

Personnel Policy Manual

Mid-Michigan Library League Cooperative (MMLL)

In the Mid-Michigan Library League Cooperative, a commitment exists to be attentive to every aspect of personal effectiveness and how it reflects on the quality of services to Cooperative members. Every effort will be made to provide excellent service to the membership.

Mid-Michigan Library League Cooperative (MMLL) is an equal opportunity employer and service provider. All qualified applicants will receive consideration for employment, and all members will receive service without regard to race, religion, color, gender, gender identity, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law.

This Manual is not to be construed or interpreted as a contract of any kind. All provisions, articles, benefits, and rules are subject to change at any time at the sole discretion of the Board of Trustees of the Mid-Michigan Library League.

Table of Contents

<u>ARTICLE TITLE</u>	<u>ARTICLE NUMBER</u>
Employees	1.0
Employment at Will	1.1
Full Time Employees	1.2
Part Time Employees	1.3
Employment	2.0
Holidays	2.1
Vacation	2.2
Paid Time Off (PTO)	2.3
Family and Medical Leave Act	2.4
Miscellaneous Leave	2.5
Harassment	2.6
Job Descriptions and Evaluation	3.0
Employee Job Descriptions	3.1
Performance Review	3.2
Conduct	4.0
Use of Cooperative Property	4.1
Receipt of Gratuities	4.2
Political Activities	4.3
Dissemination of Information	4.4
Nepotism	4.5
Travel Reimbursement	4.6

Safety	5.0
Occupational Injury or Illness	5.1
Insurance	6.0
Insurance Coverage	6.1
Retirement	7.0
Effective Date of Manual	8.0

Article 1.0 Employees

1.1 Employment at Will

Employees are hired at will. All employees may terminate their own employment at any time, for any reason. The Director serves at the pleasure of the Mid-Michigan Library League (MMLL) Board and may be terminated at any time for any reason. Hiring and firing of other employees is the responsibility of the Director. The Director is classified as an Exempt employee. All others are Non-Exempt, report to the Director, and are hired, evaluated, and fired by the Director. (Fair Labor Standards Act)

1.2 Full Time Employees

Full-Time employees are those employees who work 40 hours per week.

1.3 Part Time Employees

Part-Time Employees work fewer than 40 hours per week.

Article 2.0 Employment

2.1 Article Holidays

(a) Holidays observed by the MMLL in which the office is closed and/or services are not provided:

- | | |
|------------------|------------------------|
| New Year’s Eve | New Year’s Day |
| Good Friday | Memorial Day |
| Independence Day | Labor Day |
| Thanksgiving Day | Day after Thanksgiving |
| Christmas Eve | Christmas Day |

(b) When a holiday falls on a Saturday, the preceding work day will be considered a holiday and if the holiday falls on a Sunday, the next work day will be considered a holiday.

2. 2 Vacation

(a) Eligible employees who have completed the following years of service shall be entitled to the following vacation time, renewable at their anniversary date:

<i>Non-Exempt:</i>	Year Completed	Vacation Days
	0.5 – 2	5
	2-4	10
	5 +	15
<i>Exempt:</i>	Year Completed	Vacation Days
	0.5 – 2	10
	2-4	15
	5 +	20

- (b) Vacation time may be taken after the successful completion of six months of employment.
- (c) Vacation time may be rolled over to the following year, however the vacation bank at any one time for non-exempt employees may not exceed 15 days or 120 hours. Exempt employees (the Director) may not exceed 20 days or 160 hours of banked vacation before taking the time or relinquishing it.
- (d) Upon termination from employment employees may be paid for unused vacation time they have accrued.

2.3 Paid Time Off

- (a) Paid Time Off (PTO) will accrue upon hire at one (1) 8-hour day per month, to a maximum accumulation of not more than 12 days.
- (b) If an employee is absent from work three consecutive days without reporting to his or her supervisor, the employee may be terminated immediately.
- (c) Employees shall not receive Paid Time Off payout upon separation from employment.

2.4 Family and Medical Leave Act (FMLA)

(a) While MMLL currently has no eligible employees, MMLL will comply with all laws regarding the Family and Medical Leave Act.

2.5 Miscellaneous Leave

- (a) Bereavement Leave. An employee shall be allowed three paid days off in cases of death of employee or spouse's parent, step-parent, spouse, child, stepchild, sibling by birth or adoption, grandparent, grandchild, or other significant persons living in the home. Additional time may be taken from PTO or annual vacation leave bank.
- (b) Jury Duty. In the event that an employee is called to jury duty, full compensation shall be received while on jury duty, providing any compensation received for such duty, less mileage, is reimbursed to the MMLL.
- (c) Military Leave. An employee who belongs to the National Guard, Reserve Corps or similar military organization will be allowed the normal fifteen days of absence without pay when ordered to active duty for training.

2.6 Harassment

Harassment, in any form, shall not be tolerated by the MMLL. No employee of the MMLL shall be subject to unwelcome verbal or physical advances or any other conduct on the job which could be interpreted as harassment.

All employees are expected to actively promote a workplace free of harassment. All employees shall remain attentive to behavior in the workplace which could be considered harassment and take appropriate corrective actions.

Employees are encouraged to report any incident of which they are aware, of which they believe to be harassment to the Director, President of the Board or other officer or member of the Board of Trustees.

Allegations of harassment will be investigated by the Director or by person(s) designated by the Board for the express purpose of investigating allegations of harassment. Persons found to be in violation of the Mid-Michigan Library League policy are subject to discipline, up to and including termination.

Article 3.0 Job Descriptions & Evaluation

3.1 Employee Job Description

Every position has a written job description.

3.2 Performance Evaluation

(a) All non-exempt employees will have an annual performance evaluation conducted by the Director. The Director shall be evaluated by the Board of Trustees annually based upon the job description.

Article 4.0 Conduct

4.1 Use of Mid-Michigan Library League Property

No employee shall use or cause MMLL property to be used for his/her own or another individual's personal use without prior authorization from the Director or Board of Trustees.

4.2 Receipt of Gratuities

The Mid-Michigan Library League does not, in any way, recognize the receipt of a personal gratuity as an acceptable practice. No employee shall at any time accept or receive a personal gratuity.

4.3 Political Activities

No employee shall serve as an elected official in any elected position which may produce a conflict of interest with his/her position with the MMLL.

Employees have a right to participate in all other political activity, but must be careful of personal statements so that they are not construed by the public as official MMLL statements and/or written MMLL policy.

4.4 Dissemination of Information

All news relating to policy shall be released from the Director's office or the President of the Board of Trustees. Any other dissemination of information to the public shall be approved by the Director or the President of the Board.

4.5 Nepotism

No employee of the Mid-Michigan Library League may be supervised by a relative who serves as the Director or is on the Board of Trustees for the MMLL. A relative would be a parent, step-parent, child, spouse, sibling, step-sibling, stepchild, aunt, uncle, niece, or nephew

4.6 Travel Reimbursement

The current IRS mileage rate will be paid to those employees and Board who have been previously authorized by the Director or Board of Trustees to use their own transportation for MMLL business.

Article 5.0 Safety

Mid-Michigan Library League employees are expected to follow all state, federal and local safety laws. Should an employee require Personal Protective Gear or other safety items provided to them for their job, the Director should be notified.

5.1 Occupational Injury or Illness

- (a) If, during the work day, an employee becomes ill or is injured for reasons attributable to employment; no portion of a sick day or any other leave shall be charged against the employee. Further, no portion of any leave time shall be charged against an employee while receiving worker’s compensation.
- (b) If injuries and/or illnesses are attributable to the job an employee will receive worker’s compensation.
- (c) Verification of a job-related injury or illness must be authenticated by an acceptable medical and /or dental authority to qualify the employee to be eligible for compensation.

Article 6.0 Insurance

6.1 Insurance Coverage

- (a) The MMLL shall provide full-time employees coverage for a comprehensive insurance plan as approved in the budget by the Board of Trustees.
- (b) Employees who are covered by an insurance policy outside of MMLL otherwise shall instead receive a taxable stipend of \$300 per month.

Article 7.0 Retirement

All full time employees are covered by the Municipal Employees’ Retirement System (MERS).

Article 8.0 Provisions Subject to Change and Effective Date

The policies contained in this manual are effective as of the approval date given below, and shall remain in effect until replaced by the Mid-Michigan Library League Board of Trustees. Any and all provisions contained in this manual may be modified, changed, deleted, revised or amended at any time by majority vote of a quorum of the Mid-Michigan Library League Board of Trustees.

Date Approved: _____ **June 29, 2015** _____

Upon approval this manual rescinds and replaces all previous versions and editions.