

# **MIDEASTERN MICHIGAN LIBRARY COOPERATIVE**

## **PERSONNEL POLICY**

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# MIDEASTERN MICHIGAN LIBRARY COOPERATIVE PERSONNEL POLICY

The Mideastern Michigan Library Cooperative, as an employer, reserves and retains all of its inherent and customary rights, powers, functions and authority of management to control and manage the operations of the Cooperative as assigned by Public Act 89, 1977, Section 8 and its judgment in these respects shall not be subject to challenge. Among the rights reserved by the Cooperative are the right:

- to determine all matters pertaining to the services to be furnished; the methods, procedures, means, equipment and machines required to provide such services; the number of personnel required; and the nature, number and location of facilities and departments to be operated;
- to hire, promote, assign, transfer, suspend, and terminate employment;
- to direct and control operations;
- to maintain order and efficiency;
- to study and use improved methods or equipment;
- to carry out in all respects the ordinary and customary functions of the Cooperative as provided by law.

I. THE MIDEASTERN MICHIGAN LIBRARY COOPERATIVE (MMLC)

- A. The MMLC Board is the employer of MMLC as authorized under Public Act 89, 1977, Section 8.
- B. The purpose and structure of MMLC are set forth in the Plan of Service and Bylaws adopted by the MMLC Board.
- C. The information in this manual is general and is not intended as a definitive summary of all personnel policies and practices. Personnel policies and practices may be changed whenever it is deemed necessary by the Board. These personnel policies and practices may not be modified in any way unless the Director as authorized by the Board makes those modifications in writing.
- D. Addendums to the Personnel Policy and Procedures Manual may be adopted by the Board at any regular meeting.

II. PERSONNEL POLICIES

A. DEFINITIONS:

- 1. A full-time employee is anyone regularly scheduled to work 40 hours per week.
- 2. A part-time employee is anyone regularly scheduled to work less than 40 hours per week.
- 3. A temporary employee is anyone hired for a period of less than ninety (90) days.
- 4. The Director is the Director of the Mideastern Michigan Library Cooperative.
- 5. The Board is the Board of the Mideastern Michigan Library Cooperative.

B. EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:

- 1. The Mideastern Michigan Library Cooperative is an equal opportunity /affirmative action employer. Discrimination against any individual in recruitment, examination, or appointment under the terms of the Michigan Elliott Larsen Civil Rights Act or the Michigan Handicappers' Civil Rights Act, Title VI and Title VII (with amendments) of the 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, the Age Discrimination Act of 1975, Section V of the Library Services and Construction Act and Section 504 of the rehabilitation Act of 1973 is prohibited. It is the policy of the MMLC Board that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap or Vietnam War veteran status, be discriminated against in employment, educational programs, activities or admissions. It makes every effort to comply with the spirit and word of the Americans with Disabilities Act in its hiring practices.

## C. HIRING

### 1. The Director

- a. Position Compensation: The Director's position will be an exempt position as defined by the Fair Labor Standards Act and, therefore, considered a salaried position.
- b. Recruitment: The position will be advertised in both local and national publications.
- c. Applications and interviews: Only written applications will be accepted. All applications will be reviewed by the personnel committee of the Board of Trustees, and the most qualified applicants will be selected for an interview. References and/or placement folders will be obtained and credentials will be verified for all candidates selected for interviews. If there is a lack of qualified candidates at any point in the hiring process the Board may choose to readvertise the position.
- d. Selection: A Selection Committee, comprised of the Personnel Committee and three representatives from the Advisory Council, will recommend to the Board of Trustees the best candidate to fill the position based on the job description. Factors considered will include education, technical qualifications, references, general personality and aptitude. The Board of Trustees will make the final decision.
- e. Appointment: The candidate-elect shall be notified in writing by the Board Chair. The official notice will include the negotiated employment contract. Signing of said contract by the candidate-elect of said contract shall indicate acceptance of the position. If the candidate refuses the position, the next qualified applicant may be offered the position.
- f. Orientation: Orientation will be conducted by the Board chair and/or the Personnel Committee chair and will include history of MMLC, services, goals, payroll information, review of all personnel policies, personnel evaluation forms, and safety procedures. The new Director will be given a copy of the personnel manual and be introduced to other staff, board members, member library directors and any other persons identified to play a key role in the functioning of the Director's job. The new Director will also be given a tour of the office and service area.

### 2. All Other Employees: The Director has been delegated full authority to hire remaining staff of the MMLC by its Board.

- a. Employee Compensation: All position(s) included herein are considered "non-exempt" positions as defined by the Fair Labor Standards Act and are, therefore, paid on an hourly basis.

- b. Applications: Only written applications will be accepted. All written applications will be reviewed and the most qualified applicant will be selected for an oral and/or written interview.
  - c. Testing: The written examination may include tests on typing, bookkeeping, filing or other skills as appropriate.
  - d. References: References will be obtained for all applicants selected for interview.
  - e. Selection: The Director will select the most qualified candidate from those interviewed.
  - f. Notification: The Director will notify by mail the most qualified applicant and offer the position to her/him. If the most qualified applicant refuses the position, it may be offered to the next most qualified candidate or the position may be readvertised. If the applicant accepts the position, which must be done in writing, the director will send the applicant an official notice of appointment that will include:
    - Working title, classification, beginning salary and paid benefits.
    - Salary payment schedule.
    - Working hours.
    - Holidays, vacation, and sick leave.
    - Date on which and place where the applicant will report for work to the Director.
  - g. Notification of Other Candidates: Unsuccessful applicants who have applied for a specific opening will be sent a written notice to that effect after the Board has received written notification of acceptance from the person selected.
  - h. Nepotism: Appointment of members of the immediate families of the cooperative board is prohibited.
  - i. Temporaries: The Director may fill a job vacancy on a TEMPORARY basis not to exceed ninety (90) days without regard to this procedure.
  - j. TRAINING: A training program for each employee will be planned and implemented by the Director. This training will include a review of the job description, general office procedures, and the operation of equipment to be used. Thirty (30) days later, the Director will review the procedures to be sure that the new employee understands.
3. JOB CLASSIFICATION: The positions of the MMLC are Director and Administrative Assistant. Copies of those position descriptions are appended to this manual.

### III. PERSONNEL ACTIONS:

#### A. PERSONNEL RECORDS:

1. MMLC will comply with the Bullard-Plawecki Employee Right to Know Act, 1978, Public Act 397, MCL 423.501 et seq.
2. The Director will keep a record for each employee, which will contain the following materials:
  - a. Job application;
  - b. Personal information form;
  - c. Requests for leave;
  - d. Performance evaluations;
  - e. Written grievances;
  - f. Summary of salary history;
  - g. Commendations, letters, and memoranda relating to health;
  - h. Written reprimands or records of reprimands;
  - i. Letters of reference;
  - j. Correspondence or other written communications to or from the employee;
  - k. I-9 form required by Department of Immigration.
  - l. Other materials may be filed in the employee's personnel folder at the discretion of the Director after notification being given to the employee.
3. Job applications, letters of reference, salary history summary and I-9 forms required for immigration purposes will be kept on file until ten years after the employee stops working for MMLC. Performance evaluations or other materials relating to performance will be kept for only the last six years of employment.
4. Personnel records are kept in the Director's files. Employees will have access to their own personnel records at reasonable times in accordance with State Law. Other individuals are not allowed access to personnel records except at the discretion of the Director.
5. If an emergency occurs in the absence of the Director, a representative of the Board or the administrative assistant may have access to the personnel information form of the employee concerned.

#### ~~B.~~ PERFORMANCE EVALUATION OF EMPLOYEE(S) OTHER THAN DIRECTOR:

1. Schedule: New employees will be given a performance evaluation by the Director at the end of six (6) and twelve (12) months or at such other time as may be deemed appropriate in the sole discretion of the Director. Thereafter, performance reviews may occur annually or as deemed necessary in the sole discretion of the Director.
2. Purpose: The performance review is intended to achieve the following objectives:

- a. To communicate to employees what is expected of them and how they are performing in regard to their job description.
  - b. To allow employees an opportunity to communicate to the Director any problems that are preventing them from performing at their highest level.
  - c. To improve the employee's performance on the job
  - d. To help employees grow and develop the capacity to assume higher levels of responsibility.
  - e. To provide accurate and reliable information to make important personnel decisions including pay increases, training, promotion, and, if necessary, termination.
3. Procedure:
- a. In instances where there is to be a scheduled evaluation, the Director and the employee will independently fill out a performance appraisal form.
  - b. The employee and the Director will meet to compare their replies and discuss each point.
  - c. The Director will prepare a written summary, which will include the points covered in the discussion.
  - d. The written summary will be signed by both the employee and the Director.
  - e. A copy of the summary will be given to the employee and filed in the employee's personnel folder.
4. Any employee who is dissatisfied with the evaluation may discuss it further with the Director. Employees may have their written comments added to their personnel folder.

C. EVALUATION OF THE DIRECTOR:

1. The Director will be evaluated annually by the MMLC Board.
2. The Chair of the Personnel Committee will distribute copies of the evaluation form to the members of the Mideastern Michigan Library Cooperative no later than May 1. The forms will be returned to the Committee Chair two weeks prior to the established date.

3. The Chairperson will also ask the Director to use the evaluation form to prepare a self-evaluation and develop draft goals and objectives for the coming year. The form is to be returned to the Chairperson two weeks prior to the established date.
  4. The Committee will then meet to review the evaluations received and to prepare a compilation of the numerical ratings and comments. At this meeting the Committee shall also prepare recommendations for the Board concerning compensation and/or changes in the responsibilities of the Director.
  5. The Committee will meet with the Director to discuss the Committee's report and recommendations before the next Board meeting. A copy of the evaluation will be given to the Director at least 24 hours prior to that meeting. The Director will send a final goals and objectives statement to the Committee Chair one week following that meeting.
  6. The Chairperson will make a formal report at the following Board meeting. The Director will be present and invited to comment. The Board will then act upon the Committee's report and recommendations. At the request of the director, the evaluation may be discussed at a closed meeting.
  7. Immediately following the Board meeting, the Board Chairperson will discuss the Board's actions with the Director and finalize any changes relative to compensation or responsibilities. The Board Chairperson and the Director will sign the final written evaluation. Signature does not mean that there is agreement with the content, only that the process has been followed and the Director has had the opportunity to discuss the Committee's report and recommendations in a timely manner.
  8. The Director has the right to respond in writing to the evaluation.
  9. One copy of the evaluation and any written comments by the Director will be retained in the Director's personnel file.
- D. SEPARATION FROM SERVICE: Employees who voluntarily resign are expected to notify the Director in writing at least two weeks prior to their last day of work. Professional employees are expected to give written notice at least four weeks prior to their last day of work. The written notice must state the effective date of the resignation. It is preferred that the written notice also state the reason for resignation.
- E. DISCIPLINE AND DISCHARGE:
1. Director Authority: The Director has the right to establish, adopt, change, amend, and enforce reasonable rules for employees to follow provided they are not in conflict with the Board adopted Personnel Policy Manual. The Director also has the right to warn, reprimand, suspend, discharge, demote, or transfer any and all employees who violate these rules. New or amended rules will be published five working days prior to their effective date.

2. Discharge for Cause: The employment of staff may be terminated by the Director for any of the following reasons:
  - a. Embezzlement, theft, larceny, material fraud, or other acts of dishonesty;
  - b. Neglect or intentional disregard of duties as spelled out in the job description;
  - c. Conviction of or entrance of a plea of guilty or no contest to a felony
  - d. Conviction of or entrance of a plea of guilty or no contest to any other crime which has or may have material adverse affect on the employee's ability to carry out duties as outlined in the job description, or upon the reputation of Mideastern Michigan Library Cooperative;
  - e. Conduct involving moral turpitude;
  - f. Gross insubordination or repeated insubordination after written warning by the Director;
  - g. Unauthorized disclosure by the employee of the confidences of Mideastern Michigan Library Cooperative;
  - h. Material and continuing failure by the employee to perform the duties described in the job description in a quality and professional manner for at least 60 days after written warning by the Director.

F. GRIEVANCE PROCEDURE: A grievance is a complaint about perceived unsatisfactory working conditions or unfair treatment of an employee or group of employees.

1. Procedure

- a. Within three working days of the time a grievance arises, an employee may present the grievance orally to the Director. The Director will try to solve the problems.
- b. If the problem is not solved in step one, the employee may within three working days present the grievance in writing to the Director. The written grievance shall state the facts that caused the grievance, name the employee(s) involved, state the changes desired, and shall be signed by the employee(s). The Director shall give the employee a written answer no later than three working days after receipt of the written grievance.
- c. If the grievance is not resolved in step two, the employee may, within seven calendar days after the answer in step two, appeal the grievance to the Board. A copy of the appeal shall be sent to the Director. Within twenty-one calendar days after the receipt of the appeal, a committee of the Board will meet, giving the employee(s) and the Director a reasonable opportunity to be heard. Notice of the meeting will be given to the employee together with the names of all witnesses and the specific complaint involved. Each party will have the right to present evidence and arguments and a fair opportunity to rebut opposing evidence and arguments. The Board shall render its decision in writing within fourteen calendar days after holding the hearing. The case presented to the Board must in all instances be by the grievance presented

in steps one, two three, and four. The decision of the Board will be binding on the employee(s), the Director and the Board

2. Time Limits--Any grievance not filed within the prescribed limit or not advanced to the next step within the time limit in that step, shall be deemed abandoned. If the supervisor or Director does not answer a grievance within the time limits prescribed above, the grievance will be automatically referred to the next step of the Grievance Procedure. Time limits may be extended if the parties mutually agree to do so in writing.

#### IV. SALARY ADMINISTRATION

##### A. PROCEDURES FOR DETERMINING SALARIES:

1. The Director: The Board will determine the Director's compensation annually with the recommendations of the Personnel and Budget & Finance Committees.
  - a. The Personnel Committee should use the Director's annual evaluation and the prevailing wages in Michigan to arrive at their recommendation.
2. Other Employees: The Director will recommend the compensation for all other employees annually to the Personnel, as well as the Budget & Finance Committees.
  - a. The Director should use the annual evaluations of other employees and the prevailing wages in the region to arrive at this recommendation.

##### B. PAYCHECKS:

1. Payroll Services: The Board purchases payroll and related services from a company called PAYCHEX. Services provided include payroll (with extensive payroll-related reports, including the following: employee earnings statements complete with current and year-to-date wages, taxes, and adjustments; payroll journals; departmental summaries of current and month-to-date payroll data; and many other valuable management reports).
2. Reporting Time Worked: The Director is responsible for tracking hours worked by employees. This information is reported with one simple phone call to the Paychex representative each pay period. The Director is responsible for reviewing all payroll related reports. These reports are also reviewed by the Board Treasurer on a regular basis, and by the auditor as part of the annual audit.
3. Overtime: In compliance with the Fair Labor Standards Act non exempt employees will be paid at the rate of time and one-half their regular straight time when required by the Director to work more than 40 hours in any one work week. Nonexempt employees could elect to receive time and a half compensatory time in lieu of overtime pay subject to approval of the Director. Every effort should be made to use compensatory time within the pay period earned. Flextime as an alternative and more cost-effective option is offered to all employees.
4. Deductions: A natural extension of the payroll service, Taxpay provides the automatic filing and payment of payroll tax returns to the appropriate government agencies. Paychex takes care of federal withholding, SUI, disability, and local withholding taxes (where applicable), and assumes full responsibility for their accuracy and timeliness. Quarterly tax reports are

prepared by Paychex and reviewed by the Director, Board Treasurer, and auditor.

5. Paydays: Pay periods are two weeks long from Sunday through Saturday. Employees will receive their paychecks on the Friday after the end of each pay period. If a holiday falls on a payday, employees will be paid prior to the holiday. Direct deposit is offered to employees as a courtesy, thus assuring that paychecks are deposited in employee accounts every pay period, regardless of bank or business holidays or vacation schedules.
6. Check Signing: A computer-generated facsimile of the Director's signature, and the signature of a Board member (usually the Chair) is on file with Paychex to ensure that all checks are automatically signed. This option, while not needed for direct deposit checks, is exercised when checks are generated for monthly deposit into employees' retirement accounts.

V. CONDITIONS OF WORK:

- A. HOURS OF WORK: Work hours, lunches and breaks will be scheduled by the Director according to the needs of the cooperative. Employees must receive permission from the Director in order to change their regularly scheduled work hours.
  1. Work day: The normal work day will be eight hours from 8:00 a.m. to 5:00 p.m. and the normal work week will be 40 hours.
  2. Lunch hours: There will be a one hour unpaid lunch period in the middle of the workday.
  3. Breaks: Employees will be allowed a 15 minute paid break for each 4 hour period worked during the work day.
  4. Evening and weekend work: Occasionally employees may be scheduled to work weekends and nights. The evening or weekend work hours will be those specified by the Director. Work hours on other work days within the pay period will be adjusted to accommodate to evening or weekend work hours.
  5. Starting time: All employees shall be at their designated work place ready for work at their scheduled starting times, after breaks and after lunch hours. Employees reporting late are expected to make up lost time. Break time may not be used to make up lost time. Employees may not leave early without permission from their supervisor.
  6. Flex Time: If requested by the employee, the Director may schedule work hours at times other than the normal work hours, provided the needs of the Cooperative are met. Allowing flex time is completely at the discretion of the Director and not "grievable".
- B. INCLEMENT WEATHER OR HAZARDOUS BUILDING CONDITIONS:

1. When extremely hazardous weather conditions or building conditions exist, the Director or other authorized employee will call all employees to inform them not to report to work. Full-time employees scheduled to work on that day will receive their normal pay.
2. If work is dismissed after the scheduled beginning of the work day only those full-time employees scheduled to work on that day and actually reporting will be excused for the remainder of the day without a pay deduction. Part-time employees will be rescheduled to work at other times.
3. If full-time employees are unable to report for work at their normal starting time because of inclement weather and work has not been canceled, then pay shall be deducted for that day(s) unless the employee elects to be paid for the lost time through accrued vacation time or personal leave time. Employees without accrued leave time will have pay deducted.

## VI. INSURANCE:

A. Detailed information about insurance providers shall be kept on file at the Cooperative Office. All employees shall receive personal copies of all insurance benefits.

### 1. HEALTH INSURANCE:

- a. All full-time employees are eligible to participate in the Cooperative's fully paid health insurance plan. Coverage is currently provided through Blue Cross / Blue Shield.
- b. Co-payments for prescriptions are based on a \$7.00 co-pay for employees. The Cooperative will self-insure for the difference.
  - I.e.: \$10.00 generic prescription cost to employee – Cooperative reimburses employee \$3.00
  - I.e.: \$20.00 name brand prescription cost to employee – Cooperative reimburses employee \$13.00

2. DENTAL INSURANCE: Full-time employees are eligible to participate in the Cooperative's fully paid dental insurance plan. Coverage is currently provided through Blue Cross / Blue Shield.

3. VISION INSURANCE: All full-time employees are eligible to participate in the Cooperative's self-funded vision insurance program. Employees must provide receipts for vision services and will be reimbursed under the same terms and conditions as were applicable under the Blue Cross / Blue Shield plan.

4. LIFE INSURANCE: Full-time employees are eligible to participate in the Cooperative's fully paid life insurance plan. Coverage will include a term life insurance policy for the Director in the amount of \$50,000 and for other staff in

the amount of \$37,500. Employee life insurance, accidental death, and dependent life insurance are currently provided through Guardian Insurance.

5. SHORT-TERM DISABILITY: Full-time employees are eligible to participate in the Cooperative's fully paid short-term disability insurance plan. Coverage is currently available through Fort Dearborn. The policy of the Board is that employee's sick leave compensation and/or short term disability payments, separately or in combination, not exceed the employee's usual salary for that time period.
  - a. The current coverage has an additional life insurance policy in the amount of \$35,000 for each employee.
6. FICA/MEDICARE INSURANCE: All employees will make contributions on their own behalf as well as have contributions made on their behalf by the Cooperative to social security and Medicare.

B. COVERAGE CONDITIONS:

1. The Cooperative has the right to select the carrier and/or to change the carrier for any of its insurance plans. The Cooperative has the right to select the coverage and/or to change the coverage for any of its insurance plans.
2. All insurance coverage is subject to the terms and conditions specified in the group insurance agreement.
3. All eligible employees shall be covered on the first of the month immediately following employment. Employees will receive copies of their insurance policies within the first three months of coverage.
4. It is the responsibility of the employee to inform the Director of the desire for coverage or any change in status that may affect their insurance coverage.
5. All employer paid insurance coverage will be discontinued on the date the employee's services are terminated or the day the employee begins a long term (more than thirty days) leave of absence without pay.

C. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

1. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed by President Clinton on August 21, 1996. The Act is designed to protect health insurance coverage for workers and their families when they change or lose their jobs. The departments of Health and Human Services, Labor, and Treasury issued interim final rules for these provisions on April 1, 1997. HIPAA has separate provisions for the large and small group markets, and the individual market. The group market is the health insurance market under which individuals obtain health insurance coverage (directly or through any arrangement) on behalf of themselves and their dependents through a group health plan maintained by an employer, a union, or both. The individual market

is the market for health insurance coverage offered to individuals other than in connection with a group health plan.

2. HIPAA's group market rules apply to every employer group health plan that has at least two participants who are current employees.
3. The Mideastern Michigan Library Cooperative shall provide current and new employees with information about the provisions of HIPAA.

## VII. RETIREMENT:

- A. Simplified Employee Pension Plan: The Cooperative offers a portable, employee-owned, Simplified Employee Pension Plan (SEPP). Plan management is currently handled by Michael Deeb, Deeb & Associates and offers a Kemper Investment package. The employee and employer may each elect to contribute to the account of the eligible employee. The employer contribution will be determined and reviewed annually by the Board.
- B. 401K Plan: All employees may participate in a 401K plan. The employer, however, will not be a contributor to this plan.

## VIII. LEAVES OF ABSENCE

### A. SICK LEAVE

1. All full time employees will earn one day of sick leave for each month of paid employment (12 days/year).
2. Sick leave may be used for sickness of employee or members of his/her immediate family with immediate family defined as spouse, children or significant others living in the household.
3. Sick leave may accumulate to a maximum of 60 days.
4. Employees with two years or more of continuous employment with MMLC shall be paid for sick leave up to a maximum of 60 days in accordance with the following provisions:
  - a. If the termination is the result of the death of the employee, the employee's estate shall receive payment for 50% of the accumulated sick leave.
  - b. If the termination is the result of retirement of the employee, the employee shall receive payment for 50% of the accumulated sick leave.
  - c. If the termination is for reasons other than death or retirement, the employee shall receive 0% of the accumulated sick leave.

- d. The rate of payment shall be based upon the regular annual salary of the employee at the time of termination.

B. VACATIONS:

1. The Director earns 20 vacation days each year.
2. Other employees will receive vacation days each year based on the following schedule:
  - a. Completion of 90 days through 4 years 10 days
  - b. Beginning of 5 years through nine years 15 days
  - c. Beginning of 10 years through fourteen years 20 days
  - d. Beginning of fifteen years or more 25 days
3. Vacation days may be carried over with the approval of the Personnel Committee.
4. Employees who leave the employ of the Cooperative will be paid for all unused vacation leave. The auditor will annually calculate the impact of any long-term compensation that may be impacted by this practice.

C. HOLIDAYS:

1. Employees will receive the following paid holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day.
2. Holidays that fall on a Saturday will be observed on the previous Friday and those that fall on a Sunday will be observed on the following Monday.

D. LEAVES WITH PAY:

1. Full-time employees will be credited with three personal leave days per year on the anniversary of their employment.
2. Employees may be granted a leave of absence of up to three days immediately following a death in the employee's immediate family. Immediate family shall be defined as father, mother, wife, husband, son, daughter, sister, brother, grandmother, grandfather, grandchildren, mother in-law, father in-law, sister in-law, brother in-law, step children, step parents or any significant others living in the employee's household.
3. Employees who are obligated to serve as jurors shall be paid the next regularly scheduled pay day for each full day or half day of jury service, whichever is applicable after endorsing the jury duty check for each day to the Cooperative with the exception of those funds allocated for mileage. If jury duty is

completed prior to the end of the work day, the employee is expected to return to their regular work station for the remainder of the work day such that the jury duty and work time combined equals, and does not exceed, the total hours of their normal work day.

4. The Director will determine, based on the budget constraints what conferences, workshops, work-related meetings and courses can be attended by the Director and any other employees of the Cooperative. Employees may be granted leave with pay and the employee may be reimbursed for all or a portion of registration, travel and hotel expenses based on the Director's decision on how funds budgeted for that purpose will be spent.

E. LEAVES WITHOUT PAY:

1. A personal or family leave of absence without pay and fringe benefits for a period of more than one month may be granted at the discretion of the Director, or in the case of the Director, the Board. Insurance may be continued at employee expense during an approved leave of absence without pay.
2. A leave of absence without pay not to exceed one month may be granted at the discretion of the Director or, in the case of the Director, the Board. Such leave will be without pay but all other benefits will continue to accrue.
3. An employee on military leave for service in the Armed Forces of the United States shall be reinstated upon completion of service in accordance with the requirements of the applicable laws of the United States. Leave will be granted as well for National Guard or Reserve duty commitments.

F. PERSONAL BUSINESS LEAVE:

1. All full-time employees who have completed one year of continuous employment and have accumulated sick leave in accordance with Section VII (A) shall be entitled to utilize such sick leave for personal business leave not to exceed five (5) days in any calendar year and in increments of no less than (1) hour.
2. Personal business leave days shall be used at the employee's discretion, and except for stated emergencies, only upon reasonable notice to and the approval of the Director.
3. Personal business leave may be used as an adjunct to annual leave.

IX. SMOKING: No smoking is allowed in any Cooperative work or break areas.

## **ADDENDUM A DRUG FREE WORKPLACE**

The MMLC Board has established a Drug-Free Workplace policy in response to mandates of the federal Drug-Free Workplace Act of 1988.

DRUG-FREE WORKPLACE: It is the intention of the MMLC Board to maintain a drug-free workplace for its employees.

DRUG FREE AWARENESS PROGRAM: MMLC will provide a drug free awareness program that will inform employees about the dangers of workplace drug abuse; the availability of drug counseling, rehabilitation, and employee assistance programs. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in a personnel record.

UNLAWFUL ACTIVITIES: It is prohibited for employees to unlawfully manufacture, distribute, dispense, possess, or use a controlled substance on MMLC premises or while conducting library business off library premises. Any criminal conviction for drug-related activity in the workplace must be reported to the Personnel Officer no later than five days after conviction.

NOTIFICATION TO FEDERAL AGENCY: The MMLC will notify the federal contracting or granting agency from which federal assistance is received, of any criminal convictions of employees for illegal drug activity in the workplace. This notice must be provided within ten days after receiving notice of such a conviction.

## **ADDENDUM B**

### **SEXUAL HARASSMENT**

#### POLICY

Sexual harassment in the workplace is illegal. It violates Title VII of the Federal Civil Rights Act of 1964. This policy applies to the actions of the Board members, Director, other MMLC employees, customers, outsiders and any other persons who come in contact with the MMLC employees. The MMLC Board does not tolerate sexual harassment, nor does it tolerate reprisals against any employee who makes a sexual harassment complaint. It is the policy of the MMLC Board to provide its employees with a working environment that is free from discrimination and harassment in any form.

Sexual harassment undermines the integrity of the employer/employee relationship. It lowers morale and reduces employee effectiveness because the worker is subjected to adverse employment conditions that are unrelated to job performance.

#### DEFINITIONS

Sexual harassment encompasses a wide range of behaviors and refers to behavior that is personally offensive. Because of the MMLC Board's strong disapproval of inappropriate and offensive sexual behavior in the workplace, we offer the following definitions.

Sexual harassment is unsolicited or unwelcome sexual overtures; requests for sexual acts or favors; requests for sexual favors accompanied by threats concerning an individual's employment status; requests for sexual favors accompanied by promises of preferential treatment concerning an individual's employment status; verbal, written or graphic communication of a sexual nature; sexually discriminating remarks that are offensive or objectionable to the recipient or cause the recipient discomfort or humiliation that interferes with his/her job performance; patting, pinching, or unnecessary contact with another employee's body or alleging falsely that another individual has engaged in the above acts.

#### PROCEDURES FOR HANDLING AND REPORTING CASES OF SEXUAL HARASSMENT

Any employee who believes he or she is being sexually harassed should take the following actions:

Politely but firmly confront the harasser and ask him or her to stop. If practical, have a witness present. Be specific about the exact behavior you want stopped.

Document the complaint in writing. Keep any related letters or memos. Bring the problem to the attention of the Director or the Personnel Committee Chair and the Board Chair.

All complaints will be handled promptly and confidentially, protecting both the charging party and the individual accused of the sexual harassment. The Director or any Board member receiving a complaint of sexual harassment and fails to take corrective action pursuant to this policy also is subject to disciplinary action, including discharge. In no event will information concerning a complaint be released by MMLC to third persons or to anyone within the Cooperative who is not involved with the investigation.

Given the nature of sexual harassment in employment, the MMLC recognizes two important concepts: 1) that sexual harassment is a serious violation of an employee's rights; and 2) that false accusations of

sexual harassment can cause serious problems to the accused harasser and is a serious violation of the rights of the accused.

**Attachmen#1**  
**Mideastern Michigan Library Cooperative**  
Job Description: Director

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**The Director reports to Mideastern Michigan Library Cooperative Board of Directors.**

**Terms of Employment: Contract**

**Job Goal:** To administer services to the Mideastern Michigan Library Cooperative jurisdiction as directed by the Mideastern Michigan Library Cooperative Board of Directors as detailed in the Plan of Service and the policies of the Cooperative.

**Qualifications:** Master's Degree in Library Science from an ALA Accredited School, and five years of appropriate professional library experience.

**Evaluation:** The Director will be evaluated annually by the MMLC Board in accordance with the MMLC Personnel Policies.

A. Performance Responsibilities:

1. Formulates and implements plans based on an analysis of area libraries for developing area services.
1. Establishes procedures and recommends policies through appropriate channels.
2. Coordinates and implements MMLC Plan of Service.
3. Conducts studies and surveys, and recommends areas of cooperation.
2. Provides the Board with a clear understanding of the structure, purpose, activities and programs of MMLC, as well as with the necessary information to enable reasoned decisions.
3. Manages MMLC in accordance with the policies established by the Board.
4. Consults with member libraries on issues related to area library development.
5. Promotes and interprets the service, procedures, and policies of the MMLC to member libraries, library boards and others in the area concerned with the MMLC programs and development.
6. Works to develop a sense of cooperation among member libraries.
7. Prepares the annual MMLC budget, supervises allotment and accounting of MMLC funds, and makes cost analysis studies when needed.
8. Prepares financial, statistical and other reports as required.
9. Invests MMLC funds in a prudent manner and in accordance with the MMLC policies.
10. Keeps current with governmental and private programs and grants pertinent to the area, actively pursues other funding sources, and recommends those appropriate for MMLC action.
11. Assists member libraries with writing grants.
12. Directs and evaluates MMLC staff and contractual services.
13. Keeps current with library practices and policies.
14. Promotes library services to the general public
15. Works with the Library of Michigan, MLA, MLC and other Library Cooperatives in the state to improve library services and funding.
16. Promotes when appropriate, alliances that will provide MMLC members with increased service and/or resources.
17. Performs other related duties and responsibilities as assigned or appropriate.

**Revised: June 2004**

**Attachment #2**

**Administrative Assistant Job Description**  
**Mideastern Michigan Library Cooperative**  
**Job Description: Administrative Assistant**

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**The Administrative Assistant reports to Director of the Mideastern Michigan Library Cooperative.**

**Terms of Employment:** 40 hours per week; includes Benefits as outlined in the MMLC Personnel Policies.

**Job Goal:** To perform the duties required to provide the services to the Mideastern Michigan Library Cooperative jurisdiction under the direction of the Mideastern Michigan Library Cooperative Director.

**Qualifications:**

**Education:** High School Diploma required, an Associates Degree in Business, Communications or Computer Science preferred.

**Experience:** Demonstrated facility with the English language in oral and written communication. Demonstrated skill or training in typing, minute taking, bookkeeping, computers. Experience with MacIntosh and PC computer hardware and software and standard office equipment. Experience in library, clerical and administrative work preferred.

**Skills and abilities:** Type 60 words per minute, file accurately, and organize work. Work independently, follow procedures consistently and set priorities for daily work. Communicate effectively in person, in writing, and on the telephone. Take accurate minutes at meetings and establish and maintain effective working relationships with co-workers, member libraries and the public.

**Evaluation:** The employee will be evaluated annually in accordance with provisions of the MMLC Personnel Policies.

A. Performance Responsibilities:

1. Keeps detailed summary of cooperative financial records for the director, member libraries and affiliated organizations; prepares check requests; assists in the preparation of monthly financial reports; prepares materials for audit; maintains detailed records of grants; maintains equipment inventories; assists in the preparation of payroll and personnel records.
2. Types correspondence, forms, applications and reports. Maintains Cooperative files, including document review and storage to meet grant requirements. Uses word processing, graphics software, spreadsheet and database programs to prepare reports and correspondence.
3. Prepares and distributes workshop materials for continuing education programs; receives and records reservations for training sessions; makes room and meal arrangements; tabulates evaluations and prepares summaries; keeps attendance records and distributes CEU certificates.
4. Keeps a statistical record for the Cooperative. Compiles data for Annual reports and state aid reports.
5. Schedules the Summer Reading Program Performers as well as coordinating a cooperative-wide summer reading theme along with activities.

6. Schedules the performers for the Cooperative's Children's Programming and Adult Author Tours in concert with the Director.
7. Answers telephone inquires and refers appropriate calls to the Director. Serves as the receptionist for visitors to the Cooperative Office.
8. Attends meetings of the Cooperative Board, Advisory Council and records the official minutes. Sends notices of meetings and agendas. Distributes copies of official minutes of meetings. Calls to confirm quorum for Board meetings. Attends committee meetings as requested.
9. Assists the Director with publishing activities of the Cooperative; types and produces the newsletter.
10. Assists the Director with the promotional activities of the Cooperative; types and prepares press releases; prepares camera-ready copy for PR purposes and maintains the Cooperative's web-site.
11. Maintains the office supply inventory. Maintains the appearance of the Cooperative Office.
12. Other duties as assigned.

Revised June 2004

The MMLC Board believes that each problem can be minimized by prompt, confidential and complete investigations. The Board will continue to act responsibly to establish and maintain a pleasant working environment that is free from discrimination and unfair acts.