

Personnel Policy Manual

Iosco-Arenac District Library

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I DEFINITIONS

- a. **Full-time Employee**-An employee regularly scheduled to work at least 40 hours per week, and not covered by any other category.
- b. **Part-time Employee**-An employee regularly scheduled to work less than 40 hours per week, and not covered by any other category. Temporary employees (hired and employed for a short-term of less than one year) are included in this definition.
- c. **Branch Librarian**-A person employed by a municipal entity or library organization to have primary responsibility for the operation of a branch library.
- d. **Branch Substitute**-A person employed by the District Library to provide service in a branch library in the absence of the branch librarian, or to provide service for the District Library in the absence of a District Headquarters employee.
- e. **Non-payroll Employee**-A person whose salary is partially or totally paid by another agency.
- f. **Volunteer**-A person who is unpaid and working at a library branch or administrative headquarters.
[Volunteers do not work in place of paid library staff and are not left alone in libraries.]
- g. **Director**-A person hired by the District Library Board of Trustees as the executive of the District Library. All policies in this manual apply to the Director unless specified otherwise in a contract or work agreement. The Director has the authority to interpret these policies in keeping with the intent of the Board of Trustees.
- h. **Board of Trustees**- The governing body of the District Library with the authority to approve, amend, or delete any or all of these policies. The Board of Trustees is hereafter referred to as the Board.
- i. **Personnel Committee**-Committee of four people established to review personnel issues and make recommendations to the Board of Trustees. The Board Chair appoints three Board members. The other member is the District Director.

II PERSONNEL ACTIONS

a. Hiring

Michigan Law prohibits discrimination in employment based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record, sexual orientation, or disability. A library employee is selected on the basis of qualifications required by the position.

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The Director hires all library headquarters personnel.

The local governing authority hires branch librarians and their staff. The District Director will provide assistance during the recruitment process at the request of the local governing authority.

The Director, with the approval of the branch librarian and the local governing authority, hires branch substitutes. Some branch substitutes are also employed by the unit of government.

Positions to be filled at District Headquarters will be posted for at least five working days. An applicant must submit a library application form by the posted deadline in order to be considered for a position. The District will not necessarily retain application forms of the unsuccessful applicants for a period of longer than three years after the selection process.

A full-time or part-time employee of the District interested in applying for a posted position must notify the Director, in writing, prior to the posted application deadline to be considered a candidate, but would not be required to complete a new application form, unless an existing application is more than three years old.

b. Wages and Payroll

Wages and payroll for branch librarians and non-payroll employees are determined by the agency paying those wages.

The Board negotiates and determines starting wages and wage schedules for headquarters employees with input from the Personnel Committee and the District Director.

-Payroll checks are distributed on Thursday following the end of the pay period.

-If District Headquarters is closed to observe a holiday, paychecks may be distributed one or two days prior to the Thursday.

-If District Headquarters is closed due to inclement weather or hazardous working conditions the paychecks may be distributed on the next working day.

-Branch librarians and branch substitutes will have their stipends/paychecks mailed to them on the day of distribution or may make prior arrangements to pick up their checks on the day of distribution or have their checks sent in the next scheduled District delivery.

-District Headquarters employees who are on leave may arrange to have their paychecks mailed.

-District Headquarters employees who are not scheduled to work on a payday may arrange to pick up their paychecks during regular District hours.

-Paychecks not picked up on payday will be held for the employees.

A paycheck will not be distributed to anyone other than the employee without the prior approval of the Director or the Administrative Assistant/Bookkeeper.

An employee may arrange for payroll deduction with the Director or the Administrative Assistant/ Bookkeeper.

c. Performance Evaluation

District Headquarters employees will receive formal written performance evaluations at least once per year.

Non-payroll employees will receive performance evaluations according to the requirements of the hiring agency.

d. Disciplinary Action and Dismissal

The Director is authorized to administer disciplinary action and dismiss full-time and part-time Headquarters employees, branch substitutes, and non-payroll employees from employment. The Director and the Board can recommend disciplinary action and/or dismissal for a branch librarian to the appropriate hiring authority. The

Board can impose disciplinary action and/or dismissal of the Director within the limitations of a contract or work agreement.

Employees are subject to disciplinary action and/or dismissal for willful failure to successfully complete duties identified in current job descriptions, for actions that cause or have potential to cause injury or harm to property or person, for unexcused absence or excessive tardiness, and for any other actions detrimental to library operations.

When disciplinary action is required, the Director will give a verbal warning to the employee and indicate how the employee must improve. The employee will then be given a minimum of 30 calendar days to improve performance or correct actions. If, after the 30 days, the employee is still not functioning at a satisfactory level, the Director will give a written warning that disciplinary action and/or dismissal will result if satisfactory improvement does not occur within 30 calendar days. If, after 30 days, the employee is still not functioning at a satisfactory level, the Director will give further instruction and the employee will be given a two-day suspension without pay. The employee will be given 30 calendar days to improve performance. If, after the 30 days, the employee still is not functioning at a satisfactory level dismissal will result.

If the same behavior or the same unsatisfactory performance that caused the original warning occurs again, the dismissal process will be considered still in effect. If the employee exhibits performance or behavior problems that do not relate to the original condition, the disciplinary action process must begin again with a verbal warning.

The Director is authorized to immediately suspend an employee without pay if the Director determines that the employee's actions could lead to personal injury or property damage. The Director will then request an emergency meeting of the Board to decide if disciplinary procedures should be waived and the employee dismissed immediately. The employee will be notified of the date, time, and location of the meeting, and has the right to attend the meeting and address the Board in closed session or in open session. If the employee is not dismissed, back wages based on the employee's regular schedule will be paid for lost wages resulting from the suspension. The back wages will be paid with the next payroll. If the

employee is dismissed, no compensation will be paid for lost wages resulting from the suspension.

An employee may submit a written appeal to the Board after disciplinary action or dismissal is decided. The Board will respond, in writing, to the appeal request within 40 calendar days. The decision of the Board is final and binding on the employee, the Director, and the Board.

e. Grievances

A grievance is a complaint about perceived unsatisfactory working conditions or unfair treatment of an employee or group of employees. An employee should discuss the complaint with the Director within one week of the time a grievance arises. If the grievance is not resolved, the employee can submit a written complaint to the Director within one week after discussing the complaint with the Director. The written grievance must include a statement of the facts causing the grievance, names of the persons involved, resolutions desired, and the signature(s) of the employee(s) submitting the grievance. The Director may choose to respond to the grievance in writing and/or refer the grievance to the Personnel Committee. If the grievance cannot be settled between the Director and the employee(s), the employee(s) can submit all documentation to the Personnel Committee. The Personnel Committee may choose to hear the grievance and/or refer the grievance to the Board. Before the matter is resolved, all parties involved in the grievance shall have the opportunity to express facts, state opinions, rebut charges against them, and rebut information provided by others. The decision of the Board is final and binding on the employee, the Director and the Board.

f. Resignations

Full-time and part-time employees are encouraged to give at least two weeks written notice to the Director prior to resignation. The notice must include the last date of employment, notification of any corrections in address, and the signature of the resigning employee.

After the resignation notice is submitted, the employee will be given information about the retirement fund and the continuation of health benefits where applicable. The final paycheck, including pay for

accrued benefits, but excluding retirement funds, will be prepared for the first payroll date following the employee's last day of employment.

Non-payroll employees and branch librarians should give as much notice as possible to the Director of an impending resignation, but need to follow the requirements of their own hiring authorities.

A branch substitute should notify the branch librarian and the District Director at least two weeks prior to resignation.

g. Retirement

Enrollment in the retirement plan is effective on the first day of the month following completion of three months of employment. Eligibility and the amounts of the District's contribution are outlined under Benefits in this manual.

Full-time and part-time employees, including the Director, are required to give at least one month written notice of retirement and encouraged to give longer notice if possible. The Director, as specified in a contract or work agreement, may be required to give longer notice.

h. Inclement Weather and Hazardous Working Conditions

When extreme weather conditions or hazardous working conditions exist, the Director or other authorized person may close District Library Headquarters. Employees regularly scheduled to work at District Library Headquarters will be paid for the time they were regularly scheduled to work during the time the building is closed. Employees who are absent due to annual leave, sick leave, or other approved leave will not lose annual leave, sick leave or other approved leave during the time the building is closed.

Employees not reporting to work, due to inclement weather or other conditions, when District Library Headquarters is open will be required to use annual leave, take leave without pay, or make up the time not worked.

The closure of District Library Headquarters does not necessarily result in the closure of library branches. The determination to close a library branch is decided by the governing authority. The policy of the

governing authority determines if a branch librarian is paid for that time the library branch is closed.

Branch substitutes are not paid for scheduled time that a library branch is closed.

Branch librarians are not paid for librarian meetings at District Library Headquarters that are cancelled due to inclement weather or hazardous building conditions.

i. Death of an Employee

When a District Headquarters employee or contractual worker dies, the District will pay wages due, including accrued annual leave and longevity pay, to the employee's designated heirs or estate. The District will require proof of legal heirs before payment.

j. Nepotism

No Iosco-Arenac District Library employee is permitted to supervise/direct another District Library employee who is a member of the same family.

III PERSONNEL RECORDS

a. Retention Schedule

The District will retain employee applications for employment, performance evaluations, commendations, written disciplinary action, resignation/retirement notices, payroll information and other relevant records for a period of at least seven years after the last date of employment unless longer retention is required by Federal or State law.

b. Access to Records

The Director has access to all personnel records. Current Board members have access to all personnel records when Board action is required, and with the prior knowledge of the Director. An employee has access to his or her personnel records. Requests for access must be made in writing to the Director.

IV CONDITIONS OF WORK

a. Hours and Breaks

The normal work hours at District Headquarters are 8:00 a.m. to 4:30 p.m. Monday through Friday. Employees at District Headquarters may be regularly or temporarily scheduled to work hours other than normal work hours. The Director is authorized to approve flexible work hours for employees.

Employees working more than five hours are required to take a minimum of a one-half hour unpaid break.

An employee who works a block of time more than 3 hours in duration can take a 15-minute break of paid time. No breaks may be taken during the first 30 minutes or during the last 30 minutes of the workday, nor can breaks be accumulated. An employee who chooses to “skip” a break does not receive extra compensation or compensatory time. The Director may make prior arrangements with an employee who, because of work circumstances, misses a break.

Branch librarians and branch substitutes work hours according to the demands of the branch hours of operation, scheduled meetings, and required training. Branch librarians and branch substitutes should consult their governing authorities about policies regarding hours and breaks.

b. Compensatory Time and Overtime

The Director is authorized to approve compensatory time and overtime for all employees except non-payroll employees and branch librarians. Compensatory time and overtime will not be given to an employee who works beyond scheduled hours without the permission of the Director.

An employee who is required to work more than 40 hours per week will be compensated for the extra time with one and one-half of the amount of time over 40 hours per week. An employee must schedule use of compensatory time with the Director. Employees must use compensatory time within two weeks unless otherwise approved by the Director.

A time sheet will be provided for compensation time accumulated and used by the Director. The time sheet will be maintained and kept in the Director's office. The time sheet will be available to the Board at any time. All of the Director's accumulated compensation time must be used within 6 months of acquisition.

c. Standards of Conduct

District Headquarters employees are expected to behave professionally whenever on the payroll. District Headquarters employees are expected to show respect to library customers, fellow co-workers and, during all other contacts whenever on the payroll. District Headquarters employees are expected to present an appearance and behavior that reflects well on the District.

d. Harassment Policy

Purpose: To maintain a quality work environment for all employees or potential employees of the District Library so that they may work free from intimidation, humiliation, insult, and/or offensive physical or verbal abuse, the Iosco-Arenac District Library Board of Trustees adopts the following order against all forms of sexual, ethnic, racial, and/or religious harassment.

Statement/Procedure: Sexual, ethnic, racial and religious harassment is an offense against the District Library and against an employee or group of employees. Offenses refer to physical, verbal or implied actions that have the purpose or effect of creating a hostile, offensive or intimidating work environment and/or have an ethnic, racial, religious or sexual basis. Examples include but are not limited to: unwanted physical contact of a sexual nature; sexual, racial, religious, or ethnic joke, comment, insult, cartoon or innuendo; and/or other personal conduct or mannerism construed as offensive.

It is the position of the Board to take affirmative action to prevent such unwanted conduct and to deal with all incidents and complaints in a fair, impartial, and speedy manner. All complaints or incidents will be investigated. Any employee believing that he/she is or has been a victim of harassment should contact the Director or Board Chairman. Nothing in this policy prevents an employee from directly contacting legal counsel or the District Personnel Committee.

It is each employee's responsibility to abstain from all forms of harassment and unwanted conduct. All employees who violate this policy will be subject to disciplinary action up to and including dismissal.

e. Continuing Education

All District Headquarters employees are encouraged to increase their knowledge about their jobs through continuing education. The Director and/or the Board may pre-approve full or partial payment of expenses for an employee to attend conferences, workshops, internships, courses, or other educational opportunities related to their jobs.

An employee may be required by the Director and/or the Board to attend meetings, workshops, classes and/or other educational activities.

f. Safety

All employees are required to perform job duties in a safe manner. Precautions must be taken by all employees to prevent accidents, injury, and damage to property.

All accidents, whether or not they result in injury or damage, must be reported to the Director within 24 hours.

g. Keys

Employees are responsible for all library keys in their possession. The return of all keys before termination of employment is required. Keys kept in designated areas of the library must be returned immediately after use.

h. Staff Room

The staff room is provided for the use of employees during breaks and lunch. Employees are responsible for properly using all appliances and for keeping the staff room neat and clean.

Employees can use items in the staff room purchased by or donated to the District Library (such as dishes, pots and pans, utensils, etc.). Cleaning supplies (such as paper towels, dishwashing liquid, soap, etc.) are provided by the library.

i. Smoking, Alcohol, and Drugs

Smoking is not permitted in any area of the District Library Headquarters building. Smoking is not permitted in District Library vehicles. Local governing authorities have designated branch libraries as non-smoking areas.

The Drug and Alcohol Free Workplace Policy

The Drug-Free Workplace Act of 1988 requires the Iosco-Arenac District Library to certify that it operates a drug-free workplace. To comply with the Drug-Free Workplace Act of 1988 the Iosco-Arenac District Library takes the following policy actions:

1. All employees are hereby notified that distribution, manufacturing, possession, or use of a controlled substance or alcohol is prohibited in the workplace. Violations of this policy shall be sanctioned according to the disciplinary provisions contained in the Iosco-Arenac District Library Personnel Policies Manual and/or in conjunction with Federal, State and local laws.
2. All existing employees and future employees are hereby notified that as a condition of employment the employee must abide by the terms of the above policy statement. In addition, the employee agrees to notify the Director of the Iosco-Arenac District Library, or in his or her absence the Chair of the Iosco-Arenac District Library Board, of any criminal drug statute conviction no later than 5 days after such conviction has occurred.
3. All employees are hereby notified that awareness programs are available through various substance abuse prevention and treatment departments. These programs provide employees with education about the dangers of drug and alcohol abuse in the workplace, and information regarding substance abuse counseling services available. This program has the following elements:
 - a. Dangers: It is the Iosco-Arenac District Library's position that drug and alcohol use in the workplace poses numerous hazards to patrons, employees and the organization. Further, drug and alcohol abuse is one of the most common and serious health problems facing the U.S. For these reasons the Iosco-Arenac District Library strives to maintain a drug and alcohol-free workplace as per the terms of the Drug-Free Workplace Act of 1988.
 - b. Policy: The Iosco-Arenac District Library's policy is to maintain a drug and alcohol-free workplace as defined by the

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- various terms of the 1988 Drug-Free Workplace Act. These terms include the library's policies as specified in this statement.
- c. Substance Abuse Counseling: Substance abuse counseling services can be obtained directly or by referral. Employees can obtain, at their own expense, substance abuse education, assessment, or outpatient treatment services from any area hospital. Services can be requested directly by the employee.
 - d. Penalties: Violators of this policy shall be sanctioned according to the disciplinary provisions of the Library's personnel policy. These disciplinary provisions may include written reprimand, written notification of needed performance improvements and a time period for improvement, or immediate termination of employment. The Director of the Iosco-Arenac District Library can initiate disciplinary actions.
4. The Iosco-Arenac District Library agrees to take one of the following actions within 30 days after receiving notice as specified in #2 with respect to any employee who is so convicted:
 - a. Take appropriate personnel action against such an employee, up to and including termination; or
 - b. Require such employee to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency. Such referral, evaluation, treatment and testing will be at the employee's expense.
 5. The Iosco-Arenac District Library reserves the right to require employees to submit to tests, which may include urinalysis and/or a blood test, to determine the presence of illegal drugs or alcohol, in connection with investigations of work rule violations and other instances where there is reasonable suspicion to believe that the Drug and Alcohol-Free Workplace policy has been violated.
 6. The Iosco-Arenac District Library agrees to make a good faith effort to continue to maintain a drug and alcohol-free workplace through the implementation of the above policies. Federal, State, and local law govern the policies of the Iosco-Arenac District Library.

j. Personal Book Orders

District employees, branch library staff, or members of the District Library Board may place personal book, audiocassette, and videocassette orders through the Iosco-Arenac District Library staff

accounts. The discount received by the library, per the vendor, will be passed on to the employee or Board member. All personal orders are subject to taxation and all invoices must be paid to the Director before receiving the item(s) ordered. Personal book orders are not part of the District Library budget. Personal book orders are not for patron purchasing.

k. Use of Vehicles

A District Library vehicle may be available for employee use for work-related travel. Employees are responsible for the safe and legal operation of library vehicles. Accidents involving a library vehicle must be reported to the Director as soon as possible.

When a library vehicle is not available, an employee may be asked to use a personal vehicle for work-related travel. The employee will be compensated at the current mileage rate as periodically determined by the Internal Revenue Service. The employee is responsible for keeping an accurate written record of miles traveled in the personal vehicle. The Director is authorized to approve or deny mileage compensation for the use of a personal vehicle when prior approval has not been given.

l. Jury Duty

An employee who is obligated to serve as a juror or as a court witness will receive full pay. The employee must present proof of jury duty, subpoena, and fees received to the Director before pay will be made for the time absent from work.

District Headquarters employees who have scheduled annual leave, sick leave, or other approved leave will not lose annual leave, sick leave or other approved leave during the time absent from work for jury duty or court appearance.

Non-payroll employees and branch librarians should contact local governing authorities about policies regarding jury duty and court appearances.

m. Military Duty

An employee on leave for military service in the Armed Forces of the United States will be reinstated with the library upon completion of

military service, in accordance with the requirements of applicable Federal law.

n. Whistleblower Policy

Whistleblower protection is mandated by Michigan law. Iosco-Arenac District Library requires the Board of Trustees and all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. It is contrary to the values of the Iosco-Arenac District Library for anyone to retaliate against any board member, employee or volunteer who in good faith reports an ethics violation or suspected violation of law or regulation governing the operations of the District Library. Retaliation against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. The Chairperson of the District Library Board of Trustees is designated as the person to receive, investigate and respond to reported violations that are submitted in writing. Anyone filing a written complaint concerning a violation or suspected violation must have reasonable grounds for believing the information disclosed indicates a violation. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

V BENEFITS

The District Director has the same benefits as full-time District Library Headquarters employees unless otherwise stipulated in a contract or work agreement.

a. Annual Leave

Full-time and part-time District Library Headquarters employees earn but cannot use annual leave during the first three months of employment. The first month of employment, for the purpose of calculating annual leave, is the first calendar month that the employee works a majority of a month's regular schedule. Thereafter, annual leave is earned by the calendar month and recorded per payroll.

From three months through five years of employment, full-time employees earn eight (8) hours of paid annual leave per month. After completion of five years through eleven years of employment, full-

time employees earn twelve (12) hours of paid annual leave per month. Once eleven years are completed, full-time employees earn fifteen (15) hours of paid annual leave per month.

Part-time employees earn annual leave at a proportionate rate to full-time employees based on the number of hours the part-time employee is regularly scheduled to work per week. Temporary employees do not receive annual leave pay.

Annual leave cannot be accumulated for more than a twelve-month period of time without the approval of the Director.

Annual leave can be used as it is earned, subject to the staffing needs of the District Library. Employees should have annual time approved by the Director as far in advance as possible.

Full-time and part-time employees will receive pay for all unused annual leave at time of retirement or resignation. Employees will earn full annual leave for the last month of employment if the time worked during the last month is greater than the time not worked, based on the employee's regular schedule. Annual leave balances are not calculated as hours worked.

If an employee changes status from full-time to part-time or from part-time to full-time, or if the number of scheduled hours increases or decreases, annual leave will be earned during the first month of the change based on the rate that was in effect for the majority of the days during the calendar month.

An employee on long-term leave of absence does not earn annual leave. The full month's annual leave will be earned by an employee going on or returning from a long-term leave of absence if the employee is on a long-term leave of absence less time during the calendar month than he/she works or is on paid leave.

Annual leave will continue to accrue for short-term leaves of absence.

Branch substitutes and non-payroll employees are not eligible for annual leave. Contractual workers receive only those benefits specified in a contract or work agreement. Provisions for branch

substitutes working during a branch librarian's annual leave are explained in Section VI.

b. Personal Days

Three (3) personal days are given to each full-time employee per calendar year after completion of one year of employment. Personal days do not accrue. No compensation is given for unused personal days at termination, retirement, resignation or death. Employees electing to use personal leave must notify the library in advance. Personal leave must be used as whole days in eight-hour blocks.

c. Leaves of Absence

A short-term leave of absence, not to exceed five consecutive workdays, can be given at the discretion of the Director to full-time and part-time employees. During short-term leaves of absence, employees continue to be eligible for benefits and continue to accrue annual leave and sick leave according to their regular schedule of work.

A long-term leave of absence, for a time period longer than five workdays but shorter than twelve months, can be given at the discretion of the Director to full-time and part-time employees. Annual leave and sick leave do not accrue during a long-term leave of absence, but other benefits may be continued at the employee's own expense. Accumulated annual and sick leave must be used before a long-term leave of absence takes effect.

All leaves of absence are without pay. Leaves of absence should be requested as far in advance as possible. The Director is authorized to approve, disapprove, and set conditions on leaves of absence. Any employee who obtains paid employment during a leave of absence without the prior approval and knowledge of the Director, is automatically dismissed from employment at the library effective the date of the leave of absence.

d. Sick Leave

Full-time and part-time District Library Headquarters employees earn but cannot use sick leave during the first three months of employment. The first month of employment, for the purpose of calculating sick leave, is the first calendar month that the employee works a majority of

a month's regular schedule. Thereafter, sick leave is earned by the calendar month.

Sick leave may be used, as earned, for illness or injury that prevents an employee from performing job duties effectively or endangers other employees, for employee's maternity or paternity leave, and for medical or dental visits for the employee or immediate family members. Immediate family members include spouse, children, parents, and/or any other person considered a legal dependent of the employee.

Full-time District Library Headquarters employees earn 8 hours of sick leave per month for each calendar month that the time worked is greater than the time not worked, based on the employee's regular schedule. Time worked, for the purpose of calculating sick leave, includes paid leave.

Part-time employees earn sick leave at a proportionate rate to full-time employees based on the number of hours the employee is regularly scheduled to work per week. Temporary employees do not receive sick leave pay.

Sick leave may be accumulated to a maximum of 720 hours. Employees will not be compensated for unused sick leave at time of termination, retirement, resignation or death. Employees cannot use sick leave in advance of earning it.

Employees are required to inform the Director, as far in advance as possible, about medical and dental appointments that require the use of sick leave. Employees are required to notify the library as soon as possible about inability to report to work.

The Director may request a physician's certification of inability to work or necessity to care for another before sick leave is approved. The Director is authorized to determine reasonable use of sick leave. The Director is also authorized to deny use of sick leave if there is reasonable cause to suspect abuse of the sick leave policy.

Provisions for branch substitutes working during a branch librarian's use of sick leave are explained in Section VI BRANCH LIBRARIANS.

Branch substitutes and non-payroll employees are not eligible for sick leave. Contractual workers receive sick leave only if specified in a contract or work agreement.

e. Funeral Leave

Employees are entitled to paid leave for a reasonable length of time (not to exceed three (3) days) to make arrangements for the funeral or memorial service of a spouse, child, parent, brother, sister, grandparent, grandchild, dependent, or other close relative or friend. Personal days, sick leave and/or annual leave may be used for any additional days needed.

f. Holidays

Full-time District Library Headquarters employees are granted ten paid holidays per year. Employees must be on the payroll at the time of the holiday to be paid for the holiday. Employees on long-term leaves of absence will not be paid for holidays during the leave.

Library Holidays include:

- January 1 (or the day designated for January 1 if January 1 is on a weekend)
- Presidents Day
- Memorial Day
- July 4 (or the day designated for July 4 if July 4 is on a weekend)
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- December 25 (or the day designated for December 25 if December 25 is on a weekend)
- One additional holiday near December 25
- One additional holiday near January 1

The Director, with input from District Headquarters employees, designates the days each year that the holidays will be observed. Holidays must be taken on designated days unless approved by the Director.

Part-time employees will receive paid holiday hours based on the number of hours they are regularly scheduled to work if the holiday falls on a regular work day. Temporary employees do not receive paid holidays.

Branch librarians are governed by the holiday policies of their local governing authorities. Branch substitutes and non-payroll employees are not eligible for paid holidays. Contractual workers receive paid holidays only if specified in a contract or work agreement.

g. Health Insurance

All full-time District Library Headquarters employees and employees regularly scheduled for 30 or more hours per week are eligible for health insurance benefits. The effective date for coverage of new employees is determined by the new hire agreement made with the insurance carrier.

The District pays the full premium costs of basic health care (defined by law as meeting certain standards) coverage for the employee, not to exceed the “capped” premium limits imposed by the State of Michigan and subject to the rules of The Patient Protection and Affordable Care Act of 2010 and any revisions.

The District pays the health insurance premium for every month an eligible employee is enrolled in the insurance program and the employee is on the payroll for at least five days of the employee’s regular schedule of work time or paid leave.

An eligible employee is compensated, at a rate of \$450.00 per completed quarter year (first payroll of January, April, July, and October), if electing to not participate in the insurance program. Evidence of basic medical insurance coverage for the employee under another plan is required to take this option.

All full-time employees are compensated, at a rate of \$80.00 per completed quarter year (first payroll of January, April, July, and October), in lieu of a disability benefit.

Employees are given information about health insurance coverage at the time of eligibility, and are encouraged to read the information

carefully. Additional information is available from the health insurance carrier.

h. Retirement

All full-time District Library Headquarters employees are eligible for retirement benefits. Enrollment in the plan is effective the first day of the month following completion of three months of employment.

The District contributes to the retirement plan on behalf of the employee for gross wages received during the prior period January 1-December 31 of each year. If the employee receives wages of \$999.99 or less, the District contributes \$100.00 to the plan. If the employee receives from \$1,000.00 to 1999.99 the District contributes \$200.00. The District increases its contribution by \$100.00 for every increment of \$1,000.00 earned. Gross wages includes all taxable income.

The District pays the Annual Plan Administration Fee and any fees mandated by the plan sponsor.

For employees who resign or retire, the District will contribute to the retirement plan based on the gross wages earned, including pay for unused annual leave and longevity earned, from January 1 through the last day of employment. Payment to the plan sponsor will be made with the first payroll following the last day of employment.

Employees are given information about the plan prior to enrollment, and are encouraged to read the information carefully. Additional information is available on request.

i. Longevity Pay

All full-time District Library Headquarters employees are eligible for longevity pay starting at the completion of five years of employment with the District.

An annual payment is made to eligible employees based on the wages earned during the calendar year of the payment distribution. Wages up to and including \$10,000.00 are used to compute longevity.

Employees who complete five through nine years of employment receive 2% of wages earned up to \$300.00. Employees who complete

more than nine through fifteen years of employment receive 4% of wages earned up to \$500.00. Employees who complete more than fifteen years of employment receive 6% of wages earned up to \$700.00. The District Director's longevity pay is determined by contract as approved by the Board.

Employees who resign or retire and who are eligible for longevity will receive longevity pay based on the gross wages earned, including pay for unused annual leave, from January 1 through the last day of employment.

Distribution of longevity pay is made on the first pay date on or after December 1, or with the final paycheck for an employee.

j. Worker's Compensation and Unemployment Insurance

District employees who are absent from work due to work-related injury or work-related illness and who are eligible, by law, for Worker's Compensation will receive normal wages from the District for initial days of absence not covered by Worker's Compensation.

If the Worker's Compensation is less than the employee's full weekly wage, the employee may use accumulated sick and/or annual leave to supplement the Worker's Compensation benefits up to an amount, which provides the employee's normal weekly wage.

Branch substitutes are eligible for Worker's Compensation.

All District Library employees are covered by unemployment insurance, as required by law.

VI BRANCH LIBRARIANS

a. Leave

The District will pay the wages of a branch substitute for a maximum of four weeks each year to allow the branch librarian to use leave for vacation, meetings not required by the District Library, sickness, funeral or other leave approved by the local governing authority. A week is defined as the number of hours the branch librarian is scheduled to work or the number of hours the branch library is scheduled to be open to the public (from Sunday-Saturday) whichever

is fewer (not to exceed 40 hours). The District does not pay for substitutes for branch staff other than the branch librarian. Leave allowances are calculated on a calendar year basis.

The branch librarian must follow the policies of the governing authority as to the use of and payment for leave.

Leave time is allocated to a specific branch library and not to a specific branch librarian. If a change in staff occurs during the year, the unused balance applies to the new staff. Leave for the year is available from January 1 through December 31. Unused leave at the end of the calendar year will be cancelled. No carryover or payment for unused leave is permitted.

To initiate payment for a branch substitute, the branch librarian and the branch substitute must complete and sign a time sheet. The time sheet must include the name of the branch substitute, the dates and number of hours worked, and a reason for use of the branch substitute.

Payment for the branch substitute will be distributed to the branch substitute on the first payroll following receipt and processing of the time sheet. Time sheets must be sent in within 15 days of the time worked.

When branch hours increase or decrease during a calendar year, leave balances are adjusted and pro-rated based on the number of months the new hours and the old hours are in effect.

If a governing authority authorizes more than four weeks of leave for a branch librarian, the branch substitute will be paid by the District and the District will invoice the governing authority. These invoices will be sent once a year in January.

b. Meetings and Workshops

The District will pay branch librarians for time spent attending District-approved meetings and workshops at a rate of pay determined periodically by the Board. Substitutes will be paid, if needed, and travel costs may also be approved.

c. Duties and Responsibilities

The District will provide a document entitled **Branch Library Manager (Branch Librarian) Expectations of the Iosco-Arenac**

District Library (EXHIBIT 1), approved by the Board of Trustees, to library branch managers and units of government. The document is a guideline list of the job functions the District has identified for the operation of individual branch libraries and the District as a whole. A copy of the document may be requested by contacting the District Director.

VII VOLUNTEERS

Iosco-Arenac District Library will only consider open library hours staffed by paid local governing body employees as being eligible for distribution or allocation of time, resources, materials, reporting, and funding. An **“Acknowledgment and Acceptance of Duties and Responsibilities” (EXHIBIT 2)** form must be signed by all branch library and District volunteers who work with information that may involve issues of patron confidentiality (including but not limited to patron registration, check-in and check-out of materials, searching overdues and requests, and any other activity that enables a volunteer to match a card number with a patron). The form may be requested by contacting the District Director.

All personnel policies are subject to Federal, State, and local laws and rules.

A written Personnel Policy Manual and a Policy Manual is approved by the District Library Board of Trustees, is given to every District Library staff person, and is posted on the District website. Each Library Branch will be provided with a printed copy for branch library staff, volunteer and public use in the library. The branch library copy does not circulate. Copies may be requested from the District Director for a fee of \$.25 per page.

**Branch Library Manager (Branch Librarian)
Expectations of the Iosco-Arenac District Library**

Below is a list of those functions, identified by Branch Librarians and District staff, critical to the smooth operation of the District and the individual Library Branches. The efficient provision of District services to Branch Library patrons depends on the administrative support of each Branch Librarian. The following “expectations” of the District are strongly recommended to all units of Government who operate Branch Libraries and pay the wages and benefits of Branch Library personnel. The function list is an attempt to assist those Branch Librarians and/or units of Government who have questioned the District or sought job description development information from the District. Branch Librarians are not employees of the District (however, for Standish, an arrangement exists that allows some managerial rights to the District) and it is understood by the District that only the employer may develop or approve formal job descriptions. As with all District Library Policy, the policies or procedures of the employing unit of government prevail.

Public Service Functions

Assist patrons and help them locate materials and information they need (telephone, e-mail and in-house)

- *Conduct reference interviews
- *Educate patrons on the use of library resources
- *Physically assist patrons by walking to and retrieving resources wherever possible
- *Refer questions to other resources, as needed, including contacting District reference staff
- *Convey a friendly, professional attitude, treating all library users with equal courtesy and consideration

Circulate library materials following District policies and procedures

- *Accurately check in and check out materials
- *Renew materials
- *Require that patron library cards be used to check out material

Request Interlibrary Loan materials from District and fill District requests for other libraries

- *Search databases, compile information, and verify accuracy
- *Determine if material is in circulation, on shelf, lost, or not in house

*Approved and Adopted at the Regular Board Meeting of the
Iosco-Arenac District Library Board of Trustees July 11, 2013
Effective July 11, 2013*

- *Tag or flag materials in circulation or place requests using Horizon automated requesting
- *Notify patrons when material is received for them
- *Send all overdue notices/invoices from libraries outside of District to District Headquarters

Register library patrons for library cards

- *Verify address and other personal information with patron supplied documentation
- *Renew and replace library cards
- *Communicate with District about problems, concerns and errors

Collect from library patrons those fines and fees required by District policy

- *Overdues
- *Lost or damaged materials and/or library cards
- *Use of equipment

Review collection regularly and keep collection updated to meet local interest and demand

- *Document patron requests for subjects and communicate needs to the District

Participate in the planning and execution of library programs

Communicate library news and activities to patrons

Collection Maintenance Functions

- *Assist District with inventory tasks when requested
- *Check all materials for accuracy when received, and notify the District when errors are found

Shelve books and keep shelves in good order

- *Use alphabetical and Dewey number filing protocols
- *Regularly “read” shelves

De-select materials (“weed”) on a regular basis

- *Consider space limitations
- *Watch for duplication of title
- *Watch for damaged and/or worn materials

Route books and materials according to routing schedule and using the District delivery system

- *Notify the District when problems or errors are found

Select titles to be ordered using the Branch Library Allowance Fund following the deadlines and procedures established by the District

Request library operating supplies from District when needed

- *Use “local funds” for those items not provided by the District

Administrative Functions

Handle local publicity and public relations for the branch library

- *Communicate with the District Director for advice and assistance

- *Communicate with primary unit of government for approval

- *Develop a positive and professional relationship with local media

Communicate regularly with the District Director and other District staff about local concerns and needs

Keep documentation of communications with patrons, other libraries, and the District

- *Overdues

- *Materials sent for requests, repairs, error correction or problem resolution

- *Interlibrary Loan materials

- *Patron notifications

- *Patron complaints and problems

Collect statistics and prepare reports

Attend meetings and workshops

- *Seek approval from primary unit of government

- *Earn Continuing Education Units (CEU) approved by the Library of Michigan

- *Network with other Library Managers and Librarians

Evaluate library services, programs, and collections and make suggestions to the District Director

- *Participate in planning activities to improve library services

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Communicate library news and information to local government officials and library supporters

Recognize, utilize and enforce library policy and procedure

*Communicate with District Director any questions or concerns

Train District substitutes to effectively handle basic Library functions including (but not limited to) circulation of materials, basic reference assistance, issuing patron library cards, collecting fines and fees, requesting materials for borrowers, completing daily pull lists, shelving materials, and rotation of materials

*Seek approval from primary unit of government

*Develop written procedures to assist the substitute

Approved by the Iosco-Arenac District Library Board of Trustees July 11, 2013, for distribution to primary units of Government and Branch Library Staff.

**ACKNOWLEDGMENT AND ACCEPTANCE OF DUTIES AND
RESPONSIBILITIES**

_____ *Library – Iosco-Arenac District Library*

I, _____, hereby
acknowledge that I am a Volunteer with the
_____ Library, being a part of the Iosco-Arenac
District Library system, and in such capacity I may from time to time be
privy to and/or entrusted with matters pertaining to patrons or otherwise
which are of a private and confidential nature; I have read and understand
those matters set forth within that document entitled “The Volunteer’s
Rights and Responsibilities” which has been provided to me along with
other information pertaining to my role as a Volunteer.

I acknowledge and agree to at all times, without limitation:

1. To keep, respect and maintain the confidences of the
_____ Library, as well as those of the recipients of
the Library’s services (patrons);
2. To accept an assignment with only as much responsibility as I can
handle;
3. To fulfill my commitment and/or notify my supervisor early enough
that a substitute can be found, if necessary;
4. To faithfully follow and adhere to all guidelines established by the
Library, and to follow instructions given to me by the Librarian;
5. To decline work not acceptable to me; to not allow biases to interfere
with my job performance; to not pressure or coerce any patron to
accept my own standards relative to the function or services of the
Library;
6. To use my time wisely, and to not interfere with or impede the
performance of others;

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7. To continue as a Volunteer only as long as I can be useful and productive to the Library and its patrons;
8. To refuse any gift, tips or other compensation, excepting instances in which a patron offers something of nominal or “token” value as a gesture of appreciation;
9. To use sound and reasonable judgment in making decisions when there reasonably appears to be no guideline, policy or instruction on the subject established and/or communicated to me;
10. To provide constructive and meaningful feedback, suggestions and recommendations to the Librarian and other Library staff if same may reasonably tend to increase the effectiveness or quality of the Library program and/or its services;
11. To be considerate and respect the competencies of, and to cooperate with, the Library staff.

IN ACKNOWLEDGMENT of the foregoing, I have hereunto affixed by hand and seal this _____ day of _____, 20__.

Signed in the presence of:

By:

Printed name:

Printed Name:

Witness

Reviewed and Approved:

IOSCO-ARENAC DISTRICT LIBRARY
By Stephanie Mallak Olson, Director

*Approved and Adopted at the Regular Board Meeting of the
 Iosco-Arenac District Library Board of Trustees July 11, 2013
 Effective July 11, 2013*

**Acknowledgement of Receipt of the Iosco-Arenac District Library
Personnel Policy Manual**

I CERTIFY THAT I HAVE RECEIVED A COPY OF THE IOSCO-
ARENAC DISTRICT LIBRARY PERSONNEL POLICY MANUAL.
I UNDERSTAND THAT FAILURE TO FOLLOW THE TERMS OF
THESE POLICIES MAY BE GROUNDS FOR DISCIPLINARY
ACTION UP TO AND INCLUDING TERMINATION OF MY
EMPLOYMENT OR APPLICATION FOR EMPLOYMENT. I
AGREE TO COMPLY WITH FEDERAL, STATE, AND LOCAL
LAWS OR RULES.

EMPLOYEE
NAME _____

EMPLOYEE
SIGNATURE _____

DATE
SIGNED _____

WITNESS
SIGNATURE _____

DATE
SIGNED _____