

SUPERIORLAND LIBRARY COOPERATIVE  
PERSONNEL POLICY AND PROCEDURE MANUAL

## 1. THE SUPERIORLAND LIBRARY COOPERATIVE

1.1. ***Member Libraries.*** The Superiorland Library Cooperative (“Cooperative”) is an organization of public libraries in an eighteen-county area including Alger, Alpena, Baraga, Chippewa, Crawford, Delta, Dickinson, Emmet, Gogebic, Houghton, Iron, Keweenaw, Mackinac, Marquette, Menominee, Ontonagon, Roscommon, and Schoolcraft, Counties.

1.2. ***Board of Directors and Board Meetings.*** The Cooperative is governed by a nine-member board representative of its member libraries. The board meets at least 4 times per year. Dates and locations are set at the annual meeting in September. A simple majority (5 members present) constitutes a quorum.

1.3. ***Legislative Authority and Funding.*** The Cooperative is a political subdivision of the State of Michigan formed under the authority of PA 89, 1977. Funding for the Cooperative is derived primarily from State Aid and membership fees from participating libraries.

1.4. ***Services.*** All services shall be provided by the Cooperative in compliance with the Plan of Service adopted by the Board of Directors and endorsed by a majority of the participating agencies. The Cooperative has a contract with the Upper Peninsula Region of Library Cooperation, Inc. for management of the UPRLC automated library system.

1.5. ***Purpose and Intent of Manual.*** This manual applies to all employees of the Cooperative, but if any provision(s) of this Manual conflicts with an employee’s employment contract approved by the Board, the terms of the employment contract will take precedent. Similarly, plan documents for retirement and group insurance plans take precedent over any conflicting information provided in this manual. The manual is for the use of employees of the Cooperative and is not intended to create any third-party beneficiary rights.

1.6. ***Amendments.*** The information in this manual is general and is not intended as a definitive summary of all personnel policies and practices. Personnel policies and practices may be changed whenever it is deemed necessary by the Board.

## 2. EMPLOYMENT PRACTICES

2.1. ***Equal Employment Opportunity.*** The Cooperative’s employment practices are based on job qualifications without regard to race, religion, color, national origin, citizenship, age, sex, marital status, sexual orientation, gender identity or expressions, disability, political affiliation, veteran status, height, weight, record of arrest without conviction, or any other characteristic protected by applicable law (“protected characteristic”). All personnel policies will be established and administered in light of this commitment.

2.2. ***Policy Against Harassment.*** All employees have the right to work in an environment free from intimidation and harassment. Harassment on the basis of any protected characteristic is prohibited.

Harassment is defined as verbal or physical conduct or communication when:

1. Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of a sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexually suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on characteristics other than sex include, but are not limited to, insults and verbal, written, graphic or physical conduct or communication degrading or hostile to a person, based on a protected characteristic.

Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is appropriate in the context of conducting instructional, advisory, counseling or supervisory responsibilities.

It is the responsibility of all employees to report, in writing or verbally, any and all indications or conduct that they believe may violate this policy. There will be no retaliation against any employee who, in good faith, reports such conduct. An employee who feels another employee is harassing them, whether or not a supervisor, should, in appropriate circumstances, report such conduct to the Director of the Cooperative. If this is not appropriate, employees are urged to seek the assistance of the Chairperson of the Superiorland Library Cooperative Board of Directors ("Board").

If investigation confirms the allegations, appropriate action will be taken.

### **2.3. *Drug-Free Workplace.***

The Cooperative has established a Drug-Free Workplace policy in response to requirements of federal law for federal grant recipients. It is the intention of the Cooperative to maintain a drug-free workplace for its employees. The Cooperative will inform employees about the dangers of workplace drug abuse. Conscientious efforts to seek help through counseling, rehabilitation, or similar programs will not jeopardize any employee's job and will not be noted in a personnel record.

2.3.1. It is prohibited for employees to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on the Cooperative premises or while conducting library business off library premises. Any criminal conviction for drug related activity in the workplace must be reported to the Director no later than five days after conviction.

The Cooperative will notify the federal contracting or granting agency from which federal assistance is received, of any criminal convictions of employees for illegal drug activity in the workplace. This notice must be provided within ten days after receiving notice of such a conviction. The Cooperative will impose disciplinary action within 30 days after the date of any notification of conviction. An employee who is convicted for

illegal drug activity may be subject to discipline up to and including dismissal, and may be required to seek professional help and/or to participate in an alcohol and/or drug abuse program as a condition of further employment.

2.3.2. In addition, because of the potential for abuse of these substances, unauthorized possession, use, sale, or delivery of controlled substances, on or off library premises while conducting library business may subject the employee to discipline up to and including dismissal.

2.3.3. The Cooperative intends to employ various methods to establish and maintain a drug free awareness program for employees including, but not limited to, considering requests by employees and supervisors for training sessions or other programs that will improve drug free awareness.

#### **2.4. *Hiring***

2.4.1. Recruitment. Whenever possible, preference in filling vacancies will be given to persons employed at the Cooperative. Positions will be posted for five working days for the information and consideration of existing staff members who wish to apply. At the discretion of the administration, position vacancies will be advertised to ensure the availability of a pool of qualified candidates before interviews for the position are scheduled. Applications should be submitted electronically. Applicants unable to submit applications electronically may contact the Director and request a reasonable accommodation to apply for a position.

2.4.2. Selection. The Director will select the most qualified candidate from those interviewed to fill the position based on the requirements of the position, with due attention to educational and technical qualifications, as well as personality, intellectual ability, and general aptitude for the position.

2.4.3. Outside Employment. In some circumstances, it may be appropriate that employees hold outside jobs, as long as they meet the performance standards of their job with the Cooperative. All employees will be judged by the same performance standards and will be subject to the Cooperative's scheduling demands, regardless of any existing outside work requirements. If the Cooperative determines that an employee's outside work interferes with performance or the ability to meet the requirements of the Cooperative as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the Cooperative. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the Cooperative for materials produced or services rendered while performing their jobs at the Cooperative.

2.4.4. Immigration Law Compliance. The Cooperative is committed to employing only persons who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, 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 the Cooperative within the past three years, or if their previous I-9 is no longer retained or valid. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## **2.5. *Hiring of the Director***

2.5.1. Recruitment. The position will be advertised locally, statewide and nationally.

2.5.2. Applications and Interviews. Applications should be submitted electronically. Applicants unable to submit applications electronically may contact the Director and request a reasonable accommodation to apply for the position. Those applications will be reviewed by the Board and the most qualified applicants will be selected for an interview by the full Board or by a committee of the Board if the Board so chooses. The Board may in certain circumstances suspend or change this procedure. The Board may ask candidates to provide a sample of their written skills. References and/or placement folders will be obtained and credentials will be verified' for all candidates selected for an interview.

2.5.3. Selection. The Board will conduct an open interview process. From those interviewed the Board will select the most qualified candidate to fill the position.

## **2.6. *Job Classification***

New and vacant positions are classified by the Director before being posted. Employees will be notified of their job classification when they are hired.

2.6.1. Job Descriptions. Job descriptions for individual employees are established and classified before the employee is hired and may be changed whenever changes in funding or services or other factors make such changes necessary.

### **2.6.2. Employee Classification Defined.**

2.6.2.1. Full-Time Employee. A full-time employee is anyone regularly scheduled to work 40 hours per week. Full-time employees are eligible for participation in all benefits specified in these policies.

2.6.2.3. Part-Time Employee. A part-time employee is anyone regularly scheduled to work fewer than 40 hours per week. Part-time employees are entitled to certain benefits based on the number of regularly scheduled hours of work.

2.6.2.4. Temporary Employees. A temporary employee is anyone hired for a particular project or a limited period of time. Temporary employees are not eligible to receive benefits.

2.6.2.5. Introductory employees. Newly hired employees and employees who are promoted or transferred to a newly hired position will serve an introductory period of six months.

2.6.2.5.1. Evaluation. Introductory employees will be given a written performance evaluation midway through their introductory period and at its end. If the employees' performance is satisfactory at the end of their introductory period, they will be awarded the position. If the employee's performance is less than satisfactory at the end of the introductory period, the introductory period may be extended for a period not to exceed six months or termination of their employment.

2.6.2.5.2. At-Will Employment. Successful completion of the introductory period does not alter or amend an employee's at-will employment status.

## **2.7. *Social Security Numbers*.**

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

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

Any violation of this policy may result in discipline, up to and including termination from employment. In addition, violations may result in misdemeanor charges, civil fines, or civil actions.

## **3. PERSONNEL RECORDS**

3.1. ***Contents***. The Director will keep a personnel file for each employee, which may contain, but not be limited to the following materials: Job application, personal information form, requests for leave, performance evaluations, summary of salary history, commendations, and correspondence or other written communications to or from the employee. Other materials may be filed in the employee's personnel file at the discretion of the Director as authorized by law.

3.2. ***Medical Records***. Employee medical records will be maintained in a file separate from the employee's personnel file.

3.3. ***Retention of Records***. Personnel records will be retained for the years required by the General Retention Schedule for Michigan Public Libraries.

3.4. ***Access***. Personnel records are kept in a secure location. Employees will have access to their own personnel records at reasonable times in accordance with state law. Other individuals are not allowed access to personnel records, except on a need-to-know basis as authorized by the

Director. Personnel files may not be removed from the Cooperative. Employees who wish to review their files must submit a written request to the Director. Employees must be accompanied by the Director, or their designee, when reviewing a personnel file. Copies of documents from a personnel file may be requested; and, the Cooperative may charge for the cost of copying any personnel records.

#### 4. PERFORMANCE EVALUATION

**4.1 Purpose.** The performance review is intended to achieve the following objectives: To communicate to employees what is expected of them and how they are performing in regard to their job description; to allow employees an opportunity to communicate to their supervisors any problems that are preventing them from performing at their highest level; to improve the employee's performance on the job; and to help employees grow and develop the capacity to assume higher levels of responsibility.

**4.2. Timing.** New employees and employees who have been promoted or transferred will be given a performance evaluation at the end of six and twelve months. Thereafter, employees will be given a performance review at least annually.

**4.3. Written Evaluation.** The written evaluation will be signed by both the employee and the supervisor. Signature does not mean that there is agreement with the content, only that the process has been followed and the Director has had the opportunity to discuss the evaluation and recommendations in a timely manner. For probationary employees, the supervisor will also include a special recommendation that they be awarded the position permanently, that their probation be extended, or that they be terminated or demoted.

**4.4. File Copy.** A copy of the summary will be given to the employee and filed in the employee's personnel file.

**4.5. Employee Comments.** Any employee who is dissatisfied with the evaluation may discuss it further with the Director. Employees shall have their written comments added to the written evaluation, which will be included in their personnel file.

**4.6. Evaluation of Director.** The Cooperative Board will annually evaluate the Director. The Advisory Board of Librarians will be asked to participate in the evaluation process. The Board may decide to delegate this responsibility to a Personnel Committee, which will compile the results and present to the Board.

**4.6.1. Evaluation Form.** The Board Chair or Personnel Committee will distribute copies of the evaluation form to the members of the Cooperative Board before July 15th of each year. The forms will be returned to the Board Chair before August 1st.

**4.6.2. Director's Self-Evaluation.** The Director will use the evaluation form to prepare a self-evaluation and develop draft goals and objectives for the coming year. The form is to be returned to the chairperson before August 1.

**4.6.3. Discussion of Evaluation.** The Board Chair or Personnel Committee will share with the Director the evaluations and recommendations. A copy of the evaluations will be

given to the Director at least 24 hours prior to discussion. The Cooperative Director may revise goals and objectives for the next year as a result of this evaluation process.

**4.6.4. Formal Report.** The Chairperson will make a formal report at the September Board meeting. The entire Board will have the opportunity to comment. Director will be present and invited to comment. The Board will then act upon the report and recommendations. At the request of the Director, the evaluation may be discussed at a closed meeting.

**4.6.5. Final Written Evaluation.** Immediately following the Board meeting, the Board President will discuss the Board's actions with the Director and finalize any changes relative to compensation or responsibilities. The Board President and Director will sign the final written evaluation. Signature does not mean that there is agreement with the content, only that the process has been followed and the Director has had the opportunity to discuss the Committee's report and recommendations in a timely manner.

**4.6.6. Filing of Evaluation.** One copy of the evaluation will be retained in the Director's personnel file.

## 5. SEPARATION FROM SERVICE.

**5.1. Resignation Notice.** Employees who voluntarily resign are requested to notify the Director in writing at least two weeks prior to their last day of work. Full-time employees are encouraged to give written notice at least four weeks prior to their last day of work. The written notice must state the effective date of the resignation. It is preferred that the written notice also state the reason for resignation. Employees who fail to provide timely notice will forfeit payout of any unused earned leave at the time and will not be eligible for rehire.

**5.2. Layoff.** In the event of a long-term layoff or recall, employees shall be laid off or recalled according to their ability to do the work and length of service. If ability to perform the work is equal among employees in the judgment of the Director, seniority will prevail. An employee who is laid off will be paid for the amount of paid leave to which they are entitled at the time of the lay-off.

**5.3. Layoff Notice.** Every effort will be made to give employees who will be laid off at least two weeks advance notice in writing.

**5.4. Exit Interview.** The Cooperative wishes to conduct exit interviews with all employees. All employees are required to return equipment, records, supplies, or other Cooperative property prior to separation of employment. Employees will no longer have access to Library Cooperative computers after their last day of employment. Email accounts will be canceled after 60 days.

**5.5. Death.** If an employee dies while in the employ of the Cooperative, the employee's estate will be paid for the accrued but unused leave to which they were entitled at the time of death.

**5.6. Discipline and Discharge.** The Director has the right to establish, change, and enforce reasonable rules for employees to follow. The Director also has the right to warn, reprimand,

suspend, discharge, or demote any and all employees who violate these rules. New or amended rules will be published five working days prior to their effective date.

5.6.1. At-Will Employment. All employees are employed on an at-will basis. However, where appropriate, progressive discipline may be followed to address problems.

5.6.2. Procedure. The disciplinary action taken will normally follow the steps outlined below; but steps may be skipped if the frequency with which the problem occurs or the severity of the problem requires more stringent action than would normally be applied.

5.6.2.1. Minor or First-Time Infractions. Minor or first-time infractions of the rules generally will result in an oral explanation of the rule and/or an oral warning not to repeat the behavior.

5.6.2.2. Second Infraction. A second infraction of a rule or multiple first-time infractions of different rules may result in a written reprimand to be given to the employee and placed in the employee's personnel file.

5.6.2.3. Continued Infractions. Continued disregard of the rules of conduct and/or difficulty in performing duties adequately or as assigned may result in a special performance evaluation to discuss the problem with the employee and establishment of remedial actions and a time for re-evaluation. The evaluation will conclude with a written report to be given to the employee and placed in the employee's personnel file.

5.6.2.4. Suspension. At the discretion of the Director, the employee may be suspended without pay for up to ten days depending on the severity of the problem. The suspension will take place on dates decided by the Director.

5.6.2.5. Discharge. If the problem has not been solved by the date established, the employee will be discharged. Employees who are discharged forfeit any accrued, unused leave time.

5.7. **Grievances.** A grievance is a complaint about unsatisfactory, or perceived unsatisfactory, working conditions or unfair treatment of an employee or group of employees.

5.7.1. Step One. Within seven working days of the time a grievance arises, an employee may present the grievance orally to their supervisor or other administrative staff. The supervisor concerned will try to solve the problem(s).

5.7.2. Step Two. If the problem is not solved in step one, the employee may within ten working days present the grievance in writing to their supervisor or other administrative staff. The written grievance shall state the facts that caused the grievance (including identification of the policy(s) involved, name the employee(s) involved, state the desired resolution, and shall be signed by the employee(s)). The supervisor shall give the employee a written answer no later than five working days after receipt of the written grievance.

5.7.3. **Step Three.** Failing a mutually satisfactory solution, the employee(s) may, within five working days after the receipt of the written answer, meet with the Director or other administrative staff to discuss the grievance. The Director will try to resolve the problem.

5.7.4. **Step Four.** If the problem is not resolved in step three, the employee(s) may, within five working days after the answer in step three, submit the written grievance to the Director. The Director will give the employee(s) a written answer within seven calendar days from the receipt of the grievance.

5.7.5. **Step Five.** If the grievance is not resolved in step four, the employee may, within five working calendar days after the answer in step four, appeal the grievance to the Board Chairperson. A copy of the appeal shall be sent to the Director. Within ten working days after the receipt of the appeal, the personnel committee of the Board will meet, giving the employee(s), the supervisor, and the Director a reasonable opportunity to be heard. Notice of the meeting will be given to the employee together with the names of all witnesses and the specified complaint involved. Each party will have the right to present evidence and arguments and a fair opportunity to rebut opposing evidence and arguments. The personnel committee of the Board shall render its decision in writing within 10 working days after holding the hearing. The case presented to the personnel committee of the Board must in all instances be the grievance presented in steps one, two, three, and four. The decision of the personnel committee of the Board will be binding on the employee(s), the Director and the Board.

5.7.6. **Time Limits.** Barring any mitigating circumstance, as determined by the Board, any grievance not filed within the prescribed limit, or not advanced to the next step within the time limit in that step, shall be deemed abandoned. If the supervisor or Director does not answer a grievance within the time limit prescribed above, the grievance will automatically be referred to the next step of the Grievance Procedure. Time limits may be extended if the parties mutually agree to do so in writing.

## 6. SALARY ADMINISTRATION

6.1. **Annual Salary Review.** Annually the Board will review present salaries, prevailing wages for similar positions in as widespread manner as appropriate, inflation and other economic pressures to determine appropriate salary ranges for each classification.

### 6.2. **Paychecks.**

6.2.1. **Reporting Time Worked.** Part-time employees are responsible for recording the number of hours, less lunch or dinner breaks, they work for the day on their time sheets. Time sheets should be filled out electronically or in ink and signed by the employee and supervisor. Full-time employees are expected to work 40 hours a week. Full-time employees must record time taken for personal or medical reasons and reported to the payroll department on a regular basis.

6.2.2. **Deductions.** All required deductions, such as federal, state, and local taxes, and all other authorized deductions, such as health insurance contributions, deferred

compensation contributions, Health Care Savings Program contributions, etc., will be automatically withheld from each employee's paycheck. Employees are encouraged to review their paychecks for errors. If a mistake is discovered, it should be reported to the payroll department immediately.

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

6.2.3. Deferred Compensation Plan. Employees are eligible for membership in the Cooperative's deferred compensation plan and may elect to have investments automatically deducted.

6.2.4. Garnishments and Wage Assignments. Federal and state law require that the Cooperative accept and process legal garnishments, wage assignments, and court orders specifying that it must withhold all or part of an employee's wages to satisfy indebtedness. Documents pertaining to garnishments, liens, and wage assignments may be accepted by the Director their designee.

6.2.5. Pay Periods. Pay periods are bi-weekly and paychecks are distributed or deposited every other Tuesday.

## 7. WORK CONDITIONS

7.1. ***Hours of Work.*** Employees must receive permission from the Director in order to change their regularly scheduled work hours.

7.2. ***Breaks.*** Employees will be allowed a scheduled 15-minute paid break for each 4-hour period worked during the workday. An employee who makes use of leave or flex time during a given 4-hour block of work time will not be entitled to a 15-minute paid break.

7.2.1. Nursing Employees. Employees will be provided reasonable break time to express breast milk for their nursing child during the first year of the child's life. If the break is for less than 20 minutes, it will be paid. The Cooperative will provide a private area in which the employee may express breast milk.

7.3. ***Evening and Weekend Work.*** Occasionally, employees may be scheduled to work weekends and nights.

7.4. ***Adjusted Hours.*** If requested by the employee, the Director may schedule work hours at times other than the normal work hours, provided the needs of the Cooperative are met. Under this condition, no adjustment will be made for evening or Saturday work.

7.5 ***Work-At-Home Policy.*** The Superiorland Library Cooperative Work-At-Home Policy has been established to provide a mutually beneficial employment environment for employees and the

Cooperative. The purpose of this policy is to provide guidelines for employees and consistency in use of Work-At-Home privileges.

Employees will be permitted to work from home at the discretion of the Cooperative Director. Work-At-Home may also be utilized to provide business continuity of Cooperative services during inclement weather, a state of emergency, loss of utilities, damage to the Cooperative headquarters or in the event of a natural disaster. Work-At-Home may also be used by employees to work outside of designated Cooperative business house (Monday-Friday 8:00 a.m. to 5:00 p.m.) or with colleagues not on Eastern Time.

The Work-At-Home Policy applies to all Cooperative employees who are eligible to work at home for a defined period of time. This arrangement works best for employees who do not require face-to-face interaction, require minimal supervision, extensively use a computer and/or telephone, and have clearly defined and measurable tasks.

Work-At-Home is a voluntary work alternative that provides flexibility and may be appropriate for some employees and positions. Work-At-Home is not an employee right or benefit and may be discontinued for any business reason at any time.

Work-At-Home does not in any way change the terms and conditions of employment with the Cooperative.

**7.5.1 *Work-At-Home Criteria.*** To be eligible for work from home, employees must provide a secure network connection to the internet that will be used to access the Cooperative network. This internet connection must not be a public connection that can be accessed by non-authorized persons outside of the staff member's immediate family.

Employees who can most effectively take advantage of Work-At-Home are those who:

- Have portable job duties.
- Have a work site and equipment suitable for working at home – this may include but is not limited to, a telephone, internet, computer, equipment, supplies, etc.
- Are able to work independently and productively.
- Will be accessible to customers, colleagues and supervisors during scheduled work hours.

Work-At-Home employees must attend all required scheduled meetings.

**7.5.2 *Work Schedule.*** The Cooperative Director will approve the employee's Work-At-Home schedule.

Work-At-Home privileges are not to be used for the sole benefit of the employee, to adjust the employee's work week, employee's schedule or increase the number of hours an employee works beyond 40 hours per week.

The employee will document all time worked and account for any hours worked with the appropriate leave designation.

**7.5.3 *Equipment, Supplies, Telephone and Data Connection.*** The employee is expected to establish an appropriate, safe, secure and comfortable work environment within their home for work purposes.

The employee will use their own equipment, supplies, telephone and data connection to perform all necessary job duties during Work-At-Home.

The employee is responsible for all operating costs, home maintenance and any other costs required to make the home a suitable alternative work location.

In the event of damage to the remote location, equipment failure or malfunction that makes the home work location inoperable, the employee will immediately discontinue Work-At-Home until such time as repairs are made and the home work location is operational.

In special instances, the Cooperative may provide the necessary equipment and supplies to allow the employee to perform necessary Work-At-Home duties.

**7.5.4 *Security.*** All Cooperative information security, patron confidentiality, records management and retention policies and procedures apply to the Work-At-Home situation.

**7.5.5 *Special Circumstances.*** Employees cannot Work-At-Home during a medical leave without written authorization from a medical professional.

The Cooperative is not liable for injuries to third persons, including family members, at the home work site.

The Cooperative is not liable for damages to the employee's real or personal property at the home work site.

If a Work-At-Home employee is injured during the performance of official Cooperative business while at the home work site during work hours, the employee will immediately report work-related injuries to the Cooperative Director.

**7.5.6 *Inclement Weather and Hazardous Travel Conditions.*** Under extremely inclement weather conditions or hazardous travel conditions, closing of the Cooperative will be at the discretion of the Director, or in the absence at the discretion of the person designated to be in charge during the Director's absence.

The Cooperative expects each employee to take reasonable precautions with regard to their safety in traveling to and from Cooperative headquarters during inclement weather.

The use of technology and remote access enables eligible Cooperative employees to work from home. In the event that the Cooperative building is closed due to inclement weather, hazardous driving conditions or other emergencies, eligible employees will be expected to work from home. Every effort will be made to assist employees who are not normally eligible for remote work, and assign them tasks accordingly. If it is not possible to assign duties to an employee not eligible for remote work, they will be paid for the hours they were scheduled to work on the day(s) the Cooperative is closed. If the inclement weather or other emergency causes a loss of electricity or internet access in an employee's home – or otherwise makes remote work

impossible – the employee will be paid for the hours they were scheduled to work on the day(s) the Cooperative is closed.

In extreme cases, circumstances may require closing the Cooperative. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

**7.6 Travel Reimbursement Policy.** The Cooperative will reimburse staff for business-related travel outside the local area. The local area is defined as the City of Marquette.

**7.6.1 Authorization.** Travel must be authorized by the Cooperative Director or their designee. In order to be eligible for reimbursement, employees must do the following:

- Employees planning to travel outside the local area should verify that planned travel is eligible for reimbursement before traveling.
- Within 10 business days of completion of a trip, the employee must submit a travel reimbursement request to the Cooperative Director or their designee to obtain reimbursement.
- An employee may not approve their own travel or reimbursement.
- Proof of a valid driver's license issued within the United States and personal automobile insurance.
- In the event that an employee is authorized to use a Library credit card for travel expenses, all receipts must be provided to the Cooperative Director or their designee within 5 business days of completion of the trip. If an employee fails to provide a receipt for a travel associated credit card transaction, the employee must reimburse the Cooperative for the expense.

**7.6.2 Unauthorized Reimbursements.** The IRS considers mileage or other transportation expenses that are incurred for travel between the employee's home and the workplace to be personal commuting expenses, regardless of when the trip occurs. Since the IRS does not consider those miles to be a valid business expense, mileage reimbursement is calculated starting from the Cooperative's location.

**7.6.3 Rate of Reimbursement.** Reimbursement for use of a personal automobile is based on the IRS standard mileage reimbursement rate. These rates change every January.

In general, costs for meals while on assignment within Marquette County will not be reimbursed, unless the meal is part of a business function.

When business travel has been approved, the actual costs of meals and lodging will be reimbursed by the Cooperative, including reasonable gratuities up to 20% of the meal cost. Employees are expected to limit expenses to reasonable amounts. No reimbursement shall be made for alcoholic beverages.

Employees are expected to make every effort to secure lodging and meals at the State of Michigan lodging and meal rates. If these expenses are anticipated to be higher than the State of Michigan rates, employees must seek pre-approval from the Cooperative Director.

**7.7. Flex Time.** Salaried employees exempt from the federal Fair Labor Standards Act (FLSA) may, in special situations, find it necessary to work more than their normal 40 hours a week.

Flex time may be granted with permission of the Director. Examples of such special situations are, but are not limited to, emergency maintenance at the central computer site or at a library; additional hours when working at out-of-area libraries; and travel time (in lieu of overnight accommodation). Flex time must be earned before it can be taken. Flex time does not apply to training or continuing education opportunities.

7.7.1. Use of Flex Time. The Director has the right to schedule earned flex time off for employees. When the employee requests use of accumulated flex time, the Director will make every reasonable effort to schedule such time off, unless the time off unduly disrupts operations. Employees are required to use their flex time within a 60-day period in which it was accrued.

7.6.2. Payout of Unused Flex Time. Employees will not be paid for unused flex time upon termination of employment.

## 8. INSURANCE

8.1. ***Health Insurance.*** All employees who are regularly scheduled to work at 30 or more hours per week, except temporary and probationary employees, are eligible to participate in the Cooperative's Health Insurance plan according to the terms of the contract of the service provider. All participating employees will pay a percentage of monthly premiums as determined annually by the Board.

Coverage will include hospitalization, medical, dental and prescription drugs

8.2. ***Life Insurance.*** Employees who are regularly scheduled to work 30 hours or more per week will be eligible to participate in the non-portable life insurance plan for the employee according to the terms of the contract of the service provider. As authorized by the Board, insurance will be fully paid for all employees working 30 hours per week.

8.3. ***Workers' Compensation.*** Employees are covered by Workers' Compensation as required by law. Employees who are absent from work due to a work-related injury or illness may use paid leave during the first week of their absence. After that date employees will be able to draw on Workers' Compensation. In addition to their Workers' Compensation, the employee will receive from the Cooperative an amount sufficient to make up the difference between Workers' Compensation and the employee's semi-weekly income. This will be paid out of the employees' unused leave benefits until they are exhausted. Paid leave and paid holidays will not be earned during unpaid leave.

8.4. ***Unemployment Insurance.*** Employees are covered by unemployment insurance as required by law.

8.5. ***Medicare Insurance.*** Employees hired after March 31, 1986, are covered by Medicare Insurance as required by law.

8.6. ***Insurance Coverage Conditions***

8.6.1. **Insurance Carriers.** The Cooperative has the right to select the carrier and/or to change the carrier for any of its insurance plans. The Cooperative has the right to select the coverage and/or to change the coverage for any of its insurance plans.

8.6.2. **Group Insurance.** All insurance coverage is subject to the terms and conditions specified in the group insurance plan documents.

8.6.3. **Insurance Changes.** It is the responsibility of the employee to inform the Director of the desire for coverage or any change in status that may affect their insurance coverage.

8.6.4. **Termination.** All employer paid insurance coverage will be discontinued on the date the employee's services are terminated.

## 9. RETIREMENT BENEFITS

9.1. **Eligibility.** Eligibility for Full time and part-time—Permanent employees and non-contract employees is summarized in the MERS Defined Contribution plan and policy documents.

9.2. **Probationary Employees.** Introductory employees are not eligible to participate in a retirement plan until they have successfully completed their introductory period.

9.3. **Temporary Employees.** Temporary employees are not entitled to retirement benefits.

## 10. POST-EMPLOYMENT HEALTH CARE SAVINGS PROGRAM

10.1. **Eligibility.** Eligibility requirements for the Cooperative's Post-Employment Health Care Savings Program is set forth in the Cooperative's HCSP Participation Agreement. The Program Administrator shall remit all Employer and Employee contributions on a monthly basis to MERS along with the participation report.

Employees must notify the Program Administrator of any changes to the voluntary contribution amount at least one week prior to the payroll date.

10.2. **Pre-Tax Employee Contributions.** Before-tax employee contributions to the HCSP Sub-Trust shall be made monthly that represent a mandatory salary reduction for Full-time employees (MERS Defined Benefits Division 1). These salary reductions and contributions to the HCSP Sub-Trust shall be from 1 to 50% of each employee's salary.

New employees added on or after 1 May 2011 shall enter the program at the minimum contribution level for his/her division.

10.3. **Pre-tax Employer Contributions.** Pre-tax employer contribution rules and guidelines are governed by the MERS plan documents and are incorporated here by reference.

10.4. **Post-tax Employee Contributions.** Post-tax employee contributions may be made by eligible employees, which shall be credited to the Employees' individual accounts.

## 11. PAID LEAVE.

### **11.1. *Sick Leave***

All employees are eligible for paid sick leave. Full-time staff will receive 70 hours of sick leave annually, frontloaded on the first day of the new fiscal year. Part-time employees will receive frontloaded sick leave based on the number of hours the employee is expected to work during the year, which information will be provided to the employee at the beginning of the year. If the part-time employee works more hours than expected, additional sick time will be provided based on extra hours worked. All permanent employees may use up to 40 hours of sick leave annually.

Sick leave may be used for any purposes provided under the Michigan Earned Sick Time Act, including the illness of an employee, domestic partner, parents, children, siblings, sons-in-law, daughters-in-law, grandparents, grandchildren, domestic partners' comparable relatives, or other relatives living in the household, as well as personal appointments for the employee or above mentioned relatives. Sick leave may be used in lieu of other leaves with Director approval.

Accrued, unused sick leave will carry over into the new year. Sick leave may accrue up to 70 hours. Sick leave is not paid out at separation.

### **11.2. *Vacation Leave***

All permanent full-time staff will earn vacation leave based on the schedule below. Permanent part-time staff will earn vacation leave on a pro-rated basis on those hours.

Date of Hire – end of fiscal year 9/30/XX	192 hours (pro-rated based on full payrolls)
Year 2 - 5	192 hours
Year 5+	232 hours

Vacation leave will accrue on a per payroll basis starting at the beginning of the fiscal year (October 1) or in the case of a new hire starting with their first full payroll period.

Employees are expected to use their vacation time. While employees are encouraged to use all of their vacation time, accrued unused vacation time will carry over into the next year.

Permanent employees may accumulate a maximum of 2 years of vacation leave.

Upon retirement or termination in good standing all permanent employees will be paid for up to 1 year of accrued, unused vacation leave. Employees hired before this policy was amended on March 12, 2025 will continue to be eligible for the accrued leave payouts outlined in this policy prior to the March 12, 2025 amendments. (See Section 11.3.)

**11.2.1. Unpaid Leaves.** Vacation time is not earned during a period that an employee is on unpaid (1) Worker's Compensation, (2) Family Medical Leave, or (3) a Leave of Absence.

**11.2.5. Scheduling Vacations.** Vacation requests must be made in advance and approved by the Director. Vacations may be taken throughout the year but not at times that would interfere with the efficient operation of the Cooperative. Employees should submit requests for vacation time off as far in advance as possible. Vacation requests

will be granted on a "first come, first served" basis. When conflicts in scheduling arise, consideration will be given to the needs of the Cooperative, the employee, and the employee's seniority.

11.2.6. Conditions. Vacation leave may not be taken until it is credited; however, the Director may, in exceptional circumstances, grant an exception to this requirement.

### 11.3 *Leave Payout at Separation for Employees Hired Prior to 3/12/2025*

Upon retirement or termination in good standing, employees hired prior to 3/12/2024 will be compensated for earned leave payouts outlined in the personnel policies that were in effect prior to the 3/12/2025 revision.

11.3.1. PTO Payout at Separation. PTO accrual was frozen as of 3/12/2025. Upon retirement or termination in good standing, employees hired prior to 3/12/2025 will be compensated for a limited number of earned, unused PTO leave on a scale based on the number of years of employment as of 3/12/2025. The maximum compensation at separation for PTO leave will be 180 days at 50% of the employee's hourly rate. The table below outlines PTO payment upon separation based on years of service.

YEARS OF SERVICE	MAXIMUM # DAYS FOR % OF HOURLY RATE COMPENSATION	UPON SEPARATION
3	36	10%
4	48	15%
5	60	25%
6	72	35%
7	84	40%
8	90	50%
10	110	50%
12	135	50%
15+	180	50%

11.3.2. Vacation Payout at Separation. Upon retirement or separation in good standing, permanent, full-time employees hired before 3/12/2025 will be compensated for up to 240 hours of earned, unused vacation leave. Upon retirement or separation in good standing, permanent, part-time employees hired before 3/12/2025 will be compensated for up to 1 year of earned, unused vacation leave.

### 11.4 *Holidays*

11.4.1. Holiday Pay. Full-time and part-time employees will receive holiday pay for the following holidays: New Year's Eve or the day after New Year's Day, New Year's Day,

Martin Luther King Jr. Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve or the day after Christmas, and Christmas Day. When any of the holidays listed above falls on a Saturday, the holiday will be observed on the previous Friday; and, when any of the holidays listed above falls on a Sunday, the Monday following will be observed as the holiday. Part-time employees will receive holiday pay based on the number of hours they are normally scheduled to work on said holiday. If a holiday falls on a day that a part-time employee is not scheduled to work, they may use the holiday time on a different day that they are scheduled to work within the same week as the holiday. Temporary employees do not receive paid holidays.

Probationary employees will receive paid holidays based on their classification.

**11.4.2. *Scheduled Vacations.*** Paid holidays that fall within a scheduled vacation will not be charged against earned vacation.

**11.4.3. *Part-time Employees.*** Holidays will not increase the number of hours part-time employees are scheduled to work in the week the holiday falls.

**11.5. *Funeral Leave.*** Upon request, full-time employees may be granted a paid leave of absence for up to three days immediately following a death in the employee's immediate family.

**11.5.1. *Immediate family.*** Immediate family shall be defined as father, mother, wife, husband, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandmother, grandfather of the employee or spouse, grandchildren, first cousin, aunt, uncle, nephew, niece, or anyone living in the employee's household.

**11.5.2. *Additional Funeral Leave.*** Employees requiring additional funeral leave may use other personal or business leave.

**11.6. *Jury Duty.*** Employees who are called to serve and do serve on jury duty shall be paid the difference between the employee's regular pay rate and jury duty pay that the employee receives from the court, excluding mileage and travel fees. The employee should provide the Cooperative with the receipt for jury duty received from the court. An employee who is excused from jury duty is expected to return to work at the Cooperative if more than 90 minutes remain in the workday; although the employee's combined hours of work and jury duty should not exceed eight hours for that day.

## **12. UNPAID LEAVES OF ABSENCE**

**12.1. *Military Duty.*** An employee on military leave for service in the Armed Forces of the United States shall be reinstated upon completion of service in accordance with the requirements of the applicable laws of the United States.

**12.2. *Professional Development.*** Employees who wish to attend professional, educational, and work-related meetings, workshops, and courses during regularly scheduled hours of work shall request leave in advance from the Director. Employees may be granted leave with pay and the employee may be reimbursed for all or a portion of registration, travel, and hotel expenses at

the discretion of the Director. Approval will depend on budget considerations, workload constraints, relationship of the activity to job responsibilities, the employee's membership in the organization sponsoring the activity, and previous conference time granted to the employee. Flex time does not apply to professional development opportunities.

**12.3. *Family Medical Leave.*** The Family Medical Leave Act (FMLA) provides 12 weeks of unpaid leave over 12 consecutive months to eligible employees for certain family and medical reasons.

#### 12.3.1. Definitions

To be eligible for FMLA leave, an employee must have been employed by the Cooperative for at least 12 months; have worked at least 1,250 hours in the previous 12 months; and the Cooperative must employ 50 or more employees within 75 miles of the location where the employee works.

An employee is expected to provide 30 days advance notice when the leave is 'foreseeable' to be eligible for family and medical leave.

Covered family and medical reasons:

1. To care for the employee's child after birth or after placement of a child with the employee for adoption or foster care.
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
3. To take medical leave when the employee is unable to perform the functions of his/her position because of a serious health condition. Serious health condition: An illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in a hospital, hospice or residential medical care facility or would consist of continuing care provided by a licensed health care provider.

**12.3.2. Medical Certification.** The Cooperative requires medical certification to support a request for leave because of a serious health condition and may require a second medical opinion, at the Cooperative's expense, to determine FMLA eligibility.

**12.3.3. Leave Period.** Eligible employees can use up to 12 weeks of leave during any 12-month period. The Cooperative will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses leave, the Cooperative will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if the employee has taken 5 weeks of leave in the past 12 months, he/she is eligible for an additional 7 weeks under this policy.

**12.3.4. Maintenance of Benefits:** Time taken under the FMLA will be paid through the use of an employee's unused sick leave or vacation leave until all earned leave is exhausted. Employees will then receive unpaid leave for the balance of the 12 weeks.

Vacation leave, sick leave, paid holidays and under some circumstances retirement benefits will not be earned during unpaid leave. In compliance with the FMLA, the Cooperative will maintain the full-time and part-time employee's group health insurance coverage in accordance with normal, established procedures and premium-sharing during the 12-week FMLA leave.

**20.3.5. Job Restoration.** An employee who uses family or medical leave under this policy will be restored to the same job or a job with equivalent pay, benefits, and other employment terms.

**12.3.6. Extensions.** The Cooperative will grant a twelve (12) week extension for any employee qualifying under the FMLA. Employees granted extensions under this provision will be required to pay the full premium for the group health insurance coverage. Employees wishing to continue their health coverage must pay their share of the insurance before the start of each benefit month.

**12.4. *Personal Leave of Absence*.** A personal leave of absence without pay and fringe benefits for a period not to exceed three months may be granted at the discretion of the Director. Employees shall request the leave in writing at least 30 days in advance and shall state the reason for the leave, the date the leave will start, and the date the employee will return to work. Regular full-time employees granted a leave of absence may continue insurance coverage at their own cost. Employees wishing to continue their health coverage must pay their share of the insurance before the start of each benefit month. Such leave shall not extend leave provided under the FMLA.

**12.5. *Short term Leave of Absence*.** A short-term leave of absence for a period not to exceed thirty days may be granted at the discretion of the Director. Such leave shall be without pay but all other benefits will continue in effect. Employees shall request the leave in writing at least 10 days in advance and shall state the reason for the leave, the date the leave will start, and the date the employee will return to work. Such leave shall not extend the leave provided under the FMLA.

**12.6. *Fringe Benefits Accrual*.** Paid leave and paid holidays will not be earned during unpaid leave.

## **13. EMPLOYEE RESPONSIBILITIES AND PRIVILEGES**

### **13.1. *Professional attitudes and conduct***

**13.1.1. Customer Service.** All employees are expected to give a high standard of service to all patrons, librarians, and visitors.

**13.1.2. Employee's Public Conduct.** It is expected that the conduct of all employees toward the public, librarians, visitors and each other will reflect favorably on the image of the Cooperative.

**13.1.3. Employee's Conduct.** Employees are expected to conduct themselves in a businesslike manner at all times avoiding any behavior that will interfere with their or

any other employee's ability to work efficiently and accurately or that might damage the Cooperative's equipment, furniture, property or premises.

13.1.4. Acceptable Behavior. Since it is not possible to list all types of permitted or prohibited behavior, employees and supervisors are expected to use common sense and good judgment in implementing all rules.

13.1.5. Audio Devices. Employees may listen to their devices as long as it does not interfere with their or with any other employee's ability to work efficiently and accurately.

13.1.6. Smoking. No smoking, including vaping, is allowed in any work or break area.

13.1.7. Personal Business. Employees may only conduct personal business (reading, writing letters, e-mail, Internet access, etc.) during breaks or lunch periods.

13.1.8. Computer Software. Only work-related software may be loaded onto computer equipment of the Cooperative.

13.1.9. Current Information. Each employee is responsible for providing the Director with a current address, telephone number and an emergency contact.

13.1.10. Use of supplies, and equipment.

13.1.10.1. Equipment. Employees may use designated Cooperative equipment during non-working hours at the discretion of the Director provided such use does not interfere with any work-related use of the equipment and provided no additional expense is incurred.

13.1.10.2. Keys and Equipment. Employees are responsible for all keys and equipment given in trust and the return of same upon termination of employment.

13.1.10.3. Privacy Concerns and E-mail. E-mail and other computers provided by the Cooperative are to be used for business purposes only. Any personal use shall be allowed only during the employee's personal time. All computer pass codes must be available to the Cooperative at all times. The Cooperative reserves the right to enter, search, and monitor the computer files or e-mail of any employee, without advance notice.

13.1.12. Personally Owned Vehicles. The Cooperative shall pay deductible insurance costs up to \$1000. for an employee involved in a nonchargeable accident in a personally-owned vehicle (POV) when that POV is being used for company business at the time the accident occurs. Paying more than one deductible for each employee is discretionary and shall require Board action.

13.1.12.1. Insurance. It is mandatory that all employees using their POVs on company business shall carry minimum statutory Michigan no-fault insurance coverage. Any loss or change in insurance must be provided immediately to the

Cooperative. If an employee does not carry the minimum insurance, he/she shall not use his/her vehicle on company business.

13.1.13. Credit cards. Superiorland's Credit Card policy, included in the organization's Administrative Policies, is incorporated here by reference. An employee may use the Superiorland or UPRLC credit card only for the purchase of goods or services for the official business of the Superiorland Library Cooperative or UPRLC, Inc.

## SUPERIORLAND LIBRARY COOPERATIVE PERSONNEL MANUAL

### EMPLOYEE ACKNOWLEDGMENT FORM

The Superiorland Library Cooperative Personnel Policy Manual describes important information about the Cooperative and I understand that I should consult the Director regarding any questions not answered in the manual. Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur. All such changes will be communicated through official notices, and I understand that revised information may revise existing policies. I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions to it.

\_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S NAME (Typed or Printed)

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