

Lakeland Library Cooperative

Employee Handbook

301 Employee Benefits

Effective Date: 05/14/2009

Revision Date:

Eligible employees at Lakeland Library Cooperative are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) apply to all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Bookkeeper can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

When an employee's classification or hours of work changes, benefits will likewise be adjusted to the present situation.

The following benefit programs are available to eligible employees:

- * Auto Mileage
- * Bereavement Leave
- * Deferred Compensation Plan
- * Dental Insurance
- * Disability Insurance
- * Educational Financial Assistance
- * Employee Assistance Program
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Long-Term Disability
- * Military Leave
- * Pension Plan
- * Personal Leave
- * Sick Leave Benefits
- * Vacation Benefits
- * Vision Care Insurance
- * Worker's Compensation Insurance

Although some benefit programs may require contributions from employees, most benefit programs are fully paid by Lakeland Library Cooperative. The benefit package for regular full-time employees represents a significant additional cost to Lakeland Library Cooperative.

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303 Vacation Benefits

Effective Date: 05/14/2009

Revision Date:

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Vacation time will be awarded on an annual basis each January based on the previous year's hours worked. Vacation time will not be accrued during months that an employee is on unpaid leave.

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

- * Regular full-time employees
- * Regular part-time employees
- * Part-time employees
- * Introductory employees who, upon successful completion of the introductory period, will become regular full-time, regular part-time, or part-time employees

REGULAR FULL-TIME EMPLOYEES - The amount of paid vacation time earned by regular full-time employees each year is based on the years of service of the employee as well as their position classification:

***Sorter, Driver, Driver Lead, Information Library System Support Specialist Cataloging Specialist, Administrative Assistant, Information Technology Support Specialist, Bookkeeper:** Upon initial eligibility, the employee earns vacation time at the rate of ten (10) vacation days per year. After completing five (5) full calendar years, the employee will receive one (1) additional day of vacation for each full calendar year of service up to a maximum of twenty (20) vacation days per year.

*** Business Manager, Librarian, Information Library System Manager, Information Technology Manager, Cooperative Assistant Director:** Upon initial eligibility, the employee earns vacation time at the rate of 15 vacation days per year. After completing five (5) full calendar years, the employee will receive one (1) additional day of vacation for each full calendar year of service up to a maximum of twenty (20) vacation days per year.

*** Cooperative Director:** To be set by the Cooperative Board.

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REGULAR PART-TIME AND PART-TIME EMPLOYEES

* Regular part-time and part-time employees receive hours of vacation time annually, which is pro-rated based upon the percentage of full-time equivalency regularly scheduled to work.

A "full calendar year" is defined as continuous active employment from January through December, with no significant period or periods of unpaid leave.

Employees begin to earn vacation time in the first full calendar month of their employment. However, before vacation time can be used, a waiting period of six (6) calendar months must be completed. The employee will then be eligible to use the vacation time accrued during the waiting period.

Vacation time off must be approved in advance by the employee's supervisor. To request vacation time, the employee must complete and submit the proper request form to his or her supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available vacation is not used by the end of a calendar year, except in the first year of employment if hired after June 30, employees may carry unused time forward as follows:

- *Regular full-time employees – 40 hours
- *Regular part-time employees – 30 hours
- *Part-time employees – 20 hours

Any hours above this amount must be used or forfeited by December 31, midnight.

Staff hired before 3/29/2009 that have accrued time above the carry over amount permitted at calendar year end, will need to use the unused vacation or forfeit it as per the following schedule. More unused time can be used in 2009 and 2010.

- *2009 – 33.5%
- *2010 – 33.5%
- *2011 – 33%

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last full calendar month of employment.

Paid time off for vacation will not be counted as hours worked for the purpose of determining overtime.

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304 Personnel Days

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative will grant paid personal days off to all eligible employees immediately upon assignment to an eligible employment classification ranges. Pay for personal day time off will be calculated based on the employee's straight-time hourly pay rate at the time of use. Eligible employee classification(s):

- *Regular full-time employees – 5 days (40 hours)
- *Regular part-time employees – 3 days (24 hours)
- *Part-time employees – 2 days (16 hours)

Personal Days will be awarded each calendar year and must be used in that calendar year.

Employees who begin employment after the commencement of a calendar year will receive personal time pro-rated based on the date of hire and on the first day of the first full calendar month of employment.

The personal days must be scheduled with the prior approval of the employee's supervisor.

Paid time off for personal days will not be counted as hours worked for purposes of determining overtime.

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305 Holidays

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative will grant holiday time off to all eligible employees for the holidays listed below:

- * New Year's Day (January 1)
- * Memorial Day (last Monday in May)
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas Eve (December 24)
- * Christmas (December 25)

Lakeland Library Cooperative will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Pay for holiday time off will be calculated based on the employee's straight-time hourly rate pay as of the date of the holiday times the percentage of full-time equivalency worked in the employee's regular schedule. Eligible employee classification(s):

- *Regular full-time employees
- *Regular part-time employees
- *Part-time employees
- *Introductory employees who, upon successful completion of the introduction period
Will become regular full-time, regular part-time or part-time employees

A recognized holiday that falls on a Saturday will generally be observed on the preceding Friday. A recognized holiday that falls on a Sunday will generally be observed on the following Monday, at the discretion of the Cooperative Director.

To be eligible for holiday pay an employee must be an employee on the day of the holiday and must have worked on the last scheduled work day immediately preceding and immediately following the holiday unless he or she was on authorized vacation leave or sick leave.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

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If a recognized holiday is observed on a day a regular full-time or regular part-time employee is not regularly scheduled to work, the employee will adjust their schedule the week of the holiday for their allotted time off.

Holiday pay will not be awarded while an employee is on unpaid leave.

If eligible nonexempt employees are scheduled to work on a recognized holiday when the Lakeland Library Cooperative is closed, such employees will receive wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for purposes of determining overtime.

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306 Workers' Compensation Insurance

Effective Date: 05/14/2009

Revision Date:

Workers' Compensation Insurance is provided to all employees of Lakeland Library Cooperative in accordance with state and federal requirements. Workers' Compensation Insurance provides for the cost of reasonable medical treatment, wage loss benefits, and rehabilitation services for work related injuries.

Employees who feel they have sustained a work-related injury or illness are required to inform their supervisor immediately and complete an Employee Accident Report. Delays in reporting may result in denial of benefits.

In accordance with state Workers' Compensation laws there is a waiting period of seven (7) calendar days before wage loss benefits begin not including the day of injury. During this waiting period an employee may choose to use available sick time, vacation time, or personal time. Should the physician require an employee to be off work beyond 14 days then wage loss benefits under Workers' Compensation are retroactive to the date of injury. Any used paid time off would be credited back to the employee at that time if compensated through 'Workers' Compensation.

Neither Lakeland Library Cooperative nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Lakeland Library Cooperative.

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307 Sick Leave Benefits

Effective Date: 10/1/2002

Revision Date: 5/14/2009

Lakeland Library Cooperative provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or non-work related injuries. Eligible employee classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees who, upon successful completion of the introductory period, will become regular full-time or regular part-time employees

Eligible regular full-time employees will accrue sick leave benefits at the rate of twelve (12) days per year (one (1) day for every full month of service). Eligible regular part-time employees will accrue sick leave benefits on a pro-rated basis, which is pro-rated based upon the percentage of full-time equivalency regularly scheduled to work.

Employees become eligible to accrue sick leave on the first day of the first full calendar month of employment. Sick leave will be accrued on a bi-weekly basis following the bi-weekly period in which it was earned. Sick leave benefits will not be accrued during the time that an employee is on unpaid leave.

Employees can request use of paid sick leave after completing a waiting period of one month from the date they become eligible to accrue sick leave benefits. An eligible employee may use sick leave benefits for an absence due to his or her own illness, injury, or medical appointment, or that of a dependent child.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement verifying the illness or injury and its beginning and expected ending dates may be required. Lakeland Library Cooperative reserves the right to request verification for other sick leave absences of less than three consecutive days and to require such verification as a condition of receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate up to a maximum of one-hundred-thirty (130) days.

Sick leave benefits are intended solely to provide income protection in the event of illness, injury, or medical appointments, and may not be used for any other absence.

Unused accumulated sick leave will be paid to employees who retire (age fifty-five (55) or older) with ten (10) years or more of continuous service, up to a maximum of ninety (90) days at the rate of one dollar (\$1.00) per day times the years of continuous service

Refer to Section 306 Workers' Compensation of the Employee Handbook for use of sick leave during state mandated waiting period for work related injuries.

Sick leave will not be counted as hours worked for the purpose of determining overtime.

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309 Bereavement Leave

Effective Date: 05/14/2009

Revision Date:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to two (2) scheduled workdays of paid bereavement leave will be provided to eligible employees in the following classification(s):

- * Regular full-time employees
- * Regular part-time employees
- * Part-time employees
- * Introductory employees who, upon successful completion of the introductory period, will become regular full-time, regular part-time, or part-time employees

Bereavement pay is calculated based on the base pay rate at the time of absence.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisor's approval, use any available paid leave for additional time off as necessary.

Lakeland Library Cooperative defines "immediate family" as the employee's spouse, parent, child, sibling, grandparent or grandchild; the employee's spouse's parent, child, or sibling; the employee's child's spouse.

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311 Jury Duty

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of two (2) calendar months of service in an eligible classification may request up to two (2) weeks of paid jury duty leave over any one (1) year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- * Regular full-time employees
- * Regular part-time employees
- * Part-time employees
- * Introductory employees who, upon successful completion of the introductory period, will become regular full-time, regular part-time, or part-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off from sick time, vacation time, personal time or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor immediately so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either Lakeland Library Cooperative or the employee may request an excuse from jury duty if, in the judgment of Lakeland Library Cooperative, the employee's absence would create serious operational difficulties.

In order to receive their regular pay, employees must assign to Lakeland Library Cooperative all remuneration received for Jury Duty during the same period.

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316 Health Insurance

Effective Date: 05/14/2009

Revision Date:

The Lakeland Library Cooperative health insurance plan provides eligible employees and their eligible dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment categories are eligible to participate in the health insurance plan:

- * Regular full-time employees
- * Introductory employees who, upon successful completion of the introductory period, will become regular full-time employees

Coverage will begin after the waiting period of thirty (30) on the following first day of the month.

Eligible employees may participate in the health insurance plan, subject to all terms and conditions of the agreement between Lakeland Library Cooperative and the insurance carrier. Employees may be required to pay a contribution toward the premium as approved by the Lakeland Library Cooperative Board.

The insurance carrier and terms of benefits are subject to change at the approval of the Lakeland Library Cooperative Board.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Bookkeeper for more information about health insurance benefits.

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317 Life Insurance

Effective Date: 05/14/2009

Revision Date:

Life insurance offers you and your family important financial protection. Lakeland Library Cooperative provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- * Regular full-time employees
- * Introductory employees who, upon successful completion of the introductory period, will become regular full-time employees

Eligible employees may participate in the life insurance plan, subject to all terms and conditions of the agreement between Lakeland Library Cooperative and the insurance carrier. The insurance carrier and terms of benefits are subject to change at the approval of the Lakeland Library Cooperative Board.

A waiting period of thirty (30) days from date of hire is required before new employees become eligible for life insurance.

Details of the basic life insurance plan, including benefit amounts, are described in the Summary Plan Description provided to eligible employees. Contact the Bookkeeper for more information about life insurance benefits.

Coverage ends when employment is terminated or active full-time employment service ends.

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319 Long-Term Disability

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- * Regular full-time employees
- * Regular part-time employees
- * Introductory employees who, upon successful completion of the introductory period, will become regular full-time and regular part-time employees

For purposes of Long-Term Disability benefit full-time employment is considered a minimum of thirty (30) hours regularly scheduled work per week.

A waiting period of three (3) months continuous, active, full-time employment and regular part-time employment is required before new employees can participate in the long-term disability benefit.

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between Lakeland Library Cooperative and the insurance carrier. The insurance carrier and terms of benefits are subject to change at the approval of the Lakeland Library Cooperative Board.

LTD benefits are offset with amounts received under Social Security or workers' compensation for the same time period.

Details of the LTD benefits plan, including benefit amounts, and limitations and restrictions, are described in the Summary Plan Description provided to eligible employees. There is a qualifying period required before any benefits are payable. Contact the Bookkeeper for more information about LTD benefits.

Coverage ends when employment is terminated or active full-time and regular part-time employment service ends.

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324 Employee Assistance Program

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Through the Employee Assistance Program (EAP), Lakeland Library Cooperative provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing, or if there is a potential of injury to others.

There may be occasions when an employee is referred to the EAP for performance or conduct related reasons as a condition of continued employment. Lakeland Library Cooperative may require basic reports on attendance and progress under these circumstances. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the Personnel file.

There is no cost for employees to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the EAP at (616) 455-6210 to contact an EAP counselor.

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325 Pension Plan

Effective Date: 09/24/2009

Revision Date:

The Pension Plan offers the opportunity for employees financial savings for their retirement years.

Employees are eligible to participate in the pension plan if hours of work are at 140 hours or greater per month.

Eligible employees may participate in the pension plan subject to all terms and conditions of the agreement between Lakeland Library Cooperative and the plan carrier. The plan carrier and terms of benefits are subject to change at the approval of the Lakeland Library Cooperative Board.

Membership begins with date of hire but service credit is not earned until the employee has worked 140 hours per month.

Vesting is six (6) years.

Employees and employer both contribute to the pension. Contribution rate amounts are subject to change at the approval of the Lakeland Library Cooperative Board.

Details of the pension plan, including benefit amounts, are described in the Summary Plan Description provided to eligible employees. Contact the Bookkeeper for more information about the plan's benefits.

Contributions end when employment is terminated or when the employee falls below 140 hours of work per month.

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326 Training Courses

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative recognizes that the skills and knowledge of its employees are critical to the success of Lakeland Library Cooperative. Lakeland Library Cooperative may provide training courses to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.

Employees in the following employee classification(s) are eligible for training courses:

- * Regular full-time employees
- * Regular part-time employees
- * Part-time employees

Lakeland Library Cooperative has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact their supervisor for more information or questions about training courses.

While training courses are expected to enhance employees' performance and professional abilities, Lakeland Library Cooperative does not guarantee that participation in training courses will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Lakeland Library Cooperative invests in training courses for employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from Lakeland's employment within six months of completion of a training course with a cost of \$500 or more, the employee may be required to repay up to 100 percent of the cost of the training course.

An employee's participation in a training course with a cost of \$500 or more constitutes that employee's agreement to repay up to 100% of the cost of the training course if the employee voluntarily separates from Lakeland's employment within six months of completion of the course. It further constitutes that employee's agreement that any outstanding balance may be withheld from any paychecks issued subsequent to termination, and that the employee will be responsible for all actual costs and attorney fees incurred by Lakeland Library Cooperative in collecting any unpaid balance.