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

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

Employee Selection
The Library Director shall be hired by the Library Board of Trustees. All other employees shall be hired by the Library Director within the constraints of the approved budget. The Library Board of Trustees will approve all new job descriptions. The Board of Trustees shall be notified when a person is hired.

Employee Status
The Library Director shall be under contract with the Board of Trustees. All employees are deemed "at will" employees. "At will" is defined as either the employer or employee may terminate the employment relationship at any time, with or without cause, with or without notice. Full-time employment is defined as working a 37.5-hour workweek. Permanent part-time employment is defined as working a minimum of 18 hours per regularly scheduled workweek.

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

Wages
a. Wage ranges are set by the Library Board of Trustees.
b. Wage ranges shall be presented with the budget prior to the July meeting of the Library Board of Trustees for revision or change.
c. Paychecks are issued on a biweekly basis.

Employment Conditions
a. Hours of work – Work schedules will be set by the Supervisor to adequately cover the hours of operation and may be altered, as need dictates. Evening and weekend hours may be included.

b. Overtime work – It may occasionally be necessary to ask an employee to work more than his/her regularly scheduled hours to meet staffing needs. Non-exempt employees who work more than forty hours in any given week will be paid overtime according to law. Overtime hours shall be pre-approved by the Supervisor.
**Timekeeping**
The Library keeps track of hours worked by use of written time sheets. Employees are required to keep their time sheet current, showing the start time, lunch period and other unpaid breaks, and quitting time for each workday. At the end of each work pay period, the time sheet is signed and submitted for processing. Salaried employees are not required to document time worked, but are required to document leave usage.

**Holidays**
The Library shall be closed and pay regular wages for full-time and permanent part-time employees for the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. Full-time employees shall be paid for 7.5 hours per holiday. Permanent part-time employees shall be paid hourly wages for holidays based on the average number of daily hours planned as of July 1 of each year. The library will close at 5:00pm New Year’s Eve and the Wednesday before Thanksgiving but no holiday wages will be paid for those evenings. The library will be closed Easter Sunday, with no holiday wages.

**Vacations**

a. Full-time Library employees will earn 90 hours (12 days) of vacation per year unless superseded by a contract. Full-time Library employees will earn 90 hours (12 days) of vacation each year for the first 5 years of employment. Vacation days are allotted July 1 of every year. Vacation time for new employees will be allotted as a prorated yearly amount after 3 months of employment. Full-time employees may roll a maximum of 37.5 hours of unused vacation per year to the next year. Time that may be lost is eligible to be added to the Part-time Disability Pool.

b. Vacation requests must be put in writing and submitted to the Supervisor at least one week prior to the vacation request. Vacations are approved on a first come first served basis, taking into consideration the staffing needs of the library. Holiday, vacations and time off may be rotated among staff.

c. After 5 years of employment full-time employees shall earn an additional 5 days of vacation. That time will be prorated on the fifth anniversary date of the employee and then for the following years, allotted on July 1. After each additional 5 years, 5 days of vacation will be earned to an annual maximum of 20 days and maximum accumulation of 25 days.

d. Upon leaving the Charlevoix Public Library, unused, accrued vacation shall be paid out at 100% for full-time employees. Employees who are discharged will not be paid unused, accrued vacation time.

**Personal Leave Full-Time Employees**

a. Full-time employees shall earn 7.5 hours of personal leave per month. During the employee’s first year, personal leave is allotted on the first pay check of every month. Thereafter, on July 1st, 90 hours of personal leave will be allotted for the entire year. Personal leave may be accumulated up to 225 hours for full-time employees. On Dec 1, if any portion above that maximum amount has accumulated, the Library shall payout said amount at 50%. Instead of a payout, the employee may opt to donate those hours to the Part-time Disability Pool.

b. For full-time employees, personal leave is to be used for days that you are regularly scheduled, but do not work (planned or unplanned). This may be for illness or personal appointments. Personal hours may not be used to add hours to your regular pay or to a scheduled vacation.

c. All full-time employees shall have access to short term disability coverage. Employees may use unused personal leave (not vacation) to cover the difference in pay from the insurance amount to their regular amount.
d. Upon leaving the Charlevoix Public Library, a pro-rated amount of personal leave that has yet to be earned (7.5 hours/month for FT) will be deducted from the balance. Any unused, accrued personal leave left after said deduction, shall be paid out at 50%. Employees who are discharged will not be paid unused, accrued personal leave time.

**Personal Leave Part-Time Employees**

a. Part-time employees shall earn 4 hours of leave per month. During the employees first year, personal leave is allotted on the first pay check of every month. Thereafter, on July 1st, 48 hours of personal leave will be allotted for the entire year. Personal leave may be accumulated up to 75 hours for part-time employees. On Dec. 1, if any portion above that maximum amount has accumulated, the library will pay employee 50% of the amount accumulated, above the maximum allowed. Instead of a payout, the employee may opt to donate those hours to the Part-time Disability Pool.

b. For part-time employees, personal leave is to be used for days that you are regularly scheduled, but do not work. This may be for illness or personal appointments. Part time employees may also use personal leave hours for a scheduled vacation. Personal hours may not be used to add hours to your regular pay if you have worked your scheduled number of hours.

c. After five years of employment, permanent part-time employees will earn an additional 24 hours of leave. After each additional 5 years, another 24 hours of leave is added to a maximum of 75 hours. That time will be pro-rated on the fifth anniversary date of the employee and then for the following years, allotted on July 1.

d. Upon leaving the Charlevoix Public Library, a pro-rated amount of personal leave that has yet to be earned (4 to 6 hours/month for PT), will be deducted from the balance. Any unused, accrued personal leave left after said deduction, shall be paid out at 50%. Employees who are discharged will not be paid unused, accrued personal leave time.

**Part-time Disability Pool**

a. The Part-time Disability Pool or the “Pool” consists of hours donated from staff that otherwise may have been lost or paid out. Hours will accumulate in the Pool up to a maximum of 120 hours.

b. Pool hours may be used beginning on day fifteen of disability. Pool hours may only be utilized during the time of the disability to cover regularly scheduled hours of work.

c. Permanent Part-Time employees, who have donated at least once to the Pool (in the amount of 5 or more hours), are eligible to request use of Pool hours, after all their vacation and personal leave have been utilized.

d. Individual employees may request, in writing, a maximum of 60 Pool hours per year.

e. In order to be eligible for Pool hours, employees must present a written note from a doctor verifying the disability.

f. Definition of disability must meet the same standards as the short term disability policy for full-time staff.

g. Pool hours of past employees will be eliminated from the pool.

**Military Leave**

a. The Library complies with State and Federal law, including USERRA with respect to employees who serve in the Military. If you are called to training or active duty, you must notify the Director
immediately so that plans may be made to give you the necessary time off and to meet the Library’s staffing needs.

b. Federal and state statutes mandate that the Library grant leave to employees who are drafted into the Armed Forces and who voluntarily choose to serve in the military and to reservists and National Guard members. Military leave must be allowed for active duty, training, or to meet military related obligations, such as reporting for periodic physical fitness examinations.

c. The Library is required, under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), to reinstate those returning from services to their former job following discharge or release from active duty, reserve duty, or training.

d. Upon returning from military service, the employee’s salary will be established to recognize any adjustments that would have occurred during the period when the employee would have been working for the Library.

1. If the employee would have been in the same position upon return and the salary range had been increased, the salary will be determined by the point in the range the employee would have reached if they had not left for military service.

2. If the employee returns to a more responsible job, the salary will be based on the present rates for the position and will be at least the same as the lowest paid qualified person in a similar position.

**Professional Leave**

a. Employees may attend workshops, conferences, and library meetings with the pre-approval of the Director. Upon return, the employee shall report about the workshop at the next scheduled staff meeting. The Director shall report about workshops attended within the next scheduled Board of Trustees meeting.

b. Fees and costs of workshops, conferences, and similar library training courses to be attended by the staff will be paid from library funds with the pre-approval of the Director.

c. Employees will receive remuneration for the regular working hours while attending authorized training courses.

d. Mileage is reimbursed at the rate for all authorized travel at the IRS authorized rate.

e. There will be a $50 per day stipend for meals. If attendance is for a partial day, staff will be reimbursed by meal:
   - Breakfast: $10
   - Lunch: $15
   - Dinner: $25

f. If the library pays for a banquet meal through the registration, that day will be considered a partial day, and only the other meals will be reimbursed.

g. A reimbursement form for the correct number of days/meals must be submitted, in order to be reimbursed.

**Other Leave**

a. An employee who is called to serve on jury duty will inform the Library Director as soon as possible. He/she will be paid the difference between regular work pay and payment from the court upon
presentation of check stub from their jury pay. If the employee is released early from jury duty, said employee should report to the library for the remainder of their regularly scheduled shift.

b. All employees shall be granted funeral leave with pay, upon the death of an immediate family member (mother/father, mother & father-in-laws, spouse, child, sibling, brother & sister-in-laws). Part-time employees will be granted 3 days, full time employees will be granted 5 days. Additional time may be granted as personal leave without pay, or unused vacation time or personal leave may be granted.

Benefits
a. The Library Board of Trustees offers insurance programs to supplement other benefits.
b. Deferred compensation option is available for all employees.

Problem Solving
Employees should first bring their problem to their direct supervisor.

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

If the problem persists two weeks after discussion with the director, the employee may notify the Board of Trustees in writing. The Library Board of Trustees will set up a time to address the problem at the next regular meeting, which can be closed at the employee’s request.

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

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

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

Volunteers
The Library encourages interested individuals to volunteer their time and services. Volunteers will be trained and supervised by library staff and covered under the library’s general liability policy. See Volunteer Policy for more information.

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

The Library needs to have certain reasonable policies and rules for the conduct of its business. The most important rule is that an employee use common sense, or stated differently, “the rule of reason.” This list is not all-inclusive; however, the following list gives an idea of a few basic rules that should not be violated under any circumstances. Violation of these basic rules, the policies in this Handbook, or other Library policies, may lead to discipline, up to and including immediate termination. If an
employee has any questions about these basic rules, or what is expected, please discuss them with the Library Director.

The existence of these rules does not change the status of an at-will employee. The employee or employer may still terminate employment at any time for any reason, or for no reason, with or without notice, with or without cause.

a. The Library will not tolerate absenteeism or tardiness, including employees who do not report to work as scheduled, or leave work during the day without permission.

b. Falsifying time cards or any other records required to be kept.

c. Making false statements regarding the reason for an absence.

d. Making or publishing any vicious, defamatory, malicious, or deliberately false statements concerning any employee, Trustee, the Library, or its work or services.

e. Stealing or misappropriating library property, another employee’s property, or patron’s property.

f. Carelessly damaging, misusing, destroying, abusing, or misplacing property belonging to the library or another employee.

g. All employees should display a positive attitude toward their jobs. A bad attitude creates a difficult working environment and prevents the Library from providing quality service to our customers/patrons/citizens. Courtesy is the responsibility of every employee. We expect everyone to be courteous, polite and friendly both to the customers and to fellow employees. No one should be disrespectful, use profanity or engage in any activity that injures the image or reputation of our Library.

h. Everyone has duties to perform, and everyone must follow directions from someone. It is against our policy for an employee to refuse to follow the lawful directions of a supervisor or to treat a supervisor in an insubordinate manner.

i. Every employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level, as defined by the Director. Carelessness inhibits work performance and productivity and is prohibited. Any employee, who fails to maintain a satisfactory level of performance, is subject to termination.

j. Employees are asked to come to work dressed in a conservative, appropriate manner for the library environment, including but not limited to: no denim pants, no low or high cut shirts, skirts, or slacks.

**Personal Telephone Calls**

Employees may make or receive personal calls only in case of emergency or on work breaks. Lengthy or frequent calls may result in the loss of this privilege. Violation of this policy will result in discipline up to and including immediate termination.

**Computers, Email and Voicemail**

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

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

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. To ensure compliance with this policy, computer and email usage may be monitored.

**Work place violence/weapons policy**

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

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

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

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

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

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

The Library building and property are monitored with security camera systems at all times.
These procedures are necessary for the safety, health and security of everyone at the company and the protection of our property and facilities. Submission and compliance with these rules is a condition of your continued employment.

**Anti-bullying**

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

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

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

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages.
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities.

**No Harassment**

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

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

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

Violation of this policy will subject an employee to disciplinary action up to and including immediate discharge.

Supervisors are also covered by this policy and are prohibited from engaging in any form of harassing conduct. Further, no supervisor or Trustee has the authority to suggest to an employee or applicant that the individual’s employment, continued employment, or future advancement will be affected in any way by the individual’s entering into (or refusing to enter into) any form of personal relationship with the supervisor or Trustee.
Harassment of our employees in connection with their work by non-employees is also a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to his or her supervisor. Appropriate action will be taken.

Conduct, which constitutes harassment under some circumstances, may not be harassment under other circumstances – it often depends upon how the conduct was intended and received. Therefore, an employee should let the person know in clear terms that the conduct is offensive and not laugh or shrug off objectionable behavior. Notify the Library Director immediately if you feel that you are being harassed by another employee or by anyone else. If the problem involves the Library Director, or if you do not feel that the matter can be discussed with the Library Director, immediately contact any member of the Library Board of Trustees. Your complaint will be kept as confidential as possible and will not be penalized in any way for reporting a harassment problem. If at any time you determine that your report has not been handled to your satisfaction, you should immediately arrange to speak with the President of the Library Board of Trustees to address the issue.

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

**Health and Safety**

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

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

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

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

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

**No Smoking**

In compliance with the Public Health Clean Indoor Air Regulation, the Charlevoix Public Library shall be entirely tobacco and tobacco-like products free. Smoking and using tobacco and tobacco-like products will be strictly prohibited within all Library work areas and public spaces including meeting rooms, lobbies, restrooms, stairwells, hallways, and workstations. All outdoor areas of the Charlevoix Public Library will also be smoke free, including garden areas, walkways, parking lots, and green space. This policy applies to all employees, volunteers, patrons, and contractors.

**Drug-free Workplace**

In compliance with the federal Drug-free Workplace Act of 1988, the Charlevoix Public Library prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the library premises. As a condition of employment, staff members will be expected to abide by this policy. Employees must notify the Library Director of any criminal conviction for a violation occurring in the workplace within, and not later than, five (5) days after such conviction. The Library Director is then
required to notify any appropriate federal agency, which grants money to the Charlevoix Public Library, of such conviction within ten (10) days of receipt of notification from the employee.

A library employee convicted of a drug violation in the workplace, as defined by the Drug-free Workplace Act of 1988, will be subject to disciplinary action in accordance with the state and federal statutes and library policies, and may be required to satisfactorily participate in a substance abuse assistance or rehabilitation program. Disciplinary action may result in penalties up to, and including, discharge.

“Controlled substances”, due to their potential deleterious or harmful effect on human life, have been regulated by the state with regard to their manufacture, delivery, and possession. For purposes of this policy, “controlled substance" shall be defined in the Michigan Compiled Laws Annotated (MCLA 333.7101, as amended), Uniform Controlled Substances Act.

Use of illegal drugs including marijuana or alcohol use will not be tolerated. Put simply, reporting to work with no drugs or alcohol present in your system is expected. Also, using, possessing, manufacturing, distributing, or making any arrangements to distribute drugs or alcohol while working on Library property or during breaks, and unlawful conduct at any time, on or off duty is not tolerated.

Violation of the policy will result in discipline, up to and including immediate termination.

**Americans with Disabilities Act (Ada) & Michigan Persons with Disabilities Civil Rights Act (Mpdhra)**

In compliance with the Americans with Disabilities Act and Amendment Act (ADAAA) and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), the Library does not discriminate against qualified individuals, (as defined by the act), or individuals with a disability, (as defined by the act), with regard to job application procedures, hiring, discharge, employee compensation, advancement, job training, and other terms, conditions, and privileges of employment. The Library will make every effort to make reasonable accommodations for qualified individuals with disabilities.

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

**Genetic information non-discrimination**

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

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

The Library shall treat genetic information as confidential medical records and comply with confidentiality requirements of the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act of 1996, and any disclosure shall be in compliance with applicable state and federal laws.
The Genetic Information Nondiscrimination Act does not prohibit “the use, acquisition, or disclosure of medical information that is not genetic information about a manifested disease, disorder, or pathological condition of an employee or family member, including a manifested disease, disorder, or pathological condition that has or may have a genetic basis.” Genetic information generally means information derived from a genetic testing which analyzes human DNA, RNA, chromosomes, proteins, or metabolites and that detects genotypes, mutations or chromosomal changes and the manifestation of a disease or disorder in family members of an individual.

**Keeping us informed**

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

1. Change of home address and/or telephone number;
2. Your marital status; marriage, divorce, or legal separation, etc.;
3. Birth or death in your immediate family;
4. Legal change of your name;
5. Changes in citizenship status;
6. Outside employment;
7. Any health issue or disabilities which require an accommodation for your job;
8. Injuries that occur at work or that affect your ability to do your job.

**Social Security Number Privacy Policy**

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

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


Sensitive Data includes: 1. personal information including telephone numbers, addresses or social security numbers; 2. credit checks, background check or consumer reports; 3. laptop computers; and 4. discarded computer equipment. All Employees that have access to or obtain sensitive data must keep the information confidential. Should any document containing sensitive data need to be disposed of, such document shall be placed in the designated locked recycle bin for shredding or shredded with a personal shredder. Employees in violation of this policy will be subject to discipline up to and including termination of employment.
Receipt and Acknowledgement
1. I hereby acknowledge receipt of the Charlevoix Public Library's Personnel Policies and I certify that I have read it in its entirety and understand the policies within apply to my employment with the Charlevoix Public Library.

2. I understand that it contains important information regarding my employment relationship with the Charlevoix Public Library, including current policies and benefits of the Charlevoix Public Library, rights and responsibilities that I have and those that my employer has, and that the policies contained in this Policy apply to me and my employment at the Charlevoix Public Library.

3. I understand that if I have questions about the policy, it is my responsibility to ask the Library Director about them.

4. I agree to accept the policies, agreements, and rules as stated in the Personnel Policy. I understand that violation of any of the Charlevoix Public Library’s policies may result in immediate termination at the Director’s discretion.

5. The Charlevoix Public Library reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, benefits, or procedures, in whole or in part, at any time with reasonable notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in the handbook, and that employees will be notified of such changes through normal communication channels.

6. I understand that this policy is not intended nor does it serve as an express or implied contract of employment or a contract for benefits.

7. I understand that the policies described in this policy supersede all previous policies, practices, and oral statements of anyone associated with the Charlevoix Public Library, its predecessors, and its authorized agents and that the Personnel Policies include the exclusive policies of the Charlevoix Public Library.

8. Unless otherwise expressly agreed in a written document signed by the Library Director and the President of the Board of Trustees, and the employee, which specifically makes reference to these Personnel Policies, an employee shall be an employee-at-will whose employment and compensation can be terminated with or without case, and with or without notice, at any time at the option of either the employer or the employee. No employee or representative of the Charlevoix Public Library, other than the Director and the Board President has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this provision. If the Director and Board President change my employment relationship from an “employment-at-will” agreement, it may only be done in writing, signed by both of them.

9. I agree that any action or suit against the Charlevoix Public Library or any of its employees relating to or arising out of my employment or the termination of employment, including, but not limited to, claims arising under state or federal civil rights statutes, must be brought within 180 days of the event giving rise to the claim or be forever barred. This applies to the initial charge filed with the Equal Employment Opportunity Commission; however thereafter I am permitted to pursue litigation, if at all, as provided in the Commission’s “Right to Sue” letter. I waive any longer, but not shorter, limitations periods to the contrary. This contractual limitations period shall be enforced to the extent permitted by law and may be narrowed by a court as necessary to make it enforceable.

Date: ________________________________

Employee Signature: ______________________________________________________

Print Name: ________________________________________________________________