

AGENDA
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain, Nevada
Tuesday March 3, 2020 -- 5:45 PM

Members: Rebecca Lim, Chairperson Sara Keehfuss, Treasurer
 Gwenn Snow, Vice-Chairperson Frank Wagener-Member
 Mallory Barber, Secretary/Clerk

SPECIAL NOTE: Below is the agenda items scheduled to be considered. All items are approximate except for bid openings, public hearings, and any other items agendized at a specific time. Items on the agenda without a time designation may be taken out of order. The Board may combine two or more agenda items for consideration. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Action may be taken on those items denoted (FOR POSSIBLE ACTION)

ITEM#/SUBJECT

1. Call meeting to order – For Possible Action
2. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.
3. Approval of Agenda – For Possible Action
4. Reading, correction and approval of minutes for February 4 & 25, 2019 - For Possible Action
5. INFORMATIONAL ITEMS
 - a.
6. OPEN DISCUSSION – (This item is for discussion only. No action will be taken at this time. There may be a time limit placed on this discussion if necessary.)
7. LIBRARY REPORTS- For possible action
 - a. RMPL -
 - b. MPL –
 - c. Children’s Wing report -
8. OLD BUSINESS - For Possible Action
 - a.
9. NEW BUSINESS – For Possible Action
 - a. Discussion and possible decision evaluation for Jeanne Bleecker SVLD – Co-Director and Andrea Madziarek SVLD Co-Director for 2019
 - b. Discussion and possible decision concerning Employee policy changes
 - c. Discussion and possible decision concerning a library policy for biological hazards
10. CORRESPONDENCE – For possible Action
 - a. Department of Taxation 3rd Request for Extension on Annual Audit report
 - b.

11. FINANCE – For possible Action

- a. Approve and sign expenditures for March 3, 2020
- b. Cash Flow

12. GENERAL PUBLIC COMMENT – (Three-minute time limit per person.) Action will not be taken on the matter considered during periods until specifically included on an agenda as an action item.

13. SET DATE AND TIME FOR NEXT MEETING

14. ADJOURN – For Possible Action

Supporting information for this agenda can be obtained from Andrea Madziarek at the Round Mountain Public Library at 775-377-2215 or andream@svld.net

All agendas are posted at the following locations:

| | | |
|----------------------------|-------------------------------|--------------------------|
| Round Mountain Post Office | Round Mountain Public Library | Manhattan Public Library |
| 83 Hadley Circle | 73 Hadley Circle | 7 Mineral Street |
| Round Mountain, NV 89045 | Round Mountain, NV 89045 | Manhattan, NV 89022 |

Also can be found on the Department of Administration website <https://notice.nv.gov>
County – Nye County - Smoky Valley Library Board.

Any member of the public who is disabled and requires accommodations or assistance at this meeting is requested to notify the Round Mountain Public Library in writing or call (775) 377-2215.

MINUTES
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Round Mountain Public Library
Round Mountain Nevada
Tuesday February 4, 2020– 5:45 PM

Members present: Gwenn Snow, Vice-Chairperson Sara Keehfuss, Treasurer
Mallory Barber, Secretary/Clerk

Members absent: Rebecca Lim, Chairperson Frank Wagener, Member
Also present: Jeanne Bleecker, Co-Director, Smoky Valley Library District
Andrea Madziarek, Co-Director, Smoky Valley Library District
Amy Madziarek, Children's Dept. Head, RMPL

These minutes are a draft, subject to revision and/or approval by Board of Trustees at their next regularly scheduled meeting.

ITEM#/SUBJECT

1. This meeting was called to order at 5:45 pm by Gwenn Snow.
2. General Public Comment: - Nothing at this time.
3. Approval agenda –Sara made a motion to accept agenda. Mallory seconded. All voted in favor. Motion passed.
4. Reading, correction and approval of minutes – Sara made a motion to accept minutes with correction, MPL – sense – since, collection's. Children's Report – planning on using it soon. Mallory seconded. All voted in favor. Motion passed.
5. INFORMATIONAL ITEMS –
 - a.
6. OPEN DISCUSSION – Jeanne reported to the board that we have our WhoFi software set up and is running. We had a short training online with a representative from WhoFi. He went over the reporting aspects of the software and showed us how to get certain reports and showed us how we can see usage to or network by, hour, day, and by unique users. After seeing the report it generated we were only reporting approximately 25% of the Network usage. January 1 – 31, 2020 we had 1277 hits to our public network for RMPL and 40 to MPL. He also explained how they weed out staff usage and equipment usage. So we feel this is a true number of people using our wireless network. Jeanne reported that Tony is now using HughesNet and has not had any problems. Sara asked about the Star rating for the Library District. Jeanne told the board in the past the Library Published the results for the Star Libraries. She told them that she sent them a link in their email if they want to read about it. She explained to them how Library Journal generates the Star Library ratings.
7. LIBRARY REPORTS– For possible action –
 - a. RMPL – We put a new counter on our website, so that we can try to get a better number of website hits. Easy books check outs are climbing. We are still continuing to get more kids using the AR reading program.
 - b. MPL – HughesNet is working well and he still has not used any data.
 - c. Children's Wing report – Amy reported that Spring break is March 9-13, 2020. She will be doing Science Week during that time. She is working with the Recreation Center, so that when our program is over we will take them over to the Gym to play games. She said our Summer Reading Program is Imagine your story – Fairy tales and Folklores. It is scheduled for June. We do not have exact dates yet. Joanna will be

attending NCLab workshop March 4 and 5th. Amy will be attending a supervisor workshop March 11 & 12 and 25 & 26, 2020.

8. OLD BUSINESS– For Possible Action –.

a. N/A

9. NEW BUSINESS– For possible action –

a. N/A

10. CORRESPONDENCE –

A. Nothing at this time.

11. FINANCE -

a. Finance – Mallory made a motion to approve and sign vouchers dated February 4, 2020. Sara seconded. All voted in favor. Motion passed.

b. 2nd Quarter Report – Jeanne explained the report. Sara made a motion to accept the 2nd Quarter Report. Mallory seconded. All voted in favor. Motion passed

12. General Public Comment – (second) N/A

13. Set date and time of next meeting. The next meeting was set for Tuesday, March 3, 2020 @ 5:45 PM in Round Mountain Public Library Conference Room, Round Mountain Nevada.

14. ADJOURN – Gwenn made a motion to adjourn the meeting @ 6:40 PM

Date approved

Mallory Barber, Secretary/Clerk

**MINUTES
SMOKY VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
Special Meeting
Round Mountain Public Library
Round Mountain Nevada
Tuesday February 24, 2020– 5:30 PM**

Members present: Gwenn Snow, Vice-Chairperson Sara Keehfuss, Treasurer
Mallory Barber, Secretary/Clerk Frank Wagener, Member

Members absent: Rebecca Lim, Chairperson
Also present Jeanne Bleecker, Co-Director, Smoky Valley Library District
Andrea Madziarek, Co-Director, Smoky Valley Library District
Daniel C. McArthur, LTD, Certified Public Account

These minutes are a draft, subject to revision and/or approval by Board of Trustees at their next regularly scheduled meeting.

ITEM#/SUBJECT

1. This meeting was called to order at 5:40 pm by Gwenn Snow.
2. General Public Comment - Nothing at this time.
3. Approval agenda –Sara made a motion to accept agenda. Frank seconded. All voted in favor. Motion passed.
4. Open Discussion – N/A
5. FINANCE –
 - a. Fiscal Year 2018-2019 Audit report – Dan went over the reasons with the board why the audit report is so late. He then presented the report to the board and discussed the OPEB and Net pension liability with the board. They discussed budget numbers, general fund and the capitol projects fund. The board thanked Dan for coming and speaking with them and presenting the audit report for 2018-2019. Sara made a motion to accept the Report on Financial Statements and Supplementary Information – Audit report 2018-2019. Mallory seconded. All voted in favor. Motion passed.
12. General Public Comment – (second) N/A
14. ADJOURN – Mallory made a motion to adjourn the meeting @ 6:15 PM

Date approved

Mallory Barber, Secretary/Clerk

Smoky Valley Library District

www.svld.net

Round Mountain Public Library
 P.O. Box 1428
 Round Mountain, Nevada, 89045
 (775) 377-2215
 Fax (775)-377-2699

Manhattan Public Library
 P.O. Box 95
 Manhattan, Nevada, 89022
 (775) 487-2623
 Fax (775) 487-2326

MONTHLY REPORT FOR JANUARY 2020

February 3, 2020

| Materials | Added | Total | Circulation | Last Year |
|--------------------|-------------|---------------|--------------|--------------|
| Adult Books | 58 | 8,280 | 245 | 368 |
| Audio Books | 0 | 1,199 | 39 | 42 |
| Easy | 82 | 5,936 | 1,324 | 644 |
| Junior | 61 | 5,017 | 435 | 422 |
| Teen | 37 | 2,528 | 255 | 221 |
| Movies | 64 | 13,245 | 1,244 | 1,757 |
| Music | 7 | 2,033 | 2 | 44 |
| Video Games | 9 | 65 | 30 | - |
| Computer | - | 9 | 141 | 109 |
| Wi-Fi Usage | - | - | 1277 | 353 |
| Freelag Usage | - | - | 593 | 407 |
| Digital Material | 1043 | 37,664 | 91 | 101 |
| Database Useage | - | - | - | - |
| GRAND TOTAL | 1361 | 75,976 | 5,676 | 4,468 |

Patron Visits **3,310** **2,967**

New Patrons: **9**

Web Site Visits **205**

Services:

Notaries 32

Meeting room 24

Proctoring/Tutoring 0/48

Volunteer Hours 11.75

ILL 0

Revenues:

Fax \$ 268.00

Fines \$ 76.80

Copies \$ 74.45

Donations \$ -

Misc. \$ 104.61

GRAND TOTAL \$ 523.86

Programs:

STEM Attendance: 150

After Hour Kid Power 100

Table Activities 209

Storytime 28

Programs:

Friday Movie Attendance: 13

Electronics 198

Preschool Attendance 182

Classes 505

Grand Total: 1385

Smoky Valley Library District

www.svld.net

Round Mountain Public Library
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Manhattan Public Library
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Fax (775) 487-2326

Manhattan Library Report for January 2020

| | 2020 | 2019 |
|---------------------------|-----------|-----------|
| Patron Visits | 49 | 79 |
| Check Outs | 167 | 133 |
| Computer Usage | 2 | 32 |
| Community Center | 0 | 0 |
| Museum Visitors | 0 | 7 |
| WIFI Hot Spot | 40 | 13 |
| Collection count to date: | 5,737 | 6,879 |
| Materials added: | | |
| Equipment | 0 | 0 |
| Audios | 0 | 0 |
| Books | 76 | 161 |
| Movies | <u>22</u> | <u>21</u> |
| TOTAL | 98 | 182 |

Smoky Valley Library District Employee Performance Review

Employee Information

Employee Name: **Jeanne Bleecker**
Job Title: Co-Director
Date of Hire: / /
Manager: SVLD Board of Trustees
Review Period: 01/01/2019 to 12/31/2019

Type of Appraisal:
Annual

5 = Significantly Above Target

Employee demonstrates substantial knowledge and ability in performance of job duties. Clearly and consistently exceeds expectations. Requires a minimum of direction or supervision. Demonstrates willingness to assume additional responsibilities. Makes significant contributions beyond normal job responsibilities. Is respected by others.

4 = Above Target

Demonstrates strong knowledge and ability in performance of job duties. Consistently meets expectations and frequently performs above stated requirements. Errors are infrequent and are typically detected and corrected by the employee. Accepts supervision in a positive manner. Looks for ways to do a better job.

3 = At Target

Employee demonstrates knowledge and ability to meet performance expectations. Generally corrects any errors with minimum of instruction or assistance. Accepts supervision and training readily. Is a good team player.

2 = Below Target

Areas of employee's performance show significant weakness in accomplishing performance expectations. Performance is below acceptable levels for time in position. Number of work errors requires supervision above normal levels. Does not consistently accomplish objectives. Improvement is required if employee is to retain employment.

1 = Unacceptable

Frequently fails to meet job expectations. Product is clearly below level of acceptability. Shows lack of consistency when performing routine tasks. Has limited grasp of basic job requirements despite repeated coaching and/or retraining. Shows little or no initiative or urgency to perform. Continued employment is in immediate jeopardy.

- **Descriptions in each category are examples.**
- **Other interpretations may be added.**
- **Some categories may be weighted more heavily than others.**
- **Comments required for ratings below and/or significantly above target.**

Performance Categories

Use for all employees:

Communications - Rating 4

Interacts professionally and courteously with fellow employees and citizens. Models positive behaviors. Verbal and written communications are clear and accurate. Listens effectively. Shows support and respect for others. Seeks others' assistance when appropriate.

Comments: On her own initiative, Jeanne revised one of the reports to the board to include subcategories of expenditures to better inform board members.

Customer Focus - Rating 5

Knowledgeable about internal and external customer needs/requirements. Satisfies customer needs using established guidelines. Offers timely, effective, courteous service and assistance. Addresses problems and offers solutions. Serves as a positive role model to others when dealing with customers. Projects a professional and positive demeanor.

Comments: Jeanne takes into consideration the patrons of SVLD with the decisions she makes. She cares about her community, patrons and local school needs. Her customer focus is all about improving the library to fit the community needs.

Job Knowledge - Rating 5

Maintains technical knowledge and displays ability to manage work and complete assignments. Accepts training opportunities to improve level of competence. Offers suggestions to improve product.

Comments: Jeanne has received many certifications and continuously works to improve her knowledge.

Personal Behavior - Rating 4

Dependable. Behavior is a positive example to others. Shows good judgment. Interactions with others carried out with high level of integrity and in an ethical manner. Shows support and respect for others. Demonstrates acceptance of differing behaviors and styles. Works harmoniously and effectively with fellow employees and citizens. Serves as a positive role model by leading and supporting others to effectively work together. Positively accepts feedback and coaching regarding own performance. Adjusts to changing priorities and circumstances. Acceptable punctuality and attendance record.

Comments: Jeanne is an excellent face of the library. She maintains a positive attitude in the busiest of times.

Quality and Quantity of Work - Rating 5

Meets expectations of measured requirements; achieves deadlines. Plans and organizes tasks in order to meet objectives. Participates in and contributes to accomplishment of team efforts. Accepts new tasks with enthusiasm. Work product and assignments completed successfully and in a timely manner. Recognizes and/or identifies opportunities to improve work product and proceeds appropriately. Practices safe work habits. Willing to train others as needed.

Comments: Jeanne provides the "backup" in advance of Board Meetings on a consistent and timely manner.

Supervision/Management

Complete items below for supervisor/management positions:

Planning and Organization - Rating 5

Able to manage multiple projects simultaneously. Organized and alert to status of work responsibilities. Prioritizes assignments/projects efficiently. Understands relationship between own assignments and those of others. Manages assignments within established budgets.

Comments: Jeanne can oversee many projects at once. She manages teams and individual assignments with enthusiasm without losing perspective of her specific duties and responsibilities.

Decision Making/Problem Solving - Rating 5

Uses good judgment and common sense approach to situations. Able to anticipate problems and provide alternate paths to resolution. Properly uses available resources. Communicates in a timely manner with superiors and subordinates. Analyses and evaluates information to arrive at best course to pursue. Chooses appropriate course to support long range goals. Makes good decisions regarding resources; i.e., personnel and equipment. Accepts responsibility for actions and decisions.

Comments: Following discussion at board meetings, determined it was necessary and cost-effective to hire a "handyman" to assist with maintenance of the buildings and properties.

Leadership - Rating 5

Able to inspire others to work together effectively. Effectively communicates objectives and goals, and establishes measurements to evaluate results. Creates supportive environment. Acts as a positive role model. Embraces changing priorities, circumstances and policies and encourages others to do the same. Takes action regarding employees; i.e., recognizes accomplishments, provides effective training and coaching, recognizes and addresses problems, applies consistent and fair treatment regarding disciplinary issues.

Comments: Jeanne supports her staff's ideas and projects. She has embraced the revisions of policy and is working to develop new ways to communicate changes to the staff.

Additional Comments

If more space is needed for any section, use additional sheets and attach.

Progress/accomplishment of goals for current evaluation period (as documented on last appraisal):

Comments: Jeanne developed the budget and monitors spending on a monthly basis.

Areas requiring development or improvement:

Comments: Continue to listen and being open to new ideas and opinions of others.

Goals and/or training needs for upcoming evaluation period:

Comments: Continue to become certified in all areas that the library can benefit from. Take time to stay abreast of all new ideas, improvements and updates.

Overall rating: 4.75

Comments: Jeanne is doing an excellent job as Co-Director of the Library. Keep striving towards providing an outstanding library and services to our community.

Employee Comment/Feedback:

Comments:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Date

Manager Signature

Date

Smoky Valley Library District Employee Performance Review

Employee Information

Employee Name: **Andrea Madziarek**
Job Title: Co-Director
Date of Hire: / /
Manager: SVLD Board of Trustees
Review Period: 01/01/2019 to 12/31/2019

Type of Appraisal:
Annual

5 = Significantly Above Target

Employee demonstrates substantial knowledge and ability in performance of job duties. Clearly and consistently exceeds expectations. Requires a minimum of direction or supervision. Demonstrates willingness to assume additional responsibilities. Makes significant contributions beyond normal job responsibilities. Is respected by others.

4 = Above Target

Demonstrates strong knowledge and ability in performance of job duties. Consistently meets expectations and frequently performs above stated requirements. Errors are infrequent and are typically detected and corrected by the employee. Accepts supervision in a positive manner. Looks for ways to do a better job.

3 = At Target

Employee demonstrates knowledge and ability to meet performance expectations. Generally corrects any errors with minimum of instruction or assistance. Accepts supervision and training readily. Is a good team player.

2 = Below Target

Areas of employee's performance show significant weakness in accomplishing performance expectations. Performance is below acceptable levels for time in position. Number of work errors requires supervision above normal levels. Does not consistently accomplish objectives. Improvement is required if employee is to retain employment.

1 = Unacceptable

Frequently fails to meet job expectations. Product is clearly below level of acceptability. Shows lack of consistency when performing routine tasks. Has limited grasp of basic job requirements despite repeated coaching and/or retraining. Shows little or no initiative or urgency to perform. Continued employment is in immediate jeopardy.

- ***Descriptions in each category are examples.***
- ***Other interpretations may be added.***
- ***Some categories may be weighted more heavily than others.***
- ***Comments required for ratings below and/or significantly above target.***

Performance Categories

Use for all employees:

Communications - Rating 4

Interacts professionally and courteously with fellow employees and citizens. Models positive behaviors. Verbal and written communications are clear and accurate. Listens effectively. Shows support and respect for others. Seeks others' assistance when appropriate.

Comments: Andrea created a new website to provide more information to patrons about access to the multiple functions of the library and the many digital resources available. Andrea informs board members of correspondences from outside entities when relevant to members' roles.

Customer Focus - Rating 5

Knowledgeable about internal and external customer needs/requirements. Satisfies customer needs using established guidelines. Offers timely, effective, courteous service and assistance. Addresses problems and offers solutions. Serves as a positive role model to others when dealing with customers. Projects a professional and positive demeanor.

Comments: Andrea is continuously looking for new ideas to bring into the Library. She updates the board on things that are doing well and others that could be improved. She informs the boards on the STEM program and how the patrons reacting to the resource. You can tell that Andrea is truly dedicated to the customers of the Library.

Job Knowledge - Rating 5

Maintains technical knowledge and displays ability to manage work and complete assignments. Accepts training opportunities to improve level of competence. Offers suggestions to improve product.

Comments: Demonstrates considerable knowledge about the needs/functions of the library district and the changing roles of libraries in general. Knowledgeable about legislative and other changes that require new or revised district policies.

Personal Behavior - Rating 5

Dependable. Behavior is a positive example to others. Shows good judgment. Interactions with others carried out with high level of integrity and in an ethical manner. Shows support and respect for others. Demonstrates acceptance of differing behaviors and styles. Works harmoniously and effectively with fellow employees and citizens. Serves as a positive role model by leading and supporting others to effectively work together. Positively accepts feedback and coaching regarding own performance. Adjusts to changing priorities and circumstances. Acceptable punctuality and attendance record.

Comments: Andrea has a positive attitude. She remains composed and professional during large community events.

Quality and Quantity of Work - Rating 5

Meets expectations of measured requirements; achieves deadlines. Plans and organizes tasks in order to meet objectives. Participates in and contributes to accomplishment of team efforts. Accepts new tasks with enthusiasm. Work product and assignments completed successfully and in a timely manner. Recognizes and/or identifies opportunities to improve work product and proceeds appropriately. Practices safe work habits. Willing to train others as needed.

Comments: Andrea provides good quality work and has met targets on a consistent basis. She is willing to make improvements and to learn more in order to improve the quality of the library.

Supervision/Management

Complete items below for supervisor/management positions:

Planning and Organization - Rating 5

Able to manage multiple projects simultaneously. Organized and alert to status of work responsibilities. Prioritizes assignments/projects efficiently. Understands relationship between own assignments and those of others. Manages assignments within established budgets.

Comments: Andrea is able to not only get her tasks done, but jump in where her expertise is needed by others.

Decision Making/Problem Solving - Rating 5

Uses good judgment and common sense approach to situations. Able to anticipate problems and provide alternate paths to resolution. Properly uses available resources. Communicates in a timely manner with superiors and subordinates. Analyses and evaluates information to arrive at best course to pursue. Chooses appropriate course to support long range goals. Makes good decisions regarding resources; i.e., personnel and equipment. Accepts responsibility for actions and decisions.

Comments: Andrea makes good and informed decisions using all available resources. She is able to present options and goals with research to back up her findings.

Leadership - Rating 5

Able to inspire others to work together effectively. Effectively communicates objectives and goals, and establishes measurements to evaluate results. Creates supportive environment. Acts as a positive role model. Embraces changing priorities, circumstances and policies and encourages others to do the same. Takes action regarding employees; i.e., recognizes accomplishments, provides effective training and coaching, recognizes and addresses problems, applies consistent and fair treatment regarding disciplinary issues.

Comments: Andrea communicates well. She is supportive and is open to change. Andrea oversees and leads the staff at SVLD by an incredible example.

Additional Comments

If more space is needed for any section, use additional sheets and attach.

Progress/accomplishment of goals for current evaluation period (as documented on last appraisal):

Comments: Andrea completely overhauled the SVLD website in 2019. The new site has a professional appearance and is easy to navigate. The library databases and other offerings are easy to find.

Areas requiring development or improvement:

Comments: The Manhattan library is becoming more popular with patron visits. I believe that Andrea has good ideas and goals to enable the staff and library to function to the best of its abilities.

Goals and/or training needs for upcoming evaluation period:

Comments: Continue working closely with POOL/PACT on documentation and stay up to date on our legal forms, policies and procedures. If Andrea is interested in getting her librarian certification, she would be supported and encouraged to do so.

Overall rating: 4.87

Comments: Andrea is respected by others and makes significant contributions beyond normal and expected responsibilities. She interacts professionally and courteously with fellow employees and patrons.

Employee Comment/Feedback:

Comments:

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Date

Manager Signature

Date

SMOKY VALLEY LIBRARY DISTRICT

Employee Policies and Procedures

Adopted in 2016 by the Smoky Valley Library Board of Trustees.

Chairperson

SMOKY VALLEY LIBRARY DISTRICT

Employee Policies & Procedures

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Appendix 1 Employee Time Sheet

1.0 Fair Employment Practices

Policy

The **Smoky Valley Library District** recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of seniority and current employment with the **Smoky Valley Library District** may also be considered. Therefore, it is the policy of the **Smoky Valley Library District** to provide equal employment opportunity for all applicants and employees. The **Smoky Valley Library District** does not sanction or tolerate discrimination in any form on the basis of any protected class including race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, membership in the Nevada National Guard, or any other class that becomes protected by federal and/or state law.

The **Smoky Valley Library District** will:

- Recruit, hire, train, and promote for all job classifications without regard to protected class membership, as well as to ensure that all compensation, benefits, transfers, layoffs, return from layoffs, **Smoky Valley Library District**-sponsored training, social, and recreation programs will be administered in conformance with the **Smoky Valley Library District's** policy. In addition, the **Smoky Valley Library District** will not discharge, discipline, or discriminate against an individual because of domestic violence as provided for in NRS 613, discussing compensation as provided for in NRS 613, or using leave as a National Guard member as provided for in NRS 412.
- Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended, the Genetic Information Nondiscrimination Act of 2008, the applicable Nevada Revised Statutes on Equal Employment Opportunity (NRS 613), Nevada Revised Statutes regarding National Guard service (NRS 412.139/.1395), and any other applicable federal, state, and local statutory provisions.
- Provide reasonable accommodation wherever the need for such is known by the **Smoky Valley Library District**, and/or the applicant or employee indicates a need for such reasonable accommodation, provided the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others.
- Hold all supervisors/managers responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in

compliance with federal and state fair employment practices, statutes, rules, and regulations.

20.0 Military Leave

Military Leave under Nevada Statute

Policy

Public officers and/or employees who are active members of the United States Army Reserve, United States Naval Reserve, United States Marine Corps Reserve, United States Coast Guard Reserve, United States Air Force Reserve, or the Nevada National Guard are entitled to leave to serve under orders including, without limitation, orders for training or deployment, as provided in NRS 281.145.

Procedure:

1. Upon employee's or public officer's request, **Smoky Valley Library District** must relieve employee or public officer of duties with pay to serve under orders for training or deployment for a period of not more than the number of hours equivalent to 15 working days in a 12-month period.
2. The **Smoky Valley Library District** is not required to pay the public officer's or employee's salary after 15-working days (or hours equivalent).
1. Public officer's or employee's accrued vacation time may not be deducted during the leave. If public officer or employee requests additional time beyond 15 working days, public officer or employee may choose to use annual leave and compensatory time, if any, before going on leave without pay. The **Smoky Valley Library District** will treat the public officer or employee the same as any other employee on leave without pay.
2. The 12-month period designated by employer in number 1 above is calendar year.

21.0 Other Leaves of Absence

- The Board may approve additional leave, without compensation, for any regular, probationary, or part-time employee.
- Except as hereafter provided, leaves of absence cannot exceed thirty (30) calendar days.
- No annual or sick leave credits shall accrue during such leave.

Family and Medical Leave

Policy

Public employers are covered under the Family and Medical Leave Act (FMLA), and will comply with the requirements of the FMLA and advise employees if they meet all the FMLA eligibility

requirements. **Smoky Valley Library District** must provide employees Form WHD-1420 and are also required to post and keep posted the notice in a conspicuous place that can readily be seen by employees and applicants alike, even if no employees are eligible.

Employees who have been employed by the **Smoky Valley Library District** for a total of 12 months and worked for the **Smoky Valley Library District** at least 1,250 hours during the preceding 12-month period and are employed at a work site where 50 or more employees work for the **Smoky Valley Library District** within 75-surface miles of that work site are eligible for FMLA leave.

Smoky Valley Library District does not employ 50 or more individuals; therefore, employees are not eligible for FMLA leave Intermittent Leave

All employees on leaves of absence without pay will be required to pay, in advance, the monthly premiums for his/her group policy for themselves, and dependents, if covered. Checks should be made out to Nye County Treasurer and mailed to them at P.O. Box 473, Tonopah, NV. 89045.

- An exception to this policy would be those employees absent without pay due to an industrial injury. (See 16.5.1.)
- In the event of a death in an employee's family, he/she may use sick leave not to exceed five (5) working days for each death.
- The family member must be within the fourth degree of consanguinity or affinity to the employee.
- The Board may approve the use of additional sick leave for the death of a family member on a case-by-case basis.
- An employee returning from a medical leave of absence shall be required to provide a physicians' statement that indicates that he/she is fit to return to work.

30.0 Anti-Harassment

30.1 Policy

It is the district's policy to prohibit sexual harassment and harassment because of race, color, religion, age, disability, national origin, sexual orientation, and any other basis made unlawful by any applicable law or ordinance or regulation. It applies to all persons involved in the operations of the district and prohibits such illegal harassment by any employee, including supervisors and co-workers, any customer or client of the district, and any vendor or other service provider at the district's facilities.

- Conduct that is determined to be prohibited behavior, including sexual harassment, is inappropriate, offensive, and will not be tolerated by the district. Examples of prohibited conduct include, but are not limited to:
- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work directed at an employee because of the employee's gender or any other protected basis.
- Threats and demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for opposing, reporting or threatening to report harassment, or for participating in a harassment investigation, proceeding, or hearing.

Employees may have a claim of prohibited behavior even if they have not lost their job or suffered some other tangible employment action. Prohibited behavior that impairs an employee's working ability or directly impacts their emotional well-being at work violates this policy and will not be tolerated. When determining if prohibited conduct has occurred, the district will utilize the "reasonable person" standard. This standard considers if the behavior or conduct in question would be offensive to a "reasonable person".

All complaints of harassment will be promptly investigated. The results of the investigation will be provided to the individual filing the complaint as well as the individual against whom, the complaint was made. All investigations shall be confidential. Information obtained will be released only on a need to know basis or as required by law. All employees questioned as part of an investigation shall be expected not to discuss the matters with others.

New employees will be provided a copy of this policy upon hire and the contents will be discussed during the new hire orientation process. The policy will be posted on bulletin boards at district facilities.

41.0 Drug- and Alcohol-Free Workplace

Policy

The **Smoky Valley Library District** recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. This drug- and alcohol-free workplace policy applies to volunteers as well as employees.

The Smoky Valley Library District is committed to:

- Maintaining a safe and healthy workplace for all employees and volunteers;**
- Assisting employees or volunteers who recognize they have a problem with drugs, prohibited substances, or alcohol in receiving appropriate treatment;**
- Periodically providing employees and volunteers with information about the dangers of workplace drug abuse; and**
- When appropriate, taking disciplinary action for failure to comply with this policy.**

The Smoky Valley Library District strictly prohibits the following behavior:

- a. **The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs or prohibited substances by an employee at any time and in any amount. For the purpose of this policy, illegal drugs include those classified as such under local, state, or federal laws. Prohibited substances include medical and recreational marijuana, the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. The prohibition also includes using over-the-counter medications contrary to manufacturer instructions, or consumer products not meant for human consumption. In addition, the Smoky Valley Library District prohibits employees from possessing open containers of alcoholic beverages while on the Smoky Valley Library District s premises and/or while on duty and from working with a blood-alcohol level of .02 or more at any time.**
- b. **Bringing alcohol, illegal drugs, and other prohibited substances which may impair the safety or welfare of employees or the public onto the premises controlled by the Smoky Valley Library District or placing in vehicles or equipment operated on behalf of the Smoky Valley Library District.**
- c. **Driving an organizational vehicle while on or off duty with a blood alcohol level of .02 or more or under the influence of an illegal drug or prohibited substance, regardless of amount.**

- d. Law enforcement personnel may possess and/or transport such substances as required in the course and scope job-related functions.

Reporting Requirements

- a. A supervisor/manager who receives information or is a witness to any use of illegal drugs, prohibited substances, or alcohol by an employee which violates **Smoky Valley Library District's** policies or the law, is required to report this information to his/her supervisor/manager or HR representative immediately. The information reported must include:

- The persons(s) involved, including all witnesses;

- Any information gathered, such as actual observation of drug/alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors;

- A written record of specific conversations held with the accused and any witnesses;

- All pertinent facts, including date(s), time(s), and locations(s).

- b. An employee who witnesses or obtains information regarding illegal drug/prohibited substance/alcohol use by his/her immediate supervisor/manager is required to report the incident to that individual's supervisor's supervisor.

Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply with all applicable provisions of federal and state law.

Employees in safety-sensitive positions as defined in 49 CFR Part 382, et seq., are subject to the Federal Department of Transportation (DOT) (49 CFR Part 40) and the Federal Motor Carrier Safety Regulations (FMCSR), as prescribed by the Federal Motor Carrier Safety Administration (FMCSA) (49 CFR Parts 382, 383, 387, 390-397, and 399), as well as the **Smoky Valley Library District's Drug- and Alcohol-Free Workplace Policy**.

The **Smoky Valley Library District** receives funding through federal grants and is therefore subject to the Drug-Free Workplace Act of 1988. Marijuana (including medical and recreational marijuana), cocaine, opioids, amphetamines (including methamphetamines), phencyclidine (PCP), and methylenedioxy-methamphetamine (MDMA) are considered illegal Schedule I or II drugs through the federal government. **Smoky Valley Library District** is committed to a policy of a drug- and alcohol-free workplace and employees may not have any detectable level of Schedule I or II drugs in their system while at work. Failure to comply will be grounds for disciplinary action, up to and including termination. However, this policy is adopted in compliance with the requirements of NRS 453A.

Employee Responsibilities

Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.

Employees shall not report to work under the influence of alcohol, illegal drugs, prohibited substances, or misused prescription or over-the-counter drugs, regardless of the amount.

Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from the **Smoky Valley Library District's** Employee Assistance Program (EAP) provider, a substance abuse professional, or other treatment provider. The **Smoky Valley Library District's** medical insurance policy may provide for payment of some or all of the treatment costs.

It is the responsibility and obligation of employees in safety-sensitive positions to determine, by consulting a health care provider if necessary, whether or not a legal drug s/he is taking may/or will affect his/her ability to safely perform his/her job duties. An employee in a safety-sensitive position whose medication may affect their ability to safely perform their job must contact the human resources director or department director who will attempt to find an appropriate alternative assignment. If none is available, the employee and the **Smoky Valley Library District** will take steps consistent with the advice of a health care provider which could include the use of sick leave or a leave of absence. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/herself or others, the employee will be subject to discipline, up to and including termination.

Each employee must report the facts and circumstances of any drug or alcohol arrest resulting from an incident that occurred while the employee was on duty. Each employee must report the facts and circumstances of any drug or alcohol conviction which may impact the employee's ability to perform the duties of his/her job. If duties involve driving a vehicle, the employee must report to his/her supervisor/manager a conviction for driving under the influence (DUI), and/or restriction, revocation, or suspension of the driver's license pending adjudication. Notification to **Smoky Valley Library District** must occur before resuming work duties or restriction, revocation, or suspension.

Employees in safety-sensitive positions identified by the **Smoky Valley Library District** are subject to random drug and/or alcohol testing as provided in this policy.

Employees must act as responsible representatives of the **Smoky Valley Library District** and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to his/her immediate supervisor/manager or to the HR representative. Such reporting is critical in preventing serious injuries or damage to the **Smoky Valley Library District's** property.

Employees who are required to submit to a drug and/or alcohol test must complete and sign the consent form. Employees acknowledge that by consenting to drug testing, they are waiving any expectation of privacy.

NOTE: LAW ENFORCEMENT EMPLOYEES AND APPLICANTS FOR LAW ENFORCEMENT POSITIONS ARE ALSO SUBJECT TO THE LAW ENFORCEMENT DEPARTMENT'S DRUG TESTING POLICY.

Employee Assistance and Voluntary Referral

The Smoky Valley Library District strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs, prohibited substances, or alcohol under this policy and prior to any other violation of this policy, including a conviction of that individual for a drug- or alcohol-related offense. A decision to participate in the employee assistance or other treatment program will not be a protection or defense from discipline.

Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems.

The cost of the drug or alcohol rehabilitation or treatment program shall be borne by the employee and, if applicable, the employee's insurance provider. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of business will be shared by the Smoky Valley Library District's management.

Reasonable Suspicion Testing

When any supervisor/manager has reasonable suspicion that an employee may be under the influence of alcohol, drugs, or prohibited substances, the employee in question will be directed by the supervisor/manager or designee or the Smoky Valley Library District's HR representative to submit to drug and/or alcohol testing. This test may include a breath or blood test or urinalysis.

The supervisor/manager shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the supervisor/manager or designee to authorize the drug and/or alcohol test of an employee.

The supervisor/manager or designee or the Smoky Valley Library District's HR representative shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be placed on administrative leave with pay pending results of the test.

An employee who is required to submit to reasonable suspicion testing:

- a. Must sign a consent form. By consenting to testing, the employee acknowledges that s/he is waiving any expectation of privacy.**
- b. Will be immediately provided transportation by the Smoky Valley Library District to the location of the test.**
- c. Will be advised to refrain from eating or drinking before being tested.**

- d. Will be provided transportation by the **Smoky Valley Library District** or transportation arrangements will be made available by the **Smoky Valley Library District** after the employee submits to the test, or if the employee refuses to be tested.

Circumstances which constitute a basis for determining reasonable suspicion may include, but are not limited to:

Information provided either by reliable and credible sources or independently corroborated.

The first line supervisor or another supervisor/manager receives information from a reliable and credible source as determined by the supervisor/manager that an employee is violating the **Smoky Valley Library District's** policy.

Direct observation of drug, prohibited substance, or alcohol use while on duty.

The first line supervisor or another supervisor/manager directly observes an employee using drugs, prohibited substances, or alcohol while an employee is on duty.

Employee admits using drugs, prohibited substances, or alcohol prior to reporting to work or while at work.

Drug, prohibited substance, or alcohol paraphernalia possibly used in connection with illicit drugs or alcohol found on the employee's person or at or near the employee's work area.

Evidence that the employee has tampered with a previous test for drugs, prohibited substances, or alcohol.

The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a test for drugs, prohibited substances, or alcohol:

- a. *A pattern of abnormal or erratic behavior:* This includes, but is not limited to a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
- b. *Presence of physical symptoms of drug and/or alcohol use:* The supervisor/manager observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
- c. *Violent or threatening behavior*
 - i. *First Incident:* If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the supervisor/manager may request that the employee submit to drug and/or alcohol testing.

- ii. **Second Incident:** Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the supervisor/manager will request that the employee undergo drug and/or alcohol testing.
- d. **Absenteeism and/or tardiness:** If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.

Post-Accident Testing

Each employee involved in an accident will be tested for illegal drugs, prohibited substances and alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. Accidents that trigger testing are those that result in:

- Death;
- Medical treatment of employee or another individual, other than first-aid;
- Loss of consciousness; or
- Property damage estimated to be valued at or in excess of \$500.00.

An employee who is subject to a post-accident test:

- a. Must sign a consent form. By consenting to testing, the employee acknowledges that s/he is waiving any expectation of privacy.
- b. Must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test.
- c. Will be immediately provided transportation by the Smoky Valley Library District to the location of the test.
- d. Will be advised to refrain from eating or drinking before being tested and must refrain from consuming alcohol for eight hours following the accident or until the employee submits to an alcohol test, whichever comes first.
- e. Will be provided transportation by the Smoky Valley Library District or transportation arrangements will be made available by the Smoky Valley Library District after the employee submits to the test or refuses to be tested.

An employee may be placed on administrative leave with pay pending the results of this test. Upon completion of the test:

- If the employee caused or contributed to the accident, or the **Smoky Valley Library District** determines there is a risk to return him/her to work, the employee will be provided transportation to his/her home or the **Smoky Valley Library District** will make transportation arrangements, and the employee will be placed on administrative leave with pay pending the results of this test.
- If the **Smoky Valley Library District** determines the employee did not cause or contribute to the accident, the employee will be transported back to the work site (if medically able) and will resume work.

If the test comes back positive and the **Smoky Valley Library District** needs to conduct further investigation, the employee will be placed on administrative leave with or without pay.

Note: NRS 616C states a positive test for illegal drugs, prohibited substances (including marijuana), or alcohol per limits set forth in NRS 484C can cause the denial of workers' compensation claims. By consenting to post-accident testing, the employee waives any expectation of privacy.

In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable the **Smoky Valley Library District** to obtain hospital records or other documents that indicate the presence of drugs, prohibited substances, or alcohol in the employee's system when the accident occurred.

In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing the **Smoky Valley Library District** to obtain the test results from such officials.

Safety-Sensitive Positions

The **Smoky Valley Library District** shall conduct pre-employment testing for drugs and random testing for drugs, prohibited substances, and/or alcohol for positions identified as safety-sensitive by the **Smoky Valley Library District**. Successfully passing these tests is a condition of future or continued employment.

Safety-sensitive positions mean positions which may, in the normal course of business:

Require the employee to operate the **Smoky Valley Library District's** vehicles or heavy equipment or private vehicle on company business on a regular and recurring basis; and/or

Involve job duties which, if performed with inattentiveness, errors in judgment or diminished coordination, dexterity, or composure, may result in mistakes that could present a real and/or imminent threat to the personal health and safety of the employee, coworkers, and/or the public, including positions that require use of dangerous tools/equipment; performance of job duties at heights; use of dangerous chemicals; or carrying firearms in the performance of job duties.

The Smoky Valley Library District shall maintain a list entitled "List of Positions Designated as Safety-Sensitive." The list shall be a public record.

Random Testing

All employees in positions identified as safety-sensitive by the Smoky Valley Library District shall be subject to random testing for drugs, prohibited substances, and alcohol.

Per DOT testing guidelines for CDL holders, the Smoky Valley Library District will test for drugs/prohibited substances at a minimum, 25% of the average number of employee-CDL positions each calendar year. The Smoky Valley Library District will alcohol test, at a minimum, 10% of the average number of employee-CDL positions each calendar year.

For all other safety-sensitive positions, the Smoky Valley Library District will test for drugs/prohibited substances at a minimum 25% of the average number of employee positions designated as safety-sensitive each calendar year. The Smoky Valley Library District will alcohol test, at a minimum 25% of the average number of employee positions designated as safety-sensitive each calendar year.

The selection of employees for random testing shall be on a non-discriminatory basis and made from a computer-based random number generator that is matched with the employee's social security number. Random testing will be unannounced and the dates for administering the tests will be spread reasonably throughout the year. Random testing will be performed at any time while the employee is at work.

An employee selected for random testing shall proceed immediately to the test site and will be advised to refrain from eating or drinking prior to the test. An employee who engages in conduct which does not lead to testing as soon as possible after notification may be considered to have refused to be tested.

Employees selected for a random test but absent due to annual leave, sick leave, other leave, or on urgent Smoky Valley Library District business approved by their supervisor/manager will not be notified to take the random test until the first day they return to work after random selection.

Random selection may result in some employees being tested more than once each year; some may not be tested at all.

Return-to-Work Testing/Follow-Up Testing

If the Smoky Valley Library District agrees to continue employment, an employee who violates this policy and undergoes rehabilitation for drugs, prohibited substances, or alcohol will, as a condition of returning to work, be required to undergo follow-up testing as established by the Smoky Valley Library District. The extent and duration of the follow-up testing will depend upon the safety and security nature of the employee's position and the nature and extent of the employee's substance abuse problem. The Smoky Valley Library District will review the conditions of continued employment with the employee prior to the employee's returning to work. Any such condition for continued employment shall be given to the

employee in writing. The Smoky Valley Library District may consider the employee's rehabilitation program in determining an appropriate follow-up testing program.

Any employee subject to return-to-work testing that has a confirmed positive drug or alcohol test will be in violation of this policy and subject to termination.

Consequence of Refusal to Submit to Testing/Adulterated Specimen

The following shall be treated as a positive test and will result in disciplinary action, up to and including termination:

Refusal to submit to testing for drugs, prohibited substances, and/or alcohol, or who consents to a test but fails to appear timely at the collection site, or who fails to give his/her sample after reasonable opportunity to do so, or engages in conduct which attempts to or does impact the validity of any such testing, will be treated as a refusal to submit to a test. Such refusal shall be treated as a positive test.

Submission of an invalid, substituted, or adulterated specimen will be considered a refusal to test and such refusal shall be treated as a positive test.

A diluted positive test result shall be treated as a positive test.

Testing Guidelines

The Smoky Valley Library District may test for alcohol and illegal/prohibited substances including but not limited to:

Marijuana (THC)*
Cocaine, including crack
Opioids, including heroin, codeine, morphine, hydrocodone, hydromorphone, oxymorphone, and oxycodone
Amphetamines, including methamphetamines
Phencyclidine (PCP)

*Tests for marijuana for workers' compensation purposes must be a blood test per requirements set forth in NRS 616C.230.

In addition to testing for the above substances, CDL holders are subject to testing for the following substances:

6-Acetylmorphine
MDMA (Ecstasy)

Where applicable, the Smoky Valley Library District will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40 and the Federal Motor Carrier Safety Regulations (FMCSR). These regulations may be amended from time to time.

Option for Drug/Prohibited Substance Retest

1. In the event that an employee is required to submit to a screen test for drugs/prohibited substances within 30 days of employment, the employee shall have the right to submit an additional screening test, at his/her own expense, to rebut the results of the initial screening test. The **Smoky Valley Library District** shall accept and give appropriate consideration to the results of such a screening test. This provision does not apply to the extent that it is inconsistent or otherwise conflicts with an applicable collective bargaining agreement or federal law, or to a position funded by a federal grant.
 - 1.1.
2. In all other cases:
 - a. No later than 72 hours after receipt of a positive test, an employee may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.
 - b. Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the U.S. Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.
 - c. The employee will be required to authorize the laboratory to provide the **Smoky Valley Library District** with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis. The results of the confirmatory test are final.

Requirement for Drug Retest

An employee who tests negative dilute will be required to immediately retest. The employee will:

- Be given the minimum possible advance notice of retest,
- Will be accompanied by a supervisor to the collection site, and
- Will not be allowed to eat or drink between the period of being noticed of the retest and the actual test.

The retest will not be under direct observation unless directed to do so by the Medical Review Officer. If the retest is also negative dilute, the test will be considered negative and the **Smoky Valley Library District** will not conduct a third test unless directed to do so by the Medical Review Officer.

Searches

If the **Smoky Valley Library District** suspects that an employee is in possession of illegal drugs, prohibited substances, alcohol, or contraband in violation of this policy, the **Smoky Valley Library District** may search vehicles, lockers, desks, and work areas as outlined in **Smoky Valley Library District's Use of Employer Property and Premises** policy.

Violation of Policy

Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.

An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:

- a. Direct observation of illegal use of drugs or use of prohibited substances, prohibited use of alcohol, or possession of illegal drugs, prohibited substances, alcohol or related contraband;
- b. Evidence obtained from an uncontested motor vehicle citation or a conviction for use or possession of illegal drugs or for the use, or being under the influence, of alcohol on the job;
- c. A verified positive test result; or
- d. An employee's voluntary admission.

Prior to determining its course of action, the **Smoky Valley Library District** may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the employee's use of or dependence on the abused substance(s) and, if necessary, recommend an appropriate program of treatment.

If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required, to be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will not be at the **Smoky Valley Library District's** expense; however, employees may use benefits provided by applicable insurance coverage. Failure by the employee to enroll, within the required timeframe, in the recommended treatment program, to consistently comply with the program's requirements, to complete it successfully, and/or to complete any continuing care program shall be grounds for immediate termination from employment.

When an employee undergoes treatment under this policy, the employee may be required to comply with the following as a condition of continued employment:

- a. Monitoring of the treatment program and the employee's participation by the **Smoky Valley Library District**;
- b. Submission to return-to-work testing as required under this policy and continuing follow-up testing as provided in the *Return-to-Work Testing/Follow-Up Testing* section; and
- c. Any other reasonable condition that the **Smoky Valley Library District** deems necessary to maintain a safe and healthy workplace for all employees.

Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care program will be grounds for immediate termination of employment.

Appropriate disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

Confidentiality

Test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; the **Smoky Valley Library District's** attorney; an **Smoky Valley Library District** representative necessary to respond to an alleged violation of this policy; individuals within the **Smoky Valley Library District** who have a need-to-know of drug, prohibited substance, and/or alcohol testing results; and a court of law or administrative tribunal, as required.

Use of Employer Property and Premises

POLICY

Employees will use the **Smoky Valley Library District's** property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, and facilities only for work-related purposes as directed or approved by management. When using **Smoky Valley Library District** property and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of the **Smoky Valley Library District**. Employees are prohibited from making unauthorized copies, any other unauthorized use of, or allowing or facilitating the unauthorized possession by others of **Smoky Valley Library District** keys or other access devices. Employees are prohibited from transporting non-employees in the **Smoky Valley Library District's** vehicles unless specifically authorized to do so by their supervisor/manager.

SEARCHES

The **Smoky Valley Library District** may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by the **Smoky Valley Library District** to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol, illegal drugs, and prohibited substances. Prior notice to employees that **Smoky Valley Library District** -owned property or space is to be searched is not required; entrance onto or use of **Smoky Valley Library District** property is deemed consent.

If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, as appropriate. The **Smoky Valley Library District** may take whatever legal means are necessary, consistent with this policy, to determine whether unauthorized material, weapons of any type, or controlled substances are located or being used on **Smoky Valley Library District** premises. The **Smoky Valley Library District** may call upon law enforcement authorities to conduct an investigation if deemed necessary.

Searches will be conducted by management personnel or law enforcement authorities and may or may not be conducted in the presence of the person whose work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose property is confiscated will be given a receipt for that property by the **Smoky Valley Library District's** representative conducting the search.

42.0 EMPLOYMENT

THIS SECTION COVERS HIRING FOR REGULAR FULL AND PART-TIME POSITIONS, AND FOR CASUAL/TEMPORARY/SEASONAL POSITIONS.

Source of Candidate

Regular positions may be filled by applicants from within the organization or from the outside. Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

Promotional recruitments limit consideration of applicants to qualified employees currently working for the **Smoky Valley Library District** in a regular or introductory status with at least 6 months of service.

When deciding what type of recruitment to initiate, the **Smoky Valley Library District** will consider such factors as the impact of the decision on the **Smoky Valley Library District's** efforts to have a workforce which is representative of:

- The local population;
- The qualifications and level of responsibility required by the position;
- The extent to which the knowledge and skills required for the position can readily be acquired on the job;
- The qualifications of employees potentially available for promotion;
- The effects on retention of present employees; and
- The likelihood of attracting well-qualified outside applicants.

After **Smoky Valley Library District** has determined how they will announce the vacancy, they will determine what types of media (e.g., Internet, newspapers, and trade journals) will be used to advertise, ensuring outreach efforts reach diverse applicant groups.

Job Announcements

Prior to initiating recruitment, the **Smoky Valley Library District** should verify the essential job functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

Open Recruitments

The **Smoky Valley Library District** will announce all vacancies for regular positions. Position vacancies will be publicized to allow potentially qualified and interested individuals to apply. Recruitment announcements will always be posted at the Round Mountain Public Library of the **Smoky Valley Library District** and in such other places as the **Smoky Valley Library District** feels appropriate. The announcement will normally include:

Title and pay range of the class of the vacancy;

Nature of the work to be performed, including the essential job functions;

Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, or other special criteria associated with the position;

License or certifications required;

Manner of applying (where, how and deadlines); and

Promotional Recruitments

Notice of promotional recruitments will be posted in the **Smoky Valley Library District's** work locations as appropriate.

General Requirements for Filing of Applications

Application Forms

Applications for employment must be made on prescribed forms. Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. Applications must be signed by the applicant. The **Smoky Valley Library District** may also require résumés, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications. Applications submitted become the property of the **Smoky Valley Library District**.

Signatures

Applications must be signed by the applicant. An electronic signature is acceptable.

Eligibility of Applicants

An applicant may be disqualified from further participation in the recruitment process by the employer for material reasons, including, but not limited to, those listed below:

The application does not indicate the applicant possesses the qualifications required for the position.

The application is not fully and/or truthfully completed.

The applicant has prior convictions that relate to the position for which s/he is being considered. Prior conviction shall not automatically disqualify an applicant from employment; however, an applicant's prior conviction of a crime may be considered in the employment decision. The **Smoky Valley Library District** will take into consideration the nature and severity of the offense, the time that has passed since the offense, and nature of the position sought.

The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with the **Smoky Valley Library District**.

The applicant does not appear at the time and place designated for an examination or interview.

The applicant does not possess required license, certificate, permit, etc.

The applicant is a former employee whose performance evaluations indicated below acceptable performance and/or behavioral problems, such as insubordination, leave abuse, excessive tardiness, or quit without notice.

Interviewing Applicants

Selecting the most appropriately qualified applicant for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the organization.

Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview versus those who will not be interviewed based on applicants' education, experience, and other job-related qualifications, all applicants should be notified as to their status.

Prior to conducting an employment interview, managers should:

Review the job descriptions.

Create job-related questions to ask each candidate to help ensure consistency. Questions should be open-ended and job-related about past work experiences to identify skills and strengths.

Prepare an Applicant Interview Evaluation Form to measure strengths and weaknesses.

Convene an interview team of approximately three members who are representative of both genders and ethnically diverse.

Each applicant applying for the same position should be asked the same, job-related questions on the question guide and rated using the same evaluation form. Whenever necessary, follow-up questions should be asked to clarify the response of the applicant. Questions which are unlawful or on inappropriate subjects should be avoided. All interviewers should review, Prohibited Topics: "Questions Which Cannot Be Asked" and the "Potential Rating Errors and Problems" prior to the actual interview.

Selection

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by any protected class status. The **Smoky Valley Library District** will not request user names and passwords for personal social media accounts.

In compliance with NRS 281.060(2), if all other qualifications of applicants are considered equal, the **Smoky Valley Library District** will give preference first, to honorably discharge military personnel who are citizens of the State of Nevada, and second to citizens of the State of Nevada.

Reference Checks

Acquiring References

Reference and background checks are conducted to assist the **Smoky Valley Library District** in assessing an applicant's fitness for employment with the **Smoky Valley Library District**. Only those employees so designated by the **employer** may acquire employment references. Any authorized employee of the **Smoky Valley Library District** who attempts to acquire reference information on an applicant must comply with the following:

Obtain a **Smoky Valley Library District** employment application that is signed and dated by the applicant. The applicant must have completed all relevant sections of the application.

Obtain authorization from the applicant by means of his/her signature directly on the application and/or separate release form for the release of information from former employers, military, educational institutions, other institutions, personal references, and other individuals listed on the application. Authorization for release of such information by the applicant shall include a release from liability of any company, institution, or individual providing such information. If an applicant refuses to sign such a release, s/he will be eliminated from further consideration for employment with the **Smoky Valley Library District**.

Inform the applicant that the **Smoky Valley Library District** will conduct a reference check and that evaluating the applicant's suitability for employment includes contacting employment and other references, educational institutions, and personal and professional associates to verify information provided.

Develop questions that are related to the essential functions of the position and are non-discriminatory. Questions related to an applicant's training, knowledge, skills, production, timeliness and quality of work, and ability to work with others are examples of appropriate inquiries. Discriminatory or non-work-related questions such as family or marital status, disabilities, age, and related areas are not appropriate.

Identify the appropriate individual(s) to question regarding the applicant's work performance, knowledge, skills, and abilities related to the essential functions of the position.

Adequately document the conversation and record refusals to provide information.

Maintain strict confidentiality of all reference information. Only employees, supervisors, or management officials of the **Smoky Valley Library District** who have a demonstrable work-related need-to-know should be accorded access to such information.

NOTE: FOR SAFETY-SENSITIVE POSITIONS AS DEFINED BY 49 CFR PART 382 AND U.S. DEPARTMENT OF TRANSPORTATION REGULATIONS, THE Smoky Valley Library District SHALL OBTAIN, PURSUANT TO AN APPLICANT'S WRITTEN CONSENT, INFORMATION ON HIS/HER ALCOHOL TESTS AND/OR VERIFIED POSITIVE CONTROLLED SUBSTANCE TEST RESULTS, AND REFUSALS TO BE TESTED WITHIN THE PRECEDING TWO YEARS FROM DATE OF APPLICATION WHICH ARE MAINTAINED BY THE PREVIOUS EMPLOYERS.

Providing References

All requests for employment information shall be referred to the HR Representative. Only those personnel designated by the **Smoky Valley Library District** are authorized to release employment information to third parties.

The **Smoky Valley Library District** has a neutral reference policy as well as a confidential information policy. Only the following personnel information and employment records that the **Smoky Valley Library District** maintains concerning current and former employees shall be provided upon request:

Name

Class/Job Title

Dates of Employment

Salary

Information regarding an employee terminated for violent actions in the workplace or who may have demonstrated dangerous behavior in the workplace will be provided only after consultation with **Smoky Valley Library District's** legal counsel.

Employment information and documented incidents regarding the character, honesty, and potential for violence of the **Smoky Valley Library District's** employees may be provided to governmental employers, including, but not limited to, any federal, state, county, municipality or city employers, or any other private (non-governmental) employer where the employee's character, honesty, sexual misconduct, and potential for violence are relevant issues. Examples include, but are not limited to, jobs which involve public safety, entrustment for the care or safety of children, the elderly or health care patients, or positions having access to money and/or valuables. Information in this section may be provided after consultation with the **Smoky Valley Library District's** legal counsel.

In addition, **Smoky Valley Library District** will:

Must provide information requested by public safety agencies in accordance with NRS 239B.

Provide information requested by public schools, private schools, charter schools, university schools for profoundly gifted pupils, and/or contractors or agents who work at schools in this state in accordance with Nevada law.

Make available to subsequent employers upon receipt of written request from the employee or former employee, records which are required for employees in safety-sensitive positions, as defined in 42 CFR Part 382 and U.S. Department of Transportation regulations.

In accordance with NRS 239.012, a public officer or employee who acts in good faith in disclosing or refusing to disclose information and his/her employer are immune from liability for damages, either to the requester or to the person whom the information concerns.

Job Offer Letters

After an applicant has been selected for employment or promotion, the **Smoky Valley Library District** will extend an official written offer of employment or if further non-medical checks (background, criminal, DMV, consumer reporting, drug test) or medical exams are required a conditional offer of employment. The **Smoky Valley Library District** may contact the selected applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made, but must state that only a notification in writing can be considered as an official job offer.

The hiring manager will notify all unsuccessful applicants that they have not been selected, either verbally or in writing. The hiring manager will document any verbal notification.

NOTE: ALL NON-MEDICAL CHECKS MUST BE COMPLETED BEFORE APPLICANT IS SUBJECT TO MEDICAL EXAM.

Pre-Employment Drug Screening for Safety-Sensitive Positions

The **Smoky Valley Library District** may require successful applicants for safety-sensitive positions, to consent to a pre-employment screen test for drugs/prohibited substances. The **Smoky Valley Library District** will advise the applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment, and that offers of employment are contingent upon a negative test result. The applicant may be asked to authorize the **Smoky Valley Library District**, as a condition of employment, to conduct through the **Smoky Valley Library District's** designated laboratory testing facility, a screen test for drugs/prohibited substances. Refusal to authorize and participate in a screen test shall eliminate the applicant from further consideration for the position.

The **Smoky Valley Library District** may direct applicants to an appropriate collection facility. The screen test must be undertaken as soon after notification as possible, and in no circumstances later than forty-eight (48) hours after notice to the applicant.

The **Smoky Valley Library District** will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by medical consultants determining whether the applicant is lawfully using an otherwise illegal drug or prohibited substance.

The **Smoky Valley Library District** will not extend a formal job offer letter to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of the **Smoky Valley Library District** for a period of 12 months.

Other Conditions

All offers of initial employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification).

The hiring manager will notify all unsuccessful applicants that they have not been selected, either verbally or in writing. The hiring manager will document any verbal notification.

Employees required to report the abuse or neglect of a child must be provided notice, in writing or electronically, of their duty as a mandatory reporter. The employee must sign acknowledgement of this notice which is to be filed in employee's personnel file (This requirement is not necessary if the employee is licensed, certified, or endorsed by a board in the state).

Orientation

The hiring manager will be responsible for the orientation of each new employee. Orientation may include, but is not limited to, a review of the organization and services of the **Smoky Valley Library District**, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence, alcohol and drug abuse, and workplace safety. Additionally, the supervisor/manager will ensure that the new employee:

- Has completed all new hire paperwork including payroll and benefit forms;
- Will receive or be provided access to the **Smoky Valley Library District's** personnel policies;
- Has been introduced to other employees; and
- Has had the opportunity to have questions addressed.

Introductory Period

All new and rehired regular employees, except elected officials, casual, temporary, or seasonal employees, and those identified as "at-will," will serve a 12 month introductory period beginning with the day the employee initially reports for work. Current employees who are promoted or transferred will also be required to serve a 12 month introductory period. During this "introductory period," the employee and the **Smoky Valley Library District** have the opportunity to evaluate one another and determine whether the employment relationship should be continued. At its sole discretion, the **Smoky Valley Library District** may extend this introductory period up to 12 month when the **Smoky Valley Library District** has had insufficient opportunity to assess the employee's ability to perform the job functions or such extension is determined appropriate. During the introductory period, the employment relationship is at-will and can be terminated by the employee or by the **Smoky Valley Library District** at any time during the introductory period.

or during the extension of the introductory period, with or without cause or advance notice. The introductory period may be prorated for employees working less than full-time.

The supervisor/manager will conduct performance evaluations as outlined in *Performance Management* of this policy manual, to ascertain the advisability of continued employment.

Failure to Appear for Work

If a selected applicant fails to report for work within the time period prescribed by the **Smoky Valley Library District**, that applicant may be deemed to have declined the position.

Transfers

A transfer is a lateral move to a job in the same pay range as the employee's present position for which the employee meets the minimum education and/or experience requirement. Approval of the transfer request is at the sole discretion of the **Smoky Valley Library District**.

The **Smoky Valley Library District** may transfer an employee to another position or location for the purpose of providing continued service to the citizens of the **Smoky Valley Library District** or other appropriate cause.

License/Occupational Certification

Purpose

The **Smoky Valley Library District** mandates that, if required by the current job, all employees obtain and maintain a valid license, certificate, permit, or other occupational certification issued by the state, county, city, or other applicable authority.

Employee Responsibilities

All employees who must possess a valid license, including a driver's license, certificate, permit, or other occupational certification as required by their position, must adhere to the provisions of NRS 425 including those provisions relating to paternity determination and child support.

In the event the employee receives notice of revocation or non-renewal of a license, certificate, permit, or occupational certification as a result of a violation of NRS 425, s/he shall immediately notify his/her supervisor/manager. The employee shall not perform any task for which the license, certificate, permit, or other occupational certification is required after the license, certificate, permit, or occupational certification has been non-renewed or revoked. By statute, the employee has 30 days to satisfy one of the items listed below:

- Comply with the court order, subpoena, or warrant;
- Satisfy any arrears payments due; or
- Submit to the District Attorney or other public agency a written request for a hearing.

Failure to satisfy one of the above items will result in the license, certificate, permit, or occupational certification being revoked or suspended by the issuing agency.

If the employee has been notified and does not satisfy any noted deficiency within 30 days from receipt of notice, his/her renewal license, certificate, permit, or occupational certification, by statute, will not be approved and will be revoked or suspended by the issuing agency. This action will remain in effect until s/he satisfies the deficiency. If the District Attorney schedules a hearing to review the case, the employee's license, certificate, permit, or other occupational certification will remain valid pending the results of the hearing.

In the event the employee does not have a valid license, certificate, permit, or occupational certification, s/he does not meet the job requirements. Failure to meet the job requirements will result in termination.

Driving Records

The **Smoky Valley Library District** may conduct a review of driver license records annually for those employees required to drive as part of their duties.

Related Forms

- Applicant Interview Evaluation Form
- Authorization to Conduct Employment Investigations
- Bona Fide Conditional Job Offer Letter
- Conditional Offer of Employment Pending Background Checks
- Employment Application
- Formal Job Offer Letter
- New Employee Orientation Checklist
- Notification of Background Check
- Potential Rating Errors and Problems
- Prohibited Topics "Questions Which Cannot Be Asked"
- Reference Check Data Collection Form
- Transfer/Reassignment Request Form

43.0 Reasonable Accommodation for Victims of Domestic Violence

POLICY

It is the **Smoky Valley Library District's** policy to comply proactively with the applicable employment provisions of discrimination laws, including NRS 613, which set forth requirements for employers, absent creating an undue hardship for an employee who is a victim, to provide reasonable accommodation to employees who are victims of domestic violence or whose family or household members are victims of domestic violence. For the purpose of this policy, "family or household members" include the employee's spouse, domestic partner, minor child, or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the act which constitutes domestic violence.

ACCOMMODATION

Whenever a manager or supervisor becomes aware that an employee has a need for an accommodation due to domestic violence, the manager/supervisor should promptly notify the EEO Officer.

Upon learning of the employee's need for accommodation due to domestic violence, the HR Representative shall arrange to meet with the supervisor and the employee to discuss his/her accommodation request, the need for documentation that confirms or supports the reason the employee requires the reasonable accommodations, and the impact of the proposed accommodation on the **Smoky Valley Library District**.

Reasonable accommodations may include:

- Transfer or reassignment;
- A modified schedule;
- A new telephone number for work; or
- Any other reasonable accommodations which will not create an undue hardship deemed necessary to ensure the safety of the employee, the workplace, the **Smoky Valley Library District** or other employees.

PROHIBITIONS

The **Smoky Valley Library District** will not discharge, discipline, discriminate against, in any manner, or deny employment or promotion to, or threaten to take any such action against an employee because:

- The employee requested to use hours of leave pursuant to this policy,
- The employee participated as a witness or interested party in court proceedings related to a domestic violence act,
- The employee requested accommodation pursuant to this policy, or
- An act of domestic violence was committed against the employee at the workplace.

44.0 Prohibition of Workplace Violence

POLICY

The **Smoky Valley Library District** is committed to providing for the safety and security of all employees, volunteers, customers, visitors, and property.

SCOPE

This policy applies to all employees, including full-time, part-time, casual/temporary/seasonal, and elected officials, as well as volunteers and contract employees and anyone else on the **Smoky Valley Library District's** property.

IMPLEMENTATION OF POLICY

The **Smoky Valley Library District** will not tolerate any form of workplace violence including acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect the **Smoky Valley Library District**, or which occur on property owned or controlled by the **Smoky Valley Library District** or during the course of the **Smoky Valley Library District's** business. Examples of workplace violence include, but are not limited to, the following:

All threats (including direct, conditional, or veiled) or acts of violence occurring on premises owned or controlled by the **Smoky Valley Library District**, regardless of the relationship between the **Smoky Valley Library District** and the parties involved in the incident.

All threats of any type or acts of violence occurring off the **Smoky Valley Library District's** premises involving someone who is acting in the capacity of a representative of the **Smoky Valley Library District**.

All threats of any type or acts of violence occurring off the **Smoky Valley Library District's** premises involving an employee of the **Smoky Valley Library District**, if the threats or acts affect the legitimate interests of the **Smoky Valley Library District**.

Any acts or threats resulting in a criminal conviction of an employee or agent of the **Smoky Valley Library District** or of an individual, performing services for the **Smoky Valley Library District** on a contract or temporary basis which adversely affect the legitimate interests and goals of the **Smoky Valley Library District**.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

Hitting, shoving, or otherwise assaulting an individual;

Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property;

The intentional or malicious destruction or threat of destruction of the **Smoky Valley Library District's** property, or property of another employee;

Harassing or threatening phone calls, text messages, notes, letters, computer messages, or other forms of communication;

Harassing surveillance or stalking;

Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on **Smoky Valley Library District** business.

Displaying overt signs of extreme stress, resentment, hostility, or anger;

Making intimidating, abusive, or threatening remarks;

Displaying irrational or inappropriate behavior.

The **Smoky Valley Library District** desires to detect and deter real, potential, or threatened violence. Every employee is required to report immediately any acts of violence or any threat of

violence against any coworker, supervisor, manager, elected official, volunteer, visitor, other individual, or property. Supervisory and managerial personnel who witness or become aware of any acts or threats of violence must notify their superior immediately. Every other person on **Smoky Valley Library District** property is encouraged to report incidents of threats or acts of violence of which s/he is aware.

Reports of violence or threatening behavior should be made to the Human Resources Department, an employee's immediate supervisor or manager, or any other supervisory or management employee. The **Smoky Valley Library District** is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in the **Smoky Valley Library District's** policies or in state, federal, or other applicable law.

VIOLATION OF POLICY

Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. The **Smoky Valley Library District** may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.

Actions of law enforcement personnel which are necessary in the performance of their duties and are consistent with policies or sound law enforcement procedures shall not be considered to violate this policy. In addition, actions necessary for bona fide self-defense or protection of employees of the **Smoky Valley Library District** or of **Smoky Valley Library District** property shall not be considered to violate this policy.

TEMPORARY RESTRAINING ORDERS

The **Smoky Valley Library District** may apply for an order for protection against harassment in the workplace under the terms of NRS 33.200 – 33.360.

EMPLOYMENT OF RELATIVES

Pursuant to the provisions of NRS 281.210, no officer or appointing authority of the **Smoky Valley Library District** may employ in any capacity on behalf of the **Smoky Valley Library District** any relative of such person who is within the third degree of consanguinity or affinity. Existing employees may continue in their current position following the election or appointment of their relative to an appointing authority position.

In addition, no person shall be employed in a position if such employment would require supervision by a relative who is within the third degree of consanguinity or affinity.

45.0 EMPLOYEE BULLYING

DEFINITION

The **Smoky Valley Library District** defines bullying as repeated mistreatment of one or more persons by one or more perpetrators that takes one of the following forms:

- Verbal abuse;
- Offensive conduct/behaviors (including nonverbal, physical, and cyber-bullying) which are threatening, humiliating, or intimidating; or
- Work interferences, such as sabotage, which prevents work from getting done.

PURPOSE

The purpose of this policy is to communicate to all employees, including supervisors/managers, that the **Smoky Valley Library District** will not tolerate bullying behavior. Employees found in violation of this policy will be subject to disciplinary action, up to and including termination.

Prohibited Conduct

The **Smoky Valley Library District** considers the following types of behavior examples of bullying (this list is not all-inclusive):

- *Verbal Bullying* including slandering, ridiculing or maligning an employee or his/her family; persistent name calling which is hurtful, insulting, or humiliating; yelling, screaming, and cursing; chronic teasing; belittling opinions or constant criticism.
- *Physical Bullying* including pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to an employee's work area or property.
- *Nonverbal Bullying* including nonverbal threatening gestures or glances which convey threatening messages; threatening actions; socially or physically excluding or disregarding a person in a work-related activity.
- *Cyber-Bullying* including repeatedly tormenting, threatening, harassing, humiliating, embarrassing, or otherwise targeting an employee using email, instant messaging, text messaging, social media, or any other type of digital technology.
- *Workplace Interference* including sabotaging which prevents work from getting done; deliberately tampering with a person's work area or property; unreasonably assigning menial tasks outside of a person's normal job duties.

46.0 SOCIAL NETWORKING (SOCIAL MEDIA) POLICY

POLICY

The **Smoky Valley Library District** takes no position on an employee's decision to start or maintain a blog or participate in other social networking activities. However, employees' use of social media can pose risks to **Smoky Valley Library District's** confidential and proprietary information and reputation, can expose **Smoky Valley Library District** to discrimination and harassment claims, and can jeopardize **Smoky Valley Library District's** compliance with business rules and laws. To minimize these business and legal risks, to avoid loss of productivity and

distraction from employees' job performance, and to ensure that the **Smoky Valley Library District's** IT resources and communications systems are used appropriately as explained below, **Smoky Valley Library District** expects its employees to adhere to the following guidelines and rules regarding social media use. The **Smoky Valley Library District's** social networking policy includes rules, guidelines, and best practices for **Smoky Valley Library District** -authorized social networking and personal social networking and applies to all **Smoky Valley Library District** personnel policies.

GENERAL PROVISIONS

Social media includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to, employee's own or **Smoky Valley Library District's** video or wiki posting, social networking sites such as Facebook, LinkedIn, and Twitter, personal blogs, personal websites, or other similar forms of online communication journals, diaries, or personal newsletters not affiliated with the **Smoky Valley Library District**.

Unless specifically instructed, employees are not authorized and, therefore, restricted to speak on behalf of the **Smoky Valley Library District**. Employees are expected to protect the privacy and well-being of the **Smoky Valley Library District** and its employees. Employees are prohibited from disclosing confidential employee and non-employee information as outlined in Confidential Information policy and any other non-public information to which employees have access to the extent such discussion or disclosures are not protected under state or federal law.

EMPLOYER MONITORING

Employees are cautioned there is no expectation of privacy while using **Smoky Valley Library District's** Internet, equipment, or facilities for any purpose, including authorized posting or editing to social networking sites. Employee's posting can be viewed by anyone, including the **Smoky Valley Library District**. The **Smoky Valley Library District** reserves the right to monitor its Internet, equipment, and facilities that are used to post comments or discussions about the **Smoky Valley Library District** or its employees on social networking sites. The **Smoky Valley Library District** may use search tools and software to monitor use of its Internet, equipment, and facilities for posting to social networking sites.

The **Smoky Valley Library District** reserves the right to use content management tools to monitor, review, or block content on **Smoky Valley Library District's** social networking sites that violate this policy. Employees consent to such monitoring by acknowledgment of this policy and use of the **Smoky Valley Library District's** IT resources and systems.

REPORTING VIOLATIONS

The **Smoky Valley Library District** requests and strongly urges employees to report any actual or perceived violations of this policy to his/her immediate supervisor, manager, human resources, or the Library Director.

VIOLATION OF POLICY

The **Smoky Valley Library District** will investigate promptly and respond to all reports of violations of the social networking policy and other-related policies. Violation of the **Smoky Valley Library District's** social networking policy will result in disciplinary action, up to and including termination. The **Smoky Valley Library District** reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

AUTHORIZED EMPLOYER SOCIAL NETWORKING

The goal of authorized social networking is to become a part of the community conversation and promote web-based sharing and exchange of **Smoky Valley Library District** information and feedback from members of the public. Authorized social networking is used to convey information about **Smoky Valley Library District** operations and services; promote and raise awareness of the organizational culture; search for potential new equipment and training tools; communicate with other employees, members of the public, and interested parties; issue or respond to breaking news or other matters of public interest; and discuss organization-specific activities and events.

When social networking, the **Smoky Valley Library District** must ensure that use of these communication paths maintain honesty, integrity, courteousness, and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

RULES AND GUIDELINES

The following rules and guidelines apply to entries made on all **Smoky Valley Library District** - related social networking sites.

1. Only authorized employees can prepare and modify content for the **Smoky Valley Library District's** social networking sites. If an employee is required to use social media as part of his/her job duties, for **Smoky Valley Library District's** marketing, public relations, recruitment, communications, or other business purposes, the content must be relevant, add value, and be approved by the **Smoky Valley Library District** in advance of posting. If uncertain about any information, material, or conversation, employee will contact his/her supervisor or manager, human resources, designated EEO officer, or the Library Director to discuss the content.
1. Note that **Smoky Valley Library District** owns all social media accounts used on behalf of **Smoky Valley Library District** or otherwise for business purposes, including any and all log-in information, passwords, and content. **Smoky Valley Library District** owns all such information and content regardless of the employee that opens the account or uses it, and will retain all such information and content regardless of separation of any employee from employment with **Smoky Valley Library District**.
2. If an employee's job duties require him/her to speak on behalf of **Smoky Valley Library District** in a social media environment, the employee must still seek approval for such communication from his/her supervisor or manager, human resources, designated EEO officer, or the Library Director who may require the employee to receive training before posting and may impose certain requirements and restrictions regarding the employee's social media activities.

3. All employees must identify themselves as employees of the **Smoky Valley Library District** when posting comments or responses on the **Smoky Valley Library District's** social networking sites. If an employee is contacted to comment about the **Smoky Valley Library District** for publication, including any social media outlet, the request should be directed to the Library Director who will then determine the response to be provided on behalf of the **Smoky Valley Library District**.
4. Any copyrighted information where written reprint information has not been obtained in advance cannot be posted.
5. All employees of the **Smoky Valley Library District** are responsible for ensuring all social networking information complies with the **Smoky Valley Library District's** written policies. Management is authorized to remove any content posted on an **Smoky Valley Library District** social media site that does not meet the rules and guidelines of this policy, any other **Smoky Valley Library District** policy, or that may be illegal, prohibited, or offensive. Removal of such content will be done at the discretion of the **Smoky Valley Library District** without permission or advance warning.
6. The **Smoky Valley Library District** expects all **Smoky Valley Library District** -authorized guests to social networking sites to abide by all rules and guidelines of this policy. The **Smoky Valley Library District** reserves the right to remove, without advance notice or permission, all guest content considered malicious, defaming, obscene, threatening, or intimidating. The **Smoky Valley Library District** also reserves the right to take legal action against guests who engage in prohibited or unlawful conduct.
7. Employees must not expose themselves or the **Smoky Valley Library District** to legal risk by using a social media site in violation of its terms of use. Review the terms of use of all social media sites visited to ensure compliance with those terms of service.

PERSONAL SOCIAL NETWORKING

The **Smoky Valley Library District** respects the right of employees to use social networking sites and does not want to discourage employees from self-publishing and self-expression. However, employees are expected to follow the rules and guidelines as set forth in this policy to provide a clear line between the employee as the individual and/or as an employee of the **Smoky Valley Library District**. In accordance with provision of NRS 613.135, the **Smoky Valley Library District** will not request usernames and passwords for personal social media accounts. This policy applies to all board members, management, employees, and volunteers. The **Smoky Valley Library District** does not discriminate against employees who use these sites for personal interests and affiliations or other lawful purposes.

1. Commenters are personally responsible for his/her commentary on social networking sites and can be held personally liable for commentary that is considered malicious, defamatory, obscene, threatening, intimidating, or libelous by any offended party, not just the **Smoky Valley Library District**. Remember that what is published might be available to be read by the masses (including the **Smoky Valley Library District**, future employers, and social acquaintances) for a long time. Employees should keep this in mind before posting content.

2. Employees are prohibited from using **Smoky Valley Library District** equipment, including computers, licensed software or other electronic equipment, or facilities on work time to conduct personal social networking activities. Employees are prohibited from using his/her work email address to register on social networking sites utilized for his/her personal use.
3. Employees shall not use social networking sites to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with the **Smoky Valley Library District**. Social media should never be used in a way that violates any other **Smoky Valley Library District** policies or employee obligations. If an employee's social media activity would violate any of the **Smoky Valley Library District's** policies in another forum, it will also violate them in an online forum.
4. If employee chooses to identify him/herself as an employee of **Smoky Valley Library District**, note that some readers may view him/her as a spokesperson for the **Smoky Valley Library District**. Because of this possibility, employee is required to state his/her views expressed on the social networking site belongs to the employee alone and is not reflective of the **Smoky Valley Library District** or of any person or organization affiliated or doing business with the **Smoky Valley Library District**.
5. Employees should use good judgment about what is posted on social media and remember that anything posted can reflect on **Smoky Valley Library District**, even if a disclaimer is used. Employees should always strive to be accurate in their communications about **Smoky Valley Library District** and remember that posted statements and materials have the potential to result in liability for the employee and the **Smoky Valley Library District**. **Smoky Valley Library District** encourages professionalism and honesty in social media and other communications.
6. Employees cannot post the name, trademark, or logo of the **Smoky Valley Library District** or any business with a connection to the **Smoky Valley Library District**. Employees cannot post **Smoky Valley Library District** -privileged information, including copyrighted information or **Smoky Valley Library District** -issued documents.
7. Authorized employees posting to **Smoky Valley Library District** -owned social media accounts may not post photographs of other employees, volunteers, members of the public, vendors, and suppliers on the **Smoky Valley Library District** premises, nor can employees post photographs of persons engaged in **Smoky Valley Library District** business without prior authorization by immediate supervisor, manager, human resources, or the Library Director.8.
8. Employees cannot post any advertisements or photographs of **Smoky Valley Library District** products and services, nor use the **Smoky Valley Library District** in advertisements without disclosing the employee's connection to the **Smoky Valley Library District**.
9. Employees cannot link from a personal social networking site to the **Smoky Valley Library District's** internal or external websites.

This policy is not intended to restrict communications or actions protected or required by federal or state law.

MEDIA CONTACTS

If contacted by the media, press, or any other public news source about employees' post that relates to **Smoky Valley Library District** business, employees are required to obtain written approval from the immediate supervisor, manager, human resources, or the Library Director prior to responding on behalf of the **Smoky Valley Library District**.

PROHIBITION AGAINST RETALIATION

The **Smoky Valley Library District** will not tolerate any retaliation by management or by any other employee against an employee who reported a violation of this policy or cooperating with an investigation. Any employee who believes s/he has been retaliated against in any manner whatsoever should immediately notify the EEO Officer or alternative EEO Officer. The **Smoky Valley Library District** will promptly investigate and deal appropriately with any allegation of retaliation.

47.0 USE OF TOBACCO OR SMOKING PRODUCTS

The **Smoky Valley Library District** is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required in accordance NRS 202.2483 (Nevada Clean Indoor Air Act), smoking in any form, including electronic smoking devices and similar products, is prohibited within any building owned, leased, contracted for, and utilized by the **Smoky Valley Library District**. This prohibition extends to areas that are routinely or regularly used by employees, including but not limited to: work areas, restrooms, hallways, employee lounges, cafeterias, conference and meeting rooms, lobbies, reception areas, and vehicles **Smoky Valley Library District** owns or uses. The **Smoky Valley Library District** may designate an outdoor smoking area for its employees. The **Smoky Valley Library District** shall not allow the use of tobacco or smoking products during staff and training meetings.

48.0 Workplace Safety

Employees have a duty to comply with all safety rules and are expected to take an active part in maintaining a hazard-free environment. Nevada OSHA requires that each new employee reads, understands, and signs the Nevada Workplace Safety Rights and Responsibilities form. Employees are to direct questions to his/her supervisor.

Employees are expected to observe all posted safety rules, adhere to all safety instructions, and properly use all equipment. Employees are required to report any accidents or injuries, and any breaches of safety to his/her supervisor as soon as possible.

Disciplinary action, up to and including termination, may be imposed for violation of known safety policy and/or procedure.

Employees with ideas, concerns, or suggestions for improved safety within the workplace are encouraged to raise them with their supervisor or with another member of management. Reports

and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports made in good faith may be made without fear of discrimination or retaliation.

49.0 EMPLOYMENT OF RELATIVES

Pursuant to the provisions of NRS 281.210, no officer or appointing authority of the **Smoky Valley Library District** may employ in any capacity on behalf of the **Smoky Valley Library District** any relative of such person who is within the third degree of consanguinity or affinity. Existing employees may continue in their current position following the election or appointment of their relative to an appointing authority position.

In addition, no person shall be employed in a position if such employment would require supervision by a relative who is within the third degree of consanguinity or affinity.

50.0 Code of Ethical Standards

The elected and appointed officers and employees of **Smoky Valley Library District** recognize that holding public office and/or employment is a public trust. To preserve that trust, **Smoky Valley Library District** demands the highest code of conduct and ethical standards. The purpose of this policy is to define and establish the standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties.

The officers, employees, and volunteers of **Smoky Valley Library District** shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.

All elected and appointed officials and employees will conduct themselves with honesty and integrity in the course of performing their duties and responsibilities.

They will act with care and diligence in the course of their employment.

They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost professionalism and courtesy.

They will comply with all applicable federal, state, and local laws.

They will comply with any lawful and reasonable direction given by someone in the employee's agency who has authority to give the direction.

They will maintain appropriate confidentiality.

They will disclose, and take reasonable steps to avoid, any actual or potential conflict of interest in connection with their employment.

They will use **Smoky Valley Library District** resources in a proper manner.

They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment.

They will, at all times, act in a way that upholds the values and the integrity and good reputation of **Smoky Valley Library District**.

They will comply with any other conduct requirement that is prescribed by the **Smoky Valley Library District**.

In addition, the **Smoky Valley Library District's** officials and employees are required to comply with the provisions of NRS 281A.400 and NRS 281.

Violations of any of the above provisions will result in disciplinary action, up to and including termination.

51.0 Leave for Nursing Mothers

POLICY

As required by federal law, NRS 281, and the Nevada Pregnant Workers' Fairness Act, the **Smoky Valley Library District** will provide paid or unpaid reasonable breaks each time an employee needs to express breast milk for her nursing infant who is up to one-year old. Employees may elect to use their paid break times for this purpose. The **Smoky Valley Library District** will furnish a private space, other than a bathroom, that is reasonably free from dirt or pollution, protected from the view of others and free from intrusion by others where the employee may express breast milk.

If complying with this policy will cause an undue hardship for the **Smoky Valley Library District** considering the size, financial resources, nature, and structure of the public body, the **Smoky Valley Library District** may meet with the employee to agree upon a reasonable alternative. If the parties are not able to reach an agreement, the **Smoky Valley Library District** may require the employee to accept a reasonable alternative selected by the **Smoky Valley Library District**.

An employee who does not agree with the determination of the **Smoky Valley Library District** may file a complaint with the Local Government Employee-Management Relations Board.

PROHIBITION AGAINST RETALIATION

The **Smoky Valley Library District** will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been retaliated or discriminated against in any manner whatsoever should immediately notify the EEO Officer or the alternate. The **Smoky Valley Library District** will promptly investigate and deal appropriately with any allegation of retaliation

Overview

This webpage provides information for workers and employers about the evolving coronavirus outbreak first identified in Wuhan City, Hubei Province, China. The information includes links to interim guidance and other resources for preventing exposures to, and infection with, the novel coronavirus—now officially named COVID-19.

According to the U.S. Centers for Disease Control and Prevention (CDC), Chinese authorities identified the new coronavirus, which has resulted in confirmed human infections in China and a growing number of other [countries](#), including the United States. Infected patients have also spread the virus to healthcare workers. The latest situation summary updates are available on CDC's [COVID-19 webpage](#).

There is no evidence of widespread transmission of COVID-19 in the United States at this time. Without sustained human-to-human transmission, most American workers are not at significant risk of infection. Exposure risk may be elevated for some workers who interact with potentially infected travelers from abroad, including those involved in:

- Healthcare
- Deathcare
- Laboratories
- Airline operations
- Border protection
- Solid waste and wastewater management
- Travel to areas, including parts of China, where the virus is spreading

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19 as the outbreak investigation continues. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. [According to the CDC](#), spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It's currently unknown if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In addition to this OSHA guidance, employers and workers should consult [interim CDC guidance](#) specific to COVID-19. CDC also provides tips on [what the general public should do](#) during the ongoing outbreak.

Hazard Recognition

- [Most U.S. workers remain at low risk of exposure](#)
- [How does COVID-19 spread?](#)
- [Workers who may have exposure risk](#)
- [Identifying potential sources of exposure](#)

Standards

Understand how OSHA standards apply to protecting workers from COVID-19.

- [Key OSHA standards for COVID-19](#)
- [Other relevant OSHA standards](#)
- [Enforcement directives](#)
- [Workers' rights and employers' responsibilities](#)

Medical Information

Take steps to prevent worker exposure to COVID-19.

- [What is a coronavirus?](#)
- [How is the COVID-19 different from other coronaviruses?](#)
- [What are the signs and symptoms of COVID-19 infection?](#)
- [What should I do if I think I have been exposed to or infected with COVID-19?](#)
- [How is COVID-19 diagnosed?](#)
- [How is COVID-19 treated?](#)

Control and Prevention

Take steps to prevent worker exposure to COVID-19. OSHA provides general tips for all workers and employers, information for workers traveling to or from areas affected by COVID-19, and specific guidance for workers and employers involved in:

- [Healthcare](#)
- [Deathcare](#)
- [Laboratories](#)
- [Airline operations](#)
- [Border protection](#)
- [Solid waste and wastewater management workers](#)
- [Business travel abroad](#)

Background

Learn where COVID-19 came from and how the outbreak is thought to have started.

Additional Resources

Find [additional resources](#) and information for protecting workers from occupational exposure to COVID-19.



STEVE SISOLAK
Governor
JAMES DEVOLLD
Chair, Nevada Tax Commission
MELANIE YOUNG
Executive Director

STATE OF NEVADA
DEPARTMENT OF TAXATION

Web Site: <https://tax.nv.gov>
1550 College Parkway, Suite 115
Carson City, Nevada 89706-7937
Phone: (775) 684-2000 Fax: (775) 684-2020

LAS VEGAS OFFICE
Grant Sawyer Office Building, Suite 1300
555 E. Washington Avenue
Las Vegas, Nevada 89101
Phone: (702) 486-2300 Fax: (702) 486-2373

RENO OFFICE
4600 Kietzke Lane
Building L, Suite 235
Reno, Nevada 89502
Phone: (775) 687-9999
Fax: (775) 688-1303

HENDERSON OFFICE
2550 Paseo Verde Parkway, Suite 180
Henderson, Nevada 89074
Phone: (702) 486-2300
Fax: (702) 486-3377

February 18, 2020

Smoky Valley Library
Jeanne Bleeker, Library Co-Director
PO BOX 1428
Round Mountain, NV 89045

Re: 3rd Request for Extension on Annual Audit Report

Dear Ms. Bleeker,

The Department of Taxation is in receipt of your request for an extension of the filing requirements for the annual audit report. It is the Department's policy to grant extensions only where unforeseen and uncontrollable conditions exist, and where due care and adequate planning by both the entity and the auditor make the four-month statutory audit preparation period insufficient.

Pursuant to your letter dated February 13, 2020 and the Department's policy on granting extensions, the Smoky Valley Library is hereby granted an extension until February 28, 2020 for the submission to its governing body the audit report for the fiscal year ending June 30, 2019.

The extension is contingent on the submission of two copies of the audit report to the Department of Taxation no later than February 29, 2020.

If you should have any questions, do not hesitate to call me at (775) 684-2027 or e-mail address at barragan@tax.state.nv.us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Evelyn P. Barragan".

Evelyn P. Barragan, Budget Analyst
Local Government Finance

Cc: Daniel C. McArthur

**SMOKY VALLEY LIBRARY DISTRICT
PO BOX 1428
ROUND MOUNTAIN, NV 89045
EXPENDITURE LISTING**

APPROVED USING PRE-APPROVAL LETTER:

| Vendor Full Name | Invoice Date | Invoice # | Total Amount | Description |
|------------------|--------------|-------------------|--------------------|-----------------------|
| AT&T | 1/28/2020 | AT&T Feb 2020 | \$48.57 | Phone & Fax RMPL |
| CHASE | 1/29/2020 | Chase Jan 2020 | \$15,519.07 | Credit Card |
| FRONTIER | 2/1/2020 | Frontier Feb 2020 | \$194.51 | Phone, Fax & Int. MPL |
| NV ENERGY | 2/13/2020 | 378178 Jan 2020 | \$333.31 | Power RMPL |
| XEROX | 2/1/2020 | 99411993 | \$459.00 | Xerox Lease |
| XEROX | 2/1/2020 | 99411994 | \$583.35 | Xerox Lease |
| AMOUNT | | | \$17,137.81 | |

NEW INVOICES:

| Vendor Full Name | Invoice Date | Invoice # | Total Amount | Description |
|-----------------------|--------------|-------------------|--------------|----------------------|
| AMAZON | 2/15/2020 | Amazon March 2020 | \$8,081.50 | Various |
| BAKER & TAYLOR INC | 2/12/2020 | 2035109195 | \$32.27 | Adult Books |
| CRIMSON MULTIMEDIA | 1/6/2020 | 2961 | \$516.18 | Video Games |
| CRIMSON MULTIMEDIA | 2/5/2020 | 3053 | \$646.18 | Video Games |
| CRIMSON MULTIMEDIA | 2/11/2020 | 2961 | (\$120.00) | Credit |
| DEMCO INC | 1/30/2020 | 6762023 | \$342.10 | Operating Supplies |
| DEMCO INC | 2/11/2020 | 6769737 | \$521.40 | Operating Supplies |
| DESERT GREEN DISPOSAL | 3/1/2020 | 822 | \$70.00 | Building Maint |
| GENERAL STORE | 2/12/2020 | 1-1221399 | \$19.17 | Operating Supplies |
| GENERAL STORE | 2/19/2020 | 2-792357 | \$26.54 | Programs - Preschool |
| GENERAL STORE | 2/25/2020 | 1-1229277 | \$59.98 | Movies |
| J W WELDING SUPPLY | 2/14/2020 | 241541 | \$169.65 | Equipment Maint. |
| LIBRARIANS CHOICE | 2/19/2020 | 1318236 | \$265.25 | Kids Books |
| MICROMARKETING LLC | 2/6/2020 | 802558 | \$87.95 | NV Grant |
| MICROMARKETING LLC | 2/6/2020 | 802669 | \$120.00 | Adult Audio |
| MICROMARKETING LLC | 2/11/2020 | 802911 | \$79.95 | Kids Books |
| MICROMARKETING LLC | 2/11/2020 | 803015 | \$36.39 | Adult Audio |
| MICROMARKETING LLC | 2/13/2020 | 803201 | \$43.17 | Kids Books |
| MICROMARKETING LLC | 2/18/2020 | 803525 | \$14.39 | Kids Books |
| MICROMARKETING LLC | 2/18/2020 | 803526 | \$44.78 | NV Grant |
| MIDAMERICA BOOKS | 1/1/2020 | 508180 | \$227.40 | Kids Books |
| NORTHERN NEVADA PEST | 2/12/2020 | 71880 | \$23.00 | Building Maint |
| NORTHERN NEVADA PEST | 2/25/2020 | 71830 | \$35.00 | Building Maint |
| PARACLETE PRESS INC | 1/29/2020 | 705965 | \$97.23 | Movies |
| PARACLETE PRESS INC | 8/7/2018 | BWCM39786 | (\$10.49) | Adult Books |
| PENWORTHY COMPANY | 2/3/2020 | 560249-IN | \$1,989.21 | Kids Books |

| Vendor Full Name | Invoice Date | Invoice # | Total Amount | Description |
|--------------------|--------------|-------------|--------------|--------------------|
| QUILL | 1/28/2020 | 4370486 | \$177.36 | Operating Supplies |
| QUILL | 2/13/2020 | 4782152 | \$476.83 | Office Supplies |
| RECORDED BOOKS LLC | 2/4/2020 | 76606421 | \$72.20 | eAudio |
| RECORDED BOOKS LLC | 2/5/2020 | 76607401 | \$147.24 | eAudio |
| SMOKY VALLEY | 2/6/2020 | 2002-120776 | \$31.95 | Building Maint |

NEW INVOICE TOTAL: \$14,323.78
PRE-APPROVED TOTAL: \$17,137.81
GRAND TOTAL: \$31,461.59

Rebecca Lim, Chairperson

Gwenn Snow, Vice-Chairperson

Mallory Barber, Secretary/Clerk

Sara Keehfuss, Treasurer

Frank Wagener, Member

