



Sacramento Public Library Authority

July 23, 2009

Agenda Item 17.0: Sacramento Public Library Personnel Policies

TO: Sacramento Public Library Authority Board Members

FROM: Arevik Bagdassari, Director of Human Resources

RE: Sacramento Public Library Personnel Policies

RECOMMENDED ACTIONS:

1. **Approve** the following new Human Resources Policies:
 - Access to Employee Records – (Exhibit A)
 - Citizenship and Alien Status Notification – (Exhibit B)
 - Employment of Minors – (Exhibit C)
 - Persons with Disabilities – (Exhibit D)
 - Respect in the Workplace – Anti-Bullying policy (Exhibit E)

REASONS FOR RECOMMENDATIONS:

Internal Assessment Item 96 states that the Human Resources department will develop a personnel policy and procedures manual that can be disseminated to all employees and that will reside in a central repository on the library's internal web site.

The second series of policies is being brought for Authority Board approval and are attached as Exhibits A through E to this report.

Authority Counsel and Local 39 have reviewed all the above policies.

Access to Employee Records (Exhibit A)

The Library requires that an employee provide personal information necessary to complete an employment application, insurance plan applications, and other information required for employment and government reporting purposes.

Personal employee information is considered confidential and is handled within Federal and State requirements.

The Access to Employee Records policy broadly describes the types of employee records and files maintained by the Library and defines when and by whom such records may be accessed.



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Citizenship and Alien Status Notification (Exhibit B)

The Immigration Reform and Control Act of 1986 requires employers to verify a candidate's eligibility to work in the United States after making the decision to hire. All employees, citizens and non-citizens, hired after November 6, 1986 and working in the United States must complete a Form I-9. As an equal opportunity employer, the library's policy is to employ persons legally entitled to work in the United States without regard to citizenship, ethnic background, or place of national origin.

This policy affirms the library's intent to comply with the Immigration Reform and Control Act of 1986 and hire only those individuals who are eligible to work in the United States.

Employment of Minors (Exhibit C)

The library routinely employs minors to shelve books or perform other clerical duties. This policy states that in order to safeguard the health and well-being of minors, the library will adhere to appropriate State and Federal legislation regarding employment of minors.

Persons with Disabilities (Exhibit D)

The library offers fair employment opportunities to all qualified persons including persons with disabilities in compliance with federal, state and local laws. It is the policy of the library to employ individuals with disabilities using the same criteria that are used in the employment of other individuals. The library will comply with the provisions of Section 504 of the Vocational Rehabilitation Act and its implementing regulations, part 84, Title 45, Code of Federal Regulations, California Fair Employment and Housing Act and the Americans with Disabilities Act.

Respect in the Workplace – Anti-Bullying (Exhibit E)

The library's Code of Ethics policy adopted by the Authority Board at its May 28, 2009 meeting states, in part:

1) Recognize and acknowledge the dignity and worth of every person we serve and those with whom we work.

...

3) Promote a working environment that values civility, courtesy, fairness and integrity.

4) Respect the rights and well-being of others and strive to ensure a cooperative and safe work environment.

...



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In keeping with the commitment to establish a culture of service that is built upon the principles of Integrity, Respect, Courtesy and Excellence, the library has developed the Respect in the Workplace-Anti-Bullying policy. The policy extends beyond the Board adopted policy of Harassment prevention and states the following:

“Workplace bullying is behavior that harms, intimidates, offends, denigrates or humiliates an employee or group of employees, may cause the loss of valuable employees, reduce productivity and morale and create legal risks.”

The Respect in the Workplace-Anti-Bullying policy helps ensure that the work environment is free of such behavior.

ATTACHMENTS

- Exhibit A: Access to Employee Records
- Exhibit B: Citizenship and Alien Status Notification
- Exhibit C: Employment of Minors
- Exhibit D: Persons with Disabilities
- Exhibit E: Respect in the Workplace – Anti-Bullying

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TITLE: Access to Employee Records	POLICY No. HUM326.0
SECTION: Employment Policies and Procedures 325-359	REVISION DATE:
ISSUE DATE: July 23, 2009	REVISION #:
BOARD ITEM #: (IF APPLICABLE)	

I. PURPOSE/INTRODUCTION

The Sacramento Public Library requires that an employee provide personal information necessary to complete an employment application, insurance plan applications, and other information required for employment and government reporting purposes.

This information is maintained in the employee's personnel files which are considered confidential and has limited access.

II. POLICY

Employee personnel files are confidential and are handled in compliance with all State and Federal regulations. Access is limited to the employee, Human Resources staff, line management, supervisors, or U.S. agencies as required by law.

III. PROCEDURAL GUIDELINES

A. Human Resources Staff

The Director of Human Resources and confidential Human Resources staff are allowed routine and customary access to employee files and records in the normal course of performing their professional responsibilities. Under the Code of Ethics, established by Human Resources professional associations and this policy, Human Resources staff members are under strict obligation to keep employee information private and confidential, except as noted below.

B. The Employee

Each employee may inspect his or her own personnel file and/or medical file, and request a copy of any document, pursuant to Section D below. Under certain circumstances confidential documents from third parties will be sealed and unavailable to the employee. Upon the employee's request, the library will inform the employee of the general nature of the sealed documents.

C. Persons Other than Employee

1. Other employees of the Library may have access to personnel files only if they have a need to know and will be obligated to maintain confidentiality of the records. This means access is limited to:



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- (a) The Library's Counsel when the personnel file is relevant to a lawsuit, claim or subpoena;
 - (b) Current managers or potential managers considering an employee for promotion, transfer or other related personnel discussions;
 - (c) Others, as authorized by Counsel.
2. Non-employees may not, except with specific authorization, have access to the files themselves. Generally, such access would be granted only upon advice of Counsel in response to a legal process, or a request for information from a federal and state administrative or law enforcement agency.
- D. All inspections must be performed during regular business hours and be performed under the supervision of Human Resources staff. With the exception of Human Resources staff and the Library's Counsel, all requests to inspect an employee's personnel file must be made with at least two (2) business days prior notice to the Human Resources department, to ensure that the proper procedures are followed. Employees may request copies of items in their personnel file, in writing, using the appropriate form (Attachment A). Human Resources staff will be responsible for making the requested copies and providing them to the employee within a reasonable period of time.
- E. Except for normal and customary access by Human Resources staff or Counsel, file access will be recorded on a log, indicating the date, time, name of individual and purpose for access to the file (Attachment B).
- F. No materials are to be removed from an employee's file except as authorized by the Director of Human Resources or Counsel.
- G. Medical Records
- 1. Medical records in the Library's possession will be available only to Library designated physicians or to meet legal requirements and will be maintained in the employee's medical file folder. Medical files are kept separate from the employee's personnel file.
 - 2. Information in the employee's medical file will be available to the employee upon the employee's request, as noted in D above, except for any sealed documents.
 - 3. Medical information concerning work-related injuries or work restrictions will be made available to management on a need-to-know basis only or at the employee's request.
 - 4. All other medical information regarding an employee will be released only with the employee's consent or to meet appropriate legal requirements.
- H. Confidential Investigations
- Information pertaining to investigations resulting from complaints of discrimination, harassment, bullying, threats or other unlawful or improper behavior, will be maintained in a file separate from other personnel files. Access to such files is restricted to the Director of Human Resources or designee or Counsel.



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I. Unauthorized Disclosure

1. Unauthorized disclosure of personal or confidential employee is strictly prohibited and will lead to disciplinary action up to and including termination.

IV. OTHER RELATED POLICIES

Personnel Records
Employment References
Reference Checks



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Personnel File Review Request Form

Employee Name: _____

Department: _____

Telephone Number/Extension: _____

I hereby request to view my personnel file. I understand that I must make an appointment and that I will only be allowed to review the file in the presence of a Human Resources staff member. I also understand that I may request copies of documents within the file.

Employee Signature: _____ Date: _____

Once submitted, you will be contacted by a Human Resources representative to schedule your appointment viewing time.

=====

Date Request Received: _____ Date File Reviewed: _____

HR representative present when file is reviewed: _____

Copies requested of: _____

Date copies completed: _____

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TITLE: <i>Citizenship and Alien Status Notification</i>	POLICY No. HUM301.0
SECTION: Sacramento Public Library Policies 300-324	REVISION DATE:
ISSUE DATE: July 23, 2009	REVISION #:
BOARD ITEM #: (IF APPLICABLE)	

I. PURPOSE/INTRODUCTION

The Immigration Reform and Control Act of 1986 require employers to verify a candidate's eligibility to work in the United States after making the decision to hire. All employees, citizens and non-citizens, hired after November 6, 1986 and working in the United States must complete a Form I-9. Eligibility includes U.S. citizenship, resident alien status or other permissible status.

II. POLICY

As an equal opportunity employer, the Library's policy is to employ persons legally entitled to work in the United States without regard to citizenship, ethnic background, or place of national origin.

It is the Library's policy to comply with the Immigration Reform and Control Act of 1986 and hire only those individuals who are eligible to work in the United States.

III. PROCEDURAL GUIDELINES

- A. No job applicant may be asked about, or categorized according to, citizenship or resident status.
- B. The Human Resources Department or designee is responsible for verification of work eligibility.
- C. Candidates offered jobs are, upon hire, required to produce satisfactory evidence of eligibility to work in the United States per the Department of Homeland Security form I-9 (Attachment A). Proof of eligibility will be a condition of employment. A listing of acceptable verification documents will be provided to candidates in advance.
- D. On the first day of employment candidates will be asked to provide actual documents verifying eligibility to work by completing the Form I-9. This process must be completed within three (3) business days after commencement of employment. Failure to provide requested documentation will result in termination of employment.

The Human Resources Department is required to maintain all I-9 forms and to make available for inspection any and all forms upon request by authorized officials from the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

- E. Each Form I-9 must be maintained for three years after the date of hire, or for the individual's period of employment plus one year, whichever is longer.

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Instructions

Please read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the U.S.) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

When Should the Form I-9 Be Used?

All employees, citizens and noncitizens, hired after November 6, 1986 and working in the United States must complete a Form I-9.

Filling Out the Form I-9

Section 1, Employee: This part of the form must be completed at the time of hire, which is the actual beginning of employment. Providing the Social Security number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Preparer/Translator Certification. The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his/her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer: For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment eligibility within three (3) business days of the date employment begins. If employees are authorized to work, but are unable to present the required

document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. However, if employers hire individuals for a duration of less than three business days, **Section 2** must be completed at the time employment begins. **Employers must record:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. These photocopies may only be used for the verification process and must be retained with the Form I-9. **However, employers are still responsible for completing and retaining the Form I-9.**

Section 3, Updating and Reverification: Employers must complete **Section 3** when updating and/or reverifying the Form I-9. Employers must reverify employment eligibility of their employees on or before the expiration date recorded in **Section 1**. Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three (3) years of the date this form was originally completed and the employee is still eligible to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three (3) years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B and:
 1. Examine any document that reflects that the employee is authorized to work in the U.S. (see List A **or** C);
 2. Record the document title, document number and expiration date (if any) in Block C, and
 3. Complete the signature block.

What Is the Filing Fee?

There is no associated filing fee for completing the Form I-9. This form is not filed with USCIS or any government agency. The Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, call our toll-free number at **1-800-870-3676**. Individuals can also get USCIS forms and information on immigration laws, regulations and procedures by telephoning our National Customer Service Center at **1-800-375-5283** or visiting our internet website at **www.uscis.gov**.

Photocopying and Retaining the Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Forms I-9 for three (3) years after the date of hire or one (1) year after the date employment ends, whichever is later.

The Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR § 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by officials of U.S. Immigration and Customs Enforcement, Department of Labor and Office of Special Counsel for Immigration Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

We try to create forms and instructions that are accurate, can be easily understood and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: **1)** learning about this form, and completing the form, 9 minutes; **2)** assembling and filing (recordkeeping) the form, 3 minutes, for an average of 12 minutes per response. If you have comments regarding the accuracy of this burden estimate, or suggestions for making this form simpler, you can write to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529. OMB No. 1615-0047.

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9, Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p>	I attest, under penalty of perjury, that I am (check one of the following):		
	<input type="checkbox"/>	A citizen or national of the United States	
	<input type="checkbox"/>	A lawful permanent resident (Alien #) A _____	
	<input type="checkbox"/>	An alien authorized to work until _____ (Alien # or Admission #) _____	

Employee's Signature	Date (month/day/year)
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Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR		AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph <i>(Form I-766, I-688, I-688A, I-688B)</i>	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
9. Driver's license issued by a Canadian government authority	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)



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TITLE: <i>Employment of Minors</i>	POLICY No. HUM304.0
SECTION: Sacramento Public Library Policies 300-324	REVISION DATE:
ISSUE DATE: July 23, 2009	REVISION #:
BOARD ITEM #: (IF APPLICABLE)	

I. PURPOSE/ INTRODUCTION

The Library routinely employs minors to shelve books or perform other clerical duties. In order to safeguard the health and well-being of minors, the Library will adhere to appropriate State and Federal legislation.

II. POLICY

It is the Library's policy to adhere to California Labor Code regulations regarding hours and conditions of employment of minors.

III. PROCEDURAL GUIDELINES

A. Minors 15 Years of Age or Younger

1. May not be employed for more than eight (8) hours in a 24-hour period, or more than 40 hours in one week;
2. May not work before 7 a.m. or after 7 p.m. except that from June 1 through Labor Day, a minor 15 years of age or younger may work until 9 p.m.
3. While school is in session, a minor 14 or 15 years of age may not work for more than three (3) hours in any school day nor more than 18 hours per week unless the minor is enrolled in and employed pursuant to a school-supervised and school-administered work experience or internship program.

B. Minors 16 or 17 Years of Age

1. May not be employed for more than eight (8) hours in a 24-hour period or 48 hours in one week;
2. May not work before 5 a.m. or after 10 p.m. on any day preceding a school day. However, a minor may work until 12:30 a.m. of the non school day during any evening preceding a non school day;
3. While school is in session, a minor 16 or 17 years of age may not work for more than four (4) hours in any school day, except in accordance with a permit to work issued to the minor.



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- C. "School Day" is defined as any day in which a minor is required to attend school for 240 minutes or more.
- D. Minors under the age of 18 who have a valid high school diploma or certificate of proficiency or have obtained their General Education Development (GED) certification may work the same hours as an adult performing the same work.
- E. Before any minor is employed, the Library will obtain a verification of age from the minor.
- F. Minors must be given the same rest and meal periods as regular employees of the Authority.

IV. OTHER RELATED POLICIES

Rest and Meal Periods



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TITLE: Persons with Disabilities	POLICY No. HUM310.0
SECTION: Sacramento Public Library Policies 300-324	REVISION DATE:
ISSUE DATE: July 24, 2009	REVISION #:
BOARD ITEM #: (IF APPLICABLE)	

I. PURPOSE/ INTRODUCTION

The Library offers fair employment opportunities to all qualified persons including persons with disabilities in compliance with federal, state and local laws.

II. POLICY

It is the policy of the Library to employ individuals with disabilities using the same criteria that are used in the employment of other individuals. The Library will comply with the provisions of Section 504 of the Vocational Rehabilitation Act and its implementing regulations, part 84, Title 45, Code of Federal Regulations, California Fair Employment and Housing Act and the Americans with Disabilities Act.

III. PROCEDURAL GUIDELINES

- A. The Library will consider all persons with disabilities for employment and for promotional opportunities using the same criteria as are used for the employment of other applicants.
- B. The Library will take steps to make facilities barrier-free and accessible according to appropriate Federal and State statutes, provide reasonable adaptive equipment, and make "reasonable accommodations" for persons with disabilities.
- C. Should an employee become disabled, the Library will embark on an interactive process with the employee to explore ways in which to provide reasonable accommodation so that the employee can continue performing his or her job. This does not mean, however, that the Library is obligated to provide accommodation if such accommodation would be financially unfeasible or have an adverse effect on the Library's operations, place the disabled employee in a position for which they would normally not be qualified, displace another employee, or create a new position.

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TITLE: <i>Respect in the Workplace – Anti Bullying</i>	POLICY No. HUM312.0
SECTION: Sacramento Public Library Policies 300-324	REVISION DATE:
ISSUE DATE: July 23, 2009	REVISION #:
BOARD ITEM #: (IF APPLICABLE)	

I. PURPOSE/ INTRODUCTION

The Library strives to develop a culture where employees, customers, suppliers and vendors are treated with fairness, civility, dignity and respect. All library employees must be committed to establishing a culture of service that is built upon the principles of Integrity, Respect, Courtesy and Excellence.

In order to insure that dignity and respect are accorded to each library employee, the library has adopted a number of regulations and policies such as the Equal Employment Opportunity (EEO) policy, which prohibits discrimination in employment decisions on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, and other categories.

Dignity and respect can only exist in an environment in which library employees feel safe from physical violence. Hence the Authority Board has adopted the Workplace Violence policy. Inappropriate behavior that impacts an employee psychologically can also create risk to the health and safety of the employee and negatively impact the individual's ability to perform his or her job.

In order to ensure that the work environment is free of such behavior, the library has adopted this Respect in the Workplace Anti-Bullying policy.

II. POLICY

Workplace bullying is behavior that harms, intimidates, offends, denigrates or humiliates an employee or group of employees. Workplace bullying may cause the loss of valuable employees, reduce productivity and morale and create legal risks.

The library believes all employees should be able to work in an environment free of bullying and will not tolerate any behavior that goes against the library's core values and adversely affects the dignity of individuals.

III. DEFINITION OF BULLYING

- A. **Bullying** may be characterised as repeated negative acts that are offensive, intimidating, malicious, insulting or an abuse or misuse of power. Such behaviour violates the dignity of an individual or group of employees or creates a work environment that undermines, humiliates, denigrates or belittles staff.
- B. Although bullying in the workplace is not illegal per se, it is unacceptable conduct because it prevents work from getting done and prevents the employer's legitimate business interests from being met.



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C. FORMS OF BULLYING

1. Bullying and disrespectful communication can come in many forms. Examples include but are not limited to:
 - a. Unwarranted or invalid criticism;
 - b. Blame without factual justification;
 - c. Excessive yelling, or repeated emotional outbursts;
 - d. Ridiculing, demeaning or talking down to others or using denigrating remarks or tone of voice;
 - e. Gossiping, spreading malicious rumours or insulting someone;
 - f. Picking on someone;
 - g. Setting someone up to fail by setting unrealistic objectives;
 - h. Deliberately withholding information which an individual requires to do his/her job;
 - i. Deliberately excluding someone from activities or victimizing them;
 - j. Undermining a person's authority or work;
 - k. Persistently criticizing someone unfairly;
 - l. Threats, retaliation, intimidation;
 - m. Misuse of power or position;
 - n. Any behaviour a reasonable person would find unprofessional, disturbing and harmful to an employee's psychological health.

IV. PROCEDURAL GUIDELINES

A. INFORMAL PROCEDURE

1. Many incidents of bullying can be dealt with effectively in an informal way, because often the bully may be unaware of the effect of his or her behaviour.
2. Any individual in doubt as to whether a type of behaviour is bullying should contact his or her direct supervisor, a manager or a representative of the Human Resources department for advice on an informal and confidential basis.
3. If an incident occurs that is offensive, it may be sufficient to explain clearly to the person engaging in such behaviour that it is unacceptable. If it is too difficult or embarrassing to do so, the individual should seek support from his or her direct supervisor, a manager or a representative of the Human Resources department.

B. FORMAL PROCEDURE

1. At any time, whether or not informal action has been taken, an individual who feels he or she has been bullied in a way that breaches this policy can raise the matter directly with a supervisor, manager or Human Resources.
2. This can be done verbally or in writing.
3. Every complaint of bullying shall be evaluated in accord with the guidelines of the library's Workplace Investigations Policy.

C. IMPLEMENTATION AND MONITORING

1. Individual managers are responsible for ensuring that this policy is applied.
2. The Library will undertake to provide training on the issue of bullying and the contents of this policy to all managers and will ensure that all staff is made aware of the consequences of inappropriate behaviour as outlined in this policy.



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3. All staff will be made aware of their responsibility to ensure that the working environment is free from harassment and bullying.



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D. CONFIDENTIALITY

1. To the extent feasible, proceedings, reports and records are confidential to the parties involved.
2. Reasonable effort is made to protect the privacy interests of the parties. Information will be given only to those who have a need to know.

E. RETALIATION

1. The Authority encourages reporting of all incidents of harassment, without fear of retaliation.
2. The Authority prohibits retaliation against any individual who reports harassment or participates in an investigation of such reports.
3. Any individual who believes he or she has been subjected to retaliation shall report the conduct in the same manner as sexual harassment is to be reported.

F. DISCIPLINE

1. Employees who violate this policy are subject to appropriate discipline, up to and including termination.
2. Additionally, persons who violate this policy may be subject to civil damages or criminal penalties.
3. False claims of sexual harassment made in bad faith may subject an employee to disciplinary action if deliberate misrepresentation of facts is shown through investigation.