

Lakeland Library Cooperative

Employee Handbook

201 Employment Categories

Effective Date: 05/14/2009

Revision Date: 07/08/2010

It is the intent of Lakeland Library Cooperative to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time and do not alter in any way an employee's at will employment status.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Cooperative Director.

In addition to designation as an EXEMPT or NONEXEMPT employee, each employee will also belong to one of the following six (6) employment categories:

REGULAR FULL-TIME employees are those who are regularly scheduled to work at least thirty-seven-and-a-half (37.5) hours per week. Generally, REGULAR FULL-TIME employees are eligible for Lakeland Library Cooperative's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary employment status and who are regularly scheduled to work less than thirty-seven-and-a-half (37.5) hours but at least thirty (30) hours per week. Regular part-time employees are eligible for some benefits sponsored by Lakeland Library Cooperative, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary employment status and who are regularly scheduled to work less than 30 hours per week. Part-time employees are eligible for some benefits sponsored by Lakeland Library Cooperative, subject to the terms, conditions, and limitations of each benefit program.

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TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Lakeland Library Cooperative's other benefit programs.

SUBSTITUTE employees are those who have established an employment relationship with Lakeland Library Cooperative but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Lakeland Library Cooperative's other benefit programs.

If an employee has any questions regarding his or her employment status, he or she should consult with the Cooperative Director.

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202 Access to Personnel Files

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Lakeland Library Cooperative maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of Lakeland Library Cooperative. Access to the information contained within a personnel file is generally restricted to supervisors and the Bookkeeper who have a legitimate reason to access such information. Certain employment documents may, however, be available to the public pursuant to the Freedom of Information Act.

Employees who wish to review their own file should submit a written request to the Cooperative Director. With reasonable advance notice, and as provided by Michigan law, employees may review their own personnel files at the Lakeland Library Cooperative offices and in the presence of an individual appointed by the Cooperative Director to maintain the files.

If copies of an employee's own personnel file are requested by that employee, Lakeland Library Cooperative reserves the right, as provided by Michigan law, to charge a reasonable fee for the copies.

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203 Employment Reference Checks

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To ensure that individuals who join Lakeland Library Cooperative are well qualified and have a strong potential to be productive and successful employees, Lakeland Library Cooperative checks the employment references of all applicants.

With regard to requests for employment information from outside employers, Lakeland Library Cooperative will not release an employment reference without a written authorization and release signed by the individual who is the subject of the inquiry. Documents that are not exempt under the Freedom of Information Act will have to be released if a written request is received.

Responses to such inquiries may include information relating to the job performance of an employee or former employee that is documented in the employee's personnel file. Lakeland Library Cooperative reserves the right, in its sole discretion, to confirm only dates of employment, wage rates, and position(s) held.

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204 Personnel Data Changes

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It is the responsibility of each employee to promptly notify Lakeland Library Cooperative of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Cooperative Director.

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208 Employment Applications

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Lakeland Library Cooperative relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

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209 Performance Evaluation

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Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's introductory (initial and/or secondary) period in any new position, and thereafter on or about the anniversary of the employee's date of hire for their present position (i.e.: every 12 months). Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

For new hires one-step pay adjustments are awarded to recognize successful employee performance up to the top step. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this performance evaluation process.

Once an employee reaches the top step of the pay scale they may receive annual increases based upon action of the Lakeland Library Cooperative Board.

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210 Job Descriptions

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Lakeland Library Cooperative makes every effort to create and maintain accurate job descriptions for all positions within Lakeland Library Cooperative.

Lakeland Library Cooperative maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Cooperative Director prepares the job description when a new position is created. Existing job descriptions are also reviewed and revised in order to ensure that they are up-to-date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned and that additional responsibilities may be assigned as necessary. Contact the Cooperative Director if you have any questions or concerns about your job description.

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212 Salary Administration

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The salary administration program at Lakeland was created to achieve consistent pay practices, to comply with federal and state laws, to mirror our commitment to equal employment opportunities, and to offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Lakeland Library Cooperative is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and that are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Lakeland Library Cooperative periodically reviews its salary administration program and restructures it as necessary.

Employees should direct their pay-related questions and/or concerns to the attention of the Cooperative Director.

Lakeland's salary administration program consists of a set of pay ranges, with each position (other than substitute drivers) assigned to a specific pay range based upon the factors described above. Each pay range consists of five (5) steps. Steps are awarded annually on the employee anniversary date upon a successful performance evaluation. New employees generally begin at the first step of their pay range, however at the discretion of the Cooperative Director a starting salary commensurate with experience, education and previous salary can be assigned within the step ranges for each classification. Movement within a pay range is dependent upon numerous factors, including the information documented by the performance evaluation process. If funds exist, a Board approved percentage may be applied once an employee passes the top step in their range.

Upon implementation of the salary plan effective October 4, 2009 if any existing salary for an employee is higher than the last step of the new salary range with a scale of annual percentage increases applied, the employee's current salary will be frozen until the salary scale catches up at which time the employee may then receive any annual percentage raises that the Board awards.

When an employee is promoted into a position in a higher pay range, he or she will generally move to the step which represents the next highest pay (compared to his or her previous position) in the new range. If the existing pay is higher than the last step of the new range, then a

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3% increased salary adjustment will be applied. Promotion also has the effect of re-setting an employee's anniversary date to the date the promotion becomes effective.

From time to time, positions may be reclassified or the salary ranges changed as conditions warrant. Employees whose positions are reclassified to a higher salary range will generally move to the step which represents the next highest pay (compared to his or her previous position) in the new range. If the existing pay is higher than the last step of the new range, then a 3% increased salary adjustment will be applied. Employees whose positions are reclassified to a lower salary range or due to salary range changes exceed the salary, will remain at their current rate of pay and generally move to the step which represents the closest salary (compared to his or her previous position) in the range.

Reclassification has no impact on anniversary dates.

The salary schedule is reviewed on a regular basis by the Lakeland Library Cooperative Board, and changes may be made as determined by the Board.

A copy of the current salary schedule is included as an appendix at the end of this handbook.

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214 Social Security Numbers

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In compliance with Michigan's Social Security Privacy Act (P.A. 454 of 2004) Lakeland Library Cooperative will ensure, to the extent practicable, the confidentiality of social security numbers. For the purpose of this policy, SSN refers to the use of more than 4 sequential numbers of an employee's social security number.

Lakeland Library Cooperative will not:

- Publicly display more than 4 sequential numbers of an employee's complete social security number,
- Use the SSN as the primary account number for any employee,
- Visibly print the SSN on any badge or card,
- Require an employee to use or transmit the SSN over the internet or computer system unless the connection is secure or encrypted,
- Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the transmission is encrypted, or a password or other authentication device is required to gain access,
- Include the SSN in or on any document sent to an individual if the numbers are visible on or, with manipulation, from outside of the envelope or packaging,
- Unlawfully disclose social security number.

Only personnel authorized by the Cooperative Director in written Business Office Procedures will have access to employees' social security numbers.

Documents containing social security numbers will be destroyed in an appropriate manner when no longer needed.

Penalties for unlawfully disclosing social security numbers may include discipline up to and including dismissal and can be punishable to the extent of the law (P.A. 454 of 2004).

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216 Exempt Employees

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Exempt employees are paid on a salary basis and are in either executive (supervisory), professional or administrative assignments.

Exempt full-time employees are expected to average at least 40 hours of work per week and may need to work more than 40 hours per week to fulfill their position responsibilities.

Exempt employees are required to work specific hours of the day to provide services to the member libraries during Lakeland Library Cooperative normal hours of operation.

Time worked in excess of 40 hours per week will not result in overtime pay or accumulation of compensatory time off.

Hours exceeding 8 hours on a day cannot be carried over to a following day as compensatory time.

During unusual situations, balancing a period of heavy work with a period of reduced work can be approved by the Cooperative Director.

Exempt employees must use sick, personal or vacation leave for all absences in accordance with the established paid leave policies.

Exempt employees shall follow all other policies as outlined in the Employee Handbook.