

### General Principle

The Beaver Island District Library has established these policies and procedures for personnel employed by the Beaver Island District Library. Personnel policies have been developed to assist employees of the library to understand the terms and conditions of their employment. The contents of this Policy (Handbook) constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. The policies and benefits set out in the Handbook can be changed at any time without advance notice at the discretion of the Library Board of Trustees. However, changes will apply prospectively, only. Therefore, this Policy (Handbook) should not be viewed as creating any kind of employment contract. An employee still has the right to terminate employment at any time.

### Equal Opportunity

The Beaver Island District Library is an equal opportunity employer and will not discriminate with regard to religion, race, color, national origin, age, sex (including pregnancy and conditions related to pregnancy), marital status, citizenship status, genetic information, disability, marital status, military status, weight, height, or any other category protected by state or federal law. Individuals with a disability that requires an accommodation to perform the essential functions of his/her job should request accommodation from the Director. We will make every effort to provide reasonable accommodations for qualified individuals.

### Employee Selection

The Library Director shall be hired by the Library Board of Trustees. All other employees shall be hired by the Library Director within the constraints of the approved budget. The Library Board of Trustees will approve all new job descriptions. The Board of Trustees shall be notified when a person is hired.

### Employee Status

All employees are deemed "at will" employees. "At will" is defined as either the employer or employee may terminate the employment relationship at any time, with or without cause, with or without notice.

The Beaver Island District Library may conduct background checks of all individuals to be hired, including criminal, credit, references, and background. An authorization signed by applicants is a required pre-requisite for employment with the Library. The Beaver Island District Library complies with the requirements of the Fair Credit Reporting Act.

### Wages

1. Wages are set by the Library Board of Trustees.
2. Wages shall be presented with the budget prior to the April meeting of the Library Board of Trustees for revision or change.
3. Paychecks are issued on a biweekly basis.

### Employment Conditions

1. Hours of work – Work schedules will be set by the Director to adequately cover the hours of operation and may be altered, as need dictates. Evening and weekend hours may be included.
2. Overtime work – Non-exempt employees who work more than forty hours in any given week will be paid overtime according to law.

### Timekeeping

The Library keeps track of hours worked by use of written time sheets. Employees are required to keep their time sheet current. At the end of each work pay period, the time sheet is signed and submitted for processing. Salaried employees are not required to document time worked, but are required to document leave usage.

### Paid Personal Time

1. Salaried Library employees will earn 10 days of vacation per year unless superseded by a contract. Salaried Library employees will earn 10 days of vacation each year for the first 5 years of employment. Vacation days are allotted April 1 of every year. Vacation time for new employees will be allotted as a prorated yearly amount after 3 months of employment.
2. Requests for Paid Personal Time must be put in writing and submitted to the Director at least one week prior to the start of the Paid Personal Time requested. Vacations are approved on a first come first served basis, taking into consideration the staffing needs of the library. Holiday, vacations and time off may be rotated among staff.
3. After 5 years of employment salaried employees shall earn an additional 5 days of vacation. That time will be pro-rated on the fifth anniversary date of the employee and then for the following years, allotted on April 1.

### Professional Leave

1. Employees may attend workshops, conferences, and library meetings with the pre-approval of the Director. Upon return, the employee shall report about the workshop at the next scheduled staff meeting. The Director shall report about workshops attended within the next scheduled Board of Trustees meeting.
2. Fees and costs of workshops, conferences, and similar library training courses to be attended by the staff will be paid from library funds with the pre-approval of the Director.
3. Employees will receive remuneration for the regular working hours while attending authorized training courses.
4. Mileage is reimbursed at the rate for all authorized travel at the IRS authorized rate.

### Other Leave

All employees shall be granted funeral leave with pay, upon the death of an immediate family member (mother/father, mother & father-in-laws, spouse, child, sibling, brother & sister-in-laws). Employees will be granted 3 days.

### Conflict Resolution

Employees should first bring any issues to the Director. If the problem persists two weeks after discussion with the Director, the employee may notify the Board of Trustees in writing. The Library Board of Trustees will set up a time to address the problem at the next regular meeting, which can be closed at the employee's request.

### Volunteers

The Library encourages interested individuals to volunteer their time and services. Volunteers will be trained and supervised by library staff and covered under the library's general liability policy.

### Rules to Protect Us All

The Library believes that all of its employees should take pride in their jobs and desire to perform them in an efficient and effective manner. People cannot live and work together successfully and enjoyably without order.

The Library needs to have certain reasonable policies and rules for the conduct of its business. The most important rule is that an employee use common sense, or stated differently, "the rule of reason." This list is not all-inclusive; however, the following list gives an idea of a few basic rules that should not be violated under any circumstances. Violation of these basic rules, the policies in this Handbook, or other Library policies may lead to discipline, up to and including immediate termination. If an employee has any questions about these basic rules, or what is expected, please discuss them with the Library Director.

The existence of these rules does not change the status of an at-will employee. The employee or employer may still terminate employment at any time for any reason, or for no reason, with or without notice, with or without cause.

- The Library will not tolerate absenteeism or tardiness, including employees who do not report to work as scheduled, or leave work during a scheduled shift without permission.
- Falsifying time sheets or any other records required to be kept.
- Making false statements regarding the reason for an absence.
- Making or publishing any vicious, defamatory, malicious, or deliberately false statements concerning any employee, Trustee, the Library, or its work or services.
- Stealing or misappropriating library property, another employee's property, or

patron's property.

- Carelessly damaging, misusing, destroying, abusing, or misplacing property belonging to the library or another employee.
- All employees should display a positive attitude toward their jobs. A bad attitude creates a difficult working environment and prevents the Library from providing quality service to our customers/patrons/citizens. Courtesy is the responsibility of every employee. We expect everyone to be courteous, polite and friendly both to the customers and to fellow employees. No one should be disrespectful, use profanity or engage in any activity that injures the image or reputation of our Library.
- Everyone has duties to perform, and everyone must follow directions from someone. It is against our policy for an employee to refuse to follow the lawful directions of a supervisor or to treat a supervisor in an insubordinate manner.
- Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level, as defined by the Director. Carelessness inhibits work performance and productivity and is prohibited. Any employee, who fails to maintain a satisfactory level of performance, is subject to termination.
- Employees are asked to come to work dressed in a conservative, appropriate manner for the library environment.

#### Personal Telephone Calls

Employees may make or receive personal calls only in case of emergency or on work breaks. Lengthy or frequent calls may result in the loss of this privilege. Violation of this policy will result in discipline up to and including termination.

#### Computers and Email

The Library's staff computers, computer files, the email system, software, and telephone systems are intended for Beaver Island District Library business only. All information on the computers and email and voicemail systems is the sole and exclusive property of the Beaver Island District Library. Such information may not be disclosed to any person outside the Library or removed from the premises without the express permission of the Library Director.

Because of the nature of this data, we reserve the right to access all information on Beaver Island District Library computers and email accounts, even when personal passwords have been assigned. Employees do not have a personal privacy right in any matter created, received, or sent from the Library's telephone, Internet or Email accounts. Therefore, employees should not put personal data or other information on these computers. Library email and social media accounts may not be used to solicit or to advocate non-Library or purely personal interests, religious, or political causes.

Inappropriate, offensive, off-color or sexual or racial communication is a violation of our policies and strictly prohibited.

Employees should notify the Library Director upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. To ensure compliance with this policy, computer and email usage may be monitored.

Work place violence/weapons policy

The Library is committed to providing a safe environment for its employees, patrons and visitors. As stated in the Code of Conduct, the Library has zero tolerance for threats and acts of violence.

**Zero Tolerance for Violence:** “Violence” is defined to include physically harming another in any way; shoving or pushing; physical intimidation or coercion; brandishing weapons; and/or threatening violence or causing harm to another. Any display, attempt or threat of violence in the workplace or at a library sponsored event or during the work day shall subject the employee to disciplinary action up to, and including, immediate termination.

**Zero Tolerance for Weapons:** Weapons of any kind including, but not limited to, guns, chemical sprays, brass knuckles, knives, clubs or any other object that is intended to be used as a weapon is prohibited and not permitted on company premises or at a company sponsored event or during the work day. Possession of a weapon in violation of this policy, regardless of whether the employee has obtained a permit to carry such a weapon, shall subject the employee to disciplinary action up to, and including, immediate termination absent advanced written consent by the Director.

**Reporting Potential Problems:** It is each employee’s responsibility to prevent violence in the workplace. Employees can help by reporting to management their observations in the workplace. Employees are required to report any incident of violence or violation of this policy immediately. Failure to do so may result in disciplinary action.

Again, we urge all employees to report any concerns that they might have about a change in behavior of a co-worker or a patron that may be indicative of a potential risk of violence (e.g. increased agitation or argumentative behavior). All reports will be kept confidential to the extent possible, thoroughly investigated and appropriate action will be taken.

**Security:** Security of Library personnel, patrons, and property is of the highest concern to us. No weapons of any type are allowed on the premises, or in any of our vehicles. Any violations of our Workplace Violence Policy set forth above will result in discipline up to and including immediate termination as well as possible prosecution.

These procedures are necessary for the safety, health and security of everyone at the Library and the protection of our property and facilities. Submission and compliance with these rules is a condition of your continued employment.

### No Harassment

Harassment of any of our employees, applicants, or customers is not tolerated. Any form of harassment related to an individual's race, color, religious creed, national origin, sex, citizenship status, ancestry, veteran status, membership in the Armed Services, age or disability, or any other category protected by State or Federal law, is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes:

- unwelcome sexual advances and requests for sexual favors
- threatening reprisals for an employee's refusal to respond to requests for sexual favors
- offensive physical conduct
- display of offensive pictures, drawings or photographs
- offensive remarks, comments, jokes or slurs pertaining to an individual's race, sex/gender, religion, age, disability, etc.

Any questions about what constitutes harassing behavior, or what conduct is prohibited by this policy should be directed to the Library Director.

Violation of this policy will subject an employee to disciplinary action up to and including immediate discharge.

Supervisors are also covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no supervisor or Trustee has the authority to suggest to an employee or applicant that the individual's employment, continued employment, or future advancement will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with the supervisor or Trustee.

Harassment of our employees in connection with their work by non-employees is also a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken.

Conduct, which constitutes harassment under some circumstances, may not be harassment under other circumstances – it often depends upon how the conduct was intended and received. Therefore, an employee should let the person know in clear terms that the conduct is offensive and not laugh or shrug off objectionable behavior. Notify the Library Director immediately if you feel that you are being harassed by another employee or by anyone else. If the problem involves the Library Director, or if you do not feel that the matter can be discussed with the Library Director, immediately

contact any member of the Library Board of Trustees. Your complaint will be kept as confidential as possible and will not be penalized in any way for reporting a harassment problem. If at any time you determine that your report has not been handled to your satisfaction, you should immediately arrange to speak with the President of the Library Board of Trustees to address the issue.

A harassment problem cannot be resolved unless it is known about it. Therefore, it is the employee's responsibility to bring any such problems to attention of the Library Director or the Library Board of Trustees so that steps can be taken to correct the problem.

#### Health and Safety

Each employee involved in any accident that includes bodily injury or property damage in the course of his or her work, whether or not involving vehicle operation, shall promptly and completely report the details to the Director.

The employee shall immediately, if practical, file an accident report that includes accurate, complete, and unbiased information fully describing the accident, the persons and/or vehicle involved, their insurers (if known), names and addresses of witnesses, and any other pertinent information.

All injuries sustained by an employee in the course of his/her work will, when the library so designates, be evaluated by a library-appointed physician, provided the library agrees to pay the cost of such an examination or treatment.

Each employee shall comply with standard safety regulations. Failure to observe this requirement or to promptly file a complete and accurate report as required herein, or to adhere to any of the library's safety rules, shall subject the employee to disciplinary action.

#### Smoke-free, Drug-free Workplace

In compliance with the Public Health Clean Indoor Air Regulation, the Beaver Island District Library shall be entirely tobacco and tobacco-like products free. Smoking and using tobacco and tobacco-like products will be strictly prohibited within all Library work areas and public spaces including meeting rooms, lobbies, restrooms, stairwells, hallways, and workstations. All outdoor areas of the Beaver Island District Library will also be smoke free, including garden areas, walkways, parking lots, and green space. This policy applies to all employees, volunteers, patrons, and contractors. In compliance with the federal Drug-free Workplace Act of 1988, the Beaver Island District Library prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the library premises.

Receipt and Acknowledgement

1. I hereby acknowledge receipt of the Beaver Island District Library's Personnel Policies and I certify that I have read it in its entirety and understand the policies within apply to my employment with the Beaver Island District Library.
2. I understand that it contains important information regarding my employment relationship with the Beaver Island District Library, including current policies and benefits of the Beaver Island District Library, rights and responsibilities that I have and those that my employer has, and that the policies contained in this Policy apply to me and my employment at the Beaver Island District Library.
3. I understand that if I have questions about the policy, it is my responsibility to ask the Library Director about them.
4. I agree to accept the policies, agreements, and rules as stated in the Personnel Policy. I understand that violation of any of the Beaver Island District Library's policies may result in immediate termination at the Director's discretion.
5. The Beaver Island District Library reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, benefits, or procedures, in whole or in part, at any time with reasonable notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in the handbook, and that employees will be notified of such changes through normal communication channels.
6. I understand that this policy is not intended nor does it serve as an express or implied contract of employment or a contract for benefits.
7. I understand that the policies described in this policy supersede all previous policies, practices, and oral statements of anyone associated with the Beaver Island District Library, its predecessors, and its authorized agents and that the Personnel Policies include the exclusive policies of the Beaver Island District Library.
8. Unless otherwise expressly agreed in a written document signed by the Library Director and the President of the Board of Trustees, and the employee, which specifically makes reference to these Personnel Policies, an employee shall be an employee-at-will whose employment and compensation can be terminated with or without cause, and with or without notice, at any time at the option of either the employer or the employee. No employee or representative of the Beaver Island District Library, other than the Director and the Board President has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this provision. If the Director and Board President change my employment relationship from an "employment-at-will" agreement, it may only be done in writing, signed by both of them.
9. I agree that any action or suit against the Beaver Island District Library or any of its employees relating to or arising out of my employment or the termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred. This applies to the initial charge filed with the Equal Employment Opportunity Commission; however thereafter I am permitted to pursue litigation, if at all, as provided in the Commission's "Right to Sue" letter. I waive any longer, but not shorter, limitations periods to the contrary. This contractual limitations period shall be enforced to the extent permitted by law and may be narrowed by a court as necessary to make it enforceable.

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_