

PARCHMENT COMMUNITY LIBRARY  
PERSONNEL POLICY AND PROCEDURE MANUAL

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**EMPLOYEE ACKNOWLEDGMENT FORM**

(to be placed in employee's personnel file and a copy given to employee)

The Parchment Community Library personnel policy describes important information about PCL, and I understand that I should consult the Director regarding any questions not answered in the policy. I have entered into my employment relationship with PCL voluntarily and acknowledge that there is no specific length of employment. Accordingly, either PCL or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the policy may occur, except to PCL's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Library Board of Trustees of PCL has the ability to adopt any revisions to the policies, and such revisions may be made without notice.

Furthermore, I acknowledge that this policy is neither a contract of employment nor a legal document. I have received the policy, and I understand that it is my responsibility to read and comply with the policy and any revisions made to it.

---

EMPLOYEE'S SIGNATURE

---

DATE

---

EMPLOYEE'S NAME (TYPED OR PRINTED)

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**Introduction**

This Policy and Procedure Manual was adopted and approved by the Board of the Parchment Community Library on October 10, 2000, effective (one week later), October 17, 2000.

- A. This policy manual contains the current personnel policy of the Parchment Community Library and supercedes any prior handbook or manual. In the case of a policy issue not covered by this manual or question of interpretation, the Library Director shall make a working determination and recommend a policy update or change to the Board of Trustees.
- B. Policy may be reviewed or changed by the Board of Trustees at any time. Revised policy pages will be supplied to all current staff and board members and shall be clearly labeled as to manual pages being replaced.
- C. All staff members shall be supplied a copy of this manual and should sign two copies of the Employee Acknowledgment Form. A copy of the form will be kept in their personnel file. This manual is not an employment contract between the Library Board and its employees or applicants for employment and can be modified or abolished by the Library Board at any time.

**Definitions**

- A. **Full-time Employees**  
“Full-time” is defined as working a regularly scheduled 32- to 40-hour week.
- B. **Working Day**  
“Working day” or “day” as used in this manual is the average working day on a pro-rated basis.
- C. **Pro-rated Day**  
Part-time employees receive sick and vacation days for which they are eligible on a pro-rated basis. A “pro-rated day” in hours is determined for each part-time employee by dividing their normally scheduled weekly hours by 40 and multiplying the result times 8 hours. The result will be rounded to the nearest half-hour. For example, an employee scheduled to work 20 hours per week has a pro-rated day of 4 hours.
- D. **Work week**  
A “work week” is defined as the number of hours an employee works in a week. A part-time employee who alternates working 6 hours one week and 12 hours the next will have an average work week of 9 hours.

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**1. HIRING POLICIES**

**1.01 OBJECTIVE**

The objective of the Library Board is to employ individuals qualified for positions with the Library on the basis of job-related standards of education, training, experience, and qualifications.

**1.02 EQUAL OPPORTUNITY EMPLOYMENT**

It is the policy of the Library Board to implement equal opportunity to all qualified employees and applicants.

No applicant will be discriminated against or given preference because of race, religious creed, national origin, ancestry, color, sex, political beliefs, organization affiliations, age as defined in the Age Discrimination Act of 1967 and 1978, or handicap as defined in Public Act No. 220 of 1976.

This policy applies to decisions on hiring, placement, upgrading, transfer, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, selection for training, and layoff or termination.

**1.03 SCOPE**

These policies and procedures shall apply to all employees, except where specifically noted. These policies and procedures shall not apply to persons providing services through written contractual agreement with the Library who are not considered to be employees.

**1.04 NOTIFICATION OF JOB OPENINGS**

Notification of job openings will be by posting in the Library building and/or advertisement in the news media. The posting and/or advertisement will contain a description of the job and minimum requirements for the position.

The Library Board may authorize changes in the method and substance of notification of job openings upon recommendation of the Library Director.

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**1.05 EMPLOYMENT APPLICATION**

All applicants shall complete an employment application on a form provided by the Library or submit a resume. The application or resume is an important phase of the hiring procedure and becomes a part of an employee's permanent record. All information submitted on the application form or resume is subject to verification. Falsification of the employment application or resume may result in immediate dismissal and/or withdrawal of an offer for a position with the Library.

Employment applications and resumes will be retained by the Library for a minimum of one year.

**1.06 SCREENING OF APPLICANTS**

The applicants who best meet the requirements for the position in the opinion of the Library Director shall be interviewed by the Library Director or Assistant Director. After completion of the interviews, the Library Director shall make a selection on the basis of the applicant's experience, training, skills, and personal qualifications.

If an employee of the Library applies for a different position with the Library, the employee's work record with the Library shall also be considered.

**1.07 HIRING OF RELATIVES**

Relatives of employees or board members of the Library will not be considered for employment with the exception that siblings of shelvers may be employed as shelvers.

Relatives are defined as the following set of relationships for this section: mother, father, in-laws, brother, sister, son, daughter, husband or wife.

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**2. PERSONNEL RECORDS**

**2.01 MAINTENANCE**

A personnel file shall be maintained for each employee by the Library Director.

**2.02 CONTENTS**

The personnel file may contain application or resume; letters of reference; background check information; evaluations; disciplinary history; commendations and letters relating to performance; emergency telephone numbers; record of training; record of positions held; record of leaves of absence; insurance records; and retirement information. Employees shall receive copies of any additions to their files.

**2.03 CONFIDENTIALITY AND ACCESS**

Personnel files are confidential. Only the Library Director and Assistant Director will have access to these files for business purposes. An employee's supervisor, with the permission of the Director or Assistant Director may have access to an employee's performance evaluations and other evaluative material for business purposes. Employees may periodically review their personnel files in accordance with applicable statutes. Information contained in the employee's personnel file will be released only upon the employee's written authorization or as otherwise provided by law.

**2.04 RELEASE OF INFORMATION**

The library will release the following information about an employee: Dates of employment; positions held; and verification of employment and salary to financial institutions with staff member's prior approval.

**2.05 PRIVACY**

No employee shall disclose any personnel information obtained from library records concerning another staff member without the permission of the Director. Employees requesting a supervisor's peer recommendation should notify her prior to listing her as a reference.

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**2.06 REPORTING CHANGES TO EMPLOYEE INFORMATION**

Employees are required to report changes in personal status, such as address, telephone number, marital status, births or deaths in the immediate family, to the Library Director, within five (5) days after such change has occurred. (formerly 2.05)

The Library shall be entitled to rely upon the employee's last name, address, phone number, marital status, and number of dependents shown on its records for all purposes involving her/his employment. (formerly 2.05)

**2.07 RECORDS RETENTION**

Individual personnel files shall be kept for at least **seven (7)** years after termination, or as mandated by the State of Michigan Retention and Disposal Schedule “General Schedule #17 – Michigan Public Libraries.”

**3. CONDITIONS OF EMPLOYMENT**

**3.01 WORKWEEK**

The workweek is defined as beginning on Monday and ending on Saturday. All full-time employees working on Saturday take equivalent time off during the workweek to keep the total scheduled hours at 40 or under. No employee will be paid for more than 40 hours in any week unless authorized by the Director. Compensation for authorized overtime in excess of 40 hours per week will be taken as compensatory time. Compensatory time must be taken within two pay periods following the pay period in which the overtime occurred. Compensatory time will be scheduled by mutual agreement between the employee and the supervisor. In extreme situations, the Director may authorize overtime pay.

**3.02 SCHEDULES**

Weekly schedules are approved by the Assistant Director and are posted by Wednesday of the preceding week. Employees requiring changes in their normal schedule are encouraged to trade hours with another employee and report such changes to the Assistant Director. Requests for time off must be submitted to the Assistant Director as far in advance as possible. Employees must also note the time period or date absent on the workroom calendar.

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**3.03 BREAKS**

An employee is allowed a 10-minute break during each consecutive four-hour shift worked, if working conditions allow. Break periods may not be used to reduce the workday. Employees leaving library property must notify other library staff members of their whereabouts while on break.

**3.04 MEAL BREAKS**

Any employee working six or more hours may take a 30-minute meal break. Employees under age 18 working 6 hours or more must take at least a 30 minute meal break no later than the fifth hour. Meal breaks may not be used to reduce the workday or be taken consecutively with other breaks. Employees must still work the number of hours they are scheduled each day. Meal breaks more than 30 minutes must be approved by the Director or Assistant Director, and any schedule change must be posted on the master schedule.

**3.05 PAYDAYS AND PAY PERIOD**

Library employees will be paid every other Friday. The pay period ends the day after payday in order to compensate those employees scheduled to work the Saturday after payday. Should the employees scheduled to work on Saturday not work the scheduled hours, an adjustment will be made in the following pay period.

**3.06 COMPENSATION**

Each Library employee shall be paid wages on an hourly rate of pay or a salary as determined by the Library Board. Pay scales are found in the addenda. Fringe benefits may be provided as determined by the Library Board.

**3.07 TIME SHEETS**

The Library is required to keep accurate records of an employee's time worked to the nearest quarter hour.

Each employee shall record upon the time sheet the time actually worked. The employee shall turn in time sheets to the Director on the day before each pay day. The Director or the Director's designee shall approve the employee's time sheet before it is given to the Bookkeeper.

Employees will only be paid for the time actually recorded on their time sheets and approved by the Director or the Director's designee.

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**3.08 PAYROLL ERRORS**

If an employee discovers an error in her/his paycheck, she/he shall report it immediately to the Library Director or Bookkeeper so necessary adjustments may be made.

**3.09 DEDUCTIONS**

Certain deductions are required from the employee's paycheck. They included Federal Income Tax; FICA (Social Security); and State Income Tax.

Other deductions may be made if authorized by the employee pursuant to a written authorization form. Such deductions include deduction for a Deferred Compensation Plan.

**3.10 ABSENCE**

Employees are encouraged to report an absence at least one hour before the regularly scheduled time to report to work. The report should be made to the Library Director or the Director's designee. Failure to report absences in advance as required by this section may result in discipline against the employee. If the Library Director determines that the employee's absence is due to illness, injury, or some other cause for which authorized leave may be granted, the employee's time of absence will be charged to an appropriate leave.

If the Library Director determines that the employee's absence is unauthorized, the employee will not be paid for the time not worked. Unauthorized absence may subject an employee to disciplinary action.

**3.11 TARDINESS**

Employees are expected to be at their work stations ready to start work at the time they are assigned to report for work. Repeated tardiness and absences may subject an employee to disciplinary action.

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**4. STANDARDS OF CONDUCT**

**4.01 WORK RULES**

The following standards of employee conduct and/or work rules are general guidelines for employees. This list is not meant to be exhaustive. The Library Board and the Library Director are authorized to establish additional standards of conduct and/or work rules at any time.

1. Employees shall report for work on time and remain for their scheduled hours, unless released by the Library Director or the Director's designee.
2. Employees shall at all times conduct their work carefully and with courtesy to the persons with whom they deal.
3. Employees shall comply with all applicable federal, state, and local laws.
4. Employees shall comply with direct orders from the Library Director or the Director's designee, and shall accept work schedules as assigned.
5. Library property shall not be used for private purposes, and shall not be abused, misused, wasted, or destroyed.
6. Employees may use the library's internet access for brief communications. Personal communication or research requiring more than 15 minutes of time should be completed during non-working hours.
7. Employees shall comply with all provisions of this manual.
8. Dishonesty or falsification of Library records and reports is absolutely prohibited.
9. No alcoholic beverages or illicit or illegal drugs shall be possessed or consumed on Library premises. No employee shall report for work under the influence of alcoholic beverages or illicit or illegal drugs where the employee's job performance is affected thereby.
10. Smoking is prohibited in the interior of the library.
11. No employee shall falsify any application for employment or any information provided in connection with employment.
12. Employees shall be courteous, careful, and diligent at all times.

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#### **4.02 EMPLOYEE PROFESSIONALISM**

The library is a public institution supported by taxation, and therefore, belongs to the people. Each customer, whatever his age, sex, race, appearance, social, or intellectual status, should be given prompt, efficient, impartial, and courteous service. Staff members in contact with the public should bear in mind that they are immediate representatives of the library and do much to form public opinion regarding the institution.

As an employee of the Parchment Community Library, I will:

- protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- distinguish clearly, in my actions and statements, differences between my personal philosophy and attitudes and those of the library.
- not speak or act in ways that are detrimental to my fellow staff, the Board, or the library.
- always be alert and approachable to customers seeking assistance.
- show children the same courtesy as adults.
- report suspected abuse and/or neglect to the Library Director.

#### **4.03 SEXUAL HARRASSMENT**

Sexual harassment of any Library employee or officer is strictly prohibited.

A. Sexual Harassment defined:

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- (1) Submission to such conduct or communication is made or implied to be a condition of employment; or
- (2) Submission to such conduct or communication or refusal to acquiesce to such conduct or communication is used as a factor in the decisions affecting the individual's employment or position with the Library; or
- (3) Such conduct or communication substantially interferes with the individual's employment or creates an intimidating, hostile or offensive working environment.

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**B. Complaint Procedure for Sexual Harassment.**

- (1) An employee may and should report, in writing or orally, any and all incidents of sexual harassment.
- (2) Complaints should be directed to the Library Director or Assistant Director.
- (3) To the extent that the Library lawfully and reasonably can, it will attempt to keep such matters confidential.
- (4) The Library Director shall promptly investigate all complaints of sexual harassment.
- (5) Violation of the policy against sexual harassment shall subject the offending employee(s) to appropriate disciplinary action by the Library Director up to and including immediate discharge from employment. The decision of the Library Director shall be communicated to both the complainant and the alleged offender.

The decision of the Library director may be appealed by either of these parties to the Library Board by filing with the Secretary of the Library Board a written request for a hearing pursuant to Step 3 of the Problem Solving Procedure within the time provided therein.

- (6) If the complaint for sexual harassment concerns conduct of the Library Director, then the complaint should be directed to the President of the Library Board, who shall report the complaint to the Library Board for investigation and action in such manner as the Library Board shall deem appropriate.

**4.04 RACIAL AND OTHER HARASSMENT**

Any employee who feels that he or she is a victim of racial harassment (or any other form of harassment or discrimination based on the employee's inclusion within a protected classification) by any supervisor, management official, other employee, customer, client, visitor, vendor, or any other person in connection with their employment, should complain to the same persons, and according to the same procedures, as is provided in the Sexual Harassment section of this policy. The Library will promptly investigate all allegations of improper harassment and will take the appropriate corrective action which is warranted.

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**5. ORIENTATION, PROBATION, AND EVALUATION**

**5.01 ORIENTATION**

The Library Director or the Director's designee will provide on-the-job orientation to a new employee during the employee's first few days of employment. This on-the-job orientation is to acquaint the employee with fellow workers, the Library and its operations, its equipment, and the employee's work area and duties. If the employee has any questions about the job, the employee should ask the supervisor.

All employees, on the first day of employment, shall complete necessary employment forms. A copy of this Manual shall be provided, and the employee shall sign a receipt (the Employee Acknowledgment Form) for same.

**5.02 PROBATIONARY PERIOD**

All employees shall serve a six month probationary period upon hire. This period is designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. After the introductory period, the employee will be evaluated by the Library Director or the Director's designee. A satisfactory evaluation will qualify the employee as a regular staff member. The initial probation period may be extended by the Library Director. When the initial probationary period is extended, notice of the same shall be provided the employee in writing.

**5.03 EVALUATION PROCEDURE**

New employees shall be evaluated by the Library Director by the end of the third month of employment and again prior to the end of the probationary period. All other employees will be evaluated on a yearly basis and at the end of any probationary period imposed. Evaluations shall be in writing, discussed with the employee, and placed in the employee's personnel file. A copy of the evaluation will be provided to the employee.

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**6. BENEFITS**

**6.01 WORKER'S COMPENSATION**

Library employees are covered by the applicable Worker's Compensation policy to the extent required by law. An employee who is injured or becomes ill on the job must report immediately to the Library Director or the Director's designee for assistance. The Library Director or the Director's designee shall be responsible for the preparation of proper Worker's Compensation and other forms.

Payment for time off as a result of an on-the-job injury will be in accordance with the requirements of the Michigan Disability Compensation laws.

**6.02 UNEMPLOYMENT COMPENSATION**

The Library complies with the requirements of the Michigan Unemployment Compensation Act.

All employees who are terminated may apply for unemployment compensation at the Michigan Employment Security Commission office. To be eligible, an employee must have met certain requirements set by the State of Michigan. Current information regarding eligibility for unemployment compensation is available at the nearest M.E.S.C. office.

The amount and eligibility for unemployment compensation will be determined by the M.E.S.C. office.

**6.03 RETIREMENT FUNDS**

Full time employees receive five percent (5%) of annual gross salary, in lieu of pension, as a fringe benefit. It is the Board's intent that this money will be used to enhance a personal retirement fund. This fringe benefit shall begin immediately upon full time employment. A deferred compensation plan is available for voluntary participation by all employees through the Educational Community Credit Union and TIAA CREF.

**6.04 MEDICAL INSURANCE**

Full time employees are eligible to receive paid health insurance for a single employee, with a 15% employee co-pay of the monthly premium. Full time employees who wish to purchase family insurance will pay the full premium, less the library's contribution of 85% of the single employee premium. This fringe benefit shall begin immediately upon full time employment.

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**7. PAID LEAVE**

**7.01 VACATIONS**

Vacation requests for more than two (2) days must be in writing and presented to the Library Director at least thirty (30) days in advance of the requested time off. Vacation requests for two (2) or less days at a time must be submitted in writing to the Library Director at least one (1) week in advance. Vacation requests must be approved by the Library Director. Vacation time shall be granted on the basis of the employee's date of request. In the event of a conflict, the employee with the most service time shall be granted the time off provided the employee has submitted the request in writing in compliance with this provision. In circumstances where there is no conflict with the needs of the Library, and approval of a vacation request would not result in insufficient staffing, vacation requests submitted later than the times required by this paragraph may be approved by the Library Director.

In the event that approval of a vacation request would result in insufficient staffing, the Library Director may disapprove same.

Vacation pay shall be computed at the employee's regular straight time hourly rate.

Vacation time is not cumulative and must be used within the 12-month period following its accrual except as otherwise noted above. The Library Director may, at her/his discretion, permit the employee to carry over vacation time if such carry over benefits the Library.

Vacation time is granted on the following schedule:

**FULL TIME (32 to 40 hours/week)**

Upon completion of six (6) months of service	One (1) week* to be used before 2nd anniversary date
--	--

Upon completion of one (1) year of service	One (1) additional week
--	-------------------------

Upon completion of two (2) years of service	Three (3) weeks
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Upon completion of five (5) years of service	Four weeks
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\*"Week" means the average number of hours an employee works in a week

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**PART TIME (12 to 31 hours per week)**

Upon completion of one (1) year of service                      Two (2) weeks

Upon completion of five (5) years of service                      Three (3) weeks

**JR. STAFF** do not receive paid vacation.

**7.02 SICK LEAVE**

All employees, except Jr. Staff, receive one day of sick leave per month. Sick leave is prorated based on the normal assigned hours for the month. For example, a twenty hour per week employee receives four hours of sick leave per month.

Sick leave time shall be accumulative, up to 320 hours.

Sick leave shall be paid at the employee's regular straight time hourly rate of pay. Sick leave shall be paid in the pay period in which the illness occurs.

Sick leave may not be used for vacations. The employee may use sick leave for personal illness, illness in the immediate family (spouse or children living at home) or medical and dental appointments. Part time staff are encouraged to schedule medical and dental appointments outside their scheduled hours whenever possible.

Sick leave must be approved by the Library Director. Employees may be required to produce a physician's statement or other adequate proof of illness to receive sick leave pay. Employees may, upon an absence of five (5) days or more, be required to show a physician's statement verifying the employee's ability to return to work and perform the employee's job.

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### **7.03 HOLIDAYS**

All employees except Jr. Staff will receive pay for the hours they are normally scheduled to work when those scheduled hours fall on a holiday approved by the Library Board.

The holidays already approved are: New Year's Day, the Saturday preceding Memorial Day, Memorial Day, Independence Day, the Saturday preceding Labor Day, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

In addition, the Library Board may declare any other day an official holiday.

If a holiday occurs during an employee's scheduled vacation, the holiday is not included in calculating the number of vacation days used.

See Also : Library Closing Policy

### **7.04 JURY DUTY**

Any employee who is required to be absent from work because of jury duty will be paid the difference between the amount of compensation received from such duty and the amount of a wage she or he would have earned for her or his scheduled hours. The Library Director may require satisfactory evidence of jury service and the amount of compensation required.

### **7.05 FUNERALS**

In the event of a death in the employee's immediate family, the following will be allowed:

5 days absent: spouse, children, and step-children

3 days absent: mother, father, mother-in-law, father-in-law, step-mother, step-father, brother, sister, grandparents, grandchildren, sons-in-law, daughters-in-law

If an employee loses time for work during a funeral period, she or he will be paid at the regular pay rate. The purpose of this leave is to attend the funeral and the Library Director may require satisfactory evidence of such attendance.

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## 7.06 STAFF APPRECIATION DAY

Once a year, all staff and volunteers are invited to a Staff Appreciation Day event.\* The library is closed for the day. This day is usually the Friday before the Labor Day holiday. The event may include a visit to another library or an in-service program, lunch\*\* at a restaurant, and a shopping spree\*\*\* at a local book store.

Staff who attend Staff Appreciation Day will be paid the average amount of hours they work per day in a typical week (Total Hours per Week / 5), rounded up to the nearest half hour.

- Example 1: One who works 24 total hours in a week will be paid for 5 hours on Staff Appreciation Day ( $24/5 = 4.8$ , rounded up to 5).
- Example 2: One who works 22 total hours in a week will be paid for 4.5 hours ( $22/5 = 4.4$ , rounded up to 4.5)

The amount of hours actually spent at the Staff Appreciation Day event is not considered in calculating wages for the day.

Staff who do not attend Staff Appreciation Day may take the day as unpaid, or must take paid vacation or sick leave. The amount of leave taken is the average amount of hours they work per day in a typical week (Total Hours per Week / 5), rounded up to the nearest half hour. (See above for examples) If insufficient paid leave is available to cover the hours for Staff Appreciation Day, the hours not covered will be unpaid.

Staff who drive their own vehicles to event sites (other than the library) may apply for mileage reimbursement at the current IRS rate, using the Request for Reimbursement form.

Volunteers will not be paid to attend Staff Appreciation Day.

\*Staff Appreciation Day is not necessarily an annual event; it is dependent on sufficient funds and whether or not the library can be closed without undue disruption of service.

\*\*The Friends of the Library should be asked two months prior to the event if they wish to pay for the cost of the lunch. Library funds may not be used to pay for the lunch.

\*\*\* The shopping spree allows each attendee to select materials within a given budget amount (i.e.\$100) for the library's collection. The Director purchases the materials with the library's credit card.

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## **8. UNPAID LEAVE**

### **8.01 UNPAID MEDICAL LEAVE**

If an employee exhausts sick leave, the employee may be granted an unpaid medical leave of absence for a maximum of six (6) months if the following is shown to the satisfaction of the Library Board:

- a. The employee's physician submits a written recommendation that a medical leave be granted, specifying the time at which the employee is expected to be able to return to work.
- b. The employee's position can be kept open or temporarily filled without material adverse impact upon Library operations.

Medical leaves may be extended upon approval of the Library Board for thirty (30) additional days upon receipt of an additional written recommendation of the employee's physician if the Library Board is satisfied that additional medical leave is in the best interest of the Library.

Employees on medical leave must provide the Library with a statement from their physician stating that the employee is physically able to return to work and perform the employee's job.

The Library cannot guarantee that an employee will be reinstated to the employee's former position if a medical leave exceeds six (6) months. In the event that an employee suffers from a disability, the Library will comply with the requirements of law.

### **8.02 THE FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family Medical Leave Act states that eligible employees may take up to 12 weeks of unpaid leave due to a serious health condition (SHC), to care for an ill spouse, parent, or child, for the birth of a son or daughter (and to care for the newborn child), or to adopt (or foster) a child. To be eligible for FMLA leave, an employee must meet all three of the following requirements : 1) worked at the library for at least 12 months; 2) worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and 3) work for an agency with at least 50 employees.

Until the library employs 50 or more employees, none of our employees are eligible for unpaid leave under the Family Medical Leave Act. More information about the Family Medical Leave Act may be found at <http://www.dol.gov/esa/whd/fmla/> .

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### **8.03 FAMILY ILLNESS**

Leaves of absence without pay may be granted for reasonable periods of time up to 60 days for physical or mental illness in the employee's immediate family, provided the employee's absence from work is necessary to care for the family member who is ill or to arrange for suitable care for such family member.

For the purpose of this section, immediate family shall include spouse, children, or employee's parents.

Unpaid leave to care for an ill spouse, parent or child may instead be taken under the Family Medical Leave Act by eligible employees. (See 8.02 for more information)

### **8.04 LEAVE OF ABSENCE**

If it is necessary for an employee to be absent for more than one day, the Library Board may grant a leave of absence without pay not to exceed two weeks duration. In order for the Board to act on the request, it must be submitted in writing to the Board at the closest meeting prior to the leave of absence. In case of an absence of one day or less, the Director may grant the unpaid leave of absence. In case of emergency, the Executive Board shall have the power to grant such leave. Leaves of absence may be extended by the Library Board for reasons acceptable to the Board. Extensions shall be decided on an individual basis.

### **8.05 MATERNITY LEAVE**

Maternity leaves for childbirth or adoption shall be treated the same as any other temporary disability and/or medical leave. Maternity leave may instead be taken under the Family Medical Leave Act by eligible employees.

### **8.06 MILITARY LEAVE**

An employee who is required to participate in annual military training programs or who is called up during short-term civil or national emergencies, or who leaves work to serve in the military, will receive unpaid time off from work, as provided by federal law. Upon receiving your orders, you must immediately notify and make arrangements with your supervisor. The Library abides by all regulations and laws regarding the employment rights of those serving in the armed forces, as well as those returning from military service.

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**9. EMPLOYEE PRIVILEGES**

**9.01 BORROWING PRIVILEGES**

All circulating materials are available to staff and must be checked out when removed from the shelves. Staff members and family members for which the staff member is financially responsible and is living with in the same household are not required to pay fines; however, they are expected to return materials on time. Staff and family members will receive overdue notices and replacement bills on the regular notice schedule. Staff and family member accounts will not be submitted to the collection agency.

**9.02 PERSONAL ORDERS**

Staff members may order books and materials through Baker & Taylor, generally with a discount. Orders should be directed to the Library Director. Prompt payment of bills is expected.

**9.03 USE OF LIBRARY EQUIPMENT**

Staff members are allowed to use library equipment for personal use on their own time, if it does not interfere with regular library business. Staff members removing equipment from library property must have prior approval from the Director.

**9.04 PRIZE ELIGIBILITY**

Staff members are ineligible for any random prize drawing as a part of a library program. Family members living in the same household as staff members are ineligible for prizes valued at more than \$10.00 as a part of a library program; however, they are eligible for random prize drawings with prizes valued at less than \$10.00.

**10. STAFF DEVELOPMENT**

**10.01 DUES**

Dues for one professional organization membership **for the Library Director, and dues for an**

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**institutional membership to the Michigan Library Association and the Michigan Library Consortium** will be paid from library funds.

#### **10.02 WORKSHOP FEES**

The Library Board encourages participation in workshops and seminars and will provide funds providing approval to attend has been given by the Director.

#### **10.03 MILEAGE REIMBURSEMENT**

Mileage will be reimbursed for employees to travel to and from meetings, workshops and seminars providing approval to attend has been given by the Director. Mileage shall be reimbursed at the standard mileage rate as determined by the IRS.

#### **10.04 MEALS AND PARKING REIMBURSEMENT**

To receive compensation for expenses incurred for meetings, employees must submit a Request for Reimbursement form with attached receipts to the Library Director no later than 5 business days after each meeting.

#### **10.05 WORKSHOP ATTENDANCE**

Employees will be paid at their regular pay rate for time spent traveling to and attending workshops, not to exceed 10 hours per day.

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**11. DISCIPLINE**

**11.01 GENERAL GUIDELINES**

Nothing in this manual shall require the Library to impose discipline in any particular order. The listing of classifications of disciplinary action in this manual is intended to advise employees of the ramifications of the various sorts of disciplinary action. This manual does not in any way restrict the Library's right to terminate employment at will whether under this Policy or outside it. The Library's decision of whether the employee has committed a violation of the standards of conduct or work rules established under this manual or has engaged in other conduct unacceptable to the Library, and the Library's decision upon the discipline imposed, is final and not subject to review or appeal outside the Library except as otherwise required by law.

Employees are subject to discipline for violation of any standard of conduct or work rule of the Library. In addition employees are subject to discipline for failure to comply with any provision of this manual, or for any other reason deemed appropriate by the Library Director and/or Library Board. A record of such discipline imposed by the Library Director shall be maintained as part of the employee's personnel record.

Generally, discipline less than suspension or discharge will be imposed for minor offenses. Minor offenses are defined as those violations of the standards of employee conduct and/or work rules, or violations of provisions of this manual, which are unacceptable if repeated, but which do not warrant suspension or discharge for the first offense.

Where serious offenses occur, suspension or immediate termination may be imposed. Serious offenses are defined as those willful, deliberate, or repeated violations of standards of employee conduct and/or work rules, or violations of provisions of this manual, of such a nature that it is determined that continued employment of the employee is not in keeping with the best interests of the Library.

In addition to discipline for violation of standards for employee conduct and/or work rules, or violation of provisions of this manual, employees may be terminated at any time for unacceptable job performance, unsatisfactory work practices, inability to work effectively with the Library Director or co-workers, or any other reason deemed valid by the Library Director and/or the Library Board.

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## 11.02 FORMS OF DISCIPLINE

Discipline may take any of the following forms:

1. **Employee Counseling or Oral Reprimand:** Employee is counseled by the Library Director or the employee's immediate supervisor concerning proper conduct.
2. **Written Reprimand:** Employee receives a written notice from the Library Director specifying minor offense or nature of unsatisfactory performance.
3. **Final Written Warning:** In certain situations, the employee may be given a written notice specifying that if there is further misconduct and/or the employee does not remedy deficiencies in job performance, the employee is subject to discharge. The final written warning will be given in situations where it is determined that notwithstanding the employee's misconduct and/or unsatisfactory job performance, it is in the interest of the Library to provide to the employee one last chance to remedy the deficiencies.
4. **Suspension:** Employee receives a written notice of suspension following serious misconduct, repeated minor offenses, or continued unsatisfactory job performance. The period of time off without pay is specified in the notice of suspension.
5. **Discharge:** Employee is discharged for a serious offense or for an accumulation of minor offenses, or for failure to satisfactorily respond to a final written warning, or for failure to satisfactorily perform duties, or any other lawful reason deemed appropriate by the Library Director and/or Library Board.

## 11.03 PROBLEM SOLVING PROCEDURE

This procedure applies to every situation in which an employee wishes to contest any form of discipline imposed against the employee, and also applies to every other problem or controversy which an employee may have in connection with employment by the Library. However, employees serving their initial probationary period, whether or not it has been extended, may not appeal or contest a suspension or discharge action.

Failure of an employee to follow the problem-solving procedure set forth herein in the time and manner provided shall constitute a waiver of any challenge to the discipline imposed.

When an employee is suspended or discharged, the employee may submit a written request for a hearing directly to STEP 3 of the problem solving procedure within the time provided therein.

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STEP 1: Verbal Procedure.

An employee with a complaint and/or problem shall, within five (5) working days of the occasion giving rise to the problem, discuss the matter with the Library Director. The Library Director is not required to make any written record of such discussions, but may do so if the Library Director determines, in her or his discretion, that a written record is appropriate.

STEP 2: Written Procedure.

If the employee feels that the problem has not been resolved, the employee shall reduce the problem to writing with all the facts and reasons why the Library Director's response was not satisfactory, and present the writing to the Library Director within three (3) working days of the verbal discussion. The Library Director shall have five (5) working days in which to give a written response.

STEP 3: Hearing.

If the problem is still unresolved, the employee may request in writing a hearing before the Library Board, by filing a request for a hearing with the Secretary of the Library Board within five (5) working days of the decision in STEP 2 or within five (5) working days of the date of written notice of suspension or discharge. Upon receipt of such a request, the Library Board shall schedule a hearing to be held within thirty (30) days after the next regularly scheduled meeting of the Library Board. The Library Board shall cause written notice of such hearing to be given by first class mail at least ten (10) days prior to the date scheduled for hearing to the employee and such attorney or agent that the employee has identified in the request for hearing. The notice shall be in writing and shall contain the date, time, and place at which the hearing will be conducted. The employee, the Library Director, and such witnesses which each of them shall call, shall be given a full and complete opportunity to be heard at said hearing, subject, however, to such reasonable rules and regulations which the Board may impose. A decision of the Library Board shall be made within thirty (30) days after such hearing and the Board shall cause its decision to be put in writing and be served by first class mail upon the employee and the employee's attorney or agent, if any. The decision of the Library Board shall be final and binding upon all parties. All hearings conducted by the Library Board under this step shall be in conformance with the Open Meetings Act of the State of Michigan.

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**12. TERMINATION OF EMPLOYMENT**

**12.01 TERMINAL VACATION**

An employee who resigns, retires, or has been terminated will be paid for any unused vacation, up to a maximum of four (4) weeks, providing the employee has completed one (1) year of continuous service.

**12.02 TERMINAL SICK LEAVE**

Upon terminating employment by discharge all unused sick leave shall be forfeited.

Upon termination of employment by resignation or retirement after ten or more years of service, fifty percent (50%) of accumulated sick leave shall be paid.

**12.03 RESIGNATION**

An employee shall give a minimum of two (2) working weeks notice of resignation. The notice shall be in writing and shall be submitted to the Library Director, giving expected date and reason for resignation. The Library Director shall submit notice of his/her resignation to the President of the Board of Trustees. Under ordinary circumstances, four weeks' notice is requested for department heads and two weeks' notice for all other positions. Unused vacation and personal time may not be used towards this notice.

Failure to comply with this provision may limit the employee's receipt of any accrued benefits, pursuant to Library policy for fringe benefits.

**12.04 ABANDONMENT**

Any employee absent from duty without proper notification and authorization thereof for three consecutive days shall be considered to have resigned the position.

**12.05 RETIREMENT**

There is no mandatory retirement age.

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**13. POLICY REVIEW AND AMENDMENTS**

The Parchment Community Library Board of Trustees will review this personnel policy annually. This policy may be amended by a majority vote of the members of the Board of Trustees at any meeting.

Adopted: 11/02/2000

Revised: 08/22/2006

Revised: 01/23/2007 (Section 12.01)

Revised: 09/25/2007 (Added Section 7.06)

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