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TO: Plymouth District Library Board **DATE:** 11/11/25
RE: Blanket PO Adjustment **FROM:** Melanie Bell,
Assistant Director

I am requesting an increase to the Blanket Purchase Order with Green Electrical Solution to fund some required emergency lighting system work.

This adjustment is fully budget-neutral for the 2025 fiscal year. The necessary fund will be secured by reducing encumbrances with Executive Property Maintenance and Laird Glass to ensure we remain with the current Repairs and Maintenance budget.

The primary reason for the increased expenditure with Green Electrical Solutions was a cost saving measure taken in April of this year. While updating staff cubicles, Green Electrical Solutions offered favorable pricing for the required data line installation services. We opted to use them for this service instead of a separate specialized data line installation vendor.

VENDOR	Approved in April 2025	Requesting Approval
Green Electrical Solutions	\$8000	\$12000

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THE ADDITION AND MODIFICATION OF THE PROPOSED BLANKET PURCHASE ORDER FOR FISCAL YEAR 2025.



TO: Plymouth District Library Board **DATE:** November 18, 2025
RE: Employee Handbook Update **FROM:** Zach Hose, Human
Resource Specialist

While reviewing Plymouth District Library's Employee Handbook, the administrative team has identified some inconsistencies and outdated information. In an effort to clarify expectations, promote consistency, and provide clearer guidance to employees and our workplace, we are proposing various updates. Attached is a copy of the revised Employee Handbook. All changes are highlighted in red. We ask the board to approve these updates to the Employee Handbook.

- References throughout the handbook to "Business Administrator" (a role that no longer exists) were swapped out with "Human Resources"
- In addition to the Library Director, their designee is also able to approve specifically outlined actions
- Full-time employment classification has been swapped from 40 hours to 32 hours per week. Thus making any employee that works less than 32 hours per week classified as part-time
- The employment classifications of Temporary Employees, Substitute Employees, and Library Interns have been removed. All part-time and full-time employees (including Library Interns) are now classified as Permanent Staff
- Timekeeping has become digital and all hourly employees must self-report their worked hours
- To be inclusive to staff, full-time employees who regularly work Sundays will be given an extra floating holiday to account for our annual Easter closure
- Vacation time accrual and balance will be tracked online. Employees will automatically stop accruing vacation time once they reach 1.5 times their annual vacation allotment. Requests for vacation time usage will be submitted online (we no longer use Time Off Request Forms)

- In accordance with the Earned Sick Time Act (ESTA), sick time will be front loaded to all employees. All new employees will be frontloaded a prorated amount of sick time. An employee can request sick time online and it is approved at their supervisor's discretion
- Employees are eligible for both sick pay and short or long term disability
- While on FMLA, employees are able to have alternative employment
- Salary schedules determine initial salary placement, but do not determine future compensation
- Employees who attend a conference, including their travel time, will be paid at their regular rate which will not exceed eight hours per day/40 hours per week
- Vaping falls under smoking and is prohibited within the Library's building
- In addition to smoking laws and ordinances, the Library will comply with all state and local laws and ordinances
- To support employees, children, grandchildren, or other minors under an employee's care are permitted to accompany an employee to the Library during their regularly scheduled hours, as long as this is not a regular occurrence
- While the Employee Handbook covers many policies, the Library observes additional policies that are not listed in the Employee Handbook, these must also be followed at all times
- To stay up to date on the law, all state and federal cell phone laws will be followed while driving on Library business
- Employees are no longer receiving a physical copy of the Employee Handbook. Employee should access and receive online, thus, there will be no need to return at separation

RESOLVED BY TRUSTEE _____, SECONDED BY TRUSTEE_____, TO
APPROVE THE PROPOSED CHANGES TO THE EMPLOYEE HANDBOOK.



PERSONNEL HANDBOOK

Revised 03/2025

Updates 11/2025

EMPLOYMENT BASICS

Welcome

Welcome to the Plymouth District Library. We are happy to have you as part of our team and are confident you will find your employment here both challenging and rewarding. We strive to serve the public in a professional manner. This requires that each of us cooperates with fellow employees and performs all duties cheerfully, faithfully, and diligently.

Each employee will, of course, have questions about the Library. This Handbook has been prepared to help answer the questions of new employees as well as current employees. Please feel free to ask the Library Director if you have any specific questions that are not addressed in the Handbook. We want to make your job as pleasant and efficient as possible, so your ideas and suggestions are always welcome.

Scope

The policies contained in this Handbook apply to all full-time and part-time employees at Plymouth District Library (the "Library") unless indicated otherwise herein.

No Contractual Rights

While all employees are expected to read and abide by these policies, the policies are not intended to establish a contract of employment for any period of time or to create any third party beneficiary rights.

Management Rights

The Library reserves the right and the discretion to alter, amend, modify or terminate any benefits, compensation or policies at any time at the sole discretion of the Library Board. All changes are effective immediately upon adoption.

Only the Library Board, in writing signed by the Library Board and the employee concerned, has the authority to enter into any agreements contrary to the terms of this Handbook.

The Library Director shall be solely responsible for the administration and interpretation of these policies.

Equal Employment Opportunity

Equal Employment Opportunity Notice

The Plymouth District Library is an equal opportunity employer and will make all employment decisions without regard to race, color, religion, national origin, citizenship, gender, age, height, weight, marital status, genetic information, disability or any other characteristic protected by applicable law.

Accommodations and Disability Notification

The Library is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. In general, it is the responsibility of the employee or applicant to request a specific accommodation.

Under Michigan law, disabled employees who feel accommodation is needed to perform a job must notify the Library Director in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed. The Library will make accommodations that do not pose an undue hardship.

Immigration Compliance

The Library is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

Statute of Limitations

Employees shall not commence any action or suit relating to their employment relationship with the Library more than 182 days after the employee knew or should have known about the event giving rise to the claim, complaint, action, or suit; or in the time prescribed by the applicable statute, whichever is less. Further, employees agree to waive any statute of limitations exceeding 182 days.

Employment Relationship

The Library is an at-will employer. This means that the relationship is indefinite and terminable at the will of either the Library or the employee at any time, with or without cause, and with or without notice.

No employee, officer, agent or other representative of the Library has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends or contradicts the foregoing provisions. The only exceptions to this policy of at-will employment are variances to this policy expressly authorized in writing by the Library Board.

Employment Status

For purposes of determining eligibility for fringe benefits only, the following definitions apply:

Full-Time

An employee who is scheduled to work at least ~~forty (40)~~ ~~thirty-two (32)~~ hours per work week on a regular basis, and who actually works at least ~~forty (40)~~ ~~thirty-two (32)~~ hours per work week on a regular basis, is considered a full-time employee.

Part-Time

An employee who is scheduled to work fewer than ~~forty (40)~~ ~~thirty-two (32)~~ hours per work week on a regular basis, and who actually works fewer than ~~forty (40)~~ ~~thirty-two (32)~~ hours per work week on a regular basis, is considered a part-time employee.

Exempt Employees

Those salaried employees who are not eligible for overtime pay, according to the Fair Labor Standards Act.

Non-Exempt Employees

Those employees who are eligible for overtime compensation for those hours actually worked over forty (40) in a work week. Paid time-off, such as vacation, sick, personal or holiday time will not be counted in calculating whether an employee is eligible for overtime pay.

Other Employees

Classifications paid at a set hourly rate or with a wage range without specified pay zones. ~~These classifications include Temporary Employees, Substitute Employees and Library Interns. These employees are not entitled to paid vacations, holidays, or other leave time.~~

Work Schedules

The Library work week begins at midnight Sunday.

Full-time employees generally work at least ~~forty (40)~~ thirty-two (32) hours per week. Because the Library must ensure a continuous level of public service, the number of hours an employee is scheduled to work may change from week to week. To assure adequate service to our Library patrons, employees generally will be scheduled to work weekends and evenings and are expected to work all days and hours for which they are scheduled. Schedules are usually prepared at least three weeks in advance, and all requests for schedule changes must be submitted in writing to the staff member's direct supervisor. Employees will be paid to the nearest quarter of an hour for all time worked, and will be paid for all scheduled break periods.

Employees will receive one thirty (30) minute paid lunch period for each full eight (8) hour day that they are scheduled to work, which amounts to 7.5 hours of work time and 0.5 hours of paid lunch, for a total of 8.0 hours.

Employees will receive one paid twenty (20) minute break in the morning and one paid twenty (20) minute break in the afternoon for each full eight (8) hour day that they are scheduled to work. Employees will receive one paid twenty (20) minute break period when scheduled to work four (4) hours during that workday and one paid thirty (30) minute break period when scheduled to work six (6) hours during that workday.

In addition to the foregoing meal and break periods, all non-exempt employees will be provided reasonable unpaid break time to express breast milk for her nursing child. The Library will provide a private space in which the employee may express breast milk.

In a public service organization like ours, regular attendance is critical. Therefore, employees are expected to keep their absences and tardiness to a minimum and to observe scheduled working hours. Failure to do so may result in disciplinary action, up to and including termination.

The Library Director has the authority to close the Library due to weather or other emergency conditions. In the event of such a closing, any employee who has reported to work will be paid for all scheduled hours. Employees who have not reported for work may be notified and may be paid for scheduled hours. If advance notice is given, you will only be paid for the scheduled shift if you agree to remain on stand-by should the Library reopen.

Paychecks

Library employees are paid bi-weekly on Fridays (six days after the pay period ends), unless those dates fall on a holiday. If a payday falls on a holiday, Library employees will be paid the day preceding the holiday.

Employees should review their paycheck for errors. Should you find a mistake, report it immediately and it will be corrected within the two pay periods following your reporting of the error. If there is an error of overpayment, the Library will provide you with an explanation of the deduction that will be taken to correct the error at least one pay period before the deduction is taken. Corrections of continuing errors will be retroactive for a period not to exceed six (6) months from the date of the overpayment.

Should an employee's wages be garnished by court order, the Library will comply with all federal and state guidelines.

Timekeeping

Employee work schedules are posted ~~at the Library~~ online for each pay period. They show starting and quitting time for each day, and vacation or other scheduled leave. Sick time or other unscheduled leave must be noted and approved by a supervisor. Schedule changes and/or additional time assignments must be authorized and noted by a supervisor. Employees must ~~verify~~ enter their hours ~~and initial the schedule worked~~ online at the end of each pay period.

Overtime

In compliance with federal law, hourly and salaried *non-exempt* employees will be paid time and one-half for all hours worked in excess of forty (40) in any one work week. Any time worked in excess of an employee's schedule must have prior written authorization from the Library Director. Employees should not work before their scheduled start time or after their scheduled quitting time without prior authorization from the Library Director.

Only hours actually worked are counted when determining if an employee is entitled to overtime pay. Paid time-off, such as vacation, sick, personal or holiday time will not be counted in calculating whether an employee is eligible for overtime pay.

Exempt employees will not receive overtime pay when working more than forty (40) hours in a work week.

Exempt employees may accumulate compensatory time off ("comp-time") at the rate of one hour for each hour of overtime worked. Employees may accumulate up to one hundred twenty (120) hours of comp-time and may take accumulated time off upon request if the use of the comp-time does not unduly disrupt the operations of the Library. Comp time expires on a quarterly basis.

FRINGE BENEFITS

Benefits outlined in this Handbook may be added, expanded, reduced, deleted or otherwise modified by the Library at the Library's sole discretion. With regard to existing benefits, employees are referred to the actual plan documents rather than the summary descriptions contained in this Handbook.

Following is a list of the fringe benefits the Library provides to full-time employees. The Library only provides to part-time employees those benefits that are required by law unless expressly stated otherwise in this Handbook. The Library reserves the right to modify, amend and/or terminate any of these benefits that are not required by law.

Insurance

Insurance benefits are provided only to eligible full-time employees. Insurance coverage will become effective on the employee's start date unless otherwise specified in the insurance policy.

The insurance benefits that may be provided to full-time employees are explained in a separate booklet provided by the current insurance carrier, and the details in the documents from the insurer control the level of benefits provided. Coverage will be based on the employee meeting the eligibility requirements set forth by the insurance carrier.

The Library reserves the right to modify and/or delete insurance benefits and/or change insurance carriers at any time.

TIME OFF

Holidays

To be eligible for holiday pay, the employee must be in "active pay status", which means that the employee will not be eligible for holiday pay if the employee is not actively working, such as during leaves of absence or layoffs. "Active pay status" means that the employee must have been in regular pay status the day preceding and immediately following a paid holiday. Employees taking vacation or authorized sick time off shall be considered to be in active pay status.

The Library's holiday schedule will vary each year depending on which day of the week certain holidays occur. Before the start of a new calendar year, The Library will announce its scheduled closings. These closures will be available to review on the Library's website.

Full-Time Employees

Full-time employees who are in active pay status will receive eight (8) hours of pay for the following holidays:

New Year's Day

Thanksgiving Day

Memorial Day

Christmas Eve

Independence Day

Christmas Day

Labor Day

New Year's Eve

Full-time employees who are in active pay status will receive an additional floating holiday for any paid holiday that falls on a day that the employee would not regularly be scheduled to work.

Full-time employees who are in active pay status also will receive three floating holidays each year, which may be taken with prior written approval from the staff member's direct supervisor. **Full-time employees who regularly work Sundays will be given an extra floating holiday.** Floating holidays must be used within the year. Floating holidays will not be paid out upon termination from the library.

Part-Time Employees

Part-time employees who are in active pay status will receive pay for the number of hours they would regularly be scheduled to work on each of the holidays identified above.

Vacations

Full-time and part-time employees will be granted paid vacation time in accordance with the following schedule and subject to the terms and conditions set forth below:

Vacation Accrual Rates	All Staff	This section assumes the staff member is FT and works 40 hours per week			
Years of Service	Per hr worked	Hours Per Week	Hours Per Pay Period	Hours Per Year	Weeks Per Year
1-4 Years	.0385	1.54	3.08	80	2 weeks
5-9 Years	.0577	2.31	4.62	120	3 weeks
10+ Years	.0769	3.01	6.15	160	4 weeks

Increases in vacation time will be granted on the employee's anniversary date, which is the first date an employee reports to work at the Library.

Only hours actually worked at a straight-time rate will be used to calculate vacation time. Overtime will not be included in the calculation of vacation time. Vacation time will accrue while an employee is on active status. It will not accrue while an employee is on any unpaid time off.

Employees may accumulate up to 1.5 times their annual vacation allocation. ~~Employees will automatically stop accruing vacation time once the cumulative vacation time reaches this limit. If an employee's cumulative total in any month exceeds this limit, the employee must use the excess vacation time in that month or forfeit it. Vacation time in excess of the annual allocation will be paid at one-half (1/2) of the employee's regular rate of pay upon separation from the Library.~~

If a paid holiday falls during an employee's vacation, the employee will receive an additional day off.

Requests for vacation time off must be submitted ~~in writing~~ to the Library Director or designee at least fifteen (15) workdays prior to the start of vacation.

Unused accrued vacation time will be paid with the last payroll check at time of termination.

Sick Days

Paid sick days are a means of ensuring that an employee will not suffer undue loss of income in the event of personal illness or disability. The Library Director will review sick day usage with any employee whose sick days exceed twelve (12) days in a one year period. In the case of an absence or tardiness, the employee must notify his/her supervisor as far as possible in advance of the scheduled work time.

Each full-time employee will be eligible for up to twelve (12) sick days per calendar year. Sick time will be front loaded at the start of each calendar year. For staff who are hired in the middle of the year sick time will be pro-rated and frontloaded at the time of hire. Sick time will be paid at the rate of eight (8) hours per day. Part-time employees will be eligible for up to twelve (12) prorated sick days based on actual hours worked in the previous year. New employees will receive sick days on a prorated basis.

At any time, the Library Director may request a doctor's certificate verifying the reason for the absence.

If an employee is required to be absent for more than one week due to illness or injury, the Library will require a medical release specifically stating that the employee is capable of performing the essential functions of the employee's job, with or without reasonable accommodation, before allowing the employee to return to work. The Library may also require that the employee submit to a medical evaluation by a doctor selected by the Library or the Library's insurance carrier.

~~Upon written authorization of the Library Director or designee, s~~Sick days off may be taken for illness of immediate family members, including spouse, children, or permanent members of the employee's household. An employee who is absent for an extended period (i.e., longer than one (1) week) may be required to request a leave of absence.

Employees who have non-work-related illnesses or injuries may become eligible

for short- or long-term disability, depending upon the circumstances and the eligibility requirements set forth by the carrier. ~~In no circumstance will an employee receive both sick pay and short- or long-term disability payments.~~

Unused sick time cannot be carried over to the next year. You will not be compensated for any unused sick time at time of termination.

Bereavement Leave

In the case of a death in the immediate family, an employee may be granted a leave of absence with pay, if necessary to attend the funeral and matters related to the death of members of the employee's immediate family, for a period of up to five (5) working days. Immediate family is defined to include mother, father, sisters, brothers, spouse, children, grandchildren, grandparents, parents- and siblings-in-law, step-parents, partner, and any other close relative living in the same household. The Library may require verification of the need for leave.

Jury Duty Leave

Any employee who is called for jury duty, upon the approval of the Library Director, may receive from the Library an amount equal to the difference between jury duty pay and the employee's average earnings over the past five (5) work weeks for a maximum of thirty (30) calendar days. If the employee is not required to serve on jury duty for the entire workday, then the employee is expected to come to work. Employees are not required to work any number of hours which, when added to the employee's hours of service on jury duty on that day, would exceed the total number of hours the employee customarily works.

Educational Leave/Payment

Upon approval by the Library Director, a full-time employee may be granted leave to continue his or her formal education. If, in the opinion of the Library Director, a course would benefit the Library, and the employee maintains an average of "C" or better, the Library will pay the tuition for the course, provided advance written permission for the class is received from the Library Director. Payment should be made by the employee and the employee will be reimbursed by the Library at the end of the semester upon the presentation of a tuition receipt.

Part-time employees, ~~Temporary Employees, Interns, and Substitute Employees~~ are not eligible for tuition leave or reimbursement.

FMLA

Eligibility for Leave

The Library is a public agency covered by the Federal Family and Medical Leave Act (FMLA). However, employees of public agencies must meet all of the requirements of eligibility, including the requirement that the employer (e.g. Library) employ at least fifty (50) employees at the worksite or within seventy-five (75) miles.

Eligible employees who have completed at least twelve (12) months of service and worked 1,250 hours or more during the twelve (12) months preceding the day that the leave is to begin are eligible to take leave under the Federal Family and Medical Leave Act (FMLA), provided all other preliminary requirements of the Act have been met.

Twelve Weeks of Leave Eligibility Overview

Eligible employees may request up to twelve (12) weeks of unpaid leave for the following:

- the birth or adoption of a child by the employee;
- the placement of a foster child with the employee;
- the physical or psychological care for a seriously ill parent, spouse, or child of the employee;
- the care of the employee's own serious physical or mental condition; or
- to deal with any "qualifying exigency" related to a spouse, son, daughter, or parent being notified of an impending call or order to active military duty or who is already on active duty.

These twelve (12) weeks may be taken in a rolling twelve (12) month period measured backward from the date an employee uses an FMLA leave.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings, plus activities that the employer agrees should be covered.

Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic health condition. Other conditions may meet the definition of continuing treatment. A family member with a "serious health condition" is defined as a parent, child or spouse who has a physical or mental condition that warrants the employee's participation during the period of medical treatment.

Twenty-Six Weeks of Leave Eligibility Overview

Eligible employees may request up to twenty-six (26) weeks of unpaid leave in a

rolling twelve (12) month period for the following:

- to care for a spouse, parent, son, daughter or "next of kin" who is a covered service member who has been injured or is recovering from an injury incurred while on active military duty.

"Next of kin" is defined as the closest blood relative of the injured or recovering service member who is undergoing such medical treatment, recuperation or therapy as outlined in the FMLA.

"Covered service member" means a member of the Armed Forces who is:

- undergoing medical treatment, recuperation, or therapy;
- is on outpatient status; or
- on the temporary disability retired list for a serious injury or illness

All FMLA leave taken in a rolling twelve (12) month period measured backward from the date an employee uses an FMLA leave will be counted toward the employee's annual leave entitlement.

Intermittent Leave

Intermittent leave or reduced schedule leave means leave taken in separate blocks of time due to a single illness or injury, and may only be taken for a serious health condition of an eligible employee, the employee's child, spouse, or parent, or because of the need for service member caregiver leave when medically necessary. Intermittent leave may also be taken for "qualifying exigency" leave, provided the Library is provided with such notice as is reasonable and practicable. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. [When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, the Library may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.]

Medical or Other Certification

A health care provider's certification is required in cases of serious health conditions, whether for

the employee or that of the employee's spouse, child, or parent. It is also required where the leave is for care of a covered service member or in cases of a "qualified exigency" as permitted by law. The Library also reserves the right to require, at its own cost, a second, or even third, medical opinion. Forms can be obtained from the Library.

Compensation and Benefits

The Family and Medical Leave of Absence is an unpaid leave. However, the Library may and does require you to substitute accumulated, unused paid time off for any FMLA leave requested. By substituting leave, you continue to receive pay during the leave, but your unpaid FMLA leave available is reduced. Leaves taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

During an approved Family Medical Leave, your health benefits will be provided as though you had continued to work. If you have family coverage, please arrange with the payroll office to submit timely monthly payments for your portion, if any, of the health insurance premiums. To the full extent allowed under the FMLA, the Library reserves the right to recover health insurance premiums from employees who fail to return to work at the end of an FMLA-qualifying leave.

Benefits that operate on an accumulation basis (such as paid time off) on the basis of actual hours worked will not accumulate during an FMLA leave, nor will you be entitled to paid holidays and "miscellaneous absences" during the leave. Paid Time Off will be reduced as explained in the Paid Time Off policy.

Application

As soon as you know that you will need time off for an FMLA leave, you must submit to the Library Director or a designee a completed Leave Request form. When possible, thirty (30) days' notice is required. In the event of any emergency, your request should be submitted to your supervisor not later than forty-eight (48) hours following the commencement of the injury, illness, disability, or "qualifying exigency". If you cannot contact your supervisor personally, please have someone contact him or her on your behalf. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

The Library will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice of eligibility will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Library will inform the employees, and provide a reason for the ineligibility. Employees will be informed if the leave will be designated as FMLA-protected leave and the amount of leave counted against the employee's leave entitled as possible based on the information provided.

During your leave, you are responsible for keeping your supervisor informed of your status. You are required to report your status, current location, intent to return, and expected date of return to your supervisor every thirty (30) days unless there is a longer duration on your certification. In certain circumstances, the Library has the right to require recertification of the serious health condition.

Return from Leave

At the end of an FMLA leave, most employees will be restored to their same position or to an equivalent position, with equivalent pay, benefits, and other employment terms and conditions. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave. However, you are subject to the business circumstances or conditions (such as layoffs) that would have applied to you had you been working. Under limited conditions, certain "key employees" (eligible employees who are among the highest paid 10 percent of the Library's employees employed within 75 miles of the worksite) may not be reinstated. [Key employees will be provided appropriate notices of this status and reinstatement in accordance with the FMLA.]

Failure to return to work on schedule will be considered a voluntary termination of employment, effective at the close of your shift on the second day you fail to report to work.

To protect your status with the Library, please follow all procedures for reporting back to work after your family or medical leave of absence.

Upon returning to work after an FMLA leave of absence because of your own serious health condition, you must submit a physician's certification stating that you are physically able to return to work. Failure to submit such documentation may delay or prevent your return to work.

~~You may not be employed by anyone other than the Library while off on FMLA leave.~~

Questions or Concerns about FMLA Leave

The Library is committed to complying with the FMLA. The FMLA prohibits covered employers from interfering with, restraining or denying the exercise of any right provided under the FMLA, or discharging or discriminating against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. The Library will investigate any FMLA complaints and take prompt action to resolve them. Employees may file FMLA complaints with the Department of Labor or may bring a private lawsuit. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

If you have any questions or concerns about this FMLA policy or FMLA leave, please contact the Library Director.

Paid Parental Leave

PDL will provide up to 12 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after June 30, 2024.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with PDL for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 6-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 6-month time frame.
- Employees are able to take intermittent leave and must use all paid parental leave during the 6-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 6-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick, vacation and personal time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when the company offers administrative leave (known as an "admin day"), that time will be recorded as paid parental leave. Administrative leave will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time

that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

General Leaves Of Absence

Under certain circumstances, you may be permitted to take a leave of absence. Leave of absence for other purposes may be granted by the Library Director at his/her sole discretion, depending upon workloads and business considerations.

All requests for leave of absence shall be made in writing by the employee desiring the leave. Such requests shall set forth fully the reasons for requiring the leave and the date when such leave would commence and end. The request shall be given to the Library Director by the employee's supervisor, with a statement of the supervisor's approval or disapproval of the request, the supervisor's plan for taking care of the work during the employee's absence and, if necessary, the supervisor's request to appoint an eligible candidate to the temporary vacancy. No leave of absence shall be effective until a formal request is made as stated above and approved by the Library Director, except if a leave of absence is made necessary through sudden illness or injury or military service, the Library Director may grant such leave without a signed statement from the employee. A leave of absence will not be granted for a period longer than twelve (12) weeks, but renewal or extension of a leave may, at the Library's discretion, be granted.

These leaves are without pay and group insurance benefits. However, depending upon the reason for leave, the employee may be separately eligible for short-term disability. The terms of the short-term disability plan controls as to eligibility.

The leave of absence is unpaid leave. However, the Library requires you to substitute unused vacation time and unused sick time for any leave of absence requested. By substituting leave, you continue to receive pay but your unpaid leave of absence available is reduced.

Where applicable, the Library will grant job protected, unpaid family and medical leave to

eligible employees in accordance with its Family Medical Leave Act Policy.

~~You may not be employed by anyone other than the Library while off on a leave of absence.~~

Except to the extent required by state and federal law, the Library cannot guarantee the same or any specific position to an employee returning from a leave of absence. The Library also retains the right to terminate and/or replace an employee who does not return to work upon expiration of an approved leave.

Military Leave

Military leaves of absence will be granted in accordance with state and federal laws. An employee who enters into military service or is called into active duty by a branch of the United States Armed Forces or state military service will be granted temporary leave of absence and is eligible for reinstatement in accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), the Michigan Military Leaves and Protection Act and other applicable laws. Employees who require a leave should inform the Library Director as soon as possible after receiving their orders.

Absence Without Permission

No employee shall be absent without permission of the Library Director or direct supervisor. In the case of illness, the employee shall notify his or her supervisor by telephone or messenger prior to the employee's starting time. Absence without notification for three (3) consecutive workdays shall be deemed a resignation from Library service; however, if at any time within ten (10) days from the employee's last day of absence from work, an employee who is absent without properly notifying persons at the Library provides a satisfactory explanation of the reason for the absence and the failure to notify persons at the Library of the absence, at the discretion of the Library Director, the employee may be reinstated to his or her position.

Workers' Disability Compensation

The Library provides workers' disability compensation insurance at no cost to you. In the event of a work-related injury or condition, workers' disability compensation insurance may provide wage loss benefits.

Following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you must notify ~~your supervisor~~ **human resources** so that a report may be filed with the Library's insurance provider.

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

Salary Administration

The Library maintains salary schedules which specify a minimum and maximum for each job classification **placement**. The Board may, in its discretion, adjust salary ranges effective January 1 of each budget year. The Library Board also may, in its discretion, designate funds for merit increases intended to reward individual employee performance. When funds are designated for merit increases, the increases will be distributed through an increase in base pay. The Library retains the discretion to select employees who will receive merit increases and to determine the amount of individual increases.

Travel Policy

All Library-related travel, conference and meeting expenses must clearly serve the objectives of the Library and should not conflict with the ethical standards of the Library.

All travel must be approved by the Library Director **or designee**.

Employees attending approved workshops or conferences will be paid at their regular rate not to exceed eight (8) hours per day or forty (40) hours per week; ~~including conference and travel time~~.

Should an employee be required to use his/her personal car for Library business, the Library will reimburse the employee for mileage at a rate approved by the Library Board not to exceed the

IRS approved rate.

Expenses incurred while on Library business, such as parking fees, meals, etc., will be reimbursed upon authorization by the Library Director and receipt of a documented expense report.

All motel, meals, and out-of-pocket expenses must be documented on the expense report with receipts attached when available. Any entertainment must be documented on the back of the expense report and must indicate the person who was entertained, the reason for the entertainment and the subject matter discussed.

All conventions and out-of-state travel must be a part of the budget or be approved in advance by the Library Board. Reimbursement limits for accommodations and transportation will be based on published conference rates for the same. If an employee uses his/her own car to attend a convention, he/she will be reimbursed for the lesser of the published airfare or mileage.

Expense reports must be completed within thirty (30) days after the date of return from the trip for which expenses are claimed.

EMPLOYMENT RECORDS

Personnel Files

Employees have a right to examine their personnel file or to obtain a copy of their file upon a written request to the Library Director. An employee may examine his/her file during normal office hours provided it does not interfere with his/her assigned duties, or arrangements will be made for an examination before or after work.

Generally, the Library will not disclose personnel files to persons outside the business office. The Library will also attempt to restrict disclosure of an employee's file to authorized personnel. If the Library is asked to disclose a disciplinary report to a third party not employed by us, the employee will be given notice of that disclosure.

Complete and accurate information is critical to proper administration. It is the employee's responsibility to ensure that the Library has any change of name, address or telephone number within five (5) days of the effective date of change.

Performance Evaluations

During the course of employment, an employee will receive periodic performance evaluations. Typically, the supervisor will conduct the evaluation and discuss it with the employee. After reviewing the evaluation, the employee will be asked to sign the evaluation to acknowledge that it has been discussed with the supervisor and that the employee has had an opportunity to review it.

Performance evaluations are intended to measure the quality and quantity of the work an employee performs, their effort and attitude, and their ability to work with others. The evaluation should let the employee know areas where improvement is needed and should help set goals for future performance. While a positive evaluation does not guarantee promotions or salary increases, the evaluations are considered together with the many other factors that affect those decisions.

Evaluations and any statements made during the course of an evaluation or at any other time do not alter or modify an employee's at-will status.

References

Any request for a reference from the Library must be made to the Library Director. No other person may provide a reference. References include not only personal letters of recommendation but recommendations provided on any social media or internet site.

It is the Library's policy to provide only an employee's dates of service and the title of his/her last position in response to requests for references. If an employee wants other information disclosed, he/she must give a written request to the Library Director that specifically identifies the information to be disclosed and specifically authorizes its release.

Social Security Number Policy

The Library is committed to ensuring the privacy of all its employees and any other individuals who submit their names to the Library for business reasons. The Library will comply with all requirements of state and federal laws concerning social security numbers. Any unlawful disclosure of employees' or other individuals' social security numbers is prohibited. Documents containing social security numbers shall be accessed only by authorized personnel on a need-to-know basis. Documents containing social security numbers must be disposed of by shredding the documents.

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

If questions regarding the social security number policy arise, please contact the Library Director.

EMPLOYMENT POLICIES

Solicitations And Gifts

To avoid the appearance of undue influence, employees are prohibited from accepting gifts or other gratuities from persons or entities that conduct business with the Library. Accepting gifts from patrons of the Library is discouraged, and monetary gifts are strictly prohibited.

Non-employees may not solicit at any time on the Library's premises. Employees are prohibited from engaging in solicitation of any kind for any reason during working time. Distribution of literature is prohibited during working time or in work areas.

Working time means actual time spent working and does not include designated breaks or meal periods of both the employees performing the solicitation or distribution and those to whom it is directed. Work areas include all areas not open to the public.

If employees have questions about the meaning of working time or work areas, they should ask the Library Director for clarification.

Harassment And Discrimination

We strive to maintain a respectful working environment for all of our employees free from intimidation, humiliation, and insult. The Library will not tolerate harassment or discrimination on the basis of any lawfully protected characteristics, including, race, color, religion, national origin, citizenship, gender, age, height, weight, marital status, genetic information, disability or any other characteristic protected by applicable law.

Definition

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

- a. Submission to the conduct or communication is made either an explicit or implicit term

or condition of employment;

b. Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or

c. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

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

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

Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling or supervisory responsibilities.

Reporting A Violation

If an employee believes that a violation of this policy has occurred, the employee has an obligation to report the alleged violation immediately, preferably within forty-eight (48) hours, to their supervisor, HR, or the Library Director. If no action is taken after reporting to these three positions, an employee may report the alleged violation to the Library Board. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will enable the Library to take effective, timely and constructive action. An investigation of all complaints will begin promptly.

Investigation

After notification of the complaint, an investigation will be initiated to gather relevant facts about the complaint. An investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment. The Library will conduct all investigations as confidentially and

objectively as possible, to the extent consistent with thorough investigation and appropriate corrective action.

Resolution

After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of employment, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Library's discretion and could include but would not be limited to the following: counseling, warning, demotion, suspension, reprimand, decrease in pay, reassignment, transfer, or termination of employment.

Good Faith Rule And False Claims

The Library takes all reports of harassment seriously and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the Library's attention in good faith. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated.

No Retaliation

The Library will not tolerate retaliation against any employee or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. 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 supervisor, the ~~Business Manager~~ HR Department, or the Library Director. If no resolution is achieved after reporting to these three positions, an employee may report the retaliatory conduct to the Library Board.

Discipline

Any employee who violates any of these rules may be disciplined up to and including discharge.

Substance Abuse Policy

It is the intent of the Library to provide a drug-free, safe and secure work environment for our employees. To ensure a safe and efficient workplace, the Library will strictly enforce the following rules:

No employee shall possess, distribute, use or be impaired by alcohol on Library property, while on Library business, or during working hours, including rest and meal periods.

No employee shall possess, distribute, use, be impaired by, or have in their bodily system, illegal prohibited drugs on Library property, while on Library business, or during working hours, including rest and meal periods.

No employee shall be impaired by legal prohibited drugs while on Library property, on Library business, or during working hours, including rest and meal periods.

Any employee who violates any of these rules may be disciplined up to and including discharge.

"Illegal prohibited drugs" are those substances that are illegal to sell or possess; "legal prohibited drugs" are any prescription or non-prescription drugs that may impair working ability. An employee who is taking a legally prohibited drug must notify his or her supervisor if its use is expected to adversely affect the employee's performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or non-prescription drugs they are taking may impair working ability.

The Library reserves the right to search an employee, employee's work area, and an employee's vehicle on Library property if the Library has a reasonable suspicion that the "no alcohol or drugs rule" may have been violated. Refusal to cooperate in these procedures may result in discipline or discharge.

Safety

The Library is committed to protecting the safety and health of every employee. But, the responsibility for maintaining a safe and healthy working environment is not just that of the Library. To be totally effective, every employee also has a responsibility to comply with all safety rules and programs established by the Library.

Every employee is responsible to assist the Library in establishing and maintaining a safe working environment. Employees are also expected to report any condition that may be unsafe or

unhealthy to their supervisor or the Library Director.

Smoking

Smoking, **vaping**, and the use of tobacco products shall be prohibited within all portions of the Library's buildings. This prohibition includes all entryways, including both the public and staff entrance.

The Library will comply with all state and local laws and ordinances **regarding smoking**.

Political Activity

Employees are prohibited from actively campaigning for a political candidate while on duty during work hours for the Library. Employees shall not use any Library equipment or materials of the Library to support a political candidate.

Outside Employment

It is expected that the employee will be available to work the normal hours scheduled without interference from outside employment. Outside employment shall not present a conflict of interest with the Library.

Media Contact

The Library Director shall be responsible for contacting the media and setting forth the official statements and/or policies on behalf of the Library. Employees must direct all media inquiries to the office of the Library Director.

Standards Of Dress

The observance of a dress code is vital to the preservation of our professional image in the eyes of the public and patrons. When reporting to work, employees shall present a neat and clean appearance.

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 Board.

Visitors

To protect the safety and privacy of all, unauthorized visitors are not permitted in the work area.

Children And Pets

While it is the Library's intention to be flexible and accommodating in times of individual staff need, it will be the Library's policy that children, grandchildren, or other minors under an employee's care not be permitted to accompany an employee **on a regular basis** to the Library during their regularly scheduled work period.

~~If an emergency situation requires the employee to bring a child under their care to work, the Library Director must be consulted before the child is brought into the building.~~

By Library policy, pets or other animals are not allowed in the building unless they are part of a Library program. This includes pets or other animals owned by employees.

Seeing-eye dogs or other service animals are exempt from this restriction.

Crisis Intervention

The Library recognizes that the level of violence in society as a whole, and thus in the workplace, is escalating. The Library is concerned about the safety, health and welfare of our employees and thus has adopted this policy to minimize the risk of violence in our Library.

Employees who notice that a co-worker is seriously or chronically angry, upset, moody or depressed are to inform their supervisor or the Library Director of the situation immediately. Indications of a problem could be concentration problems, confusion, decreased productivity, poor hygiene, inappropriate emotional reactions, a fascination with firearms, withdrawal from social interaction, and unusual or changed behavior.

The Library Director will closely observe the troubled employee. Problems that are noted may be documented and the supervisor or Library Director will meet with the troubled employee to

attempt to elicit the problem, listen, inform the employee of the Library's concern and perhaps direct the employee to a counselor, crisis center, or health facility or assist the employee in arranging for time off, if appropriate.

Employees who are threatened or disturbed by the actions or communications of a co-worker or patron should report the incident to their supervisor, the **Business Manager-HR Department**, or to the Library Director immediately. The Library will take all reports seriously and will immediately take appropriate steps to stop the incidents and prevent a recurrence. If the situation is potentially explosive, law enforcement officers may be notified.

The confidentiality of all of those involved in the above-described situations will be maintained to the extent possible. Reports of potential problems will be dealt with effectively, calmly, and professionally, and the paramount concern will be protecting the health and well-being of all of our employees.

Should a crisis occur, employees should immediately contact their supervisor, the **Business Manager-HR Department**, or the Library Director. If appropriate, the building should be evacuated and law enforcement or emergency personnel should be contacted.

Courtesy To Patrons

Our patrons are very important to us. When dealing with a patron, always be courteous, polite, and patient. Occasionally, a situation may arise in which you do not know how to respond. In such cases, inform the patron that you will contact your supervisor or the Library Director and respond to them promptly.

Each employee should be conscious of not using their relationship with patrons to secure any special privilege, gain or benefit.

Hiring Employees' Relatives

Members of the immediate family of a person already employed by the Library will be hired only to work in temporary, short-term assignments.

Confidentiality

In the course of employment, an employee may have access to information about the Library, other employees or patrons. This information must be kept confidential. If an employee is uncertain about whether information is confidential, he/she should check with the Library Director before discussing it with anyone.

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

Code Of Ethics

The Library's credibility is the sum total of each of our actions and behaviors. We must avoid all appearances of impropriety and be diligent in our protection of our collective integrity. Behavior inconsistent with the highest standards of integrity and business or personal ethics is subject to discipline, up to and including discharge.

The Library has zero tolerance for intentional acts of deception or illegal behaviors.

Communication Equipment

The Library provides access to the telephone and computer systems to assist employees in the performance of their jobs. Thus, they should be used for official Library business. Although incidental and occasional personal use of the Library's communications systems is permitted by the Library, the Library reserves the right to access and disclose at the Library's discretion all staff communications on or sent over its systems, without regard to content.

Employees must remember that all activities from a Library-provided communications system will be perceived as activities authorized by the Library. Employees shall not send, record, or post messages that contain abusive or objectionable language, that defame or libel others, that are insulting or disruptive, or that infringe on the privacy rights of others. Furthermore, employees should not use the communications systems for such purposes as soliciting or proselytizing for commercial ventures, religious or personal causes, or outside organizations or other similar, non-job-related solicitations. If the Library discovers that an employee is misusing the

communications systems, the employee will be subject to disciplinary action, up to and including termination.

No confidential information of the Library may be transmitted outside the Library to unauthorized persons. Confidential information would include, but would not be limited to, information that is not publicly published or disseminated.

Employees shall not engage in illegal copying of copyright protected works, or making available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply to files, documents and other software they wish to download. Employees must obtain approval from the Library before downloading any materials for which a registration fee is requested.

The Library respects the individual privacy of its employees. Employee privacy does not extend to the employee's work-related conduct or to the use of Library-provided equipment or supplies, however. All employees accessing or using the Library's communications systems waive any right to privacy in such use, and consent to such use being monitored or their communications being accessed and disclosed by Library personnel.

Social Media Policy

As part of its effort to better serve the community, the Library may create a presence on and utilize social media and social network sites (collectively referred to as "social media"), including but not limited to a Library-sponsored blog, Facebook page and/or Twitter account. Some Library employees may have the responsibility to or may be encouraged to contribute to the various Library sponsored social media activities.

Furthermore, the Library recognizes the increasing popularity of social media and their personal use by individuals. The Library respects the rights of its employees to use blogs and other social media as a form of self-expression and all Library employees are welcome to participate in social media activities while an employee of the Library. However, the Library recognizes that conversations on an employee's personal social media may reference the Library or the employee's association with the Library.

This Policy is intended to cover both Library employees communicating on behalf of the Library using Library sponsored social media and Library employees communicating on their personal social media in which the Library or the employee's association with the Library is referenced.

Responsibilities Of Employees Using Library-Sponsored Social Media/Social Network Sites

These are the official guidelines for employee use of social media on behalf of the Library. The underlying policy is that employees who post on behalf of the Library are to maintain the same professional conduct in the virtual world as they would in the real world. We expect all who participate in social media on behalf of the Library to adhere to and follow these guidelines:

Only authorized personnel may use social media on behalf of the Library. Such permission can be granted only by the ~~Business Manager or~~ Library Director ~~or designee~~.

Follow all the Library's policies including ~~ing~~ those not within this Handbook.

The Library's social media sites are to educate and inform the public of Library programs, services and activities, therefore an employee using Library social media should:

- Only post accurate and truthful information regarding Library programs, services and/or activities;
- Not post personal messages on the Library's social media sites;
- Not post personal opinions on the Library's social media sites, with the exception of personal reviews of materials available through the Library.
- Be mindful that you are representing the Library. As a Library representative, it is important that your posts convey a positive image of the Library, therefore an employee using Library social media should:
 - Only post honest, informative and respectful comments;
 - Be respectful of all individuals. Do not post content that promotes, fosters or perpetuates discrimination on the basis of race, color, religion, national origin, citizenship, gender, age, height, weight, marital status, veteran status, genetic information, disability or any other characteristic protected by applicable law;
 - Not post material that is unlawful, abusive, defamatory, invasive of another's privacy or obscene to a reasonable person;
 - Not post spam, off-topic or offensive remarks;
 - Not post classified, proprietary or privileged Library information;
 - Exercise sound judgment and common sense, and if there is any doubt regarding whether something should be posted on Library social media, do not post it.
- Fully disclose your affiliation with the Library. The Library requires all employees who are communicating on behalf of the Library to disclose their name and their affiliation. It is never acceptable to use aliases or otherwise deceive people.
- Give credit where credit is due and do not violate others' rights; therefore, an employee

using Library social media should:

- Not claim authorship of something that is not yours;
- Make certain that another party is credited in your post if you are using their content and that they approve of you utilizing their content;
- Not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions of the rightsholder(s).
- Know that the Internet is permanent. Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous.

Responsibilities Of Employees Using Personal Social Media/Social Network Sites

These are the official guidelines for employee use of personal social media, while not acting on behalf of the Library. These guidelines apply to Library employees who create or contribute to blogs, social networks, comment on online media stories or any other kind of social media.

Follow all the Library's policies included within this Handbook.

Library employees are responsible for their actions. When you choose to go public with your opinions via a blog or other form of social media, you are legally responsible for your commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether pertaining to the Library, individuals, or any other business, company or institution). For these reasons, individuals using social media should exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. In essence, your personal use of social media is done at your own risk.

Be conscious when mixing your business and personal lives. Online, your personal and business personas are likely to intersect. The Library respects the free speech rights of all of its employees, but you must remember that Library patrons, community members, colleagues and supervisors/managers often have access to the online content you post. Inappropriate posting could lead to adverse employment action being taken by the Library. Keep this in mind when publishing information online that can be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded on.

If an employee's personal social media activities reference the Library or the employee's association with the Library or state an opinion regarding any Library activities, the employee should abide by the following guidelines:

- Make it clear you are speaking for yourself and not on behalf of the Library. Use of the

following language is recommended: "The postings on this site are my own and do not necessarily represent the Library's positions or opinions.";

- Fully disclose your affiliation with the Library;
- Never represent yourself in a false or misleading way;
- Post meaningful, respectful comments;
- Use common sense and common courtesy;
- When disagreeing with others' opinions, be polite and respectful.

Cellular Equipment Policy

~~While driving on Library business, cell phone use is prohibited. If you need to make or receive a call or use an electronic device while driving, safely pull off to the side of the road and stop the vehicle. While driving you should refrain from talking, texting, or any other distracting activities.~~

The Library is committed to ensuring the safety of employees as well as complying with all applicable laws. Therefore, you are required to follow all applicable state/federal laws and regulations regarding the use of phones and/or smartphones at all times including local city ordinances ~~while driving on Library business.~~

~~Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call (including placing or accepting text messages or instant messages).~~

~~Employees should notify their immediate supervisor, HR or the Library Director of any known or suspected violations of this policy. Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.~~

Disciplinary Action

Disciplinary action may include any one or more of the following:

- a. Verbal Warning: Verbal warnings will be documented and placed in the employee's personnel file.
- b. Written Warning: Employees should receive a copy of any written warning. One copy of the warning will be placed in the employee's personnel file.
- c. Probation. Probation is a period during which an employee will be expected to achieve certain goals or meet certain performance expectations.
- d. Demotion. Demotion is the placement of an employee into a lower-level position, usually with a lower level of pay.
- e. Suspension. Suspension is time away from work without pay, for a specified duration, not to exceed five (5) working days.
- f. Termination. Termination is a permanent removal from the job and may occur at any time.

Since employment is at will, termination may occur at any time, with or without reason or notice.

The Library does not utilize a progressive disciplinary procedure and does not implement disciplinary action in any particular order. We will review each disciplinary case individually and issue disciplinary action as we deem necessary and appropriate.

Termination Of Employment

As a matter of courtesy, employees who desire to leave the Library are expected to give at least fourteen (14) calendar days' notice in writing. An employee shall be paid earned salary to the date on which employment terminates.

The Library's contributions to insurance plans will be made through the end of the month in which termination occurs.

Resignations

Employee should submit a written resignation to be placed in his or her personnel file.

The employee must return all Library property, including office keys. ~~The employee must return this Handbook.~~

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers who have health benefits through their employer, and then lose their health benefits, the right to choose to continue group health benefits provided by the plan under certain circumstances. Such circumstances may include voluntary or involuntary job loss, reduction in the hours worked, transition between jobs and in certain other cases.

COBRA generally requires that group health plans sponsored by employers with 20 or more employees in the prior year offer employees and their families the opportunity for a temporary extension of health coverage (called continuation coverage) in certain instances where coverage under the plan would otherwise end.

Several events that can cause workers and their family members to lose group health coverage may result in the right to COBRA coverage. However, COBRA also provides that your continuation coverage may be cut short in certain cases.

Continuation coverage would be at the employee's own expense, except as provided by COBRA amendments. Please contact the ~~business manager~~ HR department or Library Director for details regarding COBRA coverage and eligibility.

Statute Of Limitations

Employees shall not commence any action or suit relating to their employment relationship with the Library more than 182 days after the employee knew or should have known about the event giving rise to the claim, complaint, action, or suit; or in the time prescribed by the applicable statute, whichever is less. Further, employees agree to waive any statute of limitations exceeding one hundred eighty-two (182) days.