

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

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EMPLOYEE ACKNOWLEDGMENT FORM

(to be placed in employee's personnel file and a copy given to employee)

The Parchment Community Library (PCL) personnel policy describes important information about PCL, and I understand that I should consult the Director regarding any questions not answered in the policy. I have entered into my employment relationship with PCL voluntarily and acknowledge that there is no specific length of employment. Accordingly, either PCL or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy may occur, except to PCL's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Library Board of Trustees of PCL has the ability to adopt any revisions to the policies, and such revisions may be made without notice.

Furthermore, I acknowledge that this policy is neither a contract of employment nor a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

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Introduction

This Policy and Procedure Manual was adopted and approved by the Board of the Parchment Community Library on October 10, 2000, effective (one week later), October 17, 2000.

Changes to Paid Leave (7.01 and 7.02) will affect employees hired after February 26, 2019. Employees hired prior to February 26, 2019 will retain the Paid Leave benefits they had accrued under the previous version of this policy.

- A. This policy manual contains the current personnel policy of the Parchment Community Library and supersedes any prior handbook or manual. In the case of a policy issue not covered by this manual or question of interpretation, the Library Director shall make a working determination and recommend a policy update or change to the Board of Trustees.
- B. Policy may be reviewed or changed by the Board of Trustees at any time. Revised policy pages will be supplied to all current staff and board members and shall be clearly labeled as to manual pages being replaced.
- C. All employees shall be supplied a copy of this manual and should sign two copies of the Employee Acknowledgment Form. A copy of the form will be kept in their personnel file. This manual is not an employment contract between the Library Board and its employees or applicants for employment and can be modified or abolished by the Library Board at any time.

Definitions

- A. **Full-time Employees**
“Full-time” is defined as working a regularly scheduled 30- to 40-hour week. An employee who is regularly scheduled for less than 30 hours is not considered to be full-time until she has worked 8 consecutive weeks at 30 hours.
- B. **Working Day**
“Working day” or “day” as used in this manual is the average working day on a pro-rated basis.
- C. **Pro-rated Day**
Part-time employees receive sick and vacation days for which they are eligible on a pro-rated basis. A “pro-rated day” in hours is determined for each part-time employee by dividing their normally scheduled weekly hours by 40 and multiplying the result times 8 hours. The result will be rounded to the nearest half-hour. For example, an employee scheduled to work 20 hours per week has a pro-rated day of 4 hours.
- D. **Work week**
A “work week” is defined as the number of hours an employee works in a week. A part-time

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employee who alternates working 6 hours one week and 12 hours the next will have an average work week of 9 hours.

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1. HIRING POLICIES

1.01 OBJECTIVE

The objective of the Library Board is to employ individuals qualified for positions with the Library on the basis of job-related standards of education, training, experience, and qualifications.

1.02 EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Library Board to implement equal opportunity to all qualified employees and applicants.

No applicant will be discriminated against or given preference because of race, color, religion, sex (including pregnancy), national origin, genetic information, age (40 or older) as defined in the Age Discrimination Act of 1967, or disability as defined in the Americans with Disabilities Act of 1990.

This policy applies to decisions on hiring, placement, upgrading, transfer, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, selection for training, and layoff or termination.

1.03 SCOPE

These policies and procedures shall apply to all employees, except where specifically noted. These policies and procedures shall not apply to persons providing services through written contractual agreement with the Library who are not considered to be employees.

1.04 NOTIFICATION OF JOB OPENINGS

Notification of job openings will be by posting in the Library building and/or advertisement in the news media. The posting and/or advertisement will contain a description of the job and minimum requirements for the position.

The Library Board may authorize changes in the method and substance of notification of job openings upon recommendation of the Library Director.

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1.05 EMPLOYMENT APPLICATION

All applicants shall complete an employment application on a form provided by the Library or submit a resume. The application or resume is an important phase of the hiring procedure and becomes a part of an employee's permanent record. All information submitted on the application form or resume is subject to verification. Falsification of the employment application or resume may result in immediate dismissal and/or withdrawal of an offer for a position with the Library.

Employment applications and resumes will be retained by the Library for a minimum of one year.

1.06 SCREENING OF APPLICANTS

The applicants who best meet the requirements for the position in the opinion of the Library Director shall be interviewed by the Library Director. After completion of the interviews, the Library Director shall make a selection on the basis of the applicant's experience, training, skills, and personal qualifications.

If an employee of the Library applies for a different position with the Library, the employee's work record with the Library shall also be considered.

1.07 HIRING OF RELATIVES

Relatives of employees or board members of the Library will not be considered for employment with the exception that siblings of shelveers may be employed as shelveers.

Relatives are defined as the following set of relationships for this section: mother, father, in-laws, brother, sister, son, daughter, husband or wife.

1.08 BACKGROUND CHECK

All applicants selected for employment will be subject to a background check.

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2. PERSONNEL RECORDS

2.01 MAINTENANCE

A personnel file shall be maintained for each employee by the Library Director.

2.02 CONTENTS

The personnel file may contain application or resume; letters of reference; background check information; evaluations; disciplinary history; commendations and letters relating to performance; emergency telephone numbers; record of training; record of positions held; record of leaves of absence; insurance records; and retirement information. Employees shall receive copies of any additions to their files.

2.03 CONFIDENTIALITY AND ACCESS

Personnel files are confidential. Only the Library Director will have access to these files for business purposes. An employee's supervisor, with the permission of the Director may have access to an employee's performance evaluations and other evaluative material for business purposes. Employees may periodically review their personnel files in accordance with applicable statutes. Information contained in the employee's personnel file will be released only upon the employee's written authorization or as otherwise provided by law.

2.04 RELEASE OF INFORMATION

The library will release the following information about an employee: Dates of employment; positions held; and verification of employment and salary to financial institutions with employee's prior approval.

2.05 PRIVACY

No employee shall disclose any personnel information obtained from library records concerning another employee without the permission of the Director. Employees requesting a supervisor's peer recommendation should notify her prior to listing her as a reference.

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2.06 REPORTING CHANGES TO EMPLOYEE INFORMATION

Employees are required to report changes in personal status, such as address, telephone number, marital status, births or deaths in the immediate family, to the Library Director, within five (5) days after such change has occurred. (formerly 2.05)

The Library shall be entitled to rely upon the employee's last name, address, phone number, marital status, and number of dependents shown on its records for all purposes involving her/his employment. (formerly 2.05)

2.07 RECORDS RETENTION

Individual personnel files shall be kept for at least seven (7) years after termination, or as mandated by the State of Michigan Retention and Disposal Schedule "General Schedule #17 – Michigan Public Libraries."

3. CONDITIONS OF EMPLOYMENT

3.01 WORK WEEK

The work week is defined as beginning on Monday and ending on Saturday. All full-time employees working on Saturday take equivalent time off during the workweek to keep the total scheduled hours at 40 or under. No employee will be paid for more than 40 hours in any week unless authorized by the Director. Compensation for authorized overtime in excess of 40 hours per week will be taken as compensatory time. Compensatory time must be taken within two pay periods following the pay period in which the overtime occurred. Compensatory time will be scheduled by mutual agreement between the employee and the supervisor. In extreme situations, the Director may authorize overtime pay.

3.02 SCHEDULES

Weekly schedules are approved by the Director and are posted by Wednesday of the preceding week. Employees requiring changes in their normal schedule are encouraged to trade hours with another employee and report such changes to the Director or to the staff person assigned as Scheduler. Requests for time off must be submitted to the Director or Scheduler as far in advance as possible. Employees must also note the time period or date absent on the workroom calendar.

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3.03 BREAKS

Any employee working four to six consecutive hours may take a 10-minute break, if working conditions allow. Break periods may not be used to reduce the workday. Employees leaving library property must notify other library employees of their whereabouts while on break. Employees assigned to a public desk must notify senior staff before taking a break. Employees working on Saturday should not leave the building during their break.

3.04 MEAL BREAKS

Any employee working six or more hours may take a 30-minute meal break. Employees under age 18 working 6 hours or more must take at least a 30 minute meal break no later than the fifth hour. Meal breaks may not be used to reduce the workday. Employees must still work the number of hours they are scheduled each day. Meal breaks more than 30 minutes must be approved by the Director, and any schedule change must be posted on the master schedule. Employees working on Saturday should not leave the building during their break.

3.05 PAYDAYS AND PAY PERIOD

Library employees will be paid every other Thursday. The pay period ends on the Saturday prior to the payday.

3.06 COMPENSATION

Each Library employee shall be paid wages on an hourly rate of pay or a salary as determined by the Library Board. Fringe benefits may be provided as determined by the Library Board.

3.07 TIME SHEETS

The Library is required to keep accurate records of an employee's time worked to the nearest quarter hour.

Each employee shall record upon the time sheet the time actually worked. The employee shall turn in time sheets to the Director on the day before each pay day. The Director or the Director's designee shall approve the employee's time sheet.

Employees will only be paid for the time actually recorded on their time sheets and approved by the Director or the Director's designee.

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3.08 PAYROLL ERRORS

If an employee discovers an error in her/his paycheck, she/he shall report it immediately to the Library Director or Bookkeeper so necessary adjustments may be made.

3.09 DEDUCTIONS

Certain deductions are required from the employee's paycheck. They include: Federal Income Tax; FICA (Social Security); Medicare; and State Income Tax, and insurance co-pay.

Other deductions, such as deferred compensation, may be made if authorized by the employee pursuant to a written authorization form.

3.10 ABSENCE

Employees are encouraged to report an absence at least one hour before the regularly scheduled time to report to work. The report should be made to the Library Director or the Director's designee. Failure to report absences in advance as required by this section may result in discipline against the employee. If the Library Director determines that the employee's absence is due to illness, injury, or some other cause for which authorized leave may be granted, the employee's time of absence will be charged to an appropriate leave, **if applicable**.

If the Library Director determines that the employee's absence is unauthorized, the employee will not be paid for the time not worked. Unauthorized absence may subject an employee to disciplinary action.

3.11 TARDINESS

Employees are expected to be at their work stations ready to start work at the time they are assigned to report for work. Repeated tardiness and absences may subject an employee to disciplinary action.

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4. STANDARDS OF CONDUCT

4.01 WORK RULES

The following standards of employee conduct and/or work rules are general guidelines for employees. This list is not meant to be exhaustive. The Library Board and the Library Director are authorized to establish additional standards of conduct and/or work rules at any time.

1. Employees shall report for work on time and remain for their scheduled hours, unless released by the Library Director or the Director's designee.
2. Employees shall at all times conduct their work carefully and with courtesy to the persons with whom they deal.
3. Employees shall comply with all applicable federal, state, and local laws.
4. Employees shall comply with direct orders from the Library Director or the Director's designee, and shall accept work schedules as assigned.
5. Library property shall not be used for private purposes, and shall not be abused, misused, wasted, or destroyed.
6. Employees may use the library's internet access for brief communications. Personal communication or research requiring more than 15 minutes of time should be completed during non-working hours.
7. Employees shall comply with all provisions of this manual.
8. Dishonesty or falsification of Library records and reports is absolutely prohibited.
9. Employees shall not be intoxicated or under the influence of controlled or mood-altering substances while at work. Employees shall not use, possess, or sell controlled or mood-altering substances in any quantity while on Library property. Employees may use medications prescribed by a physician which do not impair work performance. The possession, sale, or use of controlled or mood-altering substances at the workplace or coming to work under the influence of such substances shall be a violation of safe work practices and will be subject to disciplinary action including possible dismissal. The Library may find it necessary to test for drugs after a safety violation.
10. Smoking, using e-cigarettes, or chewing tobacco is prohibited in the interior of the library. Smoking, using e-cigarettes, or chewing tobacco on library grounds is prohibited within 20 feet of the entrance. Smokers must use exterior ashtrays and refrain from littering with cigarette butts.
11. No employee shall falsify any application for employment or any information provided in connection with employment.

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12. Employees shall be courteous, careful, and diligent at all times.

SEE ALSO APPENDIX 2: SOCIAL MEDIA POLICY

4.02 EMPLOYEE PROFESSIONALISM

The library is a public institution supported by taxation, and therefore, belongs to the people. Each customer, whatever his age, sex, race, appearance, social, or intellectual status, should be given prompt, efficient, impartial, and courteous service. Employees in contact with the public should bear in mind that they are immediate representatives of the library and do much to form public opinion regarding the institution.

As an employee of the Parchment Community Library, I will:

- protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- distinguish clearly, in my actions and statements, differences between my personal philosophy and attitudes and those of the library.
- not speak or act in ways that are detrimental to my fellow staff, the Board, or the library.
- always be alert and approachable to customers seeking assistance.
- show children the same courtesy as adults.
- report suspected abuse and/or neglect to the Library Director.

4.03 SEXUAL HARRASSMENT

Sexual harassment of any Library employee or officer is strictly prohibited.

A. Sexual Harassment defined:

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- (1) Submission to such conduct or communication is made or implied to be a condition of employment; or
- (2) Submission to such conduct or communication or refusal to acquiesce to such conduct or communication is used as a factor in the decisions affecting the individuals employment or position with the Library; or

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(3) Such conduct or communication substantially interferes with the individual's employment or creates an intimidating, hostile or offensive working environment.

B. Complaint Procedure for Sexual Harassment.

(1) An employee may and should report, in writing or orally, any and all incidents of sexual harassment.

(2) Complaints should be directed to the Library Director.

(3) To the extent that the Library lawfully and reasonably can, it will attempt to keep such matters confidential.

(4) The Library Director shall promptly investigate all complaints of sexual harassment.

(5) Violation of the policy against sexual harassment shall subject the offending employee(s) to appropriate disciplinary action by the Library Director up to and including immediate discharge from employment. The decision of the Library Director shall be communicated to both the complainant and the alleged offender.

The decision of the Library director may be appealed by either of these parties to the Library Board by filing with the Secretary of the Library Board a written request for a hearing pursuant to Step 3 of the Problem Solving Procedure within the time provided therein.

(6) If the complaint for sexual harassment concerns conduct of the Library Director, then the complaint should be directed to the President of the Library Board, who shall report the complaint to the Library Board for investigation and action in such manner as the Library Board shall deem appropriate.

SEE ALSO APPENDIX 1: SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY

4.04 RACIAL AND OTHER HARASSMENT

Any employee who feels that he or she is a victim of racial harassment (or any other form of harassment or discrimination based on the employee's inclusion within a protected classification) by any supervisor, management official, other employee, customer, client, visitor, vendor, or any other person in connection with their employment, should complain to the same persons, and according to the same procedures, as is provided in the Sexual Harassment section of this policy. The Library will promptly investigate all allegations of improper harassment and will take the appropriate corrective action which is warranted. SEE ALSO APPENDIX 3: WORKPLACE BULLYING POLICY.

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5. ORIENTATION, PROBATION, AND EVALUATION

5.01 ORIENTATION

The Library Director or the Director's designee will provide on-the-job orientation to a new employee during the employee's first few days of employment. This on-the-job orientation is to acquaint the employee with fellow workers, the Library and its operations, its equipment, and the employee's work area and duties. If the employee has any questions about the job, the employee should ask the supervisor.

All employees, on the first day of employment, shall complete necessary employment forms. A copy of this Manual shall be provided, and the employee shall sign a receipt (the Employee Acknowledgment Form) for same.

5.02 PROBATIONARY PERIOD

All employees shall serve a six month probationary period upon hire. This period is designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. After the introductory period, the employee will be evaluated by the Library Director or the Director's designee. A satisfactory evaluation will qualify the employee as a regular employee. The initial probation period may be extended by the Library Director. When the initial probationary period is extended, notice of the same shall be provided the employee in writing.

5.03 EVALUATION PROCEDURE

New employees shall be evaluated by the Library Director by the end of the third month of employment and again prior to the end of the probationary period. All other employees will be evaluated on a yearly basis and at the end of any probationary period imposed. Evaluations shall be in writing, discussed with the employee, and placed in the employee's personnel file. A copy of the evaluation will be provided to the employee.

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6. BENEFITS

6.01 WORKER'S COMPENSATION

Library employees are covered by the applicable Worker's Compensation policy to the extent required by law. An employee who is injured or becomes ill on the job must report immediately to the Library Director or the Director's designee for assistance. The Library Director or the Director's designee shall be responsible for the preparation of proper Worker's Compensation and other forms.

Payment for time off as a result of an on-the-job injury will be in accordance with the requirements of the Michigan Disability Compensation laws.

6.02 UNEMPLOYMENT COMPENSATION

The Library complies with the requirements of the Michigan Unemployment Compensation Act.

All employees who are terminated may apply for unemployment compensation at the Michigan Employment Security Commission office. To be eligible, an employee must have met certain requirements set by the State of Michigan. Current information regarding eligibility for unemployment compensation is available at the nearest M.E.S.C. office.

The amount and eligibility for unemployment compensation will be determined by the M.E.S.C. office.

6.03 RETIREMENT FUNDS

Full time employees receive five percent (5%) of annual gross salary, in lieu of pension, as a fringe benefit. It is the Board's intent that this money will be used to enhance a personal retirement fund. This fringe benefit shall begin immediately upon full time employment. A deferred compensation plan is available for voluntary participation by all employees through the Educational Community Credit Union and TIAA CREF.

6.04 MEDICAL INSURANCE

Full time employees are eligible to receive paid health insurance for a single employee, with a 20% employee co-pay of the monthly premium. Full time employees who wish to purchase family insurance will pay the full premium, less the library's contribution of 80% of the single employee premium. This fringe benefit shall begin immediately upon full time employment.

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7. PAID LEAVE

7.01 VACATIONS

Vacation requests for more than two (2) days must be in writing and presented to the Library Director at least thirty (30) days in advance of the requested time off. Vacation requests for two (2) or less days at a time must be submitted in writing to the Library Director at least one (1) week in advance. Vacation requests must be approved by the Library Director. Vacation time shall be granted on the basis of the employee's date of request. In the event of a conflict, the employee with the most service time shall be granted the time off provided the employee has submitted the request in writing in compliance with this provision. In circumstances where there is no conflict with the needs of the Library, and approval of a vacation request would not result in insufficient staffing, vacation requests submitted later than the times required by this paragraph may be approved by the Library Director.

In the event that approval of a vacation request would result in insufficient staffing, the Library Director may disapprove same.

Vacation pay shall be computed at the employee's regular straight time hourly rate.

Vacation time is not cumulative and must be used within the 12-month period following its accrual except as otherwise noted above. The Library Director may, at her/his discretion, permit the employee to carry over vacation time if such carry over benefits the Library.

Vacation time is granted on the following schedule:

Employees who regularly work 25 or more hours per week are eligible for paid vacation as follows:

- 2 weeks after 1 year of continuous service
- 3 weeks after 5 years of continuous service
- 4 weeks after 10 years of continuous service

7.02 SICK LEAVE

All employees who regularly work 25 or more hours per week are eligible to receive one day of sick leave per month. Sick leave is prorated based on the normal assigned hours for the month. For example, a twenty hour per week employee receives four hours of sick leave per month.

Sick leave time shall be accumulative, up to 240 hours.

Sick leave shall be paid at the employee's regular straight time hourly rate of pay. Sick leave shall be paid in the pay period in which the illness occurs.

Sick leave may not be used for vacations. The employee may use sick leave for personal illness, illness in

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the immediate family (spouse or children living at home) or medical and dental appointments. Part time staff are encouraged to schedule medical and dental appointments outside their scheduled hours whenever possible.

Sick leave must be approved by the Library Director. Employees may be required to produce a physician's statement or other adequate proof of illness to receive sick leave pay. Employees may, upon an absence of five (5) days or more, be required to show a physician's statement verifying the employee's ability to return to work and perform the employee's job.

7.03 HOLIDAYS

All employees who regularly work 25 hours or more per week will receive pay for the hours they are normally scheduled to work when those scheduled hours fall on a holiday approved by the Library Board.

The holidays already approved are: New Year's Day, the Saturday preceding Memorial Day, Memorial Day, Independence Day, the Saturday preceding Labor Day, Labor Day, the day before Thanksgiving (beginning at 5:00 pm) Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, the day after Christmas, and New Year's Eve (beginning at 2:00 pm).

In addition, the Library Board may declare any other day an official holiday.

See Also: Library Closing Policy

7.04 JURY DUTY

Any employee who is required to be absent from work because of jury duty will be paid the difference between the amount of compensation received from such duty and the amount of a wage she or he would have earned for her or his scheduled hours. The Library Director may require satisfactory evidence of jury service and the amount of compensation required.

7.05 FUNERALS

In the event of a death in the employee's immediate family, the following will be allowed:

5 days absent: spouse, children, and step-children

3 days absent: mother, father, mother-in-law, father-in-law, step-mother, step-father, brother, sister, grandparents, grandchildren, sons-in-law, daughters-in-law

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If an employee loses time for work during a funeral period, she or he will be paid at the regular pay rate. The purpose of this leave is to attend the funeral and the Library Director may require satisfactory evidence of such attendance.

7.06 STAFF APPRECIATION DAY / IN-SERVICE

Once a year, all staff and volunteers are invited to a Staff Appreciation Day or an in-service event.* The library is closed for the day. The event may include a visit to another library or an in-service program and lunch.

Staff who attend Staff Appreciation Day will be paid the average amount of hours they work per day in a typical week (Total Hours per Week / 5), rounded up to the nearest half hour.

- Example 1: One who works 24 total hours in a week will be paid for 5 hours on Staff Appreciation Day ($24/5 = 4.8$, rounded up to 5).
- Example 2: One who works 22 total hours in a week will be paid for 4.5 hours ($22/5 = 4.4$, rounded up to 4.5)

The amount of hours actually spent at the Staff Appreciation Day event is not considered in calculating wages for the day.

Staff who do not attend Staff Appreciation Day may take the day as unpaid, or must take paid vacation or sick leave. The amount of leave taken is the average amount of hours they work per day in a typical week (Total Hours per Week / 5), rounded up to the nearest half hour. (See above for examples) If insufficient paid leave is available to cover the hours for Staff Appreciation Day, the hours not covered will be unpaid.

Staff who drive their own vehicles to event sites (other than the library) may apply for mileage reimbursement at the current IRS rate, using the Request for Reimbursement form.

Volunteers will not be paid to attend Staff Appreciation Day.

*Staff Appreciation Day is not necessarily an annual event; it is dependent on sufficient funds and whether or not the library can be closed without undue disruption of service.

**The Friends of the Library should be asked two months prior to the event if they wish to pay for the cost of the lunch. Library funds may not be used to pay for the lunch.

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

8. UNPAID LEAVE

8.01 UNPAID MEDICAL LEAVE

If an employee exhausts sick leave, the employee may be granted an unpaid medical leave of absence for a maximum of six (6) months if the following is shown to the satisfaction of the Library Board:

- a. The employee's physician submits a written recommendation that a medical leave be granted, specifying the time at which the employee is expected to be able to return to work.
- b. The employee's position can be kept open or temporarily filled without material adverse impact upon Library operations.

Medical leaves may be extended upon approval of the Library Board for thirty (30) additional days upon receipt of an additional written recommendation of the employee's physician if the Library Board is satisfied that additional medical leave is in the best interest of the Library.

Employees on medical leave must provide the Library with a statement from their physician stating that the employee is physically able to return to work and perform the employee's job.

The Library cannot guarantee that an employee will be reinstated to the employee's former position if a medical leave exceeds six (6) months. In the event that an employee suffers from a disability, the Library will comply with the requirements of law.

8.02 THE FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act states that eligible employees may take up to 12 weeks of unpaid leave due to a serious health condition (SHC), to care for an ill spouse, parent, or child, for the birth of a son or daughter (and to care for the newborn child), or to adopt (or foster) a child. To be eligible for FMLA leave, an employee must meet all three of the following requirements : 1) worked at the library for at least 12 months; 2) worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and 3) work for an agency with at least 50 employees.

Until the library employs 50 or more employees, none of our employees are eligible for unpaid leave under the Family Medical Leave Act. More information about the Family Medical Leave Act may be found at <http://www.dol.gov/esa/whd/fmla/> .

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

8.03 FAMILY ILLNESS

Leaves of absence without pay may be granted for reasonable periods of time up to 60 days for physical or mental illness in the employee's immediate family, provided the employee's absence from work is necessary to care for the family member who is ill or to arrange for suitable care for such family member.

For the purpose of this section, immediate family shall include spouse, children, or employee's parents.

Unpaid leave to care for an ill spouse, parent or child may instead be taken under the Family Medical Leave Act by eligible employees. (See 8.02 for more information)

8.04 LEAVE OF ABSENCE

If it is necessary for an employee to be absent for more than one day, the Library Board may grant a leave of absence without pay not to exceed two weeks duration. In order for the Board to act on the request, it must be submitted in writing to the Board at the closest meeting prior to the leave of absence. In case of an absence of one day or less, the Director may grant the unpaid leave of absence. In case of emergency, the Executive Board shall have the power to grant such leave. Leaves of absence may be extended by the Library Board for reasons acceptable to the Board. Extensions shall be decided on an individual basis.

8.05 MATERNITY LEAVE

Maternity leaves for childbirth or adoption shall be treated the same as any other temporary disability and/or medical leave. Maternity leave may instead be taken under the Family Medical Leave Act by eligible employees.

8.06 MILITARY LEAVE

An employee who is required to participate in annual military training programs or who is called up during short-term civil or national emergencies, or who leaves work to serve in the military, will receive unpaid time off from work, as provided by federal law. Upon receiving your orders, you must immediately notify and make arrangements with your supervisor. The Library abides by all regulations and laws regarding the employment rights of those serving in the armed forces, as well as those returning from military service.

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

9. EMPLOYEE PRIVILEGES

9.01 BORROWING PRIVILEGES

All circulating materials are available to staff and must be checked out when removed from the shelves. Employees and family members for which the employee is financially responsible and is living with in the same household are not required to pay fines; however, they are expected to return materials on time. Staff and family members will receive overdue notices and replacement bills on the regular notice schedule. Staff and family member accounts will not be submitted to the collection agency.

9.02 USE OF LIBRARY EQUIPMENT

Employees are allowed to use library equipment for personal use on their own time, if it does not interfere with regular library business. Employees removing equipment from library property must have prior approval from the Director.

9.03 PRIZE ELIGIBILITY

Employees are ineligible for any random prize drawing as a part of a library program or a Friends of the Library program. Family members living in the same household as employees are ineligible for prizes valued at \$10.00 or more as a part of a library program or a Friends of the Library program; however, they are eligible for random prize drawings with prizes valued at less than \$10.00.

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

10. STAFF DEVELOPMENT

10.01 DUES

Dues for one professional organization membership for the Library Director, and dues for an institutional membership to the Michigan Library Association and the Michigan Library Consortium will be paid from library funds.

10.02 WORKSHOP FEES

The Library Board encourages participation in workshops and seminars and will provide funds providing approval to attend has been given by the Director.

10.03 MILEAGE REIMBURSEMENT

Mileage will be reimbursed for employees to travel to and from meetings, workshops and seminars providing approval to attend has been given by the Director. Mileage shall be reimbursed at the standard mileage rate as determined by the IRS.

10.04 MEALS AND PARKING REIMBURSEMENT

To receive compensation for expenses incurred for meetings, employees must submit a Request for Reimbursement form with attached receipts to the Library Director no later than 5 business days after each meeting.

10.05 WORKSHOP ATTENDANCE

Employees will be paid at their regular pay rate for time spent traveling to and attending workshops, not to exceed 10 hours per day.

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

11. DISCIPLINE

11.01 GENERAL GUIDELINES

Nothing in this manual shall require the Library to impose discipline in any particular order. The listing of classifications of disciplinary action in this manual is intended to advise employees of the ramifications of the various sorts of disciplinary action. This manual does not in any way restrict the Library's right to terminate employment at will whether under this Policy or outside it. The Library's decision of whether the employee has committed a violation of the standards of conduct or work rules established under this manual or has engaged in other conduct unacceptable to the Library, and the Library's decision upon the discipline imposed, is final and not subject to review or appeal outside the Library except as otherwise required by law.

Employees are subject to discipline for violation of any standard of conduct or work rule of the Library. In addition employees are subject to discipline for failure to comply with any provision of this manual, or for any other reason deemed appropriate by the Library Director and/or Library Board. A record of such discipline imposed by the Library Director shall be maintained as part of the employee's personnel record.

Generally, discipline less than suspension or discharge will be imposed for minor offenses. Minor offenses are defined as those violations of the standards of employee conduct and/or work rules, or violations of provisions of this manual, which are unacceptable if repeated, but which do not warrant suspension or discharge for the first offense.

Where serious offenses occur, suspension or immediate termination may be imposed. Serious offenses are defined as those willful, deliberate, or repeated violations of standards of employee conduct and/or work rules, or violations of provisions of this manual, of such a nature that it is determined that continued employment of the employee is not in keeping with the best interests of the Library.

In addition to discipline for violation of standards for employee conduct and/or work rules, or violation of provisions of this manual, employees may be terminated at any time for unacceptable job performance, unsatisfactory work practices, inability to work effectively with the Library Director or co-workers, or any other reason deemed valid by the Library Director and/or the Library Board.

PARCHMENT COMMUNITY LIBRARY

PERSONNEL POLICY

11.02 FORMS OF DISCIPLINE

Discipline may take any of the following forms:

1. **Employee Counseling or Oral Reprimand:** Employee is counseled by the Library Director or the employee's immediate supervisor concerning proper conduct.
2. **Written Reprimand:** Employee receives a written notice from the Library Director specifying minor offense or nature of unsatisfactory performance.
3. **Final Written Warning:** In certain situations, the employee may be given a written notice specifying that if there is further misconduct and/or the employee does not remedy deficiencies in job performance, the employee is subject to discharge. The final written warning will be given in situations where it is determined that notwithstanding the employee's misconduct and/or unsatisfactory job performance, it is in the interest of the Library to provide to the employee one last chance to remedy the deficiencies.
4. **Suspension:** Employee receives a written notice of suspension following serious misconduct, repeated minor offenses, or continued unsatisfactory job performance. The period of time off without pay is specified in the notice of suspension.
5. **Discharge:** Employee is discharged for a serious offense or for an accumulation of minor offenses, or for failure to satisfactorily respond to a final written warning, or for failure to satisfactorily perform duties, or any other lawful reason deemed appropriate by the Library Director and/or Library Board.

11.03 PROBLEM SOLVING PROCEDURE

This procedure applies to every situation in which an employee wishes to contest any form of discipline imposed against the employee, and also applies to every other problem or controversy which an employee may have in connection with employment by the Library. However, employees serving their initial probationary period, whether or not it has been extended, may not appeal or contest a suspension or discharge action.

Failure of an employee to follow the problem-solving procedure set forth herein in the time and manner provided shall constitute a waiver of any challenge to the discipline imposed.

When an employee is suspended or discharged, the employee may submit a written request for a hearing directly to STEP 3 of the problem solving procedure within the time provided therein.

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

STEP 1: Verbal Procedure.

An employee with a complaint and/or problem shall, within five (5) working days of the occasion giving rise to the problem, discuss the matter with the Library Director. The Library Director is not required to make any written record of such discussions, but may do so if the Library Director determines, in her or his discretion, that a written record is appropriate.

STEP 2: Written Procedure.

If the employee feels that the problem has not been resolved, the employee shall reduce the problem to writing with all the facts and reasons why the Library Director's response was not satisfactory, and present the writing to the Library Director within three (3) working days of the verbal discussion. The Library Director shall have five (5) working days in which to give a written response.

STEP 3: Hearing.

If the problem is still unresolved, the employee may request in writing a hearing before the Library Board, by filing a request for a hearing with the Secretary of the Library Board within five (5) working days of the decision in STEP 2 or within five (5) working days of the date of written notice of suspension or discharge. Upon receipt of such a request, the Library Board shall schedule a hearing to be held within thirty (30) days after the next regularly scheduled meeting of the Library Board. The Library Board shall cause written notice of such hearing to be given by first class mail at least ten (10) days prior to the date scheduled for hearing to the employee and such attorney or agent that the employee has identified in the request for hearing. The notice shall be in writing and shall contain the date, time, and place at which the hearing will be conducted. The employee, the Library Director, and such witnesses which each of them shall call, shall be given a full and complete opportunity to be heard at said hearing, subject, however, to such reasonable rules and regulations which the Board may impose. A decision of the Library Board shall be made within thirty (30) days after such hearing and the Board shall cause its decision to be put in writing and be served by first class mail upon the employee and the employee's attorney or agent, if any. The decision of the Library Board shall be final and binding upon all parties. All hearings conducted by the Library Board under this step shall be in conformance with the Open Meetings Act of the State of Michigan.

PARCHMENT COMMUNITY LIBRARY

PERSONNEL POLICY

12. TERMINATION OF EMPLOYMENT

12.01 UNUSED VACATION

An employee who resigns **or** retires will be paid on a pro-rated basis for any unused vacation, up to a maximum of four (4) weeks, providing the employee has completed one (1) year of continuous service.

The unused vacation will be pro-rated according to the calendar year, as follows: Total unused vacation divided by 52 weeks; this result is multiplied by the number of weeks the employee has worked in the current calendar year.

For example, consider an employee who worked 40 hours a week, had used 40 hours of a total of 160 hours of vacation, and who resigned on April 1 (16 weeks of the calendar year). $160 - 40 = 120$ hours of unused vacation. $120 / 52 = 2.31$, the number of unused vacation hours per week. $2.31 * 16 \text{ weeks} = 36.96$, which is the number of unused vacation hours the employee will be paid in her final paycheck.

12.02 UNUSED SICK LEAVE

Upon terminating employment by discharge all unused sick leave shall be forfeited.

Upon termination of employment by resignation or retirement after ten or more years of service, fifty percent (50%) of accumulated sick leave shall be paid.

12.03 RESIGNATION

An employee shall give a minimum of two (2) working weeks notice of resignation. The notice shall be in writing and shall be submitted to the Library Director, giving expected date and reason for resignation. The Library Director shall submit notice of his/her resignation to the President of the Board of Trustees. Under ordinary circumstances, four weeks' notice is requested for department heads and two weeks' notice for all other positions. Unused vacation and personal time may not be used towards this notice.

Failure to comply with this provision may limit the employee's receipt of any accrued benefits, pursuant to Library policy for fringe benefits.

PARCHMENT COMMUNITY LIBRARY PERSONNEL POLICY

12.04 ABANDONMENT

Any employee absent from duty without proper notification and authorization thereof for three consecutive days shall be considered to have resigned the position.

12.05 RETIREMENT

There is no mandatory retirement age.

13. POLICY REVIEW AND AMENDMENTS

The Parchment Community Library Board of Trustees will review this personnel policy annually. This policy may be amended by a majority vote of the members of the Board of Trustees at any meeting.

Adopted: 11/02/2000

Revised: 08/22/2006

Revised: 01/23/2007 (Section 12.01)

Revised: 09/25/2007 (Added Section 7.06)

Revised: 04/26/2010

Revised: 06/24/2014

Revised: 09/26/2014 (Definitions: A. Full-Time Employees)

Revised: 02/26/2019

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PERSONNEL POLICY

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PARCHMENT COMMUNITY LIBRARY

PERSONNEL POLICY

APPENDIX 1: SEXUAL ABUSE AND CHILD MOLESTATION POLICY

The Parchment Community Library does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees and volunteers, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor. It does not include sexual harassment, which is another form of behavior prohibited by the Parchment Community Library.

Reporting Procedure

If the staff believe that an assault has just occurred, they should call the police. All staff members who learn of sexual abuse being committed must immediately report it to the Library Director. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state child Abuse Agency. Appropriate family members of the victim must be notified immediately of the suspected child abuse.

Investigation and Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep confidential the identities of the alleged victims and of the subject under investigation.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization.

There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

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Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Retaliation Prohibited

We prohibit any form of retaliation against anyone, including an employee, volunteer, board member, or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who retaliates improperly against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

Adopted: September 28, 2010

Revised: November 26, 2013

Reviewed: January 24, 2017

PARCHMENT COMMUNITY LIBRARY

PERSONNEL POLICY

APPENDIX 2: SOCIAL MEDIA POLICY

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

The following principles apply to professional use of social media on behalf of the Parchment Community Library as well as personal use of social media when referencing the Parchment Community Library.

1. Employees need to know and adhere to the Parchment Community Library's Personnel Policy when using social media in reference to the Parchment Community Library.
2. Employees should be aware of the effect their actions may have on their images, as well as the Parchment Community Library's image. The information that employees post or publish may be public information for a long time.
3. Employees should be aware that the Parchment Community Library may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the Parchment Community Library, its employees, or customers.
4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
5. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Library Director.
6. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the Library Director.
7. If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the Library Director.
8. Employees should get appropriate permission before referring to or posting images of current or former employees, patrons, vendors or suppliers. Additionally, employees

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should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

9. Social media shouldn't interfere with employee's responsibilities at the Parchment Community Library. The Parchment Community Library's computer systems are to be used for business purposes only. When using Parchment Community Library's computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
10. Subject to applicable law, after-hours online activity that violates the Parchment Community Library's Personnel Policy or any other company policy may subject an employee to disciplinary action or termination.
11. If employees publish content after-hours that involves work or subjects associated with the Parchment Community Library, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent the Parchment Community Library's positions, strategies or opinions."
12. It is highly recommended that employees keep the Parchment Community Library-related social media accounts separate from personal accounts, if practical.

Adopted October 23, 2018

PARCHMENT COMMUNITY LIBRARY

PERSONNEL POLICY

APPENDIX 3: WORKSPACE BULLYING POLICY

OBJECTIVE

The purpose of this policy is to communicate to all employees, including supervisors, that the Parchment Community Library will not *in any instance* tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

DEFINITION

The Parchment Community Library defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse

Such behavior violates the Parchment Community Library's Personnel Policy, which clearly states that all employees will be treated with dignity and respect.

EXAMPLES

The Parchment Community Library considers the following types of behavior examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

1. Persistent singling out of one person.
2. Shouting or raising one's voice at an individual in public or in private.
3. Using obscene or intimidating gestures.
4. Not allowing the person to speak or express himself or herself (i.e. ignoring or interrupting)
5. Personal insults and use of offensive nicknames.

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6. Public humiliation in any form.
7. Constant criticism on matters unrelated or minimally related to the person's job performance or description.
8. Public reprimands.
9. Repeatedly accusing someone of errors that cannot be documented.
10. Deliberately interfering with mail and other communications.
11. Spreading rumors and gossip regarding individuals.
12. Encouraging others to disregard a supervisor's instructions.
13. Manipulating the ability of someone to do his or her work (e.g. overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
14. Assigning menial tasks not in keeping with the normal responsibilities of the job.
15. Taking credit for another person's ideas.
16. Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
17. Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
18. Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to the Library Director before the conduct becomes severe or pervasive. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to the Director to take appropriate action. Employees reporting bullying should follow the Problem Solving

Procedure as outlined in the Personnel Policy:

STEP 1: Verbal Procedure.

An employee with a complaint and/or problem shall, within five (5) working days of the occasion giving rise to the problem, discuss the matter with the Library Director. The Library Director is not required to make any written record of such discussions, but may do so if the Library Director determines, in her or his discretion, that a written record is appropriate.

STEP 2: Written Procedure.

If the employee feels that the problem has not been resolved, the employee shall reduce the problem to writing with all the facts and reasons why the Library Director's

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response was not satisfactory, and present the writing to the Library Director within three (3) working days of the verbal discussion. The Library Director shall have five (5) working days in which to give a written response.

STEP 3: Hearing.

If the problem is still unresolved, the employee may request in writing a hearing before the Library Board, by filing a request for a hearing with the Secretary of the Library Board within five (5) working days of the decision in STEP 2 or within five (5) working days of the date of written notice of suspension or discharge. Upon receipt of such a request, the Library Board shall schedule a hearing to be held within thirty (30) days after the next regularly scheduled meeting of the Library Board. The Library Board shall cause written notice of such hearing to be given by first class mail at least ten (10) days prior to the date scheduled for hearing to the employee and such attorney or agent that the employee has identified in the request for hearing. The notice shall be in writing and shall contain the date, time, and place at which the hearing will be conducted. The employee, the Library Director, and such witnesses which each of them shall call, shall be given a full and complete opportunity to be heard at said hearing, subject, however, to such reasonable rules and regulations which the Board may impose. A decision of the Library Board shall be made within thirty (30) days after such hearing and the Board shall cause its decision to be put in writing and be served by first class mail upon the employee and the employee's attorney or agent, if any. The decision of the Library Board shall be final and binding upon all parties. All hearings conducted by the Library Board under this step shall be in conformance with the Open Meetings Act of the State of Michigan.

Adopted October 23, 2018