

EMPLOYEE ACKNOWLEDGMENT FORM

(to be placed in employee's personnel file and a copy given to employee)

The Three Oaks Township Public Library (TOTPL) personnel policies describe important information about TOTPL, and I understand that I should consult the Director regarding any questions not answered in the policy. I have entered into my employment relationship with TOTPL voluntarily and acknowledge that there is no specific length of employment. Accordingly, either TOTPL or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to a policy may occur, except to TOTPL's policy of employment-at-will. Michigan is an at-will state. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Library Board of Trustees of TOTPL has the ability to adopt any revisions to the policies, and such revisions may be made, in writing, without notice.

Furthermore, I acknowledge that these policies are neither a contract of employment nor a legal document. I have received this policy manual, and I understand that it is my responsibility to read and comply with any and all policies and any revisions made to them.

EMPLOYEE'S SIGNATURE

DATE

DIRECTOR'S SIGNATURE

DATE

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
 Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
 Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

Introduction

- A. This policy manual contains the current personnel policies of the TOTPL. In the case of a policy issue not covered by this manual, or question of interpretation, the Director shall make a working determination and recommend a policy update or change to the Board of Trustees.
- B. This manual governs the employment relationship between TOTPL and its employees. The manual describes the personnel policies, benefits and general information intended to complement the employee's own good judgment, common courtesy and professionalism. The manual supersedes any and all other handbooks, policies, procedures, understandings and standards, written or verbal, expressed or implied.

The employment relationship between an employee and TOTPL is terminable at the will of either the employee or TOTPL at any time, with or without cause and with or without notice. No employee, agent, manager or other representative of TOTPL has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, orally or in writing, which alters, amends or contradicts the provisions of the manual.

- C. Policies may be reviewed or changed by the Board of Trustees at any time. Revised policy pages will be supplied to all current staff and board members and shall be clearly labeled as to manual pages being replaced.
- D. All staff members shall be supplied a copy of this manual and should sign two copies of the Employee Acknowledgment Form, and return it to the Director immediately. One copy of the form will be kept in their personnel file. This manual is not an employment contract between the Library Board and its employees or applicants for employment and can be modified or abolished by the Library Board at any time.

1. HIRING POLICIES

1.01 OBJECTIVE

The objective of the Library Board is to employ individuals qualified for positions with the Library on the basis of job-related standards of education, training, experience, and qualifications.

1.02 EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the Library Board to implement equal opportunity to all qualified employees and applicants.

No applicant will be discriminated against or given preference because of race, color, religion, national origin, height, weight, marital status, familial status, veteran status,

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
 Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
 Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

citizenship, gender, gender identity, sexual orientation, or age as defined in the Age Discrimination Act of 1967 and 1978, or disability/handicap as defined in Public Act No. 220 of 1976. TOTPL will hire only those individuals who are legally authorized to work in the United States.

This policy applies to decisions on hiring, placement, upgrading, transfer, demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, selection for training, and layoff or termination.

1.03 SCOPE

These policies and procedures shall apply to all employees, except where specifically noted. These policies and procedures shall not apply to persons providing services through written contractual agreement with the Library who are not considered to be employees.

1.04 NOTIFICATION OF JOB OPENINGS

Notification of job openings will be by posting in the library building, on the library's website and/or advertisement in the news media. The posting and/or advertisement will contain a description of the job and minimum requirements for the position.

The Library Board may authorize changes in the method and substance of notification of job openings upon recommendation of the Director.

1.05 EMPLOYMENT APPLICATION

All applicants shall complete an employment application on a form provided by the Library, and may submit a resume. The application and resume are an important phase of the hiring procedure and become a part of an employee's permanent record. All information submitted on the application form or resume is subject to verification. Falsification of the employment application or resume may result in immediate dismissal and/or withdrawal of an offer for a position with the Library.

Employment applications and resumes will be retained by the Library for a minimum of six months.

1.06 SCREENING OF APPLICANTS

The applicants who best meet the requirements for the position in the opinion of the Director shall be interviewed by the Director. After completion of the interviews, the Director shall make a selection on the basis of the applicant's experience, training, skills, and personal qualifications.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

1.07 HIRING OF RELATIVES

Relatives of employees or board members, and volunteers of the library, are not given preferential treatment when applying for library positions. Relatives are defined as the following set of relationships for this section: mother, father, in-laws, brother, sister, son, daughter, husband or wife, as well as step-mother, step-father, step-brother, step-sister, step-son and step-daughter. Any present employees may be considered grandfathered in their employment. Board members and their relatives will not be considered for employment for two years following the ending of the board member's final term.

2. PERSONNEL RECORDS

2.01 MAINTENANCE

A personnel file shall be maintained for each employee by the Director.

2.02 CONTENTS

The personnel file may contain application and resume; letters of reference; background check information; evaluations; disciplinary history; commendations and letters relating to performance; emergency telephone numbers; record of training; record of positions held; record of leaves of absence; insurance records; and retirement information. Upon written request, employees shall receive copies of their file.

Any employee medical information submitted to the Library will be kept in a separate employee medical file, including information regarding medical leaves of absence, worker's compensation records, disability information, doctor's slips, etc.

2.03 CONFIDENTIALITY AND ACCESS

Personnel files are confidential. Only the Director will have access to these files for business purposes. Employees may periodically review their personnel files in accordance with applicable statutes. Information contained in the employee's personnel file will be released only upon the employee's written authorization or as otherwise provided by law. Employees may request to add a personal statement for inclusion in their personnel file.

2.04 RELEASE OF INFORMATION

Any release of employee information shall be fielded by the Director or Board President. Upon written permission of the employee the following information can be released: Dates of employment; positions held; and verification of employment. With written authorization salary information shall be released to financial institutions.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

2.05 PRIVACY

No employee shall disclose any personnel information obtained from library records concerning another staff member without the permission of the Director.

2.06 REPORTING CHANGES TO EMPLOYEE INFORMATION

Employees are required to report changes in personal status, such as address, telephone number, marital status, births or deaths in the immediate family, to the Director, within five (5) days after such change has occurred.

The Library shall be entitled to rely upon the employee's last name, address, phone number, marital status, and number of dependents shown on its records for all purposes involving her/his employment.

2.07 RECORDS RETENTION

Individual personnel files shall be kept for at least seven (7) years after termination, and medical files shall be kept for thirty (30) years after termination, or as mandated by the State of Michigan Retention and Disposal Schedule "General Schedule #17 – Michigan Public Libraries."

3. CONDITIONS OF EMPLOYMENT

3.01 WORK SCHEDULES

Work schedules are approved by the Director. Employees requiring changes in their normal work schedule must request such changes from the Director. Requests for time off must be submitted to the Director, in writing, as far in advance as possible. Upon approval, employees must note the time period or date absent on the employee calendar.

3.02 MEAL BREAKS

Any employee scheduled to work six or more hours may take a 30-minute meal break. Any employee scheduled to work eight or more hours may take a 1-hour meal break.

3.03 PAYDAYS AND PAY PERIOD

Library employees will be paid on or about the first and the fifteenth of each month.

3.04 COMPENSATION

Each Library employee shall be paid wages on an hourly rate of pay or a salary as approved by the Library Board. Merit-based raises and/or bonuses may be given by the Library Board to employees.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

3.05 TIME SHEETS

The Library is required to keep accurate records of an employee's time worked to the nearest quarter hour.

Each employee shall record upon the time sheet the time actually worked. The Director shall approve the employee's time sheet before it is totaled for the Township.

Employees will only be paid for the time actually recorded on their time sheets and approved by the Director.

3.06 PAYROLL ERRORS

If an employee discovers an error in her/his paycheck, she/he shall report it immediately to the Director so necessary adjustments may be made in the next scheduled pay period.

3.07 DEDUCTIONS

Certain deductions are required from the employee's paycheck. They include Federal Income Tax; FICA (Social Security); Medicare; and State Income Tax.

Other deductions may be made if authorized by the employee pursuant to a written authorization form.

3.08 ABSENCE

Employees are encouraged to report an absence as soon as possible and no less than one hour before the regularly scheduled time to report to work. The report should be made to the Director or the Director's designee. Failure to report absences in advance as required by this section may result in disciplinary action against the employee, up to and including termination at the discretion of the Director. An absence of three (3) or more consecutive working days without notification as set forth herein (except in emergency circumstances) will be considered a voluntary resignation.

3.09 TARDINESS

Employees are expected to be at their work stations ready to start work at the time they are assigned to report for work. Repeated tardiness and absences may subject an employee to disciplinary action, up to and including termination at the discretion of the Director.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

4. STANDARDS OF CONDUCT

4.01 WORK RULES

The following standards of employee conduct and/or work rules are general guidelines for employees. This list is not meant to be exhaustive. The Library Board and the Director are authorized to establish additional standards of conduct and/or work rules at any time.

1. Employees shall report for work on time and remain for their scheduled hours, unless released by the Director or the Director's designee.
2. Employees shall at all times conduct their work carefully and with courtesy to the persons with whom they deal.
3. Employees shall comply with all applicable federal, state, and local laws.
4. Employees shall comply with direct orders from the Director or the Director's designee, and shall accept work schedules as assigned.
5. Library property shall not be abused, misused, wasted, or destroyed.
6. Employees may use the library's internet access for brief personal communications during break time. Personal communication or research requiring more than 15 minutes of time should be completed during non-working hours.
7. Employees shall comply with all provisions of this manual.
8. Dishonesty or falsification of Library records and reports is absolutely prohibited.
9. No alcoholic beverages or illicit or illegal drugs shall be possessed or consumed on Library premises. No employee shall report for work under the influence of alcoholic beverages or illicit or illegal drugs.
10. Smoking is prohibited on library property.
11. No employee shall falsify any application for employment or any information provided in connection with employment.
12. Employees shall be courteous, careful, and diligent at all times.
13. Employees are expected to be properly and reasonably attired for the library at the discretion of the director, for example: no short shorts, no bare midriffs, no plunging necklines, no see-through fabrics; no holey jeans; no political slogans, no lewd images, no offensive or lewd images; and all clothing shall be clean and in good repair.

4.02 EMPLOYEE PROFESSIONALISM

The library is a public institution supported by taxation, and therefore, belongs to the

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
 Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
 Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

people. Each customer, whatever his age, sex, race, appearance, social, or intellectual status, should be given prompt, efficient, impartial, and courteous service. Staff members in contact with the public should bear in mind that they are immediate representatives of the library and do much to form public opinion regarding the institution.

Employees of the TOTPL shall:

- protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
- distinguish clearly, in both actions and statements, differences between personal philosophies and attitudes and those of the library.
- not speak or act in ways that are detrimental to fellow staff, the Board, or the Library, while at work or in public.
- always be polite, alert and approachable to patrons seeking assistance.
- show children and teenagers the same courtesy as adults.
- report suspected abuse and/or neglect to the Director.

4.03 CONFLICT OF INTEREST

All employees shall exercise good faith and good judgment in all transactions involving their duties and responsibilities at TOTPL. Each staff member should provide full disclosure of any business or financial activities in which they or their family is involved which might influence or might appear to influence their decisions or actions on TOTPL matters. No library employee can use their position to benefit monetarily or in any other way a relative or friend. The only exceptions are if the Board has given written authorization for such a transaction.

4.04 SEXUAL HARRASSMENT

TOTPL strictly prohibits sexual harassment in any form by any person to any employee, officer, patron, community member, vendor, or member of the general public."

A. Sexual Harassment defined:

Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

- (1) Submission to such conduct or communication is made or implied to be a condition of employment; or
- (2) Submission to such conduct or communication or refusal to acquiesce to such

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
 Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
 Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

conduct or communication is used as a factor in the decisions affecting the individuals employment or position with the Library; or

- (3) Such conduct or communication substantially interferes with the individual's employment or creates an intimidating, hostile or offensive working environment.

B. Complaint Procedure for Sexual Harassment.

- (1) An employee may and should report, in writing or orally, any and all incidents of sexual harassment.
- (2) Complaints should be directed to the Director.
- (3) To the extent that the Library lawfully and reasonably can, it will attempt to keep such matters confidential.
- (4) The Director shall promptly investigate all complaints of sexual harassment.
- (5) Violation of the policy against sexual harassment shall subject the offending employee(s) to appropriate disciplinary action by the Director up to and including immediate discharge from employment. The decision of the Director shall be communicated to both the complainant and the alleged offender.

The decision of the Director may be appealed by either of these parties to the Library Board by filing with the Secretary of the Library Board a written request for a hearing pursuant to Step 3 of the Problem Solving Procedure within the time provided therein.

- (6) If the complaint for sexual harassment concerns conduct of the Director, then the complaint should be directed to the President of the Library Board, who shall report the complaint to the Library Board for investigation and action in such manner as the Library Board shall deem appropriate.

4.05 RACIAL AND OTHER HARASSMENT

Any employee who feels that he or she is a victim of racial harassment (or any other form of harassment or discrimination based on the employee's inclusion within a protected classification) by any supervisor, management official, other employee, customer, client, visitor, vendor, or any other person in connection with their employment, should complain to the same persons, and according to the same procedures, as is provided in the Sexual Harassment section of this policy. The Library will promptly investigate all allegations of harassment and will take the appropriate corrective action which is warranted.

5. ORIENTATION AND EVALUATION

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
 Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
 Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

5.01 ORIENTATION

The Director or the Director's designee will provide on-the-job orientation to a new employee during the employee's first few days of employment. This on-the-job orientation is to acquaint the employee with fellow workers, the Library and its operations, its equipment, and the employee's work area and duties. If the employee has any questions about the job, the employee should ask the Director.

All employees, prior to the first day of employment, shall complete necessary employment forms. A copy of this Manual shall be provided, and the employee shall sign a receipt (the Employee Acknowledgment Form) for same.

5.02 EVALUATION PROCEDURE

New employees shall be evaluated by the Director by the end of the first month of employment; and again three months later. All other employees will be formally evaluated on a yearly basis. Evaluations shall be in writing, discussed with the employee, and placed in the employee's personnel file. A copy of the evaluation will be provided to the employee. Employees may also receive informal evaluations throughout the year.

6. BENEFITS

6.01 WORKER'S COMPENSATION

Library employees are covered by the applicable Worker's Compensation policy to the extent required by law. An employee who is injured or becomes ill on the job must report immediately to the Director or the Director's designee for assistance. The Director or the Director's designee shall be responsible for the preparation of proper Worker's Compensation and other forms. Fill out an incident report immediately and seek medical assistance if necessary.

Payment for time off as a result of an on-the-job injury will be in accordance with the requirements of the Michigan Disability Compensation laws.

6.02 UNEMPLOYMENT COMPENSATION

The Library complies with the requirements of the Michigan Unemployment Compensation Act.

All employees who are terminated may apply for unemployment compensation at the Michigan Employment Security Commission office. To be eligible, an employee must have met certain requirements set by the State of Michigan. Current information regarding eligibility for unemployment compensation is available at the nearest M.E.S.C. office.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

The amount and eligibility for unemployment compensation will be determined by the M.E.S.C. office.

7. LEAVES

7.01 VACATIONS

Vacation requests must be submitted in writing, and approved by the Director. Vacation time shall be granted on the basis of the employee's date of request.

In the event that approval of a vacation request would result in insufficient staffing, the Director may disapprove.

After one year of employment all employee's regularly working thirty (30) or more hours per week are entitled to 56 hours of paid vacation. These hours do not roll over and must be used within the calendar year or forfeited.

7.02 PERSONAL LEAVE

Unpaid leave may be granted at the discretion of the Director.

7.03 HOLIDAYS

The following are holidays when the library shall be closed:

1. New Year's Eve
2. New Year's Day
4. Memorial Day Weekend (Saturday and Monday)
5. Fourth of July
6. Labor Day Weekend (Saturday and Monday)
7. Thanksgiving Day, Friday and Saturday after Thanksgiving
8. Christmas Eve
9. Christmas Day

The following are holidays when the library shall be closed and are paid for staff that regularly work four days per week (30 hours):

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving Day
6. Christmas Day

7.04 JURY DUTY

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
 Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
 Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

Any employee who is required to be absent from work because of jury duty will be paid the difference between the amount of compensation received from such duty and the amount of a wage she or he would have earned for their scheduled hours. The Director may require satisfactory evidence of jury service and the amount of compensation required.

7.05 FUNERALS

In the event of a death in the employee's family, the Director will revise the work schedule per the employee's needs.

7.06 THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

Until the library employs 50 or more employees, employees are not eligible for unpaid leave under the Family Medical Leave Act. More information about the Family Medical Leave Act may be found at <https://www.dol.gov/agencies/whd/fmla>

7.07 UNPAID MEDICAL LEAVE

An employee may be granted an unpaid medical leave of absence for a maximum of twelve weeks (12 weeks) if the following is shown to the satisfaction of the Library Board:

- a. The employee's physician submits a written recommendation that a medical leave be granted, specifying the time at which the employee is expected to be able to return to work.
- b. The employee's position can be kept open or temporarily filled without material adverse impact upon Library operations.

Medical leaves may be extended upon approval of the Library Board for thirty (30) additional days upon receipt of an additional written recommendation of the employee's physician; if the Library Board is satisfied that additional medical leave is in the best interest of the Library.

Employees on medical leave must provide the Library with a statement from their physician stating that the employee is physically able to return to work and perform the employee's job.

The Library cannot guarantee that an employee will be reinstated to the employee's former position if a medical leave exceeds twelve (12) weeks. In the event that an employee suffers from a disability, the Library will comply with the requirements of law.

7.08 FAMILY ILLNESS

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

Leaves of absence without pay may be granted for reasonable periods of time up to 60 days for physical or mental illness in the employee's immediate family, provided the employee's absence from work is necessary to care for the family member who is ill or to arrange for suitable care for such family member.

For the purpose of this section, immediate family shall include spouse, children, or employee's parents.

7.09 MATERNITY/PATERNITY LEAVE

Maternity/Paternity leaves for childbirth or adoption shall be treated the same as any other temporary disability and/or medical leave.

7.10 MILITARY LEAVE

An employee who is required to participate in annual military training programs or who is called up during short-term civil or national emergencies, or who leaves work to serve in the military, will receive unpaid time off from work, as provided by federal law. Upon receiving your orders, you must immediately notify and make arrangements with your supervisor. The Library abides by all regulations and laws regarding the employment rights of those serving in the armed forces, as well as those returning from military service.

8. EMPLOYEE PRIVILEGES

8.01 BORROWING PRIVILEGES

All circulating materials are available to staff and must be checked out when removed from the shelves.

8.02 USE OF LIBRARY EQUIPMENT

Staff members are allowed to use library equipment for personal use on their own time, if it does not interfere with regular library business.

There are TOTPL's resources which are owned and operated solely for the work conducted by TOTPL. Consequently, there can be no expectations of privacy in the information transmitted over or stored on TOTPL's resources. TOTPL will monitor and/or review all use of its resources and all information communicated using those resources, including telephone calls, e-mail and internet usage and data transmission. Use of these resources is consent to monitor, which is a condition of use and of employment.

Employees may not download or use material from the Internet or elsewhere in violation of software licenses, or the copyright, trademark and patent laws. Employees may not install or use software obtained over the internet or elsewhere unless authorized by the Director.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

8.03 PRIZE ELIGIBILITY

Staff members are ineligible for any random prize drawing as a part of a library program. Family members living in the same household as staff members are ineligible for prizes valued at more than \$10.00 as a part of a library program; however, they are eligible for random prize drawings with prizes valued at less than \$10.00.

9. STAFF DEVELOPMENT

9.01 DUES

The Library will fund association membership in the Michigan Library Association (MLA) for the Director, unless otherwise paid by our Library Co-op.

9.02 WORKSHOP FEES

The Library Board encourages participation in workshops and seminars and will provide funds providing approval to attend has been given by the Board.

Mileage will be reimbursed for employees to travel to and from meetings, workshops and seminars providing approval to attend has been given by the Board.

Mileage shall be reimbursed at the standard mileage rate as determined by the IRS.

To receive compensation for expenses incurred for meetings, employees must submit a Request for Reimbursement form with attached receipts to the Director no later than 5 business days after each meeting.

Employees will be paid at their regular pay rate for time spent traveling to and attending workshops. Travel expense paid within reason.

10. CORRECTIVE ACTION

10.01 GENERAL GUIDELINES

Nothing in this manual shall require the Library to impose corrective action in any particular order. This manual does not in any way restrict the Library's right to terminate employment at will whether under this Policy or outside it. The Library's decision of whether the employee has committed a violation of the standards of conduct or work rules established under this manual or has engaged in other conduct unacceptable to the Library, and the Library's decision upon the corrective action imposed, is final and not subject to review or appeal outside the Library except as otherwise required by law.

Employees are subject to corrective action for violation of any standard of conduct or work rule of the Library. In addition employees are subject to corrective action for failure to comply with any provision of this manual, or for any other reason deemed appropriate by the Library Director and/or Library Board. A record of such corrective action imposed by the Director shall be maintained as part of the employee's personnel

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

record.

Corrective action is disciplinary measures including but not limited to termination. Minor offenses are defined as those violations of the standards of employee conduct and/or work rules, or violations of provisions of this manual, which are unacceptable if repeated, but which do not warrant suspension or discharge for the first offense.

Where serious offenses occur, suspension or immediate termination may be imposed. Serious offenses are defined as those willful, deliberate, or repeated violations of standards of employee conduct and/or work rules, or violations of provisions of this manual, of such a nature that it is determined that continued employment of the employee is not in keeping with the best interests of the Library.

In addition to discipline for violation of standards for employee conduct and/or work rules, or violation of provisions of this manual, employees may be terminated at any time for unacceptable job performance, unsatisfactory work practices, inability to work effectively with the Director or co-workers, or any other reason deemed valid by the Director and/or the Library Board.

10.02 PROBLEM SOLVING PROCEDURE

This procedure applies to every problem or controversy which an employee may have in connection with employment by the Library.

Failure of an employee to follow the problem-solving procedure set forth herein in the time and manner provided shall constitute a waiver of any challenge to the corrective action imposed.

STEP 1: Verbal Procedure.

An employee with a complaint and/or problem shall, within five (5) working days of the occasion giving rise to the problem, discuss the matter with the Director. The Director is not required to make any written record of such discussions, but may do so if the Director determines, in her or his discretion, that a written record is appropriate.

STEP 2: Written Procedure.

If the employee feels that the problem has not been resolved, the employee shall reduce the problem to writing with all the facts and reasons why the Director's response was not satisfactory, and present the writing to the Director within three (3) working days of the verbal discussion. The Director shall have five (5) working days in which to give a written response.

STEP 3: Hearing.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

If the problem is still unresolved, the employee may request in writing a hearing before the Library Board, by filing a request for a hearing with the President of the Library Board within five (5) working days of the decision in STEP 2 or within five (5) working days of the date of written notice of suspension or discharge. Upon receipt of such a request, the Library Board shall schedule a hearing to be held within thirty (30) days after the next regularly scheduled meeting of the Library Board. The Library Board shall cause written notice of such hearing to be given by first class mail at least ten (10) days prior to the date scheduled for hearing to the employee and such attorney or agent that the employee has identified in the request for hearing. The notice shall be in writing and shall contain the date, time, and place at which the hearing will be conducted. The employee, the Director, and such witnesses which each of them shall call, shall be given a full and complete opportunity to be heard at said hearing, subject, however, to such reasonable rules and regulations which the Board may impose.

A decision of the Library Board shall be made within thirty (30) days after such hearing and the Board shall cause its decision to be put in writing and be served by first class mail upon the employee and the employee's attorney or agent, if any. The decision of the Library Board shall be final and binding upon all parties. All hearings conducted by the Library Board under this step shall be in conformance with the Open Meetings Act of the State of Michigan.

11. TERMINATION OF EMPLOYMENT

11.01

When employment is terminated, either by the employee or by TOTPL, termination is effective on the last day worked. Former employees of TOTPL are not automatically eligible for rehire for future employment at TOTPL.

11.02 VOLUNTARY RESIGNATION

Any employee absent from duty without proper notification and authorization thereof for three consecutive days shall be considered to have resigned the position.

12.00 ANNUAL REVIEW POLICY

The library director is responsible for the maintenance of confidential records. The library director will conduct annual personnel reviews. The library director will be reviewed annually by the TOTPL Board of Trustees.

13.00 STAFF RAISES/WAGE SCALE

- After 30 working days (which is approx. 210 hours or 90 calendar days) and upon demonstrating the ability to perform and/or learn all duties of TOTPL Library Assistant/Clerk, employee receives \$.50 per hour increase.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010

- Annual review by Director would determine the amount of any annual increase, based upon performance, attendance, willingness to learn/perform new duties.
- Library Director would be fully responsible for administering this pay policy as set by Board.

14.00 EARNED SICK TIME ACT PUBLIC ACT 338 OF 2018 (ESTA)

The full Act can be found at: MCL - [Act 338 of 2018 - Michigan Legislature](https://legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-338-OF-2018)
<https://legislature.mi.gov/Laws/MCL?objectName=MCL-ACT-338-OF-2018>

- The library will adhere to Michigan State Law regarding Earned Time Act (ESTA).
- Earned sick time begins accruing immediately upon hiring, but new hires must satisfactorily complete a ninety (90) calendar day introductory period before using any ESTA.
- Effective October 1, 2025 all employees not regularly working thirty (30) hours shall accrue a minimum of one hour of earned sick time for every thirty (30) hours worked but shall not be entitled to use more than forty (40) hours of paid earned sick time in a year. If an employee accrues more than forty (40) hours of earned sick time in a calendar year, the employee shall be entitled to use an additional thirty-two (32) hours of unpaid earned sick time in that year. Employees are entitled to use paid earned sick time before using unpaid earned sick time.
- Effective April 14, 2026, all employees regularly working thirty (30) or more hours per week will receive forty (40) hours of Earned Sick Time (ESTA) frontloaded on January 1 of each calendar year. The hours do not roll over and must be used in the calendar year or forfeited.
- There will be no financial or other reimbursement to an employee for accrued earned sick time that was not used upon the employee's termination, resignation, retirement, or other separation from employment.
- Accrued sick time may be taken in increments of fifteen (15) minutes.

14.00 Policy Review and Amendments

These policies may be amended by a majority vote of the members of the Board of Trustees at any meeting with a quorum of the board in attendance.

Revised: 2026-06-09; Revised March 11, 2025; Revised: February 11, 2025;
 Revised: November 9, 2021; Revised: January 12, 2021; Revised: January 9, 2018;
 Revised: May 9, 2017; Revised: January 10, 2017; Adopted: November 17, 2010