	V003485
	OFFICE DEPOT	SUPPLIES-OFFICE	63.59	V003486
	QUIKSHIP HOLDINGS ** VOIDED *****	SUPPLIES - OFFICE	0.00	V003487
	STATE COMPENSATION	WORKERS COMP	5,261.58	V003488
	SPECTRUM	TELECOM	1,111.72	V003489
	BANDWIDTH.COM, INC.	TELECOM	337.96	V003492
	August 3	WOLTERS KLUWER LAW & BUSINESS	BOOKS	1,383.04
BLOOMBERG BNA		BOOKS	181.98	V003494
BUILDERS BOOK INC BOOKSTORE		BOOKS	347.01	V003495
CONTINUING EDUCATION OF THE BAR CAL		BOOKS	1,166.00	V003496
CALIFORNIA MEDICAL ASSOCIATION		BOOKS	1,058.69	V003497
PROQUEST LLC COUTTS INFORMATION SER		BOOKS	16.08	V003498
DATA TRACE PUBLISHING COMPANY		BOOKS	192.95	V003499
HAWAII STATE BAR ASSOCIATION		BOOKS	800.00	V003500
IMMIGRANT LEGAL RESOURCE CENTER		BOOKS	799.36	V003501
JAMES PUBLISHING INC		BOOKS	185.06	V003502
LEXISNEXIS ONLINE SERVICES		BOOKS	15,298.00	V003503
PRACTISING LAW INSTITUTE		BOOKS	294.94	V003504
FRANK R THOROLD (PTY) LTD		BOOKS	1,102.55	V003505
WEST ACADEMIC		BOOKS	102.94	V003506
THOMSON REUTERS		BOOKS	142.35	V003507
GOBI LIBRARY SOLUTIONS	BOOKS	41.79	V003508	
August 7	ALLIANCE GENERATORS & CONTROLS	REPAIR & MAINTENA	1,329.61	V003509
	GURU PRINTERS	SPECIAL EVENTS	591.30	V003510
August 8	BRIGHTVIEW	LANDSCAPING	1,250.00	V003511
	KONICA MINOLTA BUSINESS	COPY CENTER	291.16	V003512
	NASA SERVICES	BLDG SVCS	451.34	V003513
	OCLC INC	BIBLIOGRAPHICAL S	752.70	V003514
	OFFICE DEPOT	SUPPLIES-OFFICE	1,100.32	V003515
	PAN AMERICAN PEST CONTROL CO	BLDG SVCS	98.00	V003516
	UPS	SUPPLIES-LIBRARY	435.89	V003517
August 10	STATE BAR OF ARIZONA	BOOKS	741.00	V003518
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	3,337.17	V003519
	LEXISNEXIS MATTHEW BENDER	BOOKS	324.46	V003520

42,093.22

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2018 - August 31, 2018 (CHECKS)
Account No.: 102004

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	L A DEPT WATER & POWER	ELECTRIC/FIRE	11,036.70	V000035
August 3	L A DEPT WATER & POWER	WATER/SEWER	12,196.77	V000036

23,233.47

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2018 - August 31, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 2	AT&T	TELECOM	1,339.49	030472
	GUARDIAN	PREPAID EXP	7,480.01	030473
	COUNTY OF LOS ANGELES	HEATING/COOLING	7,620.67	030474
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030475
	METROLINK	TMP	917.00	030476
	NATIONAL 50 SECURITY ** VOIDED *****	SECURITY	0.00	030477
	ANA HIT PETROSYAN	MILEAGE	14.50	030478
	NATIONAL 50 SECURITY	SECURITY	5,307.42	030479
	NATIONAL 50 SECURITY	SECURITY	5,478.20	030480
	MEILING LI	MEALS	30.38	030481
August 3	BANKS & JORDAN	BOOKS	106.05	030482
	LAW REPORTS INTERNATIONAL LTD	BOOKS	220.00	030483
	WILLIAM S HEIN & CO	BOOKS	732.04	030484
August 6	JAYE B STEINBRICK	SOFTWARE	84.03	030485
August 8	ESTHER EASTMAN	MILEAGE	23.87	030486
	COUNTY OF LOS ANGELES	REPAIR & MAINTENA	7,000.00	030487
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030488
	WOODS MAINTENANCE SERVICES, INC	REPAIR & MAINTENA	250.00	030489
August 10	ROBERT J SUHAJDA	REFUND	115.00	030490
	ALPHONZ GEORGE GLASCO	REFUND	130.00	030491
	VALER SECAREA	REFUND	130.00	030492
	LEXISNEXIS CANADA BUTTERWORTHS CANA	BOOKS	286.43	030493
	OTTO HARRASSOWITZ	BOOKS	3,414.55	030494
	RETTA LIBROS LIDERLAF S A	BOOKS	59.62	030495
August 13	BRIDGES FILTER SERVICE, INC	BLDG SVCS	614.49	030496
	COMPLETE FIRE SERVICE INC	BLDG SVCS	998.95	030497
	MANAGE EASE INCORPORATED	CONSULTING	1,405.95	030498
	NATIONAL 50 SECURITY	SECURITY	5,580.98	030499
	PETTY CASH FUND	PETTY CASH	99.70	030500
August 14	LOS ANGELES EDUCATION PARTNERSHIP	PROFESSIONAL SVC	2,289.60	030501
	KATHLEEN GUERRA	STAFF MEALS AND E	350.00	030502
	CYNTHIA LOUISE IRVINE	REFUND	140.00	030503
	SHARRIE E JACOB	REFUND	70.00	030504
	HANA MEGLIC	REFUND	140.00	030505
	JIAHUA SU	REFUND	116.00	030506
	VANDANA VERMA	REFUND	140.00	030507
August 17	NATIONAL DIRECTORY OF EXPERT WITNES	BOOKS	52.00	030508

62,859.05

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2018 - August 31, 2018 (CHECKS)
Account No.: 108000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 20	ESPERANZA IMMIGRANT RIGHTS PROJECT	COURSE REGISTRAT	42.00	030509
	GUARDIAN	PREPAID INS	7,925.53	030510
	COUNTY OF LOS ANGELES	HEATING/COOLING	4,197.65	030511
	NANCY ROSALES	COURSE REGISTRAT	18.00	030512
August 21	PETTY CASH FUND	PETTY CASH	173.13	030513
August 23	NATIONAL 50 SECURITY	SECURITY	5,829.83	030514
August 24	SYNCB AMAZON	SUPPLIES-OFFICE	588.29	030515
	OREGON STATE BAR CONTINUING LEGAL E	BOOKS	4,136.20	030517
August 27	METROLINK	TMP	917.00	030518
	VASQUEZ & COMPANY LLP	PREPAID EXP	6,500.00	030519
August 28	MILAS G CLARK JR	REFUND	132.00	030520
	STEPHEN RICHARD KUHN	REFUND	140.00	030521
August 29	COUNTY OF LOS ANGELES	BANK CHARGES	49.67	030522
	ANAHIT PETROSYAN	MILEAGE	6.59	030523
	ROMERO MAINTENANCE LLC	JANITORIAL SVCS	8,674.17	030524

102,147.11

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2018 - August 31, 2018 (CHECKS)
Account No.: 103000

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 3	SEIU LOCAL 721	UNION DUES	934.98	001616
	SEIU LOCAL 721	UNION DENTAL	40.44	001617
August 8	CALPERS	PREPAID EXP	51,373.48	1001136548

52,348.90

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2018 - August 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
	BLOOMBERG BNA	BOOKS	254.98	V003521
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	423.40	V003522
	DAILY JOURNAL CORPORATION	BOOKS	1,830.84	V003523
	DATA TRACE PUBLISHING COMPANY	BOOKS	192.95	V003524
	EBSCO PUBLISHING	BOOKS	3,479.00	V003525
	INGRAM LIBRARY SERVICES	BOOKS	97.28	V003526
	JAMES PUBLISHING INC	BOOKS	185.06	V003527
	JURIS PUBLISHING INC	BOOKS	122.93	V003528
	LOS ANGELES TIMES	BOOKS	193.14	V003529
	PRACTISING LAW INSTITUTE	BOOKS	784.89	V003530
	CITY OF THOUSAND OAKS	BOOKS	33.28	V003531
	WEST ACADEMIC	BOOKS	143.45	V003532
	THOMSON REUTERS	BOOKS	134.03	V003533
August 13	STAMPS.COM	DELIVERY & POSTAG	24.99	V003535
August 14	KONICA MINOLTA BUSINESS	COPY CENTER	440.53	V003534
August 17	STAMPS.COM	DELIVERY & POSTAG	300.00	V003550
	AMERICAN BAR ASSOCIATION	BOOKS	989.96	V003536
	LEXISNEXIS MATTHEW BENDER ** VOIDED *****	BOOKS	0.00	V003537
	CAL OSHA REPORTER	BOOKS	395.00	V003538
	CAROLINA ACADEMIC PRESS	BOOKS	153.57	V003539
	CASTLE PUBLICATIONS	BOOKS	802.64	V003540
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	29,245.95	V003541
	CONSUMER LAW BOOKS PUBLISHING HOUSE	BOOKS	35.96	V003542
	JURIS PUBLISHING INC	BOOKS	514.11	V003543
	MUNICIPAL CODE CORPORATION	BOOKS	94.00	V003544
	ROWMAN & LITTLEFIELD PUBLISHING	BOOKS	766.27	V003545
	STATE BAR OF NEVADA	BOOKS	50.00	V003546
	WEST ACADEMIC	BOOKS	99.15	V003547
	THOMSON REUTERS	BOOKS	5,264.79	V003548
August 20	WILLIAM S HEIN & CO	BOOKS	151.65	V003549
	ALTA FOODCRAFT	KITCHEN SUPPLIES	115.85	V003551
	CORODATA	BLDG SVCS	44.00	V003552
	KONICA MINOLTA BUSINESS	COPY CENTER	74.45	V003553
	OFFICE DEPOT	SUPPLIES-OFFICE	562.60	V003554
August 23	SUPPLYWORKS	CLEANING SUPPLIES	2,270.95	V003555
	KONICA MINOLTA BUSINESS	COPY CENTER	32.21	V003556
August 24	GURU PRINTERS	SPECIAL EVENTS EX	1,457.45	V003584
	AMERICAN BAR ASSOCIATION	BOOKS	750.00	V003557
	WOLTERS KLUWER LAW & BUSINESS	BOOKS	723.08	V003558

95,198.26

LOS ANGELES COUNTY LAW LIBRARY
August 1, 2018 - August 31, 2018 (CHECKS)
Account No.: 102001

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
August 29	CAROLINA ACADEMIC PRESS	BOOKS	125.63	V003559
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	237.68	V003560
	INGRAM LIBRARY SERVICES	BOOKS	44.40	V003561
	JAMES PUBLISHING INC	BOOKS	435.82	V003562
	LAW JOURNAL PRESS	BOOKS	247.71	V003563
	PRACTISING LAW INSTITUTE	BOOKS	211.99	V003564
	PRINT2ASSIST ** VOIDED *****	BOOKS	0.00	V003565
	SOLANO PRESS BOOKS	BOOKS	84.71	V003566
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	2,487.25	V003567
	THOMSON REUTERS	BOOKS	15,473.95	V003568
	CDW GOVERNMENT INC	OFFICE SUPPLIES	302.84	V003569

114,724.61

MEMORANDUM

DATE: September 26, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Angelica Buenrostro, Circulation Supervisor
Ryan Metheny, Managing Librarian: Education & Members

RE: Approval of Revised Standard and Member Borrower Rules

INTRODUCTION

On a periodic basis, staff brings recommended adjustments to Law Library policies to the Board for approval to ensure the policies are compliant with current law and Law Library best practices. The Board is asked here to approve minor amendments to the Law Library Borrowing Rules, primarily focused on clarifying language regarding the consequences of violating Law Library rules.

DISCUSSION AND BACKGROUND

The Borrowing Rules were last amended and approved in September 2017. Attached are amended, redlined standard Borrowing Rules as well as Members Program Borrowing Rules.

The redline of the Members' Borrowers Rules incorporates new language to reinforce that Membership is a privilege (not a right) and that violation of the Rules of Conduct or other impermissible behavior can result in suspension or revocation of Membership. Similarly, the Schedule of Fines and Charges for Members has also been revised to provide fines for violations as a less restrictive measure than suspension of privileges.

The regular Borrower Rules are revised to clarify that those patrons whose accounts have been transferred to a collection agency do not qualify for borrowing privileges until the suspension has been removed and the payment/deposit has been paid.

Some grammatical and typographic corrections were also made in the proposed amendments.

RECOMMENDATION

Staff recommends that the Board approve the attached amended Borrowing Rules and Members Program Borrowing Rules, effective October 1, 2018.



Attachment 3.3.1

Effective October 1, 201~~7~~⁸

Per California Business and Professions Code § 6360, the LA Law Library is open to the public and free for the examination of books and other publications at the library; this includes free use of the library's online legal research databases.

NON-BORROWER LIBRARY CARD

A Non-Borrower library card allows patrons to access the Public Terminal Computers and photocopiers. Library cards must be presented in order to use available resources. Library cards are subject to a replacement charge as stated in the current schedule of fees and charges approved by the Board of Trustees ("Schedule of Fees and Charges"). Users must agree to the Computer Usage Policy.

The following Borrowing Rules apply to individuals and entities wishing to check out materials from the library.

BORROWER LIBRARY CARD REGISTRATION

To borrow books and materials: (1) complete the Borrower Registration Application; (2) submit the appropriate Security Deposit; and (3) pay any additional established and approved charges.

Any subsequent changes to a Borrower's account must be made in writing. Library cards are solely for the use of the person for whom they are issued and must be presented at checkout.

BORROWING RULES

Books and materials may be borrowed from the LA Law Library in accordance with the following Borrowing Rules.

BORROWER CATEGORIES

Individual – any individual 18 years of age or older. Photo identification with current name and current address is required.*

Corporate – any law firm, corporate legal department, public interest law office, corporation or other business entity. A corporate borrower may identify, in writing, partners, associates or other employees as designated borrowers. Fines and charges accrued will be the responsibility of the corporate borrower.

Attachment 3.3.1

Judicial – any judge, commissioner, magistrate judge or referee of a State or Federal court located in Los Angeles County. A judicial borrower may identify, in writing, research attorneys, law clerks or other employees who do work of a legal nature in the performance of their duties.

Government – any elected or appointed State, Federal, County, Municipal, special district official or government office who maintains an office in Los Angeles County. A government borrower may identify, in writing, associates or other employees who do work of a legal nature in the performance of his/her duties.

Reduced Deposit – any individual who presents a court-approved “Waiver of Court Fees and Costs” for a specific, currently pending legal action in any State or Federal court within Los Angeles County. Photo identification with current name and current address is required.* A reduced deposit account expires 90 days after resolution of the case.

Special Promotion Borrower – any individual 18 years of age or older, who becomes a Borrower due to a special promotion offered by the LA Law Library. Photo identification with current name and current address is required.*

*Photo Identification: A California driver’s license or an ID card issued by the DMV. If no driver’s license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government-issued ID together with proof of a current United States address.

MESSENGERS AND DESIGNATED BORROWERS

An Individual, Corporate, Judicial, or Government Borrower may, in writing, designate persons or services to function as messengers to retrieve and return books for the Borrower upon payment of any applicable fees as set forth in the Schedule of Fees and Charges. The messenger must present proper identification when borrowing materials. The Borrower will be responsible for all fines and charges. Designated services or persons acting as messengers must be renewed on an annual basis, July 1 – June 30, at the rate set forth in the Schedule of Fees and Charges.

SECURITY DEPOSIT

The appropriate security deposit for each borrower category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. § Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

No sooner than two (2) weeks after the return of all borrowed materials, a Borrower may request in writing a refund of a security deposit, less any outstanding fines or charges. Borrowing privileges will

Attachment 3.3.1

cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

After three (3) years of inactivity on an account, any security deposit that remains unclaimed despite notice to the Borrower's address on file will become the property of LA Law Library (Gov. Code, § 50050).

REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the Borrower via e-delivery, messenger service or UPS. However, LA Law Library does not provide legal advice (Cal. Bus. & Prof. Code § 6125). LA Law Library provides legal resources and assistance with legal research as an informational and educational service.

CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Borrowers as follows: (1) review a Borrower's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fines or charges that are owed.

LOAN PERIODS

Library materials that circulate are loaned for five (5) days. Individual, Judicial, Government, and Reduced Deposit Borrowers may check out and have up to 7 items in their possession at any one time. Corporate borrowers may check out and have up to 20 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person or through a book drop at the Main Library. A freestanding book drop is located at the driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include, but are not

Attachment 3.3.1

limited to, borrower history and physical condition, uniqueness, age and popularity of the item. Special Loans must be returned to the Circulation desk by the date and time indicated at checkout.

A borrower may not borrow an item on the same day in which it is returned.

If a Borrower fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

RENEWING LIBRARY MATERIALS

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2529.

CHARGES AND FINES

If materials are returned or renewed late, overdue fines will be assessed at the rate set forth in the Schedule of Fees and Charges . Failure to pay accrued fines may result in the Borrower's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item(s) will be deemed lost and replacement steps initiated. Replacement costs as set forth in the Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Borrower who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the

Attachment 3.3.1

processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Schedule of Fees and Charges.

Books and materials lost but later found remain property of the LA Law Library and must be returned, even if they have been replaced. No credit adjustments will be made for a lost item returned after a replacement has been ordered.

An item which, in the judgment of the Library Director or his/her designee, is significantly damaged or defaced will be deemed lost unless it may be suitably repaired, in which case a charge equal to the cost of making repairs will be made against the Borrower.

Judicial Borrowers will be responsible for all charges other than fines.

Under Federal law, library fines are not eligible for dismissal in bankruptcy (11 USC 523(a)(7)).

The Library will charge for replacement library cards at the rate established in the Schedule of Fees and Charges.

SUSPENSIONS / TERMINATIONS

If a Borrower fails to return library materials or to pay the due amount of fines or charges within 30 days of a mailed invoice, all borrowing privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Borrower's Security Deposit. Borrowing privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Borrower's account will be closed.

For Special Promotion Borrowers who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for individuals or failure to pay fines or charges within 30 days of a mailed invoice will result in account closure.

Attachment 3.3.1

A Borrower whose borrowing privileges have been suspended, including those whose accounts have been transferred to a collections agency, will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Borrower whose borrowing privileges have been suspended may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.

Attachment 3.3.2

Members Program Borrowing Rules

Effective October 1, 201~~87~~

~~Books and materials~~ Members may ~~be borrowed~~ books and materials from the LA Law Library in accordance with the following Borrowing Rules. By agreeing to these Borrowing Rules, Members acknowledge that Membership is a privilege and not a right, and that Membership may be suspended or revoked as provided herein. Specifically, violation of the Library's Rules of Conduct may result in charges, suspension or termination of Membership privileges, in addition to the consequences that apply to non-Member patrons.

REGISTRATION

To borrow books and materials as a Member of the LA Law Library: (1) complete the Members Program Application; (2) submit the appropriate Security Deposit (if applicable); (3) provide a photo; and (4) pay the annual charge, and any additional established and approved charges. Any subsequent changes to the Members Program account must be made in writing.

ANNUAL MEMBERSHIP CHARGES AND RENEWALS

Annual ~~M~~membership fees are neither refundable nor transferrable.

The annual ~~M~~membership year is on an individual anniversary basis, beginning the day the Members Program account is opened. All Members Program benefits will be terminated if the annual renewal is not paid within 30 days of the date the renewal is due.

Prior to renewing a Members Program account, all outstanding fees and charges must be paid in full and the Security Deposit made whole.

MEMBERS PROGRAM BORROWER CATEGORIES

Sole Practitioner – Individual attorney in a solo practice. Sole practitioners are eligible to join as Bronze, Silver, or Gold Members (see “Membership Levels and Parking Benefit,” below).

Individual Attorney in a Law Firm – An attorney in a law firm who wishes to join the program on an individual basis is eligible to join as a Bronze or Silver Member.

Law Firm – Any law firm, corporate legal department, private law firm or public interest law office with two (2) or more attorneys. A firm may join collectively (all attorneys and / or librarians in the firm) as a Bronze, Silver, or Gold Member.

Non-Attorney – Any individual holding a valid LA Law Library card is eligible to join as a Bronze, Silver, or Gold Member and shall receive the same benefits and have the same obligations as Sole Practitioners within that category.

Judge or Research Attorney – Any superior court, appellate court or federal district court judge or his or her judicial research attorney may join the program as a Bronze Member at no charge.

Attachment 3.3.2

MEMBERSHIP LEVELS AND PARKING BENEFIT

Access to the Members Parking Lot and certain other Membership benefits varies based upon the Membership level selected by the Member.

Gold Membership Level – Gold Members receive unlimited parking in the Members Parking Lot, subject to availability and reservation rules. Gold Members also receive a Gold Member card, are permitted to check out a greater number of library items at a given time (see “Loan Periods,” below).

Gold Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Gold Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.

Silver Membership Level – Silver Members receive 30 parking sessions per Membership year, subject to availability and reservation rules.

Silver Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Silver Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.

Bronze Membership Level – Bronze Members have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. Bronze level does not include parking or access to the Members Reference phone line or email address.

AFFILIATES

A Member may, in writing, designate their support staff as affiliates on the account. Affiliates may not be members of the Bar. Affiliates may retrieve and return books for the Member. The affiliate must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. Affiliates may use all areas of the library open to the general public; however, they may not use the Members Study or park in the Members Parking area.

MESSENGERS

A Member may, in writing, designate persons or services to function as messengers to retrieve and return books for the Member. The messenger must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. There is no cost for designating up to two (2) messenger services on the account.

SECURITY DEPOSIT

The appropriate security deposit for each Member category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. & Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

Attachment 3.3.2

Upon written request by a Member, and following a three (3) month period from the date of registration, a security deposit, less any outstanding fees or charges, will be refunded, provided all borrowed materials have been returned. All Members Program and borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

If the Security Deposit is not claimed within three (3) years after the member account has expired, it will become the property of the LA Law Library (Gov. Code § 50050).

REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the member via e-delivery or UPS. To avoid engaging in the unauthorized practice of law (Cal. Bus. & Prof. Code § 6125) reference staff does not conduct legal research, but will provide assistance in locating and using materials.

CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Members as follows: (1) review a Member's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fees or charges that are owed.

LOAN PERIODS

Library materials that circulate are loaned for five (5) days. Sole Practitioner, Individual Attorney in a Law Firm, Non-Attorney and Judge or Research Attorney Bronze and Silver Members may check out and have up to 15 items in their possession at any one time. Gold Members may check out and have up to 30 items in their possession at any one time. Law Firms may check out and have up to 30 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person inside the Law Library or through a book drop at the Main Library. A freestanding book drop is located at the driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include but are not limited to borrower history and physical condition, uniqueness, age and popularity of the item. Special loans must be returned to the Circulation desk by the date and time indicated at checkout. A Member may not borrow an item on the same day in which it is returned.

If a Member fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

RENEWING LIBRARY MATERIALS

Attachment 3.3.2

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending “hold” on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2514 or emailing: members@lalawlibrary.org.

FEES AND CHARGES

Fees and charges for services are assessed at the rate set forth in the current Members Program Schedule of Fees and Charges approved by the Board of Trustees (attached hereto). Failure to pay accrued fees or charges may result in the Member’s account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item will be deemed lost and replacement steps initiated. Replacement costs in the amount set forth in the Members Program Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Member who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Members Program Schedule of Fees and Charges.

The Library will charge a replacement fee for lost library cards in the amount set forth in the Members Program Schedule of Fees and Charges.

SUSPENSIONS / TERMINATIONS

If a Member fails to return library materials or to pay the due amount of fees or charges within 30 days of a mailed invoice, all ~~M~~membership privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Member’s Security Deposit. Membership privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Member’s account will be interrupted.

For members who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for the individual or Law Firm member, as applicable, or failure to pay fines or charges within 30 days of a mailed invoice, will result in account interruption.

All Members Program related services will cease during the time of interruption. The Members Program account will be reinstated upon payment of all outstanding fees and charges, and replenishment of the Security Deposit, if one was initially required. The Members Program account will be closed at the end

Attachment 3.3.2

of the ~~M~~membership year if all outstanding amounts are not paid and the Security Deposit, where applicable, is not made whole.

A Member whose privileges have been suspended, including those whose accounts have been transferred to a collection agency, will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Member whose privileges have been suspended may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.

Membership privileges are also subject to suspension or termination at the discretion of the Library, in addition to the consequences that apply to non-Member patrons, due to: habitual late payment of charges; damaged or lost library items; violation of the Library Rules of Conduct; or other violations of the Membership agreement, Members Borrowing Rules, or terms of service of the Members Portal.

Members Program Charges and Deposits

<u>Member Category</u>	<u>Annual Member Charge</u>	<u>Security Deposit</u>
Bronze Level	\$195.00	\$140.00
Silver Level	\$495.00	\$140.00
Gold Level	\$995.00	\$140.00
Law Firm – Bronze Level	\$195.00 for first attorney \$150.00/each for attorneys 2-10; \$100.00/each for attorneys 11-25; \$50.00/each for any additional attorneys	\$400.00
Law Firm – Silver Level	\$495.00 for first attorney \$375.00/each for attorneys 2-10; \$250.00/each for any additional attorneys	\$400.00
Law Firm – Gold Level	\$995.00 for first attorney \$750.00/each for attorneys 2-10; \$500.00/each for any additional attorneys	\$400.00
<u>Charge Name</u>	<u>Specifics</u>	<u>Charge</u>
Overdue Fines	5-day Loan	\$2.00 / day

Attachment 3.3.2

	Special Loan	\$25.00 / day
	Maximum, 5-day Loan	\$60.00 / item
	Maximum, Special Loan	\$750.00 / item
Replacement Charges	In-Print item	Invoice Price plus processing charge
	Out-of-Print Item	\$300.00 plus processing charge
Processing Charges	For each lost item/volume	\$70.00
	Binding (if applicable)	\$25.00 / volume
Collection Agency Fees	Initiation Fee	\$13.50
	Transaction Charge	\$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$30.00
e-Document Delivery	Scanned document	\$12.00 / document For the first 50 pages, 20¢ per page thereafter
	Key Cite or Shepard's Report	\$2.00 / citation
	Case or Annotated Statute	\$3.00 / citation
	Case/Statute and Key Cite/Shepard's Report	\$4.00 / citation
Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public	\$18.00 / class
	MCLE	\$31.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
Photocopy Service	Self-service copies	15¢ / copy
	Staff-assisted copies	20¢ / copy

Members Program Charges and Deposits

Expedited Delivery of Library Materials	Library's Carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume, plus cost of shipping
	Member's Carrier Account	For each box of up to ten items: \$10 for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger	First two designations at no cost	\$16.25 / designated messenger
Parking Violations	Failure to show for reservation	\$25.00

Attachment 3.3.2

	Overstay of reservation	\$50.00
<u>Violation of a Rule of Conduct</u>	<u>First offense</u>	<u>Warning</u>
	<u>Second offense</u>	<u>\$50</u>
	<u>Third offense</u>	<u>\$200</u>
Classes <i>(Usual Cost. May be adjusted by E.D. as appropriate)</i>	Public	\$18.00 / class
	MCLE	\$31.50 / 1 credit hour
	MCLE	\$45.00 / 1.5 credit hours
	MCLE	\$63.00 / 2 credit hours
Room Rental	Private Office Space 1-4 people	\$12.50 / hour \$50 / half day \$100 / all day
	Conference Room (<u>Medium Reading Room</u>) 5-8 people	\$25.00 / hour \$100/half day \$200/all day
	Conference Room (<u>Members Study</u>) 10-12 people	\$37.50 / hour \$150 / half day \$225 / all day
	Training Center 30-50 people	\$150/hour \$450 / half day \$800 / all day

MEMORANDUM

DATE: September 26, 2018

TO: Board of Law Library Trustees

FROM: Sandra Levin, Executive Director
Malinda Muller, Director, Patron Services
Austin Stoub, Senior Librarian, Reference & Research

RE: Platinum Program Update for the Month of August

INTRODUCTION

At the December 2017 Board of Trustees meeting, the Board approved a plan to allow LA Law Library to offer a Platinum level members program. At the time of approving the plan, the Board also requested monthly updates on the status of the Platinum Members program. This is our eighth report, for the September 2018 board meeting, reporting Platinum Member services for August of 2018.

This report is informational only; no action is requested or required.

ANALYSIS

In the month of June we responded to 6 edelivery requests, with a total of 6 documents delivered across these requests. Our average response time to deliver the requested items was 36 minutes. The document requests filled were generally case or statute pulls from subscription databases, though there were requests for secondary sources and requests for scans from our print collection.

All requests were filled by staff assigned to the Platinum Members program, without any negative impact on public services or programs. Staff assigned to the Platinum Members program made productive use of time not spent serving Platinum Members to work on other Law Library tasks or assist with public service at the reference desk.

Staff is available to answer any questions the Board of Trustees may have.



MEMORANDUM

DATE: September 26, 2018
TO: Board of Law Library Trustees
FROM: Marcelino Juarez, Finance Manager
VIA: Sandra Levin, Executive Director
RE: FY18-19 Financial Budget Review

Introduction

Staff is pleased to report overall favorable budget variance results for the first two partial months in fiscal year 2019 in key categories. Details and explanations of significant items are provided below. This item is informational only and no action is requested or required.

Income

Court fees – Results from the first two months reflect a \$153K (13%) favorable variance over budget. Additionally, actuals came in \$145K (12%) over last fiscal year’s actuals. Staff, however, is still cautious and have budgeted accordingly. Nevertheless, this is welcome news for future budget planning.

Library Services – Results from the first month reflects a slow start. Overall, Staff expects Library Services to meet budget expectations as the year progresses.

Parking – Results from the first two months reflect a \$5K (4.9%) favorable variance over budget. Additionally, actuals came in \$3.5K (3%) over last fiscal year’s actuals. Staff is cautiously optimistic and will continue to work with the parking vendor to identify areas of revenue opportunities.

Expense

Staff (payroll + benefits) – Results from the first month reflects a \$37K (8%) favorable variance in staff expense which is primarily due to vacancies, including the Database Administrator, Managing Librarian, Cataloging Librarian, and Global Law Librarian. Recruiting efforts are under way to fill vacancies. As of the time of this report, the favorable variance is expected to extend through at least September 2018.

Electronic Resource Subscriptions (ERS) – The \$33K favorable variance reflected in the first month is merely a timing variance primarily due to the reclassification of Lexis and West payments per auditor’s recommendation. Staff is continually working with vendors to identify saving opportunities.

Library Materials – The \$95K favorable variance reflected in the first month is merely a timing variance.

Facilities – The \$8K (10%) favorable variance reflected in the first month is due primarily to timing variances in Repairs & Maintenance, Security, and Cleaning Supplies. By contrast, some additional unbudgeted expenses in Elevator Maintenance and Repair and Maintenance are expected in the coming months.



Technology & Data – During the first month, expenses are essentially as budgeted except for Software (<\$3k) where purchases made on an “as needed” basis.

Investment Gain (Loss) – At the end of August, the Library’s Zero-Coupon Treasury Bill investment with UBS performed better than expected at \$13K over budget. However, this is simply the monthly change in the value of the investment, full value is realized at maturity or sale date, whichever comes first.

CalPERS CERBT Trust Fund - At the end of August, CalPERS CERBT fund balance increased to \$2,156,364 from \$2,116,022 at the end of fiscal year 2018 despite a \$150K distribution from the fund to offset retiree medical costs paid during fiscal year 2018. For fiscal year 2019, we budgeted for a \$90K distribution from the fund to offset retiree medical costs. If the fund continues to perform at this rate we expect to meet that budget goal. Prior distributions include \$40K in fiscal year 2017 and \$58.9K in fiscal year 2015.

Summary

Staff welcomes the Board’s comments and suggestions in any areas of this report.



FY 2017-18 YTD Actual	FY 2018-19 YTD			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

Summary:

Income

L.A. Superior Court Fees	624,403	594,681	652,218	57,537	9.7%
Interest	3,039	2,708	7,204	4,496	166.0%
Parking	55,242	56,667	59,589	2,922	5.2%
Library Services	176,159	40,307	38,105	(2,201)	-5.5%
Total Income	858,843	694,363	757,116	62,753	9.0%

Expense

Staff (payroll + benefits)	336,039	466,986	429,125	37,861	8.1%
Electronic Resource Subscriptions	31,020	51,467	17,892	33,575	65.2%
Library Materials	119,576	159,669	64,230	95,439	59.8%
Library Materials Transferred to Assets	(119,576)	(159,669)	(64,230)	(95,439)	59.8%
Facilities	72,503	78,139	69,985	8,154	10.4%
Technology & Data	13,810	12,564	10,325	2,239	17.8%
General	2,870	8,130	7,851	279	3.4%
Professional Development	3,879	4,765	1,964	2,801	58.8%
Communications & Marketing	1,662	1,020	251	769	75.4%
Travel & Entertainment	54	132	38	93	70.8%
Professional Services	2,877	2,896	2,812	84	2.9%
Depreciation	229,577	224,173	223,025	1,148	0.5%
Total Expenses	694,290	850,272	763,269	87,003	10.2%

Net Income (Loss)

164,553	(155,908)	(6,152)	149,756	96.1%
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Investment Gain (Loss) ¹	13,691	2,083	(6,694)	(8,778)	-421.3%
Extraordinary Income	0	0	0	0	0.0%
Extraordinary Expense	0	0	0	0	0.0%
Net Income Including Extraordinary Items	178,245	130,214	(12,847)	(143,061)	-109.9%

Capitalized Expenditures

0	170,000	0	170,000	100.0%
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AGENDA ITEM 4

CLOSED SESSION

- 4.1 Conference with Labor Negotiator (G.C. 54957.6). *Library Negotiator:*
Executive Director, Sandra J. Levin; *Employee Organization:* SEIU Local 721.

AGENDA ITEM 5

DISCUSSION ITEMS

- 5.1 Approval of Amendment to 2018 Holiday Schedule
- 5.2 Discussion and Approval of Memorandum of Understanding with SEIU Local 721
- 5.3 Approval of Changes to Compensation and Benefits and Revisions to
Employee Handbook

MEMORANDUM

DATE: September 26, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Amendment to 2018 Holiday Schedule

SUMMARY

Due to City planned events and large scale road closures, Councilmember O’Farrell’s office has asked the Law Library to close on October 8 (Indigenous Peoples’ Day/Columbus Day). This necessitates revisiting the Board’s previous decision to remain open on October 8, but close on December 24 and 31. Details are provided below.

DISCUSSION

Each year, the Library observes 13 federal and state holidays during the year. If one of the holidays falls on Saturday, it is observed on the preceding Friday. If one of the holidays falls on Sunday, it is observed on the following Monday. In general, this aligns the Law Library with the Superior Court’s schedule.

In any year, under the terms of the Law Library Employee Handbook and MOU, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln’s Birthday or Columbus Day, or both. Prior to 2018, this had not been done for several years as the Library chose instead to align its holiday schedule with the courts.

However, in 2018, December 24 and December 31 both fall on Mondays, making it more attractive to “swap” holidays. Because it was expected that patron usage will be light on those two Mondays and many Staff are requesting vacation on those days, the Board approved setting December 24 and 31 as holidays in lieu of February 12 and October 8 in 2018. The previously approved 2018 holiday schedule is attached.

In mid-September, though, Staff was informed that Councilmember O’Farrell’s office has planned a large Indigenous Peoples’ Day celebration on Monday, October 8, 2018 with an anticipated attendance of 20,000 people. Because this is the first year for the event and the councilmember’s office has not previously worked with LA Law Library concerning street closures and events, they were unaware that the Law Library was scheduled to be open. The event will take place from 7AM-7PM in the Los Angeles Civic Center, including public spaces at City Hall and throughout Grand Park. It features a variety of festivities and programming for the day, such as a Sunrise Ceremony, a 5K Run, a Grand Procession & Kick-Off, a Pow Wow, panel discussions, amplified music and entertainment.



All of the streets surrounding the Law Library are scheduled to be closed for the day. Library Staff has met several times with the event coordinator to try to devise an alternate street closure plan that would allow the Law Library to remain open. In part due to the late date that the issue was first raised, we have not been successful despite good intentions and efforts on all sides. The Councilmember's office has therefore requested that LA Law Library close to accommodate this event. We have, of course, requested advance notice and inclusion in the planning of any future events.

OPTIONS

Given the access and security concerns of trying to operate when the streets are closed, as well as the need to protect the property from physical damage due to crowds, Staff does not see a viable way to remain open on October 8. Accordingly, the options are to close on October 8 with or without a corresponding change in the previously approved December holiday schedule.

RECOMMENDATION

Staff recommends the Board approve either: 1) an additional holiday on October 8, 2018 with no other changes to the holiday schedule; or 2) a holiday on October 8, 2018 and the elimination of either December 24 or December 31 as a paid holiday.



ATTACHMENT

2018 HOLIDAY SCHEDULE

Monday	January 1, 2018	New Year's Day
Monday	January 15, 2018	Martin Luther King, Jr. Birthday
Monday	February 12, 2018	Lincoln's Birthday
Monday	February 19, 2018	Presidents' Day
Friday	March 30, 2018	Cesar Chavez Day (Observance)
Saturday	March 31, 2018	Cesar Chavez Day
Monday	May 28, 2018	Memorial Day
Wednesday	July 4, 2018	Independence Day
Monday	September 3, 2018	Labor Day
Monday	October 8, 2018	Columbus Day (Indigenous People's Day)
Sunday	November 11, 2018	Veterans Day
Monday	November 12, 2018	Veterans Day (Observance)
Thursday	November 22, 2018	Thanksgiving Day
Friday	November 23, 2018	Day after Thanksgiving
Monday	December 24, 2018	Christmas Eve Day
Tuesday	December 25, 2018	Christmas Day
Monday	December 31, 2018	New Year's Eve Day
<i>Tuesday</i>	<i>January 1, 2019</i>	<i>New Year's Day (2019)</i>





COUNCILMEMBER
MITCH O'FARRELL
LOS ANGELES CITY COUNCIL, 13TH DISTRICT

September 20, 2018

Sandra J. Levin
Executive Director
Los Angeles Law Library
301 W. 1st Street
Los Angeles, CA 90012

Re: Closure of the LA Law Library in Observance of Indigenous Peoples Day 2018

Dear Ms. Levin:

This year, we will celebrate the first official Indigenous Peoples Day on **Monday, October 8, 2018! The event takes place from 7AM-7PM, at Los Angeles Civic Center including public spaces at City Hall and throughout Grand Park.**

My office is collaborating with the Los Angeles City-County Native American Indian Commission on the first-ever Indigenous Peoples Day celebration. The programming for the event will include: **a Sunrise Ceremony; 5K Run; Grand Procession and Kick-Off; panel discussions; music & entertainment; children's area; fashion show; and a special grand finale with Native American rock group Redbone.**

I am writing today to request the closure of the Los Angeles Law Library on Monday, October 8, 2018 in observance of Indigenous Peoples Day 2018.

The event is quickly approaching, so your attention to this matter is much appreciated, If you have any questions about this request or the event itself, please contact Dave Cano in my office at 213-473-7013 or via email at david.cano@lacity.org.

With kind regards,

MITCH O'FARRELL

Councilmember, 13th District
City of Los Angeles
Los Angeles City Council

MEMORANDUM

DATE: September 26, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Discussion and Approval of Memorandum of Understanding with SEIU Local 721

SUMMARY

The Memorandum of Understanding (MOU) with SEIU Local 721 expired on May 31, 2018 and has been applicable as a holdover pending the conclusion of negotiations. Management Staff, based upon authority provided by the Board to the Executive Director as designated negotiator, has reached a tentative agreement regarding the terms of a new MOU. SEIU held an election and the Membership approved the proposed MOU.

DISCUSSION

The proposed, new MOU follows the existing MOU in all respects, except for the following changes:

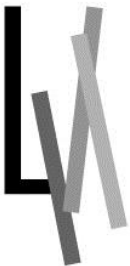
COMPENSATION

- a) Effective upon Board approval, an across-the-board salary increase of 4%, retroactive to July 1, 2018

- b) Payable with compensation in the first pay period in July, 2019, a one-time bonus of 5% of compensation over the 12 month period, July 1, 2018 through June 30, 2019.

REVISED SALARY-CLASS RELATIONSHIP CHART

Job Classification	Salary Range Beginning	Salary Range End
Library / Administrative Aide	\$13.25 Hourly	\$17.00 hourly
Library / Administrative Clerk	\$15.00 Hourly \$31,200 Annually	\$22.00 Hourly \$45,760 Annually



Branch Assistant	\$19.00 Hourly	\$26.50 Hourly
Library / Administrative Technician	\$19.00 Hourly \$39,520 Annually	\$26.50 Hourly \$55,120 Annually
Library Associate	\$21.15 Hourly \$44,000 Annually	\$31.73 Hourly \$66,000 Annually
Librarian	\$53,000 Annually	\$82,500 Annually

TRAINING AND CAREER DEVELOPMENT

The Library will remind employees via email at least quarterly that all employees are invited to submit requests for training related to their duties and responsibilities at the Law Library (by filling out the professional development request form). The Library will consider all requests received and will not arbitrarily or capriciously reject any request.

PERS GROUP HEALTH BENEFIT

FULL TIME: During the term of this agreement, eligible full-time employees are covered under CalPERS group health benefit chosen by the employee, and the dental plan chosen by the employer. ~~The Law Library will pay up to the full cost of the highest CALPERS LA Region group health HMO plan offered and one half of the cost of any increase to that plan premium throughout the term of this agreement.~~

Dependents of full-time employees may be covered under a CalPERS group health benefit plan and the dental plan as referenced in the Employee Handbook.

The Law Library will pay up to the following amounts monthly towards the cost of premiums for health coverage:

\$650 per month for employee only coverage;

\$950 per month for coverage for employee plus one dependent;

\$1150 per month for coverage for employee plus two or more

dependents.

These caps shall be effective January 1, 2019 following open enrollment.

Branch Assistants:

AGENDA ITEM 5.0 | DISCUSSION ITEM 5.2

During the term of this agreement eligible Branch Assistants (those hired prior to July 1, 2015) are covered under CalPERS group health benefits chosen by the employee. The Law Library will pay up ~~(50%) of the full cost of the highest CalPERS LA Region group health HMO plan offered. The Law Library and the Branch Assistants will each pay one half (50%) of any plan premium increase throughout the term of this agreement~~ to \$325 per month for health coverage.

LIFE INSURANCE

During the term of this agreement, eligible all full time employees are covered under life insurance. The Law Library pays the full premium. Eligible employees shall have the option of purchasing additional life insurance at their own expense.

BEREAVEMENT LEAVE

~~A full time employee~~ Any employee who is compelled to be absent from duty because of the death of a member of his/her immediate family (as defined below) shall be allowed the time necessary to be absent from work at regular pay for their regularly scheduled shifts for not more than three (3) working days. The Executive Director may request a death certificate or other satisfactory proof of the death and the relationship of the decedent to justify the absence.

VACATION

PART TIME EMPLOYEES:

'Grandfathered' Employees:

All part time Branch Assistants hired prior to July 1, 2015, and other part time library employees hired prior to June 30, 2006, will accrue vacation benefits at a rate of .0577 per hour worked up to a maximum of 100 hours.

All Other Part Time Employees:

All other part-time employees will accrue vacation benefits at the rate of one (1) hour per thirty (30) hours worked (or .0333 per hour worked) up to a maximum of 50 hours. Such part-time employees may use vacation leave up to one week of regularly scheduled shifts per year. Unused vacation leave will carry over to the subsequent year.



ASSIGNMENT OF ADDITIONAL RESPONSIBILITIES:

Any employee may request additional compensation for the performance of additional responsibilities which are assigned or approved by the Executive Director or his/her designee.

To qualify for additional compensation, an employee must either perform significant duties of a higher level class or be assigned a special project or assignment which requires the performance of additional duties and carries additional responsibilities beyond those of the employee's classification.

An employee shall make a written request to his/her department head and complete an Assignment of Additional Responsibilities form (attached) for additional compensation prior to performing the additional duties or project. The assignment of additional duties normally performed by incumbents of the employee's class will not qualify for additional compensation.

The assignment/implementation of an added responsibilities bonus will become effective on the first day the additional responsibilities are performed and will end or otherwise terminate on the day the assigned additional responsibilities are no longer requested by management or performed by the employee. In no event will an employee receive an additional responsibilities bonus pursuant to this Article and receive an out-of-class bonus under applicable provisions of this Memorandum of Understanding for the same assignment. The additional compensation provided in this Article will be 5% and not constitute a base rate.

Recommendation:

Staff recommends that the Board approve the terms of the new, proposed MOU and authorize the Executive Director to execute the MOU.

MEMORANDUM

DATE: September 26, 2018

TO: Board of Law Library Trustees

FROM: Sandra J. Levin, Executive Director

RE: Approval of Changes to Compensation and Benefits and Revisions to Employee Handbook

BACKGROUND AND DISCUSSION

With the approval of the Memorandum of Understanding between LA Law Library and bargaining unit, SEIU Local 721, changes to the compensation and benefits of represented employees have been effected. Except as noted below, the attached proposed changes to compensation and benefits and revisions to the Employee Handbook would conform the compensation and benefits of unrepresented employees (apart from the Executive Director¹) to those of represented employees.

In addition, as indicated in the attached list of proposed changes, the policy regarding usage of sick time is proposed to be amended to allow a minimum increment of 30 minutes for scheduled sick leave (as opposed to the 2 hour minimum for unscheduled sick leave).

As indicated in the staff report and discussion regarding proposed compensation and benefits to represented employees, all of the proposed changes constitute improvements to the benefits and compensation offered to employees. The one area of difference between represented and unrepresented employees is that the proposed 4% raise would be retroactive for represented employees but cannot be retroactive for employees not covered by the MOU.

The proposed changes have been provided to SEIU for its review.

RECOMMENDATION

Staff recommends that the Board approve the changes to compensation and benefits, as indicated in the attached proposed revisions to the Law Library Employee Handbook and Personnel Policies Manual.

¹ Although the Executive Director participates in the same benefit plans as all other staff, the ED's compensation is established separately and is not on the agenda for discussion at today's meeting.



EMPLOYEE HANDBOOK AND PERSONNEL POLICIES MANUAL



EFFECTIVE ~~JANUARY 24~~SEPTEMBER 26, 2018



*LA Law Library strives to set the benchmark
in providing services and resources
in a professional atmosphere of collaboration,
trust and fun.*



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WELCOME TO LA LAW LIBRARY

Starting a new job is exciting, but also can leave a new employee somewhat overwhelmed. The LA Law Library Employee Handbook and Personnel Policies Manual was developed to help you become acquainted with LA Law Library and answer many of your initial questions.

In March of 2013, the Board of Trustees adopted a new Vision Statement:

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.

The importance of every employee's contribution to this vision of LA Law Library cannot be overstated.

In March of 2013, the Board of Trustees adopted a new working Mission Statement:

LA Law Library proactively supports people's needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.

The success of each employee's daily work directly influences our ability to fulfill LA Law Library's mission.

We hope that you will find your job and your responsibilities to be continuously challenging, personally rewarding, and seriously enjoyable.

Thank you for joining the LA Law Library team.

Sandra J. Levin
Executive Director

A WORD ABOUT THIS MANUAL

LA Law Library's ("Library") Employee Handbook and Personnel Policies Manual ("Manual") contains information about the employment policies and practices of the Library. This Manual supersedes and replaces all prior employee handbooks and personnel policy manuals, and any inconsistent oral or written policy statements. Each employee is expected to read the Manual carefully. It is a valuable reference for understanding how to work on a daily basis at the Library. The policies outlined in this Manual are management guidelines. In a continuously growing organization, policies may require change. To the extent authorized by law, management retains the right to make decisions involving employment in order to conduct its work in a manner that is beneficial to both the employees and the Library.

Except for the policy of at-will employment, which only the Board of Trustees of the Library can change, in writing, management reserves the right to revise, delete and add to the provisions as needed, in its sole and absolute discretion. As policies and benefits are revised, updated pages will be distributed. All revisions, deletions or additions will be in writing. No oral statements or representations can change the provisions of this Manual.

The Library Manual does not create a contract guaranteeing that you will be employed for any specific time period. The provisions of the Manual are not intended to create contractual obligations with respect to any matters it covers.

Except as provided in the Memorandum of Understanding ("MOU") between the Board of Trustees and the Los Angeles County Employees Association, SEIU, Local 721, the Library is an at-will employer. This means that regardless of any provision in this Manual, either you or management may terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in the Manual or in any document or statement, written or oral, shall limit the right to terminate employment-at-will. No officer, employee or representative of the Library is authorized to enter into an agreement - express or implied - with any unrepresented employee, for employment other than at-will. The employment policies and benefit summaries found in this Manual are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are also covered by the collective bargaining agreement or MOU, the answers will be determined by reference to the current MOU, rather than this Manual. If the MOU is silent on the issue, the Manual is the controlling document.

The Manual refers to current benefit plans maintained by the Library. Refer to the actual benefit plan documents and descriptions if you have specific questions regarding the benefit plans. Those documents are controlling.

A WORD ABOUT OUR PHILOSOPHY

The Library is committed to providing the best possible environment for maximum development and goal achievement for its employees. We treat everyone as individuals and we take into account individual circumstances. Nevertheless, we seek to develop a spirit of teamwork: individuals working together to support a common vision.

In order to maintain an atmosphere where this vision and mission can be achieved, we provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere.

We firmly believe that with direct communication, issues can be raised, difficulties can be resolved, and we can support continuously growing and mutually beneficial relationships.

BUILDING FOR THE FUTURE

The Library thrives only through our joint efforts. At all times you represent the Library, and each employee should take this responsibility seriously. Remember, the Library's mission is to provide access to legal information through effective, efficient and collaborative services. Do not underestimate your contribution. You are needed to help make that access effective and efficient. Our users are a diverse group and range from the legal and government communities to the business and general public communities. Those communities incorporate users from a variety of backgrounds and cultures as well as encompassing various generations. They have different levels of skill and may require distinct levels of service.

Our goal is to ensure that all of us work together to provide, to the extent possible, the services required to support the current and emerging user needs in a dynamic legal environment. Working together, we can provide the quality service that retains current users and enables us to gain future users.

TALK TO US!

We encourage you to bring your questions, suggestions, concerns and complaints to our attention. In a continuing effort to improve operations and increase, employee comfort and participation, the Library will carefully and fully consider each comment.

If you have a problem or concern, present the situation to your supervisor, the Director or Senior Director for your area or the Executive Director so that there can be an examination of the issue and a discussion of the facts. Your suggestions and comments on any subject are important, and we

encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

1. CONTROLLING AUTHORITY

The Employee Handbook and Personnel Policies Manual is intended to be consistent with the prevailing state and federal laws and regulations. Nevertheless, in the event of conflicts, state or federal laws or regulations will control.

The policies do not create a contract guaranteeing that you will be employed for any specific time period. The provisions of the manual are not intended to create contractual obligations with respect to any matters it covers.

Where these policies conflict with the MOU, the MOU will apply as to employees who are covered by that agreement.

2. AT WILL EMPLOYMENT

All Library employees not covered by an MOU are at will employees. This means that regardless of any provision in this Manual, either you or the Library's management may terminate the employment relationship at any time, for any reason, with or without cause or notice.

3. EQUAL EMPLOYMENT OPPORTUNITY

3.1 EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Library is an Equal Opportunity Employer. The Library affords equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

The Library is committed to equal employment opportunity and prohibits discrimination against employees, or applicants for employment, on the basis of race, color, religion (all aspects of religious beliefs, observance or practice, including religion dress or grooming practices), creed, sex (including pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity, gender expression, transitioning status, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), citizenship status, national origin or ancestry, age, marital status (including domestic partnership), military and veteran's status, uniform service member status medical condition (including cancer or a record or history of cancer), protected medical condition, physical or mental disability, holding or presenting a driver's

license issued under Cal. Vehicle Code Section 12801.9, sexual orientation, genetic characteristics (including information and testing) or a perception that the employee or applicant has any of these characteristics, or any other basis protected status in accordance with all applicable federal, state, and local laws. The Library will afford equal employment opportunity to all qualified employees and applicants as to all terms and conditions of employment, including compensation, hiring, training, promotion, transfer, discipline, and termination.

The Library supports an inclusive environment encouraging all employees to contribute their unique perspectives and capabilities. The Library's Executive Team is responsible for ensuring that employee differences are respected and valued in the workplace.

At the Library, all employees are responsible for creating a work environment that is inclusive, respectful, and free from harassment.

3.2 ADA ACCOMMODATIONS

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (collectively, the "ADA") policy:

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment or is regarded as having such impairment is a "disabled individual."
- A "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- "Reasonable accommodation" means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies and similar activities.
- "Undue hardship" means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include, but are not limited to: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impact upon that facility; (5) the overall financial resources of the Library; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire Library; and (8) the relationship of the particular facility to the Library.

- “Essential job functions” refer to those activities of a job that are core activities for the performance of the job, and which cannot be modified.

The Library complies with all federal and state laws concerning the employment of persons with disabilities as required by the ADA.

The Library will not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Library will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

The Library’s Administrative Services Team is responsible for implementing this policy, including resolution of reasonable accommodation, safety and undue hardship issues.

The Library is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is your responsibility to notify a supervisor of the need for an accommodation. Upon doing so, a supervisor may ask you for your input on the type of accommodation you believe may be necessary or the functional limitations caused by your disability. When appropriate, the Library may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

In compliance with HIPAA, an employee’s medical information is confidential. Disclosure of employee medical information is restricted to limited situations where a supervisor has a job-related reason to know it. Employees who disclose employee medical information without proper authorization will be subject to disciplinary action, up to and including termination.

3.3 FAITH IN THE WORKPLACE

The Library respects the religious and spiritual beliefs and traditions of all employees. Consistent with federal and state law, the Library will endeavor to reasonably accommodate employees’ religious beliefs.

4. RECRUITMENT AND HIRING

The Library's goal is that all new hires should be productive on their first day at work. This requires planning and coordination so that all Library Units are aware of the newly-hired employee's start date with sufficient advance notice to order necessary equipment, software licenses, furniture, etc., and to set up the new employee's work station and tools. HR is responsible for developing a checklist for each new hire and ensuring that all Units have adequately prepared for the new employee's start date.

4.1 REFERENCE CHECK

The Library conducts reference checks on all final candidates who have successfully completed the interview process to verify the accuracy of the information provided by applicants.

The Library complies with all federal and state laws, such as the Fair Credit Reporting Act and the Americans with Disabilities Act and requests of references only information pertaining to the applicants work quality and quantity, attendance record, education, and other work-related issues.

As part of this process, each prospective employee must submit at least three professional references to be considered for employment. Personal References may be added as needed for some positions. Applicants will be asked to provide the name, telephone number, and email for each reference, and to sign a reference check release form.

The Library will ensure that the information obtained will only be used for the employment process and that it will be kept strictly confidential. HR will maintain a log that delineates the position applied for, applicant name, the name of the reference and the date of the reference check. Only approved employees will have access to this information.

4.2 VERIFICATION FOR ELIGIBILITY OF EMPLOYMENT

The Library will verify eligibility for employment in accordance with federal standards. All employees hired after November 6, 1986, should have a completed Form I-9 on file in HR. Employees who fail to produce acceptable I-9 documentation that establishes both their identity and employment authorization within the timeframe defined by USCIS or fail to provide proper documentation according to the applicable I-9 form at the time of re-verification may not work at the Library.

4.3 BACKGROUND CHECK

The Library conducts background checks on all job candidates to verify the accuracy of the information provided by the candidate and determine his or her suitability for employment. The candidate must authorize the background check by completing the "Disclosure and Authorization Regarding Background Investigation" form. The Library may use a third-party administrator to conduct background checks.

The type of information that can be collected by this agency includes, but is not limited to, criminal background, education, employment history, and professional and personal references.

The Library also reserves the right to obtain and to review an applicant's or an employee's credit report and to use such information when making employment decisions for (1) managerial positions; (2) positions that involve regular access to bank or credit card account information, social security numbers, or dates of births of others; (3) positions in which the person would be a named signatory on the Library's bank or credit card account, authorized to transfer money on behalf of the Library, or authorized to enter into financial contracts on behalf of the employer; (4) positions that involve regular access to confidential or proprietary information, including a formula, pattern, compilation, program, device, method, technique, process or trade secret; (5) positions that involve regular access to the Library's (or a customer's or client's) cash totaling at least ten thousand dollars (\$10,000); and (6) positions for which credit information about the applicant/employer is required by law to be disclosed or obtained.

The Library will ensure that all background checks are conducted in compliance with applicable federal and state laws, such as the Fair Credit Reporting Act.

New Hires: Background checks are required for all new hires. This includes all full-time, part-time and temporary part-time employees. The background check will normally be completed and results verified before any employee begins work.

Rehires: A background check is required for all rehires who have been separated for longer than 90 days.

The Library will conduct a background check after it has extended a contingent offer of employment.

If the background check is favorable, HR will notify the hiring supervisor that the candidate is approved to begin employment. Otherwise, HR will contact the candidate to rescind the Library's contingent offer.

4.4 CONTRACT AND TEMPORARY EMPLOYEES

The Library may use the services of contract or temporary employees to meet its staffing requirements provided such practice does not conflict with any provisions in the MOU.

4.5 EMPLOYMENT OF MINORS

The Library will adhere to all federal and state regulations pertaining to the employment of minors (under 18). Employees under 18 years of age are prohibited by law from performing certain types of

work such as machine operation, or any other activities which might expose them to conditions defined by regulations as hazardous to minors. Additional limitations apply to employment of persons under the age of 16. In no case may minors under the age of 14 be employed at the Library.

Work Permits:

Minors must obtain certificates of age or permits to work for the Library. Those work permits must be kept on file while the minor is employed. Minors may obtain work permits through their school district or superintendent's office. The permit should be completed and on file prior to the minor's employment start date.

Work Hours:

A minor's age limits the number of hours she or he may work in a day. In all age categories below, all work must be performed outside of school hours.

14 and 15 year-old Minors:

- A minor may work a maximum of 3 hours on a day they are required to attend school. When school is in session, a minor may work a maximum of 18 hours a week. If a minor is employed in a school supervised or administered work program, the maximum is 23 hours a week.
- When school is not in session, a minor may work a maximum of 8 hours per day or 40 hours per week.
- A minor may work between the hours of 7:00 a.m. and 7:00 p.m. (may work until 9:00 p.m. between June 1 and Labor Day).
- Federal law permits some leeway for minors performing sports-attendant duties.

16 and 17 year-old Minors:

- A minor may work a maximum of 4 hours on a day they are required to attend school for four hours or more.
- A minor may work a maximum of 8 hours on a school day that precedes a non-school day, e.g., Friday.
- A minor may work between the hours of 5:00 a.m. and 10:00 p.m. (during an evening preceding a non-school day they may work until 12:30 a.m.)
- When school is not in session, a minor may work a maximum of 8 hours per day or 48 hours per week.

Minors who are high school graduates or have obtained a certificate of proficiency are not required to obtain a work permit and are not subject to the work hours restrictions. A minor must be provided the same wage rates as adults in the same classification. This exception does not apply to high school drop-outs or emancipated minors. Minors who are high school graduates or have a certificate of proficiency are subject to state and federal restrictions on the type of work they can perform as outlined in the paragraph above.

4.6 NEPOTISM (EMPLOYMENT OF RELATIVES)

The Library is committed to employment and advancement based on qualifications and merit. The Library does not discriminate in favor of or in opposition to the employment of relatives. To avoid potential, perceived or actual conflicts, relatives of persons currently employed may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority where employees can initiate or participate in decisions involving a direct benefit to the relative. Such decisions include but are not limited to hiring, retention, transfer, promotion, wages and leave requests.

Family member is defined as one of the following:

- Relationships by blood — parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, first cousin; and
- Relationships by marriage — husband and wife (as defined by state law), Domestic Partners, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples/significant others.

HR is responsible for ensuring compliance. Employees are responsible for reporting any changes immediately to their supervisor. Supervisors are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.

Employees who marry or become members of the same household may continue employment as long as there is not:

- A direct or indirect supervisor/subordinate relationship between the employees; or
- An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the Library will attempt to find a suitable position within the organization into which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If a decision cannot be made among the affected employees within 14 days, reassignment will be made upon deliberation and discussion by HR, the supervisors and the Executive Director.

4.7 NEW EMPLOYEE ORIENTATION

Upon acceptance of an offer of employment, prospective employees will complete personnel, payroll and benefit forms. In addition, each employee will receive a copy of this Manual. Employees will be asked to sign the receipt page and return it to HR. You are expected to read this Manual. Please address any questions to your supervisor or HR. If a Manual is lost, or becomes damaged in any way,

please notify your supervisor as soon as possible to obtain a replacement copy. For reference purposes, the Manual is also posted on the Library's intranet.

HR will prepare an orientation schedule for each new employee's first week on the job. The schedule will include a tour of the library, meetings with the Executive Director, Senior Directors, and Directors, computer and telephone training, and time attendance.

4.8 INTRODUCTORY PERIOD

All new employees will serve a three-month introductory period. Employees will also serve a three-month introductory period upon promotion or position reclassification. During the introductory period, the supervisor will evaluate the employee's performance in the new position. All employees remain at-will employees during the introductory period. Successful completion of the new hire, promotion, or reclassification introductory periods does not guarantee employment for any period of time thereafter.

A new hire's start date will be recorded as that employee's anniversary date for the purpose of calculating the introductory period and determining the start date for certain benefit accruals. For part-time employees who subsequently become full-time employees, the anniversary date will be the first day of full-time employment.

Employees will be given a written performance evaluation at the end of their introductory period.

With a few exceptions, such as medical insurance, sick leave and holidays, newly-hired employees are not eligible to receive employee benefits during the introductory period. See *Section 13, Benefits*.

5. SEPARATION FROM EMPLOYMENT

When an employee separates from the Library, HR usually will conduct an exit interview to glean the employee's observations and insights about the Library's management and operations. HR will be responsible for ensuring the employee must return all Library property including laptops, keys, card keys, I.D. cards, etc. and that the employee's rights to the Library's email, voicemail, network, remote access, and other information and computer systems are discontinued. HR will coordinate this process among the Library's various units.

5.1 RESIGNATION

For planning purposes, the Library requests that employees notify their supervisors as soon as possible about any intention to resign. The Library considers two weeks' notice of resignation to be adequate. Notice should be written and include the date of resignation and the reason, if known. In the absence of a written notice, the employee's supervisor should confirm the resignation in writing.

On the last day of employment, the employee must return all Library property, including keys, I.D. cards, etc.

5.2 RETIREMENT

No employee may be required to retire because of age. The Library's retirement plan is described below in *Section 13.1, Retirement Plan*. Eligible employees contemplating retirement should attend a CalPERS retirement workshop at least 2 to 3 months before retirement.

5.3 DEATH

In the event of an employee's death, the supervisor should notify HR as soon as possible. HR will ensure that the Executive Director, IT, payroll, accounts payable, facilities, and other relevant units are made aware of the death so that they may take necessary action to terminate the deceased employee from the Library's various systems. HR will be responsible for contacting the employee's family or next of kin about the employee's personal belongings, any Library property the employee may have had, the employee's final pay, continuation of insurance coverage, life insurance payments, etc.

5.4 DISCHARGE

A discharge is an involuntary termination of employment from the Library. The Executive Director has the final decision about whether to discharge an employee. When notified of discharge, the employee must return all Library property and must leave the premises by the date specified.

5.5 EMPLOYMENT REFERENCES

As a Library employee, you might be asked by a co-worker or former co-worker to provide an employment reference for a position beyond the Library. To ensure that we do not create risk for the Library, employees are prohibited from providing employment references for current or former Library employees in any written, verbal, or electronic form. All external inquiries for employment references and employment verification must be referred to HR. It is the Library's policy to provide limited references on current and former employees when requested in writing and signed by the (former) employee only. Verification of dates of employment and job title is the only information that will be released unless the written request indicates otherwise.

6. STANDARDS OF EMPLOYEE CONDUCT

6.1 CONFLICT OF INTEREST CODE

The purpose of this policy is to ensure that the Library's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Library.

Employees will avoid any conflict between their personal interests and those of the Library. Situations that may constitute a conflict of interest include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Library, by any employee who is in a position to directly or indirectly influence either the Library's decision to do business, or the terms upon which business would be done with such organization.
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Library. However, serving on the Board of any organization which does or seeks to do business with the Library or the Library profession may not be considered a conflict of interest, provided that there is a full disclosure of the services and intent of the organization.
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Library.

A conflict of interest may also exist when a member of an employee's immediate family is involved in situations such as those above. However, full disclosure of the situation may mitigate the conflict of interest.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility promptly to report to the Executive Director any actual or potential conflict that may exist.

Any employee who is a party to, or is called as a witness in, a matter pending before the Los Angeles Superior Court should notify management of the matter, including the name of the case, the department to which it is assigned and, if possible, the case number. This disclosure will be used solely for the purpose of avoiding any conflict or appearance of impropriety involving the superior court judges who serve as Trustees of the Law Library.

6.2 EMPLOYEE CONDUCT AND WORK ENVIRONMENT

The Library encourages mutual respect, civil and congenial relationships among employees and a professional environment free from all forms of harassment and violence.

You are expected to conduct yourself in an appropriate manner as judged by a reasonable person.

You have the right to conduct your work without unwanted interference from other employees. The Library prohibits employees from violating this right of their co-workers.

You are expected to maintain your work area in a neat and professional manner.

You are responsible for the security of any Library confidential / proprietary material in your possession and for maintaining the security of Library-provided equipment. If you have concerns about the security of your work area or equipment, you have an obligation to tell your supervisor about those concerns.

6.3 NON-HARASSMENT, DISCRIMINATION AND RETALIATION

The Library will not tolerate harassment or discrimination of an applicant, employee, intern/extern, volunteer, Trustee, contractor, vendor, or Library user on the basis of race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), religious creed, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding or related medical conditions), gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), citizenship status, national origin or ancestry, pregnancy, age, marital status (including domestic partnership), military or veteran's status, uniform service member status, protected medical condition (including cancer or a record or history of cancer), physical or mental disability, sexual orientation, transition status, genetic characteristics (including information and testing) or a perception that the employee or applicant has any of these characteristics, holding or presenting a driver's license issued under Cal. Vehicle Code § 12801.9, or any other basis protected by applicable federal, state or local law.

Harassment may include, but is not limited to behavior that is taken because of a person's protected classification:

- Verbal harassment, such as epithets, derogatory comments or slurs, and propositioning on the basis of a protected classification. This might include inappropriate comments on appearance, including dress, physical features, a person's characteristics such as vocal pitch, or dress consistent with gender identification, or race-oriented stories and jokes, or obscene letters, notes or invitations, threats, intimidation, and other menacing behavior.
- Physical harassment, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. This includes pinching, grabbing,

patting, propositioning, -or making explicit or implied job threats or promises in return for submission to physical acts.

- Visual forms of harassment, such as derogatory posters, cartoons, videos or drawings related to a protected classification, including visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects.
- Sexual harassment, such as unwanted sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where submission is made a term or condition of employment, where submission to or rejection of the conduct is used as the basis for employment decisions, or where the conduct is intended to or actually does unreasonably interfere with an individual's work performance or create an intimidating, hostile, or offensive working environment. This includes a broad spectrum of conduct, including harassment based on sex; gender, transgender, and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality); and pregnancy, childbirth, or related medical conditions. Sexually harassing conduct need not be motivated by sexual desire.

Policy Against Retaliation

Retaliation against anyone for providing notice to the Library regarding alleged unlawful activity, making or filing an internal complaint with the Library, filing a complaint with a federal, state or local enforcement or administrative agency, testifying as a party, witness or accused regarding alleged unlawful activity, participating in or cooperating with an investigation, or associating with another employee who is engaged in any of these activities is prohibited. "Retaliation" means any adverse conduct taken because someone has reported harassment or discrimination, or has participated in the complaint and investigation. "Adverse conduct" includes: taking sides because an individual has reported harassment or discrimination; spreading rumors about a complaint; shunning and avoiding an individual who reports harassment or discrimination; or real or implied threats of intimidation to prevent an individual from reporting harassment or discrimination. Individuals found to have retaliated in violation of this policy, including any supervisor or manager who condones or ignores potential violations of this policy, will be subject to discipline including the possibility of termination.

Professional Behavior Policy

In addition to the Library's policy against Non-Harassment, Discrimination and Retaliation the Library maintains a Personal Behavior Policy. This policy is directed toward conduct that may not otherwise fall within the legal definition of harassment or may have been welcomed by all of the parties involved, but which nonetheless projects image problems for the Library and may lead to further problems in the future.

Employees must conduct themselves in a professional manner. Unprofessional behavior in the workplace, such as sexually related conversations, inappropriate touching (such as, but not limited to,

kissing, hugging, massaging, sitting on laps) of another employee, applicant, intern/extern, volunteer, Trustee, contractor, vendor, or Library user and any other behavior of a sexual nature is prohibited. Furthermore, mimicry, horseplay, and inappropriate joking (including, but not limited to, racial and ethnic jokes) are prohibited by this policy.

The Library has zero tolerance for any conduct that violates this policy and will institute discipline up to and including termination for violations. Conduct need not rise to the level of a violation of law in order to violate this policy. A single act can violate this policy and provide grounds for discipline. Additionally, under California law, an employee may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, disciplinary action, layoff, transfer, leave of absence, compensation, and training. An employee with questions about what constitutes misconduct should ask the Executive Director, a Senior Director, HR, or their supervisor with whom the employee feels most comfortable.

Guidelines for Identifying Harassment

- Harassment includes any conduct which would be “unwelcome” to an individual of the recipient’s same protected classification and which is taken because of the recipient’s protected classification.
- It is no defense that the recipient appears to have voluntarily “consented” to the conduct at issue. A recipient may not protest for many legitimate reasons, including the need to avoid being insubordinate or to avoid being ostracized.
- Simply because no one has complained about a joke, gesture, picture, physical contact, or comment does not mean that the conduct is welcome. Isolated incidents might be tolerated up to a point and harassment can evolve over time.
- Even visual, verbal, or physical conduct between two people who appear to welcome it can constitute harassment of a third person who observes the conduct or learns about the conduct later. Conduct can constitute harassment even if it is not explicitly or specifically directed at an individual.
- Conduct can constitute harassment in violation of this policy even if the individual engaging in the conduct has no intention to harass. Even well-intentioned conduct can violate this Policy if the conduct is directed at, or implicates a protected classification, and if an individual of the recipient’s same protected classification would find it offensive, e.g., gifts, over-attention, or endearing nicknames.

If you feel you have experienced, witnessed or are aware of harassment, discrimination, or retaliation, you are expected to immediately report the matter or conduct to the Executive Director, a Senior Director, HR, or your supervisor with whom you feel most comfortable. Supervisors are required to

report any complaints of misconduct to the Executive Director or a Senior Director, so the Library can try to resolve the matter internally.

Notification to the Library of the misconduct is essential. The Library cannot help resolve misconduct unless it knows about it. Therefore, it is an employee's responsibility to bring concerns and/or problems to the Library's attention so that the Library can take whatever steps are necessary to address the situation. The Library takes all complaints of unlawful harassment, discrimination and retaliation seriously and will not penalize or retaliate against an employee in any way for reporting misconduct in good faith.

The Complaint Process

Upon receipt of such a complaint, the Executive Director will appoint qualified personnel to conduct a fair, timely, thorough and impartial investigation. All complaints of unlawful harassment, discrimination and retaliation reported to management will receive a timely response.

All complaints of unlawful harassment, discrimination and retaliation reported to management will be treated with as much confidentiality as possible.

Qualified personnel will:

- Conduct interviews with the complainant, the accused harasser, and other persons who have relevant knowledge concerning the complaint.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, discrimination or retaliation giving consideration to all factual information, the totality of the circumstances, including the nature of the conduct, and the context in which the alleged incidents occurred.
- If conduct in violation of this policy occurred, recommend prompt and effective remedial action. The action will be commensurate with the severity of the offense.
- Take reasonable steps to protect the complainant from further harassment, discrimination or retaliation.
- Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

The Library will investigate all reports as confidentially as possible. Complete confidentiality cannot occur, however, due to the need to fully investigate potential policy violations and take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The Library will not disclose a completed investigation report except as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or

court order. Complaints will be documented and tracked for reasonable progress, and to ensure timely closures.

The Library prohibits any person from hindering internal investigations and the internal complaint procedure. Prohibited conduct of this nature includes, but is not limited to: making threats against persons being interviewed in an investigation and attempting to induce persons being interviewed to provide false or misleading information or to withhold material information.

Employees may be assured that they will not be penalized in any way for reporting misconduct. It is unlawful for an employer to retaliate against employees or non-employees who oppose the practices prohibited by the Fair Employment and Housing Act, or file complaints, or otherwise participate in an investigation, proceeding, or hearing conducted by the DFEH. Similarly, the Company prohibits Employees and non-Employees from hindering its own internal investigations and internal complaint procedure.

An individual has the option to report harassment, discrimination or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, reinstatement, back pay, and damages. These administrative agencies offer legal remedies and a complaint process. The nearest offices of the EEOC and DFEH are listed in the telephone directory or on the internet at <http://www.eeoc.gov> or <http://www.dfeh.ca.gov/Offices.htm>.

6.4 WORKPLACE VIOLENCE

The Library is committed to providing a safe work environment that is free from violence and the threat of violence. Effective handling of critical workplace incidents, especially those dealing with actual or potential violence is a top priority.

Violence or the threat of violence, against or by any employee of the Library or any other person is unacceptable and will not be tolerated.

An employee who demonstrates or threatens violent behavior may be subject to discipline including the possibility of termination in addition to criminal prosecution.

Anyone on Library property who demonstrates or threatens violence may be arrested, prosecuted, and banned from the Library.

The following actions are examples of violent acts:

- Striking, punching, slapping or assaulting someone.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay or rough-housing.
- Possession, use, or threat of use, of a gun, knife or other weapon of any kind on Law Library property, including parking lots, other exterior premises, or while engaged in activities for the Library in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.

If you are the victim of violent, threatening or harassing conduct, a witness to such conduct, or receive a report of such conduct, irrespective of whether the perpetrator is an employee, you must immediately report the incident to your supervisor or HR.

If you encounter an individual who is threatening immediate harm to an employee or visitor on our premises, contact security immediately. Do not engage in either physical or verbal confrontation with a potentially violent individual.

No one acting in good faith who initiates a complaint or reports an incident under this policy will be subject to retaliation or harassment.

The Library will promptly investigate all reports of work-related threats and implement appropriate and timely measures to ensure the safety and security of employees and others at the Library.

Violations of this policy, including failure to report or fully cooperate in the Library's investigation, may result in disciplinary action, up to and including immediate termination.

6.5 WORKPLACE BULLYING

Employees will be treated with dignity and respect. In no instance will the Library tolerate bullying behavior. The Library defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when

meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The Library considers the following types of behavior examples of bullying:

- Verbal Bullying — slandering, ridiculing or maligning a person or his or her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying — pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying — non-verbal threatening gestures; glances which can convey threatening messages.

6.6 DRUG FREE WORKPLACE

The Library is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace through the establishment of a drug free workplace. Alcohol abuse and drug use pose a significant threat to the Library's mission.

Employees, applicants, vendors, contractors and any persons representing or conducting business on behalf of the Library are prohibited from reporting to work or working while using or while under the influence of the effects of drugs. Any employee who is using prescription or over-the-counter drugs that may impair his or her ability to perform the job safely or may affect the safety or well-being of others must notify a supervisor of such use before starting or resuming work. It is not necessary to inform a supervisor of the specific medication being taken or the nature of the illness or injury for which the medication is being taken. Instead, the Library needs a medical certification that the use of the medication while performing work will not adversely affect the safety of the employee or others. Various federal, state, and local laws protect the rights of individuals with disabilities and others with regard to the confidentiality of medical information, medical treatment, and the use of prescription drugs and substances taken under medical supervision. Nothing contained in this policy is intended to interfere with individual rights under, or to violate, these laws.

This policy applies during all working hours, whenever conducting Library business, representing the Library, or while on Library property. This does not include the authorized use of alcohol at Library-sponsored functions or activities.

It is a violation of our drug free workplace policy to use, possess, sell, trade, or offer for sale alcohol, drugs or intoxicants.

Entering the Library's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug free workplace policy, she or he may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

If an employee violates the policy, she or he will be subject to progressive disciplinary action and may be required to enter rehabilitation. Those required to enter rehabilitation who either fail to complete it or repeatedly violate the policy will be terminated from employment. Nothing in this policy prohibits an employee from being disciplined or discharged for other violations, performance problems, or other reasons.

The Library recognizes that alcohol and drug abuse and addiction are treatable illnesses. Recognizing that early intervention and support improve the success of rehabilitation, the Library:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Ensures the availability of a current list of qualified community professionals.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism or other drug use disorders may be covered by the employee benefit plan. Nevertheless, the ultimate financial responsibility for recommended treatment belongs to the employee.

All information received by the Library through the drug free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant state and federal laws and management policies.

Alcohol and drug abuse ranks as one of the major health problems in the United States. Employees are the Library's most valuable resource, and their safety and health is of paramount concern. The Library is committed to providing a safe working environment to protect Employees and others, to provide the highest level of service, and to minimize the risk of accidents and injuries.

Each Employee has a responsibility to co-workers and the public to deliver services in a safe and conscientious manner. Continuing research and practical experience have proven that even limited quantities of narcotics, abused prescription drugs or alcohol can impair reflexes and judgment. This impairment, even when not readily apparent, can have catastrophic results. For these reasons, the Library has adopted a policy that all Employees must report to work and remain completely free from the presence of drugs or under the influence of alcohol.

All Employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs or other unauthorized or mind-altering or intoxicating substances while on Library property (including parking areas and grounds), or while otherwise performing their work duties away from the Library's corporate headquarters. Included within this prohibition are lawful controlled substances, which have been illegally or improperly obtained. This Policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription.

Employees are also prohibited from being under the influence of alcohol or marijuana or having any such illegal or unauthorized controlled substances in their system while at work, prohibited under either federal or state law, and from having excessive amounts of otherwise lawful controlled substance in their systems. This Policy does not apply to the authorized dispensation, distribution or possession of legal drugs where such activity is a necessary part of an Employee's assigned duties.

All Employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs or other unauthorized or impairing substances while at work or on duty. Furthermore, off-duty alcohol or marijuana use, while generally not prohibited by this Policy, must not interfere with an Employee's ability to perform the essential functions of his or her job.

The possession and proper use of medication legally prescribed by a physician is not prohibited if taken in accordance with the prescription under both federal and state law, and taken in accordance with the prescription to the extent that it does not impair ~~job~~ performance, safety or the safety of others. Drug use may affect job performance, such as by causing dizziness or drowsiness. It is the Employee's responsibility to determine from his or her physician whether a prescribed drug may impair job performance.

It shall be the responsibility of each Employee who observes or has knowledge of another Employee in a condition which impairs the Employee in the performance of his or her job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this Policy, to promptly report that fact to the Senior Director or the Executive Director.

The Library may conduct drug tests in the following circumstances:

- a. **Application for Employment.** Job applicants may be asked to submit to a drug test. Refusal to submit to a drug test or a positive confirmed drug test may be used as a basis for refusal to hire the applicant.
- b. **Reasonable Suspicion.** Employees may be required to submit to drug/alcohol screening whenever the Library has a reasonable suspicion that they have violated any of the rules set forth in this Policy. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a work related injury or accident.
- c. **Other Bases for Testing.** Employees in safety sensitive positions may be tested on a random or periodic basis. In addition, various job classifications are categorically subject to random or periodic drug testing to the extent permitted by applicable state and federal laws.

Violation of this Policy or any of its provisions may result in disciplinary action, up to and including termination of employment.

In order to enforce this Policy and procedures, the Library may investigate potential violations and require personnel to undergo drug/alcohol screening, including urinalysis, blood tests or other appropriate tests and, where appropriate, searches of all areas of the Library's physical premises, including, but not limited to, work areas, personal articles, Employees' clothes, desks, work stations, lockers, and personal and Company vehicles. Employees will be subject to disciplinary action, up to and including termination for refusing to cooperate with searches or investigations, to submit to screening or for failing to execute consent forms when required by the Library.

Where a Manager or Supervisor has reasonable suspicion that an Employee has violated the Substance Abuse Policy, the Manager or Supervisor, or his/her designee, may inspect vehicles, lockers, work areas, desks, purses, briefcases, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An Employee may be asked to be present and remove

a personal lock. Locked areas or containers do not prevent the Library from searching that area, thus Employees should have no expectation of privacy for personal belongings brought on Library premises. Where the Employee is not present or refuses to remove a personal lock, the Library may do so for him or her, and compensate the Employee for the lock. Any such searches will be coordinated with a representative of management. The Library may use unannounced drug detection methods to conduct searches.

All Employees who test positive in a confirmed substance test will be subject to disciplinary action, up to and including termination.

Alcoholic beverages may be available at Library-sponsored functions. Attendance at Library-sponsored social events is optional. The Library does not encourage or condone intoxication at such events.

Employees have an obligation to conduct themselves properly at all times while at ~~Library~~ Library-sponsored functions or while representing the Library.

6.7 PROFESSIONAL ATMOSPHERE

The Library's long held reputation is built on its record of excellent service and quality work. Preserving this hard-earned reputation requires the active participation of every employee. Part of the impression you make on others depends on your choice of dress, personal hygiene and courteous behavior. Each employee brings a unique set of skills and experience and all employees are expected to treat each other, as well as library users, with respect and a genuine service. Figuratively, if not literally, employees should greet each interaction with good eye contact, a firm handshake, and a "how-can-I-help-you" smile.

While at work, employees are expected to be well-groomed and dressed appropriately. Ensure that you maintain good personal hygiene habits. Appropriate dress attire is also an integral part of maintaining a professional atmosphere and the Library sets business casual dress as the norm for all employees. It encompasses many different styles of clothing that are appropriate for an office environment. It is clothing that allows the Employee to feel comfortable at work, while always looking neat and professional. The Library feels that these qualities are a significant factor in making a favorable impression on the public, customers and co-workers. The following are examples of what is not allowed:

*Apart from LA Law Library branded apparel;
No hats*

No torn, stained or worn out clothing

No shorts

No muscle shirts, tank-tops or tube-tops, unless paired with an acceptable cover shirt

No visible underwear, bare midriffs or cleavage

Except for earlobes, no visible piercings

No flip-flops

No apparel with words or slogans

No visible logos larger than 2" by 2"

No visible tattoos (They must be kept covered while at work or while representing the Library)

No jeans, unless fitted and in good condition

Those whose jobs entail using book carts, shelving books, and lifting boxes and packages should wear shoes that provide protection and will not cause them to slip or fall. Employees in such positions should not wear open-toed shoes, such as sandals or flip flops, or shoes that fit so loosely the employee might lose his or her balance and fall, such as moccasins or slippers.

Employees should consider the work-related activities he/she will be involved in when deciding what to wear each day. Rare occasions may require Employees to dress in casual wear for field work or a departmental move. Also, depending upon the business needs of the Library, management may require that employees wear more formal business attire. Fridays are considered to be more casual.

6.8 FRATERNIZATION

General: The Library recognizes that working relationships may also become social or romantic relationships. Sometimes these social or romantic relationships can result in misunderstandings, conflicts of interest, complaints of favoritism, claims of sexual harassment, and employee morale and dissension problems. Therefore, the Library requests that an employee who is romantically involved with another employee, an intern, a customer or a vendor, or an employee of a customer or a vendor, whether or not involvement is with a Supervisor or other management official, immediately and fully disclose the relevant circumstances to Human Resources or the Executive Director. The Library may take appropriate action appears when, in the opinion of the Library, a social or romantic relationship may create a conflict of interest, cause disruptions, create a negative or unprofessional work environment, or present concerns regarding supervision, safety, security, or morale. Failure by an employee to disclose facts may lead to disciplinary action, up to and including separation from employment.

Interns: It is also the policy of the Library to prohibit any type of sexual relationship, sexual contact, or sexually-nuanced behavior between an employee and a student intern without regard to the student's age. This includes sexual or sexually-nuanced communications via computer e-mail or internet, cell phones, and all other forms of electronic or other forms of communication. This prohibition applies to

employees and interns of the same or the opposite sex. It also applies regardless of whether the intern or the employee initiated the sexual behavior, and whether or not the intern welcomes the sexual behavior and/or reciprocates the attention.

Minors: The relationship between Library employees and minors who are either employed or serving as interns at the Library should be one of professional cooperation and respect. All employees have a responsibility to conduct themselves in a manner conducive to working in a productive and harmonious environment.

It is the policy of the Library to prohibit any type of close personal relationship between an employee and a minor intern or employee that may reasonably be perceived as unprofessional, including, but not limited to the perception of a dating relationship. Employees shall not entertain, socialize with, or spend time with minor employees or interns in such a manner as to reasonably create the impression to other employees, other interns, parents of the interns, or the public that an unprofessional relationship exists, on or off the premises.

Violations: Failure by an employee to comply with this policy may lead to disciplinary action, up to and including termination.

If an employee is aware of a violation of this policy by a supervisor, intern or employee of the Library, that employee must report the violation to a member of management, Human Resources or to the Executive Director as soon as possible. The Library shall promptly conduct an internal investigation and shall utilize the investigation procedures followed for complaints of harassment or any other type of inappropriate behavior within the Library and, if appropriate, report the incident to a law enforcement agency. If an employee is unsure as to whether they may be in violation, they should discuss the circumstances with a supervisor, Human Resources or the Executive Director.

Work Field Trips: Field trips of educational or cultural value are encouraged, but all minors must provide prior written permission from a parent or guardian and dates must first be cleared with the Executive Director.

Anyone driving interns to and from a field trip must be at least twenty-one (21) years of age. All drivers must present a valid California drivers' license and current proof of insurance. Copies of drivers' license and insurance coverage will be kept in the Human Resources office for future trips.

7. EMPLOYEE RELATIONS

7.1 PERFORMANCE MANAGEMENT

Performance Management is an ongoing process of communication between a supervisor and an employee that occurs throughout the year, in support of accomplishing the strategic objectives of the organization. The communication process includes identifying goals, setting objectives, providing feedback, and evaluating results.

The performance of each employee shall be appraised at least annually in writing by the employee's immediate supervisor.

The written performance appraisal is an opportunity for the supervisor and employee to review whether previously-discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth. Additionally, the appraisal provides appropriate documentation to support any recommended merit increases or other performance-based awards.

Once the written evaluation has been completed and the employee has been given the opportunity to provide feedback, the employee is asked to sign the completed appraisal form. The employee is informed that his or her signature acknowledges discussion of the contents of the completed appraisal form, not necessarily agreement with it. The employee may add his or her own comments to accompany the performance appraisal form.

A copy of the completed performance appraisal form is placed in the employee's personnel file.

7.2 SALARY REVIEW

The Library's compensation and classification objectives are to:

- Attract and retain competent and productive staff from the appropriate labor market.
- Identify different levels of responsibility and accountability and to establish salaries accordingly.
- Base salary adjustments on individual contributions and performance.
- Pay salaries that are competitive, on an overall basis, with salaries in the relevant labor market(s) and that are consistent with the Library's budgetary guidelines and within allocated financial resources.

The Executive Director, with HR's support, is responsible for determining job classifications and compensation. Generally, the Executive Director presents merit increases and other changes to the Board of Trustees for its approval as part of the budget review process.

7.3 DISCIPLINE

The Library expects employees at all times to work productively, observe its policies, comport themselves appropriately, and do the right thing. When an employee falls short of these expectations, the Library may find it necessary to invoke discipline to improve or correct employees' conduct or performance. Disciplinary actions include but are not limited to counseling, written warnings, disciplinary salary decreases, demotions, suspensions, and terminations.

In most cases, the Library imposes progressive discipline, starting with counseling. Nevertheless, when disciplinary action is the result of performance or conduct which an employee knows or reasonably should have known was unsatisfactory, the Library may immediately impose more serious discipline including termination. Examples of performance or conduct that would warrant immediate serious discipline include violations of law, dishonesty, theft or misappropriation of Library property, fighting on the job, insubordination, acts endangering others, or other serious misconduct.

7.4 GRIEVANCE PROCEDURE

Represented employees are covered by the grievance procedure set out in the MOU. For all other employees, the Library has established procedures to provide employees with a means of recourse in the event the employee feels that the discipline process has not been fairly enforced. Within ten calendar days of the occurrence, the employee should discuss the issues, concerns or problems with his or her supervisor, a director or HR, whichever is appropriate given the circumstance. A decision on the issue, concern, or problem will be given within five working days.

If the employee is not satisfied with the decision, or if the issue, concern or problem remains unresolved, the employee is allowed three working days to present the grievance to the appropriate next level. A decision at this second level on the issue, concern or problem will be given within five working days.

If the employee is not satisfied with the decision, or if the issue, concern or problem remains unresolved, the employee is allowed an additional three days to present the grievance to the Executive Director. The decision of the Executive Director, given within five working days, is final.

7.5 WHISTLEBLOWER PROTECTION POLICY

The Library is committed to protecting employees and applicants for employment from interference with disclosing violations or potential violations of law or serious breaches of conduct without the fear of retaliation. Pursuant to this section, a Library employee may not:

- Retaliate against an employee or applicant for employment who has disclosed violations or potential violations of law or serious breaches of conduct, or

- Directly or indirectly use or attempt to use the official authority or influence of his or her position or office for the purpose of interfering with the right of an applicant or an employee to disclose violations or potential violations of law or serious breaches of conduct.

Any individual who engages in retaliation in violation of this policy will be subject to discipline including the possibility of termination. Each of us is responsible for making sure our conduct fully complies with all laws and regulations as well as Library policies. If you have knowledge of specific acts that you reasonably believe violate the law or Library policy, the Library expects you to disclose those acts to an appropriate Library official. If you believe you have been the subject of retaliation for making a good-faith disclosure, you should contact your supervisor, the Executive Director, a Senior Director, HR, the President of the Board of Trustees or a member of the Board of Trustees.

7.6 PERSONAL DATA

To aid you and your family in matters of personal emergency, the Library seeks to maintain up-to-date information.

Changes in name, address, telephone number, marital status, number of dependents or changes in next of kin or beneficiaries should be given to HR promptly.

7.7 ACCESS TO PERSONNEL FILE

Upon written request, employees or former employees may inspect their personnel files, within thirty (30) days of the request date, during regular business hours at a mutually agreeable time, on the Library premises, and in the presence of an authorized Library official. You will be permitted to see any records in your personnel file. Exceptions include records regarding criminal investigation and any letters of reference maintained by the Library. You may request a copy of your personnel file at a charge not to exceed actual cost. HR has a form you may use to request inspection. The right to view or copy a personnel file does not apply to any employee who has filed a law suit relating to a personnel matter so long as the lawsuit is pending. Employees who wish to view any data related to their compensation not contained within their personnel file may also request to do so by submitting a written request to Human Resources. Compensation records will be made available for review within twenty-one (21) days from receipt of the request. Represented employees should refer to their MOU for rights regarding personnel files.

8. WORKPLACE

8.1 EVACUATION DRILLS

Evacuation drills are scheduled periodically throughout the year. These drills are a critical element of employee safety. Complete cooperation during these drills is required.

8.2 IN AN EMERGENCY

In the event of an emergency, employees should immediately contact security personnel at extension 2500. Emergencies include all accidents, medical situations, bomb threats, other threats of violence, and the smell of smoke. Nevertheless, in cases where you are in imminent danger of harm or injury, you should first evacuate to safety before contacting security personnel. If you cannot reach security personnel immediately, call 911.

When events warrant an evacuation of the Library, you should follow the instructions of security personnel or Library management. In cases of imminent danger of harm or injury, you should evacuate to safety immediately without waiting for instructions. Leave the building in a brisk and orderly manner and assemble at the pre-determined gathering area to await further instructions or information. If you are able to do so without endangering yourself, you should help evacuate physically disabled persons.

In the case of fire or smoke, use stairways to exit the premises. Do not use elevators.

Should an emergency result in the need to communicate information to employees outside of business hours, HR will be responsible for organizing that effort. You should keep your personal contact information up to date by advising HR whenever your information changes.

8.3 NO SMOKING

The Library is dedicated to providing a healthy and comfortable environment for library staff and visitors. The Library recognizes that smoking is a public health hazard and complies with state law on smoking. Visitors to the Library including family, colleagues, applicants, vendors and contractors must also adhere to this policy. Additionally, smoking marijuana, consumption of marijuana, or being under the influence of marijuana products are also prohibited in all areas of the library, including vehicles in the parking structures, and while performing work on behalf of the Library.

Smoking is prohibited in:

- Enclosed buildings and within at least 20 feet of any building entrance, exit, vent and fresh air intake grill.
- Exterior landings, interior building courtyards, patios, and balconies.
- Areas where flammable gases, liquids, or other volatile materials are located or stored.
- Areas in which a fire or safety hazard may exist.

An individual who makes a complaint regarding a violation of this policy will not be subject to retaliation as a result of making the complaint.

Employees whose personal hygiene may be affected by smoking may be requested to attend to their person or clothing, if it is offensive or causes breathing difficulty for colleagues or Library users.

Employees who violate this policy may face disciplinary action up to and including termination.

8.4 WEAPONS

Definitions

As used in this section, the terms in quotations have the following meanings:

- “Library property” is defined as all Library-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the Library’s ownership or control. This policy applies to all vehicles that come onto the Library property.
- “Dangerous weapons” include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm.

The Library prohibits the possession, use or sale of dangerous weapons on Library property or while engaged in Library business off premises. A license to carry the weapon on the Library property does not supersede Library policy.

To ensure that the Library maintains a workplace safe and free of violence for all employees, any employee in violation of this policy will be subject to disciplinary action, including the possibility of termination. All Library employees are subject to this provision – including contract and temporary employees – as are members of the Board of Trustees, vendors, contractors, subcontractors, visitors, library users, and any other person on Library property.

Employees who are aware of violations or threats of violations of this policy must immediately report such violations or threats of violations to security personnel, the Executive Director, Senior Directors or HR.

8.5 WORKPLACE SEARCHES

To protect the property and to ensure the safety of all employees and Library users, the Library reserves the right to conduct personal searches consistent with state and federal law, and to inspect any packages, parcels, purses, handbags, brief cases, backpacks or any other possessions or articles carried

to and from the Library's property. In addition, the Library reserves the right to search any employee's office, desk, files, lockers, equipment, vehicle, or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc., are the property of the Library, and are issued for the use of employees only during their employment. Inspection may be conducted at any time at the discretion of the Library.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of stolen property, illegal substances, a weapon, or any other item, document, or object in violation of Library policies will be subject to disciplinary action including the possibility of termination.

If upon investigation they are found to be in violation of the Library's security procedures or any other rules and regulations, employees will be subject to discipline up to and including the possibility of termination.

8.6 LUNCHROOM AND STAFF LOUNGE

The lunchroom and staff lounge are available throughout the work day for employees' benefit, enjoyment, and use. Employees may invite guests to join them in the lunchroom or staff lounge subject to *Section 8.10, Visitors*.

The Library provides microwaves, a dishwasher, a coffee maker, vending machines, coffee, tea, sweeteners, non-dairy creamer, and paper products in the lunchroom. The Library accepts no liability for the vending machines which are owned and maintained by a third-party contractor. There is no charge for the coffee or tea.

Both rooms should be kept clean out of respect to co-workers. Although a Library employee will operate the dishwasher, lunch room users should place their dirty dishes in the dishwasher and not leave them in the sink or on a counter.

Employees should report any lunchroom appliance malfunction to the Facilities Manager.

8.7 PERSONAL PROPERTY

The Library is not responsible for loss or damage to personal property. Personal items such as purses, wallets or other valuable items should not be left in areas where theft might occur. This also applies to personal property left in vehicles parked on Library property.

8.8 BULLETIN BOARDS

Information of interest and importance to employees is posted on our bulletin boards in the first floor corridor. One bulletin board is for administrative use only; employees may not post or remove any information.

A second bulletin board is available for use by staff for notices, discount tickets, wanted and for sale listings, etc. Employees should use discretion and only post items that are in keeping with the Library's policies governing acceptable conduct (see *Section 3, Equal Employment Opportunity* and *Section 6, Standards of Employee Conduct*). The Library reserves the right to remove items that it deems to be inappropriate.

The third bulletin board is for SEIU Local 721 literature.

8.9 LIBRARY CLOSURE

It is the Library's policy to operate at all times and staff are expected to report for duty unless notified otherwise. The Executive Director will decide whether the Library should close because of accident, natural disaster, civil unrest, or other reason that would expose the Library's employees and users to an unacceptable risk of harm. In the event the Executive Director is away from the Library and cannot be reached, a Senior Director is authorized to decide whether to close the Library.

If the Library elects to close on a day that it is scheduled to be open, it will make every effort to notify employees as far in advance as possible. HR will be responsible for organizing the effort to notify all employees.

In the event of an unscheduled and limited time closure, regular full-time staff will receive their regular pay for the period of closure. Part-time employees scheduled for work during the closure will receive an amount equivalent to their previously-scheduled hours. If a part-time employee is not scheduled to work, no pay will be made. If the closure is protracted, the Executive Director will decide whether the Library is in a position to continue to pay its employees.

The Library will generally not close because of adverse weather.

If the Library is open and an employee elects not to report because of adverse weather or other condition, the employee should advise his or her supervisor at the earliest possible opportunity. Any employee electing not to report to work on a day that the facility is open will be required to use accrued vacation time.

8.10 VISITORS

If you are expecting a visitor, please notify your supervisor and security. All visitors must first check in with security. Visitors are not allowed in non-public areas of the building without being accompanied by an authorized employee. Under no circumstances are visitors allowed in confidential or unauthorized areas.

8.11 USE OF FACILITIES FOR NON-BUSINESS FUNCTIONS

The Library recognizes that employees may wish to arrange special social functions on premises during regular business hours to celebrate baby showers, retirements and other special events.

Special celebrations should be arranged in advance and require prior approval from the Executive Director. Library funds may be requested for such functions but may not be available. Food brought into the Library in conjunction with any special celebration must be available to all staff.

Employees using Library facilities are expected to clean up after the event.

8.12 WORKSTATION CLEANLINESS

All offices and work stations should be organized so that in an emergency a co-worker could find and identify essential Library information. Work areas should be kept as neat as possible during the regular work day and should be straightened prior to leaving at the end of the work day. Employees should leave public areas, such as the copy machine areas, coffee stations, conference rooms, restrooms and kitchens in a clean and orderly condition for guests and other employees.

No food is permitted at public service desks. Drinks must be kept in containers that are stable and not easily tipped.

8.13 PERSONAL MAIL

Employees should not use the Library's address for the receipt of personal mail.

8.14 PERSONAL TELEPHONE CALLS

It is important to keep Library telephone lines free for Library business and user calls. Although the occasional use of the Library's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

8.15 SEASONAL DECORATION

The Library believes that seasonal decorations should accentuate a professional and pleasant work environment, rather than inhibit it. Employees are asked to respect other employees' beliefs when considering seasonal decorating, both in public areas and in their own workspaces.

- The Library will provide appropriate seasonal decorations, such as flowers or greenery, for public or group work areas.
- Every effort will be made to avoid decorations that would be more likely viewed as religious in nature, rather than those reflecting secular traditions.
- You should apply similar principles in decorating your personal workspaces. You may be asked to remove decorations that are inconsistent with the spirit of this policy.
- The Library will require removal of decorations that it deems to be offensive by reasonable standards.

8.16 UNEXPECTED CLOSURES

At times, emergencies such as severe weather, fires, power failures, earthquakes, or planned/unplanned civil disturbances can disrupt Library and/or Branch operations. In extreme cases, these circumstances may require the temporary closure of the Main Library and/or a Branch location.

When a decision to close is made, affected employees will receive official notification from management. At the Law Library's discretion, Employees may be asked to: 1) work within the closed facility, if safe to do so; 2) wait in a safe location nearby for the library facility to reopen; 3) work at a different LA Law Library designated location; or 4) terminate their workday. In these circumstances, Employees will receive regular pay.

9. HEALTH AND SAFETY

9.1 COMMUNICABLE DISEASES

The Library will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. The Library reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease or the welfare of others within the workplace.

The Library's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease,

and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), AIDS, AIDS-related complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. The Library may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The Library will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

9.2 TEMPORARY CONTAGIOUS ILLNESSES

The Library reserves the right to request that employees with temporary contagious illnesses be placed on leave pending release to work from a qualified health care provider.

The Library realizes that employees with temporary contagious illnesses, such as influenza, colds and other viruses, need to continue with normal life activities, including working. In deciding whether an employee with an apparently short-term contagious illness may continue to work, the Library considers several factors. The employee must be able to perform normal job duties and meet regular performance standards. In the judgment of the Library, the employee's continued presence must pose no risk to the health of the employee, other employees and visitors. If an employee disputes the Library's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued employment poses no significant risk to the employee, other employees or visitors.

Supervisors are encouraged to remind employees that the Library provides paid sick leave to cover absences due to temporary contagious illnesses. All employees are urged to contact HR regarding any questions about the possible contagious nature of another employee's temporary illness.

9.3 SAFETY

A safe work environment is the shared responsibility of everyone at the Library. All reasonable steps will be taken to assure compliance with federal, state and local safety regulations. You are required to follow the Library's safety rules:

- If you are injured or become sick at work, no matter how minor, you must inform your supervisor immediately.
- Use, adjust and repair machines and equipment only if you are trained and qualified.

- Get help when lifting or pushing heavy objects.
- Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess. Just ask your supervisor.
- Know the locations, contents and use of first aid and firefighting equipment.
- Know the location of exits and the procedure for exiting the Library in an emergency.

Report unsafe conditions to your supervisor immediately.

For more information about Library workplace safety, consult the Library's Injury and Illness Prevention Program (IIPP) available on the Library's intranet.

10. TECHNOLOGY AND TELECOMMUNICATIONS

10.1 PROPERTY AND EQUIPMENT

You are expected to demonstrate proper care when using the Library property and equipment. No property may be removed from the premises without proper authorization from Facilities. If you lose, break or damage any property, report it to your supervisor immediately. The Library's computer and communication resources are intended for work-related purposes. While limited personal use of these resources is acceptable, that use must not conflict with the Library's business or violate Library policies.

10.2 TECHNOLOGY USE

Computers (desktops and portable computer systems), tablets, smartphones, cellphones, pagers, telephones, faxes, voicemail, e-mail, electronic bulletin boards, Internet, intranet, and World Wide Web access have been provided to employees for the benefit of the Library, its users, and others involved in the Library's operations. Employees are required to maintain and use these electronic resources in a productive, professional manner. All such Library electronic resources, and the messages, files, data, software or other information stored or transmitted on them are, and remain at all times, the property of the Library.

The Library asks employees to keep in mind that when they use the Library's electronic resource systems they are creating information or documents using Library assets. Employees have no right to privacy in their use of Library equipment. No information created, sent, or retrieved using these electronic resources can be considered private. The Library reserves the right to access, monitor, and review any and all documents or communications or website histories stored on Library equipment at any time, either within or outside the presence of the employee, to ensure compliance with this and all

other Library policies. Even if you are using Library equipment to access your own personal email account, such communications may be stored on Library equipment and they are not private. The Library reserves the right to access, monitor and review all such communications stored on Library equipment to ensure compliance with this and all other Library policies.

Employee e-mail and voicemail passwords do not create any right of privacy in employee computers or voicemail or any information stored or sent with those computers or telephones. The Library reserves the right, at all times, and without prior notice to the employee, to inspect and search the Library's electronic resources and any and all information contained therein to determine whether this policy or any other policy of the Library has been complied with or violated.

The Library purchases or licenses copies of computer software programs from a variety of outside companies. Employees may not duplicate any licensed software or related documentation for use either on the Library's premises or elsewhere unless the Library is expressly authorized to do so by the agreement with the licensor and the Technology Manager or Senior Director of Information Services has approved the duplication. Illegal reproduction of software can result in substantial civil damages and criminal penalties, including fines and imprisonment. Employees who make, acquire, or use unauthorized copies of computer software or related documentation will be subject to discipline as appropriate under the circumstances, including termination of employment. To the extent permitted by law, the Library reserves the right not to defend or pay any damages awarded against employees for conduct in violation of this policy.

Employees are prohibited from using the Library's electronic resources to send or receive any information in violation of Library policy and federal, state, or local laws and regulations, including copyrighted materials, or protected trade secrets, or for the transmission or receipt of other information which may be considered obscene or pornographic. In the event of such impermissible use, information may be provided to law enforcement or other third-parties without the prior consent of the sender or the receiver.

Sending, saving, accessing, or viewing offensive material is prohibited. Messages stored and/or transmitted by the Library's electronic resources, including the computer, tablets, smartphones, cellphones, voicemail, e-mail, or the telephone system, must not contain content that may reasonably be considered offensive to any employee. Offensive materials include, but are not limited to, sexual comments, jokes, or images, racial slurs, gender-specific comments or any other comments, jokes, or images that may offend someone on the basis of race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, as well as any other category protected by federal, state, or local laws. Violations of this policy will be subject to discipline, up to and including termination.

Employees may not transmit messages or other communications by means that either mask or hide their identity. Employees should never access any electronic resources using another employee's password. Employees who wish to express personal opinions on the Internet should obtain a personal account with a commercial Internet service provider and must access the Internet without using Library electronic resources.

Employees may only access Library documents, files, data, or programs that are related to their work duties. Any unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, documents, passwords, computer systems, or programs or other property of the Library or the improper use of documents, files, or information obtained by such unauthorized means, is prohibited.

Employees must not open e-mail attachments that arrive anonymously, that have strange subject titles, or that contain multiple forwards. Employees should also be wary of e-mail attachments with unusual extensions such as .VBS, .EXE or .BAT. If employees are at any time unsure about the safety or content of an e-mail attachment, they must consult with a supervisor and the Technology Manager or Senior Director of Information Services before opening the attachment.

Employees are permitted to use the Library's electronic resources for very limited and occasional non-work-related purposes during nonworking time (e.g., during breaks and before or after working hours). Employees are responsible for ensuring that they use the Library's electronic resources in an effective, ethical, and lawful manner. These resources should not be used in any way that would interfere with the Library's ability to conduct its business or with its employees' ability to perform their duties.

Employees may not play games on the Library's computers or other electronic resources and may not engage in similar activities interfering with their productivity or the productivity of any other employee or interfere with the operation of the Library's electronic resources.

Employees may file a complaint for violation of this policy. If an employee using the Library's electronic resources has been subjected to workplace harassment, the employee should file a complaint using the Library's harassment policy. The Library will not retaliate against any employee for complaining or providing evidence concerning any alleged violation of this policy or the misuse of the Library's electronic resources.

10.3 GUIDELINES APPLICABLE TO ELECTRONIC SECURITY

Effective electronic security requires the participation and support of all employees. Following are minimal guidelines to secure and protect the Library's digital equipment.

- Password protected screen savers should always be active.
- Store passwords securely and not near your computer or in your laptop bag.

- If you have a wireless card, disable it when it is not in use.
- Keep computer equipment in your work area clean, away from food and liquids.
- Do not remove asset tags or serial numbers from equipment.
- When viewing sensitive information, position your computer screen so it can't be seen by others.
- Workstations must not be moved from their normal location without authorization from IS.
- Never leave a laptop or other portable electronic device unattended.
- Do not leave a laptop or other portable electronic device in public view in a vehicle or near an exterior window where it would be subject to a smash and grab type theft.
- Never check a laptop or other portable electronic device as baggage.
- Avoid storing computers or other electronic devices in extreme cold or hot weather.
- If a laptop is stolen, report it to local police immediately, and then to the Technology Manager or Senior Director of Information Services.
- Use a password with mixed-case alphabetic characters and that is easy to remember, so you don't have to write it down.

10.4 FILE MANAGEMENT

All files should be saved to the network (H: Drive) to ensure data retrieval in the event your assigned workstation incurs a disk failure or other catastrophic problem. Technology Services is responsible for backing up the network files regularly and storing those files in a secure off-site location for future retrieval. Personal information or files should not be stored on the on the network.

The S: Drive ("shared drive") is for sharing files with other Library employees.

10.5 REMOTE ACCESS

The Senior Director of Information Services determines the level of remote access available to various employees. Library email is available to everyone through the Internet at <http://webmail2010.lalawlibrary.org>. Access to network files, network databases, Outlook email, and other network features requires special software. See your supervisor to request a higher level of remote access.

10.6 MISUSE

Employees may not misuse computing, networking, or information resources.

Examples of misuse include, but are not limited to, the following activities:

- Using a computer account that you are not authorized to use. Obtaining a password for a computer account without the consent of the account owner.
- Sharing your password with another.
- Using the Library's network to gain unauthorized access to any other computer system.
- Deliberately performing an act that will interfere with the normal operation of the Library's computers, terminals, peripherals, or networks.
- Deliberately running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Use of software utilities to scan or probe network resources.

10.7 TELEPHONE AND VOICEMAIL

The Library provides telephones and voicemail services to assist in the communication of Library business. Each user may store up to 100 separate voicemails. Exceeding this size will prevent you from receiving further voicemail messages.

There is no right to privacy for voicemail messages sent or received by the Library's telephone system. The Library reserves and intends to exercise the right to record, review, audit, intercept, access and disclose all communication received or sent over the telephone system for any purpose.

The voicemail system is intended for Library business use only. The use of the Library's voicemail system to distribute to co-workers information unrelated to the Library is prohibited.

The Library reserves the right to enter, search, or monitor the voicemail of any employee without advance notice and consistent with applicable state and federal laws. You should not expect that your telephone and voicemail sent and received via the Library's voicemail system are private or confidential.

10.8 EMAIL

The Library has installed an internal electronic mail ("email") system to facilitate the transmittal of business-related information within the Library and with persons and entities outside the Library. Email should only be used for Library business. Unrelated use is prohibited.

There is no right to privacy for emails transmitted or received by the Library's email system. The Library reserves the right to review, audit, intercept, access, and disclose all messages created, received or sent via the Library's email.

The Library allows each user to store up to 250 MB for mailbox messages, which includes the Inbox, Deleted Items and Sent Items folders. Exceeding this size will prevent you from sending or receiving any email. Employees should delete unneeded email regularly.

Global or all-staff email messages are not allowed without prior approval by the Communications Team. Email may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-work related solicitations. The creation of offensive messages will be considered a violation of the Library's anti-harassment policy.

When selecting recipients from a directory, be careful that you don't send your message to the wrong person. To avoid accidental disclosure of information, don't include external recipients on internal distribution lists.

Sending or forwarding chain letters is not allowed. If you receive one, delete it without opening any attachment, which may contain a virus.

10.9 EMAIL SIGNATURES

To maintain the Library's professional and consistent image, everyone should use the standard signature block as provided by the Communications Team.

Personalized or non-business-related sayings, quotes, slogans, mission statements, disclaimers, philosophies, quips, etc., graphics that are not provided by the Communications Team, or statements that are of a political or religious nature, are not acceptable without prior permission.

10.10 EMPLOYEE SOCIAL MEDIA/NETWORKING POLICY

A core value of the Library is to provide a work experience that encourages continuous improvement, respect, well-being, safety, personal and professional growth, and respect for cultural diversity. Maintaining a positive and safe environment takes a committed team with each member taking responsibility for his or her role and behavior.

The Library recognizes that many employees engage in social media activity while off duty and for work-related purposes. For purposes of this Policy, "social media activity" includes all types of posts and other communications on the internet, including but not limited to, posts on social networking sites (such as Facebook, LinkedIn, and Tumblr); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter; and posts of video or audio on media-sharing sites, such as YouTube or Flickr. "Social media activity" also includes permitting, or failing to remove, posts by others where the employee can control the content of posts, such as on a personal page or blog.

The Library respects the legal rights of its employees and understands that employees' time outside of work is their own. However, employees who engage in social media activity should be mindful that their social media activity, even if done off premises and while off-duty, could affect the Library's legitimate business interests. For example, the information posted could be the Library's confidential business information. In addition, some readers may mistakenly view you as a spokesperson for the Library. Consequently, social media activity is a legitimate and proper focus of Library policy.

This Social Media Policy (this "Policy") provides guidance on responsible social media activity by employees. This Policy does not and cannot cover every possible social media activity. For this reason, the Library relies on the professionalism and judgment of its employees to ensure that social media activity is undertaken responsibly.

This Policy applies to all employees. This Policy applies to social media activity that relates in any way to the Library's business, employees, users, vendors, or competitors or that identifies an employee's affiliation with the Library (other than as an incidental mention of place of employment in personal social media activity unrelated to the Library).

This Policy applies to social media activity when on or off duty, while using the Library's or personal electronic resources, and whether the employee posts anonymously or using a pseudonym. Unless specifically authorized, employees are prohibited from using the Library's electronic resources to engage in social media activity or from otherwise engaging in social media activity during working hours.

Guidelines Applicable To All Social Media Activity

The Library values its established brand reputation and good will relationships. These are important corporate assets. When you engage in social media activity that identifies you as a Library employee, or in any way relates to the Library, you should bear that in mind and follow the guidelines listed below:

- You may use the Library's electronic resources to engage in social media activity for non-business purposes as long as that activity involves only an incidental amount of your time, does not interfere with your or your co-workers' job responsibilities, and complies fully with all Library policies. You may not maintain an open connection to, or stream, any social media site. Such non-business use is a privilege that may be withdrawn if abused.
- Your social media activity is subject to all of the Library's policies, including, but not limited to, the anti-harassment and anti-discrimination policy and other personal conduct policies.
- Unless you have received prior authorization from the Library, you should not represent in any social media content that you are authorized to speak on behalf of the Library, or that the Library has reviewed and approved your content. If that is not obvious from your post, you should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by the LA County Law Library."
- You should disclose your employment by the Library if your social media activity endorses the Library's services, i.e., expresses opinions, beliefs, findings or experiences concerning the

Library's services. Unless the Library has approved any such endorsement in writing and in advance, you should specifically state, "The views expressed in this post are my own. They have not been reviewed or approved by LA County Law Library."

- You should consider using available privacy filters or settings to block from co-workers, users, vendors or competitors who may have access to your social media activity any overly personal information about you.
- You should not post content about the Library, management, co-workers or users that is vulgar, obscene, threatening, intimidating, defamatory, harassing, or a violation of the Library's policies against discrimination, harassment, or hostility on account of race, color, religion, creed, sex, gender (including gender identity, gender expression, and an employee's gender-related appearance and behavior whether or not stereotypically associated with the employee's assigned sex at birth), marital status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation or any other consideration protected by federal, state or local laws.
- You should not disparage the Library's products or services, or the products or services of its vendors or competitors.
- You should not use the Library's logo, trademark or proprietary graphics without the express prior authorization of the Library. You should not post photographs or video of the non-public areas of the Library premises, or of the Library's processes or operations without the Library's prior written approval.
- You should not disclose personally-identifying information (such as telephone numbers, Social Security numbers, credit or debit card numbers or financial account numbers) of the Library's employees, users, vendors or competitors. You should not post images or video of the Library's employees, users, vendors or competitors without their prior permission. You should not mention users, vendors, or competitors in your social media activity without the Library's prior written approval.
- To ensure that the Library communicates with the media in a consistent, timely and professional manner about matters related to the Library, you should speak to your supervisor before responding to any media inquiry about your social media activity related to the Library.
- Anyone concerned about social media activity relating to the Library that may require a response can contact the Executive Director.
- Do not respond to any social networking posts or blogs from other users relating to the Library. Instead, report those posts or blogs to HR.

Addressing Concerns

You are more likely to resolve concerns about work by speaking directly with your co-workers, supervisor or other management-level personnel rather than by posting them on the Internet. You should consider using available internal resources, rather than social media activity, to resolve these types of concerns.

Enforcement

If you need clarification of any aspect of this policy, please contact HR.

The Library will, in its discretion, review social media activity to the fullest extent permitted by applicable law. If you engage in social media activity anonymously or using a pseudonym, the Library will, in appropriate circumstances, take steps to determine your identity.

Employees will be held accountable for engaging in social media activity that violates this Policy. Failure to comply with this Policy may lead to discipline, up to and including termination of employment, and if appropriate, the Library will pursue all available legal remedies. The Library also may report suspected unlawful conduct to appropriate law enforcement authorities. The Library will not construe or apply this Policy in a manner that improperly interferes with or limits employees' rights under the National Labor Relations Act or any other legally-protected communications.

10.11 PERSONAL ELECTRONIC DEVICES

Except during lunch and breaks, employees should refrain from personal use of iPods, smart phones, tablet computers, laptop computers, and other personal devices during the work day.

10.12 HELP DESK

To enable employees to work effectively and efficiently, the IS Team offers technical support and training. Contact the Helpdesk at extension "HELP" (4357) or on the internet at <http://helpdesk.lalawlibrary.org>.

The Help Desk's normal hours are Monday through Friday, 8:30 a.m. to 6 p.m., and Saturday, 9 a.m. to 5 p.m.

11. LEAVES & DISABILITY

11.1 HOLIDAYS

The Library observes the following state holidays during the year:

- New Year's Day
- Dr. Martin Luther King, Jr. Day

Lincoln Day
Presidents Day
Cesar Chavez Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
The Day after Thanksgiving
Christmas

If one of the above holidays falls on Saturday, it is normally observed on the preceding Friday. If one of the above holidays falls on Sunday, it is normally observed on the following Monday.

In any year, the Library may elect to use December 24 or December 31, or both, as designated holidays in lieu of Lincoln Day or Columbus Day, or both.

Full-time employees are eligible for all paid holidays upon hire. Part-time branch assistants are eligible for all paid holidays equal to the number of hours normally worked on that day. However, branch assistants must adhere to the holiday schedule of the Courthouse in which the branch is located.

Other part-time employees are eligible for a paid holiday only if the holiday falls on a day they are normally scheduled to work. Pay is equal to the number of hours normally scheduled to be worked on that day.

Employees will receive holiday pay in compliance with state and federal wage and hour laws.

Employees must work their scheduled workday before and after the holiday in order to be paid for the holiday unless their supervisor approves the absence.

Employees may request time off for religious observances that are not part of the published holiday schedule. Employees should provide supervisors with adequate notice regarding the need for time off for these religious holidays. Employees may use vacation time for a nonscheduled religious holiday.

11.2 VACATION

Upon successful completion of the introductory period, full-time regular employees are eligible to accrue paid vacation leave. Vacation accrues on a calendar year basis and depends on the length of an employee's tenure, as follows:

For full-time employees hired prior to May 31, 2011:

- 1 - 9 years: 15 days per calendar year (4.62 hours per pay period)
- 10 + years: 20 days per calendar year (6.15 hours per pay period)

For full-time employees hired on or after May 31, 2011:

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

Full time employees may accrue vacation leave up to a maximum of 200 hours.

All part time Branch Assistants hired prior to July 1, 2015, and other Part-time library employees hired prior to June 30, 2006, are eligible to accrue paid vacation leave on a calendar year basis at a rate of .0577 per hour worked up to a maximum of 100 hours. All other Part-time library employees hired after July 1, 2006, are not eligible to accrue paid vacation leave will accrue vacation benefits at the rate of one (1) hour per thirty (30) hours worked (or .0333 per hour worked) up to a maximum of 50 hours. Such part-time employees may use vacation leave up to one week of regularly scheduled shifts per year. Unused vacation leave will carry over to the subsequent year.

~~Full time employees may accrue vacation leave up to a maximum of 200 hours. Part-time branch assistants hired prior to July 1, 2015 will accrue vacation benefits up to a maximum of 100 hours and will be allowed to retain their vacation.~~

Vacation requests must be submitted in the Empower time off request system at least two weeks in advance of the anticipated leave. Vacation requests are granted depending on the Library's business requirements and whether prior co-workers' time off requests create a schedule conflict. Length of employment may determine priority when two or more co-workers in a unit request vacation during the same period.

Vacation must be accrued before it can be taken.

Vacation accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Employees on authorized unpaid leaves of absence do not accrue vacation leave.

Between November 10 and November 30 of each year, full-time employees may request payment for one week (40 hours) of vacation time earned but not taken. The vacation cash-out will be paid to the employee no later than January. The employee must have a minimum of eighty (80) hours of accrued vacation leave remaining after the cash-out.

Upon separation from the Library, eligible employees will be paid for accrued but unused vacation.

Employees may not schedule vacation on one of the quarterly "All Staff Days."

11.3 SICK LEAVE

For Full Time Employees:

Upon hire, full-time employees are eligible to accrue sick leave. Sick leave is accrued on a calendar year basis and will depend on the length of an employee's tenure, as follows.

For full-time employees hired prior to May 31, 2011:

- 15 days per calendar year (4.62 hours per pay period)

For full-time employees hired on or after May 31, 2011:

- 1 - 4 years: 10 days per calendar year (3.08 hour per pay period)
- 5 – 9 years: 12 days per calendar year (3.69 hours per pay period)
- 10 + years: 15 days per calendar year (4.62 per pay period)

Unused sick leave accrues from year to year and is carried forward to the following year.

Upon separation of employment with the Library, full-time employees hired on or before May 31, 2011, may request that accrued but unused sick leave be paid at the rate of six (6) days per year of service, with a maximum of 90 days. Unused sick leave for payout is frozen at the amount of accrued but unused sick leave as of May 31, 2011.

[Paid sick time must be taken in a minimum increment of thirty \(30\) minutes per incident for scheduled absences and in a minimum increment of two \(2\) hours per incident for unscheduled absences.](#)

For Branch Assistants:

Part-time branch assistants hired before July 1, 2015 are eligible to accrue sick leave at a rate of .0577 per hour worked. Part-time branch assistants may accumulate up to 960 hours of paid sick leave.

Branch assistants' unused sick leave accrues from year to year and is carried forward to the following year.

[Paid sick time must be taken in a minimum increment of thirty \(30\) minutes per incident for scheduled absences and in a minimum increment of two \(2\) hours per incident for unscheduled absences.](#)

For Other Part-Time Employees:

Until July 1, 2015, other part-time library employees are not eligible to accrue sick leave. Thereafter, following completion of thirty (30) days of employment, eligibility for paid sick time for illness will be as described below.

Paid sick time accrues at the rate of one (1) hour per thirty (30) hours worked not to exceed forty-eight (48) hours annually. Paid sick time must be taken in a minimum increment of thirty (30) minutes per incident for scheduled absences and in a minimum increment of two (2) hours per incident for unscheduled absences.

Part-time employees are entitled to take up to forty-eight (48) hours of accrued paid sick time per anniversary year. Unused sick leave will carry over to the subsequent anniversary years up to a cap of seventy-two (72) hours. Once the accrual cap is met, sick time will cease to accrue. Once accruals begin again, accruals will not be retroactive.

For All Employees Accruing Sick Leave:

Sick leave accrues during paid status, e.g., regular time, overtime, vacation, paid sick leave, holidays, and funeral leave. Sick leave does not accrue during unpaid leave.

An employee absent for more than 3 consecutive days (not involving use of statutory leave) may be required to provide medical proof of illness or injury. Refer to Section 12.2 Attendance and Punctuality for further guidance.

Employees may use their annual allotment of available sick days for absences, as follows:

- Sick time is provided in case of Employee illness, injury, or medical condition, need for medical diagnosis, care (including preventive care) or treatment, or other medical reason, or to care for a family member (defined as a child¹, parent², spouse, domestic partner, grandparent, grandchild or sibling³) or designated person, who is ill, injured, or receiving medical care, treatment, or diagnosis, or for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury.
- Sick time is also provided for an Employee who is a victim of domestic violence, sexual assault, or stalking, (1) in order to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child; (2) to seek medical attention for injuries caused by domestic violence or sexual assault; (3) to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault; (4) to obtain psychological counseling related to an experience of domestic violence or sexual assault; and (5) to participate in safety planning and take other actions.

- Sick time is also provided for purposes related to an Employee’s donation of bone marrow or an organ of the Employee to another person, or to an Employee caring for or assisting a family member, or designated person, who donates his or her bone marrow or an organ to another person.

¹“Child” includes biological, adopted, foster child, step child, legal ward, child of domestic partner, or a child of a person standing in loco parentis.

²“Parent” includes a biological, foster or adoptive parent, a stepparent, legal guardian, or a person who stood parent in loco parentis when the Employee was a minor child, or an Employee’s parents-in-law (including parents of an Employee’s spouse or registered domestic partner).

³“Grandparent,” “grandchild,” and “sibling” include biological relationships, relationships resulting from adoption, step-relationships, and foster care relationships.

EXCEPT AS EXPRESSLY STATED ABOVE, EMPLOYEES WILL NOT RECEIVE ANY PAYMENT FOR UNUSED SICK LEAVE ACCRUALS UPON SEPARATION. EMPLOYEES WHO ARE ACTIVE MEMBERS OF CALPERS MAY APPLY ACCRUED BUT UNUSED AND UNPAID SICK LEAVE TOWARD RETIREMENT SERVICE CREDIT SUBJECT TO CALPERS RULES AND REGULATIONS. FOR MORE INFORMATION ABOUT SERVICE CREDIT CONTACT CALPERS (WWW.CALPERS.CA.GOV) (888-225-7377).

11.4 FAMILY AND MEDICAL LEAVE

To the extent not already provided for under current leave policies and provisions, the Library will provide family and medical leave for eligible employees as required by state and federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the federal Family and Medical Leave Act of 1993 (“FMLA”), and the regulations of the California Family Rights Act (“CFRA”). Unless otherwise provided, “Leave” under this section shall mean leave pursuant to the FMLA and CFRA.

Introductory information on FMLA / CFRA is included in this Manual. For additional information on FMLA and CFRA, please contact HR. Additional information is also available on the Library’s Intranet.

The Library strictly prohibits Employees from working or from holding other employment, including self-employment, while on a leave of absence.

Definitions

As used in this section, the terms in quotations have the meanings indicated:

- “12-Month Period” means a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- “Child” means a child under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for

whom the employee has actual day-to-day responsibility for care and includes, a biological, adopted, foster or step-child, legal ward, or a child of a person standing in loco parentis.

- A child is “incapable of self-care” if she or he requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
- “Parent” means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- “Spouse” means a husband or wife as defined or recognized under California State law for purposes of marriage.
- “Domestic Partner” means an individual as defined in Cal. Family Code Section 297, *et seq.*
- “Serious health condition” means an illness, injury impairment, or physical or mental condition that involves:
 - Inpatient Care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom); or
 - Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - A period of incapacity (i.e., inability to work, or perform other regular daily activities due to serious health condition of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or
 - Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. This includes for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter, and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
 - Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law an employee disabled by pregnancy is entitled to Pregnancy Disability Leave.)

- Any period of incapacity or treatment for condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.
- A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- "Health Care Provider" means:
 - A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
 - Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;
 - Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
 - Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
 - Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
 - Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

Employee Eligibility

To be eligible for Leave, employees must have been employed by the Library for at least 12 months (in aggregate), and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. In addition, the employee must be employed at a worksite where 50 or more employees are employed by the Library within 75 miles of the worksite.

Leave Entitlement

Eligible employees may request leave under this policy for one or more of the following reasons:

- the birth of a son or daughter of the employee and in order to care for such son or daughter (“Bonding Leave”);
- the placement of a son or daughter with the employee for adoption (“Bonding Leave”);
- the placement of a son or daughter with the employee for foster care (“Bonding Leave”);
- to care for the spouse, or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition (“Family Care Leave”);
- the employee has a serious health condition that prevents the employee from performing an essential job function (“Serious Health Condition Leave”);
- a qualifying exigency arising out of a spouse’s, child’s or parent’s Armed Forces active duty or call to active duty in a foreign country (“Military Emergency Leave”); and
- the care of a spouse, child, parent or next of kin who is an Armed Forces member with a serious injury or illness incurred in the line of duty (“Military Caregiver Leave”).

Leave for the birth or placement of a child must be concluded within 12-months from the date of the birth or placement.

If you have questions regarding this policy, contact your immediate supervisor or HR.

Length of Leave

The maximum amount of Leave will be twelve (12) workweeks in any 12 month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. A 12-month period begins on the date of your first use of FMLA Leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

If both spouses work for the Library and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave.

The maximum amount of Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A “single 12-month period” begins on the date of your first use of such leave and ends 12 months after that date.

If both spouses work for the Library and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave.

Intermittent and Reduced Schedule Leave

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than one hour. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Library's operations.

Requesting Leave – Notice and Certification

Employees should contact HR as soon as they become aware of the need for FMLA leave. Certification forms referenced below are available from HR. Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave.

Notice/Certification Requirements for Bonding, Family Care, Serious Health Condition, and Military Caregiver Leave

- For these types of leave, employees are required to provide:
 - when the need for the leave is foreseeable, 30 days' advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
 - when the need for leave is not foreseeable, notice within the time prescribed by the Library's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
 - when the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
 - periodic recertification (upon request); and
 - periodic reports during the leave.

At the Library's expense, the Library may also require a second or third medical opinion regarding your own serious health condition. Employees are expected to cooperate with the Library in obtaining additional medical opinions that the Library may require.

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt the Library's operation. Please contact your supervisor prior to scheduling planned medical

treatment.

Recertifications After Grant of Leave

In addition to the requirements listed above, if your leave is certified, the Library may later require medical recertification in connection with an absence that you report as qualifying for Leave. For example, the Library may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., your absences deviate from the duration or frequency set forth in the previous certification; your condition becomes more severe than indicated in the original certification; you encounter complications); or (3) the Library receives information that casts doubt upon your stated reason for the absence. In addition, the Library may request recertification in connection with an absence after six months have passed since your original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the Library shall be at the employee's expense.

Notice/Certification Requirements for Military Emergency Leave

Employees are required to provide:

- as much advance notice as is reasonable and practicable under the circumstances;
- a copy of the covered military member's active duty orders when the employee requests leave; and
- a completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Compensation During Leave

Leave taken under this policy is unpaid. However, employees must use any of their accrued paid leaves while on Leave.

Benefits During Leave

The Library will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally be provided with group health benefits for a 12 workweek period. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, the Library may recover premiums it paid to maintain health coverage if you fail to return to work following a Leave.

Your length of service as of the start of the Leave will remain intact, but accrued benefits such as vacation will not accrue while on an unpaid Leave.

Job Reinstatement

Under most circumstances, you will be reinstated to the same position held at the time of the Leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on Leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the Leave, then you will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent Leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

"Key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. If you are a "key employee," you will be notified of the possible limitations on reinstatement at the time you request a leave.

Fraudulent Use of Leave Prohibited

An employee who fraudulently obtains Family and Medical Leave from the Library is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the Library will take all available appropriate disciplinary action against such employee due to such fraud.

Additional Information Regarding FMLA Leave

A Notice to Employees of Rights Under FMLA (WHD Publication 1420) is attached to this Policy.

11.5 PREGNANCY DISABILITY LEAVE

Leave Entitlement

Leave is available to any employee who is disabled by pregnancy or a condition related to pregnancy as certified by a healthcare provider. A healthcare provider may certify a woman as "Disabled by pregnancy" due to reasons including, but not limited to, severe morning sickness; time off for prenatal or postnatal care; bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; postpartum depression; childbirth; loss or end of pregnancy; or recovery from childbirth loss or end of pregnancy. There is no length of service requirement.

For purposes of this policy, you are actually disabled when, in the opinion of your healthcare provider, you cannot work at all or are unable to perform any one or more of the essential functions of your job or to perform them without undue risk to yourself, the successful completion of your pregnancy, or to other persons as determined by a health care provider. This term also applies to severe morning sickness or if you need to take time off for prenatal care.

Transfer to Less Strenuous Position

The Library will transfer an employee affected by pregnancy to a less strenuous or hazardous position or duties if:

- She requests a transfer;
- The request is based upon the certification of her health care provider as “medically advisable”; and
- The transfer can be reasonably accommodated.

You are affected by pregnancy if you are pregnant or have a related medical condition, and because of pregnancy, your health care provider has certified that it is medically advisable for you to transfer. No additional position will be created and the Library will not discharge another employee, transfer another employee with more seniority or promote or transfer any employee who is not qualified to perform the new job.

Advance Notice and Medical Certification

As a condition of a pregnancy disability leave of absence or a transfer, you must:

- Provide 30 days’ advance notice before the leave of absence or transfer is to begin, if the need for the leave of absence or transfer is foreseeable, or when 30 days’ notice is not foreseeable, as soon as practicable; and
- Provide a signed medical certification from your health care provider, that states that you are disabled due to pregnancy or that it is medically advisable for you to be transferred to a less strenuous or hazardous position or to less strenuous or hazardous duties.

The Library may require you to provide a new certification if you request an extension of your leave of absence.

Duration of the Leave of Absence

A Pregnancy Disability Leave of Absence will last for the duration of your pregnancy-related disability as certified by your health care provider for up to four months (for a full-time employee working 40 hours per week, four months means 693 hours of leave (40 hours per week times 17 1/3 weeks) during each pregnancy. Part-time employees are entitled to leave on a pro rata basis. If an employee’s schedule varies from month to month, a monthly average of the hours worked over the four months prior to the beginning of the leave shall be used for calculating the employee’s normal work month. Leave is

available for all disabilities related to each pregnancy and does not need to be taken in one continuous period of time.

Return to Work

If you and the Library have agreed upon a definite date of return from your leave of absence or transfer, you will be reinstated on that date if you notify the Library that you are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, you will be returned to work within two business days, where feasible, after you notify the Library of your readiness to return.

Before you will be allowed to return to work following a leave of absence or transfer, you must provide your supervisor with a certification from your health care provider that you can perform safely all of the essential duties of your position, with or without reasonable accommodation. If you do not provide such a release prior to or upon reporting for work, you will be sent home until a release is provided. This time before the release is provided will be unpaid.

You will be returned to the same position or duties upon the conclusion of your leave of absence or transfer unless:

- You would not otherwise have been employed in the same position at the time you request reinstatement for legitimate business reasons unrelated to the leave of absence; or
- Each means of preserving your job or duties would have substantially undermined the Library's ability to operate the business safely and efficiently.

If the Library cannot return you to your original job, it will offer you a comparable position provided that one exists and is available. However, an employee will not be entitled to any greater right to reinstatement than if that employee had not taken the leave. For example, if an employee would have been laid off regardless of the leave, and there is no equivalent position available upon return from leave, then the employee will not be entitled to reinstatement. Additionally, if the Library is unable to keep the employee's position open because to do so would undermine the safe and efficient operations of the Library, and if there is no equivalent position available at the time of the employee's return, reinstatement will be denied.

Failure to return to work at the conclusion of the leave of absence may result in termination of employment.

Integration with Other Benefits

Pregnancy Disability Leaves of Absence are unpaid. You may elect to use accrued sick leave and/or accrued vacation benefits during the unpaid leave of absence. However, use of paid time off will not extend the available leave of absence time. Vacation and sick leave hours will not accrue during any

unpaid portion of the leave of absence, and you will not receive pay for official holidays that are observed during your leave of absence except during those periods when you are substituting vacation or sick leave for unpaid leave.

Employees should apply for California State Disability insurance (“SDI”) benefits. SDI forms are available from the Library or your health care provider. Any SDI for which you are eligible will be integrated with accrued vacation, sick leave, or other paid time off benefits so that you do not receive more than 100% of your regular pay.

Benefits

The Library will maintain group health insurance coverage for the duration of pregnancy disability leave up to a maximum of four months if such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The Library may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave for reasons other than taking additional leave afforded under the California Family Rights Act (e.g., Bonding Leave) and the reason for not returning was within the employee’s control.

11.6 BEREAVEMENT LEAVE

~~Full-time~~Any employees who have completed their introductory period are eligible for up to three paid days of absence for the death of an immediate family member. ~~Part-time branch assistants and other part-time library employees in such circumstances will be eligible for one paid absence equal to that day’s regularly scheduled hours.~~

Members of the immediate family include spouses, registered domestic partners, parents, including registered domestic partners of parents, brothers, sisters, children, including registered domestic partners of children, children of registered domestic partners, grandchildren, grandparents, parents-in-law, stepparents, stepchildren, foster parents, foster children, and any person residing in employee’s household at time of death.

You should ask your supervisor for bereavement leave as soon as is reasonably possible to allow time to arrange for substitute coverage. HR [and/or the Executive Director](#) may request a death certificate or other satisfactory proof of the death and the relationship of the decedent to justify the absence.

11.7 DISABILITY LEAVE

Full-time employees are eligible for an unpaid disability leave after completing their introductory period. Disability leave due to non-occupational illness, injury or pregnancy-related disability cannot exceed eight weeks.

Granting this leave prior to the completion of the introductory period or beyond the maximum period as stated above may be required as a reasonable accommodation to an employee in accordance with the Americans with Disabilities Act.

Employees requesting leave must provide written notice of the disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.

If you qualify for a leave under the Family and Medical Leave Act, the Library will continue to maintain health benefits under the same terms and conditions applicable to employees not on leave. Otherwise, the Library will offer medical and dental insurance coverage to employees on authorized disability for eight weeks. During this time the employee will be responsible for paying her or his portion of the monthly premiums. When the 8-week period expires, employees may continue medical and dental insurance coverage by making payments through COBRA (see *Section 13.11, COBRA*).

When you are able to return to work, the Library will require a doctor's certificate stating you are fit for your normal duties. We may require a "fitness for duty exam" by a doctor of our choosing.

If the leave is covered by the Family and Medical Leave Act, the Library will return the employee to the same or an equivalent position, consistent with our policy. Otherwise, the Library will return the employee to the same or similar position she or he held prior to the disability leave, subject to the Library's staffing and business requirements. Continued absence from work beyond the disability, as determined by your physician, will be deemed a voluntary termination of employment.

This leave may run concurrently with the Federal Family and Medical Leave Act or any other leave where permitted by state and federal law.

11.8 JURY DUTY

All employees summoned for jury duty are granted paid leave in order to serve. Part-time employees are paid in accordance with their regularly-scheduled work hours. It is the Employee's responsibility to inquire with the court regarding their eligibility for jury payment and mileage. Employees of a government entity that are provided with regular compensation and benefits during their jury service may be prohibited from claiming jury payment and mileage by the court. However, if the employee is eligible for jury payment, in order to receive their regular pay, the employee must deposit with the Library any jury payment fees received from the Court.

Upon receipt of a jury summons, you should give a copy to your supervisor or a director in order to provide as much advance notice as possible.

Employees must provide the Library with proof of jury service issued by the Court upon return.

Employees are expected to return to their job if they are excused from jury duty during regular working hours.

11.9 LEAVE OF ABSENCE

Under special circumstances, full-time employees may be granted a leave of absence without pay, not to exceed four weeks. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the Executive Director. Unpaid time must be approved before the leave is taken.

Leaves of absence are granted only after earned vacation and sick leave are exhausted. During a leave of absence without pay, no benefits will accrue. The Library will continue to make its medical and dental insurance coverage available to the employee, but the employee will be responsible for paying her or his portion of the monthly premium(s).

The Library will make reasonable efforts to return employees to the same or similar job held prior to the leave of absence, subject to the Library's staffing and business requirements.

11.10 MILITARY LEAVE

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where federal or state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the Executive Director and arrangements for leave made as early as possible before a departure. Employees are required to give advance notice of their service obligations to the Library unless military necessity makes this impossible. Notify the Executive Director of your intent to return to employment based on requirements of the law. In accordance with state and federal law, benefits may continue to accrue during the period of military leave.

Additional information regarding military leaves may be obtained from HR.

11.11 CIVIL AIR PATROL LEAVE

The Library will not discriminate against an employee for membership in the Civil Air Patrol. Additionally, the Library will not retaliate against an employee for requesting or taking Civil Air Patrol leave.

The Library will provide not less than ten days per year of leave but no more than three days at a time to employees who are volunteer members of the California Wing of the Civil Air Patrol. Employees must have been employed by the Library for at least 90 days immediately preceding the commencement of leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible in order to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Leave under this policy is unpaid. An employee taking leave under this policy will not be required to exhaust accrued vacation, personal leave, sick leave or any other type of accrued leave prior to taking unpaid Civil Air Patrol Leave.

Following leave under this policy, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of civil air patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay, or other benefits

11.12 FAMILY MILITARY LEAVE

Employees who are spouses of certain military personnel may receive up to ten days of unpaid leave during a qualified leave period. For purposes of this policy, a “qualified leave period” means the period during which the individual is on leave from deployment during a period of military conflict.

An employee is eligible for leave under this policy if he or she:

1. Is the spouse of a person who: (a) is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or (b) is a member of the National Guard or of the Reserves who has been deployed during a period of military conflict;
2. Works for an average of twenty or more hours per week;
3. Provides notice of his or her intention to take leave within two business days of receiving notice that his or her spouse will be on leave from deployment; and
4. Submits written documentation certifying that their spouse will be on leave from deployment during the time the leave is requested.

Military conflict means either a period of war declared by the United States Congress, or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States.

Leave taken under this policy will not affect an employee's right to any other benefits, although an employee may elect to use accrued paid time off during the leave.

The Library will not discriminate against, or tolerate discrimination against, any employee who requests and/or takes leave under this policy.

For more information, please contact your supervisor or HR.

11.13 VOTING LEAVE

The Library believes that every employee should have the opportunity to vote in any state or federal general, primary, or special election. Any employee who does not have sufficient time outside of working hours to vote in a statewide election may request up to two paid hours of leave in order to vote. The time off must be at the beginning or end of the work shift and must be approved by the employee's supervisor in advance.

Notify your supervisor of the need for voting leave as soon as possible. Upon returning from voting leave, employees should submit a voter's receipt to their supervisor.

11.14 SCHOOL ACTIVITIES LEAVE

Pursuant to California law, employees who are parents, guardians, step-parents, foster parents, or grandparents, or who stand in loco parentis to a child, having custody of one (1) or more children are entitled to take up to 40 hours of leave per calendar year (but no more than eight (8) hours in any calendar month) to participate in the activities of schools or licensed child daycare facilities attended by their children. Non-exempt employees may use any accrued vacation time (to the extent available) for an absence for this purpose. If the amount of time taken for this purpose exceeds the vacation time accrued by the non-exempt employee, the excess time will be unpaid. In accordance with California law, the Library reserves the right to require an employee who takes leave for this purpose to provide written verification from the school or daycare facility as proof that the employee participated in school or daycare activities on the specific date and time requested.

If both parents of a child work for the Library, only one parent – the first to provide notice – may take the time off, unless the Library approves both parents taking time off simultaneously.

You also may be granted time off to attend a school conference involving the possible suspension of your child. Please contact your supervisor if time off is needed for this reason.

11.15 TIME OFF FOR BONE MARROW DONATION

Employees will be provided a leave of absence to undergo a medical procedure to donate bone marrow to another person. The combined length of bone marrow leave may not exceed five business days in any one-year period commencing on the first day of the leave. To qualify for this leave, the employee must submit verification by a physician detailing that there is a medical necessity for the donation, as well as the length of each leave requested. Employees must use earned sick/vacation concurrently with this time off. If an employee does not have enough earned sick/vacation time to cover the leave, the remaining days of leave will be with pay by the Library. Use of this leave will not be counted against any available FMLA/CFRA time. This is also not considered a break in service for purposes of benefits or seniority.

While on leave for bone marrow donation, the Library will maintain all group health insurance benefits as if the employee were still at work.

In most circumstances, upon return from this leave, an employee will be reinstated to his/her 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 he/she did not take a leave. For example, if an employee on leave for bone marrow donation would have been laid off had he/she not taken a 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.

11.16 TIME OFF FOR ORGAN DONATION

Employees who have been employed by the Library for at least 90 days preceding the beginning date of the requested leave period will be provided a leave of absence to undergo a medical procedure to donate an organ to another person. The combined length of the leaves may not exceed 30 business days in any one-year period commencing on the first day of the leave. To qualify for this leave, the employee must submit verification by a physician detailing that there is a medical necessity for the donation, as well as the length of each leave requested. If the leave is for ten business days or less, employees must use all available vacation concurrently with this time off. If an employee does not have enough available accrued vacation, then any remaining days of leave will be with pay by the Library. If the leave is more than ten business days, employees must use their available vacation during the first ten business days, and the remaining days of leave will be with pay by the Library. Use of this leave will not be counted against any available FMLA/CFRA time. This is also not considered a break in continuous service for purposes of benefits or seniority.

While on leave for organ donation, the Library will maintain all group health insurance benefits as if the employee were still at work.

In most circumstances, upon return from this leave, an employee will be reinstated to his/her 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 he/she did not take a leave. For example, if an employee on leave for organ donation would have been laid off had he/she not take a 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.

11.17 TIME OFF FOR DOMESTIC VIOLENCE VICTIMS

The Library will provide time off to any employee who is a victim of domestic violence and/or a victim of sexual assault so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety, or welfare of the employee or the employee's child. The relief that may be sought includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief. When taking such leave, the employee should give the Library reasonable notice of the leave, unless advance notice is not feasible. The Library also may require the employee to provide written verification of the need for the time off, such as a police report, court order or documentation from a medical professional, etc.

Additionally, an employee who is a victim of domestic violence and/or a victim of sexual assault may take time off to attend to any of the following: (1) to seek medical attention for injuries caused by domestic violence; (2) to obtain service from a domestic violence shelter, program, or rape crisis center; (3) to obtain psychological counseling; and (4) to participate in safety planning and to take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible. Employees may use accrued benefits, such as existing vacation time or other accrued paid time off, in order to receive compensation during the time taken off from work.

11.18 TIME OFF FOR VICTIMS OF CRIME

The Library prohibits discrimination against an employee who wishes to take time off from work for the purpose of attending judicial proceedings related to certain crimes committed against the employee, the employee's immediate family member, the employee's registered domestic partner, or a child of the employee's domestic partner. Employees are eligible to take time off for crimes including: a violent felony, as defined in subdivision (c) of Section 667.5 of the Penal Code; a serious felony, as defined in

subdivision (c) of Section 1192.7 of the Penal Code; and a felony provision of law proscribing theft or embezzlement.

The specified crimes related to this leave are:

- Vehicular manslaughter while intoxicated;
- Felony child abuse likely to produce great bodily harm or death;
- Assault resulting in the death of a child under eight (8) years of age;
- Felony domestic violence;
- Felony physical abuse of an elder or dependent adult;
- Felony stalking;
- Solicitation for murder;
- A serious felony, such as kidnapping, rape or assault;
- Hit-and-run causing death or injury;
- Felony driving under the influence causing injury; and
- Specified sexual assault.

Employees must disclose a situation of domestic violence, sexual assault or stalking to their supervisor or the Executive Director in order for the Library to determine what accommodation can be made for their safety at work.

Before an employee may be absent from work for this purpose, the employee must provide his or her supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. In the event that an unscheduled judicial proceeding occurs, which requires your immediate absence, please alert your supervisor before leaving Library premises. The Library may require that the employee provide verification that the absence from work was due to attendance at the unscheduled judicial proceeding. The types of verification the Library may require include documentation evidencing the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible if an employee requests time off for these reasons. Employees may use accrued benefits, such as existing vacation time or other accrued paid time off, in order to receive compensation during the time taken off from work.

For purposes of this policy, immediate family member is defined as an employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

11.19 TIME OFF FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS OR EMERGENCY RESCUE PERSONNEL

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel who intends to perform emergency duty during work hours, please alert your supervisor so the Library is aware of the fact that the employee may have to take time off to perform emergency duty. In the event any employee needs to take time off for this type of emergency duty, a supervisor must be notified before leaving work. All time off for these purposes is unpaid.

Registered volunteer firefighters, reserve peace officers or emergency rescue personnel are eligible to take temporary unpaid leaves of absence for fire or law enforcement training not to exceed fourteen days per calendar year.

11.20 TIME OFF FOR ADULT LITERACY PROGRAMS

The Library will make reasonable accommodations for any employee who reveals a literacy problem and requests that the Library assist him or her in enrolling in an adult literacy program, unless undue hardship to the Library would result. The Library will also assist employees who wish to seek literacy education training by providing employees a list of locations of local literacy programs.

The Library will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact HR directly. Individuals who are performing satisfactorily will not be subject to discriminatory action due to disclosing literacy problems.

While the Library encourages employees to improve their literacy skills, the Library will not reimburse employees for the costs incurred in attending a literacy program.

12. ATTENDANCE, WAGE & HOURS, AND COMPENSATION

Definitions

As used in Section 12, the terms in quotations have the meanings indicated:

- *“Non-Exempt Employees.”* Non-exempt employees are entitled to overtime pay as required by applicable federal and state law.
- *“Exempt Employees.”* Pursuant to applicable federal and state laws, exempt employees are not entitled to overtime pay, and are not subject to certain deductions to their bi-weekly pay under the Library’s policies. State and federal laws may apply when appropriate.

Upon hire, employees will be notified of their employment status.

12.1 PROMOTIONS AND TRANSFERS

Career advancement is rewarding for both the employee and the Library. Job openings may be posted in-house or through e-mail prior to, or at the same time as, posting externally. Your supervisor and HR are available for discussion of promotion and transfer opportunities.

12.2 ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important to your success at the Library. You are expected to be conscientious about your attendance and punctuality at work. The success of your unit depends on the contributions of each team member; when you are not working, it places an extra burden on your team. Regular and dependable attendance is an essential function of your job. If you are going to be unable to work a scheduled shift due or will be more than 15 minutes late, call the Employee Absence Reporting Service (“EARS”) (213-784-7373) at least 30 minutes in advance of your reporting time. EARS will allow you to leave a message for your supervisor.

Scheduled absences

Scheduled absences are those for which you obtain approval from your supervisor either before the actual absence or on the day of the absence. Scheduling in advance allows your supervisor to appropriately plan for your time off. If possible, personal issues requiring time away from work, such as a doctor’s appointment, should be scheduled during non-working hours.

Unscheduled absences

Unscheduled absences are those for which you do not receive prior approval from your supervisor. Such absences place a burden on your coworkers and may cause service and efficiency to suffer. For this reason, even if these absences are covered by vacation and you report them to your supervisor in a timely manner, they can be grounds for corrective action, up to and including termination of your employment.

Examples include but are not limited to:

- Failure to report to work for days that were requested as time off but denied by your supervisor.
- Exhausting available vacation and not receiving management approval for additional unpaid time off before the date of the absence.
- Ongoing patterns of unexcused or unscheduled absences (that is, absences not otherwise excused by acceptable doctors’ notes) such as early departures, tardiness, repeated absences on Mondays or Fridays and other absence patterns regardless of whether sick time is available (not involving use of statutory leave) may lead to disciplinary action, up to and including termination of employment.

Of course, occasionally you may be ill, injured, or unable to work because of an illness in your immediate family or other personal emergency. If you're going to be late for work or absent, contact your supervisor as soon as possible — no later than your normal starting time that day or in accordance with your team's stated work rules. You must make every effort to reach your supervisor personally.

Absences protected under federal, state, or local laws are not subject to performance counseling and corrective action.

Excessive absences

Excessive absences or tardiness are grounds for corrective action, up to and including termination of your employment.

Job abandonment

If you are absent from work without notifying your supervisor for three or more consecutive scheduled work days, you will be considered to have abandoned your job. The same is true if you notify your supervisor that you no longer have an intent to continue employment with the Library and subsequently fail to report to work for three or more consecutive scheduled business days, or if you don't contact your supervisor when you're available for work at the end of an approved leave of absence. If you abandon your job you will not be eligible for rehire by the Library.

12.3 WORKWEEK

The standard work week for regular full-time employees is 40 hours.

The Library establishes the time and duration of working hours as required by workload and workflow, customer service needs, the efficient management of employees, and any applicable law or bargaining agreement.

- The Library's normal workweek is M, W, Th, F: 8:30 am – 6:00 pm, Tue: 8:30 am - 8:00 pm and 9:00 a.m. to 5:00 p.m. on Saturday. Different work schedules may be established by the Library to meet job assignments and provide necessary services.
- Your scheduled work hours will be determined by your supervisor. Schedules may be adjusted to accommodate Library service needs.
- If we require and authorize your attendance at lectures, meetings and training programs, we will consider such attendance as compensable hours of work. No attendance will be sanctioned for more than 40 hours per work week.

For payroll purposes, the workweek starts at 12:01 a.m. on Saturday and ends at midnight on Friday.

12.4 OVERTIME

Non-exempt employees may not work overtime without the Executive Director's prior approval. For the purposes of overtime compensation, only hours worked in excess of 40 during a workweek will be counted. If the overtime is approved, your supervisor may direct you to offset time in excess of your 8-hour workday by taking an equivalent amount of time off within the 40-hour work week. Hours worked do not include uncompensated on-call time. Otherwise, you will be paid for the overtime at 1.5 times your regular pay.

There may be times when the Library will want employees to work overtime to properly serve its users. Although it will be given whenever possible, advance notice is not always possible. Represented employees are covered by the overtime provision set out in the MOU. The Library expects other exempt employees will work as needed. All other non-exempt employees must have overtime approved in advance by the Executive Director.

Represented employees should refer to their MOU for rights regarding overtime.

12.5 ATTENDANCE RECORDKEEPING

Each workday, employees are required to enter and submit their attendance. The Library uses Empower, a web-based attendance tracking system. Non-exempt employees must enter their time in for the day, out for lunch, back from lunch, and out for the day.

The Library uses a rounding timekeeping system usually referred to as the “7/8 rule” or the “15 minute rule.” With quarter hour rounding, the timekeeping system rounds and calculates punches from nearest quarter of an hour, with the split occurring in the middle of each quarter hour.

To illustrate: 7 minutes 59 seconds rounds back
8 minutes 00 seconds rounds forward

Example: A punch at 8:52 am would calculate as 8:45 am
A punch at 8:53 am would calculate as 9:00 am
9:07 pays back to 9:00
9:10 pays forward to 9:15

Combined example:

8:53 to 9:07 pays to 9:00
9:08 to 9:22 pays to 9:15
9:23 to 9:37 pays to 9:30
9:38 to 9:52 pays to 9:45

While a grace period is provided in this type of a system in which an Employee can report to work up to seven (7) minutes late without being docked pay, regular punctuality is still expected of all Employees. Even though an Employee will receive a full day’s pay for being no more than seven (7) minutes late, the Employee will be considered tardy by their supervisor and may be subject to discipline. The same is true in the reverse. Even though an Employee will receive a full day’s pay for leaving no more than seven (7) minutes early, the Employee will be considered to have left early and not completed their full workday.

Each supervisor is required to review and approve the time records for the Employees reporting to them before submitting the time records for payroll processing

Exempt employees need only enter their hours each day.

Employees request time off for vacation and other forms of leave through Empower’s “time off request” feature. At the end of each 2-week pay period, employees should submit their electronic timecard to their supervisor for approval.

12.6 LOCATION DURING WORKING HOURS

The Library should know your location at all times during working hours. Your supervisor will keep a record of your assignments, and should be notified of your location both inside and outside the Library during working hours. Employees should use appropriate unit white-boards as a means of identifying where in the building they are working at any particular time. Online calendars as well as whiteboards can also be used to identify off-site meetings or assignments.

12.7 LUNCH

The Library provides all Non-Exempt full-time employees who work more than a five (5) hour workday an uninterrupted 45 minute meal period each day. The meal period must begin no later than the end of the fifth hour of work. Non-Exempt part-time employees who work more than a five (5) hour workday are provided with an uninterrupted meal period of at least thirty (30) minutes.

All Non-Exempt employees are required to record the beginning and ending time of their meal period each workday. Check with your supervisor regarding your meal period schedule.

Non-Exempt employees working more than a ten (10) hour workday are provided a second meal period of at least thirty (30) minutes. Employees should begin the second meal period no later than the end of the 10th hour whenever an employee works that many hours in a workday.

During their meal periods, employees will be relieved of all work responsibilities. At no time may any Non-Exempt employee perform off-the-clock work or otherwise alter, falsify, or manipulate any aspect of their timekeeping records to inaccurately reflect or hide meal periods.

Please note that no Library manager or supervisor is authorized to instruct an employee how to spend his or her personal time during a meal period. Supervisors are not authorized or allowed to instruct an employee to skip a meal period. Employees should immediately report a manager or supervisor's instruction to skip or work during a meal period to the Executive Director.

Waiver of Meal Period. Employees may waive their meal period by written agreement and only under the following circumstances:

1. If an employee will complete their work day in six (6) hours, the employee may waive their meal period. Any time an employee elects to waive a meal period under this circumstance, the employee must submit a written request and receive prior written authorization from their supervisor.

2. Employees who work over ten (10) hours in a day may waive their second meal period only if they take their first meal period and they do not work more than twelve (12) hours that day. Employees working over twelve (12) hours in a workday may not waive the second meal period. Any time an employee elects to waive a second meal period the employee must submit a written request and receive prior written authorization from their supervisor.

Non-Exempt employees may not waive meal or rest periods to shorten their workday. Employees may not combine meal or rest periods.

Represented employees should refer to their MOU for rights regarding unpaid meal periods.

12.8 BREAKS

The Library provides all employees with the opportunity to take a fifteen(15) minute paid rest period for every four (4) hours worked, which should be taken so far as practicable in the middle of each work period.

12.9 PAYDAY

Employees are paid every two weeks on Friday for the period that ends the week prior to payday. When payday falls on a holiday, employees are normally paid on the last working day before the holiday.

Payment may be requested by automatic deposit. Pay statement information is also available through ADP's iPayStatements (<https://ipay.adp.com/iPay/login.jsf>). You should review your pay statement for accuracy and promptly report errors to your supervisor or the payroll unit.

12.10 PAY DEDUCTIONS

The Library is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the benefits offered by the Library and selected by the employee, additional deductions may be withheld. Each deduction as well as the amount of the deduction is listed on your pay statement, both for the pay period and the year-to-date. Certain deductions are totaled each year on your Form W-2, Wage and Tax Statement.

The Library may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. You will be reimbursed in full for any inadvertent or improper deductions, as defined by law.

12.11 GARNISHMENTS

If your wages are garnished by a court order, the Library is legally bound to withhold from your paycheck the amount indicated in the garnishment order. The Library will honor federal and state guidelines that protect a certain amount of income from being subject to garnishment.

12.12 NO PAY ADVANCES

Pay advances will not be granted.

12.13 UNCONTROLLED STANDBY TIME

It is the policy of LA Law Library to schedule uncontrolled standby when necessary to meet the needs of the business.

Employees whose job duties include uncontrolled standby time will be not compensated during standby and will be free to use this time for their benefit, but will be required to carry a cellular phone and respond within thirty minutes (30) of a call during the scheduled standby period. Employees are required to report to the worksite within one (1) hour after being summoned to report to work. Employees may not consume alcohol and must be in a suitable condition to report to work when on standby.

Employees on standby who are called in to work will be paid their regular rate of pay for the hours actually worked as well as for the time it takes to travel both to and from the worksite from the point at which the Employee is summoned to report to work. If an Employee on standby is called in to work from a remote location, and is furnished less than two (2) hours of compensable time, the Employee shall be paid for a minimum two (2) hours at the Employee’s regular rate of pay.

Uncontrolled standby hours will be scheduled by the Employee’s immediate supervisor or the department head and must be documented as uncontrolled standby on the Employee’s schedule and on the Employee’s timekeeping record.

It is the responsibility of the Employee to inform their supervisor of all changes in address and/or phone number.

Employees on an approved leave of absence or other approved time off will not be scheduled for standby.

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12.14 BILINGUAL PAY

Whenever an appointing authority requires an employee to converse fluently in a language other than English, or proficiently write and interpret a language other than English, for more than 10% of the employee's workweek, said employee shall receive a bilingual bonus of \$50.00 per month.

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12.15 ASSIGNMENT OF ADDITIONAL RESPONSIBILITIES

Any employee may request additional compensation for the performance of additional responsibilities which are assigned or approved by the Executive Director or his/her designee.

To qualify for additional compensation, an employee must either perform significant duties of a higher level class or be assigned a special project or assignment which requires the performance of additional duties and carries additional responsibilities beyond those of the employee's classification.

An employee shall make a written request to his/her department head and complete an Assignment of Additional Responsibilities form (attached) for additional compensation prior to performing the additional duties or project. The assignment of additional duties normally performed by incumbents of the employee's class will not qualify for additional compensation.

The assignment/implementation of an added responsibilities bonus will become effective on the first day the additional responsibilities are performed and will end or otherwise terminate on the day the assigned additional responsibilities are no longer requested by management or performed by the employee. In no event will an employee receive an additional responsibilities bonus pursuant to this Article and receive an out-of-class bonus under applicable provisions of this Memorandum of Understanding for the same assignment. The additional compensation provided in this Article will be 5% and not constitute a base rate.

13. BENEFITS

The Library offers a comprehensive employee benefit program adding considerable value to the employee compensation package.

A summary of benefits may be found below. Refer to plan documents and descriptions for answers to specific benefits questions. Those documents are controlling.

Except for benefits affecting employees represented by the MOU, the Library reserves the right to modify its benefits at any time.

13.1 RETIREMENT PLAN

The Library participates in the CalPERS Retirement Plan, a defined benefit plan. This plan is designed to be used in combination with your Social Security benefits and personal resources to provide income upon retirement.

Full-time employees are eligible to enroll in the CalPERS Retirement Plan. Participation begins in the first full month following enrollment or as defined by Public Employees' Pension Reform Act of 2013 (PEPRA). A mandatory contribution, equal to a percentage of each employee's salary, is deducted and deposited with CalPERS. As required by CalPERS, the Library will also make a contribution, equal to a percentage of each participating employee's salary, into the employee's CalPERS account.

Part-time branch assistants and other part-time library employees are not eligible for the CalPERS retirement plan coverage.

Employees hired after January 1, 2013 will receive benefits subject to the limitations defined of the Public Employees' Pension Reform Act of 2013 (PEPRA).

Each employee shall notify HR in advance of any outside employment with an employer who is a participant in ~~CalPers~~CalPERS.

Each employee shall notify HR immediately if they are currently receiving ~~CalPers~~CalPERS retirement benefits from a prior ~~CalPers~~CalPERS employer.

Employees can obtain a copy of the Summary Plan Description from HR. The description contains the details of the plan including eligibility and benefit provisions. In the event of a conflict in the description of any plan, the official plan documents, which are available for your review, shall govern. Questions regarding this plan should be directed to CalPERS (www.calpers.ca.gov) (888-225-7377).

13.2 SOCIAL SECURITY

All the Library employees participate in the Social Security Program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age. During your employment, both you and the Library contribute funds to the federal government to support the Social Security Program.

13.3 HEALTH INSURANCE

The Library participates in CalPERS Health Plan. Full-time Employees will be eligible to enroll in medical benefits by the 1st of the month following 60 days from their date of hire. Coverage will become effective the 1st of the month following the date the application is received.

For all other health benefits offered, full-time employees will be eligible for benefits the 1st of the month following 90 days from their date of hire. Employees will be provided with information about insurance coverage options upon hire.

For eligible employees, ~~the Library will pay up to the full cost of the 2011 premium of the highest CalPERS LA Region Group Health HMO plan offered and one half (50%) of the cost of any increase to that plan premium. In addition, the Library will pay up to one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for dependents, plus one half (50%) of the cost of any increase to dependent premiums for that plan.~~ The Law Library will pay up to the following amounts towards the cost of premiums for health coverage:

\$650 per month for employee only coverage;

\$950 per month for coverage for employees plus one dependent;

\$1150 per month for coverage for employee plus two or more dependents.

These caps shall be effective January 1, 2019 following open enrollment. The employee is responsible for paying the balance through payroll deduction.

For branch assistants hired prior to July 1, 2015, the Law Library ~~contributes one half (50%) of the cost of 2011 premiums of the highest CalPERS LA Region Group Health Insurance HMO plan for single coverage~~ will pay up to \$325 per month for health coverage. The Library does not contribute toward dependent or family coverage for part-time branch assistants.

Other part-time library employees are not eligible for medical insurance coverage unless they meet the eligibility requirements as defined by the Patient Protection and Affordable Care Act (PPACA).

Information and enrollment forms, as well as booklets containing details of the CalPERS Health Plan may be obtained from HR. Refer to the actual plan document and description if you have specific questions regarding this benefit plan. Those documents are controlling.

Employees may adjust coverage during CalPERS' designated open enrollment periods or upon a change in family status. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner. However, employees may only change plans during open enrollment or when a valid change of address occurs.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or

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conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* or contact HR.

13.4 DENTAL INSURANCE

The Library provides a dental insurance plan. For full-time employees, the Library contributes the full cost of single coverage. In addition, for full-time employees, the Library contributes one-half the cost of dependent or family coverage. Employees are responsible for paying the balance through payroll deductions. Coverage eligibility begins at the completion of the introductory period.

Part-time branch assistants and other part-time library employees are not eligible for dental insurance coverage.

Information and enrollment forms, as well as booklets containing details of the dental plan may be obtained from HR. Refer to the actual plan document and summary plan description. Those documents are controlling.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is in July. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner. However, employees may only change plans during open enrollment or when a valid change of address occurs.

Upon separation from the Library, benefitted employees hired prior to July 1, 2008 will be eligible for retiree dental benefits. Other employees may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* below or contact HR.

13.5 VISION INSURANCE

The Library provides a vision insurance plan. For full-time employees, the Library will contribute the full cost of single coverage. In addition, for full-time employees, the Library contributes one-half the cost of dependent or family coverage. Employees are responsible for paying the balance through payroll deductions. Coverage eligibility begins at the completion of the introductory period.

Part-time branch assistants and other part-time library employees are not eligible for vision insurance coverage.

Information and enrollment forms, as well as booklets containing details of the vision plan may be obtained from the HR. Refer to the actual plan document and summary plan description. Those documents are controlling.

Employees may adjust coverage during open enrollment periods or upon a change in family status. The open enrollment period is in July. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner. However, employees may only change plans during open enrollment or when a valid change of address occurs.

Upon separation from the Library, employees may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy or applicable state and federal law. Eligible dependents enrolled at the time of separation may also be entitled to continuation or conversion of the group health insurance plan in accordance with the terms of the policy or applicable state and federal law. For more information see *Section 13.11, COBRA* below or contact HR.

13.6 CALPERS SUPPLEMENTAL INCOME 457 PLAN

Full-time employees are eligible to participate in the CalPERS Supplemental Income 457 Plan. The Plan is a voluntary savings program that allows employees to defer an amount, subject to annual limits, from your paycheck on a pre-tax basis. This voluntary program is not funded in any part by the Library

Following the introductory period, employees may enroll, adjust or discontinue making contributions throughout the year.

Part-time branch assistants and other part-time library employees are not eligible for the Supplemental Income 457 Plan.

For more information, contact HR.

13.7 SECTION 125 PLAN OR FLEXIBLE SPENDING ACCOUNT

Full-time employees of the Library are eligible to participate in a pre-tax contribution option known as a Section 125 plan or Flexible Spending Account ("FSA").

FSA allows you to make contributions into an account that may be used to reimburse you for medical insurance, dental insurance, vision care and out-of-pocket medical expenses or dependent care expenses on a "before tax" basis. Your qualified contribution will be deducted from your gross pay prior to the deduction of taxes and Social Security withholdings.

To participate, you must complete an election form available from HR. Open enrollment is upon hire and for a 30-day period during December (to be effective January 1).

Part-time branch assistants and other part-time library employees are not eligible for the Section 125 Plan.

Once you are enrolled, you may not make any changes to your contributions until the next open enrollment period, unless there is a change in family status or you become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child, dependent reaching the age of 26 or termination of employment of your spouse or registered domestic partner.

13.8 LIFE INSURANCE

The Library provides a \$25,000 life insurance policy for ~~full-time~~ employees, the cost of which is fully paid by the Library. The Policy becomes effective following the introductory period. Employees may purchase additional insurance coverage.

Employees must complete an insurance form and designate beneficiaries. Employees may change designated beneficiaries once per year unless your family status changes. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of your spouse or registered domestic partner.

~~Part-time branch assistants and other part-time library employees are not eligible for life insurance coverage.~~

Complete details of this plan may be obtained from HR.

13.9 DISABILITY INSURANCE

The Library participates in the California's state disability insurance program ("SDI"). Premiums for this insurance program are deducted from employees' pay beginning at the start of employment. Plan details and SDI forms are available from HR.

The Library provides a long-term disability insurance program for full-time employees. The premiums for these insurance programs are fully paid by the Library.

Long-term disability insurance provides eligible employees with a continual source of income in the event of disability for an extended period. This benefit is calculated as a percentage of salary.

13.10 FAMILY TEMPORARY DISABILITY INSURANCE (PAID FAMILY LEAVE BENEFITS)

Employees are covered by California’s Paid Family Leave (PFL) benefit. The PFL fund is administered by the California Employment Development Department (“EDD”), not the Library, which means that employees must apply to the EDD to receive this benefit. Through the PFL fund, the EDD will provide eligible employees with a wage supplement for a maximum of six weeks within a twelve-month period. PFL benefits may be available from the EDD for a leave of absence for the following:

1. For the birth or placement of a child, as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
2. To care for an immediate family member (sibling, spouse, registered domestic partner, child or grandchild, parent, parent-in-law or grandparent as defined by the PFL law) who is seriously ill and requires care.

PFL benefits will be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of PFL benefits and/or paid time off during the leave period will not extend the length of the leave beyond what is required by applicable law and/or Library policy. Employee benefits do not accrue during a leave of absence unless otherwise required by law or by applicable Library policies.

13.11 WORKERS’ COMPENSATION

On-the-job injuries and illnesses are covered by the Library Workers’ Compensation insurance policy. If you are injured on the job, no matter how slightly, report the incident immediately to your supervisor or HR. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim.

As a result of a Workers’ Compensation injury, the Library will attempt to provide a reasonable accommodation that is medically necessary, feasible and does not impose an undue hardship on the Library as prescribed by applicable federal, state or local law.

We request your assistance in alerting management to any condition that could lead or contribute to an employee accident. Please report any such work conditions to HR immediately.

13.12 COBRA

Employees and their covered dependents may continue medical and dental benefits for up to 18, 29 or 36 months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) when group health coverage for you and your covered dependents would otherwise end due to your death or because:

- Your employment terminates, for a reason other than gross misconduct;

- Your employment status changes due to a reduction in hours;
- Your child ceases to be a “dependent child” under the terms of the medical and dental plan;
- You become divorced or legally separated; or
- You become entitled to Medicare.

HR will notify eligible individuals of their right to elect COBRA continuation coverage. In the event of divorce, legal separation, or a child’s loss of dependent status, you or a family member must notify HR within 60 days of the event. The Library’s third party administrator will supply the documents to apply for COBRA coverage.

13.13 PARKING AND TRANSPORTATION ALLOWANCE

On-site parking facilities are available at no charge to employees assigned to the main Library. Employees are allowed to park in the lower garage. Parking is on a first-come, first-served basis. Executive team staff may be assigned a parking space in the upper garage.

The Library disclaims liability for loss, damage or theft of your vehicle. You should always lock your vehicle and remove or secure valuables.

To encourage employees to use alternatives to automobiles, the Library offers a 50% transportation allowance to those who purchase a monthly pass for any recognized form of public transportation such as Metrolink, Metro Rail, Metro buses and Foothill Transit.

You must participate for six consecutive months to qualify for reimbursement. Employees may enroll upon hire, during an open enrollment period, or upon a change in job status. Open enrollment is held each June 15-30 and December 15-31. To receive reimbursement, you must supply transit cost receipts for the six-month period ending June 30 and December 31. Newly hired employees are reimbursed from their date of hire.

For employees who participate in the Transportation Allowance program but find it necessary on occasion to drive to work, a parking space on the lower level is available on a first come, first served basis.

Should the Library enter into an agreement with a public transportation agency, e.g., MTA, Metrorail, etc., employees will be required to participate in accordance with the relevant terms and conditions.

14. HR RECORDS

14.1 CONFIDENTIALITY OF EMPLOYEE RECORDS

Records relating to an individual who is or was employed by the Library as a full-time, part-time or temporary employee are confidential. The Library will not disclose personal employee information to any person, entity, or governmental agency without the consent of the employee involved, except as specifically required by law.

The Library will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the Library includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information (which may include dependent personal information), and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee are maintained in a locked, segregated area. Only those individuals who have a demonstrated need for the personal employee information will be provided access.

Personal employee information used in business system applications will be safeguarded under proprietary electronic transmission, the Library policies and security measures. Participants in Library benefit plans should be aware that personal information will be shared with plan providers as required for their recordkeeping or claims needs.

Library-assigned information, which may include organizational charts, unit titles and staff charts, job titles, unit budgets, Library coding and recording systems, telephone directories, e-mail lists, Library facility or location information and addresses, is considered by the Library to be proprietary Library information to be used for internal purposes only. The Library maintains the right to communicate and distribute such Library information as it deems necessary to conduct business operations.

If you become aware of a material breach in the confidentiality of your personal information, you should report the incident to HR, which has the responsibility to investigate the incident and take appropriate action, including discipline. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with supervisors who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to supervisors to facilitate work scheduling or business operations.

- Employee identifier information used in salary or budget planning, performance reviews and attendance recordkeeping may be shared with supervisors.
- Employee’s anniversary or service recognition information may be periodically distributed to appropriate supervisors.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.

14.2 EMPLOYEE RECORDS

HR retains and destroys personnel records in accordance with the Library policies and both federal and state laws governing records retention.

HR maintains both employee record information and government compliance reports, and both are subject to the retention requirements and destruction policies set forth in the Library’s record retention policies.

Government compliance reports are maintained in reverse chronological sequence and filed independently of employee information.

All personnel records and confidential employee data maintained by HR will be destroyed by shredding after retention dates have passed. This pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transactions Act. Application materials submitted by applicants for employment who were never employed will also be shredded. Personnel records and confidential employee data will not be discarded, except when shredding is required, and any employee found negligent in protecting these records will be subject to discipline.

Personnel records include electronic as well as paper records. HR will work with the Technology Unit periodically, but no less than twice annually, to review and ensure that HR’s electronic records relating to employee information and compliance reports are properly purged.

14.3 PRIVACY OF SOCIAL SECURITY NUMBERS

It is the policy of the Library to protect the confidentiality of Social Security numbers obtained from its employees and applicants and used in the course of business. Violations of this policy will incur discipline including termination.

Social Security numbers will be collected from applicants and employees as required in order to meet federal or state reporting requirements:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.

- To comply with state new-hire reporting.
- To facilitate enrollment in company benefits plans.

Use of Numbers: Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of the Library's business.

Storage of and Access to Numbers: All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained only on secured, authorized-access computers.

Only persons who have a legitimate business reason will have access to Social Security numbers.

Destruction of Numbers — Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding.

15. CONTACT WITH THE MEDIA

To ensure that the Library's media responses are accurate, thoughtful, and consistent with our communications strategy, we have a process in place for responding to reporters and other representatives of the news media. Most often media representatives contact the Communications Unit, but sometimes a reporter may contact an employee directly. If that happens, it's important that you first contact the Communications Unit to help manage the response.

Only the Executive Director or Director of Communications may make or approve public statements pertaining to the Library or its operations. Unless specifically designated by the Executive Director, no employee should make public statements.

16. MISCELLANEOUS

16.1 DRIVER'S LICENSE AND DRIVING RECORD

Employees in positions where the operation of a motor vehicle is an essential duty of the position must possess a valid driver's license and maintain a driving record acceptable to our insurer. The Library will verify driving license status and driving records annually. It will collect such information in compliance with the Driver Privacy Protection Act. You must report changes in driving record to your supervisor immediately. Violations of this policy may result in immediate termination of your employment.

The Library advocates safe and responsible driving habits including adherence to traffic laws, speed limits, the use of seat belts, and avoidance of such driver distractions as cell phones and other hand-held electronic devices. You are prohibited from sending or reading text messages, email, or any similar electronic communication while operating a motor vehicle on Library business.

This policy specifically does not require any employee to use smartphones, laptops, pagers, electronic tablets, or GPS devices while driving. The Library disclaims all responsibility and liability for traffic violations resulting from employees' use of cell phones while driving.

16.2 SERVICE ANIMALS

In compliance with federal, state and local law, service animals are not subject to the Library's "No Pet" policy and are permitted to be used at work by employees with disabilities, unless the animal's presence creates an undue hardship for the Library's normal business operations.

Under the Americans with Disabilities Act (ADA), a service animal is any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

Animals that meet the definition of this policy are considered service animals whether or not they have been licensed or certified by a state or local government.

A service animal must be supervised and the handler must retain full control of the animal at all times. If a service animal becomes unruly or disruptive (barking, jumping on or biting or sniffing users/employees; urinating or defecating in the Library; etc.) and the handler cannot control the service animal, the Library may ask that the employee and animal leave the premises. Management also may ask the handler to clean up any waste created by the service animal.

If the improper behavior continues or happens repeatedly, the Library reserves the right to bar the service animal from the workplace until significant steps have been taken to mitigate behavior, including retraining. The service animal's handler is responsible for all costs related to damages created by the service animal, including fees for clean-up and disposal of animal waste and property damage.

16.3 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside work, including consulting, subject to certain restrictions as outlined below.

- Prior to a Library employee engaging in outside employment, the employee must disclose the proposed employment including: employer, position, hours and eligibility and status with CalPERS.

- Activities and conduct away from the job must not compete with, conflict with or compromise the Library's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing on a private basis and outside the parameters of their Library jobs any services for Library users that are normally performed by the Library. This prohibition also extends to the unauthorized use of books, materials, tools or equipment. Employees are not to solicit or conduct any outside business during business hours.
- Employees are cautioned to carefully consider the demands that additional work activity will impose before accepting outside employment. Outside employment will not be considered an acceptable excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems, it must be discontinued, and, if necessary, normal disciplinary procedures will be followed to deal with the specific problem.
- In evaluating outside work, the Library will consider whether the proposed employment:
 - May reduce the employee's efficiency and effectiveness in working for the Library.
 - Involves working for an organization that does a significant amount of business with the Library, such as major contractors, suppliers and customers.
 - Negatively affects the Library's business operations.
 - May adversely affect the Library's image.
- Employees who have accepted outside employment may use vacation time but may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

16.4 SOLICITATIONS AND DISTRIBUTIONS

Oral solicitations and distributions of information or materials on the Library's premises are restricted.

Other than for the Library's business purposes:

- Employees are not to solicit during their working time or the working time of the person being solicited. Working time does not include time such as before or after a work shift, breaks and lunch periods.
- Employees should not to distribute or receive information or materials during their working time or in working areas. Working areas are where the performance of job duties is expected. As a general rule, working areas do not include the lounge, lunch room, parking lots, and restrooms.

Without the Executive Director's prior approval:

- Library assets such as stationery, meeting rooms, the intranet, bulletin boards, email, telephones, computers, copiers and handheld electronic devices are not to be used for purposes other than the Library's business.
- Library employees are not to engage in commercial, faith-based, charitable, political or civic solicitations or distributions while on Library premises.

- Individuals or organizations have no right to enter the Library's premises at any time to solicit or distribute information/materials.

16.5 OFFICE SUPPLIES

The Library maintains a stock of basic office supplies such as pens, paper clips, staples, note pads, etc., used on a daily basis by employees. All office supplies are located in central storage and can be obtained from Administrative Services staff.

If you need additional items not regularly stocked, please speak to your supervisor or unit director to place a special order.

Office supplies are for business use only and should not be removed from the office for non-business use.

