

BRANCH DISTRICT LIBRARY SYSTEM

**PERSONNEL POLICIES
MANUAL**

FOR HOURLY EMPLOYEES

EFFECTIVE DATE

December 1999

REVISED: JANUARY 2002

REVISED: MARCH 2004

REVISED: AUGUST 2004

REVISED: FEBRUARY 2006

REVISED: JUNE 2007

REVISED: JANUARY 2010

REVISED: JULY 2010

REVISED: NOVEMBER 2012

REVISED: SEPTEMBER, 2013

REVISED: OCTOBER 2013

REVISED: NOVEMBER 2013

An Equal-Opportunity Employer

Dear Employee,

This personnel policies manual was written especially for you and your fellow public library employees. It will introduce you to our library and answer most of your questions about our operations and policies. The Branch District Library System Board may revise the policies

The information it contains is important to you. It includes most of the things you need to know about our library: how we work, what we expect of you, and what you can expect from us. It will be an aid to you not only during the first days of your new job but also throughout your employment.

The purpose of this manual is to provide you with a set of guidelines observed by all library employees; however, it does not represent an ironclad statement of policy. Policies are subject to change. Every day we learn more about our jobs. New methods and procedures that can enable us to better serve our patrons will be adopted to make our library an even better public service. If you have any questions after reading this manual, just ask your supervisor. We expect you to take time to study the manual carefully, refer to it often, and keep it in a convenient place for future reference when you have questions about our library. After all, it's your job and your future.

PART I. RESPONSIBILITIES OF THE STAFF

A. TOWARDS THE COMMUNITY

The primary duty of the library staff is to serve the public in a pleasant and efficient manner. All patrons regardless of sex, race, religion, or age are to be given the same high standard of service in all transactions with the library. All contacts with the public are to be handled in a friendly and courteous manner. Every employee plays an important role in developing and maintaining good public relations with your community. Each staff member has an important set of assigned duties; however, these duties should never be given priority when a patron is waiting to be served. Public service of the highest caliber is the only acceptable mode of operation for the staff.

B. TOWARDS THE LIBRARY

All employees owe a degree of loyalty to the library and should avoid making derogatory remarks about its staff, services, or policies to the general public. Any dissatisfaction should be resolved within the library setting and should be made known following the proper chain of command and the procedures set forth in this manual. Negative statements expressed by employees can only lower the public image of the library and can hinder its ability to provide good service.

C. TOWARDS THE LIBRARY BOARD

The Library Board, when in formal session, is the policy-making apparatus for the library system. Staff members should always be cordial to board members; however, individual board members expect no special treatment, nor should our staff render it.

The Library Board welcomes input from individual staff members but requests that it be directed through the chain of command.

D. TOWARDS COWORKERS

1. SUPERVISOR TOWARDS STAFF

The primary responsibility of a supervisor is to ensure the smooth and procedurally correct operations of the department for which s/he has charge. In carrying out this responsibility, the supervisor must have a clear and workable knowledge of the personnel manual and of the policies and procedures under which the library functions. It is the obligation of the supervisor to provide each employee with the following:

- a. Clear and precise job description
- b. The training necessary to perform the job
- c. The equipment and supplies necessary to perform the job
- d. A working and transferable knowledge of the policies and procedures of the library system

- e. Evaluations to advise each employee of advancement opportunities and areas of needed improvement
- f. A clear understanding of all library matters as they pertain to the employee and his/her department.

2. STAFF TOWARDS SUPERVISORS

Staff members are responsible for doing the work assigned to them by their supervisors as accurately, efficiently, and pleasantly as possible. If there is a question or complaint about an assignment, an employee should feel free to discuss it privately with the immediate supervisor.

3. STAFF TOWARDS OTHER STAFF

While carrying out the work assigned to them, staff members are expected to treat other staff with the same consideration and cooperation as shown to the public and supervisors.

PART II. PROFESSIONAL ATTITUDES AND CONDUCT

The staff owes impartial, courteous service to all patrons using the library. It is important for all members of the staff to remember that in meeting the public, they are representative of the Branch District Library System. If they are rude, careless, or indifferent, it is not they but the library that is blamed for poor service. Service is an essential part of the library organization and is the primary function of a public library system. No distinction between patrons, whether on the basis of sex, race, religion, age, or social or intellectual status, may be shown in a tax-supported institution.

Patrons have a right to expect alert and courteous service at all times. It is necessary to remember that any question that is presented is important, or a library patron would not have asked it. There is no better advertising for the library than a satisfied patron. An appearance of indifference or an attitude of superiority or amusement can undo in a single instance the goodwill that may have been built up through years of friendly relations with our patrons. Library staff members are requested, while on duty or in any way representing the library, not to voice opinions about controversial matters whether religious, political, or social.

It would be impossible to cover every aspect of professional behavior in a single document; however, the following list is to serve as a beginning frame of reference. In the absence of a written policy, the employee, when in doubt, should ask the ranking supervisor on duty. If no supervisor is present, common sense and good taste should provide a safe and harmonious solution until the Library Board approves a formal policy.

A. CONVERSATIONS

Conversations should be kept to a minimum and should never interfere with service to patrons. Loud conversations are disturbing to everyone and should be avoided. Visits to other departments should be kept to a minimum remembering that such conversation is keeping others from their work.

B. EQUIPMENT

All staff members should take care of library equipment, furnishings, and property. At the end of the day, public and private desks should be straightened, work materials put away, and equipment covered. All work areas should be maintained in a neat and orderly condition.

C. THE LIBRARY IS A SMOKE FREE BUILDING

All staff members and volunteers are asked to abstain from smoking inside the library building, including restrooms.

D. GIFTS

The library is a public institution, and its services are equally available to all. Members of the staff may not accept valuable gifts or money from patrons and/or suppliers. Staff members are permitted to accept candy and other inexpensive items.

E. GROOMING

The public image of the library is at least partially projected by the appearance of staff members. It is, therefore, very important that all employees be well groomed and properly dressed. It is assumed that an employee hired by the library will show good common sense and a maturity of self-expression. Clothing should be selected that is neither distracting to other staff members and patrons nor inappropriate for a public service employee. Clothing should be fresh and neat; the extreme or excessive is not appropriate. Final judgment of inappropriate grooming rests with the immediate supervisor.

F. EATING/DRINKING IN PUBLIC

Eating or drinking while on duty is permitted in staff areas that are nonpublic, but where you may be visible to the public. Employees working on a public service desk should not chew gum. (see IIIB)

G. PUNCTUALITY

All employees should be in the library and ready for work on time. This means arriving at the building ahead of schedule. Staff members going off duty from public desks should explain clearly and completely the work left to the staff members replacing them. If a staff member is to be absent from the duty area, the immediate supervisor or coworkers should be notified.

H. READING

A patron has a right to expect the staff to be familiar with the collection and to keep informed about new titles. Staff reading while on duty is limited to professional periodicals, book reviews and materials required for the job assignment; whether in traditional print media or online; however, the individual staff member remains responsible for giving priority to patrons. Reading materials (books, periodicals, etc.) while checking in such materials cannot be construed as keeping informed about the collection. Reference Personnel may also be expected to keep informed on news and happenings that might pertain to potential reference questions. (7/2010)

I. TELEPHONE CALLS

Personal telephone calls are discouraged except in emergencies. All personal telephone calls whether on an employee's own telephone or the library's, should be kept to a minimum and as brief as possible and should be made in nonpublic areas during the employee's break. Any personal long-distance calls made on library telephones should be reported to the bookkeeper and the employee will reimburse the library for them.

Briefly checking personal email or other electronic communications periodically while on duty is permitted, provided it does not interfere with duties. However, frequent email; instant messaging, or social networking, unrelated to an employee's duties are not permitted during work time, whether on library-owned computers or an employee's own device. Employees shall keep all personal devices in silent or vibrate mode while at work, and the devices shall not be visible to the public at the service desks. (Amended by BDL Board, September 16, 2013)

J. POLITICS

One may not legally coerce, command, or advise another employee to lend or contribute time, money, or anything else of value for a political purpose. At all times we must strive to remain neutral in political discussions with patrons and other staff members. Staff may not engage in any political activity while at work nor use any supplies, equipment, or space for political purpose. Staff should not wear political badges on their clothing.

K. PUBLIC OFFICE/APPOINTMENTS

No employee of Branch District Library may serve on the Branch District Library Board and remain employed by the Library. No Board member may accept employment with the Branch District Library within twelve (12) months of resignation from the Board.

L. OWNERSHIP OF MATERIALS

Staff members may choose to use their own personal materials in carrying out certain aspects of their jobs. It is recommended that any personal materials that an employee intends to leave at the library on a long-term basis be identified as personal property. Any property purchased with library funds remains library property and may not be removed upon an employee's separation. This includes files (both paper and machine-readable) compiled as part of the employee's position and/or responsibilities.

M. EXCUSED ABSENCES

If an employee is ill and cannot attend work that day s/he must contact the immediate supervisor as early as possible on the day of the absence. If the immediate supervisor or other librarians are not available when the employee calls, the employee should leave the message with the Director's Secretary. Only if none of the above can be reached, is the employee to leave a message with a staff member. The employee must follow this procedure each day of absence in order to receive sick leave compensation. Upon return to work, the employee will fill out a "Request for Leave" form and submit it to his/her immediate supervisor. Persons needing to leave work due to illness must notify a supervisor.

PART III. PROVISIONS FOR STAFF CONVENIENCE

A. BORROWING PRIVILEGES

All circulating materials owned by the library system are available to the staff. These materials are checked out according to normal procedures. Staff members are not charged overdue fines; however, they are expected to return materials on time. Materials in Technical Services are not to be removed prior to processing except by specific permission of the Technical Services Librarian. Need to add that library staff MUST check out materials before removing them from the building.

B. NON-PUBLIC AREAS

Each Library in the system has non-public areas that may or may not be visible to the public; these areas are considered staff areas in which the staff may take breaks, eat lunch, or perform library activities.

C. BREAKS

By State & Federal Law mandates, a staff member may take a rest period (uninterrupted, except in extreme circumstances) not to exceed a maximum of fifteen (15) minutes for each four (4) hours worked, or two (2) fifteen (15) minute periods in a seven (7) hour work day. Such time is neither cumulative nor combined. It cannot be added to mealtime or used to leave early or to make up time. Sometimes it will be difficult to take these breaks because of staffing, we hope individual staff members will balance public service and their personal needs when these conditions are encountered.

D. LUNCH OR SUPPER

Lunch and supper breaks are not cumulative and may not be used to shorten the scheduled workday. Employees may in certain circumstances be unable to leave the building because of staffing/scheduling conflicts. All staff are paid for a one half (1/2) hour lunch-supper break on Saturday if they work a seven hour day.

E. PERSONAL LEAVE

1/6 of annual earned sick leave is allowed for personal leave. It is not cumulative beyond the current calendar year; nor is it vacation time to which an employee is entitled. Its purpose is for appointments, which cannot be scheduled outside of regular work time. Personal leave must be requested using a "Request for Leave" form at least three (3) days in advance for a minimum of one (1) hour modules. Exception in case of unexpected emergency is to be determined by the Director.

F. DEATH IN THE FAMILY

Funeral time off will be granted to all staff, if scheduled to work at time of funeral. Additional days of absence may be allowed but taken from sick leave, vacation, floating holiday or days without pay. Funeral leave is taken upon approval of the Director according to the following schedule:

# of Days	Kinship
5	Employee's spouse or child living in employee's home
3	Employee's son, daughter or parent, or spouse's son, daughter or parent
2	Employee's brother, sister, grandparent, son-in-law, daughter-in-law grandchild, spouse's grandparent.
1	Employee's sister or brother-in-law, niece, nephew, aunt, uncle, step relatives not covered in above list.

G. LEAVES OF ABSENCE

Leaves of absence without pay are considered individually and must be written requests. The Director approves all such leaves.

H. JURY DUTY

Employees required to serve jury duty shall experience no deduction in regular pay, sick leave, or vacation accumulation. Any pay received for jury duty, except for mileage, shall be endorsed over to the library. No employee will lose pay for jury duty. Prior notice is required. An employee called for jury duty shall return to work during such duty whenever possible. Anyone being subpoenaed because of library duty shall not lose pay.

I. FAMILY MEDICAL LEAVE Although the Library does not come under the provision of the Family Medical Leave Act, it has been agreed by the BDL Board to abide by it.

DEFINITIONS:

Eligible employee--an employee who has been employed for at least twelve(12) months and who has worked at least 1,250 hours during the preceding twelve-(12) month period.

Parent - a biological parent of an employee, or an individual who stood "in loco parentis" to an employee when the employee was a son/ daughter. Does not include parents-in-law.

Son/ daughter--a biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing "in loco parentis", if that person is (1.) under 18 years of age; or (2.) 18 years of age or older and "incapable of self care" because of a mental or physical disability.

Spouse--husband or wife, not "significant other". Does include state common law spouses.

Serious health condition--an illness, injury or condition, (including psychological), involving inpatient care at a medical facility or continuing treatment by a health care provider.

REASONS FOR LEAVE

1. Birth, placement for adoption or foster care of a child
2. Serious health condition of a spouse, child or parent--no provision for other relationships
3. The employee's own serious health condition

LEAVE REQUIREMENTS

The employee must provide thirty (30) days advance notice before the date that the leave would begin for birth, placement or adoption. If unable to provide thirty (30) days notice, s/he must provide "such notice as is practicable."

In cases involving leave for a serious medical condition, if the leave is foreseeable and based on planned medical treatment, employees are required to make a reasonable effort to schedule the treatment so it will not disrupt the employer's operations. Such employees are also required to provide thirty-(30) days advance notice or "such notice as is practicable".

CERTIFICATIONS OF MEDICAL LEAVE

1. A health care provider must certify any request for leave to care for a family member or for the employee's serious health condition.

2. The employer may require the employee to obtain a second opinion from a health care provider designated by the employer, at the employer's expense. If these opinions conflict, employer may require a third opinion, at employer's expense, which is final and binding.
3. BDLS provides a form for certification which is to be filled out by the health care provider and submitted within fifteen (15) days of the request for leave.
4. The employee must continue to update the employer weekly if leave was granted on an "as needed basis", less than twelve (12) weeks.

PAY, BENEFITS, REINSTATEMENT

1. An employee taking unpaid leave must use accrued paid vacation leave, personal leave, or sick leave before unpaid leave is used. The employee is entitled to a combined total of twelve (12) weeks.
2. The employer is required to provide health care coverage at the same level and under the same conditions that coverage would have been provided if the employee had continued in employment for the duration of the leave.
3. The employer may recover all health care premiums that were paid for maintaining coverage for the employee during their leave, but only if the employee fails to return to work for a reason other than the continued illness which gave rise to the leave or other circumstances beyond the control of the employee.
4. The employee on leave does not forfeit any seniority or a benefit previously accrued, but does not accrue additional seniority or benefits during the leave.
5. An employee is entitled to be restored to the same position they held when the leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, upon return from the leave.
6. An employee who takes leave because of a serious medical condition is required to provide a certificate from a health care provider certifying that the employee is able to resume work.

INTERMITTENT LEAVE, REDUCED LEAVE SCHEDULE

1. Intermittent leave or a reduced leave schedule for birth or placement of a child is not available.
2. Leave to care for family member (per definition) or for employees own serious condition may be taken intermittently or on a reduced leave schedule when medically necessary. If an employee requests intermittent leave, and the planned medical treatment is foreseeable, the employee is required to make a reasonable effort to schedule the treatment so it doesn't disrupt employer operations. Also, the employer may require the employee to transfer temporarily to an available, alternate position, if (a.) the employee is qualified for the alternate position; (b.) the alternate position has equivalent pay and benefits; and (c.) the alternate position better accommodates the intermittent leave required by the employee.

J. ATTENDANCE AT WORKSHOPS OR CONFERENCES

In order for staff members to keep abreast of changes within the library field, the library encourages attendance at pertinent workshops, conferences, etc. Board approved conference monies are used at the discretion of the Director for registration at these sessions. All workshop or conference attendance must have prior approval of the Director. Meals, mileage, and lodging are reimbursable expenses.

During training, the Library will compensate an employee for up to eight hours per day for time spent working at the conference, not including travel time.

Employees who attend workshops shall share the information, ideas, and any materials with relevant staff members. A report may be requested for presentation at full staff meeting.

K. MILEAGE REIMBURSEMENT

Employees who are required to work at a location other than their regular assignment or engaged in approved errands will be reimbursed for mileage from their regularly assigned site. Employees who volunteer for extra hours at another location are not eligible for mileage for those trips.

Mileage reimbursement is requested on the "Expense Reimbursement" Form. Mileage reimbursement is paid at the current IRS rate.

L. ATTENDANCE AT REGULAR STAFF MEETINGS

Regularly scheduled staff meetings may be used as in-service training. Philosophy of service, policies, new materials, and methods for aiding the growth of staff member in their professional abilities may be discussed at these meetings.

Attendance at Staff meetings is at the discretion of the Director. Employees attending outside regularly scheduled hours will be given that time off within the same pay period or be paid for their time, depending on scheduling by Director.

M. PURCHASE OF BOOKS AT LIBRARY DISCOUNT

Personal orders are to be submitted to the Office Assistant. Such orders will be processed with the normal workflow. All books must be paid for by writing a check to Baker & Taylor before taking the book out of the building. An employee ordering a book but returning it must pay any charges, i.e. postage or handling, for that book. Only books available through Baker and Taylor will be ordered.

N. PERSONAL USE OF TYPEWRITERS, COMPUTER/PRINTERS

Employees may use a computer for personal use only when not scheduled for work and the computer is not needed by a scheduled employee. "Personal use" is defined as anything not included in the employee's regular duties and/or anything the employee has been instructed to do on work time by his/her supervisor. Staff may make up to ten (10) free personal copies per day, from either computer printers or copy machines. Employees are expected to pay .10 ¢ per page for all personal copies beyond this daily limit. (Amended by BDL Board, October 21, 2013)

O. OUTSIDE EMPLOYMENT

Employees shall not engage in other employment during hours for which they are employed to work for the Library and shall not utilize library workspace, time, supplies, or equipment for other than library business.

P. EMERGENCY CLOSINGS

Occasionally, the Director must make the decision to close temporarily all or part of the library system due to emergencies. The public and staff will be informed through posted notices, radio announcements, or phone. Other emergency situations will be handled on a case-by-case basis depending on the nature of the emergency and staffing needs.

Q. EMERGENCY STAFF ABSENCES

During inclement weather, employees who are unable to get to work because of local conditions shall contact their immediate supervisor and/or report for work as soon as conditions clear. Employees who are unable to get to the library should notify their supervisor as soon as possible and may take the lost time as lost pay, vacation, floating holiday, or personal time.

R. HIRING OF SUBSTITUTES

Within the confines of the annual budget, the library will provide substitutes for regularly scheduled evening hours for an employee on vacation for more than three (3) days or those needing sick leave. Employees taking personal time, floating holidays, or less than four (4) days for weekend hours if a staff member is sick; all other weekend schedule adjustments are expected to be arranged in advance by trading.

A substitute may be used for public desk coverage for an employee on unpaid leave.

PART IV. FRINGE BENEFITS

A. INSURANCE

Worker's compensation: All library employees are covered by worker's compensation. This insurance provides protection in case of injury or illness that is a result of a job-related accident or condition.

Michigan Association of Counties is our carrier. Work related injuries must be reported promptly by filling out a "Supervisor's Report of Accident" and submitted to the employee's immediate supervisor or the Director's Secretary.

Michigan Employment Security Insurance: All library employees are covered by the Michigan Employee Security Act. An application is filed with the Michigan Employment Security Commission.

B. HEALTH INSURANCE (updated June, 2007)

All full-time employees regularly working 40 hours or more per week are eligible to participate in the Branch District Library System group health insurance program at the employer's expense.

Part-time employees who work a minimum of 30 hours per week on a regular basis, are also eligible to participate in the Branch District Library System health insurance plan if they elect to do so, but may do so only at their own expense, with their monthly premiums being paid directly to the Branch District Library book keepers office each month.

Part-time employees who work a minimum of 30 hours per week on a regular basis and choose to participate in the Branch District Library System health insurance plan at their own expense will be dropped from coverage if and when their monthly payments for the same should cease to be paid by the due date.

Upon resignation, termination or reduction of hours making you ineligible for the Branch District Library Blue Cross Blue Shield of Michigan group insurance program or group program in effect at the time of such event, employees will have one of the following options regarding continuation of available group or group conversion benefits as follows.

If the Branch District Library meets the criteria to be required to offer COBRA benefits, employees may carry their health insurance at their own cost for up to an additional eighteen (18) months, twenty-nine (29) months or thirty-six (36) months depending on eligibility criteria at the time of loss of coverage due to resignation, termination, reduction of hours or cause of loss eligibility.

COBRA benefits available would be the same benefits the employee was covered for at the time of the qualifying event. The cost of the continuation of benefits under COBRA will be the same as the group rate for the benefit covered for at the qualifying event date. Note that these rates may change at the group renewal anniversary or if there are benefit changes that apply to the entire group plan. Note also that an additional 2% charge may apply for administration costs.

Insurance coverage continues for the COBRA eligibility period assuming payments are made on time and/or do not cease to be made, regardless of the reason they are not paid. These payments are made directly to the Branch District Library System and to the attention of the bookkeeping department.

The requirement to offer COBRA could change from year to year based on the Library's "full time equivalency rule" that would determine if the Library is responsible to offer COBRA based on the prior calendar year criteria. As of the date of the proposed personnel manual change, the Branch District Library is not required to offer COBRA based on the "full time equivalence rule". This requirement rule will be evaluated at the end of each calendar year to determine responsibility for the following year.

Employees that resign their employment, terminate their employment or have reduction of hours that make them ineligible for the Group Benefits they have at the time of the event are eligible for Group conversion plan options at their own expense as long as they apply for that benefit within 30 days of termination of the group coverage event. The employee must request information regarding the conversion options from the Group Insurance Carrier or the group agent within 30 days of the loss of coverage date. The effective date of the conversion plan election will need to be the date of the employee loss of coverage in order to be covered without a pre-existing condition clause.

Note that if the employer was required to offer COBRA benefits, the employee could take one of the group conversions options in lieu of COBRA but must do that within the immediate 30-day period from the date of loss of coverage. Also note that if an employee is eligible to elect COBRA and does elect COBRA for the benefit period eligible for, the employee would be required to exhaust the COBRA benefit period before becoming eligible to apply for a group conversion plan. Also note, that if employee is eligible for COBRA or the Conversion Plan at the time of a qualifying event and they choose a Conversion Plan rather than COBRA, the employee may have negated the right to cancel the conversion plan and opt for COBRA at a later date.

Full-time probationary employees, and those part-time employees outlined above, who regularly work a minimum of at least thirty (30) hours per week and opt to participate in the Branch District Library System health insurance plan at their own expense, are eligible for group health insurance and/or voluntary enrollment therein, whichever the case may be, following their

satisfactory completion of the probationary period in Part VI. Employment Practices, C. Probation, Paragraph (1) Probationary Period, contained elsewhere in this manual. (Effective September 18, 2000)

C. VACATIONS

All vacations will be granted at the convenience of the Library with the approval of the Director.

Formula	Increment years	Increment range by Hours
.01923 x 1820 hours	1 st	1,820
.03846 x number of hours worked in current year	2 nd	1,821-9,100
.05769 x number of hours worked in current year	6 th	9,101-18,200
.06154 x number of hours worked in current year	11 th	18,201-20,020
.06539 x number of hours worked in current year	12 th	20,021-21,840
.06924 x number of hours worked in current year	13 th	21,841-23,660
.07309 x number of hours worked in current year	14 th	23,661-25,480
.07694 x number of hours worked in current year	15 th	25,481-27,300
.08079 x number of hours worked in current year	16 th	27,301-29,120
.08464 x number of hours worked in current year	17 th	29,121 -30,940
.08849 x number of hours worked in current year	18 th	30,941-32,760
.09234 x number of hours worked in current year	19 th	32,761-34,580
.09619 x number of hours worked in current year	20 th	34,581+

Examples

1. You have worked for BDL for eight years part time at 25 hours per week. Last calendar year you worked 1300 hours; during your eight years at BDL you have worked a total of 10,400 hours. To calculate your vacation time do the following: 1300 hrs x .05769 =75 hours.

You have worked at BDL on a part time basis for eons. Sometimes you have worked less than 20 hours per week and sometime you have worked 39 hours per week. The bookkeeper tells you that since you started, you have worked 22,467 hours. Your factor is .06924. Last calendar year you worked only 1,092 hours (21 hrs/week). To calculate your vacation time: 1,092 x .06924 = 75.6 hours.

2. Maximum accrual: No employee may earn more than one hundred and seventy-five (175) hours of vacation time in any given year. (Effective September 18, 2000)

3. Accrual increments: Vacation time which is always scheduled for use based on the needs of the Library, Branch Library, or Department in which the employee works, will be made available for all employees on an annual basis, following completion of their first full year of service (or 1,820 hours of seniority.) Once the employee completes his or her first full year or 1,820 hours of service, he/she will be credited at the end of each year (**BY DEC. 31ST**) with the amount of vacation they have earned up to that time (i.e. by **DEC. 31ST**), using the schedule above. All employees will be required to complete a full 1,820 hours of service (i.e. the equivalent of one full year of service) before being credited and allowed to use the vacation they have accumulated up to that time. (Effective September 18, 2000)

4. Vacation time: must be used before the end of the year (i.e. December 31st), following the year in which it was earned. The bookkeepers office will provide the number of new hours earned in the preceding year by each employee with the first paycheck the employee is scheduled to receive in January of the following year. (Effective September 18, 2000)

5. Available vacation hours will be provided with each paycheck.

6. Vacation requests must be submitted on the "Request for Leave" form at least

one (1) month in advance and may be submitted up to six (6) months in advance. ALL vacation requests must be approved in advance, even if scheduling and other considerations seem to be arranged. Approved vacation requests will be returned to employee's time sheet folder. Approved requests for branch employees will be returned through delivery (time permitting) for inclusion in time sheet folder.

7. Vacations may be taken in 1/2 day increments. Requests must be submitted three (3) days in advance.
8. Public service is the mission of BDLS; therefore the service needs of the library will be the first consideration in approving vacation requests. General guidelines are that up to three (3) individual will be granted leave at the same time, providing they don't staff the same public service desk. Multiple requests for desirable times will be decided as follows: the person who has not taken that week during the previous five years has first choice; if these factors are equal, the person with the most accumulated hours seniority has priority.
9. Maximum consecutive vacation leave is two (2) calendar weeks, except in unusual circumstances subject to Director's discretion.
10. Illness during vacation: if an employee becomes ill during his/her vacation, s/he may choose to use sick leave (if available) instead of vacation time upon presentation of a doctor's certificate.
11. Resignation, lay-off, disability, and death: An employee, or his/her estate, shall receive earned vacation pay upon separation.
12. Termination of employee: An employee terminated for poor performance is not entitled to vacation pay upon separation.
13. Part-time employees working less than twenty-one (21) hours per week are not entitled to paid vacation, but can elect to take unpaid vacation upon approval from supervisor.
14. Holidays falling within the vacation period are not counted against the vacation allowance.

D. LONGEVITY

1. Eligibility

All full time hourly employees having completed 10400 hours of continuous service and all part-time employees having completed 9100 hours of continuous service are eligible for longevity compensation payments. Longevity compensation may be delayed by one year if leave of absence (s), for any reason, is six (6) months or longer in total duration. Salaried personnel will no longer be eligible for longevity pay effective March 1, 2001. (Approved BDLS Board Meeting February 19, 2001.) (Approved BDLS Board Meeting March 15, 2004)

2. Basis of payment

Longevity compensation benefits are paid in accordance with the following schedules:

Full-Time Hourly Employees Compensation Cumulative Hours of Service	Part-Time Employees Compensation Cumulative Hours of Service	Payment
10,400	9,100	\$125.00

12,480	10,920	\$150.00
14,560	12,740	\$175.00
16,640	14,560	\$200.00
18,720	16,380	\$225.00
20,800	18,200	\$250.00
22,880	20,020	\$275.00
24,960	21,840	\$300.00
27,040	23,660	\$325.00
29,120	25,480	\$350.00
31,200	27,300	\$375.00
33,280	29,120	\$400.00
35,360	30,940	\$425.00
37,440	32,760	\$450.00
39,520	34,580	\$475.00
41,600 & UP	36,400 & UP	\$500.00

3. Payment schedule

Longevity payments will be made in a separate check on the first payroll following the employee's accumulation of requisite cumulative hours of service.

E. HOLIDAYS

1. The BDLS Board sets the holiday schedule each year.
2. The following holidays shall be paid to all employees regularly scheduled to work 21 hours per week or more, and to all other employees scheduled to work those holidays.

- ☺ New Year's Day
- ☺ Memorial Day
- ☺ Independence Day
- ☺ Labor Day
- ☺ Thanksgiving Day
- ☺ Christmas Day

3. Full-time employees may substitute another day as a holiday when the scheduled holiday falls on their day off. The Director must approve the substitute day.
4. Part-time employees under twenty-one (21) hours will be paid for the number of hours normally scheduled for that day. They will not be paid holiday pay if the holiday falls on their regular day off. (Amended by BDL Board, 11/18/2013)

F. SICK LEAVE

1. Sick leave is credited as follows:
 - 40 hour employee = 8 hours/month
 - 35 hour employee = 7 hours/month
 - 26 hour employee = 6 hours/month
 - 21 hour employee = 5 hours/month
 - less than 21 hours receive no sick leave

2. Reporting an absence: When an employee is unable to report to work, or when leaving work due to illness, s/he must notify the supervisor, a librarian or the Director's secretary as soon as possible stating the reason for the absence. To receive pay for a holiday, an employee using sick leave adjacent to that holiday may be asked to submit a doctor's slip if sick leave extends over two (2) days.
3. "Request for leave" form is submitted to the supervisor as soon as employee returns from sick leave.
4. 1/3 of annual earned sick leave may be allowed for absences due to the illness of members of the immediate family or household, such absences to be deducted from sick leave. In the event there is no sick leave to the employee's credit, there will be a full pay deduction for such absence.
5. 1/6 of annual earned sick leave may be allowed for personal business leave. (See PART III, Section E)
6. Family medical leave. (See PART III, Section K)
7. Employees in good standing, upon proper termination of employment, shall receive sick leave pay for fifty percent (50%) of their accumulated sick leave, up to a maximum of one hundred twenty-six (126) hours..

G. MILITARY SERVICE

Military Leave without pay is granted to employees who are absent from work because of short term and long term service in the U. S. Armed Forces in accordance with the Uniformed Services Employment and Reemployment Right Act (USERRA) and applicable State Law.

Employees may request an indefinite period of time for use as military leave. Advanced notice is required unless a military emergency prevents such notice. Military Leave is without pay unless the employee wishes to use his/her accrued vacation, personal days, and sick leave.

All paid leave benefits (vacation, sick, floating holiday, & personal days) will continue to accrue. Continuation of sick leave is available as required by USERRA based on the length of leave and subject to the terms, conditions, and limitations of BDL's insurance plan.

H. CREDIT UNION

Library employees are eligible for membership in the Southwestern State Employee's Credit Union. The employee signs up at the Credit Union and the specified amount is deducted from that employee's paycheck and remitted to the Credit Union.

I. DEFERRED COMPENSATION PLAN

A deferred compensation plan is available through Michigan Association of Counties. It is solely an employee's contribution and initiated by the individual employee with the MAC representative. The specified amount is deducted from the employee's paycheck and remitted to MAC. (Change in account NACo Program - approved BDL's Board Minutes February 19, 2001.)

PART V. ORGANIZATION OF THE LIBRARY

A. POSITION & EMPLOYEE CLASSIFICATION SYSTEM

1. Each position of the library system is classified according to levels of responsibility. The library uses two job classification types: exempt and hourly. The responsibilities and duties of staff positions within a particular classification are similar throughout the system and remuneration will be made on the basis of the responsibilities of the job itself, the education and work experience of the person, and the staff member's length of service at the library. The Director shall determine placement of employees on the salary schedule.
2. *Regular full time employees work 40 hours per week and are salaried.*
Amended April 21st BDLS BD Mtg.
3. *Regular full time hourly employees work 40 hours per week.* Amended April 21st BDLS BD Mtg.
3. Permanent part time employees work a minimum of 21 hours per week on a regular basis.
4. Part time employees work less than 20 hours per week on a regular basis, work on an intermittent or unpredictable basis, or as interim replacements.

B. CHAIN OF COMMAND

Employee will follow the chain of command for the library system. In the absence of the Director, a librarian is in charge. If no librarians are present, the Reference Aide is in charge.

PART VI. EMPLOYMENT PRACTICES

A. RECRUITMENT

The authority and responsibility for the recruitment, selection and appointment of all personnel rests with the Director, upon recommendation of the supervising librarian. Under the Plan of Service, the Advisory boards of the branch Libraries will be consulted.

B. EQUAL EMPLOYMENT OPPORTUNITY

The Library provides equal employment opportunity regardless of race, creed, religion, color, national origin, sex, marital status, handicap or age; the Library shall not discriminate on the above basis.

C. PROBATION

1. Probationary period
Upon initial employment, employees shall be designated as probationary employees for a period of three calendar months. Such probationary period shall serve the purpose of determining the employee's work skills and habits.
2. Pay rate during probation
Probationary employees shall receive ninety percent of the scheduled wages for the classification in which they are working.
3. Benefits during probation
Probationary employees shall not receive any benefits during this period. They shall be allowed to accrue but not use sick leave and vacation. They shall not receive health benefits or vacation pay.
4. Continuing appointment
A probationary employee who has successfully completed his or her probationary period shall receive a continuing appointment. A probationary employee whose performance has been

appraised as unsatisfactory shall be terminated prior to the completion of the employee's probationary period.

5. Extension of probation

The probationary period of an employee may be extended for a period not to exceed an additional three months provided the Library has given prior written notification of such desire to extend to the employee. Such extension is used to assist an employee with the development of skills or habits to meet satisfactory performance criteria.

D. ELIGIBLE EMPLOYEES

The Library system is an equal opportunity employer providing opportunities for jobs to all people meeting the requirements for advertised positions.

It is the library's policy that immediate family members must compete openly with all other applicants, may not work in the same physical location, be supervised by a member of his/her family, or be interviewed by a member of his/her family.

E. DISMISSALS

Employees are dismissed or suspended by the Director after s/he communicates with the Personnel Committee of the Library Board

1. Employees may be dismissed for documented incompetence, documented rudeness to patrons and/or staff, noncompliance with library policies and procedures, frequently unexplained absences from duty, consumption of alcoholic beverages or illegal drugs while at the library or on duty, being under the influence of alcohol or drugs while on duty, sexual harassment, or conduct which is criminal or dishonest in the eyes of the law.

Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee's work ability, job performance, the safety of others in the workplace or the health and safety of the public.

2. Probationary employees may be dismissed without cause on the recommendation of the immediate supervisor or Director.

3. Employees are subject to immediate dismissal for removing materials from the library without proper authorization, for falsification of time records, for misrepresentation of information on applications, or for threats against the life of any Library employee.

4. If any employee is dismissed for just cause, then all fringe benefits, including vacation leave and sick leave are forfeited.

5. An employee may be dismissed after an investigation, questioning the employee and others who may have information pertinent to the dismissal. The Director submits the report to the Personnel Committee of the Board. If it agrees, the employee will meet with the Director in person and will be told of the dismissal with the reason(s) for the action and provided with a copy in writing. S/He will be reminded of the grievance procedure and may appeal the Director's decision to the BDLS Board.

F. GRIEVANCE PROCEDURE

1. Purpose: Misunderstandings and problems arise from time to time in any employment situation. It is the belief of the Library administration that 99% of these problems can be handled in an informal manner

by discussing the problem with the immediate supervisor and/or Director. It is recommended that all possible informal channels of communication between employee and supervisor be explored before a formal grievance is filed.

2. Definition: A grievance is an allegation by an employee that there has been a breach, misinterpretation, or improper application of a state or library policy, practice or procedure. It may also be a claim that there has been an arbitrary or discriminatory application of terms and/or conditions of employment.

3. Procedure: When an employee has a legitimate complaint against his/her supervisor or another member of the staff, all parties involved should meet and attempt to reach a workable solution.

a. The employee shall first discuss the matter with his/her supervisor within five (5) days of the event. The employee may meet alone with the supervisor or may include a fellow employee of his or her own choosing.

b. If not resolved informally, the employee may submit his/her complaint in writing with proper documentation to the immediate supervisor within ten (10) days of the informal conference. The supervisor shall respond in writing to the written complaint within five (5) days.

c. If the matter is not resolved at the department level, the employee may, within ten (10) days of the supervisor's response, submit his or her complaint in writing within five (5) days. The Director shall meet with the employee, and at the option of the employee with a fellow employee of their own choosing. Following such a meeting the Director shall respond in writing to the employee within five (5) days.

d. If the matter still remains unresolved, the employee may, within ten (10) days of the Director's response, advance the matter to the BDLS Library Board. The BDLS Library Board shall meet with the employee and, at the option of the employee with a fellow employee of their own choosing. The BDLS Library Board shall respond in writing to the employee within five (5) days of that meeting.

e. Copies of all official documents used in the grievance procedure will be filed in the employee's personnel file and will become a part of the permanent records.

G. RESIGNATIONS

An employee who intends to resign should inform the immediate supervisor as soon as possible and submit a written resignation to the Director. Salaried personnel give a four-(4) week notice. Hourly staff members must give a two(2) week notice.

If any employee resigns without proper notice, the library will honor no accrued vacation. In addition, no vacation may be taken during the notice period without approval from the Director.

H. RETIREMENT

For staff members in good standing who retire, the Library Board will provide a farewell gift as follows:

5 - 10 years	\$25.00
10 - 15 years	\$50.00
15 - 20 years	\$75.00
Over 20 years	\$100.00
Figured on the calendar year	

I. PERFORMANCE EVALUATIONS

New employees will be given their first evaluation within a week of the end of their probationary period (3 months.) All other employees will be evaluated annually. This evaluation process should provide an opportunity for supervisors and employees to evaluate goals set for the year, to seek solutions to problems, to discuss needed improvements, and to agree upon goals for the coming year.

Performance evaluations will be one of the determining factors in promotions. They will become a permanent part of each employee's personnel records.

J. PERSONNEL RECORDS

For each staff member, a personnel file will be kept in the office of the Director. It will contain documents relating to the employee's recruitment and appointment, requests for leave, performance evaluations, written grievances, letters of reference and memoranda concerning performance. Records of attendance at job-related workshops may also be included in the file. A staff member, with a fellow staff member of their own choosing at his/her request, may make an appointment with the Director for a review of the file's contents. After a staff member leaves the library's employment, his/her personnel file will be kept indefinitely.

K. LAYOFF

1. It is the intent to layoff and recall in a manner that preserves employment for the most qualified employees. The factors to consider in layoffs and reduction in hours are:
 1. Seniority, Training, skills, experiences
 2. Education
 3. Performance reviews
2. If the library must lay off a staff member, s/he will be given a two-week notice if possible.
3. Any employee who voluntarily takes a reduction in hours should consider that action permanent, through the volunteer may apply for a position that opens, and any employee who has taken a voluntary reduction in hours from a permanent position will be offered a restoration of those hours before a substitute is hired. (Amended by BDL Board, November 19, 2012)

L. HIRING OF RELATIVES OF STAFF & BOARD MEMBERS

Hiring of relatives of staff and board members may occur if individual applicants have skills the library needs. However, it is a practice, which is not encouraged.

M. EDUCATION

Employees may qualify for a stipend to further their job related skills. A request for assistance must be submitted to the director prior to enrollment.

PART VII. SALARIES AND HOURS

A. SALARIES

Salaries for hourly employees are set according to the salary grade and ranges approved by the Board.

Salaries for salaried employees are reviewed annually by the Board Personnel Committee. Annual raises and increments will be at least equal to those awarded hourly employees.

B. PAY DATES FOR EMPLOYEES

Employees are paid biweekly by check on Fridays. The bookkeeper provides each employee with those dates in January of each year.

C. DEDUCTIONS

Regular deductions on each payroll are made for federal and state taxes and social security (FICA). Upon authorization by the employee, deductions are also made for deferred compensation and/or the credit union.

D. TIME SHEETS

In order to ensure that an employee receives due compensation, each member of the staff keeps a daily record of the time worked on a time sheet. This record shows the time the employee begins and stops work, as well as extra hours, vacation, emergency leave or sick leave. It makes a complete record of the working time of each person. Entries on time sheets must be approved and signed by the immediate supervisor and are either forwarded to the Bookkeeper in delivery or left in the employee's folder on the Reference Floor. The bookkeeper will make payment in accordance with time sheets as submitted and certified. Discrepancies in time records may result in deductions that cannot be corrected until the next pay period when the employee, supervisor and bookkeeper can certify these discrepancies.

All employees are hired with the understanding that they may be scheduled to work every other Saturday and two nights a week.

Any deliberate misrepresentations on a time sheet will result in the dismissal of the person responsible.

Employees exempted from the Fair Labor and Standards Act are not required to keep time records. They remain responsible, however, for maintaining a full workweek, and they function under the direct supervision of the Director.

E. OVERTIME

Staff not exempted by the Fair Labor and Standards Act are entitled to time off as compensation for such work. Compensatory time is taken during the pay period in which the extra time occurs thus insuring that no employee works more than forty (40) hours. All attempts are made not to exceed the forty (40) hour workweek.

F. BRANCH CLERK

A branch clerk substituting for a branch manager for more than two (2) weeks will be paid at the branch manager level appropriate to the branch clerk's length of service, for the duration of their substitute duty.

G. ADDITIONAL HOURS

Employees who work in different areas of the library system during their regular working hours will be paid according to their classification. If employees agree to work additional hours in another area of the library system, they will be paid according to that job's classification. **(BDLS Board approved March 15, 2004)**

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