

PERSONNEL COMMITTEE
WEDNESDAY, September 1st, 2021
10:00 a.m.
Via Zoom

<https://us06web.zoom.us/j/89069308847>

Members: Dale Parus (Chair), Kelly Richards, Peggy Hemerling, John McNaughton
Staff: Carol Dawe

AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF AGENDA (m) PAGE 1
- III. APPROVAL OF MINUTES- December 2, 2020 (m) PAGE 2
- IV. NEW BUSINESS
 - A. LLC Employment Handbook 2021 (m) PAGES 3-55
 - 1. Explanation
 - 2. Draft of the manual
 - B. New Staffing
 - 1. New Staffing Chart with Salary Ranges (m) PAGES 56
 - 2. Cataloging Specialist 2 (m) PAGES 57-58
 - 3. Digital Content Specialist 1 (m) PAGES 59-60
 - C. Next Meeting Date for Director's Evaluation
 - D. Adjournment

**LAKELAND LIBRARY COOPERATIVE
PERSONNEL COMMITTEE MINUTES – Unofficial
Wednesday, December 2, 2020 at 2:00 p.m.
Via Zoom**

Present: Dale Parus (Chair), Kelly Richards (MADL), Peggy Hemerling (Hastings), John McNaughton (Grand Rapids), and Carol Dawe (Lakeland)

- 1) **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 2:14 p.m. by Dale Parus
- 2) **APPROVAL OF AGENDA:** Hemerling moved, supported by McNaughton to approve the agenda as presented - *motion carried.*
- 3) **APPROVAL OF MINUTES:** McNaughton moved, supported by Hemerling to approve the Personnel Committee minutes from 12/12/2019 as presented – *motion carried.*
- 4) **NEW BUSINESS:**
 - a) *Cooperative Director Evaluation: The current form and goals were reviewed. The committee agreed that the full board would participate in the written review. This will be explained at the next Board meeting on 12/10. The form will be sent to the board by Parus on 12/10 with a deadline of 12/17. Parus will compile the evaluations and share the information via e-mail with the committee. The committee will meet again as needed. Parus and Dawe will meet the week of January 4th to review the evaluation.*
 - b) *Compensation. The committee recommended that a request for a salary increase be sent to the finance committee.*
- 5) **NEXT MEETING:** *To be determined.*
- 6) **ADJOURNMENT:** McNaughton moved, supported by Richards to adjourn at 2:35 p.m. - *motion carried.*

Respectfully Submitted,

Carol Dawe
Lakeland Cooperative Director

Lakeland Library Cooperative Employment Handbook

This document is presented as a primer on the new 2021 Employment Manual and to offer a comparison to the 2009 manual.

Janet Cornell and I met with each other and with Karl Butterer, legal counsel, from Foster Swift multiple times via e-mail, Zoom and over the phone between January and June of this year. Several revisions later, we are ready to present the new employee handbook. I can't provide a red-lined copy because there were many, many versions.

A few initial comments:

1. I do want to remind you all that LLC is NOT a public library but rather a non-for-profit, intergovernmental agency and this policy was written with that in mind.
2. This document refers to employment at the Lakeland Library Cooperative in Grand Rapids, MI. (**LLC**)
3. The 2009 handbook (**EH2009**) with revisions through 2014 is 113 pages with an additional 11 pages of indexing. The new handbook (**EH2021**) is 49 pages without an index.
4. EM2021 stands on its own and supersedes all other manuals.
5. Legal counsel stated that the intent of EM2009 was in fact good law but overly complicated, contradictory in parts and out of date. He also stated and LLC staff concurred that there were many procedures inserted into the manual that could stand on their own and others could be eliminated due to common sense and that existed in other policies or stood on their own as established law.
6. The outline below explains changes, omissions and additions etc. so that the committee/board doesn't have to sift through both manuals.

EM2021

Section 1: Introduction (Pages 5-6)

This section welcomes the employee, defines the intent of the handbook, provides a history of LLC and restates its mission, vision and core values as presented on the current job descriptions and annual evaluation forms to provide a cohesive framework of what we do and why. We eliminated lists of the member libraries since this is a staff handbook and pared down the history and intent of the handbook. Employees are asked to sign the handbook to indicate it has been reviewed.

Section 2: Employment Basics: (Pages 7-9)

This section defines At -Will standard of employment, Equal Opportunity and Anti-harassment and Anti-retaliation, including the requirement of managers in these areas.

Genetic Information Non-Discrimination Act (GINA) and Open Door Policy are also included. EM2009 includes sections that are covered later on in EM2021.

Section 3: Employee Classification and Status (Pages 10-11)

Probationary period stands at 90 days. Upon successful completion, the employee is considered a regular employee of the Cooperative.

Classification of employees remains the same as in EH2009. We did add section 3.3 for Minor Employees in order to comply with the Michigan Youth Employment Standards Act and the Federal Labor Standards Act.

Section 4: Compensation and Reimbursement (Pages 12-14)

The work week is defined as Sunday through Saturday for clarity. Time reporting, Overtime and Payroll have not been changed. Managers approve all time sheets. The Business Travel and Expenses and Reimbursements was edited for clarity and indicated that all reports/requests be submitted to the Cooperative Director and not the manager for transparency.

Section 5: Employee Benefits: (Pages 15-25)

We condensed our offerings to paid coverage policies and indicate that there are summary plans and policies available separately. Other types of benefits are listed elsewhere in the handbook.

Please look at the following sub-sections:

5.3 Holidays:

At least half of all of LLC libraries are closed on the day after Thanksgiving. I would like to add this day as a paid holiday, making the total 8. Other Michigan Cooperatives have far more generous holiday schedules but they provide far less day-to-day services. I just think this would be nice for staff and easier on the drivers since they have to leave before 6 a.m.

We also made it clear throughout the document that an employee must be scheduled for a holiday in order to receive the day off. This was inconsistent in EH2009.

5.4 Vacation:

This section is now consistent for all classifications of employees with the proper pro-rated schedule. (See page 18.) We also eliminated the 90 day waiting period for taking

vacation. All vacation must be approved prior ahead of time so the 90 day wait period seemed like overkill.

5.5 Personal Days:

Personal days have also been prorated for part-time workers. They are no longer paid out upon resignation or termination.

5.6 Sick Days:

This section has been reworked to provide sick leave for Regular part-time and part-time employees. This was recommended by legal counsel so that all employees are treated equally. Everything else is consistent with EH2009.

5.7 Donated Paid Sick Leave/Vacation:

This policy was added at the request of the LLC staff and is written with standard options provided by legal counsel.

5.8 Family Medical Leave Act:

This has been terribly confusing in the past and now is resolved. Being an entity that can be covered by FMLA is different that being eligible for that coverage. LLC employees are not eligible for FMLA due to the fact that we have less than 50 employees within 70 miles of our location(s.)

5.13 Leave of Absence:

This section was revised in order to provide guidance since we are not eligible for FMLA. Mr. Butterer provided a lot of guidance in the area and I can provide further documentation if needed. It is essential to remember that any leave of absence changes if an ADA accommodation is needed so it is important to keep the policy both specific and yet open to other factors as clearly described in the policy.

Section 6. Employment Practices (Pages 26-33)

All of these sections were edited for clarity, flexibility and reasonable expectations. The following sections were added:

6.2 Breaks for Breastfeeding Mothers Policy (Mandatory from The federal Break Time for Nursing Mothers law requires employers covered by the Fair Labor Standards Act (FLSA) to **provide basic accommodations for breastfeeding** mothers at work. These accommodations include time for women to express milk and a private space that is not a bathroom each time they need to pump. (Aug 10, 2018)

6.16 Remote Work-We didn't have a policy on this and obviously need one.

Section 7.0 Health and Safety: (Pages 34-42)

This section is very similar except there were some duplicate sections and inconsistencies in disciplinary procedures and definitions and we reworked the following.

7.14 Employee Motor Vehicle Operator Standards:

This is somewhat procedural but it is a necessary exception since DELIVERY is a core part of our service plan. Most of this is similar to EH2009 with some updating to improve clarity.

Section 8.0 Employment Records: (Page 43)

Again, these were updated for 2021 but the intent is consistent with the former policy.

Section 9.0 Communications Policy: (Pages 44-48)

This has been completely retitled, revised and updated to reflect current law and technological needs, including our social media policy.

Acknowledgement: (Page 49)

Each employee will sign either a paper copy or via our HR portal.

I am so pleased to have a new handbook in place for the LLC staff. Please let me know if you have further questions.

Carol Dawe

Lakeland Library Cooperative



Employment Handbook

Effective October 1, 2021

Supersedes All Others

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1. INTRODUCTION

1.1 Welcome

We're very happy to welcome you to the Lakeland Library Cooperative (the "Cooperative"). Thanks for joining us! The Cooperative would like you to feel that your employment with us will be mutually beneficial and enjoyable.

1.2 About this Handbook

This Employment Handbook is designed to acquaint you with the Cooperative and provide basic information about working conditions, employee benefits, philosophies, and some of the policies affecting you in your employment relationship. The policies and procedures contained in this Handbook are not a contract. It is not intended to create any third-party beneficiary rights.

This Employment Handbook is not intended to be comprehensive or to address all the applications of general policies described.

In order to retain the necessary flexibility in the administration of policies and procedures, the Cooperative reserves the right to make changes in policies, practices or benefits at any time, with or without notice. Changes from policies, practices or benefits described in this Handbook must be in writing and approved by the Cooperative Board to be effective. No employee, official, or other representative of the Cooperative is authorized to alter, add to or delete from the policy stated herein through oral or written statements except as stated above.

The policies in this Handbook supersede all previous policies, practices, and oral statements of the Cooperative, its predecessors, or its authorized agents.

1.3 History

42 member libraries belong to the Cooperative, which includes 81 library buildings, providing access throughout the eight-county area of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon, Newaygo and Ottawa counties. 40 of the LLC member libraries participate in a shared online catalog that gives patrons access to materials owned by libraries throughout the Cooperative. This shared system provides a public catalog of materials owned by all participating libraries, as well as a system for circulation. The online catalog allows libraries to share materials through the Lakeland delivery system.

LLC member libraries participate in the MeLCat statewide inter-library loan system. This provides patrons with access to a large collection of books and other materials owned by libraries throughout the state, including academic and special libraries. Through various subscription plans among the member libraries, patrons have access to electronic and/or downloadable books, audiobooks, periodicals and, for some libraries, music and movies. All Lakeland member libraries participate in reciprocal borrowing that allows patrons to travel to other Lakeland libraries to check out all types of materials.

1.4 Mission, Vision, and Core Values

The Cooperative's Vision: Facilitating member library collaboration for exceptional customer service.

The Cooperative's Mission: providing the means to share resources and services and access to information and expertise for the benefit of individuals and communities within the member libraries by being responsive and proactive.

The Cooperative's areas of focus:

- Training: We provide the training needed for member libraries to provide excellent access to resources and services and in their communities.
- Technology: We are proactive about technology, so our members are confident that they have the best tools to serve their patrons.
- Governance and Organizational Development: We strive to be a learning organization that values effective collaboration by making participation easy, and decision making focused and effective.
- Advocacy: Promote awareness of current issues and share our collective knowledge/expertise within and outside of the Cooperative,

Cooperative employee core requirements:

- Ability to work with cooperative and member library staff in a respectful, friendly, and professional manner
- Considerable attention to detail
- Ability to exercise judgment in analyzing and solving problems
- Ability to set priorities, make independent decisions
- Ability to manage multiple tasks and adhere to deadlines
- Understand and comply with organizational policies and procedures while safeguarding confidential and restricted information

1.5 Receipt of Handbook

After you have read this Employment Handbook, you will be asked to sign a form indicating that you have read and understand the policies and procedures in the Handbook. The form also includes a separate agreement regarding a Limitation Period. Please be sure to ask questions or request clarification about any information that you do not understand before signing the form.

2. EMPLOYMENT BASICS

2.1 At-Will Standard of Employment

The employment relationship between each employee and the Cooperative is at-will. Therefore, your employment may be terminated by you or the Cooperative, at any time, for any or no reason. No employee, officer, or other representative of the Cooperative has the authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to what has been stated above, other than the President of the Cooperative Board by written agreement.

2.2 Equal Opportunity Employer

It is the Cooperative's policy to select, place, train, and promote the best-qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees without regard to race, color, religion, sex, sexual orientation, gender identity, veteran status, national origin, age, height, weight, disability, citizenship, marital status, pregnancy, genetic information, or any other classifications protected by applicable law.

This Equal Opportunity Policy applies to all the Cooperative activities, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits.

Disabled employees who feel accommodation is needed to perform their job must notify the Cooperative Director in writing of the need for reasonable accommodation within 182 calendar days after the date the employee knew or reasonably should have known that an accommodation was needed. The Cooperative will make accommodations that do not pose an undue hardship to the Cooperative.

2.3 Anti-harassment and Anti-retaliation

A fundamental policy of the Cooperative is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the Cooperative's business. In particular, an atmosphere of tension created by non-work-related conduct, including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, or requests for sexual favors or other such conduct does not belong in our workplace.

Prohibited harassment of employees or of applicants by other employees will not be tolerated. Prohibited harassment is defined, for purposes of this policy, as conduct or communication based on a characteristic protected by applicable law when submission to that conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions, or when that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Characteristics protected by applicable law include, but are not limited to, race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, height, weight, marital status, pregnancy, genetic information, and veteran status. This policy also prohibits harassment on the basis of a person's association with someone who

has a characteristic protected by the law.

Prohibited harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (gestures, assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings), and innuendo. Sexual harassment, in particular, includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct, or visual forms of harassment of a sexual nature.

You cannot be forced to submit to harassment as a basis for any employment decision, and the Cooperative will do its best to keep itself free of any conduct that creates an intimidating, hostile, or offensive work environment for our employees.

What to do if you feel our policy has been violated

If any sort of harassment prohibited by this policy interferes with any individual's work performance or creates an intimidating, hostile or offensive work environment, you have an obligation to contact your immediate Manager. If you do not feel comfortable contacting your immediate Manager, you may contact the Cooperative Director.

The matter will be handled with a degree of confidentiality consistent with the Cooperative's duty to investigate and resolve the reported conduct. Charges of harassment will be promptly and thoroughly investigated and a report will be made to you concerning the results of the investigation.

If the Cooperative determines that harassment or inappropriate conduct has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser, up to and including discharge, will follow. A nonemployee who subjects an employee to harassment in the workplace will be informed of the Cooperative's policy, and appropriate action will be taken. The Cooperative will make follow-up inquiries to ensure that the harassment has not resumed.

The Cooperative will not tolerate retaliation against any employee who, in good faith, complains of any prohibited harassment or provides information in connection with any such complaint. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to your immediate Manager or the Cooperative Director.

Managers

All managers are responsible for:

- Implementing the Cooperative's harassment policy;

- Ensuring that all employees they supervise have knowledge of and understand the Cooperative policy;
- Reporting any complaints of misconduct to the designated Cooperative representative, the Director, so they may be investigated and resolved internally;
- Taking and/or assisting in prompt and appropriate corrective action when necessary to ensure compliance with the policy; and
- Conducting themselves in a manner consistent with the policy.

2.4 Genetic Information Nondiscrimination Act (GINA) Policy

The Genetics Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information and hiring, promotion, discharge, pay and several other aspects of employment. GINA also limits an employer's acquisition and disclosure of genetic information to circumstances such as monitoring the adverse effects of hazardous workplace exposures, complying with FMLA laws, and DNA testing for law enforcement purposes. Genetic information possessed by the Cooperative will be kept confidential and disclosed only to the employee or under certain limited circumstances. "Genetic information" includes: (1) genetic test information of an applicant, employee or family member, (2) family medical history and (3) requests for or receipt of genetic services by applicants, employees or their family members.

The Cooperative's policy is to exclude inquiries regarding family history from any employment-related medical examinations, including fitness-for-duty testing or efforts at reasonable accommodation of an identified disability.

Employees should be sensitive to day-to-day conversations, contents of emails and/or blogs, and avoid any discussion of any other employee's individual or family medical history.

2.5 Open Door Policy

It is the Cooperative's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. In order to correct any work-related problems, the Cooperative must be fully informed about them. Therefore, the Cooperative has an "open-door" problem solving policy. You are encouraged to discuss concerns with your Manager at any time, and to work together toward prompt resolution of any problems.

3. EMPLOYEE CLASSIFICATION AND STATUS

3.1 New Employees Probationary Period

New employees will be provided the training and orientation necessary to familiarize themselves with the Cooperative and their assigned jobs. This orientation period will also allow new employees to acquaint themselves with Cooperative rules, procedures, and policies.

This orientation period shall consist of the first ninety (90) calendar days of continuous employment. The orientation period may be extended for any reason. Successful completion of the orientation period does not change the at-will status of employment.

During the trial period, the newly hired employee is not a regular employee of the Cooperative. Upon satisfactory completion of the trial period, the newly hired employee shall become a regular employee of the Cooperative.

New Employees must complete the probationary period before being considered for promotions or transfers.

3.2 Employee Classification

It is the intent of the Cooperative to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Director.

In addition to designation as an EXEMPT or NONEXEMPT employee, each employee will also belong to one of the following five (5) employment categories:

REGULAR FULL-TIME employees are those who are regularly scheduled to work, and regularly work, at least thirty-seven-and-a-half (37.5) hours per week. Generally, REGULAR FULL-TIME employees are eligible for The Cooperative's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary employment status and who are regularly scheduled to work, and do work, less than thirty-seven-and-a-half (37.5) hours but at least thirty (30) hours per week. Regular part-time employees are eligible for some benefits sponsored by The Cooperative, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary employment status and who are regularly scheduled to work, and do work, less than 30 hours per week. Part-time

employees are eligible for some benefits sponsored by The Cooperative, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Cooperative's other benefit programs.

SUBSTITUTE employees are those who have established an employment relationship with the Cooperative but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the Cooperative's other benefit programs.

If an employee has any questions regarding his or her employment status, he or she should consult with the Director.

3.3 Minor Employees

The Cooperative follows the Michigan Youth Employment Standards Act and the federal Fair Labor Standards Act regarding the employment of minors under the age of 18. An individual must be at least 14 years of age to be employed by the Cooperative. Minor employees must obtain a work permit from the State of Michigan before commencing employment. The Cooperative limits the type of work and hours a minor may work to comply with federal and state law.

Minors shall not be permitted to work over five hours continuously without a 30-minute meal break.

4. COMPENSATION AND REIMBURSEMENT

4.1 Work Week

The workweek is defined as beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m.

4.2 Time Reporting

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the Cooperative to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

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

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time and stay no more than 15 minutes after their scheduled stop time, unless the employee has received express prior authorization from their Manager for the early arrival or delayed departure. Employees are not expected to nor should they perform work during these pre and post work times.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The Manager will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Manager must verify the accuracy of the changes by initialing the time record.

4.3 Overtime

When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Director's prior authorization.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holidays, personal leave or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

4.4 Pay Days

All employees are paid every two weeks on Tuesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will be paid on the day before the day off or the first day of work following the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available the day before vacation or upon his or her return from vacation.

Employees may have their pay directly deposited into their bank accounts if they provide advance written authorization to the Cooperative. Employees will receive an itemized statement of wages when the Cooperative makes direct deposits.

4.5 Pay Deductions

The Cooperative is required by law to make deductions from an employee's paycheck, for such items as federal and state income taxes and Social Security taxes as well as other required items. The employees pay stub will reflect all deductions.

4.6 Payroll Errors

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

Improper deductions from salaries of exempt employees are not to be made. If you believe that an improper deduction has been made, immediately report this information to the Director. This report should 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.

4.7 Business Travel Expenses

The Cooperative will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. In general, costs for meals while on assignment within the local area will not be reimbursed, unless the meal is part of a business function.

All business travel outside of the Cooperative service area must be approved, in advance, by the Director. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When such business travel has been approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the Cooperative. Employees are expected to limit expenses to reasonable amounts. No reimbursement shall be made for alcoholic beverages.

Cash advances to cover reasonable anticipated expenses may be made to employees, after the business travel has been approved. Employees should submit a written request to the Director when travel advances are needed.

When business travel is completed, employees should submit the completed expense reimbursement request within seven (7) days to the Director. Expense reimbursement requests should be accompanied by receipts for all individual expenses.

Employees should contact the Director for guidance and assistance on procedures related to travel arrangements, travel advances, expense requests, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including but not limited to falsifying expense reports to reflect costs not incurred by the employee, are grounds for disciplinary action, up to and including termination of employment.

Employees who are required to use their personal vehicle on Cooperative business will be compensated for mileage at the current rate authorized by the Internal Revenue Service.

4.8 Reimbursement for Business Expenses

The Cooperative will reimburse employees for business expenses that are reasonable, necessary and comply with IRS guidelines for deductibility as a business expense. Employee's must submit written requests for reimbursement and provide receipts for each expense.

5. EMPLOYEE BENEFITS

5.1 Insurance and Benefit Plans

The Cooperative reserves the right to allocate its resources in the most efficient manner. Thus, it reserves the right to alter or terminate the available insurance coverages or benefit plans, including, but not limited to insurance providers and coverage levels, at any time in its sole discretion as permitted by law and according to the benefit plan or policy involved. The terms of the benefits will be controlled by the plan description or insurance policy. The Cooperative may provide employees the following group insurance coverages and benefits, subject to the eligibility criteria of the individual plans or policies:

- Health Insurance
- Dental Insurance
- Vision Care Insurance
- Long Term Disability Insurance
- Deferred Compensation Plan
- Pension Plan

The insurance benefits that are listed above are described in greater detail in the respective insurance policies and summary plan descriptions which will be supplied separately.

Unless stated otherwise in an insurance policy, your, and if applicable, your eligible spouse's and eligible dependent's insurance coverages terminate at midnight on the date on which you terminate employment with the Cooperative or your hours are reduced to an ineligible status.

Any membership changes, additions, deletions, name changes, etc. must be reported in writing to the Cooperative Director immediately to ensure appropriate coverage. This is the responsibility of the employee.

5.2 Workers' Compensation

The Cooperative provides workers' disability compensation insurance at no cost to its employees. In the event of a work-related injury or condition, workers' disability compensation insurance may provide wage-loss benefits. An employee who has a work-related injury or illness must immediately report such illness or injury to the Cooperative Director, so that a report may be filed with the Cooperative's insurance provider.

The Cooperative may require a medical release prior to allowing an employee to return to work. The Cooperative may require that the employee submit to necessary medical evaluation by a doctor selected by the Cooperative or its insurance carrier.

5.3 Holidays

The 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)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

The 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

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 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.

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 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.

5.4 Vacation

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

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:

- **Non-managerial positions:** 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.
- **Managerial Positions:** 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.
- **Director:** To be set by the Cooperative Board.

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.

Vacation will be accrued based on regularly scheduled hours of work and will be awarded every calendar year on January 1 for the coming year. Employees begin to earn vacation time in the first full calendar month of their employment.

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 to his or her supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

When determining a work week for hourly employees, total hours submitted, including leave time off cannot exceed 40 hours.

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.

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.

5.5 Personal Days

The 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.

Employees who resign or are terminated will not receive payment for unused personal time. Personal days must be scheduled with the prior approval of the employee's manager.

When determining a work week for hourly employees, total hours submitted, including leave time off cannot exceed 40 hours.

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

5.6 Sick Days

THE 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
- 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 family member.

Employees will be required to use all accrued vacation and personal days when they run out of sick leave.

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. The 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.

5.7 Donated Paid Sick Leave/Vacation

The Cooperative recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available paid sick leave and vacation time. To address this need, all eligible employees will be allowed to donate accrued paid sick or vacation hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees must be employed with the Cooperative for a minimum of one year to be eligible to donate and/or receive donated sick leave/vacation.

Guidelines

To request donated leave, an employee, or the employee's immediate family member, must have a medical emergency. Medical emergency means a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee

from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child or parent.

The Cooperative will screen each request for these

criteria. Donation of Sick/Personal Time

- The donation of paid sick leave/vacation time is strictly voluntary.
- Donated paid sick leave/vacation time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The donation of paid sick leave/vacation time is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of paid sick leave/vacation hours that an eligible employee may donate is 4 hours per calendar year; the maximum is no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future paid sick leave/vacation time to donate.
- Employees will be given the opportunity to donate paid sick leave/vacation time annually during benefits open enrollment. The donated paid sick leave/vacation time will be transferred from the donor to the leave pool on December 31st.
- Employees who are currently on an approved leave of absence cannot donate paid sick leave/vacation time.

Requesting Donated Sick/Personal Time

Employees who would like to request donated paid sick leave/vacation time are required to complete a Donation of Paid Sick Leave/Vacation Time Request Form and submit it to the Director.

Requests for donations of paid sick leave/vacation time must be approved by The Cooperative Director.

If the recipient employee has available paid sick leave/vacation time in his or her balance, this time will be used prior to any donated paid sick leave/vacation time. Donated paid sick leave/vacation time may only be used for time off related to the approved request.

Employees who receive donated paid sick leave/vacation time may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Recipients of donated time may not "cash out" the donated time under any circumstances.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

5.8 Family Medical Leave Act

While the Cooperative is an employer covered by the FMLA, unless and until an employee works at a location where the Cooperative has at least 50 employees within 75 miles, the employee will not be eligible for FMLA leave.

To be eligible for leave under the Family and Medical Leave Act ("FMLA"), an employee must:

- Work for an employer covered by the FMLA.
- Worked for the employer for at least 12 months.
- Had at least 1,250 hours of service for the employer during the 12 month period immediately preceding the leave; and
- Work at a location where the employer has at least 50 employees within 75 miles.

5.9 Jury Duty

The 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

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 Manager immediately so that the Manager may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

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

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

5.10 Military Service

The Cooperative is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the Cooperative's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or Cooperative policy. If any employee believes that he or she has been subjected to discrimination in violation of Cooperative policy, the employee should immediately contact his or her immediate Manager or the Cooperative Director.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact the Cooperative Director to request leave as soon as they are aware of the need for leave. For request forms and detailed information on eligibility, employee rights while on leave and job restoration upon completion of leave, contact the Cooperative Director.

5.11 Bereavement Leave

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

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.

The 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.

5.12 Maternity and Parental Leave

Unpaid maternity leave may be granted to women with pregnancy related conditions and for new mothers to recover from childbirth. To be eligible for maternity leave, the individual must be a regular full-time or regular part-time employee who has successfully completed the probationary period. Accrued but unused vacation and sick days run concurrently with maternity leave.

Parental leave is granted to both men and women for use in caring for new children, including birth and adoption. To be eligible for parental leave, the individual must be a regular full-time or regular part-time employee who has successfully completed the probationary period. Parental leave must be arranged upon advance notice and may be granted for up to six weeks. Accrued but unused vacation and sick days run concurrently with parental leave.

5.13 Leave of Absence

The Cooperative may in its sole discretion grant written requests for leaves of absence without pay. Employees must use all accrued paid leave before using unpaid leave.

Employees may request a leave of absence only after having completed six (6) full calendar months of service.

A leave of absence may be granted for a period of up to a maximum of eight (8) weeks within any twelve (12) month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 8 weeks.

Requests for a leave of absence will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave of absence.

When a leave of absence ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar open and available position for which the employee is qualified. However, the Cooperative cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave of absence period, the Cooperative will assume the employee has resigned.

5.14 Employee Assistance Program

The 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), the 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. 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. 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.

For additional information please contact the Finance and Human Resources Assistant.

5.15 Training Courses

The 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. The 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 Manager for more information or questions about training courses.

6. EMPLOYMENT PRACTICES

6.1 Attendance and Punctuality

To maintain a productive and efficient work environment, the Cooperative expects employees to be reliable and punctual in reporting for scheduled work. Every employee has an obligation to his fellow employees and to the Cooperative to be at work on all scheduled days and to report to work on time. Absenteeism and tardiness are disruptive and burdensome on fellow employees and adversely affects the ability of the Cooperative to service member libraries. Where an employee cannot avoid being late to work or absent from work as scheduled, he or she should notify his or her Manager as soon as possible in advance of the time scheduled to work. The employee must notify his or her Manager on each day that he or she is unable to report to work.

Employees who fail to report to work or contact their Manager for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day.

Failure to comply with this policy may lead to disciplinary action, up to and including termination of employment.

6.2 Breaks for Breastfeeding Mothers Policy

Employees will be provided a reasonable break time to express breast milk for her nursing child during the first year of the child's life, unless it would impose an undue hardship on the Cooperative. If the break is 15 minutes or less, it will be paid. Please contact the Cooperative Director for the location where this should occur. The location will not be a bathroom, and will be shielded from view and free from intrusion from coworkers and the public.

6.3 Conflicts of Interest

The Cooperative expects its employees to conduct business according to the highest ethical standards of conduct and to devote their best efforts to the Cooperative. Employees owe a duty of loyalty to the Cooperative and, as such, are expected to conduct business so as to avoid actual and potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Cooperative's business dealings. It is imperative that they disclose to the Director immediately the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Contact the Director for more information or questions about conflicts of interest.

6.4 Cooperative Property

Employees are responsible for all the Cooperative property, materials, keys, keycards, security codes, or written information issued to them or in their possession or control. Employees must return all the Cooperative property immediately upon request or upon termination of employment. Where permitted by applicable laws, the Cooperative may withhold from the

employee's check or final paycheck the cost of any items that are not returned when required. The Cooperative may also take all action deemed appropriate to recover or protect its property.

6.5 Criminal Background Checks

Any personnel offered employment will be subject to a criminal background check. The Cooperative will pay the cost of the criminal background check.

The Cooperative will not automatically exclude an applicant based upon a criminal conviction. If an otherwise qualified applicant has been convicted of a crime, then the Cooperative will notify the applicant that the screening process has detected a criminal conviction. The Cooperative will give the applicant an opportunity to explain the facts and circumstances surrounding the conviction, and why the conviction should not exclude the applicant from the desired position. In deciding whether to exclude the applicant, the Cooperative will consider (a) the dangers of the specific criminal conduct, (b) the nature of and risks associated with the particular job position, and (c) the time elapsed from the time of conviction. The Cooperative may exclude the applicant if the exclusion is related to the job and consistent with business necessity.

6.6 Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986 (IRCA), the Cooperative only employs individuals who are legally authorized to work in the United States. Furthermore, the Cooperative does not continue to employ any individual whose legal right to work in the United States has been terminated.

CIS Form I-9 is used to verify your identity and employment eligibility. You must complete the employee section of Form I-9 and provide the required documentation supporting your identity and employment eligibility before you may begin working.

6.7 Layoffs

Layoffs may occur whenever it is necessary to reduce the workforce for any reason, or when a particular position or job function is no longer required.

For each position to be eliminated or to be cut back, the most recently-hired employee in that position shall be laid-off first; provided, however, that the employees retained are, in the opinion of the Cooperative, qualified to do the available work. Temporary employees shall be laid-off before newly hired employees, and newly hired employees shall be laid-off before regular employees.

Whenever possible, any employee laid-off shall be given two weeks' notice prior to layoff, although it may not be possible for the Cooperative to provide such notice in all circumstances.

Employees laid off shall be held in a layoff pool for possible recall. That recall period will not exceed one year.

6.8 Misconduct

The Cooperative expects its employees to observe rules for safe and proper conduct. Depending on the circumstances surrounding the inappropriate conduct, an employee will be subject to disciplinary action as described in the handbook. The Cooperative reserves complete discretion regarding the imposition of disciplinary action based on its assessment of the circumstances surrounding the inappropriate conduct. Moreover, nothing stated in this policy is intended to or will modify an employee's status as an at will employee. The Cooperative retains the right to bypass its discipline policy and discharge an employee, with or without cause, and with or without advance notice.

To ensure orderly operations and provide the best possible work environment, the Cooperative expects employees to follow rules of conduct that will protect the interests and safety of all employees, other persons and the Cooperative.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. As such, the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping or other employer records
- Violation of the Substance Abuse Policy
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment, or discrimination
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct

6.9 Nepotism

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

Relatives of current employees may not be hired into or occupy a position that will be working directly for or supervising their relative. If a relative relationship is established after employment between employees who are in a reporting situation, as described above, it is the responsibility and obligation of the Manager involved in the relationship to disclose the existence of the relationship to the Director. The concerned individuals will be provided the opportunity to decide who is to be transferred to another available position, or if no position is available, which employee will quit. The transfer shall not result in a promotion or pay grade increase, nor take precedence over any other employee’s entitlement or opportunity for the position, without the express approval of the Director. If that decision is not made within 30 calendar days, the Director will decide who is to be transferred or, if necessary, terminated from employment.

In a case where a conflict or the potential for conflict arises between co-employees because of their relative relationship, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

The Director also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

Finally, employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

6.10 Outside Employment

Employees may be employed outside the Cooperative and 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, in its sole discretion, determines that an employee’s outside work interferes with his or her performance or ability to meet the requirements of his or her employment at the Cooperative, as they are modified from time to time, the employee may be asked to terminate the outside employment in order to continue his or her employment 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 service rendered while performing their jobs.

6.11 Patron Records

It is the policy of the Cooperative to preserve the privacy of patron records in the Cooperative database to the fullest extent permitted by law. To that end, the patron records in the Cooperative database shall be released or disclosed only as provided for herein.

The Cooperative staff shall not release library records to any person other than the patron named in the record (i.e. the library cardholder). The Michigan Library Privacy Act prohibits disclosure to all third parties, except as provided in MCL 397.603(2), disclosure to the person liable for payment for or return of the materials identified in the record.

6.12 Performance Evaluations

Managers and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory (initial and/or secondary) period in any new position, and thereafter by the end of the fiscal year. Formal performance evaluations are conducted to provide both Managers and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

6.13 Personal Appearance / Dress Code

Cleanliness and good personal hygiene are expected of all employees, and it is required that staff dress in neat, clean, and appropriate clothing. Employees must dress in clothing suitable to their position. Our staff and the services provided are professional in nature. Therefore, choices in clothing and footwear must reflect the professional standard set and expected by the Cooperative.

No dress code can cover all contingencies relating to an employee's personal appearance. Therefore, employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work, please ask the Cooperative Director.

Examples of unacceptable attire include, but are not limited to:

- Excessively short skirts, dresses, or shorts, see-through or low-cut tops
- Sweat pants, sweatshirts, or jogging suits
- Jeans may not be faded, torn or ragged
- Cropped tops, tube tops, tank tops, halter tops, etc. Shirts must be long enough to tuck in or cover the waistline.
- Torn, worn or frayed clothing

Jewelry should be in good taste, with limited visible body piercing. Also, remember that some people are allergic to chemicals in perfumes and make-up so wear these substances with restraint.

If clothing fails to meet these standards, as determined by the Cooperative Director, the employee will be asked to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Disciplinary action will be applied if dress code violations continue.

6.14 Purchasing Policy

Unless specific authorization is delegated to a Manager, all purchases on behalf of the Cooperative must be approved by the Director. All purchases must fully conform to all the Cooperative Board policies.

6.15 References

Any response to a request for reference information for a current or former employee will be limited to the following information, unless the employee requests, in writing, that additional information be provided:

- Current or last position;
- Job duties in current or last position;
- Dates of employment; and
- Current or final hourly rate or salary.

No employee other than the Cooperative Director or someone specifically designated by the Director is authorized to respond to reference requests.

6.16 Remote Work

Employees are permitted to work from home (WFH) occasionally or regularly, depending on a number of factors and the arrangements they've made with their manager. Working from home is a privilege that may be revoked at any time. The Cooperative may request that an employee be present in the office at any time (regardless of scheduled WFH time) or deny a request to work from home based on business needs, employee performance, or viability of doing the work from home. To be eligible to WFH, an employee must have access to reliable internet and a space that is free from excessive noise or distraction.

Employees must submit their remote work request to their Manager and notify appropriate team members. Requests for recurring or extended WFH arrangements will be considered after 3 months of employment, or in the case of a public health emergency.

Employees wishing to request additional remote workdays in any given workweek are required to speak with their manager in advance for approval. If approved, the employee must submit their request to their Manager and notify appropriate team members.

When working from home employees must:

- Work their full, typical schedule
- Attend all meetings in a virtual capacity
- Achieve the same level of production as in the office
- Maintain equivalent availability for colleague and patron communication, Manager questions, etc.
- Be available online and by phone for the duration of their usual workday, minus breaks and rest periods
- Respond promptly to communication via messaging app, email, and phone
- Take all required break and rest periods, as if they were in the office
- Communicate consistently regarding their workload and status (break, lunch, working on a project, etc.)
- Follow all Cooperative procedures and policies
- Follow the Cooperative's Substance Abuse Policy

If an employee has Cooperative property at the employee's remote work site, upon completion of the remote work assignment, the employees must return all Cooperative property to the Cooperative.

6.17 Resignation and Retirement

Resignation and retirement is a voluntary act initiated by the employee to terminate employment with the Cooperative. Although advance notice is not required, the Cooperative suggests at least two (2) weeks' written notice of resignation or retirement prior to an employee's departure.

If a resigning employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

6.18 Rest and Meal Periods

Each workday, nonexempt employees are encouraged to take a break period of fifteen (15) minutes in length for each four (4) hours worked. To the extent possible, break periods should be taken in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted break period time. Generally employees should not leave the work site during the break period without prior permission of their Manager.

Employees may be provided with one unpaid meal period each workday, depending on their particular schedule. Managers will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for their meal period. If an employee is required to perform any substantial work during the meal period, he or she should notify the Manager and request to record the time as worked time. The Manager may extend the lunch period, authorize overtime, or allow the employee to leave early to compensate.

Employees may not skip their meal period to leave work early without the prior approval of their Manager. Because break periods are paid time, no overtime or additional compensation will be awarded if an employee is required to work through a break period. Likewise, employees may not skip their break period to leave work early.

Employees who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

6.19 Solicitation

In order to promote a productive and harmonious work environment, oral solicitation and distribution of written or printed literature is restricted as follows. For purposes of this policy, "working time" means periods when you are responsible for performing assigned job duties, but does not include scheduled break or meal periods. "Work areas" include all areas in which job duties are performed, but does not include break rooms or restrooms.

Oral solicitation by employees is prohibited when either the employee soliciting or the employee being solicited is on working time. Distribution by employees of written or printed literature of any kind is prohibited at all times in work areas and at all times when either the employee distributing or the employee receiving the written or printed literature is on working time. Oral solicitation or distribution of written or printed literature to vendors and customers is prohibited at all times. Oral solicitation or the distribution of written or printed literature on the Cooperative property by non-employees is prohibited.

7. **HEALTH AND SAFETY**

7.1 **Substance Abuse Policy**

Substance abuse poses a serious risk to other employees and The Cooperative. So, for a safe and efficient workplace, the Cooperative will strictly enforce the following rules:

1. No employee will possess, distribute, use illegal prohibited drugs on Cooperative property, while on Cooperative business, or during working hours, including rest and meal periods.
2. No employee will have alcohol in their system while on Cooperative property, or while on Cooperative business.
3. No employee shall be impaired by legal prohibited drugs, nor shall any employee have in their bodily system illegal prohibited drugs while on Cooperative property, while on Cooperative business, while on job sites, or during working hours, including rest and meal periods.

“Illegal prohibited drugs” are substances that are illegal to sell or possess or that are used contrary to direction or prescription. Illegal prohibited drugs include marijuana, including medical marijuana. “Legal prohibited drugs” are any prescription or non-prescription drugs or substances that may adversely affect working ability.

If the Cooperative has reason to believe that an employee may have alcohol or illegal prohibited drugs in their system, or may be impaired by legal prohibited drugs, the Cooperative, at its discretion, may require the employee to submit to breath, urine or blood testing to determine the presence of the drugs or alcohol.

Employees will be required to immediately report to the testing site. Refusal to immediately submit to testing or refusal to provide a viable or valid specimen will be considered to be a failure to cooperate.

A violation of this policy or a failure to cooperate will result in disciplinary action up to and including discharge from employment and could also be referred for prosecution.

7.2 **Safety and Work-Related Injuries**

The Cooperative is committed to protecting the safety and health of every employee, but maintaining a safe and healthy working environment requires every employee to comply with all established safety rules. Every employee is responsible to assist the Cooperative in establishing and maintaining a safe working environment. Employees are also expected to report any condition that may be unsafe or unhealthy to the Cooperative Director.

Employees should immediately report any injury they suffer while working to their immediate manager, who must complete an incident and injury report.

7.3 Fitness for Duty

Any time your physical or mental conditions or conduct raises a question about your ability to safely and efficiently perform your job, you may be required to have a medical examination (including drug and/or alcohol screening tests). The results of such an examination will be reviewed to determine if you should be returned to work (with or without accommodation). The Cooperative will keep the results of any such physical or mental examination confidential and not as part of your regular personnel file.

7.4 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt Cooperative operations. In extreme cases, these circumstances may require closing the Cooperative.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases when operations are not officially closed, employees who fail to report for work will not be paid for the time off, even if operations are eventually closed. Employees who wish to absent themselves from work in such situations must request available paid leave time from sick time, vacation time, personal time or may request an unpaid leave from the Director or in his or her absence their designee.

Delivery drivers may use their discretion when deciding whether to cancel some or all of their route due to road conditions after discussing it with their Manager or the Director. If the Cooperative cancels delivery operations after drivers are on the road, drivers must return to the Cooperative work facility as soon as feasible. The Director or Manager will provide instructions regarding alternate work assignments and/or scheduling of work.

7.6 Security

Employees working in the office and those working remotely must ensure the protection of proprietary Cooperative and customer information through use of locking doors, desks, file cabinets, and media storage, regular password maintenance, and any other steps appropriate for the job and the environment. Unless you live alone, for employees working from home,

computers should be locked when you walk away, and other household members should be not allowed access to or use of Cooperative property.

7.7 Searches and Inspections

In order to protect everyone's safety and property, the Cooperative reserves the right to inspect employees' desks, cabinets, briefcases, purses, personal computers, personal motor vehicles, and any other personal belongings brought onto the Cooperative's property if the Cooperative has a reasonable suspicion that an employee engaged in work-related misconduct or that the search is necessary for a non-investigatory work-related purpose. While the Cooperative will attempt to advise the employee at the time of a search or inspection, the Cooperative reserves the right to make any investigation or search without notice to the employee, and in the employee's absence. Employees are expected to cooperate in any search. Failure to cooperate will result in disciplinary action up to and including termination of employment.

7.8 Smoking and Tobacco Free Policy

The use of tobacco products including cigarettes, e-cigarettes and "spit tobacco" is prohibited inside any enclosed indoor area of the Cooperative or member library, and in Cooperative vehicles. Smoking or tobacco use shall be permitted only in designated outdoor smoking areas. All materials used for smoking in the designated smoking area, including cigarette butts and matches, will be extinguished and disposed of in appropriate container. This policy applies equally to all employees, customers, and visitors.

7.9 Building Security and Access

Keys to the Cooperative building, along with disarming codes for the alarm system, will be issued to employees authorized to open the building or to work when the building is closed. Use of these keys and codes shall be strictly limited to authorized purposes. Keys and codes are not to be shared with others, including other employees or other outside persons. Employees must sign for the keys when issued, and return them promptly upon termination of employment.

Delivery personnel will also be provided with keys to the trucks, as well as keys to member libraries that wish to receive delivery when they are closed. Member library keys must be especially well-guarded and all doors must be securely re-locked when departing.

If a key is lost, report it immediately to your manager or the Director.

Employees will be assessed the charges for building lock changes and replacement of keys.

7.10 Visitors

To provide for the safety and security of employees and to protect the Cooperative facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the Cooperative at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the Cooperative premises, employees should immediately notify their Manager or, if necessary, direct the individual to the main entrance.

Unauthorized passengers are not allowed in the Cooperative vehicles. Prior approval must be obtained before transporting individuals who are not involved in official Cooperative business.

7.11 Violence or Threatening Behavior

The Cooperative is committed to preventing workplace violence and to maintaining a safe work environment. All employees, including Managers and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous or intimidating to others.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate Manager or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a Manager. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

7.12 Weapons Policy

The Cooperative prohibits employees from carrying weapons while in the course of their employment. This includes all firearms and air guns (pellet and BB) regardless of whether the employee has a permit to carry a concealed weapon, knives with a sharpened blade of over 3 inches, dirks, daggers, brass knuckles or any other item primarily designed as weapon or intended to be used as a weapon.

In the course of employment includes coming to and leaving from the Cooperative's parking lot at the beginning, during or at the end of the work day; employees may store weapons in their vehicle in the parking lot under the condition of being not visible, securely locked in the vehicle and for firearms unloaded.

7.13 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, to perform required maintenance, and to follow all operating instructions, safety standards, and guidelines.

Please notify the Manager if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Manager can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The Cooperative equipment and vehicles are to be used for the Cooperative business, and not for personal use. Incidental personal use should be disclosed and approved by the employee's Manager, (i.e. stopping at the dry cleaners during break time with the Cooperative's vehicle, or making incidental personal copies on the Cooperative copy machine).

The improper, careless, negligent, destructive, or unsafe use or operation of equipment vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment.

7.14 Employee Motor Vehicle Operator Standards

STATEMENT OF PURPOSE:

To establish a policy covering minimum standards for the qualification of employees and applicants to operate the Cooperative owned/leased/rented vehicles or the use of a personal vehicle for work-related purposes. Furthermore, to minimize the risk of vehicle accidents by improving the quality of drivers by permitting only those employees with appropriate licenses and acceptable driving records to operate vehicles on behalf of the Cooperative.

DEFINITIONS:

- A. A vehicle means any the Cooperative owned/ leased/ rented truck or other similar type vehicles as well as a personal vehicle driven by employees for work-related purposes whether receiving reimbursement for mileage or not.
- B. Habitual violator is an employee or applicant who has accumulated at least six (6) points within the last three (3) year period, has had a DUI or other comparable offenses within the last five (5) year period, or reckless driving within the last three (3) year period.
- C. Preventable and Chargeable Accident is defined as any accident involving a Cooperative owned/leased/rented vehicle which results in property damage and/or personal injury regardless of who was injured, what property was damaged, or where it occurred, in which the driver in question failed to exercise reasonable precaution to prevent the accident as determined by the Director.
- D. Driver is any Cooperative employee or applicant who drives a Cooperative owned/leased/rented vehicle or who drives a personal vehicle for work-related purposes as performed on behalf of the Cooperative.

PROCEDURES:

- A. All Cooperative employees authorized to operate a Cooperative owned/leased/rented vehicle or personal vehicle for work related purposes and applicants shall be subject to the standards established in this policy.
- B. All employees driving a Cooperative owned/leased/rented vehicle shall have a Michigan chauffeur's license. Failure to maintain the proper license and/or insurability shall be grounds for suspension of the employee's driving privileges and employment action up to and including termination.
- C. Annually in January, an audit of all employees' current driver's license and driving record status shall be performed by the Business Manager through the appropriate state agency and a written report provided to the Director.
- D. All employees who use their personal vehicle for work-related purposes, whether they receive reimbursement for mileage or not, are required to have a valid and appropriate driver license to operate in the State of Michigan. Failure to maintain the proper license shall constitute whether a personal vehicle for work-related purposes is permissible.
- E. Insurance coverage for a personal vehicle used for the Cooperative work-related purposes, whether reimbursement for mileage is requested or not, is required and shall be the responsibility of the employee to provide coverage that carries limits of at least \$300,000 per person and \$300,000 per accident or higher with a personal umbrella for that vehicle. In the case of an accident the employee is responsible for ALL damages and claims to the vehicle and or other property and personal injury to themselves or others. To the extent permitted by law, the Cooperative is not responsible for any damages or resulting claims that are incurred by an employee while utilizing a personal vehicle regardless of who was at fault. Failure to maintain the proper insurance shall restrict use of a personal vehicle for work-related purposes.
- F. A copy of the employee's driver license will be placed in the employee's personal file.
- G. The Business Manager will maintain a file containing driving records and other related information for drivers of the Cooperative owned/leased/rented vehicles.
- H. All applicants applying for a position in which driving is an essential function shall provide a copy of their driver license at the interview.
- I. All applicants applying for employment in a position that requires the employee to drive/operate a Cooperative owned/leased/rented vehicle or use of a personal vehicle for work-related purposes must meet all minimum criteria and driving record requirements set by the Cooperative.
- J. The Cooperative owned/leased/rented vehicles will ONLY be used for work-related purposes. Personal use of the Cooperative owned/leased/rented vehicle is not allowed and is grounds for disciplinary action up to and including termination.

- K. Employees who use their personal vehicle for approved work-related purposes will be reimbursed on a mileage basis at the authorized rate.
- L. Employees who have jobs requiring the driving of a Cooperative owned/leased vehicles or use of a personal vehicle for work-related purposes, shall report any and all traffic convictions, moving violations and/or license suspensions immediately (or next day at work) in writing, whether incurred on or off the job to the Business Manager and Director.
- M. Failure to report traffic convictions, moving violations and/or license suspension; to maintain the required driver's license; and/or to meet minimum driving record criteria will be sufficient grounds for removal from driving and may result in suspension or termination.

APPLICABILITY:

This policy shall apply to:

- A. The Cooperative employees driving Cooperative owned/ leased/ rented vehicles.
- B. The Cooperative employees using their personal vehicle for work-related purposes, regardless of receiving mileage reimbursement or not.
- C. Applicants for positions that require the operation of a Cooperative owned/leased/rented vehicle or use of a personal vehicle for work-related purposes.

GUIDELINES:

- A. Employees and applicants who drive or will be driving Cooperative vehicles shall:
 - Have reached the age of eighteen (18) years.
 - Not be a habitual violator of traffic laws.
 - Shall be able to safely operate a motor vehicle as evidenced by meeting the minimum driving record criteria as established by the Cooperative.
 - Shall be physically qualified to hold a valid Michigan chauffeur's driver license.
 - Must have and retain an active MDOT medical examination certification while employed.
 - Be insurable without increasing premium costs under the Cooperative automobile insurance coverage/program.

In addition applicants must pass a pre-employment driving test that is administered by the Cooperative Business Manager and another employed driver.

- B. Safety belts shall be worn by all operators and passengers at all times in Cooperative owned/leased/rented vehicle or in a personal vehicle being used for work-related purposes.
- C. Smoking in a Cooperative owned/leased/rented vehicle is prohibited.
- D. Smoking on Cooperative grounds during delivery, except in designated areas, is prohibited.
- E. Use of a cell phone, such as texting or talking on a cell phone, drinking or eating while driving or any other activity leading to distracted driving is prohibited in a Cooperative owned/leased/rented vehicle or in a personal vehicle being used for work-related purposes if the vehicle is in gear. Such activity should be performed off the road while parked or when out of the vehicle.
- F. Turn signals and warning signals shall be utilized by all vehicle operators.
- G. The driver of a Cooperative owned/leased/rented vehicle shall be responsible for reporting to the Business Manager (or in their absence the Director) for any service, safety, or maintenance items to correct the vehicle.
- H. Drivers are responsible for the appearance, interior cleanliness and general condition of the Cooperative owned/leased/rented vehicle.
- I. Operators of Cooperative owned/leased/rented vehicles or personal vehicles used for work-related purposes shall obey all traffic and motor vehicle laws.
- J. Parking, moving violations and other fines received while operating a Cooperative owned/leased/rented vehicle or using a personal vehicle for work-related purposes are the responsibility of the operator.

EVALUATION CRITERIA – EMPLOYEES/APPLICANTS

- A. The Cooperative will audit and evaluate employee and applicant driving records and driving abilities.
- B. Employees and applicants for positions requiring the operation of a Cooperative owned/leased/rented vehicles shall not be eligible for driving/operating privileges if:
 - Their driver's license is currently under suspension or revocation
 - They are not able to obtain a Michigan chauffeurs license
 - They have received infractions resulting in the accumulation of at least six (6) points within the last three (3) year period , reckless driving within the last three

(3) year period, or accidents in a three (3) year period. A revocation of driving privileges can result in termination of employment should the operation of a motor vehicle be an essential part of employment duties as determined by the Director.

- They are dropped from the Cooperative Vehicle Insurance Coverage/Plan or a surcharge is applied to maintain their coverage.
- They have been convicted of DUI (Driving Under the Influence), DWI (Driving While Intoxicated), or other alcohol or controlled substance related driving offense; their driving record contains a “Hit and Run” or “Failure to stop, render aid and disclose I.D. at the scene of an accident” or manslaughter involving a motor vehicle conviction within the past five (5) years.

Any driver who is convicted of driving under the influence of alcohol or controlled substances, or reckless operation regardless of whether the incident occurs within the scope of employment shall not be permitted to operate a Cooperative owned/leased/rented vehicle or use a personal vehicle for work-related purposes as determined by the Director. Any court-imposed suspension shall result in loss of ability to drive.

EXCEPTION: Action under this section of the policy is predicated on evidence of conviction. An employee who has been charged with an offense listed under this policy but has not been convicted shall not be automatically disqualified from all driving and/or operating privileges.

Pending the outcome of the charge under this section, the affected employee may be allowed to continue to drive Cooperative vehicles following a review of the employee’s over-all work performance and safety record and consultation with the employee by the Director. However, the affected employee may be suspended from driving/operating privileges pending resolution of the charges, at the Director’s discretion. Further, should the Director, based on his/her own investigation conclude that a violation has occurred, suspension of driving privileges and implementation of discipline may be implemented, up to and including discharge.

Should the charge result in a finding of guilty, the affected employee shall be ineligible for driving privileges and may be disciplined up to and including termination.

- C. Employees that operate a Cooperative owned/leased/rented vehicle or use a personal vehicle for work-related purposes while under the influence of alcoholic beverages or controlled substances are subject to immediate termination.
- D. Employees involved in preventable and chargeable accidents while driving a Cooperative owned/lease/rented vehicle or using a personal vehicle for work-related purposes will be subject to discipline up to and including termination which will be determined by the Director.

8. EMPLOYMENT RECORDS

8.1 Employee Information Change

It is extremely important that employees be responsible to keep their personal information current for their employee files. The following list is not all inclusive but does represent the types of changes that employees should report to the Finance and Human Resources Assistant:

- Change of address
- Change of name
- Change of marital status
- Dependent status changes
- Change of phone number
- Requested tax changes

Correct personal information is imperative in order to provide you with timely information regarding your benefits and other important information regarding your employment. Failure to provide the correct personal information on a timely basis could result in delaying time sensitive information.

8.2 Social Security Number Privacy Policy

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 the Cooperative computer system. The social security number will not be used in the ordinary course of business except as the Cooperative may determine that it is necessary to verify an individual's identity or to administer employee benefits, such as health insurance. Any documents that include social security numbers that are discarded are to be shredded.

Any violation of this policy will result in discipline up to and including termination of employment.

8.3 Personnel Records

You have the right to examine your personnel records or to obtain a copy of your personnel records upon written request to the Administrative Assistant. If you wish to examine your file, you may do so at a mutually agreeable time. Personnel records are not to be removed from the Cooperative for such examination.

9. COMMUNICATIONS POLICY

9.1 Official Cooperative Communications

If you are authorized by the Cooperative to represent it as an official spokesperson or to represent the official views of the Cooperative, disclose this fact in your communication. Unless authorized to do so by the Cooperative, do not represent yourself as an official spokesperson for the Cooperative or represent your views as the official views of the Cooperative.

9.2 Information Systems Policy

The Cooperative may provide an Information System for use by its employees in performing their assigned duties. The "Information System" may include, but is not limited to, computer hardware, software, communications equipment (such as landline and cell telephones, "smart phones," pagers, external drives, digital cameras, and PDA's), all communications and information communicated thereby, including but not limited to e-mail, voicemail, text messaging, digital photos, GPS locations, and all communications and information transmitted by, received from, entered into, or stored on these systems. You are encouraged to make use of the Information System to communicate regarding matters within the scope of your regular assigned duties, and to acquire information that will help you perform your job more efficiently. The Information System can be a very valuable tool, if used properly. You are required to observe the following Guidelines in using the Information System:

Occasional personal use of the Information System is acceptable, as long as the use does not interfere with your work. Preferably, personal use will take place before and after business hours, and during lunch and approved breaks. The other restrictions in this document remain applicable during those times.

When using the Information System, take care to ensure that all communications and messages are courteous, professional and businesslike.

Always use common sense and discretion in what you transmit over the Information System. You and/or the Cooperative may be held liable for communications of an improper nature. Assume that anything transmitted over the Information System may be intercepted by a third party. Remember that the quality and content of your communications is a reflection on the Cooperative.

Never send strictly confidential messages over the Information System without observing appropriate security precautions approved by the Cooperative Director.

Never use the Information System to create, originate, share or transmit any offensive or harassing statements, images or messages which disparage or discriminate against a person based upon the person's race, color, gender, religion, national origin, creed, disability, height, weight, pregnancy, marital status or age. Accessing or displaying any kind of sexually explicit image or document on the Information System is a violation of the Cooperative's policy on sexual harassment. Do not download or store any such statements, messages, documents or images on

the Information System. If you are the recipient of such content, inform the Cooperative Director.

Never transmit any form of harassment via the Information System whether through language, frequency or size of messages.

Remember that anything transmitted over the Information System, however confidential or potentially embarrassing, may have to be disclosed in court proceedings or investigations by governmental authorities and regulatory bodies.

Users of the Information System must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, worms, e-mail bombs, Trojan horses or other malicious code.

Never download non-text files or unknown messages without scanning them for viruses. Do not install software not supplied by the Cooperative without approval from the Cooperative Director.

Avoid sending trivial messages or unnecessary copies of messages. Remember that sending or receiving files great in size or number consumes valuable Information System resources.

Make hard copies of messages that you need to retain for record keeping purposes. E-mail delivery rates are extremely high, but delivery is not guaranteed.

Software products are intellectual property under copyright law. Copyrighted materials must not be downloaded, copied or transmitted without the author's permission, and purchase of the appropriate user license, if required. Software for which the Cooperative has purchased a license may not be installed on employee owned computers unless specifically purchased for and licensed for that purpose.

The Information System may not be used to send, upload, receive or download trade secrets, proprietary financial information, license agreements, patents or similar materials.

The Information System may not be used in violation of any applicable local, state or federal law.

Security for the Information System and related data is of serious concern to management. As part of maintaining this security, access to the Cooperative computer systems and data from outside the office is extended to only those employees for whom there is a business purpose for such use. There will be specific software provided to allow the connection, and instruction provided in its use. No other access is permitted.

Any data produced and stored on the Information System, whether in electronic, print, or verbal form remains the property of the Cooperative regardless of on or off premises. Employees in possession of the Cooperative data are expected to use due care in protecting it from loss or being shared with anyone not authorized to receive it, either by policy or management direction.

THERE IS NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY INFORMATION ON THE INFORMATION SYSTEM. The Cooperative reserves the right to record and monitor all access to and use of the Information System. By accessing and using the Information System, and as a condition of such use, the Cooperative employees consent to the Cooperative's monitoring, which may include but is not limited to: calculating time spent on the Information System, determining specific internet sites accessed on the Information System, reviewing any communications, images or messages sent, received or stored on the Information System, and keystrokes used on the Information System.

The Cooperative may inspect an employee's use of electronic resources if the Cooperative has a reasonable suspicion that an employee engaged in work-related misconduct or that the search is necessary for a non-investigatory work-related purpose. While the Cooperative will attempt to advise the employee at the time of an inspection, the Cooperative reserves the right to make any inspection without notice to the employee, and in the employee's absence. Employees are expected to cooperate in any inspection.

You must not attempt to interfere with the Cooperative's ability to monitor your use of the Information System by using any unauthorized encryption method, by failing to enter your assigned user identification when logging onto the Information System, or in any other manner. You must keep any and all assigned user identification, access codes or passwords strictly confidential and must not let anyone else use a terminal which you have logged on using such confidential information. Do NOT share your passwords with any other person, including other employees.

Employees are responsible for exercising good judgment regarding the reasonableness of their use of the Cooperative's Information System. If there is any uncertainty, you should consult the Cooperative Director.

Failure to comply with this Information System Policy may be grounds for disciplinary action, up to and including discharge, as provided in the Cooperative's Employment Handbook. In addition, the Cooperative will report any illegal activities to the appropriate law enforcement authorities.

9.3 Social Media Policy

"Social Media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Cooperative. Common examples of Social Media include but are not limited to Facebook, Twitter, YouTube, Wikipedia, LinkedIn and Instagram.

Employees may not use Social Media for purposes unrelated to their job duties while on work time and in work areas if in the sole discretion of management such use interferes with the employee's job performance.

The Cooperative's Social Media policy applies to you whenever using Social Media, including when you are not at work, not on work time, or using your own personal computer or electronic device.

Do not use the Cooperative email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Before creating online content, consider some of the risks and rewards that are involved. When posting content on social media as a private citizen regarding a matter of public concern, keep in mind that conduct which adversely affects the efficiency of the Cooperative's public service, impairs workplace discipline, or destroys harmony with your co-workers, may result in disciplinary actions up to and including termination.

Ensure that your postings are consistent with the Cooperative's policies which prohibit unlawful discrimination and harassment. Inappropriate postings that include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow employees, constituents, suppliers or people who work on behalf of the Cooperative. If you decide to post complaints or criticism, do not use statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages constituents, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, gender, religion, national origin, creed, disability, height, weight, pregnancy, marital status or age.

Unless authorized to do so by the Cooperative, never represent yourself as a spokesperson for the Cooperative. If the Cooperative is a subject of the content you are creating, be clear and open about the fact that you are an employee and make clear that your views do not represent those of the Cooperative.

Regardless of any other provision of this policy, the Cooperative's Social Media policy does not prohibit employees from engaging in this kind of activity, nor prohibit any other activity that is protected by the National Labor Relations Act.

Failure to comply with this Social Media Policy may be grounds for disciplinary action, up to and including discharge. In addition, the Cooperative will report any illegal activities to the appropriate law enforcement authorities.

9.4 Personal Calls

During scheduled work hours, with the exception of approved breaks and lunches, personal telephone calls and personal use of cell/smart phones must not interfere with your job duties.

9.5 Photographs

Any photograph, including digital photographs, taken by an employee while on duty or with the Cooperative equipment are the property of the Cooperative and may not be posted, communicated or shared without the written permission of the Cooperative Director. Employees shall not publish photographs of patrons and minors without a written authorization and release of liability from the patron or the minor's parent or legal guardian.

ACKNOWLEDGMENT

- 1) I hereby acknowledge receipt of the Employment Handbook.
- 2) I certify that I have read it in its entirety and understand the policies within it.
- 3) I agree to accept and follow the policies and rules as stated within the Employment Handbook.
- 4) I understand that my employment may be terminated by either party at any time, for any or no reason, with or without notice, except as set forth in the terms of a written Employment Agreement (if any) signed by the President of the Cooperative Board of Trustees.
- 5) I understand that the management of the Cooperative reserves the right to unilaterally change policies, procedures and benefits described in this Employment Handbook at any time through a written statement signed by the Cooperative Board of Trustees.
- 6) I understand that the policies described in this Employment Handbook supersede all previous policies, practices, and oral statements of the Cooperative, its predecessors or its authorized agents.

AGREEMENT

I understand and agree that the Limitation Period below is a binding contract between me and the Cooperative, and that by signing below I am agreeing to abide by the Limitation Period:

Limitation Period: I agree that I must bring any claim, suit, or demand within the following time limits: (1) for lawsuits requiring a Notice of Right to Sue, a Dismissal and Notice of Rights, or similar notice from the Equal Employment Opportunity Commission (EEOC), within 90 days after I receive such notice, or 95 days after the EEOC mailed such notice to me, whichever is shorter; and (2) for all other lawsuits, within 180 days of the event(s) giving rise to the lawsuit, or the time limit specified by statute, whichever is shorter. I waive any time limit to the contrary.

Acknowledged and agreed by,

EMPLOYEE'S SIGNATURE

Date: _____

Print Name:

Lakeland Library Cooperative
Salary and Wage Ranges
As of FY2021-22

Job Classification	Job Title	Department	Low Wage	High Wage
<i>Exempt Positions:</i>			<i>Salary</i>	<i>Salary</i>
Director	Cooperative Director	Administration	Set by the Board	Set by the Board
Manager 2	ILS Manager 2	ILS-IT	71,000	85,000
	IT Manager 2	ILS-IT	71,000	85,000
Manager 1	Cataloging Services Manager 1	ILS-IT	55,000	70,000
	Delivery & Facility Manager 1	Delivery	55,000	70,000
<i>Non-Exempt Positions:</i>			<i>Hourly</i>	<i>Hourly</i>
Specialist 2	Cataloging Specialist 2	ILS-IT	23.00	30.00
	Finance & HR Specialist 2	Administration	23.00	30.00
Specialist 1	Cataloging Specialist 1	ILS-IT	15.00	22.00
	Digital Specialist 1	Administraton	15.00	22.00
Driver	Driver	Delivery	17.00	25.00
Sorter	Sorter	Delivery	10.00	16.00



**LAKELAND LIBRARY COOPERATIVE
CATALOGING SERVICES
SPECIALIST 2
JOB DESCRIPTION
September 2021**

JOB SUMMARY

Provides original and copy cataloging at the professional level. This position reports to the Cataloging Services Manager.

DUTIES/RESPONSIBILITIES (Illustrative not exhaustive)

- Provides uniformly consistent, respectful, and friendly service to LLC members, staff and visitors.
- Understands and complies with organizational policies and procedures while safeguarding confidential and restricted information.
- Responsible for both original and copy cataloging of all variety of library materials and formats including digital formats and special collections.
- Uses information supplied by member libraries to verify the selection and cataloging of appropriate MARC bibliographic records for print and non-print materials for inclusion in the local database.
- Searches, retrieves and updates bibliographic records for the ILS for bibliographic records that match information supplied by member libraries and if more than one record is found, identifies the best record for cataloging purposes, using national and local practice guidelines.
- Edits MARC bibliographic records according to national and local practice guidelines and transfers information to the local system.
- For records not found, original cataloging will be performed.
- Consults authority files, both local and national, to determine appropriate headings for names, subjects and series titles.
- Creates and maintains the local bibliographic database, including detection and elimination of duplicate records, monographs that should be attached to a serial record and correction of errors.
- Verifies that records are successfully transferred to the local system.
- Performs other bibliographic database maintenance tasks as directed.
- Sorts, tallies, and routes to the proper staff member all cataloging requests and materials received via email and delivery.
- Prepares monthly reports.
- Communicates with member libraries regarding the status of a request, or to request additional information on a specific item to be cataloged.
- Monitors routine cataloging workflow and reports significant changes to supervisor.
- Handles inquiries from member libraries regarding records on the local database.
- Performs related duties as assigned.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Ability to work effectively with others.
- Ability to exercise judgment in analyzing and solving problems.
- Ability to set priorities, make independent decisions, and exercise discretion with vendors, members and office staff.
- Ability to manage multiple tasks and adhere to deadlines.
- Attention to detail, with a commitment to accuracy in all work products.
- Strong written and oral communication skills, including gathering, analyzing and presenting accurate written records, as well as clear and concise oral reports.
- Ability to learn the organization and operation of a library cooperative
- Knowledge of, and ability to use, PCs and a variety of hardware/software applications.
- Ability to use a variety of office equipment.
- Ability to lift boxes of paper, files and other office supplies weighing a maximum of 30 pounds on a daily basis to waist-high level.
- Manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods.
- Ability to work extra hours occasionally, if needed.
- Able to travel to member libraries, meetings and conferences with occasional overnight travel.
- Ability to work well under pressure
- Ability to work independently
- Ability to input detailed data with speed and accuracy
- Ability to operate a computer keyboard
- Ability to read small print

QUALIFICATIONS

- MLS from an ALA accredited institution
- Cataloging experience, including the use of cataloging vendor software (ex. SkyRiver)
- Ability to work with details and coordinate a variety of activities
- Knowledge of, or ability to learn, AACR2 Cataloging standards, RDA and MARC Format
- Ability to perform thorough and accurate searches on bibliographic databases
- Ability to understand authority control
- Knowledge of, or ability to learn, automation system software (ex. Innovative/Sierra)
- A minimum of 3 years library experience with at least 2 year's experience in a library environment as a copy cataloger with original cataloging experience too.
- Advanced working knowledge of the following software:
 - Microsoft Office Suite (with an emphasis on Excel)

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be re-evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.



**LAKELAND LIBRARY COOPERATIVE
DIGITAL SERVICES LIBRARIAN
SPECIALIST 1**

2 positions

600 hours per year maximum per position

JOB DESCRIPTION

October 2021

JOB SUMMARY

The Digital Services Librarian Specialist 1 provides support for digital content provided in-house and by third party vendors. This includes, but is not limited to digital newsletters and brochures, social media and web page content, promotional and instructional materials in multiple formats, tutorials and implementation and upgrade support and documentation. This position is a part-time position not to exceed 12 hours per week and reports to the Cooperative Director.

DUTIES/RESPONSIBILITIES (Illustrative not exhaustive)

- Provides uniformly consistent, respectful, and friendly service to LLC members, staff and visitors.
- Understands and complies with organizational policies and procedures while safeguarding confidential and restricted information.
- Prepares and distributes bi-monthly digital newsletter and monthly statistical snapshots.
- Serves as liaison for in-house digital content and 3rd party digital content vendors. Provides digital support for the Lakeland Continuing Education Committee.
- Creates, maintains, updates and distributes Lakeland promotional and educational materials.
- Provides digital support for product enhancements, upgrades and new product roll-outs.
- Performs other duties as assigned.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

- Ability to work effectively with others.
- Ability to exercise judgment in analyzing and solving problems.
- Ability to set priorities, make independent decisions, and exercise discretion with vendors, members and office staff.
- Ability to manage multiple tasks and adhere to deadlines.
- Attention to detail, with a commitment to accuracy in all work products.
- Strong written and oral communication skills, including gathering, analyzing and presenting accurate written records, as well as clear and concise oral reports.
- Ability to learn the organization and operation of a library cooperative.
- Knowledge of, and ability to use, PCs and a variety of hardware/software applications.
- Ability to use a variety of office equipment.
- Ability to lift boxes of paper, files and other office supplies weighing a maximum of 50 pounds on a daily basis to waist-high level.
- Manual dexterity and ability to sit and operate a computer at a high level of proficiency for extended periods.
- Ability to work extra hours occasionally, if needed.

- Able to travel to member libraries, meetings and conferences with occasional overnight travel.

QUALIFICATIONS

- At least two years of college. BA and MLS preferred.
- At least three years experience in a public library with a focus on digital content and services.
- Advanced working knowledge of the following software and products:
 - Microsoft Office Suite
 - Facebook and LinkedIn
 - Canva
 - Digital Content Vendors such as Hoopla, Overdrive and Proquest.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. Any essential functions of this position will be re-evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.