

Bath Township Public Library Board of Trustees

Sue Garrity, President
Ryan Fewins-Bliss, Treasurer
Lynn Bergen

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, DECEMBER 18, 2019 – 6 P.M.

1. Call to Order.
2. Moment of Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes
7. Financial Report – Treasurer & Director
 - a. Items for Discussion
 - i. Bath Township Finance Resolution
 - ii. Budget adjustments for 2019
 - b. Items for Action
 - i. Bath Township Finance Resolution
 - ii. Budget adjustments for 2019
8. Director & Youth Services Reports
9. Unfinished Business - Items for Discussion
 - a. Bylaws
 - i. Article IV, Section 7 Treasurer
 - b. Strategic Planning
 - i. Donors
 - ii. The move – meeting with Daryl Kesler
 1. Renovation & move expenses
 - iii. Library Information in surrounding public areas
 - c. Employee Handbook
10. New Business - Items for Discussion
 - a. Meeting Schedule for 2020
11. Items for Action
12. Public Comment – Limited to 3 minutes
13. Board Member Comments
14. Adjournment

Reminder: Next Meeting is TBD!

Bath Township Public Library
Meeting Minutes

Wednesday, November 20, 2019

Present: (Board Members) Lynn Bergen, Ken Jensen, Shannon Vlastic,
Theresa Kidd

Board not present: Sue Garrity, Ryan Fewins-Bliss

(Library Director & staff) Kristie Reynolds

Public:

Next meeting: Wednesday December 18, 2019 @ 6:00pm

I. Regular Business

- a. Meeting called to order at 6:04pm
- b. Moment of civic reflection.
- c. Shannon moves to approve the agenda as presented, Ken 2nd, all in favor.
- d. Public comment on agenda items: none.
- e. Disclosures of conflict of interest: none.
- f. Lynn moves to approve the minutes as presented, Ken 2nd, all in favor.

II. Financial Report

Attached.

- a. FY2019 budget: Insurance will likely need to be a budget adjustment at some point. Lynn moves to accept, Ken 2nd, all in favor.
- b. FY2020 budget: Lynn moves to accept and Shannon 2nd, all in favor.

III. Director's & Youth Services Reports

Attached. Closed Nov. 28th & 29th due to Thanksgiving. We will look over employee handbook that Kristie emailed us and vote on that in December. The goal is to start using that on January 1, 2020.

IV. Unfinished Business

- a. Bylaws; table until December when Sue and Ryan are available.
- b. Strategic Planning Workshop;
 - 1. Donors; Sue and Ryan are working on this; table until December.
 - 2. The Move; Ryan and Kristie met with Darryl Kessler; this was initial meeting and we will need to meet with him again as no negotiating took place. Lynn and Theresa estimate that moving expenditures alone will cost us about \$80,000.
 - 3. Library info in surrounding public areas; table until December.

V. New Business – Items for Discussion

- a. None.

VI. Items for Action:

- a. None.

VII. Closing

- a. Public Comment: None.
- b. Board Comment: Ken went to Microsoft tech conference, believes office 365 migration will be very cheap or potentially even free to switch from godaddy to tech soup. Ken and Kristie will check into this further. Sue (via Theresa): great PR with news article from MSU reporter and TV spot on our Frozen tea event.
- c. Lynn moves to adjourn the meeting, Ken 2nd, all in favor.

Meeting adjourned at 7:20pm

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - November, 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	941.24	4,583.37	-3,642.13	20.54 %
4100 Grant Income	1,900.00		1,900.00	
4200 State Aid		4,216.63	-4,216.63	
4300 Tax Revenue	285,716.05	262,166.63	23,549.42	108.98 %
4500 Penal Fines	64,595.46	49,500.00	15,095.46	130.50 %
4600 Service Fees	1,520.10	1,100.00	420.10	138.19 %
4700 Interest	52.34		52.34	
4900 Uncategorized Income		1,650.00	-1,650.00	
4910 Miscellaneous	22.00	183.37	-161.37	12.00 %
Total Income	\$354,747.19	\$323,400.00	\$31,347.19	109.69 %
GROSS PROFIT	\$354,747.19	\$323,400.00	\$31,347.19	109.69 %
Expenses				
6000 Capital Expenses	2,147.42	3,666.63	-1,519.21	58.57 %
6010 Collection Acquisitions	26,837.79	31,350.00	-4,512.21	85.61 %
6020 Library Programming	6,475.44	11,550.00	-5,074.56	56.06 %
6030 Miscellaneous Expense	77.41		77.41	
6200 Advertising & Marketing	3,383.91	6,416.63	-3,032.72	52.74 %
6310 Contractual Services	24,151.75	24,200.00	-48.25	99.80 %
6320 Legal & Professional Services	10,900.00	12,833.37	-1,933.37	84.93 %
6400 Payroll	120,757.98	123,750.00	-2,992.02	97.58 %
6410 Payroll Taxes/Benefits	28,061.18	29,791.63	-1,730.45	94.19 %
6500 Bank Charges & Fees	44.00	229.13	-185.13	19.20 %
6510 Insurance	689.00	3,208.37	-2,519.37	21.48 %
6540 Membership	5,834.49	7,287.50	-1,453.01	80.06 %
6550 Office Supplies & Software	6,153.57	6,875.00	-721.43	89.51 %
6560 Professional Development	1,694.46	5,500.00	-3,805.54	30.81 %
6580 Rent & Lease	9,521.49	9,625.00	-103.51	98.92 %
6590 Repairs & Maintenance	4,950.01	8,616.63	-3,666.62	57.45 %
6620 Technology	5,276.17	10,037.50	-4,761.33	52.56 %
6630 Travel	3,350.14	4,583.37	-1,233.23	73.09 %
6640 Utilities & Internet	5,483.71	6,050.00	-566.29	90.64 %
Total Expenses	\$265,789.92	\$305,570.76	\$ -39,780.84	86.98 %
NET OPERATING INCOME	\$88,957.27	\$17,829.24	\$71,128.03	498.94 %
NET INCOME	\$88,957.27	\$17,829.24	\$71,128.03	498.94 %

Bath Township Public Library

BUDGET VS. ACTUALS: BTPL FY2019 BUDGET

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Donation	941.44	5,000.00	-4,058.56	18.83 %
4100 Grant Income	1,900.00		1,900.00	
4200 State Aid		4,600.00	-4,600.00	
4300 Tax Revenue	285,716.05	286,000.00	-283.95	99.90 %
4500 Penal Fines	64,595.46	54,000.00	10,595.46	119.62 %
4600 Service Fees	1,550.00	1,200.00	350.00	129.17 %
4700 Interest	52.34		52.34	
4900 Uncategorized Income		1,800.00	-1,800.00	
4910 Miscellaneous	22.00	200.00	-178.00	11.00 %
Total Income	\$354,777.29	\$352,800.00	\$1,977.29	100.56 %
GROSS PROFIT	\$354,777.29	\$352,800.00	\$1,977.29	100.56 %
Expenses				
6000 Capital Expenses	2,147.42	4,000.00	-1,852.58	53.69 %
6010 Collection Acquisitions	27,116.95	34,200.00	-7,083.05	79.29 %
6020 Library Programming	6,728.03	12,600.00	-5,871.97	53.40 %
6030 Miscellaneous Expense	77.41		77.41	
6200 Advertising & Marketing	3,383.91	7,000.00	-3,616.09	48.34 %
6310 Contractual Services	25,479.00	26,400.00	-921.00	96.51 %
6320 Legal & Professional Services	10,900.00	14,000.00	-3,100.00	77.86 %
6400 Payroll	125,938.71	135,000.00	-9,061.29	93.29 %
6410 Payroll Taxes/Benefits	28,601.44	32,500.00	-3,898.56	88.00 %
6500 Bank Charges & Fees	88.00	250.00	-162.00	35.20 %
6510 Insurance	3,640.00	3,500.00	140.00	104.00 %
6540 Membership	6,034.49	7,950.00	-1,915.51	75.91 %
6550 Office Supplies & Software	6,208.57	7,500.00	-1,291.43	82.78 %
6560 Professional Development	1,694.46	6,000.00	-4,305.54	28.24 %
6580 Rent & Lease	9,521.49	10,500.00	-978.51	90.68 %
6590 Repairs & Maintenance	5,230.01	9,400.00	-4,169.99	55.64 %
6620 Technology	3,351.12	10,950.00	-7,598.88	30.60 %
6630 Travel	3,390.02	5,000.00	-1,609.98	67.80 %
6640 Utilities & Internet	5,671.25	6,600.00	-928.75	85.93 %
Total Expenses	\$275,202.28	\$333,350.00	\$ -58,147.72	82.56 %
NET OPERATING INCOME	\$79,575.01	\$19,450.00	\$60,125.01	409.13 %
NET INCOME	\$79,575.01	\$19,450.00	\$60,125.01	409.13 %

Directors Report

- Legal & Professional
 - Spoke with Karl Butterer from Foster and Swift about the employee handbook
- Staffing
 - Joana is back from Medical Leave
 - We are hiring a new person to help cover some of the holes in the schedule left by Alex, who is starting his student teaching and to support Carrie with programing
- Scheduling
 - We closed November 28 and 29 for Thanksgiving
 - We will be closed on December 24, 25, and 31 and January 1 for the holidays.
 - We are closing at 6 on December 16 for the Staff Christmas Party
- Upcoming Programs
 - We are starting a Movie Saturday Program
- Community outreach
 - We worked with people from the DDA and the Methodist Church to host the Reindeer and the lighting of the Christmas Tree
- Technology
- Policy
 - I presented the employee handbook for you to review and approve in December
- Continuing Education
 - I hosted a Clinton County Directors meeting at the library.
 - I attended my first Library of Michigan Board of Directors Meeting
- Projects
- Statistics

October	2018	2019	Difference	% Difference
Visit	613	765	Up 152	25%
Items Checked out	982	1409	Up 427	44%
Computer Use	114	216	Up 102	90%
New Cards	29	20	Down 9	-31%
Program Attendance	54	274	Up 220	407%
Story Time Attendance	25	51	Up 26	104%

Youth Services November 2019 Report

Programs

October had 9 Youth and Teen programs with total attendance of 231.

The Frozen Tea Party was successful. Registration filled quickly, with an additional 56 children on the waiting list. Rachel Sweet, a reporter from WILX Channel 10 covered the program, providing a FB live stream of the event and a feature on the six o'clock news.

Teen Volunteers

Teens put in 8 hours of volunteer time, helping with craft prep, shelf reading, and pulling books to be reviewed for weeding.

Meetings/Conferences

Attended the Library of Michigan "Imagine your Story" Workshop for summer reading planning.

Outreach/Community Partnerships

Participated in the Bath Elementary School Carnival again this year. The library handed out free books, pencils, library card applications, and other marketing material. Approximately 100+ people stopped by the library's table during the evening.

Kevin Douglas from the Bath Township Fire Department joined the library as a guest storytime reader. He discussed fire safety, explained his fire gear, and let the children explore a fire rig.

Marketing/Adult Programming

The library hosted Tobin Buhk, author of "True Crimes in Michigan" and other nonfiction crime books. The audience requested we host another presentation from Mr. Buhk. Plans are being made for him to return in March for March is Woman's History Month to present his "Wicked Women of Detroit" book.

Bath Township Public Library Employment Handbook

Effective January 1, 2020
Supersedes All Others



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Bath, MI 48808

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Website: www.bathtownshippubliclibrary.org

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1. INTRODUCTION

1.1 Welcome

The Board of Trustees of the Bath Township Public Library (the “Library”) believes that the Library’s employees are an invaluable resource. If you are a new employee, welcome! We look forward to having you as part of the staff. If you have been an employee for some time, we thank you for making the Library the friendly, efficient place that it is.

1.2 About this Employment Handbook

This Employment Handbook is designed to acquaint you with the Library and provide basic information about working conditions, employee benefits, philosophies, and some of the policies affecting you in your employment relationship. This Handbook is not a contract. It is not intended to create any third-party beneficiary rights.

This Employment Handbook is not intended to be comprehensive or to address all the applications of general policies described.

In order to retain the necessary flexibility in the administration of policies and procedures, the Library reserves the right to make changes in policies, practices or benefits at any time, with or without notice. Changes from policies, practices or benefits described in this Handbook must be in writing and approved by the Library Board of Trustees to be effective. No employee, official, or other representative of the Library is authorized to alter, add to or delete from the policy stated herein through oral or written statements except as stated above.

The policies in this Handbook supersede all previous policies, practices, and oral statements of the Library, its predecessors, or its authorized agents.

1.3 Receipt of Handbook

After you have read this Employment Handbook, you will be asked to sign an Acknowledgment Form indicating you have read and understand the policies and procedures in the Handbook, and that you agree to follow them. Please be sure to ask questions or request clarification about any information that you do not understand before signing the acknowledgment form.

2. EMPLOYMENT BASICS

2.1 At-Will Standard of Employment

The employment relationship between each employee and the Library is at-will. Therefore, your employment may be terminated by you or the Library, at any time, for any or no reason. No employee, officer, or other representative of the Library has the authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to what has been stated above, other than the Library Board of Trustees by written agreement.

2.2 Equal Employment Opportunity Policy

Equal Employment Opportunity Policy

It is the Library's policy to select, place, train, and promote the best-qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees without regard to race, color, religion, sex, sexual orientation, veteran status, national origin, age, height, weight, disability, citizenship, marital status, pregnancy, genetic information, or any other classifications protected by applicable law.

This Equal Opportunity Policy applies to all the Library activities, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits.

Disabled employees who feel accommodation is needed to perform their job must notify the Library Director in writing of the need for reasonable accommodation within 182 calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. The Library will make accommodations that do not pose an undue hardship to the Library.

Anti-Harassment Policy

A fundamental policy of the Library is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the Library's business. In particular, an atmosphere of tension created by non-work-related conduct, including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, or requests for sexual favors or other such conduct does not belong in our workplace.

Prohibited harassment of employees or of applicants by other employees will not be tolerated. Prohibited harassment is defined, for purposes of this policy, as conduct or communication based on a characteristic protected by applicable law when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions, or when that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Characteristics protected by applicable law include, but are not limited to, race, color, religion, sex, national origin, age, disability, height, weight, marital status, pregnancy, genetic information, and veteran status. This policy also prohibits harassment on the basis of a person's association with someone who has a characteristic protected by the law. For

example, it is unlawful and against the Library policy to harass an employee because the employee has an African American spouse or child.

Prohibited harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (gestures, assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings), and innuendo. Sexual harassment, in particular, includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct, or visual forms of harassment of a sexual nature.

You cannot be forced to submit to harassment as a basis for any employment decision, and the Library will do its best to keep itself free of any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

What to do if you feel our policy has been violated

If any sort of harassment prohibited by this policy interferes with any individual's work performance or creates an intimidating, hostile or offensive work environment, you have an obligation to contact the Library Director. If you do not feel comfortable contacting the Library Director, you may contact the President of the Board of Trustees.

The matter will be handled with a degree of confidentiality consistent with the Library's duty to investigate and resolve the reported conduct. Charges of harassment will be promptly and thoroughly investigated and a report will be made to you concerning the results of the investigation.

If the Library determines that harassment or inappropriate conduct has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including discharge, will follow. A nonemployee who subjects an employee to harassment in the workplace will be informed of the Library's policy, and appropriate action will be taken. The Library will make follow-up inquiries to ensure that the harassment has not resumed.

The Library will not tolerate retaliation against any employee who, in good faith, complains of any prohibited harassment or provides information in connection with any such complaint. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Library Director or the President of the Board of Trustees.

2.3 Genetic Information Nondiscrimination Act (GINA) Policy

The Genetics Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information and hiring, promotion, discharge, pay and several other aspects of employment. GINA also limits an employer's acquisition and disclosure of genetic information to circumstances such as monitoring the adverse effects of hazardous workplace exposures, complying with FMLA laws, and DNA testing for law

enforcement purposes. Genetic information possessed by the Library will be kept confidential and disclosed only to the employee or under certain limited circumstances. “Genetic information” includes: (1) genetic test information of an applicant, employee or family member, (2) family medical history and (3) requests for or receipt of genetic services by applicants, employees or their family members.

The Library’s policy is to exclude inquiries regarding family history from any employment-related medical examinations, including fitness-for-duty testing or efforts at reasonable accommodation of an identified disability.

Employees should be sensitive to day-to-day conversations, contents of emails and/or blogs, and avoid any discussion of any other employee’s individual or family medical history.

2.4 Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), the Library only employs individuals who are legally authorized to work in the United States. Furthermore, the Library does not continue to employ any individual whose legal right to work in the United States has been terminated.

CIS Form I-9 is used to verify your identity and employment eligibility. You must complete the employee section of Form I-9 and provide the required documentation supporting your identity and employment eligibility before you may begin working.

2.5 Criminal Background Checks

Any personnel offered employment will be subject to a criminal background check. The Library will pay the cost of the criminal background check.

The Library will not automatically exclude an applicant based upon a criminal conviction. If an otherwise qualified applicant has been convicted of a crime, then the Library will notify the applicant that the screening process has detected a criminal conviction. The Library will give the applicant an opportunity to explain the facts and circumstances surrounding the conviction, and why the conviction should not exclude the applicant from the desired position. In deciding whether to exclude the applicant, the Library will consider (a) the dangers of the specific criminal conduct, (b) the nature of and risks associated with the particular job position, and (c) the time elapsed from the time of conviction. The Library may exclude the applicant if the exclusion is related to the job and consistent with business necessity

2.6 Orientation Period

New employees will be provided the training and orientation necessary to familiarize themselves with the Library and their assigned jobs. This orientation period will also allow new employees to acquaint themselves with Library rules, procedures, and policies.

This orientation period shall consist of the first ninety (90) calendar days of continuous employment. The orientation period may be extended for any reason. Successful completion of the orientation period does not change the at-will status of employment.

2.7 Personnel Evaluations

Evaluation of staff is a tool used by the library director and the staff member to help improve the performance of the staff member. This is an ongoing process in which the director and staff member will meet to discuss the performance of staff member. The process may include but is not limited to:

1. One (1) formal meeting to review the progress of staff member. In this meeting the following will occur
 - (a) Before the meeting a form addressing the performance of staff will be filled out by both the library director and staff member. The form will contain reference to the following areas of service
 - i) Customer service
 - ii) Job performance
 - iii) Goals for the year
 - iv) Other as needed
 - v) Review goals for the year
 - (b) Set new goals for the year
 - (c) Review strengths and weaknesses
 - (d) Comments on complaints or complements
 - (e) A minimum of three (3) informal meetings to review the progress of staff member. These meetings may take place traditionally in a sit-down scheduled format or more informally.

The evaluation process is a fluid process that will evolve to meet the needs of the Library Director and staff.

2.8 Employment Verifications

Generally, only the Library Director will answer requests for employment verification and references about current and former employees. Responses to such inquires will be limited to confirmation of employment dates and position(s) held. No additional data will be released without the employee's written authorization.

3. EMPLOYMENT RECORDS

3.1 Employee Information Change

It is extremely important that employees be responsible to keep their personal information current for their employee files. The following list is not all inclusive but does represent the types of changes that employees should report to the Library Director:

- Change of address
- Change of name
- Change of marital status
- Dependent status changes
- Change of phone number
- Requested tax changes

Correct personal information is imperative in order to provide you with timely information regarding your benefits and other important information regarding your employment. Failure to provide the correct personal information on a timely basis could result in delaying time sensitive information.

3.2 Social Security Number Privacy Policy

The Library's goal is to ensure, to the largest extent possible, that employee's social security numbers are maintained confidentially. Employees' social security numbers will not be released to anyone, except as required by law. Employees' social security numbers will be made available internally on a "need-to-know" basis.

More than four sequential digits of a social security number will not be included on any external correspondence, except as required by law, nor will it be publicly displayed in any manner. Social security numbers are not to be used as passwords or identifiers for any the Library computer system. The social security number will not be used in the ordinary course of business except as the Library may determine that it is necessary to verify an individual's identity or to administer employee benefits, such as health insurance. Any documents that include social security numbers that are discarded are to be shredded.

Any violation of this policy will result in discipline up to and including termination of employment.

3.3 Personnel Files

You have the right to examine your personnel file or to obtain a copy of your file upon written request to the Library Director. If you wish to examine your file, you may do so at a mutually agreeable time. Files are not to be removed from the Library for such examination.

4. COMPENSATION AND REIMBURSEMENT

4.1 Employee Designations/Classifications

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific overtime pay provision of federal and state wage and hour laws.

In addition to the foregoing designation, each employee will belong to one of the following employment categories:

- A. **LIBRARY DIRECTOR** is employed as a professional librarian and is regularly scheduled to work and does work at least forty (40) hours per week. To be the Library Director the employee must have a certification according to the minimum standers for Public Libraries as authorized by the State of Michigan. This is a salaried exempt position.
- B. **REGULAR FULL-TIME** employees are those who are regularly scheduled to work and do work at least thirty (30) hours per week. This is a non-exempt salaried position.
- C. **REGULAR PART-TIME** employees are those who are regularly scheduled to work and do work less than thirty (30) hours per week.
- D. **TEMPORARY** employees are those who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Temporary employees may include seasonal workers who work for short periods of time, such as the three months of summer. Temporary employees retain that status unless and until notified of a change in writing.
- E. **VOLUNTEERS** are persons who donate their services to the Library. Volunteers do not fill authorized positions on the staff.

4.2 Time Keeping

The Library keeps track of hours worked by use of time sheets. The Library Director will provide timesheets. You are required to keep a time sheet showing the number of hours that you worked each day. You must complete and return timesheets to the Library Director by the Monday before the Friday payday. If you do not timely turn in a time sheet, you may experience a delay in receiving your pay.

4.3 Overtime

All overtime hours must be approved by the Library Director, before they are worked. In emergency situations, the person in charge may authorize overtime. In such cases, the person in charge reports authorized overtime to the Library Director as soon as possible after it occurs.

4.4 Paydays / Direct Deposit

Pay periods are biweekly and paychecks will be issued every other Friday.

It is the intention and policy of the Library to pay employees by direct deposit or payroll debit card on a regular basis and in a manner so that the amount, method, and timing of such payments comply with any applicable laws or regulations.

Employees will have the option of receiving wages through direct deposit or a payroll debit card. Except for those employees who are currently receiving pay via direct deposit or a payroll debit card, employees who fail to return the election notice within 30 days along with the necessary account information will be presumed to consent to receive pay via a payroll debit card.

Employees who elect to be paid via a payroll debit card will be provided with the following:

- The terms and conditions of use, including itemization of all fees;
- The method(s) of accessing funds without charge;
- The methods by which the employee can obtain free balance inquiries; and
- The employee's right to change the method of receiving wages.

Employees should be aware of the following:

- If the debit card is used outside of a specified ATM network, both the card issuer and the ATM operator may impose fees;
- The payroll debit card does not provide access to savings or checking accounts;
- Employees can make at least 1 withdrawal or transfer without charge each pay period, but not more frequently than once a week, for any amount the employee elects up to the balance available on the card;
- There will be no changes in fees or terms of service unless the employee is provided with at least 21 days' written notice;
- Employees can make an unlimited number of balance inquiries – either electronically or by phone – without charge; and
- The debit card is not linked to any other form of credit, including a loan against future pay or a cash advances against future pay.

Employees, at any time, can request a change between direct deposit or a payroll debit card. It will take no more than one pay period to implement the change after receiving the employee's request and the necessary information.

For those Employees who receive direct deposit, Employees on each payday will receive an electronic check stub showing gross pay, deductions, and net pay.

4.5 Breaks / Meals

Employees will be provided a ½ hour unpaid meal break. Employees will be relieved from all duties during unpaid meal breaks. If you perform work duties during your meal break immediately notify the Library Director.

4.6 Breaks for Breastfeeding Mothers Policy

Employees will be provided a reasonable break time to express breast milk for her nursing child during the first year of the child's life, unless it would impose an undue hardship on the Library. If the break is 15 minutes or less, it will be paid. Please contact the Library Board of Trustees for the location where this should occur. The location will not be a bathroom, and will be shielded from view and free from intrusion from coworkers and the public.

4.7 Payroll Errors

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

Improper deductions from salaries of exempt employees are not to be made. If you believe that an improper deduction has been made, immediately report this information to the Library Director. This report should be made in writing and immediately after the deduction has been made. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction that was made.

4.8 Mileage Reimbursement

All Library employees shall be eligible for reimbursement at the current federal IRS rate under the following conditions:

1. Travel and parking for Library business purposes between the main Library and the satellite or program location within the library district along the shortest route.
2. Pre-approved travel and parking on Library business during the employee's normal work day.
3. Pre-approved travel and parking for professional development opportunities.

4.9 Honoraria

The Library staff members requested to speak at job-related meetings or workshops are encouraged to do so.

1. Formal presentation proposals, if representing the Library
 - (a) Must be approved by the Library Director prior to acceptance for the commitment
 - (b) Presenter may be reimbursed for
 - i) Cost of Conference
 - ii) Mileage
 - iii) Travel costs (hotel, air travel)
 - iv) Up to \$20.00 a day for food.
 - v) Credited work time
 - (c) Any stipend for the presentation must be turned into the Library
2. Formal presentation proposals, if not representing the Library
 - (a) Presenter must use own PTO or take unpaid time
 - (b) Will not receive any reimbursement
 - (c) Keep any stipend earned
3. This policy does not pertain to an employee hired elsewhere to work as a consultant. Such work must be conducted on the employee's own time.

4.10 Professional Association/Community Organization Memberships

The Library encourages employees to actively participate in professional associations and community organizations related to their work. The Library, upon approval of the Library Director, will pay for memberships to such professional associations and community organizations.

4.11 Conference Attendance

The Library encourages staff to attend conferences, webinars and workshops. The Library, per the approval of the Library Director, will pay for attendance of work-related functions.

5. HEALTH AND SAFETY

5.1 Searches and Inspections

In order to protect everyone's safety and property, the Library reserves the right to inspect employees' desks, cabinets, briefcases, purses, personal computers, personal motor vehicles, and any other personal belongings brought onto the Library's property if the Library has a reasonable suspicion that an employee engaged in work-related misconduct or that the search is necessary for a non-investigatory work-related purpose. While the Library will attempt to advise the employee at the time of a search or inspection, the Library reserves the right to make any investigation or search without notice to the employee, and in the employee's absence. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

5.2 Substance Abuse Policy

Substance abuse poses a serious risk to other employees and the Library. So, for a safe and efficient workplace, the Library will strictly enforce the following rules:

1. No employee will possess, distribute, use illegal prohibited drugs on Library property, while on Library business, or during working hours, including rest and meal periods.
2. No employee will have alcohol in their system while on Library property, or while on Library business.
3. No employee shall be impaired by legal prohibited drugs, nor shall any employee have in their bodily system illegal prohibited drugs while on Library property, while on Library business, while on job sites, or during working hours, including rest and meal periods.

"Illegal prohibited drugs" are substances that are illegal to sell or possess or that are used contrary to direction or prescription. Illegal prohibited drugs include marijuana, including medical marijuana. "Legal prohibited drugs" are any prescription or non-prescription drugs or substances that may adversely affect working ability.

If the Library has reason to believe that an employee may have alcohol or illegal prohibited drugs in their system, or may be impaired by legal prohibited drugs, the Library, at its discretion, may require the employee to submit to breath, urine or blood testing to determine the presence of the drugs or alcohol.

Employees will be required to immediately report to the testing site. Refusal to immediately submit to testing or refusal to provide a viable or valid specimen will be considered to be a failure to cooperate.

A violation of this policy or a failure to cooperate will result in disciplinary action up to and including discharge from employment and could also be referred for prosecution.

5.3 Workplace Violence

The Library will not tolerate threats of violence or acts of violence against patrons or employees. Any threat or act of violence made by any person needs to be reported immediately to the Library Director or President of the Board of Trustees. If an employee of the Library threatens or performs an act of violence, disciplinary action, up to and including termination, will occur.

No employee shall carry a weapon while on duty.

Employees who are threatened or disturbed by the actions or communications of a co-worker or patrons should report the incident to Library Director immediately. The Library will take such reports seriously and will immediately take appropriate steps to stop such actions and prevent a recurrence. If the situation is potentially explosive, law enforcement personnel may be notified.

5.4 Safety and Work-Related Injuries

The Library is committed to protecting the safety and health of every employee, but maintaining a safe and healthy working environment requires every employee to comply with all established safety rules. Every employee is responsible to assist the Library in establishing and maintaining a safe working environment. Employees are also expected to report any condition that may be unsafe or unhealthy to the Library Director.

Employees should immediately report any injury they suffer while working to the Library Director, who must complete an incident and injury report.

5.5 Fitness for Duty

Any time your physical or mental conditions or conduct raises a question about your ability to safely and efficiently perform your job, you may be required to have a medical examination (including drug and/or alcohol screening tests). The results of such an examination will be reviewed to determine if you should be returned to work (with or without accommodation). The Library will keep the results of any such physical or mental examination confidential and not as part of your regular personnel file.

6. EMPLOYEE BENEFITS

6.1 Group Insurance Coverage

The Library reserves the right to allocate its resources in the most efficient manner. Thus, it reserves the right to alter or terminate the available insurance coverages or benefit plans, including, but not limited to insurance providers and coverage levels, at any time in its sole discretion as permitted by law and according to the benefit plan or policy involved. The terms of the benefits will be controlled by the plan description or insurance policy. The Library may provide the Library Director and Regular Full-Time Employees the following group insurance coverages, subject to the eligibility criteria of the individual plans or policies:

1. Health
2. Dental
3. Vision

The insurance benefits that are listed above are described in greater detail in the respective insurance plans or policies which will be supplied separately.

New employee must successfully complete the orientation period before becoming eligible for these group insurance coverages.

Your, and if applicable, your eligible spouse's and eligible dependent's insurance coverages terminate at midnight on the date on which you terminate employment with the Library or your hours are reduced to an ineligible status.

Any membership changes, additions, deletions, name changes, etc. must be reported in writing to the Library Director immediately to ensure appropriate coverage. This is the responsibility of the employee.

6.2 Social Security

Social Security provides retirement, medical, disability and death benefits as specified by federal law. The Library is required to deduct certain amounts from each employee's paycheck for Social Security purposes. While the amount deducted may seem large, it is only one-half of the amount paid to Social Security. The Library also pays a contribution to Social Security, which is equal to each employee's deductions.

6.3 Workers' Compensation

The Library provides workers' disability compensation insurance at no cost to its employees. In the event of a work-related injury or condition, workers' disability compensation insurance may provide wage-loss benefits. An employee who has a work-related injury or illness must immediately report such illness or injury to the Library Director, so that a report may be filed with the Library's insurance provider.

The Library may require a medical release prior to allowing an employee to return to work. The Library may require that the employee submit to necessary medical evaluation by a doctor selected by the Library or its insurance carrier.

6.4 401K

The Library Director and regular full-time employees may be eligible to participate in the Library's 401k program. Contact the Library Director for a copy of the respective Benefits at a Glance that explains eligibility requirements and details regarding the program.

6.5 Other

All staff will be allowed a reasonable amount of free copies, free faxes and will not be charged overdue fees.

7. TIME OFF / LEAVE

7.1 Holidays

The Library is normally closed for the following holidays:

- New Year's Day
- Saturday before Memorial Day
- Memorial Day
- Independence Day
- Saturday before Labor Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

Regular full-time employees will be paid for a holiday if the employee would normally be scheduled to work on that day. Regular part-time employees will be paid for the hours they would normally be scheduled to work on that day. The Library Director will be paid for all holidays, and will be given a floating holiday for any holiday which falls on a Saturday or Sunday

7.2 Paid Time Off

On the first day of the calendar year, the Library will grant the Library Director, regular full-time employees, and regular part-time employees paid time off ("PTO") for the calendar year. PTO may be used for vacation, sick days, medical appointments and any personal days. The Library Director and regular full-time employees will be granted three (3) weeks of PTO. Regular part-time employees will be granted a pro-rated share of PTO based upon their regular schedule. For example, a regular part-time employee who regularly works 20 hours per week will be granted the equivalent of three weeks of paid vacation calculated at 20 hours per week, which equals 60 hours.

Requests for leave time, including vacation, should be made as far in advance as possible and must be approved by the Library Director. The Library Director's approval of requests for leave will be based on the Library's ability to maintain normal services, and on a first-come, first served basis.

PTO time may not be carried over into the next calendar year, and may not be cashed out.

7.3 Jury Duty Leave

Employees summoned by a court to serve as jurors shall be given jury leave of absence for the period of their jury duty. For each day that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive their regular pay.

7.4 USERRA and Military Leave

The Library is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. The Library will not discriminate against past and present members of the uniformed services, and applicants to the uniformed services. The Library will not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment based on your military status.

Subject to certain exceptions, you must give advance notice that you intend to leave your position to perform service in the uniformed services. Notice should be as far in advance as is reasonable under the circumstances.

If you leave your job to perform service in the uniformed services, you may have the right to be reemployed in the position that you would have attained if you had stayed continuously employed or in a comparable position. Upon completing service in the military services, you must notify us of your intent to return to your position by either reporting to work or submitting a timely application for reemployment, depending upon your length of service.

If you leave your job to perform military service, you have the right to elect to continue your existing health insurance coverage offered by the Library for you and your dependents for up to 24 months while on military leave. It is the policy of the Library that continuation under USERRA shall run concurrently with Federal COBRA and state continuation, if applicable, to the extent allowed by law.

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in the Library's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g. pre-existing condition exclusions) except for service-connected injuries.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leave of absence in excess of two weeks in any one fiscal year will be unpaid. Alternatively, employees may use any available accrued vacation time.

Benefit accruals, such as vacation, sick leave or holiday benefits, will be suspended during the leave and will resume upon the employee's return to employment.

Please contact the Library Director if you have any questions.

7.5 Bereavement Leave

Upon notice to the Library Director, leave shall be given to attend to the personal family matters when a death occurs in the employee's immediate family (this shall apply if the relationship is natural, by marriage, adoptive, step, or foster) according to the following procedure:

1. Spouse/partner, child, father, mother, sister, brother or equivalent as determined by the employer- up to five (5) days. Employees will be paid for the first three (3) days. The remaining two (2) days will be used as PTO (Paid Time Off)
2. Father-in-law, Mother-in-law, Sister-in-law, Brother-in-law, grandparent or grandchild-up to three (3) days, Employees will be paid for all three (3) days.
3. All others leave without pay will be granted up to eight hours.

7.6 Leave of Absence

The Library recognizes that there may be compelling personal reasons for an employee to request a leave of absence. A request for a personal leave of absence will be granted at the Library Director's discretion, depending upon workload.

A request for a leave of absence must be in writing and must be presented to the Library Director in advance of the requested date. The request must state the reason for the request and the duration of the requested leave. If granted, the leave will be unpaid and service time and benefits will not continue to accumulate during the absence.

7.7 Family Medical Leave Act

To be eligible for leave under the Family and Medical Leave Act ("FMLA"), an employee must:

- Work for an employer covered by the FMLA.
- Worked for the employer for at least 12 months.
- Had at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave; and
- Work at a location where the employer has at least 50 employees within 75 miles.

While the Library is an employer covered by the FMLA, unless and until an employee works at a location where the Library has at least 50 employees within 75 miles, the employee will not be eligible for FMLA leave.

8. COMMUNICATION POLICY

8.1 Official Library Communications

If you are authorized by the Library to represent it as an official spokesperson or to represent the official views of the Library, disclose this fact in your communication.

Unless authorized to do so by the Library, do not represent yourself as an official spokesperson for the Library or represent your views as the official views of the Library.

8.2 Information Systems Policy

The Library may provide an Information System for use by its employees in performing their assigned duties. The “Information System” may include, but is not limited to, computer hardware, software, communications equipment (such as landline and cell telephones, “smart phones,” pagers, external drives, digital cameras, and PDA’s), all communications and information communicated thereby, including but not limited to e-mail, voicemail, text messaging, digital photos, GPS locations, and all communications and information transmitted by, received from, entered into, or stored on these systems. You are encouraged to make use of the Information System to communicate regarding matters within the scope of your regular assigned duties, and to acquire information that will help you perform your job more efficiently. The Information System can be a very valuable tool, if used properly. You are required to observe the following Guidelines in using the Information System:

Occasional personal use of the Information System is acceptable, as long as the use does not interfere with your work. Preferably, personal use will take place before and after business hours, and during lunch and approved breaks. The other restrictions in this document remain applicable during those times.

When using the Information System, take care to ensure that all communications and messages are courteous, professional and businesslike.

Always use common sense and discretion in what you transmit over the Information System. You and/or the Library may be held liable for communications of an improper nature. Assume that anything transmitted over the Information System may be intercepted by a third party. Remember that the quality and content of your communications is a reflection on the Library.

Never send strictly confidential messages over the Information System without observing appropriate security precautions approved by the Library Director.

Never use the Information System to create, originate, share or transmit any offensive or harassing statements, images or messages which disparage or discriminate against a person based upon the person’s race, color, gender, religion, national origin, creed, disability, height, weight, pregnancy, marital status or age. Accessing or displaying any kind of sexually explicit image or document on the Information System is a violation of the Library’s policy on sexual harassment. Do not download or store any such statements, messages, documents or images on the Information System. If you are the recipient of such content, inform the Library Director.

Never transmit any form of harassment via the Information System whether through language, frequency or size of messages.

Remember that anything transmitted over the Information System, however confidential or potentially embarrassing, may have to be disclosed in court proceedings or investigations by governmental authorities and regulatory bodies.

Users of the Information System must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, worms, e-mail bombs, Trojan horses or other malicious code.

Never download non-text files or unknown messages without scanning them for viruses. Do not install software not supplied by the Library without approval from the Library Director.

Avoid sending trivial messages or unnecessary copies of messages. Remember that sending or receiving files great in size or number consumes valuable Information System resources.

Make hard copies of messages that you need to retain for record keeping purposes. E-mail delivery rates are extremely high, but delivery is not guaranteed.

Software products are intellectual property under copyright law. Copyrighted materials must not be downloaded, copied or transmitted without the author's permission, and purchase of the appropriate user license, if required. Software for which the Library has purchased a license may not be installed on employee owned computers unless specifically purchased for and licensed for that purpose.

The Information System may not be used to send, upload, receive or download trade secrets, proprietary financial information, license agreements, patents or similar materials.

The Information System may not be used in violation of any applicable local, state or federal law.

Security for the Information System and related data is of serious concern to management. As part of maintaining this security, access to the Library computer systems and data from outside the office is extended to only those employees for whom there is a business purpose for such use. There will be specific software provided to allow the connection, and instruction provided in its use. No other access is permitted.

Any data produced and stored on the Information System, whether in electronic, print, or verbal form remains the property of the Library regardless of on or off premises. Employees in possession of the Library data are expected to use due care in protecting it from loss or being shared with anyone not authorized to receive it, either by policy or management direction.

THERE IS NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY INFORMATION ON THE INFORMATION SYSTEM. The Library reserves the right to record and monitor all access to and use of the Information System. By accessing and using the Information System, and as a condition of such use, the Library employees consent to the Library's monitoring, which may include but is not limited to: calculating time spent on the Information System, determining

specific internet sites accessed on the Information System, reviewing any communications, images or messages sent, received or stored on the Information System, and keystrokes used on the Information System.

You must not attempt to interfere with the Library's ability to monitor your use of the Information System by using any unauthorized encryption method, by failing to enter your assigned user identification when logging onto the Information System, or in any other manner. You must keep any and all assigned user identification, access codes or passwords strictly confidential and must not let anyone else use a terminal which you have logged on using such confidential information. Do NOT share your passwords with any other person, including other employees.

Employees are responsible for exercising good judgment regarding the reasonableness of their use of the Library's Information System. If there is any uncertainty, you should consult the Library Director.

Failure to comply with this Information System Policy may be grounds for disciplinary action, up to and including discharge, as provided in the Library's Employment Handbook. In addition, the Library will report any illegal activities to the appropriate law enforcement authorities.

8.3 Social Media Policy

"Social Media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Library. Common examples of Social Media include but are not limited to Facebook, Twitter, YouTube, Wikipedia, LinkedIn and Instagram.

Employees may not use Social Media for purposes unrelated to their job duties while on work time and in work areas if in the sole discretion of management such use interferes with the employee's job performance.

The Library's Social Media policy applies to you whenever using Social Media, including when you are not at work, not on work time, or using your own personal computer or electronic device.

Do not use the Library email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Before creating online content, consider some of the risks and rewards that are involved. When posting content on social media as a private citizen regarding a matter of public concern, keep in mind that conduct which adversely effects the efficiency of the Library's public service, impairs workplace discipline, or destroys harmony with your co-workers, may result in disciplinary actions up to and including termination.

Ensure that your postings are consistent with the Library's policies which prohibit unlawful discrimination and harassment. Inappropriate postings that include discriminatory remarks,

harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow employees, constituents, suppliers or people who work on behalf of the Library. If you decide to post complaints or criticism, do not use statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages constituents, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, gender, religion, national origin, creed, disability, height, weight, pregnancy, marital status or age.

Unless authorized to do so by the Library, never represent yourself as a spokesperson for the Library. If the Library is a subject of the content you are creating, be clear and open about the fact that you are an employee and make clear that your views do not represent those of the Library.

Regardless of any other provision of this policy, the Library's Social Media policy does not prohibit employees from engaging in this kind of activity, nor prohibit any other activity that is protected by the National Labor Relations Act.

Failure to comply with this Social Media Policy may be grounds for disciplinary action, up to and including discharge. In addition, the Library will report any illegal activities to the appropriate law enforcement authorities.

8.4 Personal Calls

During scheduled work hours, with the exception of approved breaks and lunches, personal telephone calls and personal use of cell/smart phones must not interfere with your job duties.

8.5 Photographs

Any photograph, including digital photographs, taken by an employee while on duty or with the Library equipment are the property of the Library and may not be posted, communicated or shared without the written permission of the Library Director. Employees shall not publish photographs of patrons and minors without a written authorization and release of liability from the patron or the minor's parent or legal guardian.

9. EMPLOYEE CONDUCT

9.1 Open Door Policy

It is the Library's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. In order to correct any work-related problems, the Library must be fully informed about them. Therefore, the Library has an "open-door" problem solving policy. You are encouraged to discuss concerns with your supervisor at any time, and to work together toward prompt resolution of any problems.

9.2 Personal Conduct

It is expected that the Library employees will conduct themselves in a professional and businesslike manner at all times. All employees may not cause or allow conditions which are unfair, undignified, or violate another person's civil rights. Our intent is to create a positive work environment without harassment in any form. The Library's users have a right to expect that staff will treat them with courtesy and respect. Co-workers should also be accorded the same consideration.

9.3 Ethics

The continued success of operation and reputation of the Library is built upon the principles of good ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Employees owe a duty to the Library, its patrons, and Trustees to act in a way that will merit the continued trust and confidence of the public.

the Library will comply with all applicable laws and regulations and expects its director and employees to do their work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your director or designated staff member. Employees shall comply with all applicable federal, state, and local laws.

9.4 Confidentiality

In the course of your employment, you may have access to information about the Library's business, its patrons, and other employees. This information must be kept confidential. If you are uncertain about whether information is confidential, check with your Library Director before sharing it with anyone. Any violation of this policy may result in discipline.

9.5 Attendance / Absence

Regularity of attendance and punctuality is essential to the orderly performance of work. You are expected to report to work on time and be prepared to start work at your regularly scheduled starting time. You are also expected to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves.

Excessive absenteeism or tardiness, whether excused or unexcused, is not acceptable. Situations of excessive absenteeism or tardiness will be evaluated on a case by case basis, and may result in disciplinary action, including termination.

Except under extenuating circumstances, staff members must notify the Library Director at least ninety (90) minutes before the start of the employee's shift that the employee will be tardy or absent. Failure to provide such notice, may result in listing an absence as unexcused.

If you fail to report to work without providing proper notice for three or more consecutive days, you will be considered to have voluntarily terminated your employment.

The Library Director designates all excused absences, which may include, but are not limited to, absences due to sickness, vacation, death of a family member, jury duty, military deployment and educational leave.

The Library reserves the right to request written verification of the reason for your absence or tardiness.

9.6 Care of Library Property

The Library property shall not be used for private purposes and shall not be abused, misused, wasted or destroyed. Employees shall maintain their work areas and Library property entrusted to their care in good order at all times.

9.7 Relations with the Public

Good customer relations are essential to the success of the Library. In person and on the phone employees are expected to be friendly, courteous, and helpful. Be aware of and follow the Library privacy policy.

Each employee needs to be fully acquainted with the Library policies and services to be able to inform the patrons of the following policies and procedures:

1. Length of checkout of a Library item
2. Overdue charges and procedures
3. Lost or ruined Library items,
4. Behavior on Library property

5. Internet usages
6. Meeting room usage,
7. Interloan procedures
8. Reserving Library items
9. Refer patrons who feel they have been mistreated to the Library Director

9.8 Misconduct / Disciplinary Policy

Work rules and regulations are necessary for employee safety, welfare and productivity. Employees are expected to conduct themselves with respect and consideration for each other and to behave properly in the workplace as they perform their duties. The following are examples of misconduct that may result in disciplinary action, including discharge. These examples are not all-inclusive; they are guidelines for employees.

- Insubordination – the refusal – by an employee to follow management’s instructions concerning a job-related matter;
- Unethical behavior;
- Fighting with or committing assault on a fellow employee or others;
- Dishonesty;
- Violation of the Substance Abuse Policy;
- Theft or misuse of Library property or of the property of another employee or others;
- Falsifying or omitting material information from a record or report including an application for employment, a time or expense record, or other such matters;
- Intentionally defacing, damaging or destroying Library property, the property of another employee, or the property of others;
- Violation of the Library’s Anti-Harassment Policy;
- Violation of the Library’s Information Systems Policy and Social Media Policy.
- A conviction of guilt, including a plea of “nolo contendere” (no contest) or imposition of sentence for violation of a criminal statute;
- Conducting personal business on Library time, loafing or loitering during working hours;

- Excessive tardiness or absenteeism;
- Leaving the premises without permission prior to scheduled quitting time;
- Violation or intentional disregard for established safety practices;
- Smoking at unauthorized times or places;
- Carrying or having dangerous weapons on the Library premises, including concealed weapons even those with a permit;
- Threatening, intimidating, coercing or interfering with other employees or patrons;
- Discourtesy and/or use of abusive or profane language.

To ensure the orderly operation of the Library, it may be necessary to work with an employee on an individual basis to correct problems. In most cases the Library's goal will be to provide consistent, progressive, corrective action. In that event, employees should view such action as a sincere desire by the Library to bring problems, deficiencies or unprofessional conduct to their attention and assist in correcting inappropriate behavior or unsatisfactory work performance.

It is important to understand, however, that employment with the Library is not for a fixed term or definite period, and may be terminated by the employee or the Library at any time, with or without application of progressive corrective action.

9.9 Personal Appearance / Dress Code

Cleanliness and good personal hygiene are expected of all employees, and it is required that staff dress in neat, clean, and appropriate clothing. Employees must dress in clothing suitable to their position. Our staff and the services provided are professional in nature. Therefore, choices in clothing and footwear must reflect the professional standard set and expected by the Library.

No dress code can cover all contingencies relating to an employee's personal appearance. Therefore, employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work, please ask the Library Director.

Examples of *unacceptable* attire include, but are not limited to:

- Excessively short skirts or dresses, see-through or low-cut tops
- Sweat pants, sweatshirts, or jogging suits
- Flip-flops
- Jeans, except on designated casual days. Jeans may not be faded, torn or ragged

- Shorts above the knee
- T-shirts
- Cropped tops, tube tops, tank tops, halter tops, etc. Shirts must be long enough to tuck in or cover the waistline.
- Torn, worn or frayed clothing

Jewelry should be in good taste, with limited visible body piercing. Also, remember that some people are allergic to chemicals in perfumes and make-up so wear these substances with restraint.

If clothing fails to meet these standards, as determined by the Library Director, the employee will be asked to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Disciplinary action will be applied if dress code violations continue.

9.10 Smoking Policy

In accordance with state and local laws, smoking and/or the use of tobacco products is prohibited inside the building and within 25 feet of any library entrance, exit, window, or ventilation outlet. This policy applies to all employees, clients, contractors, and visitors.

ACKNOWLEDGMENT FORM – EMPLOYEE COPY

- 1) I hereby acknowledge receipt of the Employment Handbook.
- 2) I certify that I have read it in its entirety and understand the policies within it.
- 3) I agree to accept and follow the policies and rules as stated within the Employment Handbook.
- 4) I understand that my employment may be terminated by either party at any time, for any or no reason, with or without notice, except as set forth in the terms of a written Employment Agreement (if any) signed by the Library Board of Trustees.
- 5) I understand that the management of the Library reserves the right to unilaterally change policies, procedures and benefits described in this Employment Handbook at any time through a written statement signed by the Library Board of Trustees.
- 6) I understand that the policies described in this Employment Handbook supersede all previous policies, practices, and oral statements of the Library, its predecessors or its authorized agents.

EMPLOYEE'S SIGNATURE

Date: _____

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Date: _____

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