



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

### **General Principle**

The Petoskey District Library has established these policies and procedures for personnel employed by the Petoskey District Library. Personnel policies have been developed to assist employees of the Library to understand the terms and conditions of their employment. The contents of this Policy (Handbook) constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. The current insurance plan documents will control insurance benefits. The policies and benefits set out in the Handbook can be changed at any time without advance notice at the discretion of the Library Board of Trustees. However, changes will apply prospectively, only. Therefore, this Policy (Handbook) should not be viewed as creating any kind of employment contract. An employee still has the right to terminate employment at any time.

### **Equal Opportunity**

The Petoskey District Library is an equal opportunity employer and will not discriminate with regard to religion, race, color, national origin, age, gender, sexual orientation, pregnancy and conditions related to pregnancy, marital status, citizenship status, genetic information, disability, military status, weight, height, or any other category protected by state or federal law. Individuals with a disability that requires an accommodation to perform the essential functions of his/her job should request accommodation from the Director. We will make every effort to provide reasonable accommodations for qualified individuals.

### **Employee Selection**

The Library Director shall be hired by the Library Board of Trustees. All other employees shall be hired by the Library Director within the constraints of the approved budget. The Library Director is responsible for creating job descriptions. The Library Board of Trustees will approve the wage scale associated with each job description. The Board of Trustees shall be notified when a person is hired.

### **Employee Status**

All employees are deemed "at will" employees. "At will" is defined as either the employer or employee may terminate the employment relationship at any time, with or without cause, with or without notice.

Full-time employment is defined as working a minimum of an average of a 40-hour work week which includes a one hour break each day (unless otherwise agreed upon with the director). All full-time employees are considered salaried-exempt. Full-time employees are eligible for benefits package, as stipulated by the City of Petoskey, or as stated in a contract.

A permanent part-time employee is defined as being employed for at least six months, and working a minimum of 25 hours per regularly scheduled work week, on average.

A part-time employee is defined as working less than an average of 25 hours per week or been employed for less than six months.

A non-supervisor staff member may be trained as "Staff in Charge." If a staff member is trained as such, they may be in charge of the building on an as needed basis. If a non-supervisor is designated "Staff in Charge," they will be compensated with \$20 of other income on the next pay cycle.

The Petoskey District Library conducts background checks of all individuals to be hired, including criminal, credit, references, and background. An authorization signed by applicants is a required prerequisite for employment with the Library. The Petoskey District Library complies with the requirements of the Fair Credit Reporting Act.



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

### **Wages**

- a. Wage ranges are set by the Library Board of Trustees.
- b. Wage ranges shall be presented with the budget prior to the September meeting of the Library Board of Trustees for revision or change.
- c. Paychecks are issued on a biweekly basis, dependent upon the City of Petoskey schedule.

### **Employment Conditions**

- a. Hours of work – Work schedules will be set by the Supervisor to adequately cover the hours of operation and may be altered, as need dictates. Evening and weekend hours will be included.
- b. Overtime work – It may occasionally be necessary to ask an employee to work more than his/her regularly scheduled hours to meet staffing needs. Part-time staff may work up to 29 hours per week. Supervisors may occasionally approve working more than 29. Hours over 40 hours per week are considered overtime hours. Overtime hours must be pre-approved by the Supervisor and are paid at time and a half.

### **Timekeeping**

Full-time employees need to keep track of their hours. Due to the extended hours of operation, the Library works on a flexible schedule. Full-time staff may utilize compensatory time within a month of accumulation. Full-time staff are required to track their own hours and compensatory hours. Paid leave hours will be tallied on the bi-weekly time card. Time cards will be turned in on a bi-weekly basis, even if there are no paid leave hours tallied.

All part-time staff will track actual hours worked by use of written time sheets. All part-time employees are required to keep their time sheet current, showing the start time, lunch period and other unpaid breaks, and quitting time for each workday. At the end of each work pay period, the time sheet is signed and submitted for processing.

All part-time staff are eligible for 20 minute paid breaks for the first five hours worked. Staff would add an additional 5 minutes for each hour above five worked.

### **Holidays**

The Library shall be closed and pay holiday wages for full-time employees for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. Full-time employees shall be paid for 8 hours per holiday. If New Year's Eve Day falls on a day the Library is open past 5:00 PM, the Library will close at 5:00 p.m., but no holiday wages will be paid for that evening. The Library will be closed on Easter Sunday, with no holiday wages paid.

Full-time employees will also receive 3 paid Floating Holidays per year.

### **Vacations**

- a. Full-time Library employees will earn the following yearly vacation allotment, dependent on the number of years of service (unless superseded by a contract):
  - a. Year zero = prorated amount
  - b. 1 year = 40 hours
  - c. 2 years = 80 hours
  - d. 7 years = 120 hours
  - e. 12 years = 160 hours



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

- b. Vacation days are allotted January 1 each year. Full-time employees may roll over up to one week of Vacation Leave on January 1<sup>st</sup> and that rolled over time must be expended by March 31<sup>st</sup> of that year.
- c. New hires will receive a prorated amount (base of 40) of vacation based upon their hire date.
- d. Vacation requests must be submitted via the Humanity scheduling system at least one week prior to the vacation request. Vacations are approved on a first come first served basis, taking into consideration the staffing needs of the Library. Holiday, vacations and time off may be rotated among staff.
- e. Upon leaving the Petoskey District Library, unused, accrued vacation shall be paid out at 100% for full-time employees. Discharged employees will not receive unused, accrued vacation time.

### **Personal Leave**

- a. Personal leave time can be used for any reason, including illness, injury, appointments, taking care of a dependent, or for any reason allowed under the Michigan Paid Medical Leave Act. For non-exempt employees, personal leave time is paid at the employee's regular straight time hourly rate of pay. Personal leave time can be used in one hour increments.
- b. Personal leave time may not be accumulated from year to year. Any personal leave time which is not used by November 30<sup>th</sup> of each year will be reimbursed to the employee at the employee's regular straight time hourly rate of pay.
- c. Full-time employees shall earn 56 hours of personal leave per year, credited on December 1. During the employee's first year, a pro-rated amount of personal leave will be allotted within the first month of employment. On December 1, accumulated personal leave will be paid out at 100%.
- d. For full-time employees, personal leave is to be used for days that are regularly scheduled, but are not worked (planned or unplanned). This may be for illness or personal appointments. Personal hours may not be used to add hours to your regular pay or to a scheduled vacation.
- e. Permanent part-time employees are eligible for 40 hours of paid personal leave. The first year of employment, said employee will receive a pro-rated amount of leave after six months of employment and receive 40 hours of paid personal leave on December 1 of each year thereafter. On December 1, unused, accumulated personal leave will be paid out at 100%. Permanent Part-time employees may not accrue leave time from year to year, unless approved by the director. If a permanent part-time employee falls below the 25 hour per week average for two consecutive pay periods, that employee will be deemed a part-time employee and will lose a pro-rated amount of leave time accrued.
- f. For permanent part-time employees, personal leave is to be used for days that are regularly scheduled, but are not worked. This may be for illness or personal appointments. Permanent part time employees may also use personal leave hours for a scheduled vacation. Personal hours may not be used to add hours to your regular pay if you have worked your scheduled number of hours.
- g. All planned leave time must be submitted via the Humanity scheduling system at least one week prior to the leave and be approved by the employee's supervisor.
- h. Upon leaving the Petoskey District Library unused, accrued personal leave will be paid out at 100%. Employees who are discharged will not be paid unused, accrued personal leave time.



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

### **Military Leave**

- a. The Library complies with State and Federal law, including USERRA with respect to employees who serve in the Military. If you are called to training or active duty, you must notify the Director immediately so that plans may be made to give you the necessary time off and to meet the Library's staffing needs.
- b. Federal and state statutes mandate that the Library grant leave to employees who are drafted into the Armed Forces and who voluntarily choose to serve in the military and to reservists and National Guard members. Military leave must be allowed for active duty, training, or to meet military related obligations, such as reporting for periodic physical fitness examinations.
- c. The Library is required, under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), to reinstate those returning from services to their former job following discharge or release from active duty, reserve duty, or training.
- d. Upon returning from military service, the employee's salary will be established to recognize any adjustments that would have occurred during the period when the employee would have been working for the Library.
  1. If the employee would have been in the same position upon return and the salary range had been increased, the salary will be determined by the point in the range the employee would have reached if they had not left for military service.
  2. If the employee returns to a more responsible job, the salary will be based on the present rates for the position and will be at least the same as the lowest paid qualified person in a similar position.

### **Professional Leave**

- a. Employees may attend workshops, conferences, and library meetings with the pre-approval of the Director. Upon return, the employee shall report about the workshop at the next scheduled staff meeting and submit a written report to the director to be presented at the next scheduled Board of Trustees meeting. Employees should include sessions attended, vendors visited, and suggestions on implementation at PDL.
- b. Fees and costs of workshops, conferences, and similar library training courses to be attended by the staff will be paid from Library funds with the pre-approval of the Director.
- c. Employees will receive remuneration for the regular working hours while attending authorized training courses.
- d. Mileage is reimbursed at the rate for all authorized travel at the IRS authorized rate.
- e. The credit card will not be used by staff for professional leave. Instead, there will be a \$ 50 per day stipend for meals. Instead there will be a \$ 50 per day stipend for meals. If attendance is for a partial day, staff will be reimbursed by meal:
  - Breakfast: \$ 10
  - Lunch: \$ 15
  - Dinner: \$ 25
- f. If the Library pays for a banquet meal through the registration, that day will be considered a partial day, and only the other meals will be reimbursed.
- g. A reimbursement form for the correct number of days/meals must be submitted, in order to be reimbursed.



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

### **Other Leave**

- a. An employee who is called to serve on jury duty will inform the Library Director as soon as possible. He/she will be paid the difference between regular work pay and payment from the court upon presentation of check stub from their jury pay. If the employee is released early from jury duty, said employee should report to the Library for the remainder of their regularly scheduled shift.
- b. All Full-time and permanent part-time employees shall be granted up to three-day bereavement leave with pay for in state funerals and up to five-day bereavement leave with pay for out of state funerals, upon the death of an immediate family member. Permanent Part-time employees shall be paid for their regularly scheduled work hours missed. For purposes of this policy, immediate family member is defined as: grand-parent, parent, spouse, domestic (or other designated) partner, child, grand-child, sibling, aunt or uncle. This policy shall apply whether the relationship is natural, marital, adoptive, step, or foster. Additional time may be granted as personal leave without pay, unused vacation time or personal leave.
- c. When the Library closes for any emergency, regularly scheduled staff will be paid their regular hours, whether worked or not.

### **Benefits**

- a. The Library Board of Trustees provides access to health insurance, dental, & vision for full-time employees and their family.
- b. Full-time employees are eligible to participate in the MERS retirement program through the city.
- c. Full-time employees shall have access to short term disability coverage, which pays at 66.67% of regular pay. Employees may use unused leave to cover the difference in pay from the insurance amount to their regular amount.
- d. Deferred compensation option is available for all employees.

### **Problem Solving**

All employees are obligated to discuss complaints concerning employment conditions with their immediate supervisors. Complaints must be stated within five (5) working days after occurrence of the circumstances giving rise to the issue or five (5) days from when the grievant should reasonably have known of the occurrence. Otherwise the right to file said complaint is forfeited and no grievance shall be deemed to exist.

If the problem is not resolved within two weeks, the employee should then bring said problem to the director.

If the problem persists two weeks after discussion with the director, the employee may notify the Board of Trustees in writing, documenting the process previously taken. A grievance is a written complaint filed by an employee expressing dissatisfaction with employment conditions or perceived violations of the Personnel Policies.

The Library Board of Trustees will set up a time to address the problem at the next regularly scheduled Board meeting, which can be closed at the employee's request. The concerned parties, recognizing that an orderly grievance procedure is necessary, agree that each step must be adhered to as set forth in this procedure or the grievance is forfeited.

**Exclusive Remedy:** The procedure provided herein shall be the exclusive remedy of employees for redress of their complaints. The decision of the Board is the last step of the Grievance Procedure utilized and shall be final and binding upon the employee. No decision reached at any step shall act as a precedent.



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

### **Dissemination of Information**

When dealing with the public, employees must keep in mind that they should be courteous and provide factual answers to questions. Questions pertaining to areas outside the employee's level of responsibility or expertise, are to be referred to their direct supervisor, the Library Director, President of the Library Board of Trustees, or designated spokesperson.

Press releases shall be released from the Library Director's office, or Library Director's designee, or from the President of the Board of Trustees.

All news relating to policy shall be released from the Library Director's office, and any other dissemination of information to the public shall be approved by the Library Director or handled only by those employees with direct knowledge of and responsibility for the subject. This is not intended to interfere with employee's rights under Section 7 of the NLRA.

### **Volunteers**

The Library encourages interested individuals to volunteer their time and services. Volunteers will be trained and supervised by Library staff and covered under the Library's general liability policy.

### **Rules to Protect Us All**

The Library believes that all of its employees should take pride in their jobs and desire to perform them in an efficient and effective manner. People cannot live and work together successfully and enjoyably without order.

The Library needs to have certain reasonable policies and rules for the conduct of its business. The most important rule is that an employee uses common sense, or stated differently, "the rule of reason." 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.

- a. 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.
- b. Falsifying time cards or any other records required to be kept.
- c. Making false statements regarding the reason for an absence.
- d. Making or publishing any vicious, defamatory, malicious, or deliberately false statements concerning any employee, Trustee, the Library, or its work or services.
- e. Stealing or misappropriating Library property, another employee's property, or patron's property.
- f. Carelessly damaging, misusing, destroying, abusing, or misplacing property belonging to the Library or another employee.
- g. All employees should display a positive attitude toward their jobs. A bad attitude creates a difficult working environment and prevents the Library from providing quality service to our customers/patrons/citizens. Courtesy is the responsibility of every employee. We expect everyone to be courteous, polite and friendly both to the customers and to fellow employees. No





**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

one should be disrespectful, use profanity or engage in any activity that injures the image or reputation of our Library.

- h. 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.
- i. Every employee is expected to make every effort to learn his or her 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.
- j. Employees are asked to come to work dressed in a conservative, appropriate manner for the Library environment, including but not limited to: no denim pants, no low or high cut shirts, no low or high cut skirts, and no low cut slacks. Facility Manager is allowed to wear non-distressed denim.

### **Personal Telephone**

Employees may make or receive personal calls or texts only in case of emergency or on work breaks. Personal phones should only be used in staff areas. Lengthy or frequent conversations may result in the loss of this privilege.

### **Computers, Email and Voicemail**

The Library's staff computers, computer files, the email system, software, and telephone systems are intended for Petoskey District Library business only. All information on the computers and email and voicemail systems is the sole and exclusive property of the Petoskey District Library. Such information may not be disclosed to any person outside the Library or removed from the premises without the express permission of the Library Director.

Because of the nature of this data, we reserve the right to access all information on Petoskey District Library computers and email and voicemail systems, even when personal passwords have been assigned. Employees do not have a personal privacy right in any matter created, received, or sent from the Library's telephone, Internet or Email systems. Therefore, employees should not put personal data or other information on these computers. Email may not be used to solicit or to advocate non-Library or purely personal interests, religious or political causes. Inappropriate, offensive, off-color or sexual or racial communication is a violation of our policies and strictly prohibited. All passwords must be given to the system administrator.

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. To ensure compliance with this policy, computer and email usage may be monitored.

### **Work place violence/weapons policy**

The Library is committed to providing a safe environment for its employees, patrons and visitors.

**Zero Tolerance for Violence:** "Violence" is defined to include physically harming another in any way; shoving or pushing; physical intimidation or coercion; brandishing weapons; and/or threatening violence or causing harm to another. Any display, attempt or threat of violence in the workplace or at a Library sponsored event or during the work day shall subject the employee to disciplinary action up to, and including, immediate termination.



Petoskey  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

**Zero Tolerance for Weapons:** Weapons of any kind including, but not limited to, guns, chemical sprays, brass knuckles, knives, clubs or any other object that is intended to be used as a weapon is prohibited and not permitted on Library premises or at a Library sponsored event or during the work day. Possession of a weapon in violation of this policy, regardless of whether the employee obtained a permit to carry such a weapon, shall subject the employee to disciplinary action up to, and including, immediate termination absent advanced written consent by the Director.

**Reporting Potential Problems:** It is each employee's responsibility to prevent violence in the workplace. Employees can help by reporting to management their observations in the workplace. Employees are required to report any incident of violence or violation of this policy immediately. Failure to do so may result in disciplinary action.

Again, we urge all employees to report any concerns that they might have about a change in behavior of a co-worker or a patron that may be indicative of a potential risk of violence (e.g. increased agitation or argumentative behavior). All reports will be kept confidential to the extent possible, thoroughly investigated and appropriate action will be taken.

**Security:** Security of Library personnel and property is of the highest concern to us. No weapons of any type are allowed on the premises, ~~or in any of our vehicles~~. Any violations of our Workplace Violence Policy set forth above will result in discipline up to and including immediate termination as well as possible prosecution.

The Library building and property are monitored with security camera systems at all times.

These procedures are necessary for the safety, health and security of everyone at the Library and the protection of our property and facilities. Submission and compliance with these rules is a condition of your continued employment.

### **Anti-bullying**

The Library defines bullying as *"repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment."* Such behavior violates the Library's policy that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and the director that the Library will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. The Library considers the following types of behavior examples of bullying:

**Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

**Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.

**Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages.





**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

**Exclusion:** socially or physically excluding or disregarding a person in work-related activities.

### **No Harassment**

Harassment of any of our employees, applicants, or customers is not tolerated. Any form of harassment related to an individual's race, color, religious creed, national origin, gender, sexual orientation, citizenship status, ancestry, veteran status, membership in the Armed Services, age or disability, or any other category protected by State or Federal law, is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term "harassment" includes:

- unwelcome sexual advances and requests for sexual favors
- threatening reprisals for an employee's refusal to respond to requests for sexual favors
- offensive physical conduct
- display of offensive pictures, drawings or photographs
- offensive remarks, comments, jokes or slurs pertaining to an individual's race, sex/gender, religion, age, disability, etc.

Any questions about what constitutes harassing behavior, or what conduct is prohibited by this policy should be directed to the Library Director.

Supervisors are also covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no supervisor or Trustee has the authority to suggest to an employee or applicant that the individual's employment, continued employment, or future advancement will be affected in any way by the individual's entering into (or refusing to enter into) any form of personal relationship with the supervisor or Trustee.

Harassment of our employees in connection with their work by non-employees is also a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken.

Conduct, which constitutes harassment under some circumstances, may not be harassment under other circumstances – it often depends upon how the conduct was intended and received. Therefore, an employee should let the person know in clear terms that the conduct is offensive and not laugh or shrug off objectionable behavior.

Notify the Library Director immediately if you feel that you are being harassed by another employee or by anyone else. If the problem involves the Library Director, or if you do not feel that the matter can be discussed with the Library Director, immediately contact any member of the Library Board of Trustees. Your complaint will be kept as confidential as possible and will not be penalized in any way for reporting a harassment problem. If at any time you determine that your report has not been handled to your satisfaction, you should immediately arrange to speak with the President of the Library Board of Trustees to address the issue.

A harassment problem cannot be resolved unless it is known about it. Therefore, it is the employee's responsibility to bring any such problems to attention of the Library Director or the Library Board of Trustees so that steps can be taken to correct the problem.

### **Health and Safety**

Each employee involved in any accident that includes bodily injury or property damage in the course of his or her work, whether or not involving vehicle operation, shall promptly and completely report the details to the Director.



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

The employee shall immediately, if practical, file an accident report that includes accurate, complete, and unbiased information fully describing the accident, the persons and/or vehicle involved, their insurers (if known), names and addresses of witnesses, and any other pertinent information.

All injuries sustained by an employee in the course of his/her work will, when the Library so designates, be evaluated by a Library-appointed-physician, provided the Library agrees to pay the cost of such an examination or treatment.

Each employee shall comply with standard safety regulations. Failure to observe this requirement or to promptly file a complete and accurate report as required herein, or to adhere to any of the Library's safety rules, shall subject the employee to disciplinary action.

No fewer than four staff members should be in the building during regular hours of operation.

### **No Smoking**

Under the provisions of the Public Health Clean Air Regulation Act of 2005 of Emmet County, use of any tobacco, tobacco-like products, or e-vapor is prohibited within all Library work areas and public spaces inside and outside, including the main Library and the Carnegie Building.

### **Drug-free Workplace**

- In compliance with the federal Drug-free Workplace Act of 1988, the Petoskey District Library prohibits the unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance or illegal drugs in the workplace.
  - Marijuana is illegal under federal law. Employees may not use or possess marijuana on any Agency property or in Agency vehicles, or in the course of employment. Agency policy also prohibits employees from reporting to work under the influence of a controlled substance, such as marijuana. This is true whether the marijuana is smoked or ingested through other means.
  - Americans with Disabilities Act (ADA) does not require employers to allow marijuana use as a reasonable accommodation for someone with a disability, even if that person is a registered medical marijuana patient.
- An employee whose ability to work is impaired by a drug prescribed for the employee by a physician and used by the employee as prescribed, will not be permitted to remain at work while impaired and may be subject to disciplinary action where abuse is involved.
- A Library employee convicted of a drug violation in the workplace, as defined by the Drug-free Workplace Act of 1988, will be subject to disciplinary action in accordance with the state and federal statutes and Library policies, and may be required to satisfactorily participate in a substance abuse assistance or rehabilitation program. Disciplinary action may result in penalties up to, and including, discharge.
- Use of illegal drugs including marijuana, or alcohol use will not be tolerated. Put simply, reporting to work with no drugs or alcohol present in your system is expected.

### **Americans with Disabilities Act & Michigan Persons with Disabilities Civil Rights Act**

In compliance with the Americans with Disabilities Act and Amendment Act (ADAAA) and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), the Library does not discriminate against qualified individuals, (as defined by the act), or individuals with a disability, (as defined by the act), with regard to job application procedures, hiring, discharge, employee compensation, advancement, job training, and



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

other terms, conditions, and privileges of employment. The Library will make every effort to make reasonable accommodations for qualified individuals with disabilities.

If you are unable to perform your job duties without an accommodation, assistance or an adaptive aid or device, you must notify the Employer of your special need. Under Michigan law only, the notice must be provided to your Employer in writing of the need for accommodation within 182 days after the time you knew or reasonably should have known that an accommodation was needed. Please notify the Director in writing if you need an accommodation.

### **Genetic information non-discrimination**

The Library shall not discriminate in any term or condition of employment or make any employment decisions based on genetic information of the employee or his/her family members and it shall not acquire any such information except as permitted under the Genetic Information Non-Discrimination Act of 2008.

In general, exceptions may include information obtained inadvertently or in connection with wellness programs, where information is necessary to comply with the certification provisions of the Family and Medical Leave Act (should that apply to the Library), where commercially and publicly available information is purchased, where genetic monitoring is conducted of the effects of toxic substances in the workplace in compliance with OSHA regulations and for law enforcement purposes.

The Library shall treat genetic information as confidential medical records and comply with confidentiality requirements of the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act of 1996, and any disclosure shall be in compliance with applicable state and federal laws.

The Genetic Information Nondiscrimination Act does not prohibit “the use, acquisition, or disclosure of medical information that is not genetic information about a manifested disease, disorder, or pathological condition of an employee or family member, including a manifested disease, disorder, or pathological condition that has or may have a genetic basis.” Genetic information generally means information derived from a genetic testing which analyzes human DNA, RNA, chromosomes, proteins, or metabolites and that detects genotypes, mutations or chromosomal changes and the manifestation of a disease or disorder in family members of an individual.

### **Keeping us informed**

Your current address, telephone number, emergency contact, and any information about your family status must be recorded with the Library Director. Any changes in this information must be reported in writing to the Library Director. This is very important to you, and the Library in the event of an emergency and in connection with such things as Social Security, withholding taxes, insurance benefits, letters to your home, changes in work schedules, etc. Please notify us whenever changes occur in the following areas:

- (1) Change of home address and/or telephone number;
- (2) Your marital status; marriage, divorce, or legal separation, etc.;
- (3) Birth or death in your immediate family;
- (4) Legal change of your name;
- (5) Changes in citizenship status;
- (6) Outside employment;
- (7) Any health issue or disabilities which require an accommodation for your job;



**Petoskey**  
DISTRICT LIBRARY

## **Personnel Handbook:**

***Approved: July 25, 2019***

(8) Injuries that occur at work or that affect your ability to do your job.

Employees must notify the Library Director of any criminal conviction within, and not later than, five (5) days after such conviction. The Library Director is then required to notify any appropriate federal agency, which grants money to the Petoskey District Library, of such conviction within ten (10) days of receipt of notification from the employee.

### **Social Security Number Privacy Policy**

In accordance with the Social Security Number Privacy Act, the Petoskey District Library will keep all social security numbers confidential and will not disclose social security numbers unlawfully. Personnel and payroll records are kept in locked file cabinets, only accessible to the Director or designated administrator. The Petoskey District Library, in conjunction with the City of Petoskey, uses your Social Security Number only for specific, limited, administrative purposes, allowed by law. Currently, these include to verify employment and to administer our various benefit programs. Any documents containing social security numbers that are destroyed will be shredded in accordance with record retention guidelines. Any person who violates this privacy policy is subject to discipline up to and including termination.

### **Privacy Policy Disposal/Shredding of Sensitive Data**

The Petoskey District Library has procedures in place for the disposal of sensitive data in compliance with the Federal Trade Commission regulation of 2004. This regulation dictates the proper disposal of consumer report information and records under the Fair and Accurate Credit Transaction Act of 2003 (FACTA, Pub L. 108-159, 111 stat. 1952) and the Fair Credit Reporting Act (FCRA 15 USC 1681 et seq.). Accuracy, privacy, limits on information sharing, and new consumer rights to disclosure are included in the FACTA. (Pub. L. 108-159, 111 Stat. 1952).

Sensitive Data includes: 1. personal information including telephone numbers, addresses or social security numbers; 2. credit checks, background check or consumer reports; 3. laptop computers; and 4. discarded computer equipment. All Employees that have access to or obtain sensitive data must keep the information confidential. Should any document containing sensitive data need to be disposed of, such document shall be placed in the designated locked recycle bin for shredding or shredded with a personal shredder.

**Violation of any part of this policy may result in discipline, up to and including immediate termination.**



**Petoskey**  
DISTRICT LIBRARY

**Personnel Handbook:**

***Approved: July 25, 2019***

**Receipt and Acknowledgement**

1. I hereby acknowledge receipt of the Petoskey District Library's Personnel Policies and I certify that I have read it in its entirety and understand the policies within apply to me and my employment with the Petoskey District Library.
2. I understand that it contains important information regarding my employment relationship with the Petoskey District Library, including current policies and benefits of the Petoskey District Library, rights and responsibilities that I have and those that my employer has.
3. I understand that if I have questions about the policy, it is my responsibility to ask the Library Director about them.
4. I agree to accept the policies, agreements, and rules as stated in the Personnel Policy. I understand that violation of any of the Petoskey District Library's policies may result in immediate termination at the Director's discretion.
5. The Petoskey District Library reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, benefits, or procedures, in whole or in part, at any time with reasonable notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in the handbook, and that employees will be notified of such changes through normal communication channels.
6. I understand that the policies described in this handbook supersede all previous policies, practices, and oral statements of anyone associated with the Petoskey District Library, its predecessors, and its authorized agents.
7. I understand that this policy is not intended nor does it serve as an express or implied contract of employment or a contract for benefits.
8. I agree that any action or suit against the Petoskey District Library or any of its employees relating to or arising out of my employment or the termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred. This applies to the initial charge filed with the Equal Employment Opportunity Commission; however thereafter I am permitted to pursue litigation, if at all, as provided in the Commission's "Right to Sue" letter. I waive any longer, but not shorter, limitations periods to the contrary. This contractual limitations period shall be enforced to the extent permitted by law and may be narrowed by a court as necessary to make it enforceable.

*Date:* \_\_\_\_\_

*Employee Name:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_

*Supervisor Name:* \_\_\_\_\_

*Supervisor Signature:* \_\_\_\_\_