

# Reed City Area District Library

April 3, 2025



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# 1.Introduction

## 1.1 Welcome Message

Welcome to the Reed City Area District Library team!

It is the intention of the Reed City Area District Library (RCADL) to ensure that the employees recruited and retained by the Library are quality personnel and perform with competence and quality.

In any employer-employee relationship, an employer has the right to expect a fair measure of performance from the individuals it chooses to employ. In return, employees are entitled to expect reasonable compensation from the employer in return for their labor. In order that the employer-employee relationship remains fair and consistent, the Library hereby adopts the following personnel policies to guide its staff through the maze personnel relations.

## 1.2 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, or an implied or express promise of continued employment with the Library. Employment with Reed City Area District Library is "AT-WILL". This means employees of Reed City Area District Library may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Reed City Area District Library for any set period of time.

This handbook may provide a summary of employee health benefits, however actual coverage will be determined by the express terms of the benefit plan documents. If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Library reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

The Library also has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the library director and the employee.

## **1.3 Changes in Policy**

Change at Reed City Area District Library is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Reed City Area District Library, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Executive Director.



## 2. General Employment

### 2.1 At-Will Employment

Employment with Reed City Area District Library is “at-will.” This means employees are free to resign at any time, with or without cause, and Reed City Area District Library may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Reed City Area District Library for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Reed City Area District Library, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the Library and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Reed City Area District Library and any of its employees.

### 2.2 Equal Employment Opportunity

Reed City Area District Library is an Equal Opportunity Employer. Employment opportunities at Reed City Area District Library are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex (including sexual orientation and transgender status), pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

The Library will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. The Library will also accommodate sincerely held religious beliefs of its employees to the extent the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any questions about your rights and responsibilities, contact your Executive Director. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Reed City Area District Library strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Reed City Area District Library will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

### 2.3 Equal Employment Opportunity (Michigan Employees)

Reed City Area District Library is an Equal Opportunity Employer. Employment opportunities at Reed City Area District Library are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, color, religion, sex (including pregnancy, childbirth or related medical conditions), national origin, age, veteran status, disability, genetic information, height, weight, marital status, or any other characteristic protected by law.

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## **2.4 Fair Labor Standards Act**

### **Fair Labor Standards Act**

#### **Minimum Hourly Rate for Employees**

The Fair Labor Standards Act establishes a general minimum hourly rate for those employees who are within its coverage and not exempt from its requirements. It also provides for equal pay regardless of sex, and the establishment of minimum wage rates lower than standard for certain classes of employment.

#### **Hours of Work**

Except for child labor restrictions, the Fair Labor Standards Act does not impose restrictions on the number of hours that may be worked by employees under the act. Instead, it seeks to limit the number of hours worked by requiring additional pay, called overtime pay, for hours worked in excess of the established forty (40) hour weekly maximum.

#### **Fair Labor Standards Act Exclusions**

The Fair Labor Standards Act does not require:

1. Extra pay for Saturdays, Sundays, or holidays;
2. Pay for vacations, sick leave, or severance pay;
3. Discharge notices;
4. Limits on the number of hours of work for persons sixteen (16) years of age or over, as long as overtime pay provisions are met;
5. Time off for holidays or vacations.

## **2.5 Immigration Law Compliance**

Reed City Area District Library is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Reed City Area District Library within the past three years, or if their previous I-9 is no longer retained or valid.

Reed City Area District Library may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Reed City Area District Library provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

## **2.6 Discipline**

If, during the course of employment, a performance problem is detected, the Executive Director will discuss the problem with the employee and offer any appropriate assistance needed to remedy the situation. Discipline of a Library employee is usually unpleasant, but often a necessary function of Library administration. Discipline shall not be administered arbitrarily, but only when the employee in question has demonstrated an unwillingness to work at an expected level of performance, or is guilty of impeding one or more of the various services provided by the Library.

### **Executive Director's Authority**

The Executive Director has the authority to:

1. Reprimand an employee;
2. Place an employee on a probationary status;
3. Demote an employee; or
4. Dismiss an employee.

### **Employee Response**

The employee has the right to place explanatory statements in his or her personnel file in response to the disciplinary action.

### **Oral Correction**

When unsatisfactory conduct or performance is observed, the Executive Director and/or supervisor of the employee is empowered to administer a necessary verbal correction to the employee. If the conduct is viewed again after a verbal warning, a Performance Improvement Plan will be filled out by the Executive Director.

### **Written Reprimand**

In the event of a serious breach of Library policy, the Executive Director may issue a written reprimand by completing an Employee Reprimand Form. The reprimand must contain specific information about the conduct or performance. A copy is given to the employee and a copy is placed in the employee's personnel file. A Performance Improvement Plan will be filled out by the Executive Director.

### **Dismissal**

Dismissal is the termination of employment by the Library of any employee with unsatisfactory conduct or job performance. The Executive Director shall determine the appropriate period of notice, if any. In all instances, the Executive Director will inform the employee, in writing, of the reason for dismissal.

### **Immediate Dismissal**

Immediate dismissal, without prior notice, may be made for misconduct, which includes, but is not limited to:

- Criminal activity;
- Theft;
- Intoxication;
- Substance abuse;
- Insubordination;
- Misrepresentation of facts to obtain employment;
- Misrepresentation of facts to obtain leave;
- Willful endangerment of persons or property; or
- Actions in opposition to the rules and policies of the Library.

Insubordination includes the failure or refusal to obey the orders or instructions of the Executive Director or a supervisor, failure to follow through on performance improvement plans, the use of threatening language towards such individuals, or any conduct that undermines supervisor authority.

### **Dismissal and Accrued Time Off**

Employees dismissed from employment with the Library will not receive payment for accrued personal time or vacation time.

### **Hearing Procedures**

An employee may appeal a dismissal to the Board at its next regular meeting, by submitting a written request for a hearing, providing that there is adequate time to place the matter on the agenda. The hearing shall be held in Executive Session unless otherwise requested. The decision of the Board shall be final.

## 2.7 Employee Grievances

It is the policy of Reed City Area District Library to maintain a harmonious workplace environment. Reed City Area District Library encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Executive Director.

After receiving a written grievance, Reed City Area District Library may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Reed City Area District Library's Sexual and other Unlawful Harassment Policy.

Reed City Area District Library assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

## 2.8 Internal Communication

Effective and ongoing communication within Reed City Area District Library is essential. As such, the Library maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements.

In addition, Reed City Area District Library uses the Intranet and email to facilitate communication and share access to documents. For information on appropriate email and Internet usage, employees may refer to the Computer, Email, and Internet Usage policy. To avoid confusion, employees should not post or remove any material from the bulletin boards.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

## 2.9 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Reed City Area District Library.

Unless an alternative work schedule has been approved by Reed City Area District Library, employees will be subject to the Library's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Reed City Area District Library's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

## 2.10 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Reed City Area District Library's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, Reed City Area District Library will not tolerate any retaliation against an employee who:

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding the suspected Library or employee violations of the law, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting;
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or patron, environment or general public;
- Objects to, or refuses to participate in, any activity, policy or practice, which the employee reasonably believes is a violation of the law;

- Provides information to assist in an investigation regarding violations of the law; or
- Files, testifies, participates or assists in a proceeding, action or hearing in relation to alleged violations of the law.

Retaliation is defined as any adverse employment action against an employee, including, but not limited to, refusal to hire, failure to promote, demotion, suspension, harassment, denial of training opportunities, termination, or discrimination in any manner in the terms and conditions of employment.

Anyone found to have engaged in retaliation or in violation of law, policy or practice will be subject to discipline, up to and including termination of employment. Employees who knowingly make a false report of a violation will be subject to disciplinary action, up to and including termination.

Employees who wish to report a violation should contact their supervisor or The Board directly. Employees should also review their state and local requirements for any additional reporting guidelines.

Reed City Area District Library will promptly and thoroughly investigate and, if necessary, address any reported violation.

Employees who have any questions or concerns regarding this policy and related reporting requirements should contact their supervisor, the Executive Director or any state or local agency responsible for investigating alleged violations.

## 2.11 Vacancies and the Publication of Notices

### Executive Director Authority

With the exception of the position of Executive Director, the Executive Director is authorized to fill all positions vacated by existing staff members, and new positions duly created by the Board, subject to the review of the Board at its next regular meeting.

### Application for Employment

All applicants for Library positions must complete an application for employment. The Library will accept all applications from interested persons at any time. When a vacancy occurs, the Executive Director will authorize the placement of a notice of the vacancy in the local paper, if the Library has not advertised a similar position in the past two (2) months.

The Library relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process, and subsequent employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the Library's exclusion of the individual from further consideration for employment, or termination of employment if the person has been hired.

### Professional Positions

Professional positions will be advertised with relevant professional journals and job listings. The Library may pay, upon the recommendation of the Board, reasonable interviewing expenses for professional positions. The Library reserves the option to pay relocation expenses.

### Residency Requirements

There is no residency requirement for employment other than the provision that an employee live within a reasonable community distance of the Library.

## 2.12 Expense Reimbursement

Reed City Area District Library reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the Executive Director.

Some expenses that may warrant reimbursement include, but are not limited to, the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out library business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options. Reimbursements sheets must be filled out with receipts and given to the Executive Director.

To be reimbursed, employees must submit expense reports to the Executive Director for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

## **2.13 Cronyism and Nepotism**

### **Nepotism Conflict**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships

### **Hiring Relatives**

The Library may not hire relatives of persons currently employed or contracted by the Library. The Library may not employ the spouse, parent, siblings of the Executive Director, or relatives of any member of the Board, or any staff member.

### **Defining "Relatives"**

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **Cronyism Conflict**

Staff cannot directly contract friends as performers at the library. If the performer is friends with a staff member, then a third member of staff will be involved in the contracting process in order to ensure quality programming. If cronyism is suspected, staff are advised to contact the Executive Director. If the Executive Director is the guilty party, then staff should approach the board.

## 3.Compensation

### 3.1 Compensatory Time

It is the preference of the Library Board that flexible scheduling be utilized to meet the staffing needs of the Library. If no other alternative is available, compensatory time shall be authorized.

### 3.2 Pay Periods

Paychecks are issued every other Tuesday, the week after timesheets are completed and submitted, for work completed during the previous (2) work weeks. If a payday is on holiday, paychecks are issues on last business day before the holiday.

If you find an error in your paycheck, please notify the Executive Director. Lost or stolen checks should be reported to the Executive Director immediately.

### 3.3 Rate of Pay

Pay rates are reviewed and approved by the Board for each fiscal year. Any other changes in rates must be approved by the Board. The Executive Director may submit suggestions for pay increases. To qualify for an increase, employees must have completed their initial six (6) month period of service, have a satisfactory performance evaluation, and work an average of twelve (12) hours in a pay period.

### 3.4 Unemployment

The Library acknowledges its responsibility to pay unemployment compensation claims to regular employees, when such claims are legitimate and judicious. The Library will contest spurious and unjust claims.

## 4. Employment Status & Recordkeeping

### 4.1 Privacy Policy (Michigan Employees)

Reed City Area District Library is dedicated to protecting the personal security and privacy of all employees and patrons. In the ordinary course of its business, and for legitimate business reasons, Reed City Area District Library may collect and store personal information about its employees and patrons, including all or any part of an employee's or patron's social security number ("SSN"), in hard copy or digital storage. For purposes of this policy, "SSN" means more than four sequential digits of an employee's or patron's social security number.

Reed City Area District Library takes measures to prevent the unauthorized disclosure of an SSN, including without limitation:

- Ensuring the confidentiality of SSNs;
- Prohibiting unlawful or unauthorized disclosure of SSNs;
- Limiting the number of people with access to SSNs, and the circumstances under which SSNs may be accessed;
- Ensuring the proper disposal of documents (hard copy or digital) that contain SSNs; and
- Disciplining, up to and including termination, any employee who violates this policy.

Reed City Area District Library, and all employees who may have access to SSNs, will maintain the security and confidentiality of every document containing the SSN. This means, at a minimum, that Reed City Area District Library will securely maintain documents containing SSNs and that any access to digital files containing all or any part of an SSN will be password protected.

Furthermore, no employee shall display or disclose an SSN without the express written consent of the individual to whom the SSN is assigned. Reed City Area District Library will not mail any document containing an SSN that is visible on, or from, the outside of the mailed article. Nor will Reed City Area District Library use the SSN as an identifying number for its employees, or visibly print it on identification tags, badges, passes, cards or licenses. Reed City Area District Library will not require employees to use or transmit their SSN over the Internet, or any Library intranet, computer system or network unless the connection is secure or the transmission is encrypted.

Reed City Area District Library restricts access to any document displaying an SSN to those with a legitimate business need to access those documents. Access to these documents by anyone other than those individuals with a legitimate business need must be specifically authorized, in writing by the Executive Director or by the individual to whom the SSN is assigned. Documents containing an SSN will be disposed of in accordance with Reed City Area District Library's document retention policy and procedures in such a manner so that they cannot be read or reconstructed in order to preserve the confidential nature of such documents.

Nothing in this policy is intended to modify an employee's right to access their own personnel file, as permitted by applicable law. Nor does this policy prohibit the use of an SSN where the use is authorized by state or federal statute, rule, regulation, court order, or pursuant to legal discovery or process.

Violations of this policy will result in disciplinary action up to and including termination of employment. Violators may also be subject to civil and criminal penalties authorized by applicable state or federal law.

### 4.2 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Reed City Area District Library classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Reed City Area District Library or if your job responsibilities change, you will be informed by the Executive Director of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

**Full-Time:**

Full-time employees are regularly scheduled to work greater or equal to 35 hours per week. Generally, regular full-time employees are eligible for Reed City Area District Library's benefits, subject to the terms, conditions, and limitations of each benefit program.

**Part-Time:**

Part-time employees are regularly scheduled to work less than 35 hours per week. Regular part-time employees may be eligible for some

Reed City Area District Library benefit programs, subject to the terms, conditions, and limitations of each benefit program.

**Temporary:**

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Temporary employees generally are not entitled to [Reed City Area District Library benefits, but are eligible for statutory benefits to the extent required by law. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Reed City Area District Library Management, of a change.

## 4.3 Probationary Status

New employees of the Library are appointed with the understanding that the first three (3) months of employment are probationary. The Library is not obligated to retain the employee beyond that period if the performance of the employee is below par and if there is no evidence that further training would rectify the situation an employee may resign without prejudice during this period.

## 4.4 Education

### Certification of Employees

The minimum requirement of certification for the Executive Director and the library staff is dependent on the library's class size. Class size is determined by the Library of Michigan and is searchable online. In no instance will an employee be hired for a position where certification is required if he or she does not hold the appropriate certification or cannot attain the certification in a reasonable length of time. Employees promoted to certified positions are also required to pursue the certification requirements of their new position.

## 4.5 Personnel Data Changes

It is the responsibility of each employee to promptly notify their supervisor or the Executive Director of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important library information.

If any of the following have changed or will change in the coming future, contact your supervisor or the Executive Director as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Exemptions on your tax forms
- Emergency contact(s)
- Training certificates
- Professional licenses



## 4.6 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization.

### Notice of Voluntary Separation

Employees who intend to terminate employment with Reed City Area District Library shall provide Reed City Area District Library with at least two weeks written notice. Such notice is intended to allow the Library time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

### Return of Library Property

Any employee who terminates employment with Reed City Area District Library shall return all files, records, keys, and any other materials that are the property of Reed City Area District Library prior to their last date of employment.

### Final Pay

Reed City Area District Library will provide employees with their final pay in accordance with applicable federal, state and local laws.

### Benefits Upon Termination

All accrued and/or vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.

Certain benefits, such as healthcare coverage, may continue at the employee's expense, if the employee elects to do so. Reed City Area District Library will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, contact Reed City Area District Library's Executive Director.

## 4.7 Special Status Workers

### Community Service

Workers assigned for the purpose of performing community service hours are classified as special status workers and do not possess any of the benefits of an employee.

### Employment Training Site

The Library may also serve as an employment training site for individuals referred by state and federal training programs. These individuals are also special status workers who are governed by the rules and regulations of the sponsoring agency while also upholding Library policy.

### Special Programs

The Executive Director will be responsible for determining if a particular program is in the best interest of the Library, accepting placements from these programs, and for administering the program within the organization.

### Temporary Employees

The Library may hire temporary employees who are hired for a specific period of time. Temporaries may be hired to work to fill a temporary vacancy created by a long-term leave. Temporary employees are not regular employees and are not entitled to benefits.

## 4.8 Retrenchment

Retrenchment is the termination of employment, or demotion of an employee, by the Library for reasons beyond the control of the employee, bearing no relation to the job performance or conduct of the employee. If because of budgetary considerations, reorganization, discontinuance of a program or service, a satisfactory employee cannot be continued in his

or her regular position, he or she may be demoted or released. Employees released from retrenchment, or refusing continued demoted employment, will receive payment for accumulated paid time off (PTO), if applicable. Affected employees will receive two (2) weeks written notice unless an extreme emergency threatens the disruption of Library service.

## **4.9 Volunteers**

### **Purpose and Scope**

The Reed City Area District Library (RCADL) is pleased to provide volunteer options to individuals wishing to share their talents and abilities in support of library services. However, they will not replace or perform the regular duties of paid staff. Volunteers, by definition, work without pay, benefits or guarantee of hours. Volunteering with the library does guarantee a library card regardless of the volunteer's home address. The number of volunteers and designated volunteer tasks selected will be at the discretion of the Executive Director and based on current library need and the availability of appropriate supervision.

Examples of volunteer opportunities:

- Dusting/cleaning books, shelves and computer equipment
- Shelf read
- Assist with programs (only under the close, direct oversight of library staff)
- Assist with decorations/displays
- Assist with book sales
- Other duties as designated

### **Categories of Volunteers**

#### **a) OCCASIONAL VOLUNTEERS**

Occasionally, special projects of the Library require additional workers. These volunteer options are short in duration and provide options for casual volunteers. No application or orientation process is necessary. Volunteers report to the Executive Director or the "Volunteer Coordinator", to receive their assignments and begin working. Community service workers or students should know the documentation requirements needed to complete their service hours and accurately communicate them to the Executive Director.

#### **b) REGULAR VOLUNTEERS**

Regular volunteers are those who wish to commit to long term (or ongoing) projects lasting four or more weeks. To be eligible for opportunities, a Volunteer Application (Appendix # 22), which will require emergency contact information, general contact information and the commitment to a predetermined schedule developed in consultation with the Library Director. Volunteer applications will be retained for a period of one year and reviewed as opportunities are available. Volunteers age seventeen (17) and under will be required to present a parent/legal guardian's written permission as incorporated into the Volunteer Application. Regular volunteers shall be age twelve (12) or older. Regular volunteers will be required to read through the RCADL Operations Manual and agree to all tenants therein.

### **Expectations and Guidelines**

#### **a) SUPERVISION**

It is expected after an initial assignment of tasks, that the volunteer is able to work independently with periodic questions and/or guidance from the Library Director or Volunteer Coordinator.

#### **b) ATTENDANCE**

It is expected that volunteers work their scheduled times. Volunteers who know they will be late or absent must notify the Library Director or Volunteer Coordinator.

#### **c) APPEARANCE**

Volunteers need to present a positive image to the public. It is expected that the volunteers will dress and groom neatly in keeping with their work assignments.

#### **d) PATRON SERVICE**

It is important that volunteers maintain a professional, friendly demeanor at all times. All patron questions, other than directional, are to be referred to library staff.

**e) PROFESSIONALISM** Volunteers are expected to meet the same standards of professionalism as required of library staff.

**f) NAME TAGS** Some volunteer options may require wearing a name tag and will be at the discretion of the Director or Volunteer Coordinator.

#### **g) TELEPHONE AND EQUIPMENT USE**

The Library is professional work place. Personal calls are prohibited except as authorized by the Library Director or Volunteer Coordinator. Personal use of library equipment is not authorized.

#### **h) HEALTH AND SAFETY**

Safety is the responsibility of every worker, paid or unpaid. In the event of injury, the Executive Director or Volunteer Coordinator. An incident report will be filled out by the Director and Volunteer. Additionally, if an assignment is causing physical discomfort, the Executive Director or Volunteer Coordinator should be notified, so that alternative tasks may be considered.

#### **i) TERMS OF VOLUNTEER WORK**

The volunteer will be retained insofar as library need and supervisor availability and may be discharged at the Executive Director's discretion. The volunteer may also be discharged if not adhering to tenants of the Volunteer Policy and/or at the discretion of the Director.

## 5. Working Conditions & Hours

### 5.1 Library Hours

Reed City Area District Library is open for business from

- Monday 09:00 AM to 05:00 PM
- Tuesday 11:00 AM to 07:00 PM
- Wednesday 11:00 AM to 05:00 PM
- Thursday 11:00 AM to 05:00 PM
- Friday 11:00 AM to 05:00 PM
- Saturday 09:00 AM to 12:00 PM

This excludes holidays recognized by Reed City Area District Library. The standard workweek is 35 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

### 5.2 Work Schedules

#### Work Schedules

##### Minimum Staff Per Shift

There will always be at least two (2) staff members on duty whenever the Library is open.

##### Work Schedule Changes

The Executive Director must approve any change in the work schedule. Staff members are expected to work a flexible schedule, month-to-month, which may include evening and/or weekend hours.

##### Holiday or Personal Leave Schedule Changes

Occasionally a holiday or personal commitment may fall on a day an employee is normally scheduled to work. In such cases, employees should discuss the situation with the Executive Director. If the Executive Director determines that the workload warrants rescheduling of hours, the employee will be permitted to make up lost hours beyond paid time off compensation. Otherwise, hourly employees are not paid for holidays.

##### Executive Director Hours

The Executive Director, as a full-time employee, should incorporate any scheduled holidays off into the contracted thirty-five (35) weekly work hours.

##### Work Week

The Library work week begins on Monday and ends at the completion of work on the following Saturday. Daily, weekend, and evening hours shall be established by the Board. Holidays shall follow those established by the Board.

### 5.3 Meal and Rest Periods

Staff members are normally scheduled for one thirty (30) minute paid meal break during an eight (8) hour day. Staff

members are also permitted a paid ten (10) minute break for each four hours worked, to be taken near the mid-point of the four-hour time period. Rest periods are not to be accumulated or used to shorten the work scheduled or lengthen the meal period.

## 5.4 Break Time for Nursing Mothers

Reed City Area District Library accommodates employees who wish to express breast milk during the workday by providing reasonable break times to do so. The Library will provide a designated room, other than a bathroom, that is shielded from view, free from intrusion from coworkers and the public and is in compliance with all other applicable laws for this purpose.

Employees who use regularly scheduled rest breaks to express breast milk will be paid for the break time. If the lactation break does not run concurrently with the employee's regularly scheduled compensated break, the lactation break time will be unpaid.

For questions related to this policy, please contact the Executive Director.

## 5.5 Workplace Safety

Reed City Area District Library is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Reed City Area District Library and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

### **Complaint and Reporting Procedure:**

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

The Board

[board@reedcitylibrary.org](mailto:board@reedcitylibrary.org)

231-831-2131

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

### **Retaliation Prohibited:**

Reed City Area District Library expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment.

Questions or concerns regarding this policy should be directed to your supervisor or the Executive Director.

## 5.6 Security

The purpose of Reed City Area District Library's security policy is to protect Library assets and to maintain a safe working environment for all employees.

### **Facility Access:**

Reed City Area District Library employees will be issued a key at the Executive Director discretion. Contracted companies may be issued a key at the Executive Director's discretion. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to the Executive Director as soon as possible.

Upon separation from Reed City Area District Library, and at any other time upon Reed City Area District Library's request, all keys must be returned to your supervisor.

**Closing Procedures:**

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

Employees are not permitted on Library property after hours without prior authorization from the Executive Director.

## 5.7 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt Library operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by the Executive Director.

When a decision is made to close, employees will receive official notification from the Executive Director.

**Note:** In a declared state of emergency that prohibits travel, employees shouldn't report to work.

Pay:

**Exempt Employees:**

If Reed City Area District Library closes due to an emergency, employees who are classified as exempt from overtime will receive their full salary, provided they have worked any part of the workweek.

**Non-Exempt Employees:**

If Reed City Area District Library closes due to an emergency, employees who are classified as non-exempt from overtime won't be paid, unless state or local law requires such pay or they have paid leave available and elect to use it for the missed work hours.

**Note:** If a non-exempt employee is already working when the decision to close is made, the employee will be paid for all hours actually worked and any additional hours that may be required under state and local laws, if applicable. If a non-exempt employee arrives at work and is asked to wait while a decision to close is made, they will receive pay for the time they spent waiting.

If you have questions about emergency closing or pay, please contact the Executive Director.

## 6. Employee Benefits

### 6.1 Library Benefits

#### Staff Borrowing

Library staff members are invited to borrow materials from the Library just like any other Library patron. Although staff members are not charged fines for overdue materials, Library staff members are asked to observe the same circulation policies as other patrons. Please check out all materials borrowed, return materials within the length of time, and reserve materials in the normal manner.

#### Supplies, Equipment, and Telephone

##### Use of Organizational Supplies

No employee shall be permitted to use organizational supplies for personal use. The organization's tax-exempt purchasing status shall not be used for the pass-through purchasing of personal supplies or equipment. Employees are asked to limit their use of telephone for personal calls and are prohibited from charging long distance personal calls to the Library. Personal cell phone calls shall be limited to breaks or emergencies only. Employees and Board Members are allowed to use the office copier, fax, or printer at one-half (½) the cost to the public.

##### Use of Library Property

When using Library property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify the Executive Director if any equipment appears to be damaged, defective, or in need of repair.

### 6.2 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy

PTO will be tracked and recorded by the Executive Director with the completion of each pay period.

The Executive Director has the right to refuse a request for PTO if the timing of the time off would severely impact the ability of the RCADL to do business. If an employee disagrees with the Library Director's decision, the employee may appeal the decision of the Board.

Full-time and part-time employees

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

#### Full Time Employees

The Executive Director will receive 120 hours paid time off (PTO) per year. The amount of time does not increase and is not to be taken successively in its entirety.

#### Part Time Employees

##### Assistant Director

The Assistant Director will receive 60 hours paid time off (PTO) per year. The amount of time does not increase and is not to be taken successively in its entirety.

### **Assistant Director of Collections**

The Assistant Director of Collections will receive 30 hours paid time off (PTO) per year. The amount of time does not increase and is not to be taken successively in its entirety.

### **Other Part Time Employees**

Each part-time employee that works an average of twenty (20) hours per week or more will receive twenty (20) hours of paid time off (PTO) per year, effective after the first six (6) months of employment.

### **Additional PTO**

Each January, after the first full year of employment, each part time employee will gain an additional hour of PTO.

### **Example**

A new employee who works an average of twenty (20) hours per week is hired in October 2007. In May 2008 that employee will receive twenty (20) hours of PTO to be used by December 31, 2008. On January 1st, 2009, that employee will receive twenty-one (21) hours of PTO to be used by December 31st, 2009.

Unless Reed City Area District Library is required by state or local law to carry over unused PTO to the following year, employees must use their earned time prior to June 30 of the Library's Fiscal Year; otherwise the time will be forfeited. For details on carryover or other provisions of this policy, contact Executive Director.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which Reed City Area District Library operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

### **Resignation of Employee**

Upon voluntary resignation of employment for an employee in good standing, unused PTO days in that calendar year will be processed with the payroll immediately following the effective date of separation from employment.

### **Dismissal of Employee**

Employees who have been dismissed will not be allowed pay for accrued PTO.

## **6.3 Paid Sick Leave (Michigan Employees)**

Effective February 21, 2025, employees who work in Michigan may be eligible for paid sick leave under state law.

### **Accrual and Carryover:**

Employees are entitled to accrue one hour of sick leave for every 30 hours worked. Unused sick leave will be carried over to the following year. Sick leave immediately accrues upon hire but is not useable until after the 90 day probationary period.

### **Basic Leave Entitlement:**

If Reed City Area District Library has 10 or more employees (for 20 or more calendar weeks in either the current or preceding year), employees are entitled to use up to 72 hours of accrued paid sick leave per year.

If Reed City Area District Library has fewer than 10 employees, up to 72 hours of sick leave may be accrued by employees per year, but only 40 hours of it will be paid (the other 32 hours will be unpaid).

### **Employees are entitled to use accrued sick leave for the following purposes:**

- The employee's or a family member's mental or physical illness, injury or health condition
- The employee's or a family member's medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or preventive medical care
- For medical care, counseling, obtaining legal services, or participating in a civil or criminal proceeding when the employee or a family member is a victim of domestic violence or sexual assault



- The closure of the employee's place of business due to a public health emergency, the closure of their child's school or place of care due to a public health emergency, or when a health care provider has determined that the employee's or a family member's presence in the community would jeopardize the health of others

**Family members are defined as:**

- A child, stepchild, legal ward, a child of a domestic partner, or a child to whom the employee stands in place of a parent
- Grandchild
- Grandparent
- Parent, or parent of spouse or domestic partner
- Sibling
- Spouse or domestic partner
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

**Employee Notice**

If the need for leave is foreseeable, employees must provide seven days' advance notice. If the need for leave is not foreseeable, employees must provide notice as soon as practical.

**Separation and Reinstatement**

Separation: Unused earned sick time will not be paid out upon separation from employment.

Rehire: If an employee is rehired within six months, previously unused sick time will be reinstated.

**Documentation**

If employees use more than three consecutive days of sick leave, Reed City Area District Library may require reasonable documentation that the leave has been used for a covered reason.

**Pay During Leave**

During paid sick leave, employees will be paid their normal hourly wage or the minimum wage, whichever is greater. For employees whose hourly wage varies depending on the work performed, the "normal hourly wage" will be the average hourly wage during the pay period immediately prior to the use of the leave.

**Retaliation Prohibited**

Reed City Area District Library prohibits retaliation against employees for exercising their rights under the law.

For more information on this policy, please contact the Executive Director.

**Recordkeeping**

Employers must retain records documenting hours worked and earned sick time taken by employees following the Michigan's Public Library Retention Schedule.

**Compliance**

This policy is intended to comply with the Michigan Earned Sick Time Act. In the event of any conflict between this policy and the Act, the provisions of the Act will prevail.

## **6.4 Workers' Compensation**

Employees who are injured on the job at Reed City Area District Library are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Reed City Area District Library. No premium is charged for this coverage and no individual enrollment is required. Reed City Area District Library will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence.

Supervisors will then immediately contact the Executive Director to obtain the required claim forms and instructions.

## **6.5 Military Leave**

Reed City Area District Library grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Executive Director.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Reed City Area District Library complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Executive Director.

## **6.6 Jury Duty Leave (Michigan Employees)**

Reed City Area District Library encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence. Either Reed City Area District Library or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Employees summoned for jury duty will not be required to work any number of hours that, when added to the number of hours served on that day, would exceed the number of hours the employee would have normally worked on that day.

Jury duty leave is unpaid; however employees may opt to use accrued paid time off for this purpose.

## **6.7 References**

Employees who have performed satisfactorily during their tenure with the Library will receive an appropriate reference if one is requested. Employees still employed with the Library will not receive a negative reference solely for the purpose of retaining said employee with the Library.

# 7. Employee Conduct

## 7.1 Standards of Conduct

Reed City Area District Library's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Library rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of library-owned or patron-owned property
- Violation of safety or health rules
- Bringing a weapon (firearm, explosive, knives) into the Library
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other library-owned equipment on working time. Working time does not include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any "business secrets" or other confidential or non-public proprietary information relating to the Library's products, services, patrons or processes. Wages and other conditions of employment are not considered to be confidential information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Reed City Area District Library's standards of conduct, please direct them to your supervisor or the Executive Director.

## 7.2 Confidentiality

Reed City Area District Library takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, patron lists, patron preferences, patrons' personal information, library financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases, and information concerning the creation, acquisition or disposition of products and services.

Confidential Information also includes the library's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, trademarks, and inventions developed through the course of your employment with Reed City Area District Library and as a direct result of your job responsibilities with Reed City Area District Library. Wages and other conditions of employment are not considered to be Confidential Information.

To protect such information, employees may not disclose any confidential or non-public proprietary information about the library to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the library, and not otherwise available to persons or companies outside of Reed City Area District Library, may result in disciplinary action, up to and including termination of employment. If you leave the library, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Executive Director.

## **7.3 Dress Code**

### **Dress Code**

#### **Employees Represent RCADL**

The RCADL is represented by its employees. They are the first to greet our patrons and the last to check them out. A well-groomed, properly dressed employee will make the best and lasting impression. To that end, we are requesting the following rules to be observed at all times.

#### **Dress Code Rules**

- Casual office attire should be worn.
- Jeans are appropriate with no tears, fades, or stains.
- Shorts could be worn with Executive Director approval. (I.e. Summer Reading Program Kickoff)
- No belly or low-cut shirts.
- No open toed shoes or sandals except as approved by the Executive Director.
- Offensive tattoos should be covered.
- No attire should be worn with political, offensive language, alcohol, or tobacco logos.
- Hair should be neat and clean.
- Clothing is expected to be neat and clean.

#### **Clarification**

If you have any questions, please ask the Executive Director for clarification.

## **7.4 Library Supplies**

Only authorized persons may purchase supplies in the name of Reed City Area District Library. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Reed City Area District Library or bind Reed City Area District Library by any promise or representation without express written approval.

## **7.5 Use of Library Property**

Library property refers to anything owned by the library: physical, electronic, intellectual, or otherwise. The use of library property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee's responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Library, and is subject to reassignment and/or use by the Library without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voicemail, records, and employee files.

Reed City Area District Library has created specific guidelines regarding the use of library equipment. Below is a list of

employee responsibilities and limitations with regards to library property.

Personal use of library property:

Library property is not permitted to be taken from the premises without proper written authority from library management.

#### **Library Tools:**

All necessary tools are furnished to employees in order to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee's negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

#### **Care of Library Property:**

Office areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized removal, possession, or use of library property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employment.

## **7.6 Computer, Email & Internet Usage**

Computers, email, and the Internet allow Reed City Area District Library employees to be more productive. However, it is important that all employees use good business judgment when using Reed City Area District Library's electronic communications systems (ECS).

#### **Standards of Conduct and ECS**

Reed City Area District Library strives to maintain a workplace free of discrimination and harassment. Therefore, Reed City Area District Library prohibits the use of the Library's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Library's policy against discrimination and harassment.

#### **Copyright and other Intellectual Property**

Respect all copyright and other intellectual property laws. For the Library's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Library's own copyrights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Reed City Area District Library purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Reed City Area District Library does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Reed City Area District Library prohibits the illegal duplication of software and its related documentation.

#### **ECS Guidelines**

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Library that violate the Library's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Library-owned software without permission.
- Sending or posting the Library's confidential material, trade secrets, or non-public proprietary information outside of the Library. Wages and other conditions of employment are not considered confidential material.
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job performance of fellow employees.
- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Reed City Area District Library.

## **Privacy and Monitoring**

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Reed City Area District Library are the property of Reed City Area District Library. Employees have no right of personal privacy when using Reed City Area District Library's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Executive Director.

## **7.7 Telephone Usage**

Reed City Area District Library telephones are intended for the sole use of conducting library business. Personal use of the Library's telephones and individually owned cell phones during business hours should be kept to a minimum or for emergency purposes only. We ask that personal calls only be made or received outside of working hours, including during lunch or break time. Long distance phone calls which are not strictly business-related are expressly prohibited.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## **7.8 Visitors in the Workplace**

To ensure the safety and security of Reed City Area District Library and its employees, only authorized visitors are permitted on Library premises and in Library facilities.

All visitors must enter through the main doors and sign in and out at the front desk. Authorized visitors will be escorted to their destination and must be accompanied by a representative of the Library at all times.

## **7.9 Personal Property**

Employees should use their discretion when bringing personal property into the workplace. Reed City Area District Library assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Reed City Area District Library premises.

## **7.10 Workplace Violence**

Reed City Area District Library strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, patrons, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto library property
- Threatening to use or using a weapon while on library premises, on library-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor or security personnel. Employees should warn their supervisors or security personnel of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be investigated promptly and will be kept confidential to the maximum extent possible. Reed City Area District Library will not tolerate any form of retaliation against any employee for making a report under this policy.

Reed City Area District Library will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

## **7.11 Sexual & Other Unlawful Harassment**

Reed City Area District Library is committed to a work environment in which all individuals are treated with respect. Reed City Area District Library expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the library's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the library

Harassment on the basis of any other protected characteristic is also strictly prohibited.

### **Complaint Procedure:**

Reed City Area District Library strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

The Board

[board@reedcitylibrary.org](mailto:board@reedcitylibrary.org)

231-831-2131

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

### **Retaliation Prohibited:**

Reed City Area District Library expressly prohibits retaliation against any individual who reports discrimination or

harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

## **7.12 Drug & Alcohol Use**

Reed City Area District Library is committed to maintaining a workplace free of substance abuse. No employee or individual who performs work for Reed City Area District Library is allowed to consume, possess, sell, purchase, or be impaired by alcohol or illegal drugs, as defined under federal and/or state law, on any property owned by or leased on behalf of Reed City Area District Library, or in any vehicle owned or leased on behalf of Reed City Area District Library or while on library business.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform their job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Reed City Area District Library will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Executive Director immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Reed City Area District Library employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Reed City Area District Library reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Reed City Area District Library, employees must comply with this Drug & Alcohol Use Policy. Be advised that no part of the Drug & Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Reed City Area District Library and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

## **7.13 Smoking**

Reed City Area District Library provides a smoke-free environment for its employees, patrons, and visitors. Smoking, including the use of e-cigarettes and vaporizers, is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions.

## **7.14 Evaluation**

### **Goal of Evaluation**

The goal of evaluating employee job performance is to assess how well employees execute their duties and responsibilities, provide them with constructive feedback, and improve Library service. Evaluations are a continuous process. The Executive Director is expected to evaluate and provide productive comments on a daily basis.

### **Maintaining Written Evaluations**

The Library reserves the right to maintain written evaluations on individual employees as necessary.

## **7.15 Disciplinary Action**

Disciplinary action at Reed City Area District Library is intended to fairly and impartially correct behavior and performance



problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence.

Reed City Area District Library reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Reed City Area District Library recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of library property
- Presence on library property during non-business hours
- Use of library equipment and/or library vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Divulging Reed City Area District Library business practices or any other confidential information
- Any misrepresentation of Reed City Area District Library to a patron, a prospective patron, the general public, or an employee

Employees dismissed from employment with the Library will not receive payment for accrued personal time or vacation time.

#### **Employee Response**

The employee has the right to place explanatory statements in his or her personnel file in response to the disciplinary action.

#### **Hearing Procedures**

An employee may appeal a dismissal to the Board at its next regular meeting, by submitting a written request for a hearing, providing that there is adequate time to place the matter on the agenda. The hearing shall be held in Executive Session unless otherwise requested. The decision of the Board shall be final.

## **7.16 Resignation**

#### **Written Notice**

Resignations from the Library should be made, in writing, at least two (2) weeks before the resignation becomes effective. Supervisory employees are requested to provide four (4) weeks notices. Employees resigning from the Library will receive payment for accrued paid time off (PTO), if applicable.

#### **Reason for Resignation**

Resigning employees are required to specify the reason for the resignation, in writing, at the time that they serve notice of the resignation. The Executive Director reserves the right to conduct an exit interview with resigning employees.

## **7.17 Training and Professional Development**

Reed City Area District Library is committed to the personal, professional, and developmental growth of all its employees.

To this end, Reed City Area District Library not only prepares their new hires to succeed with the Library, Reed City Area District Library also continually teaches, develops, and improves current employees' skills in order to constructively respond to today's on-going business challenges.

Employee training and development is essential in responding to the rapid business changes that occur due to continual economic fluctuations, global economy, enhanced technology, and cultural and demographic factors. Reed City Area District Library strongly encourages the training and development of employees to aid them in improving their ability to succeed at the current position, and also to prepare them for career advancement.

Some training programs are required for all employees, such as anti-harassment training and anti-discrimination training, training on Reed City Area District Library policies and procedures as well as occupational safety training. Employees required to attend these training sessions will be compensated pursuant to applicable federal and state laws.

In addition, Reed City Area District Library encourages employees interested in job-specific training and continuing educational opportunities to research such programs and consult the Executive Director. Management approval must be obtained, in writing, prior to registering for the seminars or courses.

Reed City Area District Library firmly believes in developing employees by drawing on the knowledge and experience of its own talented workforce. To this end, Reed City Area District Library offers programs such as coaching and mentoring. To obtain more information on these types of programs, employees may consult with the Executive Director.

## **7.18 Negative Statements Concerning Staff**

### **Patron Statements**

Statements of a negative nature concerning Library employees must be submitted to the Executive Director in writing. The Executive Director shall review the matter and, when appropriate, resolve the situation in conference with the employee or the person submitting the statement. In all instances, the complainant will receive a reply. Complainants who are not satisfied with the decision of the Executive Director, may appeal in writing to the Board of Trustees. Oral and unsigned statements shall be disregarded.

## 8. Timekeeping & Payroll

### 8.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Library. Reed City Area District Library expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

Do not leave the Library during scheduled working hours without notifying the Executive Director.

All time off must be requested in writing, in advance, as outlined in the Library's time-off policy. If an employee is unexpectedly unable to report for work for any reason, they must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail, text, or email message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail, text, or email message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. Reed City Area District Library reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, Reed City Area District Library will presume that the employee has voluntarily resigned. Reed City Area District Library will review any extenuating circumstances that may have prevented the employee from calling in before they are removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Certain absences may be protected by federal, state, and/or local law. If you have questions about this policy or your entitlement to time off, contact the Executive Director.

### 8.2 Timekeeping

It is the Library's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons. Any errors in time records, must be immediately reported to your supervisor.

Absent prior authorization, non-exempt employees are not permitted to start work until their scheduled starting time or work past their scheduled ending time.

Reed City Area District Library strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

## **8.3 Paydays**

Reed City Area District Library employees are paid on a Bi-weekly basis. In the event that a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Library makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

## **8.4 Payroll Deductions**

Reed City Area District Library makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Executive Director immediately.

Reed City Area District Library will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.