

---

*Loutit District Library  
Personnel Policies and Procedures  
Manual*

---



## **Loutit District Library Personnel Policies and Procedures Manual Receipt Acknowledgement**

1. I hereby acknowledge receipt of the Loutit District Library's Personnel Policies and Procedures Manual dated September 3, 2013.
2. I understand that it contains important information regarding my employment relationship with the Loutit District Library, including current policies and benefits of the Loutit District Library, rights and responsibilities that I have and those that my employer has, and that the policies contained in this document apply to me and my employment at the Loutit District Library.
3. I certify that I have read it in its entirety and understand the policies within it, and that they apply to my employment with the Loutit District Library.
4. I understand that if I have questions about the document, it is my responsibility to ask the Library Director about them.
5. I agree to accept the policies, agreements, and rules as stated in the Personnel Policies and Procedures Manual. I understand that violation of any of the Loutit District Library's policies may result in immediate termination at the Director's discretion.
6. I understand that employment with the Loutit District Library is "at will", which means that either the Library or I may terminate the employment relationship at any time, with or without cause, with or without notice.
7. I understand that the Director and the Board of Trustees of the Loutit District Library reserve the right to change the policies, procedures, and benefits described in the Personnel Policies and Procedures Manual at any time with or without notification.
8. I understand that this document is not intended nor does it serve as an express or implied contract of employment or a contract for benefits.
9. I understand that the policies described in this document supersede all previous policies, practices, and oral statements of anyone associated with the Loutit District Library, its predecessors, and its authorized agents and that the Personnel Policies and Procedures Manual include the exclusive personnel policies of the Loutit District Library.
10. Unless otherwise expressly agreed in a written document signed by the Library Director and the President of the Board of Trustees, and the employee, which specifically makes reference to these Personnel Policies, an employee shall be an employee-at-will whose employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the employer or the employee. No employee or representative of the Loutit District Library, other than the Director and the Board President has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this provision. If the Director and Board President change my employment relationship from an "employment-at-will" agreement, it may only be done in writing, signed by both of them.

*Date:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_

*Print Name:* \_\_\_\_\_



Table of Contents

1.0	INTRODUCTION .....	8
1.1	PURPOSE.....	8
1.2	EMPLOYMENT STATUS .....	8
1.3	EQUAL OPPORTUNITY EMPLOYER .....	8
1.4	AUTHORITY .....	8
1.5	SCOPE.....	9
1.6	REVISION.....	9
1.7	DISTRIBUTION OF THE MANUAL.....	9
1.8	PERSONNEL DIRECTOR .....	9
2.0	RECRUITMENT AND SELECTION .....	10
2.1	RECRUITMENT AND SELECTION POLICY .....	10
2.2	SIZE OF THE WORK FORCE.....	10
2.3	RECRUITMENT.....	10
2.4	APPLICATIONS.....	11
2.5	SCREENING.....	11
2.6	INTERVIEWS.....	11
2.7	JOB RELATED TESTING .....	11
2.8	OFFER OF EMPLOYMENT .....	11
2.9	EMPLOYEE PERSONNEL FILES .....	12
2.10	MICHIGAN PERSONS WITH DISABILITIES ACT (ADA) COMPLIANCE ....	13
3.0	EMPLOYMENT.....	14
3.1	JOB DESCRIPTIONS .....	14
3.2	ORIENTATION .....	14
3.3	PROMOTION POLICY .....	14
3.4	PROBATIONARY PERIOD.....	15
3.5	EMPLOYEE PERFORMANCE EVALUATIONS .....	16
3.6	MAINTENANCE OF SKILLS AND QUALIFICATIONS .....	16
3.7	LAYOFF AND RECALL.....	18
4.0	HOURS OF WORK .....	19
4.1	STANDARD WORK HOURS.....	19
4.2	LUNCH AND REST PERIODS .....	19
4.3	TIME SHEETS .....	19
4.4	ABSENCE.....	20

4.5	TARDINESS .....	20
4.6	WORKING REMOTELY .....	20
5.0	COMPENSATION .....	21
5.1	COMPENSATION OF EMPLOYEES .....	21
5.2	OVERTIME.....	21
5.3	COMPENSATORY TIME .....	21
5.4	PAY FOR TEMPORARY POSITION UPGRADES.....	22
5.5	PAY FOR UNSCHEDULED CLOSURES.....	23
5.6	PAYROLL PROCEDURES .....	23
5.7	PAYROLL RELATED PROBLEMS.....	23
5.8	WAGE ADVANCES.....	23
5.9	GARNISHMENT OF WAGES .....	24
5.10	SOCIAL SECURITY NUMBER PRIVACY .....	24
6.0	SAFETY .....	25
6.1	GENERAL POLICY .....	25
6.2	SMOKE-FREE WORKPLACE POLICY .....	25
6.3	INJURIES .....	25
7.0	EMPLOYEE GUIDELINES .....	26
7.1	POLITICAL ACTIVITY .....	26
7.2	COLLECTIONS, SOLICITATIONS .....	26
7.3	PERSONAL MAIL .....	26
7.4	OUTSIDE EMPLOYMENT .....	26
7.5	PERSONAL PHONE CALLS.....	27
7.6	COMPUTER SYSTEM USAGE .....	27
7.7	SOCIAL MEDIA.....	28
7.8	GIFTS AND GRATUITIES .....	29
7.9	VISITORS .....	29
7.10	DRESS CODE.....	30
7.11	HOUSEKEEPING.....	30
7.12	PARKING.....	30
7.13	PERSONAL PHOTOCOPYING.....	30
7.14	USE OF LIBRARY EQUIPMENT .....	31
7.15	PETS .....	31
7.16	CONFIDENTIAL INFORMATION .....	31
7.17	PERSONAL PROPERTY .....	31

7.18	CONFLICT OF INTEREST .....	31
7.19	ALCOHOL AND DRUG-FREE WORKPLACE POLICY .....	32
7.20	HARASSMENT .....	32
7.21	LIBRARY SECURITY .....	32
7.22	SECURITY CAMERAS – DIGITAL RECORDS .....	32
7.23	ENTRY OF BUILDING DURING NON-OPEN HOURS .....	32
7.24	EMPLOYEE SAFETY .....	33
7.25	FIRE AND OTHER DISASTERS .....	34
7.26	WORKPLACE VIOLENCE .....	34
7.27	STAFF MEETINGS .....	34
8.0	DISCIPLINARY ACTIONS .....	35
8.1	TYPES OF DISCIPLINE .....	35
8.2	WORK RULES .....	36
9.0	TERMINATION.....	39
9.1	RESIGNATION .....	39
9.2	DISCHARGE .....	39
9.3	RETIREMENT .....	39
9.4	DEATH.....	39
9.5	FINAL COMPENSATION .....	40
9.6	EXIT INTERVIEW .....	40
10.0	TRAVEL REIMBURSEMENT .....	41
10.1	MILEAGE .....	41
10.2	MEALS.....	41
10.3	LODGING .....	41
10.4	OTHER EXPENSES .....	41
10.5	TRAVEL VOUCHER .....	41
10.6	REIMBURSEMENT FOR SPOUSES .....	42
10.7	QUESTIONS OF APPROPRIATE REIMBURSEMENT OR RATES.....	42
11.0	EMPLOYEE BENEFITS .....	43
11.1	INSURANCE BENEFITS.....	43
11.2	CAFETERIA BENEFITS.....	44
11.3	WORKER’S COMPENSATION INSURANCE .....	44
11.4	INSURANCE BENEFIT CONTINUATION.....	44
11.5	PENSION .....	45
11.6	DEFERRED COMPENSATION PLAN.....	45

11.7	HOLIDAY LEAVE .....	45
11.8	VACATIONS .....	46
11.9	SICK DAYS .....	48
11.10	PERSONAL DAYS .....	49
11.12	BEREAVEMENT LEAVE .....	52
11.13	JURY DUTY .....	52
11.14	LEAVE OF ABSENCE .....	52
11.15	FAMILY AND MEDICAL LEAVE ACT (FMLA) .....	55
11.16	MILITARY LEAVE.....	60
APPENDIX A.....		A-1
ACCOMMODATION REQUEST.....		A-1
APPENDIX B.....		B-1
OCCUPATIONAL INJURY AND ILLNESS REPORT .....		B-1
APPENDIX C.....		C-1
SUBSTANCE ABUSE POLICY .....		C-1
APPENDIX D.....		D-1
HARASSMENT POLICY .....		D-1
APPENDIX E.....		E-1
SURVEILLANCE CAMERA POLICY.....		E-1
APPENDIX F.....		F-1
MILEAGE REIMBURSEMENT POLICY .....		F-1
APPENDIX G.....		G-1
REMOVAL OF LIBRARY EQUIPMENT FROM LIBRARY PROPERTY POLICY ...		G-1
EQUIPMENT REQUEST FORM.....		G-2
APPENDIX H.....		H-1
ENTRY OF BUILDING DURING NON-OPEN HOURS POLICY.....		H-1
PERMISSION TO ENTER BUILDING DURING NON-OPEN HOURS FORM .....		H-2
APPENDIX I.....		I-1
DONATED LEAVE FORM.....		I-1



LOUTIT DISTRICT LIBRARY  
PERSONNEL POLICIES AND PROCEDURES MANUAL

This Personnel Policies and Procedures Manual shall become effective on September 3, 2013.

The policies and procedures contained within this manual are not intended to be exhaustive. They are not to be construed as a contract existing between the employees and Loutit District Library (“Library”).

The policies and procedures contained within this manual shall be administered by the Director.

Personnel policies and procedures previously adopted by the Loutit District Library Board of Trustees are hereby repealed.

This Personnel Policies and Procedures Manual is adopted by the Loutit District Library Board of Trustees on September 3, 2013.

---

Mary Jane Belter, Secretary

## **DEFINITIONS**

The words and phrases below have the following meanings for the Library Personnel Policies and Procedures Manual:

Applicant: A person who has submitted an application for employment with the Library.

Board: The Loutit District Library Board of Trustees.

Compensatory Time: Time off with pay granted by the Library to non-exempt employees for time actually worked in excess of forty (40) hours in a standard work week.

Department Head: An administrative employee who supervises and directs employees and coordinates the operation of a particular Library department.

Director: The person employed by the Board to plan, coordinate, and direct all Library operations.

Exempt Employee: An employee who, because of his/her duties, responsibilities, and salary, is exempt from the overtime provisions as provided by applicable law. Generally, exempt employees are divided into three categories: Executive, Administrative, and Professional.

Full-Time Employee: An employee who is hired for an indefinite period and who normally works thirty-two (32) hours or more per week, fifty-two (52) weeks per year.

Job Description: A written listing, approved by the Director, of a position's title, to whom it reports, job summary, job functions, and job requirements and working conditions.

Library: Loutit District Library.

Minimum Qualifications: Minimum hiring or promotion standards for each position established by the Director which must be met by an applicant prior to consideration of the applicant for the position. Those standards may include education, training, licenses or certification, and experience in other Library positions or in positions outside Library employment.

Non-Exempt Employee: An employee who, because of his/her duties, responsibilities, and salary, is not exempt from the overtime provisions of state and federal laws. A non-exempt employee must receive overtime compensation as provided by the applicable federal and state laws.

Part-Time Employee: An employee who is hired for an indefinite period and/or who normally works less than thirty-two (32) hours per week, fifty-two (52) weeks per year.

Personnel Director: The Director or an individual designated by the Director to assume responsibility for administering the Library's personnel policies.

Position: A group of functions specified by a job description that requires the employment of an employee.

Probationary Employee: An employee who is hired and serves an initial specified period of time to determine if the employee possesses the minimum requisite qualifications for the position as determined by the Director or the Department Head.

Temporary Employee: An employee who is hired for a set period of time or one who is called upon to work sporadically depending upon Library workload needs.

## 1.0 INTRODUCTION

---

### 1.1 PURPOSE

---

The purpose of this manual is to establish personnel policies and procedures pertaining to the orderly operation of the Library. These policies do not create an employment contract, nor is it expected or intended that the policies create any specific right of employment for any specific duration. The Library reserves the right, consistent with these policies and law, to manage the Library and to direct the work force as determined by the Director and the Board. The Library further reserves the right to change these policies at any time, without notice, when it is necessary to do so in the sole judgment of the Library.

### 1.2 EMPLOYMENT STATUS

---

The Library is an at-will employer. This means that the Library-employee employment relationship is for an indefinite period of time and can be terminated by the employee or the Library at any time, with or without notice or cause. The only person who can change the “at will” employment relationship is the Director, who can only change it by a written document signed by the Director with the Board’s authorization.

### 1.3 EQUAL OPPORTUNITY EMPLOYER

---

The Library is an equal opportunity employer whose policy is to undertake all personnel actions without unlawful discrimination on the basis of religion, race, sex, color, national origin, age, height, weight, marital status, veteran status, or disability that (with or without reasonable accommodation) is unrelated to the individual’s ability to perform the duties of a particular job or position. The Library will maintain a system of uniform personnel policies and procedures, including this manual, to assure that only lawful employment-related criteria is considered in matters relating to employees and applicants for employment.

### 1.4 AUTHORITY

---

The personnel policies and procedures contained in this manual shall take effect immediately upon their formal adoption by the Board. The interpretation and administration of all personnel policies and procedures will be made by the Director.

## 1.5 SCOPE

---

These personnel policies and procedures shall apply to all Library probationary, Full-Time, Part-Time, and temporary employees, except where specifically noted. These policies and procedures shall not apply to individual outside contractors who are not considered employees of the Library.

## 1.6 REVISION

---

The policies and procedures contained in this manual can only be changed by formal action of the Board and supersede all previous policies.

Employees may submit suggestions for changes in writing in these policies and procedures to the Director.

## 1.7 DISTRIBUTION OF THE MANUAL

---

The Director or his/her designee will give a copy of the Library Personnel Policies and Procedures Manual to all current employees. The Director or his/her designee will give each new employee a copy of the manual at the time of orientation. If requested, an applicant being considered for employment with the Library will be allowed to review the manual. Employees will sign a form acknowledging receipt of the manual and return it to the Director.

## 1.8 PERSONNEL DIRECTOR

---

The Director has all of the duties and responsibilities of Personnel Director of all Library employees. The Director may delegate some duties to an employee of the Library who has the necessary training or experience to perform those duties.

## 2.0 RECRUITMENT AND SELECTION

---

### 2.1 RECRUITMENT AND SELECTION POLICY

---

The primary objective of the Library's recruitment and selection process is to employ the applicant best suited for each position vacancy on the basis of his/her qualifications for the position without regard to race, color, national origin, sex, age, height, weight, marital status, veteran status, religion or disability. See Section 1.3 Equal Opportunity Employer.

Nothing set forth in this policy should be interpreted to infer an employment contract between the Library and an employee. See Section 1.2 Employment Status.

### 2.2 SIZE OF THE WORK FORCE

---

The Board is responsible for the creation of all positions and number of employees consistent with needs and budgetary limitations. The Director is responsible for initiating layoffs and ordering recalls authorized by the Board.

### 2.3 RECRUITMENT

---

The Director with the assistance of the applicable Department Head shall be responsible for the recruitment of all Library personnel, consistent with the Library's selection policy. In order to attract qualified applicants for Full-Time and Part-Time openings, the following procedures will be followed:

There will be an in-house posting of the position and current employees will have the opportunity to apply. There will be a posting of the vacant position on the public bulletin boards in the Library and on the Library website. There may be recruitment of other persons from the public or private sector by means of personal contact, public posting, advertising in local newspapers, or any other reasonable means of attracting a qualified candidate. The listing of the above means is not intended to impose a requirement upon the Director to follow each and every means listed. All decisions made pursuant to this policy will be made by the Director.

Any posted or published notice or advertisement shall contain the job title, job summary, minimum qualifications, current pay range, application deadline, and the phrase "the Loutit District Library does not discriminate on the basis of race, color, national origin, sex, height, weight, marital or veteran status, religion, age or handicap in employment or the provision of services." The Director is responsible for composing and posting/publishing any such notice or advertisement.

## 2.4 APPLICATIONS

---

Resumes must be submitted for all positions. Persons desiring employment with the Library may complete an application and submit it to the Director. All applications and resumes will be retained by the Library indefinitely for the person chosen to fill the position, for two (2) years if the applicant is interviewed, and for one (1) year if the applicant is not interviewed. If the person employed to fill the position fails to complete the probationary period satisfactorily, other applicants for the position may be re-contacted at the Director or Department Head's discretion to determine if they are still interested in the position.

## 2.5 SCREENING

---

Following the deadline for submission of applications, the Director with assistance from the applicable Department Head will determine which applicants possess qualifications that meet the position's minimum qualifications. Further screening of the qualified applicants will include checking references and verifying past employment. Where applicable, applicants will be requested to show proof of any education, license, or certification to perform the job. Qualified applicants will be scheduled for a personal interview. The Director may conduct a criminal conviction record check. Supplying false information pertaining to qualifications, training, experience, criminal conviction records, or any other application information may result in rejection of an application or termination of employment.

## 2.6 INTERVIEWS

---

Interviews will be conducted by the applicable Department Head with assistance from others as requested. The interview will be conducted to further evaluate the training, experience, and skills of the applicant, as well as to inform the applicant of the salary, benefits, organizational structure, and other relevant information about the position.

## 2.7 JOB RELATED TESTING

---

Applicants and current employees may be required to undergo testing relating to a position's job requirements.

## 2.8 OFFER OF EMPLOYMENT

---

The Director will take steps to assure the selection procedure is in accordance with equal opportunity employment guidelines and applicable laws.

With the exception of the Director, offers of employment to fill vacant positions do not require Board approval.

All final offers of employment to fill vacant positions will be given in writing by the Director or applicable Department Head.

## 2.9 EMPLOYEE PERSONNEL FILES

---

### 2.9a Personnel Records

The Director shall maintain a permanent personnel record file for each Library employee except the Director.

The Business Manager will maintain the Director's personnel record file.

Each employee's personnel file must contain but is not limited to:

- Personal data, including full name, Social Security number, current address, resume and/or application submitted
- Emergency contact information
- Federal, state, and local tax withholding authorizations
- Miscellaneous withholding authorizations
- Insurance and pension records
- Beneficiary information
- Record of positions held
- Performance evaluations
- Commendations and/or disciplinary actions

### 2.9b Changes in Personnel File Data

Employees will notify the Business Manager of any changes in their dependent status (*i.e., marriage, birth of children*), address, phone number, or person to notify in case of emergency, within five (5) working days after such changes occur.

### 2.9c Confidentiality of Personnel Files

The contents of the employee personnel files will be considered confidential. Any employee may examine the contents of his or her personnel file in the presence of the Director. The Director or his/her designated representative are the only employees authorized to view any personnel file. The contents of an employee's personnel file may not be removed by anyone. Information contained in a personnel file may be released to others only with the written authorization of the employee or in compliance with laws.

Employees may receive copies of additions to their files. Personnel files will be kept in accordance with Michigan law.



## **2.9d Freedom of Information Act Requests for Personnel Files**

Requests for copies of a document contained in an employee's personnel file, made pursuant to the Michigan Freedom of Information Act (FOIA), will be complied with only after confidential information that may be contained in the document is redacted as allowed by law. The Director may contact the Library attorney for advice in responding to a FOIA request involving personnel records.

## 2.10 MICHIGAN PERSONS WITH DISABILITIES ACT (ADA) COMPLIANCE

Employees or applicants are advised that if they believe the Library has failed to accommodate them as handicapped in accordance with the provisions of Act 121 of the Public Acts of 1990, they must notify the Library in writing of the need for accommodation within 182 days after the date they knew or reasonably should have known that an accommodation was needed by them to perform a job which they hold or seek.

An accommodation request form is attached as Appendix A for employees or applicants to complete and thereby request accommodation from the Library for their handicap.

Any written notification submitted to the Library should be directed to the following individual at the following address:

Library Director  
Loutit District Library  
407 Columbus Avenue  
Grand Haven, Michigan 49417.

## 3.0 EMPLOYMENT

---

### 3.1 JOB DESCRIPTIONS

---

Job descriptions for all positions are maintained by the Director. Each job description contains a descriptive job title, to whom it reports, job summary, job functions, job requirements, and working conditions.

Job descriptions are reviewed periodically by the Director. In preparing a job description several factors are considered:

- A. Input from Department Heads;
- B. Consistency with other Library job descriptions;
- C. Legal requirements;
- D. Equal employment opportunity guidelines requiring work related qualifications; and
- E. Physical requirements, if any.

If an employee feels his/her job duties have changed, he/she may request in writing to the Director that his/her job description be reviewed to determine if a change is necessary. The Director will approve changes in a job description only if an employee's duties have changed significantly.

The Director or his/her designee will give each employee a copy of his/her own job description. Candidates interviewed for vacant positions will also be given a copy of the job description. Duties listed in the job description are meant to be a general guide and are not all-inclusive. An employee may be required to perform tasks not specifically listed in the job description.

### 3.2 ORIENTATION

---

All new employees, on the first day of employment, will complete the required employment forms and file them with the Business Manager. The Director will review general work rules and policies with the new employee. The appropriate Department Head will review department policies and work rules with the employee. Each new employee will receive a copy of the Personnel Policies and Procedures Manual and sign the LDL Personnel Policy Receipt and Acknowledgement form indicating he/she has received it.

### 3.3 PROMOTION POLICY

---

An employee desiring a promotion must submit a resume to the Director. An employee promoted to a higher position will receive at least one formal performance evaluation during the course of

his/her promotional probationary period. The evaluation will carefully consider the nature, scope, and detail of the promotional position, and in what manner and circumstance the employee is adapting to all conditions of the position.

The Library recognizes that the responsibilities and requirements of a higher-level position may not prove suitable to a particular employee so promoted, or to the Library as determined by the performance results of the promoted employee. In the event a promotional assignment is found unsuitable by either the employee or the Library, consideration will be given to allowing the promoted employee to return to a former or comparable position for which the employee possesses demonstrated skill, knowledge, ability, and interest. If no such position is available, the promoted employee will be subject to termination.

### 3.4 PROBATIONARY PERIOD

---

#### **3.4a Probationary Period for Temporary, Part-Time, or Full-Time Employees**

Any person who is hired by the Library as a Temporary, Part-Time, or Full-Time employee will be subject to a six (6) month probationary period.

A performance evaluation of the employee shall be performed by the employee's Department Head immediately prior to the end of the probationary period to determine whether the employee has satisfactorily completed the probationary period and to determine if the employee will be continued.

An employee will be continued past the probationary period only upon a determination by the Department Head and Director that the employee is performing the required job duties at a satisfactory level. In the case of the Director, refer to the Library Director Appraisal Policy.

The completion of this period will not be construed as creating a contract of employment for any specific duration. Nothing set forth in this policy should be interpreted to infer a contract between the parties. See Section 1.2 Employment Status.

#### **3.4b Probationary Period for Promoted Employees**

A Temporary Employee who is hired as a Part-Time or Full-Time Employee, and a Part-Time Employee who is hired as a Full-Time Employee shall begin a three (3) month probationary period on the part-time or full-time hiring date.

Employees who are promoted will serve a minimum three (3) month probationary period in the new position unless extended by the Director.

### 3.5 EMPLOYEE PERFORMANCE EVALUATIONS

---

A formal employee performance evaluation is done immediately prior to the end of the probationary period.

Employee performance evaluations are then conducted on an annual basis. Each employee will receive an annual written performance evaluation. The evaluation will be completed by the Director or Department Head.

An employee shall acknowledge receipt of the evaluation in writing, and may write a rebuttal to be included with the evaluation.

All proposed promotions or pay increases for an employee will be documented.

#### **3.5a Effects of Substandard Performance Evaluation Rating - Probationary Period**

A substandard rating means any rating below an acceptable rating. An employee who receives a substandard rating may have his/her employment status modified in the following manner:

- A. To be ineligible for promotional consideration until the deficiency is corrected;
- B. To not receive a salary increase for which the employee may have been eligible, until the deficiency is corrected;
- C. To be transferred to a comparable position or to be demoted;
- D. To be terminated.

Specific action that may occur as the result of a substandard rating will depend on, but not be limited to, such considerations as the weight or significance of the evaluation category compared to the importance of other aspects of job performance, and the length of time pertinent job factors have been observed by the Director or Department Head.

### 3.6 MAINTENANCE OF SKILLS AND QUALIFICATIONS

---

In order that employees may perform their work more efficiently and that they may be able to qualify for positions of increasing difficulty and responsibility, the Director may coordinate the development and establishment of educational programs for employees in their respective departments.

Employees are to pre-register for all conferences. The related known expenses are, whenever possible, to be submitted to the Director early enough to allow the Library to pay vendors directly. When direct payment to vendors is not possible, employees must submit a receipt to be reimbursed.

### **3.6a Reimbursement**

The Library offers reimbursement to Library employees for the costs of pre-approved professional courses taken through accepted educational institutions. The reimbursement is payable after satisfactory course completion. Employees may be reimbursed for up to one hundred (100%) percent of his/her costs for tuition, books, required course fees, and parking. Reimbursement shall not be provided for social activities.

In order to qualify for reimbursement for approved course costs, an employee must successfully complete the course.

When a Library employee is also eligible for educational assistance benefits from another source in the form of a scholarship or grant which the employee is not legally obligated to repay, the employee shall not be entitled to receive Library reimbursement for more than that portion of the cost of tuition, books and required course fees which exceeds the amount obtained from other educational grants.

Courses may be approved only if taken at an accredited college or university. In order for an employee to be eligible for reimbursement, each course must be approved in advance and in writing by the Director. Such approval shall be at the sole discretion of the Director. Criteria for course approval may include, but are not limited to:

- Whether the course has a specific relationship to the employee's present position, including whether the course is necessary or appropriate for a degree which has a specific relationship to the employee's present position; or
- Whether the course has a specific relationship to a Library position for which the employee may be eligible in the future, including whether the course is necessary or appropriate for a degree which has a specific relationship to a Library position for which the employee may be eligible in the future, and which course is part of a professional development program approved by the Director.

Approval of courses, degree programs, or professional development programs shall not create any obligation for the Library to change an employee's work assignment, or to transfer or promote the employee to another job.

All courses must be completed within a reasonable time period and must not interfere with the employee's normal work schedule, according to the discretion of the Director, unless specific prior written approval is obtained from the Director.

To obtain reimbursement after completion of an approved course, an eligible employee must submit the following to the Director:

- An itemized statement of costs for which reimbursement is sought (which includes the deduction of other educational grants received by the employee), with satisfactory documentation for each item; and
- Evidence of satisfactory completion of the course.

### 3.7 LAYOFF AND RECALL

---

It is the Library's goal to maintain full employment for everyone to the greatest extent possible. In the event it becomes necessary to reduce the workforce at Loutit District Library, the Library will determine which employees will be affected based upon a number of factors, including need, department, qualifications, attitude, productivity and general performance. Recall of employees shall be done in the same way. The exact method or manner of this reduction and subsequent recall must be left to the sole discretion of the Library. No vacation, holidays or days of paid absence will be earned during layoff.

See Section 11.4 Insurance Benefit Continuation for information on benefits continuation.

## 4.0 HOURS OF WORK

---

### 4.1 STANDARD WORK HOURS

---

The Department Head or his/her designee will develop and implement schedules to meet the requirements of the Library's commitment of service to the community. Individual employees work hours or shifts determined by the Director or Department Head. Employees are expected to report to work promptly by the start of their shifts and remain until the regular close of their shifts (and until they are properly relieved, if necessary), unless otherwise excused.

Employees of the Library may be eligible to participate in a flexible work schedule (Flextime). The determination of which employees may participate in Flextime will be made by the Director or Department Head.

The Flextime schedule shall make economical, efficient and effective use of the employee's time. The schedule shall further be based upon necessary operational considerations relative to the job functions which the employee performs, and upon such other considerations as may be established by the Library. In any event, the Library shall have complete discretion to utilize a Flextime schedule.

### 4.2 LUNCH AND REST PERIODS

---

All lunch periods are unpaid, unless otherwise required by law. Lunch periods will be scheduled by the Department Head and are unpaid.

Non-exempt employees are entitled to one (1) fifteen (15) minute paid rest period during the first half of an employee's workday, and another fifteen (15) minute paid rest period during the second half. Rest periods will be scheduled by the appropriate Department Head depending on the needs of the department.

Rest periods are subject to delay or cancellation when, at the Director's or Department Head's discretion, job demands or other considerations require such delay or cancellation. Rest periods not taken will not result in extra pay. Rest periods cannot be added to lunch breaks or added together and an employee may not leave work early because of not taking a rest period.

### 4.3 TIME SHEETS

---

Time sheets are used as a means of accurately recording hours worked, meal periods, overtime, absences, and vacation. Accordingly, all work performed by you must be done while clocked in, and you are required to fill out your own time sheet in accordance with your own work schedule.

#### 4.4 ABSENCE

---

Employees are expected to be conscientious about reporting for work on time and using sick leave. An employee is considered to be absent if he/she is not present for work during scheduled work hours. An absence may be excused or unexcused. If the Director determines that the employee's absence is due to illness, injury, or some other reasonable cause, the employee's time of absence will be considered excused and will be charged to the appropriate available leave. If the Director determines that the employee's absence is unexcused, the employee will not be paid for the time not worked. An unexcused absence may subject an employee to disciplinary action.

An employee who is absent without authorization for three (3) consecutive days will be terminated, unless the absence is due to extenuating circumstances beyond the control of the employee as determined by the Director.

An employee who will be absent for any reason must notify his/her Department Head one-half hour before his/her scheduled starting time.

#### 4.5 TARDINESS

---

Tardiness is strongly discouraged. Employees will not be compensated for scheduled time not worked. Tardiness may subject an employee to disciplinary action up to and including discharge.

#### 4.6 WORKING REMOTELY

---

The Library recognizes that occasionally work may need to be performed remotely. Employees may work remotely provided the Director deems it necessary and permission is granted in writing (may be via email). Any hours worked will be documented by the employee on his/her time sheet.



## 5.0 COMPENSATION

---

### 5.1 COMPENSATION OF EMPLOYEES

---

The Library seeks to reasonably compensate its employees for the services that they provide. From time to time, the Library will study wages, salaries, and benefits paid by other employers for comparable services, with the goal being to keep the wages, salaries, and benefits paid by the Library in line with those available in the comparable market. However, this does not guarantee that the compensation paid by the Library will always equal that paid elsewhere.

The Board shall establish a wage schedule for Library employees. Each employee shall be entitled to the annual salary or hourly wage determined by the Board and as appropriated in the Library budget. Any change in compensation will be effective commencing with the first pay period in July, coinciding with the start of the Library's fiscal year, subject to approval by the Board, unless otherwise authorized by the Board.

### 5.2 OVERTIME

---

The success of the Library depends on servicing our customers completely and on time. Therefore, you are expected to work overtime when required. For hourly and other nonexempt employees, overtime work must be authorized by your Department Head who will attempt to give you as much advance notice as possible before overtime is scheduled and will attempt to distribute overtime work as equitably as possible. Overtime compensation will be paid to all hourly and other nonexempt employees who work in excess of forty (40) hours during the normal work week. This overtime compensation shall be at one-and-one-half times the employee's regular hourly rate.

Hours paid but that are not actually worked, for example, holidays, vacation, etc., do not count as hours worked for overtime purposes. It is the policy to avoid overtime whenever possible. Therefore, hours in excess of your regularly scheduled work day may not be worked without the prior approval of your Department Head.

#### 5.2a Cash payment

If a cash payment is allowed by the Director, payment will be made at one and one-half (1 1/2) the regular hourly rate of pay for all hours worked in excess of forty (40) hours weekly.

### 5.3 COMPENSATORY TIME

---

Non-exempt employees who are required to work overtime may elect to receive compensatory time in lieu of receiving pay for the overtime hours worked. This compensatory time shall be credited at the rate of one and one half (1-1/2) hours for every hour actually worked in excess of forty (40) in any workweek. The scheduling of compensatory time off shall be arranged in advance by the employee with the Director's approval. A request for use of compensatory time

may be denied or canceled if it would unduly disrupt the Library's operations. Compensatory time off may be accumulated to a maximum of 40 hours. Employees may request payment of accrued but unused compensatory time during the year that it is accrued, which will be paid as part of their regular paycheck. All accrued but unused compensatory time as of December 31 of each year will be paid to the employee at the rate of pay in effect as of that date.

### **5.3a Termination of Employment or Assignment to Exempt Status**

An employee who is terminated from employment with the Library or assigned to a job which is exempt from overtime requirements will be paid for any accumulated and unused compensatory time. For an employee who is terminated, the rate of pay used shall be the final regular rate received by the employee. Further, for an employee who is assigned to an exempt job, the rate of pay used will be the final regular rate received by the employee in the employee's last non-exempt job before the employee's assignment to the exempt job.

## **5.4 PAY FOR TEMPORARY POSITION UPGRADES**

---

### **5.4a Eligibility**

An employee may be temporarily upgraded to fill a vacancy due to illness, vacation or other absence from work by another employee. To be eligible for a rate of pay change, the upgrade must exceed twenty (20) working days and be authorized by the Director and Board of Trustees.

### **5.4b Pay Rate**

The upgrade rate will give the eligible employee a five percent (5%) pay increase or place the eligible employee at the minimum pay rate on the wage schedule of the authorized upgraded job, whichever is greater.

### **5.4c Duration**

Temporary upgrades may not exceed ninety (90) days without reauthorization by both the Director and the Board of Trustees.

### **5.4d Separation**

If an employee is terminated from employment with the Library during the employee's temporary upgrade, any payment of earned and accumulated but unused leave time shall be computed at the employee's prior rate of pay.

## 5.5 PAY FOR UNSCHEDULED CLOSURES

---

If the Library is officially closed due to an unscheduled closure, employees scheduled to work shall be paid for the time not worked.

If the Library remains open for business and employees are prevented by severe weather from reporting to work, the Director or Department Head shall make the determination of whether the employee shall be allowed to use paid time off (vacation, bonus, personal day, comp time), based upon the circumstances.

## 5.6 PAYROLL PROCEDURES

---

Biweekly pay periods end on Sunday. Employees are paid by check or direct deposit biweekly on the following Friday. If the payday falls on a holiday, payment is made the preceding day.

If an employee is absent on payday, his/her check will be held until he/she returns to work unless he/she had made arrangements to have it mailed or delivered to another person. No employee's paycheck will be given to any other person except on written request, bearing the signature of the employee.

Payroll deductions are made as required by federal and state law or by court order. Other deductions may be made if allowed by applicable law.

It is Library policy and practice to pay employees in compliance with federal and state law. The Library prohibits improper deductions from employee salaries and is prepared to correct any mistakes of improper deductions. Employees who believe any mistakes or improper deductions have been made to his/her pay should report their concerns immediately to the Business Manager. The Library will make all appropriate corrections as soon as reasonably possible.

## 5.7 PAYROLL RELATED PROBLEMS

---

Should an employee have any problems with the payroll procedure or the computation of his/her paycheck, the employee should inform the Business Manager.

## 5.8 WAGE ADVANCES

---

The Library will not advance money to employees against wages unearned or currently being earned by them.

## 5.9 GARNISHMENT OF WAGES

---

Garnishment of wages may occur if an employee fails to meet a financial obligation. The Library will comply with any lawful court order to deduct a certain portion of the wage from the paycheck. Notice of garnishment will be placed in the employee's personnel file.

## 5.10 SOCIAL SECURITY NUMBER PRIVACY

---

Pursuant to Michigan's *Social Security Number Privacy Act* (the "Act"), the Library will take measures reasonably necessary to ensure the confidentiality of its employee's social security number(s) and those collected in the ordinary course of the Library's business. Neither the Library nor any of its employees will unlawfully disclose the social security number(s) obtained during the ordinary course of business. The Library will limit access to information or documents containing social security numbers to only those employees of the Library whose job description requires the use of the social security numbers. Also, the Library will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity. The Library will not use social security numbers, four consecutive numbers from a social security number, or a derivation from them, as personal identifiers, permits, licenses, primary account numbers, or similar uses unless required by law. The Library will retain an employee's social security number for the duration of the employee's employment and for a period of two years following the employee's termination, or for a longer period as required by law. The Library will physically destroy documents that contain social security numbers but need to be discarded, by shredding or other secure fashion. Social security numbers stored in a computer database which need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes. All provisions of this policy are subject to the language of the Act and comply with the Federal *Privacy Act of 1974*.

For further information, refer to the Library's Social Security Number Privacy Policy.

## 6.0 SAFETY

---

### 6.1 GENERAL POLICY

---

It is the policy of the Library to provide a healthy and safe place to work for each and every Library employee. The Library shall abide by and enforce safety and health regulations as set by federal, state, and local governments. All Library employees are urged to utilize good safety and health practices as dictated by job, location, and circumstances. Employees should report any unsafe conditions or practices to their Department Head or the Director.

### 6.2 SMOKE-FREE WORKPLACE POLICY

---

To protect the public health and the well-being of all employees and in accordance with the Ottawa County Smoke-Free Indoor Air Regulation of 2008, Loutit District Library is smoke-free.

Smoking is prohibited in and on all areas of the Library's campus. This includes common work areas, meeting rooms, private offices, elevators, hallways, staff lounge, stairs, restrooms, all other enclosed facilities, parking garage, parking lots, and outdoors. This policy applies to all employees, volunteers, patrons, contractors, and visitors.

#### 6.2a Enforcement of Policy

Employees found to be in violation of this policy will be subject to any disciplinary action(s) in the same manner as violations of other Library policies. All employees share in the responsibility for adhering to and enforcing this policy.

#### 6.2b Assistance to Smokers

Employees who smoke and would like to take this opportunity to quit may participate in smoking cessation programs offered through the Employee Assistance Center or the Ottawa County Health Department. See the Business Manager for the Employee Assistance Center contact information or call Ottawa County at (616) 393-5772 or access their website at [www.miottawa.org/health](http://www.miottawa.org/health) for information on smoking cessation services.

### 6.3 INJURIES

---

On-the-job injuries, even minor ones, must be reported immediately to the immediate Department Head or Director by the injured employee. An Occupational Injury and Illness Report (Appendix B) must be completed and submitted to the Business Manager within twenty-four (24) hours.

## 7.0 EMPLOYEE GUIDELINES

---

### 7.1 POLITICAL ACTIVITY

---

Employees may neither use their Library position for any political purpose nor engage in political activities during working hours. Banned political activities during work hours include wearing political buttons, soliciting political contributions, displaying posters on the Library property, and distributing political materials.

No employee may continue in Library employment after being elected to any public office which would constitute a conflict of interest.

No employee shall seek or accept appointment to a position on the Board of Trustees of the Loutit District Library, as this would constitute a conflict of interest that is unacceptable to the Library and its employees.

### 7.2 COLLECTIONS, SOLICITATIONS

---

The solicitation and distribution of literature by employees in public areas of the Library is prohibited. Employees may not solicit or distribute literature during times they are required to be working. Employees may engage in oral solicitation or literature distribution in employee workrooms or break areas of the Library during their authorized lunch or coffee break periods and/or other times they are not required to be working. However, employees being solicited or receiving literature must also be on authorized lunch or coffee break periods and/or otherwise not required to be working. Distribution of literature in such a manner as to cause litter on the Library premises is prohibited.

### 7.3 PERSONAL MAIL

---

Employees may send personal letters through the Library mail facilities. Employees, however, shall not use Library letterhead, envelopes, or postage for personal use.

### 7.4 OUTSIDE EMPLOYMENT

---

Employees may accept employment in addition to their work with the Library provided:

- A. Such employment does not constitute a conflict of interest with the employee's duties;
- B. Such employment does not interfere with the employee's job with the Library;

- C. Such employment is not during the employee's regular working hours;
- D. Such employment does not occur while the employee is on sick leave.

Employees must notify the Director in writing of any outside employment and a determination made as to a possible conflict of interest. All outside employment is subject to the approval of the Director. The notice will be placed in the employee's personnel file.

## 7.5 PERSONAL PHONE CALLS

---

Employees are permitted to make brief personal calls. While such calls are permitted, employees are asked to exercise discretion and to keep such calls to a minimum, both on the basis of frequency and duration.

No employee may make personal long distance phone calls using a Library phone except as approved by the Director or Department Head.

## 7.6 COMPUTER SYSTEM USAGE

---

The Library's computer systems (including all hardware and software) are the exclusive property of the Library and are provided for creating and transmitting business-related information. The Library treats all computer files, including electronic mail (email) sent or received, as business information belonging to the Library. In that regard, the Library has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer files, including email sent or received, and all web site communications and/or transactions.

Employees should not expect personal files or email to be protected from review by other employees. In addition, security passwords do not imply confidentiality and all of these passwords must be disclosed to the Library. As a result, employees should not use the Library computer systems to create or transmit any information they wish to keep private.

Employees must exercise extreme caution when creating or transmitting Library information and this information should not be transmitted to individuals who are not authorized to receive it. Only authorized Library representatives are permitted to speak on behalf of the Library via the computer system.

Unless specifically authorized, employees should refrain from engaging in dialogue about confidential, proprietary, or non-public information involving the Library or any employee or patron. Any employee that receives such requests for information should direct the inquiry to the Director. The Library computer systems should not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations unless authorized by the Library.

Email: When transmitting messages via email, employees should consider that email messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Because of these concerns, employees are

required to maintain the highest standards of courtesy and professionalism when transmitting email. The email system is not to be used to create any harassing or offensive messages. Offensive messages include any messages that contain sexual implications, racial slurs, gender-specific comments, or other comments that offensively address race, age, sex, religious beliefs, national origin, height, weight, marital status or disability.

Internet: Some employees may have access to the Internet for business-related purposes. The Library has the capability to review web site access. Employees should not have any expectation of privacy regarding the web sites accessed through the computer system. Computer systems may “leave tracks” at web sites visited. Because of the public nature of our business, any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism.

Software: The Library prohibits the unauthorized use of Library software. The Library expects its employees to conduct themselves responsibly in this regard. Employees should refrain from making or using unauthorized copies of software programs.

Procedure for Reporting Abuse of Computer Privileges or Violation of this Policy: Use of the computer system to engage in any communications that are in violation of any Library policy, including but not limited to the acquisition, possession or transmission of defamatory, obscene, offensive, or harassing material, is strictly prohibited. If you are harassed or discriminated against through the use of the Library computer system, you must immediately report this to your Department Head, or the Director. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

## 7.7 SOCIAL MEDIA

---

Many employees contribute or belong to online spaces such as blogs, social networking sites, wikis, forums, and photo and video sharing sites. While the Library recognizes the value of posting personal information online, it is important that employees use good judgment when participating in all online communications, in particular when representing themselves as employees of the Library.

Use at Work. The Library communications and technology are designed and intended for work, and generally are not to be used for personal communications (unless specifically permitted by Library policies). Social networking must not interfere with any work obligations and should be done on personal time unless an employee has been assigned to perform online activities related to his/her employment with the Library.

Identification. Whether specifically identified or not, employees should consider their employment with the Library to be public information with respect to any social media environment. Employees should behave as such and represent themselves in a respectful and professional manner when participating in any online communication. Further, posting statements about the Library’s services may be considered advertising and must be approved by Library officials.

Content. Electronic communications and social networking activities are not confidential and may be read by patrons and as such, must maintain and reflect the Library’s standards for



professionalism, including proper tone and subject matter. Employees must refrain from writing or posting any disparaging comment about the Library or any of its employees. Employees should also avoid discussions of conduct that is prohibited by any Library policy.

Respect. Employees must not use social networking accounts to harass, threaten, libel, defame or discriminate against co-workers, managers, customers, or any other person. Further, employees may not write about, post pictures of, or otherwise refer to any other employee of the Library without his/her permission.

Disclaimers. Employees must state in any social media environment that what he/she writes or posts is the employee's own opinion and not that of the Library. Further, employees may not use the Library's logos, marks, or any other intellectual property without prior written consent of the Library.

No Right to Privacy. Employees have no right to privacy with respect to any information sent, received, created, accessed, obtained, viewed, stored, or otherwise found at any time on the Library's network. All communications, files, and records transmitted through and residing on those systems are Library property and may be monitored or viewed by the Library at any time, without consent from or notice to the employee.

Confidential Information. Employees must comply with all Library policies regarding confidential information and trade secrets and must refrain from posting confidential, copyrighted, or otherwise legally protected information or materials on any social networking account or other online environment. Employees may not post photographs taken at the Library's premises or events, without explicit permission from an authorized representative of the Library.

## 7.8 GIFTS AND GRATUITIES

---

No employee may directly or indirectly accept for himself/herself or for another, any gift which value exceeds twenty dollars (\$20.00) from a person or firm that does business or seeks to do business with the Library, or accept any gift from which it can be inferred or implied that special consideration is expected in the performance of the employee's official duties. This policy is not intended to interfere with courtesies which are extended to the Library or Library employees as a whole and which have the knowledge and approval of the Director.

## 7.9 VISITORS

---

Employees are asked to keep personal visitors to a minimum both on the basis of frequency and duration.

## 7.10 DRESS CODE

---

Employees shall be appropriately dressed according to the nature of their job. The Library has taken the position that the success of our Library is determined in part by establishing and maintaining a proper and professional atmosphere, which is determined by the image employees project as well as his/her business conduct.

Dresses and skirts shall be no more than three inches above the knee; slits are to be no more than three inches above the knee; midriffs or cleavage shall not be revealed; no see-through, spandex, or skin tight fabric. Tennis shoes are permitted for Library Aides and Library Assistant Is, who spend a great deal of time on their feet and require protection from cart wheels.

On Casual Fridays, blue jeans are permitted provided that they are in good repair. Tank tops, spaghetti straps, and shorts are not permitted. T-shirts other than Summer Reading shirts are not permitted.

All employees receive a name tag to be worn when in the public areas of the Library.

## 7.11 HOUSEKEEPING

---

While it may not be your responsibility to clean the entire facility, we certainly do expect your participation in caring for the areas in which you work. We expect drawers, cabinets, and storage areas to be neatly arranged. Desk tops and work counters should be kept uncluttered and cleaned off at the end of the day.

## 7.12 PARKING

---

Employee parking areas are provided. There are designated areas or spaces in the parking lots that are reserved for visitors and certain employees. You are always advised to lock your car and not to leave any valuables in your car when parking in any Library parking lot.

## 7.13 PERSONAL PHOTOCOPYING

---

Employees may make personal photocopies if prior authorization is obtained from the Director or Department Head. Employees making in excess of five (5) personal photocopies shall reimburse the Library according to the fee schedule in effect.

## 7.14 USE OF LIBRARY EQUIPMENT

---

### **7.14a Lost or Damaged Equipment**

Any lost or damaged equipment shall be reported immediately to the employee's Department Head.

### **7.14b Offsite Use of Library Equipment**

Refer to Library's Removal of Library Equipment from Library Property Policy dated September 14, 2010 and the Equipment Request Form, Appendix G.

## 7.15 PETS

---

No employee shall maintain any animal on Library premises unless permission is granted by the Director.

## 7.16 CONFIDENTIAL INFORMATION

---

Employees may not release confidential information about the Library, its employees, or its activities to the press or to others unless authorized to do so by the Director.

## 7.17 PERSONAL PROPERTY

---

The Library will not be held responsible for the loss of an employee's money or other valuables.

## 7.18 CONFLICT OF INTEREST

---

### **7.18a Personal Opinions**

No Library employee may represent a personal opinion as the position of the Library or the Board of Trustees.

### **7.18b Financial or Personal Interest**

No Library employee may participate in negotiating or executing contracts on behalf of the Library with any business entity in which the employee has, directly or indirectly, a financial or personal interest.

### **7.18c Bulletin Boards**

Political announcements and derogatory comments are expressly prohibited from the Library bulletin boards, whether in public spaces or employee work and/or break rooms. Defacing, mutilating, or destroying any official Library announcement or any other document appropriately placed on Library-owned bulletin boards is also prohibited.

### **7.18d Library-Controlled Electronic Communication Systems**

Political announcements and derogatory comments are expressly prohibited from the Library website, Library social media sites, or in-house TV monitors. Altering or deleting any official Library announcements or any other documents appropriately placed on Library-owned communication systems is also prohibited.

## **7.19 ALCOHOL AND DRUG-FREE WORKPLACE POLICY**

---

Refer to the Library's Substance Abuse Policy – Appendix C

## **7.20 HARASSMENT**

---

Refer to the Library's Harassment Policy – Appendix D

## **7.21 LIBRARY SECURITY**

---

The Library will assist its employees in safeguarding their personal property while at work. However, the Library does not assume responsibility for the personal belongings of its personnel.

All employees and their possessions will be subject to search, surveillance, and interrogation whenever the Library feels such action must be taken to maintain security or protect its property. These activities will be conducted only when deemed necessary by the Library and will be handled in as discreet a manner as possible to avoid personal embarrassment.

## **7.22 SECURITY CAMERAS – DIGITAL RECORDS**

---

Refer to the Library's Surveillance Camera Policy – Appendix E

## **7.23 ENTRY OF BUILDING DURING NON-OPEN HOURS**

---

Employees of the Library may not enter the building during non-open hours without written permission or prior approval of the Director or designee. This permission is not required for those employees scheduled to work typically one hour before the Library opens or for those

employees arriving before their scheduled start time to assure they are at their stations when the Library opens.

Employees are expected to leave the building within 15 minutes of the Library's closing time. Employees waiting with an unattended child will stay in the Library until the parent/guardian of the child arrives. If the parent/guardian does not arrive within 15 minutes of closing, an employee will contact Public Safety and remain with the child until an officer arrives per our Unattended Child Policy.

The employee shall complete the Permission to Enter Building During Non-Open Hours Form. (See Appendix H.) The employee shall give the form to the Director or designee for approval or denial. The Director or designee shall notify the employee of the Director's or designee's decision.

Employees shall comply with all Library policies and procedures while in the building. Employees will enter the building through the staff entrance and sign in on a log which is located near the entrance. Employees shall sign out on the log when exiting the building.

#### 7.24 EMPLOYEE SAFETY

---

Employees are expected to comply with all safety requirements whether established by management or by federal, state, or local law. Any safety violation or any accidents resulting in injuries to employees should be reported immediately to management. Safety equipment must be used at all times.

In order to prevent accidents from occurring, potential hazards within the Library are constantly being eliminated. Concern on the part of every employee must be displayed in order for safe working conditions to be maintained. You are expected to report unsafe working conditions in order that any potential hazard can be eliminated. It is your responsibility to practice safe working habits. Acceptance of this responsibility is essential if you and your fellow employees are to maintain a safe and secure working environment. It is individual action--your action--which results in safe work practices and makes the Library a safe place to work.

Labels have been placed on the containers of certain potentially hazardous chemicals by their manufacturers. These labels identify the chemical in the container along with appropriate hazard warnings and the name of the manufacturer. These labels should *not* be removed at any time.

The Library also maintains Material Safety Data Sheets (MSDSs) for all potentially hazardous chemicals used in the work place. These MSDSs identify the chemicals and provide other information relating to spill procedures, personal protection and health data. These MSDSs are available to all employees upon request. All employees will be trained in the use of these hazardous chemicals and any questions concerning their use should be directed to your Department Head.

## 7.25 FIRE AND OTHER DISASTERS

---

The Library has a written fire and disaster plan. Staff members are required to be familiar with these procedures and their specific assignments as well as becoming familiar with location and operation of fire alarm boxes and fire extinguishers. Reporting a fire to the fire department and knowledge of all fire exits are also required. Fire and evacuation drills may be conducted without notice.

## 7.26 WORKPLACE VIOLENCE

---

All employees are required to be sensitive to situations which could result in workplace violence and to take all necessary steps to avoid, and refrain from, situations which could lead to workplace violence.

Threats, intimidation, harassment, physical attacks, and other acts of violence are considered inappropriate and unacceptable behavior in the workplace. The Library will take appropriate action when these situations occur. Any employee who is found to perpetrate or participate in such actions will be subject to disciplinary action up to and including termination.

Any employee who has knowledge of any actions which they believe could lead to an episode of workplace violence should immediately report the situation to their Department Head or any member of management. In addition, any employee who has knowledge of any person, including nonemployees, who threatens to commit violence on the premises should notify their Department Head or Director.

## 7.27 STAFF MEETINGS

---

Staff meetings are regularly held. New procedures and general issues will be discussed. Employees are encouraged to attend and are expected to contribute constructive criticism at these meetings. Shorter and more frequent meetings may be called by the Director. These will be used to address day-to-day issues and procedures.

## 8.0 DISCIPLINARY ACTIONS

---

### 8.1 TYPES OF DISCIPLINE

---

Nothing set forth in this policy should be interpreted to infer a contract between the parties. See the “Employment Status” policy in Section 1.2 of this handbook. If a violation of any work rule occurs, the Library, at its own discretion, may choose any form of disciplinary action, including discharge.

The types of discipline that may occur are as follows in general order of increasing formality and seriousness:

#### A. Verbal Reprimand

A verbal statement by the Department Head to an employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions.

#### B. Written Reprimand

This is the first level of formal discipline. The written reprimand is issued by the Department Head with the approval of the Director and a copy is placed in the employee’s personnel file.

#### C. Disciplinary Demotions

Under circumstances of demotion for disciplinary reasons, an employee may be reallocated from a present job to one having lower responsibilities, skill requirements, performance standards, and rate of pay upon recommendation and approval of the Department Head. A copy of such written notice will be given to the affected employee and the Director for placement in the employee’s personnel file.

#### D. Suspension

An employee may be suspended from work without pay for up to five (5) working days by recommendation of the Department Head to the Director. Under certain circumstances, it may be necessary to restrict an employee immediately from performing duties at the work site. The circumstances usually involve potential danger to the employee, coworkers, the public, or the employee’s inability to discharge assigned duties satisfactorily. Because of the need for immediate action,

the decision to suspend an employee is typically the responsibility of the Department Head. In these situations, the following procedure is to be followed:

The Director, taking action to suspend an employee will immediately notify the Department Head.

The Department Head will prepare, together with the Director, the statement of charges and document any supporting evidence.

As soon as possible after the initial action, but not later than three (3) working days, the Director will prepare written notification to the affected employee, who will have an opportunity to respond to the charges before any suspension takes effect.

In no event will the use of paid time be allowed during a period of suspension without pay. Should a paid holiday occur during a period of suspension without pay, the suspension period will be extended by the number of holidays occurring during the suspension period.

#### E. Discharge

Employees should be aware that their employment relationship with the Library is based on the condition of mutual consent to continue the relationship between the employee and the Library. The Library strives to give workers fair and reasonable conditions of employment at all times. Therefore, the employee or Library are free to terminate the employment relationship at any time. Recommendations to discharge an employee are to be made to, and authorized by, the Director. In exercising such a policy, the Library will attempt to confidentially inform an affected employee of the circumstances surrounding a discharge. When appropriate, prior to a discharge, an employee will be given written notice of the charges against the employee. The employee will be given an opportunity to respond to the charges before any discharge takes effect.

## 8.2 WORK RULES

---

As in any organization, rules governing the conduct of all employees are as necessary as regulations governing the conduct of people who live in our community. We try to keep our rules to a minimum, but there are some which are necessary for the Library to run smoothly and for the protection of all employees. Persons who tend to “play by their own rules” usually end up trespassing on the rights of other people and are not members of our team. We will make an effort to help such employees correct their conduct, but the primary responsibility for abiding by the rules rests with you.

Any employee who violates any of the Library’s work rules shall be subject to disciplinary action. While employment at the Library is at will, in some cases the disciplinary action may result in either verbal or written warnings, suspension or discharge. The Library will



assess numerous factors in determining the degree of discipline rendered. Among others, these factors include the severity of the violation, impact on the Library, state and federal laws, extenuating facts and circumstances, and the general facts and circumstances of the incident. The following list of offenses is not meant to be all inclusive, but is only meant to be used as a guideline. Failure to use common sense and good judgment may also result in disciplinary action.

### **Major/Serious Offenses**

- Abusing or destroying Library property or the property of others
- Any offense of a serious nature not in the best interest of the Library or its employees, including violating any policy set out in this Handbook
- Being convicted of a serious criminal offense
- Creating or contributing to unsanitary or unsafe conditions
- Deliberately restricting quantity and quality of work, or asking others to do the same
- Disclosing confidential Library information
- Discourteously treating other employees, vendors, or visitors
- Excessive absenteeism or tardiness
- Failing to complete a day's work assignment
- Failing to report personal injury, accident or defective equipment
- Failing to use safety devices
- Falsifying of Library records
- Fighting, immoral conduct, threats or intimidation
- Gambling on Library time or premises
- Harassment of any type
- Violating safety rules
- Insubordination
- Intimidating fellow employees or others
- Leaving your job without proper authorization
- Loafing or being away from your job unnecessarily
- Making or publishing of false, vicious and malicious statements concerning anyone, the Library or its services
- Negligence or inferior work
- Performing personal work on Library time
- Possessing a dangerous or deadly weapon on Library time or premises
- Possessing, selling, using or being under the influence of drugs or alcoholic beverages on Library time or premises
- Refusing or failing to do a job assignment
- Removing Library property from the premises for personal use
- Reporting a false reason for absence
- Sexual or racial harassment
- Sleeping on the job
- Theft or dishonesty
- Unauthorized use of Library property, records, tools, or equipment

- Using abusive or profane language
- Violating safety rules
- Working another job while absent

#### **Other Offenses**

- Careless workmanship
- Deliberately distracting the attention of others
- Disregarding common safety practices
- Eating and drinking at workstation without Department Head's approval
- Excessive time at rest periods
- Failing to attend scheduled meetings
- Failing to complete reports and time sheets promptly and accurately
- Failing to follow instructions
- Failing to maintain acceptable standards of personal hygiene
- Improper language
- Improper use of Library property
- Irregular attendance
- Leaving job before quitting time
- Other offenses determined by the Library not to be in its best interest or the best interest of its employees or patrons
- Posting written matter in any form on Library premises without Department Head's approval
- Smoking during unauthorized times or in unauthorized areas
- Unauthorized solicitations or distributions
- Unsafe driving when entering or leaving Library property
- Wasting of time or loitering during working hours

## 9.0 TERMINATION

---

### 9.1 RESIGNATION

---

Resignation is an employee's voluntary separation from an employment relationship with the Library for reasons other than retirement.

Employees who plan to resign voluntarily should notify the Library of their intention in a letter to the Director, as well as a copy of said letter to their Department Head. The letter should state in the employee's own words the reason for resigning and the effective date of resignation.

Employees are requested to submit the letter at least two (2) weeks before the effective date of resignation to allow for arranging to replace the employee and for processing the employee.

### 9.2 DISCHARGE

---

Discharge is an employee's separation from an employment relationship with the Library for any reason other than resignation, retirement, death, disability, layoff or leave of absence.

If appropriate, an employee to be terminated for disciplinary reasons will be given a written notice by the Director.

### 9.3 RETIREMENT

---

Retirement is an employee's separation from an employment relationship with the Library, initiated by the employee when the employee has reached an age and completed enough years of credited service with the Library to be eligible for either full or early retirement benefits under the Library's retirement system.

Retirement or pension information is available from the Business Manager. Employees who are retiring should give the Library at least thirty (30) days' notice to allow for processing the employee.

### 9.4 DEATH

---

In the event of an on-the-job death of an employee, the primary responsibility for contacting members of the family rests with the Director. The department in which the employee worked is responsible for reporting all information to the Director and giving what assistance it can.

Unless distance precludes attendance at the funeral, the deceased employee's immediate Department Head and his/her close friends will be allowed to attend the funeral.

The Business Manager shall have the necessary insurance forms and will ensure that any checks, vacation, or sick leave allowance due, shall be sent to the proper survivor.

## 9.5 FINAL COMPENSATION

---

Final paychecks for employees who have resigned, been discharged, or retired will contain wages and compensation for unused days off accrued to the effective date of termination in accordance with applicable time off policies.

The final paycheck for retired employees will either be mailed to the address given at the exit interview or picked up at the Library, at the employee's option.

## 9.6 EXIT INTERVIEW

---

Every employee will be given the opportunity for an exit interview. During this interview, the employee will be given the opportunity to discuss the reason(s) for leaving. Any items belonging to the Library will be turned in at this time. A Status Change Form will be completed and filed in the employee's personnel file. If an employee does not wish to give a reason for leaving, the fact will be noted on the form.

## 10.0 TRAVEL REIMBURSEMENT

---

### 10.1 MILEAGE

---

Refer to the Library's Mileage Reimbursement Policy – Appendix F.

### 10.2 MEALS

---

The Library will provide reimbursement for meals and incidentals while on approved Library business. Incidentals include fees and tips given to porters, baggage carriers, bellhops, etc.

These reimbursements will not be considered taxable if the Library employee can account for the time, place and business purpose of the reimbursement.

### 10.3 LODGING

---

Employees will be reimbursed for actual expenses incurred for lodging while on approved Library business. Employees must obtain receipts for lodging and document the expenses on the travel voucher to substantiate the place, amount, and business purpose of their expense.

When feasible, the Library shall reserve appropriate lodging and payment shall be made with a Library credit card.

### 10.4 OTHER EXPENSES

---

Reimbursement for other expenses arising out of performance of Library duties, parking fees, tolls, taxis, and/or public transportation expenses will be allowed. Under no circumstances will expenses of a personal nature be included in a charge against public funds.

The reimbursement for the use of taxis or other forms of public transportation shall be limited to trips necessary for the conduct of official Library business and shall be accompanied by a receipt.

### 10.5 TRAVEL VOUCHER

---

Travel vouchers, available from the Business Manager, will be completed to include the following information:

- A. Date and time of departure from the Library;
- B. Purpose of trip;
- C. Total distance traveled in miles, if driven; and
- D. Receipts for lodging, car mileage, and other expenses incurred on the trip.

Completed vouchers for travel reimbursement shall be submitted within thirty (30) days upon return.

#### 10.6 REIMBURSEMENT FOR SPOUSES

---

Expenses of spouses, family or companions of employees who attend conferences, conventions or special events shall not be aided by public funds.

#### 10.7 QUESTIONS OF APPROPRIATE REIMBURSEMENT OR RATES

---

Any question regarding appropriate travel reimbursements or rates shall be decided by the Director after consulting federal rules on travel or payroll.

## **11.0 EMPLOYEE BENEFITS**

---

### **11.1 INSURANCE BENEFITS**

---

The Library provides you with as many benefits as possible to make your employment here more rewarding. These benefits include the following insurance coverages:

1. Health
2. Long-term disability
3. Life
4. Dental
5. Vision

You must be a full-time employee to be eligible for these benefits. Other eligibility requirements and detailed descriptions of these insurance benefits are available in the Summary Plan Descriptions and will be furnished to you upon employment, when you become eligible to participate, or when there is a material change to the plan. In its sole discretion, the Library reserves the right to alter, amend or delete these insurance benefits. Of course, the terms and conditions set out in the insurance contracts are controlling.

#### **11.1a Insurance Waiver**

If an eligible Full-Time employee voluntarily waives health insurance coverage through the Library, not only for the employee but also for the employee's spouse (if any) and eligible dependents (if any), the employee shall receive additional taxable compensation in an amount to be determined annually at budget time for each full month that the waiver is in effect. The payment shall be paid biweekly after each full month that the waiver is in effect. *Example: Insurance is waived beginning July 1. Bi-weekly payments to the employee will begin August 1 and continue until the waiver is revoked.*

An eligible employee may voluntarily waive health, dental, and vision insurance coverage, and an eligible employee may voluntarily revoke that waiver, at any time upon satisfactory written notice to the Library. However, the effective date of the waiver and the effective date of the revocation of the waiver shall be subject to the rules of the insurance carrier.

During a leave of absence, the employee shall continue to receive waiver compensation for the same duration of time that benefit continuation would occur for an employee not waiving coverage as detailed in Section 11.5 Insurance Benefit Continuation.

## 11.2 CAFETERIA BENEFITS

---

Eligible employees are offered Flexible Spending Accounts (FSA) to redirect a pretax portion of salaries to provide reimbursement for two specific types of expense: dependent care (DDC) and un-reimbursed medical (URM) expenses.

Guaranteed-renewable supplemental insurance plans are also offered to all employees. The employee pays 100% of the premium cost.

## 11.3 WORKER'S COMPENSATION INSURANCE

---

All employees are covered by worker's compensation insurance for injury, illness, disability or death as a result of accidental injuries or occupational diseases suffered in the course of employment. All injuries, even minor, must be reported immediately to the Director or Business Manager. See Appendix B.

## 11.4 INSURANCE BENEFIT CONTINUATION

---

The Library's contributions toward the cost of health insurance, dental insurance, disability insurance, and life insurance provided for eligible employees shall be subject to continuation and/or termination as listed below. If the employee is currently required to pay a portion of the cost of any benefit plan coverage, he/she must continue to make this payment as normally scheduled during the continuation period. If the payment is not made within the 30 day grace period, the applicable policy may be canceled.

Contributions toward all benefits will be continued during an approved FMLA leave. See Section 11.15 for information regarding FMLA.

Contributions toward all benefits during an approved military leave will be handled pursuant to federal law.

Contributions toward health insurance will be continued through the end of the month of any layoff.

Contributions shall only be continued for the periods prescribed above to the extent allowed by the applicable policy or policies of insurance; and such contributions shall not be continued beyond the periods prescribed above.

Such contributions shall be discontinued immediately upon termination of the employee's employment, subject to the limitations established under the policy regarding continuation of coverage.

If an employee wishes to continue coverage for any period in which the Library's obligation does not exist or apply and that period qualifies for COBRA continuation coverage, the



employee shall have the responsibility for making all arrangements and payments necessary for the continuance of such coverage at his own expense.

If the employee elects COBRA continuation coverage he/she will be required to pay the premium payment as specified in the guidelines for continuation of coverage of benefits. The employee choosing COBRA insurance coverage should coordinate coverage with the Business Manager.

## 11.5 PENSION

---

We provide pension benefits for all employees who satisfy the necessary eligibility requirements.

Details of the Library's MERS pension plans, including eligibility requirements, are described in the Summary Plan Description (SPD). A copy of this SPD will be provided to you upon the completion of the orientation period and when significant changes occur in the plan. In light of the complex laws governing pension plans, we recommend that you study the SPD carefully. In its sole discretion, the Library reserves the right to alter, amend or delete these pension benefits as allowed by law. If you have any questions about the pension plan, please feel free to contact the Business Manager.

## 11.6 DEFERRED COMPENSATION PLAN

---

The Library offers a Deferred Compensation Plan authorized under Section 457 of the IRS Code. For regular Full-Time employees choosing to participate, the Library will match the employee's contribution up to a maximum of two percent (2%) of the employee's base earnings. Employees are eligible to participate in this plan upon completion of the probationary period.

## 11.7 HOLIDAY LEAVE

---

### **11.7a Eligibility – Scheduled Holidays**

For all employees who do not work on a scheduled holiday the following applies; Full-Time employees shall receive a normal day's pay at their regular hourly rate, for all recognized holidays as outlined below. Part-Time employees who normally work 20 or more hours per week shall receive holiday pay on a pro-rated basis.

- A. Any employee eligible for holiday pay must have worked on the last scheduled work day immediately preceding and immediately following the holiday unless he/she is using authorized paid time off (i.e. vacation, personal, bonus, sick days, etc.).
- B. Employees who are required to work on a recognized holiday will receive time and one-half.

Paid holidays include:

New Year's Day;  
Memorial Day;  
Independence Day;  
Labor Day;  
Thanksgiving Day;  
Day after Thanksgiving;  
Christmas Eve;  
Christmas Day; and  
New Year's Eve

### **11.7b Scheduled Holidays Falling on Weekends**

If a recognized holiday falls on a Saturday or Sunday, the day shall be taken as a floating (paid) holiday during the four-week period surrounding that holiday, subject to the approval of the Department Head.

## **11.8 VACATIONS**

---

### **11.8a Eligibility**

Full-time Employees are eligible for vacation leave and bonus vacation leave. Employees who normally work twenty (20) or more hours per week but less than forty (40) are eligible for vacation leave and bonus vacation leave on a pro-rated basis.

### **11.8b Accrual and Carryover**

Vacation time begins accruing with the first day of employment. Vacation time is computed on the number of hours for which an employee is paid, excluding overtime. If the employee is on a paid authorized leave, he or she will continue to accumulate vacation time.

Vacation is computed based on the following schedule:

Employment with the Library	Hours of paid vacation per paid hour (excluding overtime)	Days per year
Less than 1 year	.01923	5 days
1 year but less than 5 years	.03846	10 days
5 years but less than 10 years	.05769	15 days
10 years but less than 20 years	.07592	20 days
20 years and over	.09615	25 days

An employee shall not be allowed to accumulate any paid vacation in excess of five (5) days over the maximum amount of vacation time that could be earned in a current year (which year begins with the employee's anniversary date of employment or eligibility).

Probationary employees shall accumulate vacation, and will be allowed to take vacation time during the probationary period.

### **11.8c Bonus Vacation Leave**

The Library shall grant one (1) bonus vacation day for each 120 consecutive calendar days of perfect attendance. The bonus vacation day will be pro-rated for employees who normally work more than twenty (20) hours but less than forty (40) hours per week. Perfect attendance means that the employee, during the applicable time period, used no sick leave except for an injury covered by Worker's Compensation suffered by the employee, took no unpaid leave of absence (except military leave), was not subject to any disciplinary action, and worked all hours for which he or she was scheduled to work.

Each employee will complete and submit a Bonus Day Request Form to the Business Manager for verification and to the Director for approval, when the employee is eligible for a bonus vacation day.

Accumulation of bonus vacation leave for perfect attendance will commence the first day that the employee completes the probationary period. The maximum accumulation shall not exceed forty (40) hours for full-time employees, pro-rated for employees who normally work more than twenty (20) but less than forty (40) hours per week.

### **11.8d Approval**

Vacations will be scheduled at times mutually agreeable to the employee and their Department Head, consistent with proper and effective conduct of department functions.

Employees must email a vacation request to his/her Department Head. Approval is given via return email. The Department Head will record the absence approval on the Absence Approvals spreadsheet. Vacation leave with pay will not be granted before vacation time has been earned.

### **11.8e Termination/Layoff**

Unless terminated for cause, or the employee quits without providing two (2) weeks' notice, any vacation in an employee's vacation bank at the time of termination or layoff will be paid on or after the employee's last day of employment.

In no event will unused Bonus Vacation days be paid upon termination.

At retirement only, vacation leave payments will be placed in a MERS Health Care Savings Program Account for the retiree to use for future medical insurance premiums and/or medical costs. Optionally, up to 100% of the vacation leave payment will be paid in cash or deposited to the retiree's Deferred Compensation Plan (457), if eligible, two weeks prior to retirement provided the Director is notified by the employee in writing at least four weeks prior to the

retirement date. Any retiree deposit to his/her Deferred Compensation Plan (457) will not be subject to a 2% match by the Library.

## 11.9 SICK DAYS

---

### 11.9a Eligibility

An employee who normally works twenty (20) or more hours per week shall begin earning paid sick leave during the first day of employment. Sick leave is computed and accrued on the number of hours which the employee is paid for, excluding overtime, at the rate of .04615 hours per hour worked.

Sick days are provided to allow an employee to be excused from his/her work without loss of normal pay due to his/her own illness, injury, other kind of actual total or partial incapacitation, or doctor/dental appointments. Employees are encouraged to stay home if contagious. The Library reserves the right to send sick employees home.

In addition, with the approval of the Department Head or Director, employees may use sick leave privileges if a member of the immediate family is sick. Immediate family includes a spouse, child, parent, grandparent, brother, sister, or in-law.

Sick days are considered hours worked for the purpose of calculating overtime.

An employee may not use any accumulated sick leave during the probationary period.

### 11.9b Approval

The employee must notify Library staff by the beginning of a workday or scheduled work time in order to receive sick leave pay.

If feasible, employees must email a sick leave request to his/her Department Head prior to using sick days. Approval/denial is given via return email. The Department Head will record the absence approval on the Absence Approvals spreadsheet.

If an employee becomes sick while on vacation and receives documented medical treatment, he/she may use sick leave. If absent on sick leave for more than three (3) days, the employee may be required to submit a doctor's certificate before receiving sick leave benefits.

Sick leave with pay will not be granted before sick time has been earned.

The Library reserves the right to investigate and visit any or all employees using sick days and if there is cause to believe that time was taken off for purposes other than specified in this section, the employee will not be compensated for the time off. Employees found to be abusing sick days may be subject to discipline including discharge.

### **11.9c Carryover**

An employee can accumulate a maximum of 960 hours (120 days) of sick leave, pro-rated for employees who normally work less than forty (40) hours per week.

### **11.9d Unused Sick Days**

When an employee accumulates the maximum hours allowed, he or she will be paid half the amount of any additional sick leave accumulated, and not used, during the year. Employees will receive this additional pay on the first pay in January of each year.

### **11.9e Termination**

If an employee quits and provides 2 weeks' notice or is terminated without cause, the employee will be paid one-half the amount of their unused accumulated sick leave time, up to sixty (60) days.

### **11.9f Retirement or Death**

Upon retirement or death, the amount of unused accumulated sick leave, up to sixty (60) days, will be paid to the employee or employee's heir(s). Upon retirement, sick leave payments will be placed in a MERS Health Care Savings Program Account for the retiree to use for future medical insurance premiums and/or medical costs. If the employee chooses to opt out, up to 100% of the sick leave payment will be paid in cash or deposited to the retiree's Deferred Compensation Plan (457), if eligible, two weeks prior to retirement provided the employee notifies the Director in writing of their intent one month prior to the retirement date. Any retiree deposit to his/her Deferred Compensation Plan (457) will not be subject to a 2% match by the Library.

### **11.9g Coordination with Long Term Disability**

If an employee becomes seriously ill, he/she will continue to be paid until the employee has exhausted all sick leave, vacation leave, personal day leave, and bonus vacation leave. If eligible for long term disability insurance, the employee must exhaust all sick leave before this benefit takes effect. During this period, vacation and bonus vacation leave will be allowed to accumulate.

## **11.10 PERSONAL DAYS**

---

### **11.10a Eligibility**

On January 1 each year, employees receive two (2) paid Personal Days that may be used in the calendar year to attend to matters that can only be handled during normal working hours. New employees who start work between January 2 and June 30 of the calendar year receive two (2) paid Personal Days that may be used in the calendar year. New employees who start work

between July 1 and December 31 receive one (1) paid Personal Day that may be used in the calendar year. Hours are pro-rated for employees working less than forty (40) hours per week.

### **11.10b Approval**

Employees must email a request to use a personal day to his/her Department Head. The Department Head will give approval via return email. The Department Head will record the absence approval on the Absence Approvals spreadsheet.

### **11.10c No Accrual, No Carryover**

Personal days are given on a calendar year basis.

They are not accrued based on completion of the previous year. Personal days may not be carried over to the following year. Personal Days unused as of December 31 will be forfeited.

### **11.10d Termination**

Employees will not be paid for any unused Personal Days at the time of termination.

## **11.11 DONATED LEAVE POLICY**

---

The Donated Leave Policy provides our employees the opportunity to assist another employee who is facing a personal serious illness or injury, or caring for an immediate family member who has a serious illness or injury. Specifically, this policy allows multiple employees to donate a combined maximum of twenty-six (26) weeks of accrued vacation and sick leave to an employee when the receiving employee needs time off that is not otherwise covered by any existing time off benefits.

If an employee is eligible for or receives Short of Long-Term Disability, unemployment benefits or Worker's Compensation benefits, they are not eligible to receive donated leave time.

This policy may be used for occasions when:

- A. The receiving employee has a serious illness or injury that poses a threat to life and/or requires inpatient, hospice or residential health care and the employee needs time off, or
- B. The employee is providing care for an immediate family member (parent, spouse, domestic partner, child, step-child, etc) who has a serious illness or injury and the employee needs time off, and
- C. The receiving employee has exhausted all of his/her paid time off (Vacation, Personal, Sick Leave, etc.) before receiving donated vacation or sick leave time under this policy

### **11.11a How it Works**

1. A donating employee can donate a maximum of forty (40) hours to an employee in a rolling 12-month period. Donations must be made in 1 hour increments. In no case will the donating employee's accrued vacation and sick leave time bank be allowed to go below forty (40) hours after the donation.
2. Only previously accrued vacation and sick leave time may be donated. Donations must be made in the form of time off from work and cannot be "cashed out" for the equivalent dollar value of that time off.
3. Donations will not be reversed. By signing and submitting a Donated Leave Form you are approving the Business Manager to remove the time from your Vacation or Sick leave balance.
4. The receiving employee can receive a maximum of twenty-six (26) weeks of donated time off in a rolling 12-month period. The number of weeks allowed is based on the length of time the employee needs to be off of work to care for his/her serious illness/injury or his/her immediate family member's serious illness/injury.
5. The number of hours paid per week (up to a maximum of forty (40)) will be based on the average number of hours the receiving employee worked per week for the last twelve (12) weeks that the employee has worked preceding the initiation of the donation request process. This calculation is primarily for part-time employees whose standard work week may be less than forty (40) hours.
6. Donated vacation and sick leave time may be received from multiple donors. There is no guarantee the full request will be granted as the hours available are directly based on the number of hours donated.
7. Donations are received on a first come, first give basis. Donations will be denied when the receiving employee reaches his/her maximum donation amount.
8. Donated vacation and sick leave time will be transferred on an hour-to-hour calculation rather than based on dollar-to-dollar current rate of pay.
9. Donated time off cannot be used retroactively (i.e., for pay periods prior to receiving the donation).
10. Donated time off cannot be cashed out.

### **11.11b The Process**

1. The requesting employee, or his/her supervisor, or the Business Manager, must submit a request for donated time in writing (email is appropriate) to the Library Director.
2. The Director will review the request and communicate next steps appropriately with the employee, supervisor and Business Manager.
3. The requesting employee and employees donating time must submit a Donated Leave Form (Appendix I).
4. The need for donations can be formally communicated if the receiving employee approves it. If the receiving employee does not approve a formal communication, potential donors would need to be contacted about the opportunity to donate via "word of mouth" based on the employee's direction. These two options are in place to protect the privacy of the employee.

## 11.12 BEREAVEMENT LEAVE

---

Employees who normally work more than 20 (twenty) hours per week are eligible to receive emergency paid leave in the event of the death of a member of the employee's immediate family. For the death of a spouse, child, parent, grandparent, brother, sister, or in-law, the employee may be granted up to five (5) working days with pay, granted at the discretion of the Director to prepare for and attend the funeral. Upon the death of other relatives or close friends, unpaid time off may be granted at the discretion of the Director.

## 11.13 JURY DUTY

---

Any full-time employee who is called to serve on a jury panel will be allowed time off to serve. Your job will be protected for you while you are serving.

The Library encourages you to do your duty as a good citizen if called. Because jury duty reimbursement may not be equal to your normal income and so that doing your duty as a good citizen does not impose a financial burden on you and your family, your jury payment will be supplemented to equal your normal pay by the Library for a period of up to twenty (20) business days. Naturally, any transportation or lodging allowances paid by the court can be kept by you to cover those expenses.

All time spent on jury duty must be substantiated with an official court document indicating dates served and amount of jury pay. If you are released from jury duty prior to the end of the work day, you must return to the Library to finish your shift.

## 11.14 LEAVE OF ABSENCE

---

### **11.14a Personal Leave**

In the sole discretion of the Library, a personal leave of absence without pay may be granted to a full-time employee who has completed the probation period. Leave shall not exceed six months. Requests for a personal leave of absence must be in writing and approved by the Director at least four (4) weeks prior to the start of the leave or at the discretion of the Director.

### **11.14b Medical Leave**

A full-time employee who has completed the probation period may also request a leave of absence without pay for disability reasons; for example, illness or injury, under the same conditions as a personal leave, except that a medical leave may last up to sixty (60) days and the notice period may be shortened due to emergency. In these cases, you must submit a written statement from your doctor specifying the estimated dates the leave should begin and end. Prior to your return to work, you may be required to provide the Library with a statement from your physician indicating that you are physically able to return to work. You must return to work as soon as medically able. In its sole discretion and expense and at any time during this leave, you



may be required to submit to an independent medical exam by a physician assigned by the Library. An employee who fails to return to work once physically able or within 60 days of the start of the leave of absence, whichever is sooner, shall be deemed to have quit his/her employment with the Library.

#### **11.14c Applying for Leave**

Regular vacations, personal days, and sick days (three or less), are not considered a leave of absence under this policy. An employee is required to apply for a leave under this section if the employee is not eligible for a leave under the FMLA. A Leave Request Form can be obtained from the Director.

#### **11.14d Leave Approval**

Leaves of absence are subject to approval by the Director. Leave requests not covered by FMLA (excluding any military leave and workers' compensation) will be subject to the following guidelines:

- A. The employee has been on the regular payroll for six (6) months or more;
- B. The requested leave is one in which unusual circumstances exist;
- C. The employee must have the intention of returning to the Library at the end of his/her leave of absence; and
- D. Work requirements must permit the employee's absence without unreasonable disruption of work.

The granting or denial of any leave of absence, including any renewal or extension thereof, shall be in the Director's sole discretion, based on the availability of qualified substitute help, the needs of the Library, the frequency of such requests, and/or other factors deemed pertinent by the Library. The granting or denial of any leave or extension in a given case shall not be deemed a practice or precedent insofar as any other case is concerned.

#### **11.14e Employee Responsibilities**

No leave of absence shall be used for reasons other than those stated in the employee's leave application. Further, an employee may not use a leave of absence to seek or perform work with another employer without the prior written consent of the Library. Verification of an employee's leave status and updates will be required by the Library. Documentation of attendance for a military leave must be provided. Notwithstanding any other provisions of this policy, the Library may terminate an employee's leave of absence if it appears that the leave is no longer appropriate (e.g., no longer necessary, not being used for the purpose intended, etc.).

#### **11.14f Benefit Continuation**

Depending on the length and type of leave, Library benefits such as health insurance, dental insurance, life insurance and disability may be terminated. See Section 11.6 for further information regarding benefit continuation.

#### **11.14g Use of Paid Time Off Requirement**

Employees will be required to use all paid time off available (i.e. sick days, vacation, personal days, etc.) during a leave of absence to cover the leave and/or supplement workers compensation and disability benefits. If disability or workers compensation benefits are being received, the Library will determine the amount of supplemental time off required for pay to be equal to what it would normally be. The employee's sick days will be used first in the case of medical leave or workers compensation leave. See Section 11.11 for information on coordinating sick days with disability insurance. Military leaves do not require use of available paid time off.

#### **11.14h Benefit Accrual**

Certain employee benefit entitlements will not accrue during the time of leave.

- Vacation Days and Bonus Vacation Days
- Sick Days

#### **11.14i Return to Former Position**

Upon the expiration of an employee's approved leave of absence, the employee will be returned to the former position the employee had with the Library, provided it is still open and the employee is still fully qualified for it. If the employee's former position is not open, or if the employee is not fully qualified for the position, then the employee will be returned to another open position for which the employee is fully qualified which is reasonably similar to the employee's former position in terms of job responsibility and rate of pay.

In the event no such reasonably similar position is open for which the employee is fully qualified, then the employee will be offered the next reasonably similar position, if any, for which the employee is fully qualified and which becomes available within the six month period following the expiration of the approved leave of absence.

If an employee is not returned to active employment with the Library during that six month period, the employee's rehire rights with the Library shall be terminated. Determination of an employee's qualifications for any given position, for purposes of this policy, shall be made by the Library according to its discretion. Reinstatement after a Military or FMLA leave will be handled pursuant to federal law.

## 11.15 FAMILY AND MEDICAL LEAVE ACT (FMLA)

---

### 11.15a Eligibility

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must: (1) have been employed by the Library for at least twelve (12) months (which need not be consecutive); (2) have been employed by the Library for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite. An employee’s eligibility for FMLA will be determined by the statute and regulations that exist at the time of the request for leave.

### 11.15b Entitlements

The FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

1. **Basic FMLA Leave.** The FMLA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son, daughter or parent (but not in-law) who has a serious health condition;
- For the employee’s own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee’s job; and/or
- Because of any qualifying exigency arising out of the fact that an employee’s spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of

continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

2. **Additional Military Family Leave Entitlement (Injured Servicemember Leave).** In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up to twenty-six (26) weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A “covered servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member’s office, grade, rank or rating.

3. **Intermittent Leave and Reduced Leave Schedules.** FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember.

4. **No Work While on Leave.** The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination.

5. **Protection of Group Health Insurance Benefits.** During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

6. **Restoration of Employment and Benefits.** At the end of FMLA leave, subject to some exceptions including situations where job restoration of “key employees” will cause the Library substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Library will notify employees if they qualify as “key employees,” if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee’s FMLA leave.

7. **Notice of Eligibility for, and Designation of, FMLA Leave.** Employees requesting FMLA leave are entitled to receive written notice from the Library telling them

whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: (a) their rights and responsibilities in connection with such leave; (b) the Library's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and (c) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Library may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Library's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Library and employee can mutually agree that leave be retroactively designated as FMLA leave.

### **11.15c Employee FMLA Leave Obligations**

1. **Provide Notice of the Need for Leave.** Employees who take FMLA leave must timely notify the Library of their need for FMLA leave. The following describes the content and timing of such employee notices.

**Content of Employee Notice.** To trigger FMLA leave protections, employees must inform the FMLA Coordinator of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Library to determine if the leave is FMLA-qualifying. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Library's questions to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Library has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

**Timing of Employee Notice.** Employees must provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Library notice of the need for leave as soon as practicable. Employees who fail to give thirty (30) days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

2. **Cooperate in the Scheduling.** When planning medical treatment, employees must consult with the Library and make a reasonable effort to schedule treatment so as not to unduly disrupt the Library's operations. Employees must consult with the Library prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Library and the employees. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment or to care for a covered servicemember, the Library may temporarily transfer employees, during the period that the intermittent or reduced leave

schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

3. **Medical Certifications.** Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an initial certification, a recertification, and a return to work/fitness for duty certification.

It is the employee's responsibility to provide the Library with timely, complete and sufficient medical certifications. Whenever the Library requests employees to provide FMLA medical certifications, employees must provide the requested certifications within fifteen (15) calendar days after the Library's request. The Library shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Library will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Library (through individuals other than an employee's Department) may contact the employee's health care provider to authenticate or clarify medical certifications. If employees choose not to provide the Library with authorization allowing it to clarify or authenticate certifications with health care providers, the Library may deny FMLA leave.

**Initial Medical Certifications.** Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least thirty (30) days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Library has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Library's expense. If the opinions of the initial and second health care providers differ, the Library may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Library and the employee.

**Medical Recertifications.** Depending on the circumstances and duration of FMLA leave, the Library may require employees to provide recertification of medical conditions giving rise to the need for leave. The Library will notify employees if recertification is required and will give employees at least fifteen (15) calendar days to provide medical recertification.

**Return to Work/Fitness for Duty Medical Certifications.** Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them

unable to perform their jobs must provide the Library medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Library may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

4. **Submit Certifications Supporting Need for Military Family Leave.** Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Library may require employees to provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and (b) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the Library may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the Library may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

5. **Substitute Paid Leave for Unpaid FMLA Leave.** Employees must use any accrued paid time off while taking FMLA leave and the paid time will run concurrently with an employee's FMLA entitlement. Leaves of absence taken in connection with a disability leave plan or workers' compensation shall run concurrently with any FMLA leave entitlement.

6. **Pay Employee's Share of Health Insurance Premiums.** During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Library notifies employees of other arrangements, whenever employees are receiving pay from the Library during FMLA leave, the Library will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their portion of the group health premium through a method determined by the Library upon leave.

The Library's obligation to maintain health care coverage ceases if an employee's premium payment is more than thirty (30) days late. If employees do not return to work within thirty (30) calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Library for the cost of the premiums the Library paid for maintaining coverage during their unpaid FMLA leave.

### **11.15d Questions About FMLA Leave**

If you have questions regarding this FMLA policy, please contact the FMLA Coordinator. The Library is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

### **11.16 MILITARY LEAVE**

---

In an effort to encourage and assist employees in the performance of their military obligations, employees who are ordered to perform inactive duty for training, active duty for training, or extended active duty with the Armed Forces of the United States shall be granted a military leave of absence. Upon completion of this leave the employee shall be entitled to receive re-employment rights and other benefits as required by law.



**APPENDIX A**

---

**ACCOMMODATION REQUEST**

---

TO:

\_\_\_\_\_

(Print name of person to whom sent)

FROM:

\_\_\_\_\_

(Print your name)

I understand I am required under Section 210.18 of the Michigan Persons With Disabilities Civil Rights Act to notify an employer that I need an accommodation within 182 days after I become aware of the need for accommodation. This request is to meet that notice requirement.

Accommodation Needed:

Date: \_\_\_\_\_

Signature of employee or job applicant: \_\_\_\_\_

-----

**EMPLOYEE OR APPLICANT COPY**

(Cut off and save for your files)

Date notice sent: \_\_\_\_\_

Person to whom sent or given: \_\_\_\_\_

Employer: \_\_\_\_\_

Accommodation Request: \_\_\_\_\_

Completion of this form is voluntary

Authority: Public Act 220 of 1976, as amended.

**APPENDIX B**

---

**OCCUPATIONAL INJURY AND ILLNESS REPORT**

---

Employee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Job Classification: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Address: \_\_\_\_\_

Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

Length of Employment: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm Date Employee Notified Employer: \_\_\_\_\_

Witness: \_\_\_\_\_

Where Did the Injury Occur (Exact Location): \_\_\_\_\_

Description of Injury: \_\_\_\_\_

Equipment/Action Causing Injury: \_\_\_\_\_

What Happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why Did It Happen: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Object or Substance Causing Injury/Illness: \_\_\_\_\_

Check Protective Equipment Being Worn and Circle Equipment That Should Have Been Worn:

Goggles \_\_\_\_\_ Face Shield \_\_\_\_\_ Hard Hat \_\_\_\_\_ Safety Glasses \_\_\_\_\_ Gloves \_\_\_\_\_

Seat Belt \_\_\_\_\_ Respirator \_\_\_\_\_

Were Proper Work Procedures Being Followed? \_\_\_\_\_

Was Employee Experienced and Trained in Task?  Yes  No  If No, Explain: \_\_\_\_\_  
\_\_\_\_\_

Were Unsafe Tools or Equipment Involved?  Yes  No  If No, Explain: \_\_\_\_\_  
\_\_\_\_\_

Did Employee Do Something Unsafe?  Yes  No  If Yes, Explain: \_\_\_\_\_  
\_\_\_\_\_

Contributing Factors (Weather, Emergency, Etc.) \_\_\_\_\_  
\_\_\_\_\_

What Immediate Steps Were Taken to Prevent a Recurrence of This Type of Incident?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Longer Term Action is Recommended to Prevent a Recurrence? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Loss Time: \_\_\_\_\_ (Yes/No) \_\_\_\_\_ Dates/Days/Hours: \_\_\_\_\_

On-Site First Aid Treatment (Describe): \_\_\_\_\_

Given By: \_\_\_\_\_

Injured/Ill Employee Received Treatment From Medical Facility: \_\_\_\_\_ (Yes/No)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Review by Director

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C

---

### SUBSTANCE ABUSE POLICY

---

Library believes that the abuse of alcohol and use of illegal drugs are harmful to the employee, workplace and society. Obviously, the unlawful manufacture, distribution, dispensation, possession, use or sale of illegal drugs or alcohol on Library premises or while conducting Library business is prohibited. Also, being under the influence of illegal drugs or alcohol on Library premises or while conducting Library business is also prohibited since this unnecessarily endangers the health and safety of not only yourself, but your fellow employees. Violation of this policy will subject the offending employee to disciplinary action up to and including discharge.

Because of the seriousness of this problem, all applicants for employment may be required to undergo drug and alcohol testing at the discretion of the Library. This testing will be performed by a reputable hospital, independent laboratory or clinic using qualified and trained medical technicians or professionals. This facility will be chosen by the Library, and the employee will be transported to and from the testing center. Should the test prove negative, the employee will be returned to work without discipline or loss of pay. Positive testing of drug or alcohol use or abuse or refusal to submit to this testing will be grounds for discipline up to and including discharge.

An employee's use of legal or prescription drugs can pose a significant risk to the safety of the employee and others. In order to determine job-related consequences, all employees are required to notify the Director, bring in any necessary doctor's authorization, and receive authorization to work while using any legal or prescription drugs that could impact the employee's safety or job performance. The Library reserves the right to require additional documentation at any time.

Also, pursuant to the *Drug Free Workplace Act of 1988*, you must notify the Library of any criminal drug statute conviction for a violation occurring in the workplace. This notification must be given within five (5) days after such conviction.

Library has established an Employee Assistance Program (EAP) to inform you about the dangers of drug abuse in the workplace and to help you understand the Library's policy of maintaining a drug-free workplace. Contact the Director for more information.

All employees must abide by the terms of this Substance Abuse Policy if they are to remain employees of Library. FOR EVERYONE'S HEALTH AND SAFETY, PLEASE HELP US MAINTAIN A DRUG AND ALCOHOL-FREE WORK ENVIRONMENT.

The Drug-Free Workplace Policy previously adopted on August 13, 2002 is repealed.

## APPENDIX D

---

### HARASSMENT POLICY

---

All employees have the right to work in an environment that is free of offensive kinds of behavior. Any employee conduct, whether intentional or unintentional, that results in the harassment of another employee because of, or on the basis of, religion, race, color, national origin, age, sex, height, weight, marital status or disability is prohibited. Such harassment robs the employee/victim of self-esteem, violates state and federal civil rights laws and is against Library policy.

Specifically, **sexual harassment** refers to behavior which is not welcome, is personally offensive, undermines morale and interferes with the work performance and effectiveness of its victims. Sexual harassment has been defined generally as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Giving in to such conduct is made to be, or implied to be, a condition of your employment;
- Giving in to or refusing such conduct is used in decisions about your employment; or
- The purpose or effect of such conduct unreasonably interferes with your job performance or creates a fearful, hostile, or offensive working climate.

Sexual harassment may take many forms, including lewd or sexually suggestive comments, jokes of a sexual nature, sexual advances or propositions, sexual flirtations, frequent and repeated inquiries about an employee's personal activities, displaying sexually suggestive photographs or objects, obscene gestures, and unwanted physical contact such as touching or pinching.

All employees are responsible for assuring that our workplace is free from prohibited harassment. This policy applies to all aspects of employment, including recruiting, testing, hiring, transfers, work assignments, wage increases, on-site behavior and off-site behavior associated with Library business or which otherwise may impact the Library. Employees who become aware of an incident or possible incident of unlawful harassment, whether by witnessing the incident or being told of it, must report it to the Director of Human Resources.

If you feel you have been subjected to harassment, including sexual harassment, you are urged to **immediately** advise your Department Head, the Personnel Director, or any member of management. If the Library becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Library to do so. However, in determining an appropriate course of action, the Library will take the victim's wishes into account. In that regard, all complaints will be investigated immediately and, to the greatest extent possible, kept confidential. If the harassment is substantiated, the offending employee will be subject to disciplinary action up to and including discharge. The Library will

not retaliate against any employee who makes a good faith report of alleged harassment. However, false accusations of harassment may have an equally devastating effect upon persons unjustly charged with this behavior. As a result, anyone who unjustly or indiscriminately charges someone with harassment will be subject to the same disciplinary measures as a person determined to be responsible for committing an act of harassment.

The Harassment Policy previously adopted on October 24, 2000 is repealed.

## APPENDIX E

---

### SURVEILLANCE CAMERA POLICY

---

Loutit District Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because Library staff is unable to provide direct supervision over all areas within the Library and Library grounds, video surveillance cameras have been placed at selected locations in order to observe and record images of activities of persons in the Library and on Library grounds in lieu of direct supervision.

Viewing of activity, whether real time images or digitally recorded images, shall be limited to activities that are specific to Library operations, may affect the safety and security of Library patrons and staff, and provide protection of Library assets or property.

#### Privacy and Confidentiality

- a. Camera placement shall be determined by the Director or his/her designee.
- b. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms.
- c. To the extent that any real time or digitally recorded images include identifiable persons requesting information or checking out an item, such images shall be treated as confidential as provided in the Library Privacy Act being §MCL 397.601, et. seq.
- d. Only designated Library staff may view real time images or digitally recorded images for potential breach of confidentiality.
- e. Any inadvertent viewing of confidential information shall be held in confidence by the Library staff.

#### Public Notice

- a. Signage shall be conspicuously displayed within the Library and on Library grounds advising of the recording of video images.
- b. Conversations or other audible communication is not recorded by the surveillance cameras.

#### Monitoring

- a. Cameras may be viewed in real time during times of reported activity or during random times as determined by the Director or his/her designee(s).
- b. Circumstances under which designated staff may view images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security.

- c. Viewing of real time or digitally recorded images is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of Library property or assets, or other activity that may be disruptive to Library operations.

#### Authority to View Images

- a. The Board authorizes the Director to designate Library staff members who are authorized to view images on all cameras in real time or as digitally recorded.

#### Images Storage

- a. Cameras will record images in real time which will be digitally recorded onto electronic storage media.
- b. Digitally recorded images shall be retained for a period of not less than 30 days.
- c. The Director is authorized to establish a schedule for the regular deletion of digitally recorded images which are 31 days old or older.

#### Law Enforcement Access to Images

- a. All requests to view real time or digitally recorded images by law enforcement officials must be presented to the Director or his/her designee.
- b. Law enforcement officials may view digitally recorded images unless such images include records protected the Library Privacy Act being §MCL 397.601, et. seq. in which case such records shall be released only pursuant to a valid court order.

#### Public Disclosure

- a. All requests for public disclosure of digitally recorded images shall be presented in writing to the Director or his/her designee in accordance with the Freedom of Information Act (Public Act No. 442 of 1976, as amended).
- c. The Director or his/her designee shall follow the procedures established in accordance with the Library Privacy Act being §MCL 397.601, et. seq. for public disclosure of digitally recorded images.

Adopted by the Loutit District Library Board of Trustees on January 12, 2010.



## APPENDIX F

---

### MILEAGE REIMBURSEMENT POLICY

---

When an employee, trustee or other volunteer travels for Library purposes, he or she shall be reimbursed at the standard mileage rates for the use of their personal vehicle (including vans, pickups, or panel trucks) as determined by the Internal Revenue Service of the United States Department of Treasury. The effective date of the mileage rate change shall coincide with the Internal Revenue Service rate change effective date.

Any person seeking reimbursement for travel expenses should have that travel pre-approved by the Director, whenever possible, and shall promptly submit a reimbursement request that details the date(s) of travel, origination and destination, the Library purpose of the travel, the total miles traveled, and other information as required by the Director.

The Director shall have the right to determine the eligibility of the travel for reimbursement purposes.

Adopted by the Loutit District Library Board of Trustees on November 1, 2011.

## APPENDIX G

---

### REMOVAL OF LIBRARY EQUIPMENT FROM LIBRARY PROPERTY POLICY

---

Employees of LDL shall not remove library equipment from library property without written permission of the Director or designee.

The employee shall complete the Library Equipment Removal form. (See attached)

The employee will submit the form to the Director or designee for approval or denial. The Director or designee will notify the employee of the Director's or designee's decision.

If the Director or designee has permitted the removal of library equipment, the employee will notify the Director or designee when the employee returns the equipment.

The employee is responsible for returning the equipment on time. Accessories furnished with the equipment shall also be returned. The employee is responsible for returning the equipment in undamaged condition. The employee shall inform the Director or designee of any problems with the equipment.

Adopted by the Loutit District Library Board of Trustees on September 14, 2010.

EQUIPMENT REQUEST FORM

Library Equipment Removal Form

Staff Name: \_\_\_\_\_

Item Requested (including accessories)	Qty	Present Location	Serial #	Asset Tag #

Purpose of Request: \_\_\_\_\_

Anticipated Removal Date: \_\_\_\_\_ Anticipated Return Date: \_\_\_\_\_

Staff

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- 1. The employee is responsible for returning the equipment on time. Accessories furnished with the equipment shall also be returned.
- 2. The employee is responsible for returning the equipment in undamaged condition. Please inform the Director /designee of any problems with the equipment.

Approved  Not Approved

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Actual Removal Date: \_\_\_\_\_ Actual Return Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX H

---

### ENTRY OF BUILDING DURING NON-OPEN HOURS POLICY

---

Employees of Loutit District Library shall not enter the building during non-open hours without written permission or prior approval of the Director or designee. This permission is not required for those employees scheduled to work typically one hour before the library opens or for those employees arriving before their scheduled start time to assure they are at the stations when the library opens.

Employees are expected to leave the building within 15 minutes of the library's closing time. Employees waiting with an unattended child will stay in the library until the parent/guardian of the child arrives. If the parent/guardian does not arrive within 15 minute of closing, an employee will contact Public Safety and remain with the child until an officer arrives per our Unattended Child Policy approved June 8, 2004.

The employee shall complete the Entry of Building during Non-Open Hours form. (See form attached.) The employee shall give the form to the Director or designee for approval or denial. The Director or designee shall notify the employee of the Director's or designee's decision.

Employees may be accompanied by an adult 18 years or older for safety purposes. The employee assumes responsibility for the accompanying individual.

Employees shall comply will all LDL policies and procedures while in the building. Employees will enter the building through the staff entrance and sign in on a log which is located near the entrance. Employees shall sign out on the log when exiting the building.

Approved by the Loutit District Library Board of Trustees on September 4, 2010.

Entry of Building During Non-Open Hours

1. Staff Name: \_\_\_\_\_

2. Date of Use: \_\_\_\_\_

3. Anticipated Entry Time: \_\_\_\_\_ Anticipated Exit Time:  
\_\_\_\_\_

4. Purpose : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Accompanying Individual (age 18 or older) : \_\_\_\_\_

Staff  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved
- Not Approved

Director's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX I**

---

**DONATED LEAVE FORM**

---

**PART I – *To be completed by donating employee***

---

---

Name \_\_\_\_\_

Donations must be made in full-hour increments. Employees donating vacation or sick time must have at least 40 hours of available leave in the corresponding category after the donation is made.

Please indicate the type and amount of leave to be donated:

- I would like to donate (number) \_\_\_\_\_ hours from my Sick Leave Balance
- I would like to donate (number) \_\_\_\_\_ hours from my Vacation Leave Balance
- I would like to donate (number) \_\_\_\_\_ hours from my Bonus Leave Balance

I understand that my donation is voluntary. I further understand that my leave balance will be decreased by the amount contributed and this donation may affect the payout of sick and/or vacation leave upon my termination of employment.

**Employee signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Confidentiality – please select one:

- Please notify the receiving employee of my donation.
- Or
- Please keep my donation confidential

**PART II – *To be completed by the Business Manager***

---

---

Leave to be donated to:

Name \_\_\_\_\_

Will the donating employee's vacation and/or sick leave balance be below forty (40) hours if the above-referenced number of vacation and/or sick leave hours are donated?

Yes \_\_\_ No \_\_\_

The donating employee's current salary is: \$ \_\_\_\_\_

Is the donating employee terminating? Yes \_\_\_ No \_\_\_

---

**Business Manager**

**Date**

---

**PART III – *Library Director Authorization:***

---

The donation of leave specified in Part I above is hereby:

Approved

Denied If denied, reason for denial:

---

**Library Director**

**Date**

---

**PART IV – *To be completed by Business Manager***

---

Donating employee's hours have been adjusted as indicated below:

<b>LEAVE HOURS DEDUCTED</b>	<b>TYPE OF HOURS: (SICK/VACATION)</b>	<b>PAY PERIOD</b>

---

(Receiving employee)

Has been credited with \_\_\_\_\_ total hours of leave from this employee.

---

**Business Manager**

**Date**

## Donated Leave Form

---

**PART V - To be completed by receiving employee**

---

\_\_\_\_\_  
Name

Current leave balances: sick \_\_\_\_\_ vacation \_\_\_\_\_ bonus leave \_\_\_\_\_

I am accepting \_\_\_\_\_ hours of donated sick, vacation or bonus leave time

### RECIPIENT STATEMENT OF UNDERSTANDING

I certify that I am not currently receiving any paid benefit as a result of my employment with the Loutit District Library, such as Short or Long-Term Disability, unemployment benefits or Worker's Compensation. I understand that I am not eligible to simultaneously receive Short-Term Disability, Long-Term disability, unemployment benefits or Worker's Compensation while receiving pay from this donated time. I understand that donated hours paid to me will not exceed my normally scheduled work hours per pay period. Additionally, I understand that compensation I receive under the Donated Leave Policy is considered taxable income and is subject to the usual withholdings.

\_\_\_\_\_  
*Recipient Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Date*

APPROVAL:

\_\_\_\_\_  
*Recipient Department Head Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Library Director Signature*

\_\_\_\_\_  
*Date*