

Lakeland Library Cooperative

Employee Handbook

101 Nature of Employment

Effective Date: 05/14/2009

Revision Date:

All employees at Lakeland Library Cooperative are at will employees. This means that there is no definite term of employment and that the employment relationship may be terminated with or without cause, with or without advance notice, and at the option of either the employee or Lakeland Library Cooperative. In addition, no person other than the Lakeland Library Cooperative Board has the authority to enter into any agreement for employment for any specified period of time or to otherwise modify an employee's at will employment status. To be binding, any agreement to modify an employee's at will employment status must be in writing, specifically acknowledging that it is a modification of this policy, and signed by both the employee and the Lakeland Library Cooperative Board by its authorized representative.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute any legal or contractual obligation for employment or benefits between Lakeland Library Cooperative and any of its employees. The provisions of the handbook have been developed at the discretion of Lakeland Library Cooperative Board and, in order to retain flexibility in the administration of these policies and provisions, it reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment at will.

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102 Employee Relations

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in the geographic area and industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to the Cooperative Director.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Lakeland Library Cooperative amply demonstrates its commitment to employees by responding effectively to employee concerns.

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103 Equal Employment Opportunity

Effective Date: 05/14/2009

Revision Date:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Lakeland Library Cooperative will be based on merit, qualifications, and abilities. Lakeland Library Cooperative does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, protected disability, height, weight, marital status, veteran's status, or any other characteristic protected by law.

Lakeland Library Cooperative will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Any applicant or employee who believes a reasonable accommodation may be necessary in order to perform his or her essential job duties or assigned tasks must notify the Cooperative Director.

This policy governs all aspects of employment, including recruitment and hiring, training, job assignment, compensation, discipline, termination, benefits and all other terms and conditions of employment.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Cooperative Director. Employees can raise concerns and make reports without fear of reprisal.

Any employee found to be engaging in any type of unlawful discrimination, harassment or retaliation will be subject to disciplinary action, up to and including termination of employment.

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104 Business Ethics and Conduct

Effective Date: 05/14/2009

Revision Date:

The successful business operation and reputation of Lakeland Library Cooperative is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Lakeland Library Cooperative is dependent upon our members' trust, and we are dedicated to preserving that trust. Employees owe a duty to Lakeland Library Cooperative and its member libraries to act in a way that will merit continued trust and confidence of its members.

Lakeland Library Cooperative will comply with all applicable laws and regulations, and it expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the employee should discuss the matter openly with the employee's immediate supervisor and, if necessary, with the Cooperative Director for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Lakeland Library Cooperative employee. Disregarding or failing to comply with this standard of business ethics and conduct may lead to disciplinary action, up to and including possible termination of employment.

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105 Hiring of Relatives

Effective Date: 05/14/2009

Revision Date:

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a "relative" is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees may not be hired into or occupy a position that will be working directly for or supervising their relative. If a relative relationship is established after employment between employees who are in a reporting situation, as described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the Cooperative Director. The concerned individuals will be provided the opportunity to decide who is to be transferred to another available position, or if no position is available, which employee will quit. The transfer shall not result in a promotion or pay grade increase, nor take precedence over any other employee's entitlement or opportunity for the position, without the express approval of the Cooperative Director. If that decision is not made within 30 calendar days, the Cooperative Director will decide who is to be transferred or, if necessary, terminated from employment.

In a case where a conflict or the potential for conflict arises between co-employees because of their relative relationship, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

Lakeland Library Cooperative also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

Finally, employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

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106 Employee Medical Examinations

Effective Date: 05/14/2009

Revision Date:

To help ensure that employees are able to perform their duties safely, employees may be required to submit to medical examinations when it is determined that there is a reasonable basis to suspect that the employee's conduct or performance may be impaired by a mental or physical condition. The examination shall be limited to addressing the noted concerns.

After a job offer has been made to an applicant a complete medical examination (including physical and/or mental) may be performed at the expense of Lakeland Library Cooperative by a health professional of Lakeland Library Cooperative's choosing. The offer of employment and assignment to duties is contingent upon satisfactory completion of this examination.

Information on an employee's medical condition or history will be kept separate from other employee information and will be maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

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107 Immigration Law Compliance

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete this form if they have not completed an I-9 with Lakeland Library Cooperative within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Cooperative Director. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

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108 Conflicts of Interest

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative expects its employees to conduct business according to the highest ethical standards of conduct and to devote their best efforts to Lakeland Library Cooperative. Employees owe a duty of loyalty to Lakeland Library Cooperative and, as such, are expected to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Lakeland Library Cooperative wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Cooperative Director for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the Lakeland Library Cooperative Board. Business dealings with outside firms should not result in unusual gains for those firms.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Lakeland Library Cooperative's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Cooperative Director immediately the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Lakeland Library Cooperative does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Lakeland Library Cooperative.

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110 Outside Employment

Effective Date: 05/14/2009

Revision Date:

Employees may be employed outside the Lakeland Library Cooperative and hold outside jobs as long as they meet the performance standards of their job with Lakeland Library Cooperative. All employees will be judged by the same performance standards and will be subject to Lakeland Library Cooperative's scheduling demands, regardless of any existing outside work requirements.

If Lakeland Library Cooperative, in its sole discretion, determines that an employee's outside work interferes with his or her performance or ability to meet the requirements of his or her employment at Lakeland Library Cooperative, as they are modified from time to time, the employee may be asked to terminate the outside employment in order to continue his or her employment with Lakeland Library Cooperative.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Lakeland Library Cooperative for materials produced or service rendered while performing their jobs.

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114 Disability Accommodation

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative is committed to complying fully with the Americans with Disabilities Act ("ADA") and the Persons with Disabilities Civil Rights Act ("PDCRA"), and ensuring equal opportunity in employment for qualified persons with disabilities. As such, all employment practices and activities are conducted by Lakeland Library Cooperative on a non-discriminatory basis.

Hiring procedures have been reviewed to provide persons with disabilities meaningful employment opportunities at Lakeland Library Cooperative. Pre-employment inquiries are restricted to only those inquiries regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all qualified individuals with disabilities to assist them to perform the essential functions of the position. If an employee has reason to believe that he or she may need and be entitled to a reasonable accommodation, such employee should contact the Cooperative Director as soon as he or she becomes aware of such a need.

Lakeland Library Cooperative is also committed to non-discrimination for any qualified employees or applicants because they are related to or associated with a person with a disability. Lakeland Library Cooperative will follow any applicable state or local law that provides individuals with disabilities greater protection than the ADA. Employees should direct their questions and/or concerns regarding this policy to the Cooperative Director.

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116 Job Posting

Effective Date: 05/14/2009

Revision Date:

Lakeland Library Cooperative provides employees an opportunity to indicate their interest in open positions and advance within Lakeland Library Cooperative according to their skills and experience. In general, notices of all job openings are posted. However, Lakeland Library Cooperative reserves its discretionary right not to post a particular opening.

Job openings will be posted on the employee bulletin board, in the email system and will generally remain open for ten (10) days. Each job posting notice will include the dates of the posting period, job title, department, location, classification, job summary, essential duties, and qualifications (required skills and abilities).

Employees who have a current written warning on file, or are on probation or suspension, are not eligible to apply for posted jobs. Eligible employees should apply only for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, an employee should submit a job posting application and resume to the Cooperative Director.

Lakeland Library Cooperative recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within Lakeland Library Cooperative.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring supervisor. Other recruiting sources may also be used to fill open positions in the best interests of Lakeland Library Cooperative.

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118 Employee Work Product

Effective Date: 05/14/2009

Revision Date:

An employee "Work Product" is subject matter developed (in whole or in part) by an employee of Lakeland Library Cooperative, as part of his or her responsibilities, which pertains to Lakeland Library Cooperative business, whether or not produced during regular working hours or by using the Lakeland Library Cooperative's facilities. Such Work Product may include, for example, ideas, concepts, inventions, computer software, writings, art works and copyrightable or patentable materials in any format.

The employee will promptly make the Work Product available to Lakeland Library Cooperative. All such Work Product shall be owned by Lakeland Library Cooperative. In this regard, the employee shall, upon request and without additional compensation (except by mutual agreement with Lakeland Library Cooperative) execute any documents necessary to protect or perfect Lakeland Library Cooperative's right in the work product. Any decision to file formal applications for proprietary rights protections shall be solely within the discretion of Lakeland Library Cooperative. Lakeland Library Cooperative will pay any related expenses, and the employee shall fully cooperate with respect to the filing of such applications, including execution of any necessary documents.

Upon termination of employment for any reason, the employee shall ensure that Lakeland Library Cooperative has copies of any and all materials related to the Work Product sufficient for Lakeland Library Cooperative to continue use of the Work Product.

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120 Lawsuits

Effective Date: 05/14/2009

Revision Date:

Any claims or lawsuits relating to any employee's service with Lakeland Library Cooperative must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit.

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122 Employee Motor Vehicle Operator Standards

Effective Date: 7/11/2013

Revision Date:

STATEMENT OF PURPOSE:

To establish a policy covering minimum standards for the qualification of employees and applicants to operate Lakeland Library Cooperative owned/leased/rented vehicles or the use of a personal vehicle for work-related purposes. Furthermore, to minimize the risk of vehicle accidents by improving the quality of drivers by permitting only those employees with appropriate licenses and acceptable driving records to operate vehicles on behalf of the Lakeland Library Cooperative.

DEFINITIONS:

- A. *A vehicle* means any Lakeland Library Cooperative owned/ leased/ rented truck or other similar type vehicles as well as a personal vehicle driven by employees for work-related purposes whether receiving reimbursement for mileage or not.
- B. *Habitual violator* is an employee or applicant who has accumulated at least six (6) points within the last three (3) year period, has had a DUI or other comparable offenses within the last five (5) year period, or reckless driving within the last three (3) year period.
- C. *Preventable and Chargeable Accident* is defined as any accident involving a Lakeland Library Cooperative owned/leased/rented vehicle which results in property damage and/or personal injury regardless of who was injured, what property was damaged, or where it occurred, in which the driver in question failed to exercise reasonable precaution to prevent the accident as determined by the Cooperative Director.
- D. *Driver* is any Lakeland Library Cooperative employee or applicant who drives a Lakeland Library Cooperative owned/leased/rented vehicle or who drives a personal vehicle for work-related purposes as performed on behalf of the Cooperative.

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PROCEDURES:

- A. All Lakeland Library Cooperative employees authorized to operate a Lakeland Library Cooperative owned/leased/rented vehicle or personal vehicle for work related purposes and applicants shall be subject to the standards established in this policy.
- B. All employees driving a Lakeland Library Cooperative owned/leased/rented vehicle shall have a Michigan chauffeur's license. Failure to maintain the proper license and/or insurability shall be grounds for suspension of the employee's driving privileges and employment action up to and including termination.
- C. Annually in January, an audit of all employees' current driver's license and driving record status shall be performed by the Business Manager through the appropriate state agency and a written report provided to the Cooperative Director.
- D. All employees who use their personal vehicle for work-related purposes, whether they receive reimbursement for mileage or not, are required to have a valid and appropriate driver license to operate in the State of Michigan. Failure to maintain the proper license shall constitute whether a personal vehicle for work-related purposes is permissible.
- E. Insurance coverage for a personal vehicle used for Lakeland Library Cooperative work-related purposes, whether reimbursement for mileage is requested or not, is required and shall be the responsibility of the employee to provide coverage that carries limits of at least \$300,000 per person and \$300,000 per accident or higher with a personal umbrella for that vehicle. In the case of an accident the employee is responsible for ALL damages and claims to the vehicle and or other property and personal injury to themselves or others. To the extent permitted by law, Lakeland Library Cooperative is not responsible for any damages or resulting claims that are incurred by an employee while utilizing a personal vehicle regardless of who was at fault. Failure to maintain the proper insurance shall restrict use of a personal vehicle for work-related purposes.
- F. A copy of the employee's driver license will be placed in the employee's personal file.
- G. The Business Manager will maintain a file containing driving records and other related information for drivers of Lakeland Library Cooperative owned/leased/rented vehicles.

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- H. All applicants applying for a position in which driving is an essential function shall provide a copy of their driver license at the interview.
- I. All applicants applying for employment in a position that requires the employee to drive/operate a Lakeland Library Cooperative owned/leased/rented vehicle or use of a personal vehicle for work-related purposes must meet all minimum criteria and driving record requirements set by the Cooperative.
- J. Lakeland Library Cooperative owned/leased/rented vehicles will ONLY be used for work-related purposes. Personal use of the Cooperative owned/leased/rented vehicle is not allowed and is grounds for disciplinary action up to and including termination.
- K. Employees who use their personal vehicle for approved work-related purposes will be reimbursed on a mileage basis at the authorized rate.
- L. Employees who have jobs requiring the driving of a Lakeland Library Cooperative owned/leased vehicles or use of a personal vehicle for work-related purposes, shall report any and all traffic convictions, moving violations and/or license suspensions immediately (or next day at work) in writing, whether incurred on or off the job to the Business Manager and Cooperative Director.
- M. Failure to report traffic convictions, moving violations and/or license suspension; to maintain the required driver's license; and/or to meet minimum driving record criteria will be sufficient grounds for removal from driving and may result in suspension or termination.

APPLICABILITY:

This policy shall apply to:

- A. Lakeland Library Cooperative employees driving Cooperative owned/ leased/ rented vehicles.
- B. Lakeland Library Cooperative employees using their personal vehicle for work-related purposes, regardless of receiving mileage reimbursement or not.

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- C. Applicants for positions that require the operation of a Lakeland Library Cooperative owned/leased/rented vehicle or use of a personal vehicle for work-related purposes.

GUIDELINES:

- A. Employees and applicants who drive or will be driving Lakeland Library Cooperative vehicles shall:

- Have reached the age of eighteen (18) years.
- Not be a habitual violator of traffic laws.
- Shall be able to safely operate a motor vehicle as evidenced by meeting the minimum driving record criteria as established by the Lakeland Library Cooperative.
- Shall be physically qualified to hold a valid Michigan chauffeur's driver license.
- Must have and retain an active MDOT medical examination certification while employed.
- Be insurable without increasing premium costs under the Lakeland Library Cooperatives automobile insurance coverage/program.

In addition applicants must pass a pre-employment driving test that is administered by the Lakeland Library Cooperative Business Manager and another employed driver.

- B. Safety belts shall be worn by all operators and passengers at all times in Lakeland Library Cooperative owned/leased/rented vehicle or in a personal vehicle being used for work-related purposes.
- C. Smoking in a Lakeland Library Cooperative owned/leased/rented vehicle is prohibited.
- D. Smoking on library grounds during delivery, except in designated areas, is prohibited.
- E. Use of a cell phone, such as texting or talking on a cell phone, drinking or eating while driving or any other activity leading to distracted driving is prohibited in a Lakeland Library Cooperative owned/leased/rented vehicle or in a personal vehicle being used for work-related purposes if the vehicle is in gear. Such activity should be performed off the road while parked or when out of the vehicle..

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- F. Turn signals and warning signals shall be utilized by all vehicle operators.
- G. The driver of a Lakeland Library Cooperative owned/leased/rented vehicle shall be responsible for reporting to the Business Manager (or in their absence the Cooperative Director) for any service, safety, or maintenance items to correct the vehicle.
- H. Drivers are responsible for the appearance, interior cleanliness and general condition of the Lakeland Library Cooperative owned/leased/rented vehicle.
- I. Operators of Lakeland Library Cooperative owned/leased/rented vehicles or personal vehicles used for work-related purposes shall obey all traffic and motor vehicle laws.
- J. Parking, moving violations and other fines received while operating a Lakeland Library Cooperative owned/leased/rented vehicle or using a personal vehicle for work-related purposes are the responsibility of the operator.

EVALUATION CRITERIA – EMPLOYEES/APPLICANTS

- A. The Lakeland Library Cooperative will audit and evaluate employee and applicant driving records and driving abilities.
- B. Employees and applicants for positions requiring the operation of a Lakeland Library Cooperative owned/leased/rented vehicles shall not be eligible for driving/operating privileges if:
 - Their driver's license is currently under suspension or revocation
 - They are not able to obtain a Michigan chauffeurs license
 - They have received infractions resulting in the accumulation of at least six (6) points within the last three (3) year period , reckless driving within the last three (3) year period, or accidents in a three (3) year period. A revocation of driving privileges can result in termination of employment should the operation of a motor vehicle be an essential part of employment duties as determined by the Cooperative Director.
 - They are dropped from the Lakeland Library Cooperative Vehicle Insurance Coverage/Plan or a surcharge is applied to maintain their coverage.

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- They have been convicted of DUI (Driving Under the Influence), DWI (Driving While Intoxicated), or other alcohol or controlled substance related driving offense; their driving record contains a “Hit and Run” or “Failure to stop, render aid and disclose I.D. at the scene of an accident” or manslaughter involving a motor vehicle conviction within the past five (5) years.

Any driver who is convicted of driving under the influence of alcohol or controlled substances, or reckless operation regardless of whether the incident occurs within the scope of employment shall not be permitted to operate a Lakeland Library Cooperative owned/leased/rented vehicle or use a personal vehicle for work-related purposes as determined by the Cooperative Director. Any court-imposed suspension shall result in loss of ability to drive.

EXCEPTION: Action under this section of the policy is predicated on evidence of conviction. An employee who has been charged with an offense listed under this policy but has not been convicted shall not be automatically disqualified from all driving and/or operating privileges.

Pending the outcome of the charge under this section, the affected employee may be allowed to continue to drive Lakeland Library Cooperative vehicles following a review of the employee’s over-all work performance and safety record and consultation with the employee by the Cooperative Director. However, the affected employee may be suspended from driving/operating privileges pending resolution of the charges, at the Cooperative Director’s discretion. Further, should the Cooperative Director, based on his/her own investigation conclude that a violation has occurred, suspension of driving privileges and implementation of discipline may be implemented, up to and including discharge.

Should the charge result in a finding of guilty, the affected employee shall be ineligible for driving privileges and may be disciplined up to and including termination.

- C. Employees that operate a Lakeland Library Cooperative owned/leased/rented vehicle or use a personal vehicle for work-related purposes while under the influence of alcoholic beverages or controlled substances are subject to immediate termination.

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- D. Employees involved in preventable and chargeable accidents while driving a Lakeland Library Cooperative owned/lease/rented vehicle or using a personal vehicle for work-related purposes will be subject to discipline up to and including termination which will be determined by the Cooperative Director.

AT WILL

- A. Nothing in this policy affects the employment at will status of the Lakeland Library Cooperative employees.