

## WOODLANDS LIBRARY COOPERATIVE

### **PERSONNEL POLICY**

#### ARTICLE I - General Information

The Personnel Committee consists of:

Four voting members selected from the Governing Board, one of whom is the Governing Board president

Three voting members selected from the Advisory Council appointed by the Council chair

The Council chair, who serves as a non-voting, ex-officio member of the committee

Their duties shall be:

To establish a job description for the Director and all other Cooperative personnel

To select a Director

To establish salary and benefits for the Director and all other Cooperative personnel

To review the performance of the director annually

To review and recommend changes to the Cooperative personnel policy

- A. All of the above duties shall be subject to approval of the Governing Board.
- B. Personnel files shall be maintained at the Woodlands Library Cooperative office.
- C. Woodlands Library Cooperative is an Affirmative Action Equal Opportunity Employer.

#### ARTICLE II - Pay and Deductions

- A. The rates of pay will be fixed by the Governing Board with recommendations from the Personnel Committee.
- B. Employees are subject to deductions required by statute such as income tax and FICA

#### ARTICLE III - Pay Period

Employees shall be paid every other week on Friday.

#### ARTICLE IV - Hours and Work Week

The normal workweek of employees shall be determined by the Governing Board:

Director thirty two (32) hours weekly, which may include some evenings and weekends.

Secretary/Bookkeeper forty (40) hours weekly, which may include some evenings and weekends.

#### ARTICLE V – Fringe Benefits

All Fringe benefits are prorated based on the average yearly hours worked.

- A. Insurance
  - 1. \$25,000 life Insurance policy will be provided for the Director.
  - 2. Health Insurance

Health insurance will be provided for staff that work a minimum of 32 hours per week. The Cooperative will comply with PA 152 of 2011 hard cap of \$5,500 and adjusted annually by the State Treasurer. An employee may opt-out of the Cooperative-provided health insurance coverage by making application to the Cooperative. Such application shall include proof of other insurance coverage, including

effective date. An employee may revoke his or her opt-out status and rejoin the Cooperative health insurance plan during the annual enrollment period. If an employee decides to opt-out, the Cooperative will reimburse the employee through the Cooperative's payroll system. The Personnel Committee will annually recommend the opt-out amount which will then be approved by the Governing Board in the annual budget.

3. Worker's Compensation Insurance and Unemployment Insurance will be maintained for all employees.

A. Holidays

The following paid holidays will be observed:

President's Day	Day after Thanksgiving
Martin Luther King Jr. Day	Christmas Eve
Memorial Day	Christmas Day
Fourth of July	New Year's Eve
Labor Day	New Year's Day
Thanksgiving Day	

B. Sick Leave

1. Employees shall be eligible for one (1) day per month sick leave, calculated on a prorated basis for part time employees.
2. Sick leave benefits accrue with the first day of employment.
3. The amount of sick leave paid may not exceed the total amount that has been accumulated.
4. Sick leave may be accumulated up to a maximum of 90 days (720 hours). Any time accrued over the 90 days will be forfeited. This accumulation shall be on a prorated basis for part time employees.
5. The purpose of sick leave is to insure an employee's income during periods when unable to work due to illness or injury; therefore, on termination of employment, all benefits of sick leave are null and void and the employee will not be reimbursed for any accumulated sick leave.
6. Sick leave is allowed for the following reasons:
  - a. personal illness
  - b. dentist/doctor visits
  - c. Illness in immediate family requiring presence of employee. Immediate family includes domestic partner, children, step-children, parents, and step-parents.
7. After five (5) days of continuous personal illness, a physician's note may be required.

C. Vacation

1. The Governing Board shall grant a minimum of 20 days paid vacation to the Director of the Cooperative per year, accumulated monthly.

2. Full time clerical staff will be granted vacation based on the number of years worked. Days will be accumulated monthly.

Years of service	Vacation days per year
1-5	10 days
6-10	15 days
11+	20 days

3. Vacation time for part time staff will be prorated.
4. Vacation time will be figured from day of employment.
5. The amount of vacation time paid may not exceed the total amount that has been accumulated.
6. Vacation time may be accumulated up to 1.5 times the annual allowance. Any time accrued over the allowable accumulation will be forfeited.

D. Deferred Compensation

The Woodlands Library Cooperative offers to its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457.

All amounts of compensation deferred under this plan, all property and rights purchased with such amounts, and all income attributable to such amounts, property or rights, shall be held in trust or in a custodial account (within the meaning of Section 457 (g) (3) of the Code) for the exclusive benefit of participants and their beneficiaries or applied to the purchase of one or more annuity contracts for the exclusive benefit of participants and their beneficiaries. In no event shall the amount so held or applied be subject to the rights or claims of any creditor of the employer, nor shall any portion of such amount be used in any manner for, or diverted to, purposes other than for the exclusive benefit of participants and their beneficiaries.

E. Retirement Plan

The Cooperative will contribute an amount equal to 10% of each employee's annual gross pay to a money purchase retirement plan.

F. Long Term Disability Insurance

The Cooperative will provide long term disability insurance coverage for staff.

G. Health Care Savings Program

The Cooperative will set aside a percentage for all employees from 1 to 50% of the full-time employee's annual salary into a Health Care Savings Program. Each employee shall determine the percentage of salary reduction and contribution. The percentage can be increased, but it cannot be decreased.

H. Tuition Reimbursement

A tuition refund program exists as funds permit, to encourage continued individual staff education in areas related to the work of Woodlands Library Cooperative.

A staff member shall submit proof (photocopy of grade and cancelled check) of the following to the Director, who will determine payment on the following criteria:

- a. Employees must have passed their one-year anniversary date of employment by the time classes begin;
- b. Course must be taken at an accredited institution;
- c. Course must be approved by the Director prior to enrollment;
- d. Course must be work related;
- e. A grade of B or better or proof of satisfactory completion must be earned to qualify for reimbursement;
- f. No other reimbursement or scholarship can be received for a particular course.

Classes must be taken on the staff member's own time (not during work time.) Scheduling issues will be negotiated between the staff member and the Director before the start of each course.

ARTICLE VI - Maternity Leave

The Woodlands Library Cooperative will follow all federal and state regulations regarding maternity leaves.

ARTICLE VII - Termination of Employment

Personnel leaving the employ of the Cooperative are entitled to receive reimbursement for accumulated vacation, except if any of the following applies:

1. If employee fails to give at least:
  - A. clerical: 14 days' notice
  - B. professional: 30 days' notice
2. Any employee who leaves the employ of the cooperative before completing one year of employment.
3. If the employee is discharged for theft, insubordination or willful misconduct and not reinstated.

#### ARTICLE VIII - Jury Duty

- A. Employees who are selected for jury duty will be granted leave. Such employee shall be paid the difference between the jury fee received for such jury service and the employee's current wage.
- B. Employees shall be at their work station(s) for that portion of time not required in court.

#### Article IX - Drug-Free Workplace

No employee shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in any work place of the cooperative. Violation of this rule is a major offense, which may lead to dismissal.

#### ARTICLE X - Personal Days

Personal days will be granted for whatever reason the employee wishes.

- A. Director – Four (4) days per fiscal year.
- B. Other employees- Three (3) days per fiscal year, prorated for part time employees.
- C. Personal days cannot be accumulated.

#### ARTICLE XI - Funeral Leave

An employee may be granted a maximum of three days absence for death in the immediate family (domestic partner, employees or domestic partner's parents, step-parents or grandparents, brothers, sisters, children, step-children, brother-in-law, and sister-in-law).

#### ARTICLE XII - Membership and Dues

Membership for the Director of the Woodlands Library Cooperative will be paid for the Michigan Library Association and the American Library Association and their divisions.

#### Article XIII Employees-at-will

Cooperative employees are employees-at-will and can be terminated with or without cause, with or without notice.

#### ARTICLE XIV- Reviews and Evaluations

- A. Clerical:  
Review and evaluation of clerical staff will be done by the Director at the end of the initial twelve (12) weeks of employment and then annually on the anniversary of employment.  
Recommendations will be made to the Personnel committee for possible changes in salary and benefits.  
Final approval will be by the Governing Board.
- B. Director:  
Review and evaluation of the Director will be done by the Personnel Committee at the end of the initial six (6) months of employment and then annually on the anniversary of employment.  
Recommendations will be made to the Governing Board for final approval on salary and benefits.

Adopted: October 1, 1981  
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Revised: March 18, 1999 (Life Insurance-director)  
Revised: Sept 16, 1999 (Personal days) Effective Oct 1, 1999  
Revised: September 20, 2001 (Vacation Schedule)  
Revised: November 18, 2004 (Health Insurance Buy Out)  
Revised: September 21, 2006 (Health Saving Plan)  
Revised: May 19, 2007(Tuition Reimbursement)  
Revised: September 20, 2007 (Sick Leave Amount)  
Revised: September 18, 2008 (Health Insurance Opt Out)  
Revised: November 17, 2011 (Specified Director Life Insurance Policy Amount & Employee Must Pay 20% of Health Insurance Costs)  
Revised: January 17, 2013 (Modified Director Position, Holidays & Changed Health Insurance Coverage to Hard cap)