**PERSONNEL POLICY**

**Non-Discrimination**

The policy and intent of Superior District Library is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, or age.

The District Library will ensure that all personnel actions, including compensation, benefits, transfers, layoffs, return from layoff, agency-sponsored training, education, tuition assistance, social and recreational programs are administered without regard to race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, or age.

**Anti-Harassment**

In order for all employees to enjoy a work environment free from all forms of discrimination, the District Library prohibits all forms of harassment of any employee, male or female, by managers, other employees, the Director, Board members, or outside parties. It is contrary to our policy for any employee to be subjected to harassment, that is, negative language (spoken or written), depictions, or actions in the workplace because of race, color, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, or age. Harassment in the workplace negatively affects morale, motivation, and job performance. It is inappropriate, offensive, and will not be tolerated. NOTE: Expecting employees to perform the normal duties or any directives ordinarily associated with a particular position is NOT harassment.

**Recruitment**

The Superior District Library intends to recruit, hire, and place applicants on the basis of their relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual’s qualifications for the particular position, along with other requisite job skills. Minimum age for employment is 14. Other minimum qualifications shall be specified in the job descriptions. (Minor applicants still enrolled in high school must have a State-mandated Work Permit in order to be employed during the school year.)

When a position is established or becomes open, the Director or Board Search Committee will prepare a job announcement clearly identifying the position’s responsibilities and overall relationship to the District Library for posting internally and/or externally. Posted positions will be open for a minimum application period of 10 days.

**Board of Trustees**

The Board of Trustees bears the ultimate responsibility for the operation of the District Library.

The Board establishes the general policies and guidelines under which the Director runs the District Library, and the Board adopts the operating budget.

The Board of Trustees, in general, relies upon its appointed agent, the Director, to supervise personnel matters. Any employee may submit a request in writing to the President of the Board of Trustees requesting an opportunity to appear before the Board.

**The Director**

The Director of the District Library is the administrative officer of the institution. He/She acts in the advisory capacity of a professional expert to the Board of Trustees. The Director is responsible for the day-to-day operation of the District Library under policies and directives established by the Board of Trustees. The Director is in charge of personnel policies, including assignment of duties, service standards, and staff development. The Director hires new staff. He/She has the authority to dismiss staff members, subject to procedures established for appeal.

The Board has officially delegated to the Director the authority to hire, fire, promote, demote, supervise, and discipline all Library staff, and to carry out all duties normally associated with a Library Director. (Approved 04/04/13)

The Director is the representative of the staff to the Board and of the Board to the staff.

The Director works at the pleasure of the Board of Trustees and with its consent. The Director’s terms and conditions of employment are established by the Board of Trustees and may vary from those of other employees.

**Staff**

**Categories**

***Permanent***

A permanent employee is one who has completed the probationary period of six months and works either full-time (30 hours or more weekly) or part-time (less than 30 hours weekly) on an indefinitely continuing basis.

***Temporary***

Any employee hired to complete a special project, fill in for an employee on leave of absence, or otherwise hired for a definite period of time shall be considered a temporary employee unless it is otherwise stipulated at the time of hiring. Temporary employees are not eligible for benefits.

***Substitutes***

Employees hired as substitutes will be considered as temporary. All substitutes at affiliate libraries must be registered with payroll. Substitutes must be at least 18 years old and be responsible individuals. The names, addresses and telephone numbers of substitutes must be on file with payroll. Substitutes must be instructed in the basic operation of the library and pertinent equipment.

***Interns***

Interns are unpaid, part-time, temporary employees who gain library-related work experience while in a recognized educational program. Interns must be currently enrolled in school while in their internship. College interns must have the approval of their appropriate advisor. High school interns must work under State-mandated and local Board of Education-approved Work Study curricula.

***At Will***

All employees – permanent, temporary or substitutes – are “at will” employees.

**Probation**

A new hire shall be subject to a probationary period of six months before becoming a permanent employee. After a 10-week period, the Director will evaluate the work performance with the new employee and will make written comments for that employee’s personnel file. A written summary will be provided to the employee and a copy will be kept on file.

During the probationary period an employee may be dismissed by the Director.

**Certification**

All managers and clerks are required to attend Library of Michigan’s Beginning Workshop within two years of hire date. This attendance will result in a Level III or IV certificate after successfully completing 3.2 CEUs of training.

Personnel attending the Beginning Workshop will receive their normal pay rate, travel allowance and workshop fee. The salary and mileage will be reimbursed after verification of attendance.

**Evaluation**

Performance evaluations will be kept for all employees in their personnel files. These shall include a formal review to be conducted by the Director or Library Manager annually.

The Board of Trustees shall conduct a formal review of the Director annually.

**Discipline**

Employees will be notified in writing if job performance is unsatisfactory. A copy of such will be placed in their personnel files. Three such notices per year would constitute grounds for dismissal. At the end of the calendar year the unsatisfactory comments will be purged, if job performance has improved. The personnel file should also include written commendations for individuals.

Cause for discipline could include:

1. Repeated tardiness or absence without valid reason

1. Negligence of duties
2. Use of abusive language or conduct unbecoming an employee of the library
3. Abuse of sick leave
4. Abuse or misuse of Library computers, Internet resources, and email privileges

**Grievances**

It is the intent of Superior District Library to be equitable in the supervision and management of all employees. If an employee believes that he/she has not been treated fairly in personnel actions, working conditions, supervision, or discipline, he/she should request a problem-solving conference with the Director. If the matter cannot be settled to the satisfaction of the employee, he/she may request the intervention of the Board of Trustees by presenting the grievance in writing to the Board President. The Board President shall meet with the employee and the Director to resolve the issue. If the issue is not resolved to the satisfaction of the employee, he/she may request a hearing by the Board of Trustees, whose decision will be final. The employee may have representatives at the meeting.

**Layoffs**

It may be necessary for the Board of Trustees to reduce service or to abolish one or more positions, which may result in the layoff or transfer of one or more employees.

The Director shall determine, on the basis of qualifications (including experience), documented employee performance, and seniority, who is to be laid off or transferred, with the approval of the Board.

**Unemployment**

Library employees who are terminated or laid off may file claims with the Michigan Employment Security Commission to determine eligibility for benefits.

**Employee Benefits**

**Insurance Coverage**

The Board of Trustees will establish a committee to review and compare all employee insurance programs every three years. The Board may determine the maximum amount it will pay. Costsabove that may be borne by the individual employee.

***Medical Insurance***

Permanent full-time Library employees are covered under a health insurance program. All permanent full-time employees are entitled to participate in the Library’s medical insurance plan.

If an employee chooses not to participate in the Library’s health insurance program, he/she is not paid in lieu of the insurance premium.

***Worker’s Compensation***

District Library employees are covered by Worker’s Compensation Insurance.

***Life Insurance***

Permanent full-time Library employees will be entitled to a group life insurance policy. The Library will pay the premiums.

**Other Benefits**

***Pension***

All permanent full-time Library employees are covered by the Michigan Municipal Employees Retirement System (MERS), of which the Library is a participating institution. Both the employee and the Library make contributions to MERS. The employee’s contributions are deducted automatically from his/her pay. The payments made by the employee belong to him/her. If he/she leaves the service of the Library before retirement, the employee may wish to reclaim contributions from the fund.

Permanent part-time employees have the option to participate in the Michigan Municipal Employees Retirement System if they meet the eligibility requirements.

***Tuition Reimbursement Program***

Permanent employees of the Library shall be entitled to reimbursement of 50% of the tuition costs associated with college-level course work that is ALA accredited and/or approved by the Director. In order to be eligible for reimbursement, the employee must have the approval of the Director prior to the start of the class, who will determine if budgeted funds are available. If funds are not sufficient, tuition reimbursement may be either not granted or reduced at the discretion of the Director. The employee must attain a C or better and must apply for reimbursement within 45 days of the end of the class.

***Compensatory Time and Overtime***

If an employee works more hours than regularly scheduled at the request of the Director or Library Manager, the employee shall be given compensatory time, equivalent to the time the employee worked overtime, at the regular rate of pay. If the employee works more than 40 hours per week, compensation will be in accordance with the Fair Labor Standards Act.

If an employee works on Sunday or a holiday at the Director’s or Library Manager’s request, the employee shall be given compensatory time at the rate of 1.5 hours per hour.

**Employee Leave Time**

***Sick Leave***

All permanent employees shall be eligible for sick leave benefits at the rate of 1 of their work days per month. Employees may accumulate sick leave up to a maximum of 90 of their work days. Sick leave may be used for medical appointments.

All employees, whether or not they are eligible for sick leave, are required to notify the library as soon as possible after opening hours if they are unable to work that day.

After 5 consecutive days of sick leave for an illness, the Director may require an employee to furnish a doctor’s certificate indicating the seriousness of his/her condition, and its effect on his/her ability to work. The Director may also require an employee to furnish a doctor’s statement certifying he/she is able to return to work. When an employee uses all of his/her sick leave, an additional 20 days of sick leave may be granted. This credit must be repaid to the library as sick leave credits are accumulated upon return to work. The borrowed sick leave will be repaid at the rate of ½ day per month.

Sick leave shall be for the illness of an employee only, except that, up to 5 days of an employee’s sick leave per year may be used for illness of domestic partner, parents, children, siblings, sons-in-law, daughters-in-law, grandparents, grandchildren, domestic partners’ comparable relatives, or other relatives living in the household.

***Vacation Leave***

Permanent employees are eligible for paid vacation leave.

A week for vacation purposes is defined as the total number of hours worked each week.

After 1 year of employment, an employee will be eligible for 2 weeks of paid vacation. The first year of employee vacation will be calculated based upon the number of months worked during the fiscal year.

After 6 years of employment, an employee will be eligible for 3 weeks paid vacation.

After 12 years of employment, an employee will be eligible for 4 weeks paid vacation.

After 18 years of employment, an employee will be eligible for 5 weeks paid vacation.

After 24 years of employment, an employee will be eligible for 6 weeks paid vacation.

Employees are expected to take their vacation. Only under the most unusual circumstances, and with the approval of the Director and the Board of Trustees, will an employee be paid vacation pay in lieu of actually taking his/her vacation.

While employees are encouraged to use all of their vacation time, they may carry over a maximum of 2 work weeks into the next year.

An employee who resigns or is terminated will receive all accumulated vacation time at their pay rate at the time of separation.

***Personal Days***

Every permanent employee is entitled to 6, ordinarily non-consecutive, personal days per year.

***Paid Holidays***

The following are observed as paid holidays for those employees scheduled to work:

1st Saturday in April

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

December 24, 25

December 31, January 1

When a paid holiday defined above falls on a day when the Library is closed, either the previous or the next Library business day may be treated as the holiday and the Library closed.

In order to receive pay for an observed holiday, the employee must work the day before and the day after the holiday, if scheduled to work, unless prior arrangements have been made. Library Managers will ensure that the Library is adequately covered.

***Funeral Leave***

Permanent employees may take up to 5 days funeral leave for a death in the immediate family. The immediate family is defined as consisting of domestic partner, parents, children, siblings, sons-in-law, daughters-in-law, grandparents, grandchildren, domestic partners’ comparable relatives, or other relatives living in the household. In other cases, funeral leave can be charged against vacation time.

***Military Leave***

Members of the U.S. Armed Forces and the Michigan National Guard will be granted military leave when called to active duty. The employee will be paid compensation in the amount equal to the difference between military pay and Library pay if his/her military pay is less than regular earnings from the Library. Upon return a position is guaranteed.

***Leave of Absence***

With the approval of the Director, an employee may be granted an unpaid leave of absence, for a maximum of 12 months, for educational or other approved purposes. Upon return a position is guaranteed.

**Working Conditions**

***Work Schedule***

The normal work week for a full-time permanent employee, professional or clerical, is 30+ hours. A normal work week is 5 days.

Part-time employees work less than 30 hours per week.

A work schedule for all employees shall be established to operate the individual libraries efficiently. All staff may be expected to work some evening and/or Saturday hours.

In emergencies, the Director may assign staff to different locations.

***Meals and Breaks***

In libraries which normally have one employee on duty at a time, paid lunch time and breaks may be taken as time allows.

In libraries which normally have multiple employees on duty daily, employees working half a day are entitled to one 20-minute break. Employees working a whole day are entitled to two 20-minute breaks. Employees working more than 6 hours are expected to take an unpaid meal break of 1 hour.

***Dress Code***

The standard of dress shall be “business casual.” This standard is relaxed on authorized casual days. Any employee appearing for work in apparel unsuitable for the workplace will receive a verbal reprimand and may be sent home to change. Continued violations of this policy may result in disciplinary action up to, and including, discharge.

***Weapons***

In order to provide a safe working environment for employees and patrons, Superior District Library prohibits employees from possessing lethal weapons or weapons which may inflict personal injury, including pepper spray or other self-defense-type chemical agents, in the facilities or while on duty. Superior District Library also prohibits employees from storing lethal weapons or weapons that may inflict personal injury in vehicles under their control parked at the facilities.

Any employee who engages in violence, bringing in prohibited weapons, fighting, loud arguing, or similar actions, is subject to disciplinary action, including and up to immediate discharge.

Any employee engaging in violence against the District Library, its employees, or its property will be prosecuted to the full extent of the law.

***Building Temperature***

It is the responsibility of the Director and the staff of Superior District Library affiliates to maintain the temperature in the Library’s buildings at a reasonable level. If the inside temperature falls outside a reasonable range, the Director or Library Manager may evaluate the situation to determine if the libraries should be closed.

**Separation from Service**

***Resignation***

Resignations are to be submitted in writing to the Director. Employees are encouraged to provide 4-weeks notice. Procedures for resignation include:

 1. A written report on uncompleted or on-going projects.

1. A written assessment of the position and recommendations on the future direction of the position.

An individual resigning with less than 10 years of service will be paid for accumulated vacation leave.

An individual resigning with 10 or more years of service will be paid for:

1. Accumulated vacation time; and
2. 50% of accumulated sick leave.

These benefits may be paid over a period of 5 months. Life insurance may be continued with the individual paying the Library annually for the cost.

***Dismissal***

Employees may be dismissed for cause, by the Director. The Director may be dismissed for cause, by the Board of Trustees. A staff member charged with a criminal offense may be suspended with pay, pending disposition of the case.

When an employee with 10 or more years of satisfactory work performance terminates employment because of mental or physical inability to do the work, he/she will be paid for 50% of accumulated sick leave. The individual will also be paid for accumulated vacation leave. The benefits may be paid over a 5-month period of time.

***Termination Without Prejudice***

Any employee who has been on leave of absence for over 12 months shall be terminated from the service of the Library without prejudice. Any such employee rehired after 12 months shall be considered a new hire.

***Retirement—Full-time Employees***

***Procedures:***

1. The employee shall give written notice 4 weeks in advance of the retirement date.
2. The employee is responsible for informing the Municipal Employees Retirement System of the impending retirement and shall follow MERS rules and guidelines.
3. The retiree shall provide a report on uncompleted or ongoing projects.
4. The retiree shall give a written assessment of the position and give recommendations on the future direction of the position.

***Benefits:***

1. The retiree shall receive compensation for 50% of accumulated sick leave, which may be paid over a 5-month period.
2. Accumulated vacation time shall be paid to the retiree as of the date of retirement and may be paid over a 5-month period.
3. Life insurance through the Library may be maintained by paying the Library annually for the cost.

***Retirement—Part-time Employees***

***Procedures:***

1. The employee shall give written notice 4 weeks in advance of the retirement date.
2. The retiree shall provide a written assessment of the position and give recommendations on the future direction of the position.

***Benefits:***

1. The retiree shall receive compensation for 50% of accumulated sick leave, which may be paid over a 5-month period.
2. Accumulated vacation time shall be paid to the retiree as of the date of retirement and may be paid over a 5-month period.

**Miscellaneous Policies**

**Meetings and Conferences**

***Superior District Library Meetings***

Meetings are held as needed and all affiliate Library Managers are expected to attend. When a meeting/workshop is missed, the affiliate Manager must contact the District Library office to set a date to go over materials and subjects covered. Failure to attend meetings will be noted in the personnel file.

***Other Meetings and Conferences***

While the Superior District Library encourages its employees to attend professional conferences and meetings, the travel budget is limited. Employees attending meetings at the request of the Director shall be reimbursed for their expenses.

Employees desiring to attend a library conference may use personal or vacation time, including travel time. At the discretion of the Superior District Library Director, the Library will pay a portion of the conference expense.

***Emergency Closings***

In the event that any Superior District Library affiliate (including those located in schools) is unable to open for up to one week, because of snow or other emergency, all permanent employees who were regularly scheduled to work shall be paid. If any Superior District Library affiliate closes early, all employees scheduled for work shall be paid for the full number of hours they were scheduled to work that day.

***Jury Duty***

An employee called for jury duty will receive regular pay while serving.

***Nepotism***

Immediate family members of staff or the Board of Trustees shall not be eligible to work for the Superior District Library. The immediate family is defined as consisting of domestic partner, parents, children, siblings, sons-in-law, daughters-in-law, grandparents, grandchildren, domestic partners’ comparable relatives, or other relatives living in the household.

Adopted December 18, 2014 – Effective January 1, 2015

Anti-Harassment Policy: Amended January 22, 2015

Interns Policy: Adopted January 22, 2015

Paid Holidays Policy: Amended January 22, 2015

Recruitment Policy: Amended June 25, 2015