



Employee Handbook

Rhineland District Library
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Rhineland District Library Employee Handbook

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Rhineland District Library Employee Handbook

Welcome

Welcome to the Rhineland District Library. In agreeing to become a member of staff here, you are joining a history of library workers in Rhineland that began in 1897.

RDL began as a subscription library with a private reading room. An application was made to philanthropist Andrew Carnegie in 1902 for the money to build a new library. He responded with the promise of \$12,500 on condition that the city would appropriate a minimum of 10 percent of this amount for annual support and provide a site. Brown Brothers Lumber donated land, and the City Council allocated operating funds.

The Rhineland Woman's Club (RDL's "founding mothers") had a long association with the library going back to its second meeting in February 1898, which featured an address on "Public Libraries as Centres of the Public Good." The Woman's Club continued its annual support, was a guiding presence during the building projects of 1903 and 1984, and continues to support the library today. The Rhineland Masonic Lodge laid the cornerstone, making what was then the Rhineland Public Library a true partnership of philanthropic organizations, business, and government in the community, one which continues to this day.

From the beginning, the Rhineland Public Library sought to serve all ages and segments of the community. Early promotions aimed at attracting "the working man" soon dispelled the notion that its collection was reserved for the cultured elite. Through two world wars and the Great Depression, the library kept pace with the information needs of its citizens.

Library service was expanded in 1962 with the advent of the Regional Reference Service, and again in 1972 when Oneida County joined the Wisconsin Valley Library Service, a ten-county cooperative library system. In 1982, the four towns surrounding the City of Rhineland, Crescent, Newbold, Pelican, and Pine Lake, joined to form a joint library district to provide more equitably funded service to the greater Rhineland Area. Funding for the library comes primarily from these municipalities and Oneida County.

In 1984, an addition was added to the library building with funds raised in the community. As the community continues to grow, and library needs change, a new addition is planned to accommodate the requests of the community.

Services, programs, and material loans are part of RDL's mission to promote community, literacy, the arts and humanities, and to provide continuing education and entertainment. Services may cost a bit for printing or faxing, but most services are free for all. Materials are free for loan to anyone with a valid library card. Programs held by RDL are, by law, free for all who attend. It is a natural outgrowth of the brand that public libraries have held since the founding of this country.

RDL Mission Statement

RDL serves as a welcoming hub in the community, providing free access to materials, resources, services, and programs to people of all ages and backgrounds.

Rhineland District Library Employee Handbook

Introduction

This Employee Handbook contains information about the Rhineland District Library (RDL) workplace, the benefits available to you, and your obligations as an employee.

RDL defines an employee as a person who works for the Rhineland District Library for compensation in the form of wages. The following are *not* employees of RDL: unpaid volunteers, independent contractors, elected officials, and persons appointed to serve on boards, commissions, or committees.

RDL uses the Employee Classifications in the *City of Rhineland Employee Handbook* to determine your employee benefits and eligibility for overtime.

The policies and procedures outlined here may be changed at any time by the RDL Board of Trustees. Any changes will be communicated to employees in writing. Employees should address any questions to the Library Director or the President of the Board of Trustees.

This Employee Handbook is not a contract guaranteeing employment. Only the Library Director is authorized to enter into an employment agreement; any such agreement will be in writing and approved by the RDL Board of Trustees. Employment with RDL is considered an “at will” arrangement, meaning that either the employee or RDL can end the employment relationship at any time and for any reason.

- Individuals interested in employment with RDL must apply in writing and provide their qualifications, training, experience, references, and other relevant information.

General Employment Policies

Equal Opportunity Employment

RDL is an equal opportunity employer, committed to full compliance with the applicable federal and state laws.

All employment decisions including (but not limited to) recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, and termination are made without regard to an individual's age, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, genetic information, off-duty use or non-use of lawful products, arrest/conviction record, or any other characteristic protected by federal, state, or local law.

Accommodations for Disabilities

An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation, if one exists, that allows the employee to perform job functions, unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others.

An employee desiring a workplace accommodation should submit a written request to their supervisor, who will promptly forward it to the Library Director. The Director will meet with the requester to discuss the circumstances and determine appropriate accommodations.

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Employee Orientation

New employees are expected to serve a six-month orientation and training period. The orientation/ training period may be extended by the Director.

After 30 days of employment, the employee is eligible for sick leave, holidays, and floating holidays. During the orientation training period no other compensated leaves are available unless expressly granted by the Director.

Eligible employees may request leave time as approved by their supervisor.

Handling Confidential Information

Confidential information is data or knowledge that is meant to be kept private and is not intended to be shared with unauthorized individuals. Employees may have access to confidential or sensitive information as a part of their job duties.

Employees should not disclose confidential information to anyone who does not have a legitimate business need to know, without the Library Director's/designee's authorization. Any employee, whether on or off duty, who receives a request for confidential information must promptly refer it to the Library Director. The improper use or disclosure of confidential information is subject to disciplinary action.

Code of Ethics/Conflicts of Interest

All RDL employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between personal interests and those of RDL. Employees must comply with all local, state, and federal laws. For further information, refer to the *City of Rhineland Employee Handbook*.

Employee Misconduct

Misconduct

This section addresses behaviors that violate company standards and values. Employee misconduct includes, but is not limited to:

- Insubordination
- Fraud, dishonesty
- Incompetency, inefficiency, neglect of duties
- Discourteous, disrespectful, insulting, or inflammatory conduct
- Theft or misuse of RDL property
- Falsification of RDL records
- Violation of safety protocols
- Unauthorized disclosure of confidential information
- Excessive or unauthorized absenteeism or tardiness
- Substance abuse in the workplace

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- Smoking in prohibited areas
- Possession of dangerous materials (explosives, firearms)
- Violence, verbal abuse, physical abuse
- Bullying or harassment of another individual
- Felony or misdemeanor conviction that is pertinent to work duties
- Loss of driver's license if required for the job
- Violation of any lawful order, directive, policy, or work rule.

Depending on the seriousness of the offense and the circumstances, disciplinary action up to termination may occur at the sole discretion of the Library Director.

Harassment and Discrimination

RDL is committed to providing a professional work environment that maintains employee equality, dignity, and respect. Harassment and discrimination by or against any RDL employee will not be tolerated.

All employees are encouraged to report harassment immediately to their supervisor, the Library Director, and/or the Board of Trustees.

Harassment includes any unwelcome conduct based on a person's age, ancestry, color, national origin, race, religion, sex, gender identity, sexual orientation, disability, genetic information, marital status, military service, pregnancy, childbirth, off duty use or non-use of lawful products, arrest/conviction record, or any other legally protected characteristic. Conduct need not be directed at a particular person to be considered a violation of this policy. Harassment can take many forms, including, but not limited to:

- Verbal harassment: epithets, slurs, derogatory comments, inappropriate jokes
- Non-verbal harassment: staring, making denigrating gestures
- Physical harassment: unwanted touching, physical intimidation, blocking movements, stalking, assault
- Sexual harassment: unwanted sexual advances, requests for sexual favors, sexual comments
- Digital harassment: Inappropriate emails, messages, or social media interactions
- Written or graphic material that denigrates or shows hostility or aversion toward a protected class
- Other threatening, intimidating, or hostile acts

Sexual harassment includes, but is not limited to:

- Unwelcome sexual flirtations, compliments, advances, requests, or propositions
- Unwelcome touching, patting, pinching, brushing against another's body, attention to another's body, or physical assault
- Any sexual statements or referencing one's sexuality, gender, or sexual experience, including but not limited to: sexual gestures, innuendoes, suggestions, "kidding", "teasing", or jokes
- The display of sexually related or suggestive material in any form, including text, images, or videos.

Workplace Violence

RDL prohibits all threats, abuse, and violence involving employees, whether at work or any RDL-sponsored event. Employees must report any threats or violence experienced or witnessed to RDL management.

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Steps will be taken to protect you from retaliation for reporting or participating in any investigation. All reports will be investigated promptly, and confidentiality will be maintained to the extent possible. Anyone who makes threats or engages in violent behavior will be immediately removed from the premises pending investigation. Employees who violate this policy face disciplinary action up to termination. RDL reserves the right to involve law enforcement to protect our employees and others.

Complaint Procedure

An employee who experiences job-related harassment or unlawful discrimination should promptly report it to their supervisor, who will investigate the matter and take appropriate action. If the complaint involves the supervisor, then report the problem to the Library Director. If the complaint involves the Director, report it to the President of the Library Board. Any complaint will be kept confidential to the greatest extent possible.

All reports of misconduct will be investigated promptly and thoroughly. Both the complainant and the accused will be treated fairly. Interim measures may be implemented during an investigation. All steps taken will be documented.

RDL prohibits any retaliation against an employee filing a valid complaint. Employees should cooperate fully and honestly in the investigation of the complaint or face disciplinary action.

Corrective actions may include, but are not limited to, oral warnings, written warnings, suspension without pay, work restrictions, job transfer, or termination. The specific measures taken will depend on the nature and severity of the employee's conduct and the surrounding circumstances.

Interpersonal misunderstandings or conflicts in the workplace can arise in any organization. Often, the individuals involved can resolve these problems between themselves. However, if such an issue persists, an employee should meet with their supervisor and/or the Library Director, who will investigate the matter as needed and respond promptly.

Work Expectations and Standards

Work Hours

The RDL website lists the current hours the library is open to the public. Hours are subject to change at any time. Employees have access to the building one hour before opening time.

Individual employee work hours are determined by department managers and the Library Director. Lunch breaks are unpaid. This time is added to the required number of work hours to determine daily start and end times (example: 8:00 - 4:30 would be an 8-hour day with a 30-minute lunch). Department managers may authorize variations in work schedules to accommodate specific employee or department needs.

In addition to on-site work, employees should report hours of work performed outside the office or outside of normal work hours. Employees should accurately record all work hours; failure to do so could lead to disciplinary action.

Employees travelling off-site for work must first report to RDL unless they have received prior authorization to travel directly to the off-site location.

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Employee Attendance

Regular attendance is required of all employees. Excessive absenteeism and tardiness are prohibited. An employee who will be absent from or late for work must notify their supervisor prior to their normal start time, indicating the reason for absence and when they expect to return to work.

Unless there is an emergency, any employee who plans to leave work early must first get their supervisor's permission. An employee who is absent without notifying or getting prior permission from their supervisor risks disciplinary action.

An employee who is called back to work after a layoff or after an authorized leave of absence must report back to work within 10 days.

Recording Work Time

Exempt and Non-exempt employees are required to maintain an accurate written daily time report in the specified format. This record should include daily start and end times, lunch break start and end times, overtime hours worked, and all absences for vacation, illness, holidays, use of compensatory time, etc.

The employee signs each completed time report to certify its accuracy and forwards it to their supervisor for approval. If any changes are subsequently required, both the employee and supervisor must initial and date them.

Compensation

The Library Director establishes compensation rates for all other employees, subject to budget considerations and approval by the Board of Trustees. Employees may receive an annual increase in pay.

Overtime

Non-exempt Employees

The hours worked beyond 40 hours per week are compensated at 1.5 times the normal hourly rate of pay. Overtime work must be pre-authorized by the Director.

With the consent of both the employee and their supervisor, compensatory time off may be permitted. Employees may not bank more than 240 compensatory hours at any time.

Exempt Employees

Exempt employees are expected to work 40 hours per week plus any additional hours required by their workload, including meetings and events outside of normal hours. No overtime or compensatory time is available to Exempt employees.

An Exempt employee may be permitted to take time off occasionally without having to use leave time. These cases must be pre-approved by the Library Director. The employee should track this time off in the event this information is required by the Director or the Board of Trustees.

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Performance Evaluations

All employees receive an annual performance evaluation. This process is intended to give employees feedback on their job performance, formally document that performance. It is also a chance for the employee to provide input about training, supervision, job difficulties, and other valuable feedback.

Benefits

Any benefits in the section provided by the City of Rhineland, the Library's fiscal agent, are subject to change when the City changes benefits. Employees are encouraged to attend annual information sessions provided on employees' behalf.

Holidays

RDL provides the following paid holidays to eligible employees who have completed at least 30 days of employment, based on their normal scheduled work hours. The library is closed for these holidays.

New employees are eligible for holiday pay after completing their normal scheduled work hours during a 30-day period. Full-time employees have the following paid holidays each year:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Saturday following Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- Good Friday
- Saturday before Easter

When New Year's Day, Independence Day, or Christmas falls on a Sunday, the following Monday will be the scheduled holiday. If these holidays fall on a Saturday, the Friday before will be the holiday.

If an employee's regular workday falls on a holiday, RDL will pay holiday compensation. This applies to both full- and part-time employees.

Vacations

RDL encourages its employees to take their earned vacation time each year. Employees are required to submit a written request for vacation time to their supervisor.

An employee's date of hire becomes their vacation anniversary date. All regular full-time employees are eligible for paid vacation each year according to the following schedule:

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<i>Employee Type</i>	<i>Years of Service (as of the anniversary date)</i>	<i>Annual Vacation Allowance</i>
Non-exempt	Hiring - 5 years	10 days
	6 - 10 years	15 days
	11 - 20 years	20 days
	21 years or more	25 days
Exempt	Hiring - 20 years	20 days
	21 years or more	25 days

Regular part-time employees (over 1,200 hours in a year) also accrue vacation according to the above schedule but are paid only for the number of hours they would normally work during that vacation period. For example, a part-time employee who works 24 hours per week will get 24 hours of pay for each week of vacation.

Non-exempt employees may accumulate unused vacation time up to five working days per year. Exempt employees may accumulate 10 unused vacation days per year with a maximum total accumulation of 20 days. Employees will forfeit any accrued vacation time beyond these limits.

Overtime pay is not given when using benefit hours to cover missed work. Overtime is paid only if an employee works over 40 hours in a week and requires supervisor approval.

Health Insurance

All full-time employees working at least 30 hours per week and their spouses and dependents are eligible for the group medical benefits provided by the City of Rhineland, RDL's fiscal agent. The employee may be required to contribute toward the cost of the monthly premiums as established by the City of Rhineland; any employee contributions are made via automatic payroll deduction.

This medical insurance becomes available and effective on the first day of the calendar month following 30 days of employment. Plan details are provided in writing to each employee; additional copies are available from the City of Rhineland. Employees may decline this coverage and instead be compensated in the amount of \$100.00 per month when either of the following conditions is true:

- The RDL employee is eligible for medical insurance and is not married to another person who has insurance offered by the City of Rhineland, and
- The employee provides documentation of adequate health insurance coverage through another source: spouse's health insurance plan, veterans' care, etc. A copy of the insurance card must be placed in the employee's file.

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Life Insurance

New full-time employees have a one-time opportunity to apply for life insurance through the City of Rhineland's current provider. RDL will pay 25% of the premium for this optional insurance. Any employee who opts out must sign a waiver and will no longer be eligible for this insurance.

Unemployment Insurance

RDL provides unemployment compensation under Chapter 108 of the Wisconsin Statutes.

Worker's Compensation

The Wisconsin Worker's Compensation Act provides for payment of reasonable medical expenses and compensation for lost wages resulting from work-related injuries or disabilities. The amount and length of benefits depend on the nature of the injury/disability. RDL pays all costs for this insurance.

Employees must immediately report any job-related injury or illness to their supervisor. Failure to do so may jeopardize any claims for benefits.

An employee injured on the job may return to work after providing medical clearance confirming their ability to perform all essential job duties. RDL may require, at its own expense, an additional medical evaluation from a doctor of its choice to verify fitness for duty.

Other Insurances Available

The City of Rhineland may provide additional insurance options for RDL employees. Employees are encouraged to review any such options and select coverage that best meets their individual needs.

Employee Assistance Program

An Employee Assistance Program (EAP) is a free, voluntary, confidential program that helps employees and their families with a variety of personal and work-related issues. RDL employees and their immediate family members have access to the City of Rhineland's EAP. For more information, please refer questions to the RDL Director or the City of Rhineland Human Resources Department.

Longevity Pay

RDL provides longevity pay to those employees who completed at least 5 years of service as of 2017 or earlier. It is paid out at the first pay period in December within the year the level of longevity is reached. The schedule of longevity payments is as follows:

<i>Years of Service Completed</i>	<i>Amount per Year</i>
5	\$120
10	\$240
15	\$360

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<i>Years of Service Completed</i>	<i>Amount per Year</i>
20	\$480
25	\$600
30	\$720
35	\$840

Professional Development

RDL encourages employees to engage in professional activities that benefit the Library by fostering better-trained staff, peer recognition, and resource-sharing opportunities. Employees are urged to participate in such activities. Continuing education and professional development goals are set, discussed, and evaluated during each employee’s annual performance evaluation.

Professional development activities include, but are not limited to:

- reading professional literature
- internet learning: webinars, courses
- joining a professional association and attending professional meetings
- serving as a board member or consultant in a professional association.
- The Library Director or the Adult or Children’s Services Managers may assign professional development or training to employees.

Professional development activities may involve up to 10% of an employee’s work schedule, with the Library Director's approval. If it is for the Library Director, the Board of Trustees must approve the activity.

Membership in Professional Associations

RDL supports membership in qualifying professional associations and will contribute toward membership fees for Exempt employees. Qualifying organizations are determined by the Library Director and include those focused on public or school libraries, literacy, Wisconsin or local history, or genealogy. Organizations primarily focused on legislative lobbying are ineligible.

Service organizations must have a local chapter and align with Library objectives.

RDL pays professional association dues as follows:

Library Director	<ul style="list-style-type: none"> ● American Library Association: full dues ● Wisconsin Library Association (including sub-divisions, sections, and roundtables); full dues ● One service organization: full dues ● Other relevant associations: half dues
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Exempt Managers and Staff	Professional memberships as needed or required for conferences, grants, or continuing education
Non-exempt Managers	Wisconsin Library Association: <ul style="list-style-type: none">● Full dues for first-time membership● Half dues for subsequent years
Non-exempt Staff	Half dues for the Wisconsin Library Association or an equivalent association

Employees participating in professional organizations during work hours must have prior approval from the Director or the Board. Expenses such as travel, lodging, meals, registration fees, postage, communications, and office supplies are typically borne by the professional organization. RDL may contribute to expenses with Director approval if a clear and significant benefit to the library can be demonstrated.

Retirement Fund

Through its fiscal agent, RDL pays the employer's share to the State Retirement Fund (WRS) for eligible employees working 1,200 hours per year or more.

Leave Policies

Sick Leave

Sick leave may only be used as outlined below. Sick leave is used in increments of not less than a quarter-hour. RDL reserves the right to require a written confirmation of illness/disability from a qualified medical professional.

- Sick leave may be used when an employee is unable to perform their duties due to illness or temporary disability.
- An employee may use sick leave to attend medical or dental appointments or to accompany immediate family members to such appointments.
- In the event of serious illness in an employee's immediate family, absence of up to five days is allowed without loss of pay. Immediate family in this case is limited to spouse, child, parent, or sibling. This time off shall be deducted from the employee's accumulated sick leave.
- In the event of an extended absence, the employee may take an unpaid medical leave after all accumulated sick leave has been used.

Regular full-time employees working 40 hours per week accumulate eight hours of sick leave per month worked. Regular full-time or part-time employees working less than 40 hours per week receive one day of sick leave per month, prorated to the average number of hours worked. Unused sick leave may accumulate to a maximum of 1,000 hours.

An employee may be required to provide RDL with a doctor's written medical release before returning to work. For example, the Library Director may consider a medical release necessary to ensure the safety of the

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employee and/or others, or when an employee's return to work includes restrictions that may require accommodation. Other situations may require a medical release, at the Library Director's discretion.

Federal Family Medical Leave Act (FMLA)

RDL is a covered Employer under the State of Wisconsin and the Federal Family Medical Leave Act. Eligible employees have rights and obligations under both the State and Federal Acts; additional information is available from a supervisor.

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

It is the employee's responsibility to inform their supervisor of circumstances that may require extended or intermittent leave under FMLA.

Military Leave

Employees are eligible for leaves of absence without pay for military or reserve duty.

An employee who is called to or volunteers for active military duty or to Reserve or National Guard training should promptly submit copies of military orders to their supervisor. A military leave of absence without pay will be granted for the period of military service under applicable federal and state laws. Reservists and members of the National Guard will be granted time off without pay for required military training. Eligibility for job reinstatement after completion of military leave will be determined under applicable federal and state laws.

Jury Duty

Any employee called to serve on a jury or subpoenaed to appear as a witness before a court or administrative tribunal must promptly notify their supervisor of the upcoming absence. If the employee is not compensated for their time, they are free to use their RDL leave time for the hours normally worked.

Once released from jury/witness duty, the employee must immediately return to their job and complete the scheduled workday. The employee may keep any payment received from the court for travel expenses incurred.

Funeral Leave

In the event of a death in the immediate family, a regular full-time or part-time employee may request paid funeral leave from the Library Director. "Immediate family" in this section is limited to the employee's spouse, children, parents, siblings, children's spouses, grandparents, or in-laws. Any funeral leave granted will not exceed five working days.

In the event of a death in the extended family, the employee may ask the Library Director for funeral leave without pay or use leave time.

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Voting Leave

Employees who are eligible to vote may take up to three consecutive hours of leave on Election Day for voting. The choices are to use leave or compensatory time, or to take the time off without pay. The employee must notify their supervisor beforehand.

Leave Without Pay - Miscellaneous

The Library Director may grant a leave of absence without pay for reasons not covered in this Employee Handbook. The employee must submit a written request that includes the reasons and timing for the leave. The Director will obtain the approval of the President of the Board before granting the request.

Donation of Leave Time

An employee may choose to anonymously donate up to six days of accumulated leave to a fellow employee who needs extra sick leave. The donating employee must have at least 48 hours of sick leave remaining after the donation.

Employee Safety And Workplace Environment

Personal Appearance

RDL employees are expected to maintain a professional, presentable, and modest appearance. The attire worn should be acceptable to the department head. Closed-toed shoes are mandatory. Additional dress, grooming, or hygiene standards may apply for certain health or safety reasons.

Emergency Closings

An emergency, such as severe weather, fire, or power failure, may require the closure of the library. Employees scheduled to work during the closed period will be paid for up to three days of closure, unless a longer period is authorized by the Board of Trustees.

Outside of emergencies, if weather prevents an employee from working as scheduled, the time off will not be paid. Alternatively, the employee may use accrued leave time to compensate for the hours not worked. Employees in essential service functions may be required to work when the library is closed.

Job Safety

Safety is a priority, and all employees are expected to take care and follow safe practices. This includes:

- adhering to all safety procedures and rules
- maintaining tools and equipment in good condition
- keeping work areas clean and free of debris and clutter, and
- using required personal protective equipment (PPE) as outlined in the RDL's safety policies and procedures.

Supervisors are responsible for maintaining a safe work environment, enforcing safety rules, and training staff. Report any accident, hazard, or unsafe condition to a supervisor immediately.

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Drug Free Workplace

RDL is a drug-free workplace, and its policy is to maintain an environment free from the use, sale, and effects of drugs and alcohol.

- Employees working under the influence of alcohol or controlled substances are subject to disciplinary action, which may lead to termination of employment.
- Possession or use of controlled substances either on or off the job may result in disciplinary action and possibly termination.
- Smoking is prohibited inside the library. Employees who smoke outside of the building must comply with State law and must properly dispose of all smoking materials.
- Consumption of alcoholic beverages is prohibited on library premises.

Weapons

RDL strives to provide a safe environment for employees and library users. A “weapon” is any implement or device that is used to deter, threaten, inflict physical damage, harm, or kill. This includes but is not limited to firearms and explosive devices.

RDL strictly prohibits the possession, control, use, or threatening the use of a weapon in the course of employment, whether on or off library premises.

Exceptions:

- A weapon stored in one’s personal vehicle while it is on RDL property or while the vehicle is being used in the course of your employment must remain adequately secured in the vehicle.
- Law enforcement officers performing their official duties are exempt from this policy.

Technology and Communication

IT Resources

RDL provides information technology resources to help you perform your work efficiently. While minimal personal use is allowed, you should have no expectation of privacy. Use these resources professionally and in keeping with your job duties.

RDL monitors IT usage to protect against legal and reputational risks. IT use must comply with all applicable laws and policies. All employees must review and sign RDL’s information technology policies. Violations may result in disciplinary action.

Social Media Use

RDL encourages the use of social media to support the library’s mission and goals. Departments may use social media for library business.

Guidelines for use:

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- While RDL's website is the primary platform for online engagement, social media is also used to share time-sensitive information and to reach a broader audience. Content posted on social media should also be shared on the website whenever possible.
- Social media sites must be approved by the Director before use. Unless otherwise authorized, departmental social media use is limited to one-way communication.
- Social media use must comply with all relevant RDL policies.
- Social media content is subject to Wisconsin public records laws. Content past and present that is related to library business, including subscriber lists and communications, is subject to disclosure.
- Social media sites must include a disclaimer that posted content is subject to public disclosure.
- Personal use of social media is prohibited during work hours. No expectation of privacy applies to social media accessed at work.

Phone Use

Personal calls, texting, or other personal phone use, whether using RDL phones or personal phones, must be kept to a minimum during work hours. Making and receiving personal calls should be done during lunch or breaks.

Public Records and Media Contact

Only RDL's designated records custodians may respond to public records requests. Forward any such requests to the Library Director. The Library Director (or designee) is the sole authorized media spokesperson. Direct all media inquiries or interview requests about official business to the Library Director.

Remote Work

Working remotely encompasses any work done outside a traditional office, whether from home, a coffee shop, or while traveling. An employee may be allowed to work remotely under certain circumstances. All terms and conditions of employment, including adherence to all RDL policies and procedures, continue to apply in any remote work arrangement.

Approval for remote work will be limited to two weeks at a time.

Supervisors determine which positions in their department are eligible for remote work, subject to the Library Director's approval. The job descriptions for eligible positions should state that remote work is an option.

Decisions to allow remote work are made on a case-by-case basis and can be modified or terminated at any time. Any employee who is unable to abide by the terms of their remote work agreement and this policy should promptly notify their supervisor. Considerations in making the decision include the following:

- It must be feasible for the employee to effectively perform their duties away from the normal worksite.

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- The work does not require face-to-face contact.
- The supervisor will be able to assess the employee's remote work performance.
- The job has clearly defined tasks and deliverables.
- The employee's workload is sufficient.
- The remote location has a safe, private, quiet workspace with the required technology and equipment. The remote work poses no risks to the security of data, networks, or client confidentiality.

Remote work requires a viable working environment. RDL is not responsible for the costs of the equipment and facilities used during remote work (e.g., office space, internet connection, electronic equipment).

The employee working remotely shall:

- Adhere to the Library's core business hours and follow all RDL policies and procedures.
- E-mail the supervisor at the start and end of each remote work day.
- Monitor email throughout the day.
- Be available via email and phone.
- At the end of each remote work week, provide a description of the work or work log and verify hours worked; see section *Recording Work Time*.

End of Employment

General

Any employee who has decided to leave RDL employment is expected to notify their supervisor in writing at least two weeks in advance of the last day on the job. RDL will pay the employee all earned wages, compensatory time, and earned vacation time. All RDL property must be returned to RDL by the last day on the job.

Retirement

Any employee who has decided to retire should notify their supervisor at least 30 days prior to retirement and as far in advance as possible. Full-time and regular part-time (over 1,200 hours in a year) employees are eligible for retirement benefits.

Banked Compensatory Time

The employee will be paid for banked compensatory time up to 80 hours at the current rate of pay. The rate of pay will be either the employee's final hourly rate OR their average rate during the last 3 years, whichever is higher.

Sick Leave Payout for Unused Days

Employees may choose to receive a payout of their unused sick leave, up to a maximum of 1,000 hours valued at their final rate of pay. These funds would be placed in trust of the Treasurer of the City of Rhineland to be used to pay health insurance benefits for the retiring employee and their family until the funds are exhausted.

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Upon retirement, an eligible regular employee may choose to take their unused sick leave as final paid days off. "Eligible" in this section means one who qualifies for and receives their Wisconsin Retirement Fund compensation according to its requirements.

Miscellaneous Policies

Bulletin Boards

RDL bulletin boards are used to share important updates and legal notices. Only official announcements approved by the Library Director, Associate Director, or Department Heads are posted. Employees should review information on the bulletin board regularly.

Employee Information

Notify the Library Director and the City of Rhineland Human Resources Department of any changes to your personal information, such as name, address, phone number, email, marital status, dependents, beneficiary designations, or emergency contacts.

Employment of Family Members or Close Friends

RDL may hire relatives, domestic partners, or close friends of employees unless the relationship creates a direct supervisory role, potential conflicts of interest, safety or security concerns, or other issues deemed not in RDL's best interest.

Open Door Policy

Your feedback is valued. Discuss workplace issues or conflicts with your immediate supervisor. If the issue remains unresolved, contact the Library Director for further assistance.

Outside Employment

Your position with RDL must take priority over other employment. Secondary employment is allowed under these conditions:

- The secondary employment does not conflict with your RDL job duties or the library's mission.
- The secondary employment does not negatively affect the quality, efficiency, or effectiveness of your work for RDL.
- Professional consulting or side jobs must not pose any conflict of interest.

Outside employment work must not occur during RDL work hours, and library property (e.g., vehicles, equipment, or supplies) must not be used for non-library purposes.

Library Property

Personal use of library resources, including equipment, tools, spaces, or other items, is prohibited. If you believe personal use is justified, you must obtain written permission in advance.

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Personnel Records and Employment References

Employee records are the property of RDL and the City of Rhineland, with access governed by Wis. Stat. §103.13. To review your records under this statute, contact the Library Director. All external requests for personnel information or employment references must also be directed to the Library Director.

Travel

Permission

Travel for RDL business requiring reimbursement must be in the library's interest, and expenses must be actual, reasonable, and necessary. All travel must be authorized by the Director or the Board. Non-reimbursable expenses include:

- in-town meals (unless part of a registration fee)
- spousal programs, meals, or lodging
- recreational or social events
- alcoholic beverages.

Advances and Reimbursement

Employees eligible for travel reimbursement may request an advance by submitting a written request to the Director, detailing anticipated mileage, destination, dates, purpose, and expected reimbursable expenses. Upon return, actual mileage and receipts are required to verify lodging and meal expenses. Travel advances exceeding \$10 will be issued by check. Reimbursement will occur at the rates set by the City of Rhineland. The RDL Board of Trustees may consider reimbursing at a higher rate on a case-by-case basis.

Reimbursement is not provided for travel within a reasonable driving distance of Rhineland unless approved by the Board.

References

Wisconsin Statutes Chapter 43, LIBRARIES

Wisconsin Statutes Chapter 108, UNEMPLOYMENT INSURANCE AND RESERVES

RDL strategic plan

Trustee Essentials

City of Rhineland Employee Handbook

Rhineland District Library Employee Handbook

Employee Acknowledgement of RDL Employee Handbook

I, _____, acknowledge receipt of this Employee Handbook.
(Print Name)

I acknowledge that this Employee Handbook serves as an informational guide to Rhineland District Library (RDL) operations, policies, and employment practices, rather than establishing conditions of employment. While RDL fully supports the policies and procedures outlined here, this Handbook is not a contract of employment.

Only written contracts signed by the Library Director are legally binding - no verbal statements by supervisors or management can create contractual obligations or override this disclaimer. My employment with RDL is "at-will," meaning either party may end the employment relationship at any time and for any reason.

RDL reserves the right to modify, amend, or remove any provisions in this Handbook, and will notify employees of such changes. This current version supersedes all previous manuals, handbooks, and personnel policies. Any future revisions will similarly replace the policies currently in effect.

Employee Signature

Date