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# EMPLOYEE HANDBOOK

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Indian River Area Library



3546 S. Straits Hwy.  
P.O. Box 160  
Indian River, MI 49749  
(231) 238-8581

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## **1. INTRODUCTION**

To you who are joining us at the Indian River Area Library (IRAL) ("Library"), a sincere welcome. To those of you who have been with us through the years, our thanks for your loyal cooperation that has helped us deliver the best services to our citizens.

The Library is governed by a six-member elected non-partisan Board, separate from the Tuscarora Township Board. Library Board members serve four-year terms and are elected by the residents of Tuscarora Township. The Library Board has responsibility for the governance of the Library, whose responsibilities include among others, setting all Library policies, allocating available funds for Library purposes and establishing such bylaws, rules, and regulations as are necessary to carry out its responsibilities.

Responsibility for day-to-day operation of the Library, including the carrying out of all policies adopted by the Board of Directors, rests with the Director.

IRAL provides full Library service to all eligible patrons, which include all residents of Tuscarora Township and the residents of any other municipality having a contractual agreement for Library services with IRAL. The Library belongs to Michigan Collaborative for Library Services (MCLS), Michigan Library Association (MLA), and the Northland Library Cooperative (NLC).

### **ABOUT YOUR HANDBOOK AND YOUR EMPLOYMENT AT THE LIBRARY**

This is your Employee Handbook. All employees, whether newcomer or veteran, will find this Employee Handbook helpful. It describes the various benefits for which you, as an employee, are eligible and discusses those programs and policies that affect your job. This Employee Handbook applies to all Library employees and supersedes any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of your employment with the Library, with exception of the Library Director, whose contract with the Library Board controls, in the event of any conflict with the Employee Handbook.

This Employee Handbook supersedes all previous versions. As edits are made to the handbook, all staff will be notified.

Your employment at the Library is at-will. This means you are free to terminate your employment at any time, for any reason, with or without cause, and with or without notice. The Library has these same rights.

The Library reserves the right at its sole discretion to amend the contents of this Handbook at any time. No amendment or exception to our at-will employment policy set forth above can be made at any time for any reason, except by vote of the Library Board at a regularly scheduled Board meeting.

Amendments to any other part of this Handbook must be in writing and issued by the Library Board. No other employee, representative or agent of the Library has the authority to alter, amend, or change the policies set forth in this Handbook or to enter into any agreement concerning the terms and conditions of your employment at the Library. The provisions of this Handbook do not establish contractual rights between the Library and its employees. The Director shall administer the provisions of this Handbook.

Any employee who has questions or needs interpretation of these personnel policies should contact the Library Director or the Library Board President.

## **WORK EXPECTATIONS**

The conduct of employees should be such as to maintain public esteem for the Indian River Area Library (IRAL). Staff members have a special responsibility to:

- Maintain the principles of the American Library Association (ALA) Library Bill of Rights and the Freedom to Read statement (see Appendix)
- Understand and carry out the established policies and procedures of IRAL
- Protect the confidential relationship that exists between a library user and the library
- Maintain an objective and open attitude of understanding, courtesy, and concern for patrons' needs
- Greet library users as they approach the desk in a warm and friendly manner and ask how they may help the library user
- Make the resources and services of the library known and easily accessible to current and potential users
- Provide the highest level of service to all patrons by providing an unbiased and courteous response to all requests
- Refer patrons who want to make a specific comment or complaint to a supervisor or the Library Director
- Be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits
- Acknowledge the importance of the work done by all staff and maintain a sense of respect to other staff members
- Treat fellow staff members with the same professionalism, courtesy, and friendly manner as we expect to be given to library users
- Carry out assignments so that other staff members need not assume added responsibilities, except in times of emergency
- Be ready for work at scheduled times and arrive on time to each shift
- Work to solve problems in a positive and constructive manner while being respectful to those with differing opinions

## **ISSUING PUBLIC STATEMENTS**

Official public statements shall only be made by the Library Director or their designee. Employees are prohibited to issue unreleased Library information or information about any activities to any outside sources unless authorized by the Library Director. Violations of this policy may lead to disciplinary action, up to and including termination.

Any requests for information about current and/or past employees should be referred to the Library Director.

## **LIBRARY PRIVACY ACT**

In compliance with the Michigan Library Privacy Act, PA 455 of 1982 (MCL 397.601 et. seq.), it is the policy of the Indian River Area Library to preserve the privacy of its patrons to the fullest extent provided by law.

The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission from the patron or a properly obtained court order. A "library record" is defined in the statute as "a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific materials from a library". "Library record" does not include non-identifying information such as circulation statistics.

Any employee who received a request, or who is served a subpoena, court order, or other legal process to release or disclose any library records shall promptly notify the Library Director. The Library Director will review all requests and orders, consult with the Library's attorney as necessary and respond in an appropriate manner to each request or order.

The Library Director will deny, in writing, all requests for release or disclosure of library records as defined under the Michigan Library Privacy Act, unless the Library Director has received the named patron's written consent for such release or disclosure.

The Library Director shall comply fully with a court order to release or disclose Library records properly obtained under Section 3(2) of the Michigan Library Privacy Act (MCL 397.601 et. seq.).

### **SOCIAL SECURITY NUMBER PRIVACY**

It is the policy of the Indian River Area Library to protect the confidentiality of Social Security Numbers obtained from employees, volunteers, vendors, or contractors. No employee, agent, or contractor of the Library shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security Number the Library obtains or possesses except in accordance with the Michigan Social Security Number Privacy Act, PA 454 of 2004 (MCL 445.81 et. seq.).

IRAL holds all employees that use or have access to any employee's Social Security number to the highest degree of confidentiality. The Social Security number will not be used in the ordinary course of business except as necessary to verify an individual's identity or to administer employee benefits, such as health insurance. All documents and records containing Social Security numbers and information will be kept in a secure environment with access by the Library Director and Tuscarora Twp. authorized personnel only.

More than four sequential digits of a Social Security number will not be included on any document mailed outside the Library, except as required or permitted by law, nor will it be publicly displayed in any manner. Social Security numbers are not to be used as passwords or identifiers for any Library computer system. Destruction of documents that contain Social Security numbers will comply with applicable law. The destruction process will ensure that the confidentiality of Social Security numbers is not compromised. Any violation of this policy will result in discipline, up to and including termination of employment.

### **FEDERAL AND STATE EMPLOYMENT LAWS**

Current employment laws are posted in the Library and are available on [www.dol.gov](http://www.dol.gov) (United States Department of Labor) or [www.michigan.gov/dleg](http://www.michigan.gov/dleg) (Michigan Department of Labor and Economic Growth, Wage and Hour Division). The Indian River Area Library complies with all federal, state, and local laws.

## **2. HIRING**

### **JOB OPPORTUNITIES**

Whenever a vacancy occurs, a notice of that vacancy and the required qualifications may be posted in the Library for a period of ten (10) calendar days.

Sometimes, the best person for a job is already on our payroll. We encourage current employees to apply for vacant positions that interest them.

In filling vacant positions, ability to perform the work as defined and prior employment record will be the principal considerations. The final decision will be at the sole discretion of the Library Director or their designee.

Candidates who have not been selected will receive written notification. If an unsuccessful applicant wants further discussion, they should send written notice to the Library Director within seven (7) working days of receipt of notice that they have not been selected. The Library Director will schedule a meeting as soon as possible after receiving the request.

The Library reserves the right to simultaneously post vacancies both internally and externally.

IRAL follows federal, state, and local laws prohibiting discrimination in hiring and employment. We do not discriminate against employees or applicants in violation of those laws.

### **BACKGROUND AND REFERENCE CHECKS**

The Indian River Area Library conducts pre-employment background checks on applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form and reference checks.

Background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans and Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If any information obtained in a background check would lead the Library to deny employment, a copy of the report will be provided to the applicant and the applicant will also have the opportunity to dispute the report's accuracy. Background checks may also include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate and job related.

IRAL reserves the right to conduct a background check for a current employee to determine eligibility for promotion or reassignment in the same manner as described above.

### **PROOF OF WORK ELIGIBILITY**

Before your first day of work, you must complete federal Form I-9 and show us documentation proving your identity and your eligibility to work in the United States. The federal government requires this.

### **TRAINING PERIOD POLICY**

New employees should review Library policies and procedures and become familiar with the Library, as well as the opportunities of being an employee at the Library. Any questions concerning policies or



procedures should be discussed with the Library Director. The training period lasts six months. Employees may not use vacation time, sick time, or personal time during the training period except at the discretion of the Director.

At 3 months, there will be a performance review conducted by the Library Director. This performance review will be discussed by the Library Board at their next regularly scheduled Board meeting.

At 6 months, a second performance review will be conducted by the Library Director. This performance will also be discussed by the Library Board at their next regularly scheduled Board meeting.

### **CHILD SUPPORT REPORTING REQUIREMENTS**

Federal and state laws require us to report basic information about new employees, including your name, address, and Social Security number to the Michigan New Hires Operation Center for reporting on the State Directory of New Hires. The state collects this information to enforce child support orders. If the state determines that you owe child support, it will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

### **EMPLOYMENT OF RELATIVES**

No family member of any Board member or Library Director may be employed to work for the Indian River Area Library. The purpose of this restriction is to avoid conflicts of interest by Board members. Family member is defined to include wives, husbands, live-in partners, domestic partners, children, parents, step-parents, grandparents, grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, cousins, in-laws, step-children, and step-brothers and step-sisters. This would also include other relatives who may be living in the employee's household. This policy covers biological relationships and marriage relationships.

## **3. ATTENDANCE AT WORK**

### **HOURS OF WORK**

We maintain work hours for our employees in accordance with federal and state regulations, public service needs, and the maintenance of an efficient and effective schedule of work. Employees should be at their designated work places ready to begin serving the public when the Library opens or at their scheduled starting time.

The Library Director will give you your work schedule, including what time you will be expected to start and finish work each day. The official work week for all employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday. The Library Director may modify these schedules if it is deemed necessary for the efficient operations of the Library.

The normal work week consists of forty (40) hours for full-time employees. Part-time employees, those who work less than forty (40) hours per week, will work the number of hours bi-weekly for which they were hired, as scheduled by the Library Director.

Any meetings, lectures, and training programs that employees are required to attend will be considered compensable time.

Employees are paid bi-weekly on Thursday and are paid through the pay date. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## **OVERTIME**

The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to every non-exempt employee who works overtime.

Overtime will be defined as all hours worked in excess of forty in a work week. The Fair Labor Standards Act permits exemption of certain professional, administrative and executive positions and certain sales positions, as defined in the statutes, from compliance with the Act.

All overtime work must be approved in writing, in advance, by the Library Director. Working overtime without permission may result in disciplinary action. Pay for overtime hours will be at the rate of time and one-half straight time pay worked in excess of forty (40) hours in a workweek.

Compensatory time off may be granted in lieu of overtime pay. It must be scheduled with the Library Director, earned before taken unless prior permission has been granted by the Director, and taken in the same pay period as earned, unless approved by the Director. Compensatory time is not to be banked and used as an alternative to vacation time or personal business leave.

## **PAY CORRECTIONS**

While all reasonable precautions are taken to ensure that the correct amount of pay is received by each employee, errors can and do occur. In this unlikely event, the discrepancy should be brought to the attention of the Library Director as soon as possible for review and correction, if necessary. If there is an error of overpayment, we 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. If you find an error, you are expected to report it, and it will be corrected within the two pay periods following your reporting of the error. Corrections of continuing errors will be retroactive for a period not to exceed six (6) months from the date of overpayment.

## **SEVERE WEATHER AND EMERGENCY CLOSINGS**

On occasion, the Library Director will announce an administrative closing, or inclement weather and other conditions may necessitate the closing of the buildings. Under these circumstances, employees are not to report to work. Compensatory time is not granted to those employees already scheduled to have that day off.

Emergency closings because of poor weather or other building conditions will be broadcast over radio and television stations and an all-staff email and/or text message will be sent by the Library Director as soon as the decision has been made to close.

Full-time and part-time staff scheduled to work will be paid their regular salary or rate of hourly pay for time missed because of an emergency closing which is announced before the Library is scheduled to open up to four days per fiscal year. In the event that the Library is closed more than four days in the fiscal year, payment will be subject to Board discretion.

Library Pages will not be paid for emergency closings, but will have the opportunity to make up the hours in the same payroll period.

If hazardous weather conditions exist when the Library is open and employees feel it is impossible to report to work, PTO (Paid Time Off) may be utilized for time missed. When no PTO is available, the

absence will be unpaid. This policy applies even if the Library closes after opening normally in the morning.

The Library Director and Board of Trustees will annually implement an inclement weather procedure that details current practices. All staff are urged to read and become familiar with this information, available in the Library Policy binder and under the "Policies" web page on the Library website.

## **4. PAY POLICIES**

### **PAYDAY**

You will be paid every other Thursday for the two workweeks ending the preceding Saturday. Your paycheck typically will be available after 11 a.m. If a payday falls on a holiday, paychecks will be distributed a day early.

### **PAYROLL DEDUCTIONS**

Your paycheck reflects your total earnings for the pay period, as well as any mandatory or voluntary deductions from your paycheck.

Mandatory deductions are deductions that we are legally required to take. Such deductions include federal income tax and state taxes. Deductions for Social Security and Medicare at the rate established by law are deducted from your paycheck. The amount of tax is determined by your earnings and the number of exemptions you claim. At year end you will receive a W-2 form showing your total earnings and the amount of taxes withheld.

Voluntary deductions are deductions that you have authorized. Such deductions might include insurance premiums, flexible spending accounts, contributions to retirement accounts, charitable contributions or contributions to savings accounts.

If you have any questions about your deductions, or wish to change your federal withholding form (Form W-4), contact the **Library Director**.

### **DIRECT DEPOSIT**

We require direct deposit of your paycheck to your bank account. This process will be initiated by the Tuscarora Township Clerk and Library Director. It may take one or two pay period before the transaction can be completed. In the meantime, you will receive a paper check. Remember to notify the Library Director before you change financial institutions. It takes a week or two to retrieve a check that has been sent via electronic mail.

Employees in Michigan must give full, free and written consent to permit direct deposit. The form will be provided by the Library Director and completed forms will be submitted to the Tuscarora Township Clerk to complete the process.

### **WAGE GARNISHMENTS**

A wage garnishment is an order from a court or a government agency directing us to withhold a certain amount of money from an employee's paycheck and send it to a person or agency. Wages can be garnished to pay child support, spousal support or alimony, tax debts, outstanding student loans, or money owed as a result of a judgment in a lawsuit.

If we are instructed by a court or agency to garnish an employee's wages, the employee will be notified of the garnishment at once. Please note that we are legally required to comply with these orders. If you dispute or have concerns about the amount of a garnishment, you must contact the court or agency that issued the order.

### **MISCELLANEOUS REIMBURSEMENT**

From time to time, employees may incur expenses on behalf of the Library. We will reimburse you for the actual work-related expenses you incur, as long as those expenses are reasonable. You must follow these procedures to get reimbursed:

- Get permission from the Library Director before incurring an expense.
- Keep a receipt or some other proof of payment for every expense.
- Submit your receipts to your Library Director for approval within fifteen (15) days of incurring an expense.
- The Library Director is responsible for recording the transaction, including date of purchase and date of reimbursement, as well as the GL line item the expense will affect and reason for purchase. The Library Director will reimburse your expense(s) via the Petty Cash fund or by paper check.

### **TRAVEL EXPENSES**

If employees are required to travel for work, the Indian River Area Library will reimburse you for your travel expenses, including:

- Cost of travel to and from the airport, train station or bus station, including parking expenses.
- Cost of coach airline, train, or bus tickets.
- Mileage reimbursement, for those employees who prefer to use their own vehicles.

You must request advance approval of all travel expenses at least 30 days in advance from the Library Director. If requests are filed late, you may be asked to pay for the training and be reimbursed upon submitting a receipt. Submit your receipts to the Library Director for approval within 15 days of incurring an expense.

Overnight lodging expenses will be authorized if a workshop or conference is two or more days and/or for the night prior to the event if the location is more than 120 miles from Indian River Area Library and if it begins before 8 a.m. or ends after 7 p.m.

A Library staff member's involvement in committees and other leadership roles in professional library associations will be considered when authorizing expenses for conferences.

### **MILEAGE REIMBURSEMENT**

Employees who use their own vehicle for Library business will be reimbursed at the Internal Revenue Service (IRS) Reimbursement rate. The mileage rate will be checked annually. Before using a personal vehicle for work-related purposes, employees may be required to demonstrate that they have a valid driver's license and adequate insurance coverage.

Carpooling is preferred if more than one employee is traveling to the same location. The Library does not reimburse employees for their commute to and from the workplace.

To claim mileage reimbursement, keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled and the purpose of the trip. Submit a **Mileage Reimbursement Form** to the Library Director for approval when applicable.

## **5. EMPLOYEE BENEFITS**

If you have questions about the benefits IRAL offers, please speak to the Library Director.

### **WORKERS' COMPENSATION**

If you suffer from an illness or injury that is related to your work, you may be eligible for workers' compensation benefits. Workers' Compensation will pay for medical care and lost wages from job-related illnesses or injuries.

Following an accident at work or upon learning of a medical condition arising from your employment with IRAL, you must immediately notify the Library Director so that a report may be filed with the insurance provider.

The Indian River Area Library will require a medical release from a licensed health care provider prior to allowing an employee to return to work following an absence of a week or more. The Indian River Area Library may require that the employee submit to necessary evaluation by a doctor selected by the insurance carrier. Any questions regarding workers' compensation benefits or policies should be directed to the Library Director.

### **UNEMPLOYMENT**

If your employment with the Indian River Area Library ends, you may be eligible for unemployment benefits. These benefits provide you with a percentage of your wages while you are unemployed and looking for work.

## **6. STAFF TRAINING AND DEVELOPMENT**

We believe it is important to encourage employees in their professional development and to provide adequate training for good public service and to fulfill the Library's mission. Staff shall have the opportunity to attend conferences, seminars, continuing education opportunities or other training sessions appropriate to their position within the Library. The Library Director will carefully review each request and approve them as deemed necessary.

### **MANDATORY TRAINING**

Mandatory training sessions may be established by the Library Director.

All staff members who attend trainings, workshops, or conferences are expected to turn in a **Staff Training Form**. Employees also may be requested to discuss the training they received at staff meetings or on an informal basis with other staff members so that everyone can benefit.

### **STAFF DAY**

Staff Day is an annual event. It is an opportunity for all Library personnel to get together to experience a library-related education presentation. The Library is closed on this day. All library staff members,

except Pages, are expected to attend Staff Day. All regular library staff and substitutes will be paid for their attendance.

### **CONTINUING EDUCATION AND CONFERENCES**

Opportunities for training including local, state, and national library workshops; workshops or conferences by other organizations that directly relate to the employee's job; video conferences and web-based training and local, state, and national library conferences.

Travel requests should be filed at least 30 days in advance. If requests are filed late, the employee may be asked to pay for the training and be reimbursed upon submitting a receipt.

The Library reserves the right to evaluate each request for training based on its individual merits. The following criteria shall be used in assessing the requests:

- The training topic is directly related to the staff member's present position and responsibilities.
- The cost of the training opportunity is comparable to other similar opportunities.
- The training opportunity is sponsored by an organization that is cognizant of and responsive to Library concerns and procedures.
- The staff member has personal membership in the sponsoring organization.
- The staff member serves on a committee or has some other leadership role in the sponsoring organization.
- The number of training opportunities granted to a staff member does not unnecessarily interfere with the daily demands of the person's assigned responsibilities.
- The staff member's absence from the Library does not interfere with the ongoing operation of the Library.

All requests for training must be approved by the Library Director.

### **PROFESSIONAL MEETINGS AND MEMBERSHIP FEES**

Professional meetings may be attended on Library time with the approval of the Library Director. If expenses such as fees, meals, lodging, and transportation are to be incurred, they must be approved in advance by the Library Director. If Library pre-payment is required, the application should be filed at least 30 days prior to the deadline for payment. Mileage forms should be turned in to the Library Director as soon as possible following attendance.

## **7. TIME OFF AND LEAVES FROM WORK**

### **HOLIDAYS**

The Indian River Area Library observes the paid holidays listed below. Regular full-time employees will be permitted to take these days off and will be paid at your regular rate of pay.

If a holiday falls on a part-time employee's normal workday, holiday time will be paid for the number of hours the employee would otherwise be scheduled to work. If the event falls on an employee's regular day off, they will not be paid for the holiday.

When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday. The Indian River Area Library reserves the discretion to close on another day or grant alternative time off.

The following is a typical holiday year:

- New Years' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Years' Eve

### **PTO (PAID TIME OFF)**

Part-time employees are provided one week off of their regularly scheduled work days (i.e., you only work Mondays and Tuesdays each week, so you have one Monday and Tuesday off per year). These days do not have to be taken in the same pay period.

If PTO is unused by the end of the fiscal year, the employee will be compensated monetarily for any unused PTO. If a part-time employee resigns with proper notice or is terminated without cause, they will not be eligible to collect payment for unused PTO benefits.

Paid time off must be approved by the Library Director at least 30 days in advance, or as far in advance as possible. If there are not enough workers to meet the Library's day-to-day needs during the time an employee has requested as PTO, PTO will not be granted. However, the Library will make an effort to grant every employee's PTO request for the days off of their choice. When more than one employee requests the same PTO period and Library efficiency will be affected, preference will be given both on length of service and prior PTO usage.

### **TIME OFF WITHOUT PAY**

Time off without pay is granted with the Library Director's approval. Time off without pay is a means of addressing the unusual or emergency circumstances that are unforeseen in the regular scheduling process. The Indian River Area Library's need for staffing all open hours is the primary criterion for deciding whether to grant time off without pay.

Since IRAL's needs will vary, for instance, with the time of year, approval of one type of request does not necessarily indicate approval for the same time of request at another time. All requests for time off without pay should be addressed to the Library Director.

## **8. PERFORMANCE AND EVALUATION**

### **JOB PERFORMANCE EVALUATION**

Each and every employee contributes to the success or failure of the Indian River Area Library. Our policy is to review each employee's performance on an ongoing basis to ensure that you are performing your job to the best of your abilities, as well as to suggest areas for improvement or development. We hope that, through these reviews, our employees will learn what we expect of them, and we will learn what they expect from us.

All employees will meet with the Library Director to have at least one performance evaluation a year. Your normal evaluation date will be scheduled during your anniversary month, the month you began working. In addition, three months after you begin working at the Library or change to another position, and again at six months, you will receive an initial evaluation which allows both employee and supervisor to discuss any concerns that arise out of the new employment relationship.

Your evaluation will be based on such factors as quality and quantity of work, knowledge of your job, effort, initiative, attendance, personal conduct record and your attitude toward your job and other employees. The review presents an opportunity to discuss your performance, to determine areas for improvement or development, and set goals for the coming year.

Special evaluations may also be given for reasons such as deteriorating performance. The evaluation program also calls for you and the Library Director to have periodic, informal discussions about how you are doing so there will be no surprises when your performance is formally evaluated.

The formal evaluation is an effective communication tool for you and the Library Director to share thoughts about your performance and future objectives. The Director will discuss any job deficiencies and offer suggestions on how to correct them.

Each evaluation will be reviewed with you by the Library Director and you will be required to sign the evaluation to acknowledge that you have reviewed it and discussed it with the Director.

At the conclusion of the evaluation, you will have an opportunity to write any comments you care to make. Your signature on the evaluation means the evaluation interview did take place. It does not necessarily mean that you agree with it.

Prior to your evaluation interview, you will have an opportunity to complete an Employee Self-Evaluation. The purpose of the Employee Self-Evaluation is to assure your viewpoints are considered as your performance is evaluated. You will have an opportunity to record what you consider your primary job responsibilities, major contributions, performance difficulties, action plans for improving performance, and career goals.

## **DISCIPLINARY PROCESS**

The disciplinary process may entail verbal documentation, written warning, final warning, and termination. Not all of these actions may be followed in all instances and corrective action may start at any step in the process. The Indian River Area Library reserves the right to exercise discretion in corrective action. All corrective actions in the disciplinary process will be documented; documentation will be placed in personnel files.

While counseling/corrective procedures are generally the first response to an employee's violation of the contract or rules of conduct, there may be occasions when it is necessary to move directly to one of the following types of disciplinary action: Oral reprimand, Written reprimand, Suspension without pay, Demotion, Termination.

### Oral Reprimand

The Library Director or immediate supervisor will review the problem with the employee and advise the employee that they are receiving an oral reprimand for the incident. The issuance of this reprimand will be recorded by the Director or immediate supervisor showing the reason for the reprimand and the date it was issued.

### Written Reprimand

A written reprimand will be issued if the employee has previously received oral reprimands for the same or similar problems or if the supervisor determines that the incident would justify a written reprimand. A written reprimand will state the reason for the reprimand and the date it was issued.



### Suspension

Suspensions may be given to employees who have previously received a written reprimand or reprimands for the same or similar incidents or if the conduct is serious enough to justify suspension as determined by the Library Director or their designee. Suspension shall be without pay. A suspension will be noted in writing showing the reason for the suspension and the date the suspension was issued. If the suspension was for a specified period of time, then the time period will be noted.

The Library may suspend an employee without pay pending investigation of an allegation of misconduct. Such period of suspension can be extended to include the two-week (10 working days) termination notice period but will not exceed three (3) consecutive weeks.

### Termination

Termination will be made at the discretion of the Library Director. An employee's termination will be in writing showing the reason for termination and the date the termination is effective.

Steps in the disciplinary process may be bypassed or repeated as deemed appropriate by the supervisor and/or Library director.

IRAL considers the following acts as examples of, but not limited to, the types of conduct which may result in discharge, demotion, or suspension without pay of an employee. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:

- Insubordination; refusal or failure to follow directions from management;
- Breach of confidentiality relating to employer, employee, patron, or vendor information;
- Altering, damaging, or destroying Library property or records, or another employee's property;
- Any behavior on the job which is illegal under either federal or state laws or statutes;
- Providing false or misleading information to any Library representative or in any Library records, including the employment application, benefit forms, time cards, expense reimbursement forms and similar records;
- Fighting or engaging in disorderly conduct on the Library's premises or off-site while representing the Library;
- Working under the influence of alcohol, marijuana, illegal drugs, or misuse of prescription drugs;
- Violations of any Library employment policies, including, but not limited to, confidentiality, security, solicitation, conflict of interest, and code of conduct;
- Conduct or performance issues of a serious nature.

## **9. WORKPLACE PROFESSIONALISM**

### **PROFESSIONAL CONDUCT**

People who work together have an impact on each other's performance, productivity, and personal satisfaction in their jobs. In addition, how our employees act toward Library users and vendors will influence whether those relationships are successful for our Library. People cannot live and work together successfully and enjoyably without order.

Because your conduct affects many more people than just yourself, we expect you to act in a professional manner whenever you are on Library property, conducting Library business, or representing the Library at business or social functions.

This list is not all-inclusive; however, the following list gives an idea of a few basic rules that should not be violated under any circumstances. Violation of these basic rules, the policies in this Handbook, or other Library policies, may lead to discipline, up to and including immediate termination. If an employee has any questions about these basic rules, or what is expected, please discuss them with the Library Director.

The existence of these rules does not change the status of an at-will employee. The employee or employer may still terminate employment at any time for any reason, or for no reason, with or without notice, with or without cause.

- The Library will not tolerate absenteeism or tardiness, including employees who do not report to work as scheduled, or leave work during the day without permission.
- Falsifying timecards or any other records required to be kept.
- Making false statements regarding the reason for an absence.
- Making or publishing any vicious, defamatory, malicious, or deliberately false statements concerning any employee, Trustee, the Library, or its work and services.
- Stealing or misappropriating Library property, another employee's property, or patron's property.
- Carelessly damaging, misusing, destroying, abusing, or misplacing property belonging to the Library or another employee.
- All employees should display a positive attitude toward their jobs. A bad attitude creates a difficult working environment and prevent the Library from providing quality service to our patrons. Courtesy is the responsibility of every employee. We expect everyone to be courteous, polite, and friendly both to the patrons and to fellow employees. No one should be disrespectful, use profanity, or engage in any activity that injures the image or reputation of our Library.
- Everyone has duties to perform, and everyone must follow directions from someone. It is against our policy for an employee to refuse to follow the lawful directions of a supervisor or to treat a supervisor in an insubordinate manner.
- Every employee is expected to make every effort to learn their job and to perform that job at a satisfactory level, as defined by the Director. Carelessness inhibits work performance and productivity and is prohibited. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

## **PROFESSIONAL ASSOCIATIONS AND SERVICE CLUBS**

Library staff members are encouraged to become involved in the affairs of professional library associations. When this involvement includes committee, workshop, or assignments that will normally require release time for the activities, the Library Director must be consulted prior to the acceptance of the responsibilities.

Community involvement of Library staff members is also important, giving substance to the Library in the community. Membership and participation in service clubs, civic activities, and organizations such as

Kiwanis, Lions, Women's Club, BLPA (Burt Lake Preservation Association), and other historical and cultural groups are encouraged.

When a staff member represents the Library by speaking to, acting as a consultant to or accepting positions in community groups that reflect directly on the Library or requiring release time from the work schedule, the Library Director should be consulted concerning the degree of this involvement.

### **CONFLICT OF INTEREST**

To avoid any conflicts of interest and the appearance of undue influence, employees are expected to avoid any relationship, activity, investment or interest, including outside or secondary employment, which might adversely impact your job performance, interfere with your business judgment, or otherwise reflect unfavorably upon the integrity of yourself or the Library.

Although the following is not an exhaustive list of all possible conflicts of interest that could develop, some common examples include:

- Accepting personal gifts or entertainment, in excess of \$50 from any person or organization that conducts or is attempting to conduct business with the Indian River Area Library
- Having a direct or indirect financial interest in, or relationship with any person or organization that conducts or is attempting to conduct business with the Indian River Area Library
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing to the Indian River Area Library
- Developing a romantic relationship with another individual that might interfere with the exercise of impartial judgment in decisions affecting the Indian River Area Library or any employees of the Indian River Area Library

If you are involved or considering involvement in any transaction, activity, or relationship described in this section or if you are unsure if your involvement constitutes a conflict of interest, you are required to immediately discuss the matter with the Library Director.

### **DRESS AND GROOMING**

The Indian River Area Library believes that pride in both yourself and the Library is reflected in the appearance and in the image you create. Library employees need to be able to work comfortably, but project a professional image for Library users. Business casual dress with a clean and neat appearance is the standard for this dress code. We will accommodate an employee's special dress or grooming needs that are a result of religion, ethnicity, race, or disability.

Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sport contests may not be appropriate for a professional appearance at work. Clothing that reveals too much cleavage, your back, chest, stomach, or underwear is not appropriate for a place of business.

Please remember that some people are allergic to the chemicals in perfumes, so wear with restraint.

### **NAME TAGS**

Name tags will be worn by staff members during work hours. Name tags will be worn above the waist on a shirt, blouse, jacket, sweater, dress, etc. in such a manner that the tag is easily visible from the front.

If you have forgotten your name tag, there will be a supply of generic name tags with the title STAFF on them in the Library. Staff members must wear these if they have forgotten their personal name tag. Staff will be given a personalized name tag after completing their training.

If a replacement name tag is needed, please alert the Library Director. The employee may be charged for the replacement cost.

### **PUNCTUALITY AND ATTENDANCE**

You are important to the effective operation of the Indian River Area Library. When you are not here at expected times or on expected days, someone else must do your job or delay doing their own job while waiting for you to arrive. As a result, we expect you to keep regular attendance and to be on time and ready to work at the beginning of each scheduled workday.

Of course, things will happen sometimes that prevent you from showing up to work on time. If you are going to be more than five minutes late, please contact your immediate supervisor or the Library Director. Please give this notice as far in advance as possible.

If you are late to work or fail to appear without calling in as required, you will face disciplinary action, up to and including termination.

### **INSUBORDINATION**

The Indian River Area Library operates on a system of mutual respect between supervisors and employees. Supervisors must treat their employees with dignity and employees must show due regard for their supervisors' authority.

Insubordination occurs when employees unreasonably refuse to obey the orders or follow the instructions of the Library Director. Insubordinate employees will face discipline up to and including termination.

We understand that there will be times when employees have valid reasons for refusing to do as their supervisor says. When these issues arise, we do not ask that employees blindly follow orders. Instead, we ask that employees explain the situation to the Library Director. If, after hearing the employee's side, the Director continues to give the same order or rule, the employee must either obey or use the Complaint Procedures and Open-Door Policy.

### **THREATENING, ABUSIVE, OR VULGAR LANGUAGE**

We expect our employees to treat everyone they meet through their jobs with courtesy and respect. Threatening, abusive, or vulgar language has no place in our workplace. It destroys morale and relationships, and it impedes the effective and efficient operations of our business.

As a result, we will not tolerate threatening, abusive, or vulgar language from employees while they are on the worksite, conducting Library business, or attending Library-related functions.

Employees who violate this policy will face disciplinary action, up to and including termination.

### **FRAUD PREVENTION**

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation, or other financial irregularities
- Forgery or alteration of documents
- Improprieties in the handling or reporting of financial transactions
- Misappropriation of funds, securities, supplies, inventory, or any other asset
- Authorizing or receiving payment for goods not delivered/received or services not performed
- Authorizing or receiving payment for hours not worked

Fraud or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination.

Any employee who knows or has reason to know of fraud or related misconduct shall report that to the Library Director or the Library Board President. Employees and Library Board members are expected to use their best efforts to be aware of indications of fraud and related misconduct in their areas of responsibility.

When fraud or related misconduct is reported, the Library Director will conduct an appropriate investigation and take all necessary action, including reporting such activity to the appropriate authorities.

## **10. HEALTH AND SAFETY**

### **WORKPLACE SAFETY**

The Indian River Area Library takes employee safety very seriously. Employees are responsible to assist the Library in establishing and maintaining a safe working environment. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- Horseplay, roughhousing, and other physical acts that may endanger employees or cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.
- All equipment and machinery must be used properly. This means all guard restraints and other safety devices must be used at all times. Do not use equipment for anything other than its intended purpose.
- All employees must immediately report any workplace condition that they believe to be unsafe to their supervisor or the Library Director.

If an employee suffers even a very minor injury while on duty, they must report the injury to their supervisor or the Library Director immediately. The Library Director will arrange for any medical treatment that may be necessary and is responsible for ensuring the employee completes an Incident Report as soon as possible. The Library will designate the medical facility from which the employee must seek treatment to ensure coverage under Workers' Compensation. Filing a fraudulent workers' compensation claim is a serious offense and will result in disciplinary action, up to and including termination.

All employees of the Indian River Area Library are covered by the Workers' Compensation Law of the state of Michigan. The Library Director will investigate all Incident Reports and endeavor to fix any problems.

The Library does not discriminate or retaliate against an employee who has filed a legitimate Workers' Compensation claim. Supervisors or the Library Director will not take or threaten any action to compel or persuade an employee not to file a Workers' Compensation claim.

### **EMERGENCY PREPAREDNESS**

In case of an emergency, such as a fire or accident, ***your first priority should be your own safety.*** In the event of an emergency causing serious injuries, IMMEDIATELY DIAL 9-1-1 to alert the police and rescue workers of the situation.

If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exists. The Indian River Area Library will hold periodic drills to familiarize everyone with the routes they should take. Remember that every second counts. Don't return to the workplace to retrieve personal belongings or work-related items.

The Emergency Plan is available at the Indian River Area Library for employee access. The Emergency Plan facilitates the earliest possible coordinated response to an emergency; an understanding of the resources available to the Library; and outlines how the Library will respond to, recover from, and mitigate the impact of a disaster. Please familiarize yourself with the contents of the Emergency Plan and know how to locate it in an emergency.

### **SMOKE-FREE WORKPLACE**

For the health, comfort, and safety of our employees, no use of tobacco products including cigarettes or e-cigarettes is permitted within the facilities or on the property of the Indian River Area Library at any time. Consult the Library's Smoke-Free Policy for more information.

### **DRUG AND ALCOHOL-FREE WORKPLACE**

The Indian River Area Library is committed to providing a safe, comfortable and productive work environment for its employees. We recognize that employees who abuse drugs or alcohol at work, or who appear at work under the influence of illegal drugs, harm both themselves and the work environment.

As a result, we prohibit employees from doing the following:

- Appearing at work under the influence of alcohol or drugs
- Conducting Library business while under the influence of alcohol or illegal drugs, whether or not on Library property at the time
- Using alcohol or illegal drugs on the worksite or while conducting Library business
- Possessing, buying, selling, or distributing alcohol or illegal drugs on the worksite or while conducting Library business

Illegal drug use includes more than just outlawed drugs; it also includes the misuse of otherwise legal prescription and over-the-counter drugs.

### **DANGEROUS WEAPONS**

In order to ensure a safe environment for employees and Library users, the Indian River Area Library prohibits staff from wearing, transporting, or storing firearms or other dangerous weapons in Library facilities, on Library property, or while conducting Library business. Any employee in possession of a firearm or other weapon within our facilities or while otherwise fulfilling job responsibilities will face

disciplinary action up to and including termination. Possession of a valid concealed weapons permit authorized by the State of Michigan is not an exemption under this policy.

This policy also applies to Library events or social functions that are held off Library premises. The prohibition of dangerous weapons on Library property or at Library functions is a proactive step towards reducing the risk that injury or death will occur not only intentionally but also through accidental, inexpert, or improper use of weapons.

For the purposes of this policy, a dangerous weapon is any device designed to produce death or serious bodily injury. Dangerous weapons include but are not limited to:

- Firearms, whether loaded or unloaded
- Pellet, flare, tranquilizer, stun, spear, and dart guns
- Knives with a blade larger than that of a folding pocket knife
- Switchblades and brass knuckles
- Daggers
- Striking instruments including nunchakus, tonfas, staff, and throwing stars
- Bow and arrow combinations
- Explosive devices include hand grenades, bombs, black powder, smokeless powder, percussion caps, friction primers, pyrotechnic fuses, fireworks or firecrackers

The definition of dangerous weapons under this policy does not include devices such as commercially available aerosol dispenses of nonlethal chemical irritants, pocket knives, or general tools not designed as weapons.

Employees who violate this policy are subject to discipline, up to and including termination.

## **WORKPLACE VIOLENCE**

The Indian River Area Library provides a safe workplace for all employees and patrons. The Library will not tolerate acts of violence committed by or against employees or patrons while on Library property or while performing Library business at any location.

This list of behaviors, while not comprehensive, provides examples of conduct that is prohibited:

- Horseplay
- Aggression toward or destruction of property
- Physical or verbal aggression
- Threats, harassment, or intimidation in any form
- Robbery
- Intimate or domestic violence
- Stalking
- Hate Crimes
- Terrorism
- Sexual Assault or Rape
- Sabotage

Any comments or threats about violence will be taken seriously, and may result in your termination. Please do not joke or make offhand remarks about violence.

It is the duty of any employee who experiences, witnesses, or is aware of any potentially dangerous situation to report it immediately to a supervisor or the Library Director using the most expedient method. If there is uncertainty as to whether a situation constitutes violent or threatening behavior, the concerned individual is encouraged to discuss the matter with the Library Director.

An incident report form should be completed for every incident even if it is not determined at the time that the incident qualifies as a violent incident under the policy. Reports can be made anonymously and all reported incidents will be investigated by the Library Director.

Supervisors and staff should monitor their respective workplace and immediately intervene and report any suspected behavior, even if the person nor persons engaged in the conduct are not their subordinates, or they have not received a complaint.

Under no circumstances should an employee confront an armed or dangerous individual. If staff believes there is an immediate danger, the police should be notified by calling 911. If appropriate, the building should be evacuated.

Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be interviewed and the results of the investigations will be discussed with them.

After investigation, any employee determined to have committed violent acts will be subject to disciplinary action, up to and including termination. No employee will be subjected to criticism, reprisal, retaliation, or disciplinary action for good faith reporting pursuant to this policy.

## **11. COMPUTERS, EMAIL, AND THE INTERNET**

### **COMPUTER SOFTWARE AND COMMUNICATIONS**

The telephone, fax, and computer, including the email system, are tools to ensure efficient Library communication. These are communication privileges that are provided to the Library. Complaints of improper use of these communications systems will be investigated as necessary to ensure compliance with the policy. Improper use of Library email or the failure to comply with this Communications Policy may result in disciplinary action, up to and including discharge from employment.

As the communication tools provided by IRAL are not employee rights, employees should have no expectation of privacy in their communications including those via the telephone, voicemail, fax, or computer systems. Employees should know that even if an email is deleted from their computer screens, it is not deleted from the email system. Private code words assigned or created by employees to enable their email access does not make email private, since these messages can still be accessed. Additionally, employee messages sent and received through a personal, Web-based email account on a Library-owned computer are NOT private either. The Indian River Area Library reserves the right to monitor communications on any of these Library-provided systems.

IRAL provides access to these communications systems to assist you in the performance of your job. The Indian River Area Library reserves the right to access and disclose at our discretion all communications over, and sites visited via any employer communications system, without regard to content.

Employees must remember that all activities from an IRAL communications system will be regarded as activities authorized by IRAL. Employees shall not send, make, or post communications that contain



abusive or objectionable language, that defame or libel others, or that infringe on the privacy rights of others, or which would otherwise violate employer policies.

Employees may not delete, alter, or re-configure computer hardware or software in any way.

Employees shall not engage in illegal copying of copyright-protected works, or make available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply to files, documents, and other software.

## **EMAIL AND USING THE INTERNET**

Email messages, including attachments, sent and received on IRAL equipment are the property of the Library. We reserve the right to access, monitor, read and/or copy email messages at any time, for any reason. You should not expect privacy for any email you send using Library equipment, including messages that you consider to be personal or label with a designation such as "Personal" or "Private".

All of our policies and rules of conduct apply to employee use of the email system. This means, for example, that you may not use the email system to send harassing or discriminatory messages, including messages with explicit sexual content; to send threatening messages; or to reveal confidential information.

We expect you to exercise discretion in using electronic communications equipment. When you send an email using the Library's communications equipment, you are representing the Library. Make sure that your messages are professional and appropriate in tone and content. Remember, although email may seem like a private conversation, email can be printed, saved, and forwarded to unintended recipients. You should not send an email that you would not want your boss, your mother, or the public to read.

To avoid email viruses and other threats, employees should not open email attachments from people and businesses they do not recognize, particularly if the email appears to have been forwarded multiple times or has a nonexistent or peculiar subject heading. Even if you know the sender, do not open an attachment that has a strange name or is not referenced in the body of the email; it may have been transmitted automatically without the sender's knowledge.

If you believe your computer has been infected by a virus, worm, or other security threat to the Library's system, you must alert the Library Director immediately.

Because of the large volume of emails the Library sends and receives each day, we discourage employees from storing large numbers of email messages. Please make a regular practice of deleting email messages once you have read and/or responded to them.

Employees may not, at any time, access the Internet using IRAL equipment or links for any of the following purposes:

- To view websites that offer pornography, gambling, or violent imagery or are otherwise inappropriate in the workplace
- To operate an outside business, online auction, or other sales site; solicit money for personal purposes; or otherwise act for personal financial gain or profit
- To download or copy software, games, text, photos, or any other words in violation of copyright, trademark, or other laws

If you believe that your job may require you to do something that would otherwise be forbidden by this policy, ask the Library Director how to proceed.

To ensure that employees comply with this policy, we use filtering technology, which will block your access to many prohibited sites. However, some inappropriate websites may escape detection by the filtering system. The fact that you can access a particular site does not necessarily mean that the site is appropriate for workplace viewing.

You should not expect that your use of the Internet will be private.

## **SOFTWARE USE**

It is the Indian River Area Library's policy to use licensed software only in accordance with the terms of its license agreement. Violating a license agreement is not only unethical, it is also illegal and can subject the Library to criminal prosecution and substantial monetary penalties.

To help us adhere to this policy, employees may not do any of the following without permission from the Library Director:

- Copy any Library software program, for any reason
- Install Library software on a home computer
- Install a software owned by the employee on any Library computer
- Download any unauthorized program from the Internet to a Library computer

## **ONLINE POSTING**

IRAL recognizes that some of our employees may choose to express themselves by posting personal information on the Internet through personal websites, social media, blogs, or chat rooms, by uploading content, or by making comments at other websites or blogs. We value our employees' creativity and honor your interest in engaging in these forms of personal expression on your own time, should you choose to do so.

However, problems can arise when a personal posting identifies or appears to be associated with the Indian River Area Library, or when a personal posting is used in ways that violate the Library's rights or the rights of other employees.

You are legally responsible for content you post to the Internet, in a blog, social media site, or otherwise. You can be held personally liable for defaming others, revealing confidential information, and copyright infringements, among other things.

In the process of making a personal post or upload on the Internet, you identify yourself as an employee of the Indian River Area Library, whether by explicit statement or implication, you must clearly state that the views expressed in your post, or at your blog, social media page, or website are your own, and do not reflect the views of the Library.

Use your good judgment when requesting that coworkers, supervisors, or subordinates join your online social networks, or when responding to such requests. The Library does not tolerate communications toward work colleagues that violate Library policies, such as, but not limited to, sexual harassment, bullying or threats, whether they take place online or off.

## **SOCIAL MEDIA**

As part of its effort to better serve and communicate, the Indian River Area 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 Facebook page and Instagram account. Some employees may have the responsibility to or may be encouraged to contribute to the various Library-sponsored social media activities.

Furthermore, IRAL recognizes the increasing popularity of social media and its personal use by individuals. We realize that, to employees, social media can include communicating via the Internet in a number of ways including, but not limited to, posting to your own or someone else’s blog, journal, or diary, personal website, social networking or affinity website, web bulletin board or chat room. IRAL respects the rights of employees to use social media as a form of self-expression. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for the appropriate use of social media.

The same principles and guidelines found in the Employee Handbook apply for your activities online. Ultimately, you are solely responsible for what you post online. Inappropriate postings, which could include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and may subject you to disciplinary action, up to and including termination.

Review the Open-Door Policy in Section 14, keeping in mind that you are more likely to resolve work-related complaints by speaking directly with your coworkers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet.

Make sure you are always honest and accurate when posting information and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Give credit where credit is due and do not claim authorship of something that is not yours.

Express only your personal opinions. Never represent yourself as a spokesperson for the Indian River Area Library unless you have been specifically authorized to do so.

If you do publish a blog or post online related to the work you do with IRAL, make it clear you are not speaking on behalf of the Library. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Indian River Area Library”.

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as specifically authorized by the Library Director. Employees have no right of privacy in any communications over the Indian River Area Library communications systems. Do not use your IRAL email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Employees should not speak to the media on the Indian River Area Library’s behalf without specific authorization from the Library Director to do so. All media inquiries should be directed to the Library Director.

## **12. EMPLOYEE RECORDS**

### **PERSONNEL RECORDS**

The Indian River Area Library maintains a confidential personnel file on each employee. The purpose of this file is to allow us to make decisions and take actions that are personally important to you, including notifying your family in case of an emergency, calculating income tax deductions and withholdings, and paying for appropriate insurance coverage.

Although we cannot list here all the types of documents that we keep in your personnel file, examples include: job description, job application, resume, offer of employment, W-4, pay and compensation information, signed acknowledgment of Employee Handbook, performance evaluations, current personal information, next of kin and emergency contacts, awards or citations for excellent performance, records of attendance or completion of training programs, warnings and/or other disciplinary actions, and notes on attendance or tardiness.

Your personnel file is physically kept in the Library Director's office. If you have any questions about your personnel file, contact the Library Director. An employee who wants to review the contents of their personnel file should contact the Library Director in advance. Former employees, or people unknown to the Library Director must present identification.

Current employees who want to inspect their personnel files must make an appointment with the Library Director. Although we will make every effort to give employees an appointment quickly, it may take up to 48 hours. If an employee would like a representative to view their file, the employee must make the request in writing, including a signature from both the employee and representative. The representative must have a form of legal identification present to view any requested personnel files.

Former employees who would like to inspect their files must make a written request to do so. Upon receiving the written request, the Library Director will call the former employee to schedule an appointment.

We do not allow current or former employees to photocopy their file. If you would like a copy of a document in the file, the Library Director will copy it for you at a reasonable cost of duplication.

Generally, we will not disclose your file to persons outside the office. We will also maintain your file confidentially in the office. If we are asked to disclose a disciplinary report to a third party not employed by us, we will give you notice of that disclosure, subject to the exceptions in the Bullard-Plawecki Employee Right to Know Act.

### **CHANGES IN PERSONAL INFORMATION**

Because we use the information in your personnel file to take actions on your behalf, it is important that the information in that file be accurate. Please notify the Library Director whenever the following changes:

- Your name
- Your mailing address
- Your phone number
- Your dependents
- The number of dependents you are designating for income tax withholding

- Your marital status
- The name and phone number of the individual whom we should notify in case of an emergency
- Restrictions on your driver's license if you are eligible for mileage reimbursement

### **WORK ELIGIBILITY RECORDS**

In compliance with federal law, all newly hired employees must present proof that they are legally eligible to work in the United States. We must keep records related to that proof, including a copy of the USCIS Form I-9 that each employee completes for us. Those forms are kept as confidential as possible.

### **DESTRUCTION AND SHREDDING OF DOCUMENTS**

Within the guidelines of the Board, Library Director, auditors and state laws, the following types of confidential employee information will be shredded upon disposal:

- All documents containing personal information
- Staff lists
- Payroll checks after seven (7) years
- Anything containing a social security number
- Anything containing a date of birth
- Anything with medical information
- Anything containing sensitive information

## **13. FREEDOM FROM DISCRIMINATION**

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Indian River Area Library is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees. Our aim is to create and promote a climate of understanding and mutual respect so that each person feels a part of the Indian River Area Library. We recognize the dignity and worth of every person and will adhere to all federal, state, and local laws regarding equal employment opportunity.

All employment decisions, including hiring, placement, discipline, promotion, demotion, discipline, rates of pay, leaves of absence, job assignment, compensation, transfer, layoff, recall, termination, and access to benefits and training, will be made without regard to race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, genetic information, marital status, AIDS/HIV, height or weight, and misdemeanor arrest record.

Any employee or applicant who believes that they have been discriminated against in violation of this policy should immediately file a complaint with the Library Director. We encourage you to come forward if you have suffered or witnessed what you believe to be discrimination; we cannot solve the problem unless you let us know about it. The Library will not retaliate, or allow retaliation, against any employee or applicant who complains of discrimination, assists in an investigation of possible discrimination, or files an administrative charge or lawsuit alleging discrimination. Supervisors are required to report any discriminatory conduct or incidents.

The Library will not tolerate discrimination against any employee or applicant. We will take immediate and appropriate disciplinary action against any employee who violates this policy.

## **REASONABLE ACCOMMODATION**

As part of our commitment to providing equal opportunity employment, the Indian River Area Library will provide reasonable accommodations to enable persons with disabilities to perform their jobs and to enjoy the benefits and privileges of employment.

If you believe you need a reasonable accommodation, please submit your request in writing to the Library Director. Such request must be made within 182 days after your need for accommodation is known, in order to preserve your rights under state law. If you know of a particular accommodation that you believe will help, please mention it in your request. Although we cannot guarantee that we will grant your specific request, we will certainly consider it.

Once you make your request, the Library will engage in a flexible, interactive dialogue with you to come up with an effective accommodation. As part of this process, we may request medical records or information from your medical provider regarding your disability and possible accommodations. In this event, we will treat this information as a confidential medical record.

The Indian River Area Library follows all state or local laws that give more protection to a person with a disability than the Americans with Disabilities Act (ADA) gives. We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **ANTI-HARASSMENT**

It is our policy and our responsibility to provide our employees with a workplace free from harassment on the basis of race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, genetic information, marital status, AIDS/HIV, height or weight, and misdemeanor arrest record. Harassment undermines our workplace morale and our commitment to treat each other with dignity and respect. Accordingly, harassment will not be tolerated at the Indian River Area Library.

Harassment can take many forms. While the following is not an exhaustive list, harassment may include:

- Verbal abuse or threats
- Remarks, jokes, innuendos, or taunting about a person's body, attire, age, marital status, ethnic or national origin, religion, etc.
- Practical jokes which cause awkwardness or embarrassment
- Posting offensive cartoons or pictures
- Using slurs or other derogatory terms

Sexual harassment is a form of unlawful harassment that is based on an individual's sex or is of a sexual nature. It includes the types of prohibited harassment identified above, as well as the following:

- Unwanted physical contact and sexual advances
- Derogatory sex-based or gender-based comments
- Displaying or circulating sexual materials
- Leering or inappropriate staring
- Using a person's sex or gender to bully them
- Offensive jokes, sexual flirtation, advances or propositions
- Requests for sexual favors

Such conduct constitutes sexual harassment when any of the following occur or are present:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
- Submitting to or rejection of such conduct is used as the basis for employment decisions;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

The prohibitions above include discrimination and harassment in any workplace context, including conferences, meetings, social events, and work-related activities and trips. These prohibitions include unlawful harassment and discrimination from or towards supervisors, coworkers, and other employees as well as nonemployees with whom the Library has a business or professional relationship, including but not limited to library users, vendors, visitors, etc.

If any employee believes that they are being discriminated against or harassed or has been subjected to discrimination or harassment by a coworker, supervisor, or other individual in the workplace, or believes that their employment is being or has been adversely affected by such conduct, or believes that they have witnessed such conduct, the employee should report the concerns (orally or in writing) IMMEDIATELY to the Library Director. If this is not appropriate, employees are urged to seek the assistance of the Library Board President. The Indian River Area Library encourages and expects every employee to report incidents of discrimination or harassment, whether they are directly involved or are merely a witness.

Complaints will be investigated quickly once the matter has been reported. Those who are found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination. Employees who fail to cooperate with an investigation, or who knowingly provide false information in connection with a complaint or an investigation, will be subject to discipline as well.

Our Library needs to be a place where people can work together, feel valued, and be respected at every staff level. All employees should feel they can come to work without being submitted to a hostile work environment where people yell or verbally attack them. Obviously, healthy debate of issues is welcome, but verbal and emotional abuse is not allowed. Such ongoing hostile behavior toward one's colleagues and/or the public will not be tolerated and will lead toward discipline up to and including dismissal.

#### **PROHIBITION AGAINST RETALIATION**

The Indian River Area Library prohibits and will not tolerate any form of retaliation against an employee who complains of harassment, assists in a harassment investigation, or files an administrative charge or lawsuit alleging harassment.

## **14. OPEN-DOOR POLICY**

While not all problems or concerns may be resolved to your complete satisfaction, management is committed to resolving conflicts whenever practical. We want to maintain a positive and pleasant environment for all of our employees. To help us meet this goal, IRAL has an Open-Door Policy, by which employees are encouraged to report work-related concerns. The purpose of our Open-Door Policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee.

If something about your job is bothering you, or if you have a question, concern, idea, or problem related to your work, please discuss it with the Library Director as soon as possible. A concern or grievance should follow the procedures below:

- If a concern or grievance exists between employees, they should first attempt to resolve the problem themselves. If this is unsuccessful, the employee(s) should then speak with the Library Director. If the problem is still not resolved, the concern or grievance should be submitted in writing to the Library Board President. The Board President will present the concern or grievance to the full Board at the next meeting – possibly a special meeting, or in a closed session, if necessary.
- If a concern or grievance exists with the Director, the concern or grievance should be submitted in writing to the Library Board President. The Board President will present the grievance to the full Board at the next meeting – possibly a special meeting, or in a closed session, if necessary.
- In all cases, the Board President will respond to the employee in writing within ten (10) days of the Board meeting at which the concern or grievance was discussed. The response will be available to the Library Board at the next Board meeting. The decision of the Library Board is final and binding.

## **15. ENDING EMPLOYMENT**

### **RESIGNATION AND RETIREMENT**

If you decide to leave the Indian River Area Library, we wish you well. A Library employee wishing to resign or retire from employment must notify the Library Director or the Library Board as soon as possible. The Library requests a minimum notice of two week. For the Director, a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment will end. Between the time of notice and the time when employment ends, a final performance appraisal will be conducted.

Any fines or fees owed to the Library, or any costs incurred as a result of the separation of service may be deducted from the employee's final paycheck.

An exit interview will be conducted by the Library Director and/or a Library Board member, if possible. During the interview, the employee will have the opportunity to discuss their employment experience. At this time, the employee may request information regarding final paychecks, references, or other matters relating to employment at the Library.

There is no compensation for unused PTO.

All Library property, including any keys, will be returned to the Library at the separation of service in order for the employee to receive their final paycheck.

### **TERMINATION**

While the Library wants each employee to be successful in their job and will work with employees to eliminate deficiencies, employees of IRAL are employed on an at-will basis, and IRAL retains the right to terminate an employee at any time. Advance notice may or may not be given depending on the



circumstances surrounding the termination. All terminating employees will have the option for an exit interview conducted by the Library Director and/or a Library Board member. All PTO is forfeited at the time of the employee's termination. There is no compensation for unused PTO. Employees are expected to turn in all property assigned to them at the time of termination.

### **FINAL PAYCHECK**

We follow state regulations regarding deadlines for employees to receive their final paycheck. Employees who resign from their job will receive their final paycheck no later than the next regularly scheduled pay date. Employees whose employment is terminated will receive their final paycheck on or before the next regularly scheduled pay date. Final paychecks will include all compensation earned but not paid through the date of termination.

### **REFERENCES**

When we are contacted by prospective employers seeking information about former employees, we will release the following data only: the position(s) the employee held, the dates the employee worked for the Indian River Area Library and the employee's salary or rate of pay.

If you would like us to give a more detailed reference, you will have to provide us with a written release giving us your permission to respond to a reference request. We will respond only to written reference requests. Please direct all reference requests to the Library Director.

Written requests for references for current or former employees will not be provided unless the employee has given the Indian River Area Library permission, in writing, to do so. All requests for references shall be forwarded to the Library Director. If a manager/supervisor or coworker chooses to write a letter, it should be of a personal nature and not on Library stationary.

### **LIMITATIONS PERIOD**

Any claim, suit, or demand against the Indian River Area Library or its Trustees, Library Director, supervisors or employees arising out of an employee's employment or termination from employment, including but not limited to claims arising under federal or state civil rights statutes, must be brought within the lesser of (1) the applicable statute of limitations; or (2) 182 calendar days from the time the employee knew or should have known that the event giving rise the claim, suit, or demand occurred.

## **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

## THE FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

*Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.*

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge receipt of a copy of the Indian River Area Library Employee Handbook. I agree to read and completely familiarize myself with its contents. I agree to follow all policies and procedures.

I understand that the Employee Handbook supersedes all prior policies and that the Library reserves the right to change, modify, or amend any of the policies and procedures contained therein.

I further understand the Employee Handbook is not to be construed as an employment contract between myself and the Indian River Area Library. I acknowledge that I am employed for an indefinite period of time and the Indian River Area Library may terminate my employment at any time with or without notice or with or without cause. Any employment relationship I have with the Library is that of an employee at will.

I agree that any claim, suit, or demand against the Indian River Area Library or its Trustees, Library Director, supervisors, or employees arising out of my employment or termination from employment, including but not limited to claims arising under federal or state civil rights statutes, must be brought within the lesser of (1) the applicable statute of limitations; or (2) 182 calendar days from the time I knew or should have known that the event giving rise the claim, suit, or demand occurred. I waive any limitation period to the contrary.

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Printed Name

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Signature

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Date

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Director Signature