

Traverse Area District Library Employee Manual

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Chapter One: An Overview of Traverse Area District Library (TADL)

A. You're Part of the Library

The Traverse Area District Library's goal is to provide outstanding library service to the citizens of our district. As a member of the TADL team, you will be expected to contribute your talents and energies to improve the environment and quality of our library as well as its services. In return, you will be given opportunities to grow and advance in your career.

B. Purpose & Scope of this Manual

This Manual has been prepared to inform you about TADL's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We ask that you read this Manual carefully, and refer to it whenever questions arise. The policies in the Manual are to be considered as guidelines. TADL policies, benefits and rules, as explained in this Manual, may be changed from time to time at the discretion of the Library Board. We will make every reasonable effort to notify you of such changes.

This employee manual is not intended, nor does it constitute a contract or contract of employment of any nature whatsoever. Employees represented by Teamsters Local 214 have certain rights pursuant to a collective bargaining agreement between the Library and the Union and that agreement supersedes conflicting provisions of this manual. All employees who are not covered by collective bargaining are employed at will. This means that you are free to terminate your employment at any time, for any reason or no reason at all and the Library possesses these same rights. No contract between the Library and any person shall be valid or enforceable unless it is in writing and signed by the Library Director.

C. Acknowledgement of Traverse Area District Library Manual

I have reviewed a copy of the Traverse Area District Library ("TADL") Employee Manual. I acknowledge that I have been encouraged to read the manual and I agree to keep this manual for future reference and abide by the personnel policies and rules of TADL as outlined in the manual. I understand that this manual does not contain all of the information I will need during the course of my employment and that I will receive additional information through both written notices and orally. I understand that this manual is merely intended as a guide to some personnel policies, benefits and general information and that these guidelines are not intended to, nor do they, create an employment contract. I understand that if I am covered by a collective bargaining agreement or an individual written employment contract that I have certain rights pursuant to that agreement and such agreement supersedes conflicting provisions of this manual.

I understand that my employment with TADL is for no definite period and that I have the right to terminate my employment with TADL at any time, with or without notice, for any reason or no reason at all, with or without cause, and that TADL has these same rights except as otherwise provided in an applicable collective bargaining agreement or individual written employment contract.

I understand that TADL reserves the right to unilaterally amend or make changes in these guidelines or their application whenever it deems appropriate and that these amendments may be made with or without prior notice. I also acknowledge and understand that no representative of TADL other than the Director has any authority to make any contractual agreement regarding my employment or continued employment, and that any such agreement is only effective if it is in writing and signed by the Library Director. I also understand and agree that no communication or practice of TADL limits the library to certain reasons or procedures for terminating or modifying the employment relationship.

I have read and fully understand the rules governing my employment with TADL. I agree to employment with TADL under the conditions explained. I understand these conditions can be changed by the library, without notice, at any time.

Dated: _____

Signature

D. Traverse Area District Library Mission

Our mission is to support the District's diverse and changing population in its lifelong search for intellectual, recreational or vocational information and enrichment.

E. Where We've Been and Where We're Going

Library service in Traverse City had very early beginnings; the first progenitor of the Library District began operation in 1859. The Carnegie building was dedicated in 1905 and, with it the beginning of library service as we know it today. A substantive addition was made to the building in 1966. The creation of an independent library district was effected in January 1983. Creation of the Traverse Area Library District pulled together library operations in a federated system that includes the former Traverse City Public Library and the Fife Lake, Interlochen, Kingsley, and Peninsula Public Libraries. The former Traverse City Public Library serves as the Headquarters Library for the library district. The district has two branch libraries, East Bay and Kingsley Public Library. The main branch, located at 610 Woodmere Ave., Traverse City, MI 49686, was completed and operational in January 1999.

TADL believes...

- Libraries actively promote literacy and reading;
- Libraries provide services that reflect and enhance the cultural interests of the community;
- Libraries are comfortable, accommodating and accessible;
- Library services are flexible and open to the evolving needs of the community;
- Libraries provide organized access to uncensored global information and knowledge through printed and other media;
- Libraries provide materials and services which help patrons understand and respond to personal and social issues;
- A good library provides good library services equally to all members of the community;
- Reference materials and services provide answers to patrons' questions; and
- Community involvement improves library services.

Library Board

There are 7 members of the TADL Board. All members are appointed to a four-year term. Four members are appointed by the Grand Traverse County Commission, three board members are appointed by the Traverse City Commission. The Library Board sets policy for TADL and its branch libraries and negotiates contracts for service with each Member Library. TADL is a district library, which means we are a taxing authority covering all of Grand Traverse County plus the small portion of Traverse City located in Leelanau County.

BOARD MEMBERS

A current list of the TADL Board members can be found at www.tadl.org.

Meetings are held on the 3rd Thursday of each month unless otherwise posted.

Library Departments

Administration

The TADL Administration consists of a Library Director and an administrative team as designated by the Director. This team is responsible for managing the library and seeing that the policies of the Board of Trustees are carried out.

Circulation

Circulation processes materials that are checked out of the library and returned. They handle books on reserve and send out and follow up with overdue notices.

Processing

Processing prepares all materials to go into the library's collections.

Adult Reference

Reference helps patrons find information and materials from our collection and when that is not possible from the Internet or other libraries.

Public Computing Center

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Public Computing Center contains computers for the public to access the Internet as well as use for general computing functions, i.e. word processing, email, spreadsheets, etc.

Sight & Sound

Sight and Sound provides audio-visual materials and equipment for circulation. They also provide a location for previewing audio-visual materials.

Youth

The Youth department provides materials for children and young adults. It maintains a reference collection for children and produces Wiggles and other programs for children.

Library for the Blind and Physically Handicapped

The Library for the Blind and Physically Handicapped provides books and reading machines for the blind and physically handicapped. They handle all the processing and circulation of these materials. Most materials are sent through the mail.

Law Library

The Law Library is supported by the County, TADL, and the Grand Traverse, Leelanau and Antrim Bar Association. Located on the top floor of the County courthouse, it supports local lawyers and the general public with materials and computer access to legal information.

East Bay Branch and Kingsley Branch Library

As part of the TADL system, each branch provides full library service to patrons primarily living in the area of that branch.

Member Libraries

Member Libraries include Peninsula, Fife Lake and Interlochen public libraries. As members we share our catalog and circulation systems. The members are fairly autonomous with their own Boards of Trustees and budget, [from which they pay their own employees.](#)

Chapter Two: What You Can Expect from Traverse Area District Library

The Traverse Area District Library's established employee relations policy is to:

- Operate a District Library with the most economical and judicious use of taxpayers' money.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination. See Equal Employment Opportunity, Chapter Six (E).
- Provide the necessary training to support library services.
- Provide paid personal/sick/vacation days and holidays to all eligible employees.
- Provide eligible employees with medical and other benefits.
- Dedicate ourselves to the highest quality of service to both our external and our internal customers.
- Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticism of fellow employees.
- Assure employees that they can discuss any problem with the administration of TADL. See Chapter 3.
- Make prompt and fair adjustment of any complaints that may arise in the everyday conduct of our business, to the extent that it is practicable.
- Respect individual rights, and treat all employees with courtesy and consideration.
- Maintain mutual respect in our working relationship.
- Provide buildings and offices that are attractive, comfortable, orderly and safe.
- Make promotions or fill vacancies from within TADL whenever possible.
- Keep all employees informed about the overall aims and objectives of TADL.
- Do all these things in a spirit of friendliness and cooperation so that TADL will continue to be known as a great place to work.

Chapter Three: What Traverse Area District Library Expects from You

Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with all of your co-workers and maintain a good team attitude. How you interact with fellow employees and the patrons we serve will affect the success of our library. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be better performance for the library overall, and personal satisfaction for you.

A. Open Door Policy

Your opinions, suggestions, and questions are important to us and we encourage you to express your concerns as they relate to issues at work. We will attempt to provide you with honest and straightforward responses to your comments and questions. Supervisors, your Assistant Director, and the Director are expected to listen to employee concerns relating to issues at work, to encourage such input, and to seek resolution to such issues. The first person to notify regarding issues at work is your immediate supervisor. If your supervisor cannot answer your question or obtain the appropriate information, please feel free to contact an Assistant Director or the Director.

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B. Conflict of Interest Policy

State law governs TADL when it is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interests of an officer, director, or employee of the Library. (MCL 15.321 et seq.) In the event that any Library employee, or any business in which an employee or his/her spouse or child has an ownership interest, has a financial interest in a prospective contract or other arrangement with the Library, the employee must immediately disclose the financial interest to the Library Director prior to execution of the contract by the Library, and prior to consideration of the contract by the Library Board. In this circumstance, the employee is prohibited in taking part in the negotiations for the contract, or from representing either party to the transaction.

Chapter Four: Personnel Administration

The task of handling personnel records and related personnel administration functions at TADL is the responsibility of the [Assistant Director for Human Resources and Finance](#). Questions regarding insurance, wages, and interpretation of policies should be directed to this individual.

A. Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, it is your responsibility to notify the [Assistant Director for Human Resources and Finance](#) as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Exemptions on your W-4 tax form

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Coverage or benefits that you and your family may receive under the TADL benefits package could be negatively affected if the information in your personnel file is incorrect.

It is beneficial for all employees to keep their personnel file up to date with completion of educational or training courses and areas of interest and skills that may not be part of your current position.

You may review the contents of your personnel file at reasonable intervals. You will need to make a written request describing what you wish to review. Your written requests should be made to the Business Manager. Copies of information contained in your personnel file can be made available to you, but you will be expected to reimburse the Library for its cost of making those copies.

B. Union Recognition

The library recognizes the Teamsters State, County and Municipal Workers Local 214, affiliated with the International Brotherhood of Teamsters as the exclusive bargaining agent for all regular employees of the Library (after expiration of their 90 day probationary period), excluding confidential, seasonal and irregular part-time employees, all temporary employees (as defined by union contracts), and all employees specifically covered by other collective bargaining agreements.

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Chapter Five: Employment Classifications

At the time you are hired, you are classified as either full-time, part-time, temporary or irregular part-time and are also told whether you qualify for overtime pay.

A. Full-Time Employees

An employee who has been hired with the understanding that they are to be full-time and who has successfully completed the Introductory Period (see Chapter Six, Employment Policies, section G) of employment. Full-time employees are scheduled to work between thirty-five (35) and forty (40) hours per week and are listed as regular full-time employees on the Library's Table of Positions.

B. Part-Time Employees

Employees who are hired with the understanding that they are to be part-time and who are scheduled on a regular basis to work between twenty (20) to twenty-five (25) hours per week, or twenty-five (25) to thirty (30) hours per week are listed as regular part-time employees on the Library's Table of Positions.

C. Temporary Employees

From time to time, TADL may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. Appointment to temporary positions may be for periods not to exceed six (6) continuous months, but the six (6) months may be extended for the specific project for which they were hired. Temporary Employees are not eligible to participate in any fringe benefit programs sponsored by TADL.

If the temporary employee position is changed from temporary to regular status, the appointment to fill the regular position will be made in conformity with the procedure for filling vacancies. All temporary employees who become permanent employees will have credited to their probationary period all time worked after date of hire in the same position.

D. Irregular Part-Time Employees

Employees hired as part-time but not meeting the criteria for regular part-time employees are classified as irregular part-time employees. Irregular Part-Time Employees are not eligible to participate in any fringe benefit programs sponsored by TADL.

Chapter Six: Employment Policies

A. Anniversary Date

The first day you report to work is your official anniversary date. Your anniversary date is used to compute various conditions and benefits described in this manual.

B. Public Service Hours

TADL Public service hours for are:

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Woodmere

Monday through Thursday 9:00 a.m. – 9:00 p.m.
Friday and Saturday 9:00 a.m. – 6:00 p.m.
Sunday 12:00 noon – 5:00 p.m.

East Bay

Tuesday & Thursday
10:00 a.m. – 8:00 p.m.
Wednesday & Friday
10:00 a.m. – 6:00 p.m.
Saturday
10:00 a.m. – 3:00 p.m.

Kingsley

Monday 10:00 AM to 7:00 PM
Tuesday, Wednesday, Friday
9:00 a.m. – 5:00 p.m.
Thursday
10:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 3:00 p.m.

Work schedules vary, dependent upon the requirements of each position. In general, business hours begin 30 minutes before opening. All employees are expected to be at their work station at their scheduled start time.

C. Confidential Information

Our library patrons entrust the Traverse Area District Library with important information relating to their personal life. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, TADL earns the respect and further trust of the community it serves. Your employment with TADL assumes an obligation to maintain confidentiality, even after you leave our employ.

The Library Privacy Act of 1982 explicitly prohibits the disclosure of any record or information that identifies a patron or any materials requested or obtained by that patron without the written consent of the patron. Similarly, employees are not permitted to monitor or disclose patron use of the Internet without consent of the patron, or under certain very limited circumstances which are authorized in advance by the Library Director. Employees who disclose patron information without the proper permission are violating state law. Such actions may result in disciplinary action up to and including termination of employment and may also subject that employee, individually, to a lawsuit.

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D. Customer Relations

The success of the Traverse Area District Library depends upon the quality of the relationship between our employees, our library patrons and the general public. Our patrons' impressions of TADL and their interest and willingness to use our services are greatly formed by the people who serve them. In a sense, you are TADL's ambassador. The more goodwill you promote, the more our patrons will respect and appreciate you. Here are several things you can do to help give patrons a good impression of TADL:

1. Act competently and deal with patrons in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

E. Equal Employment Opportunity

TADL provides equal employment opportunity for everyone regardless of age, height and weight, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability. In addition, laws regarding veteran's status are observed. This is reflected in all TADL practices and policies regarding hiring, training, promotions, transfers, rates of pay, layoff, and other forms of compensation.

Disability Accommodation. TADL is committed to ensuring equal opportunity in employment for qualified individuals with disabilities consistent with state and federal law. Any person requiring an accommodation due to a legally recognized disability must make that request to the Library Director as soon as the employee knows or reasonably should know of the need for accommodation.

F. TADL Policy Against Harassment

TADL is committed to providing a respectful work environment that is free of harassment and discrimination. Harassment can take many forms. It may be, but is not limited to words, signs, jokes, pranks,

intimidation, physical contact or violence based on one's race, gender, religion, national origin, age, height, weight, marital status, or disability.

Sexual harassment is one type of unlawful harassment. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when either:

1. Submission to or rejection of such conduct or communications by an individual is used as a factor in decisions affecting such individual's hiring or employment, or
2. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Sexual harassment may also include unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic or verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the work place of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

As a TADL employee, you are responsible for keeping our work environment free of all unlawful harassment and discrimination. All employees are encouraged to report harassment situations of which they are aware to the Library Director or [Assistant Director for Human Resources and Finance](#). When TADL becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the library to do so.

The appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate would be subject to disciplinary action up to and including termination of employment. TADL will not tolerate retaliation against any employee who makes a good faith report of alleged harassment or any employee who participates in the investigation of harassment by another employee.

G. Introductory Period

Your first ninety (90) days of employment at TADL are considered an Introductory Period, and during that period you will not accrue benefits described in the Manual unless otherwise required by law. This Introductory Period will be a time for getting to know your fellow employees, the tasks involved in your job position, and becoming familiar with TADL's services. Completion of the introductory period does not confer any contractual or other additional rights to any Library employee.

H. Knowledge of Traverse Area District Library

After having learned to competently perform your own duties, your next step is to familiarize yourself with other TADL activities. This can prove valuable to you and our patrons. TADL may provide additional cross training [to broaden your skill set beyond your current duties](#).

Knowledge of the services that TADL provides will help you avoid the "I don't know" syndrome. Our patrons' confidence in you increases, as you are able to answer their basic questions. However, please don't pretend you know the answer or try to guess the answer when you are uncertain. If you are unsure of the correct information, refer the inquiry to a person more qualified to respond.

I. Outside Employment

Generally, what you do on your free time is your own business. However, if you are employed by TADL in a full-time position, TADL will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at TADL. You must obtain permission from the Director or the Business Manager before accepting a second job or outside employment so that a determination can be made as to whether the activity creates a potential conflict of interest with your employment at the library. Whenever the employee or management believes that there may be a potential for conflict, the employee and management shall try to work out a solution.

Under no circumstances shall anyone use the facilities, equipment or materials of TADL in support of a commercial activity for which they receive compensation. When not on duty as an employee you are entitled to the same privileges to use TADL facilities, equipment and materials as members of the general public.

J. Proof of U.S. Citizenship

Federal regulations require that 1) within 3 days of becoming employed, all new hires must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

K. We Need Your Ideas

Ask any of our employees who have worked with us for some time and they will probably tell you of the many changes and improvements that have come about in their departments since they first joined us. We believe the person doing a job is in the best position to think of ways of doing it more easily, more efficiently, and more effectively. If you think of a better way of doing your job or the job of a fellow employee, discuss it within your department or bring it to management's attention.

Remember, there will always be areas in TADL's operation that can be improved. These could be in service, equipment, communications, safety, and ways to reduce costs, losses, and/or waste, or other improvements for which you may see a need. Please give us the benefit of your unique experience and thoughts. If you make a contribution that improves our library operations, make sure to document your ideas so they can be placed in your personnel file.

L. Social Security Number Privacy

As required by State law, employees' Social Security numbers will be held confidential to the extent practicable, and will be maintained by the Business Manager in a secure location. Social security numbers shall not be placed on timecards, employee rosters, bulletin boards, or any other materials or documents designed for public display. Documents, materials, or computer screens that display Social Security numbers or other sensitive information shall be kept out of public view at all times. Only persons authorized by the Business Manager shall have access to Social Security numbers, and will be limited to those with a legitimate business need to know (for example, preparation of W-2 forms, enrollment in health insurance programs, etc.). Library documents containing Social Security numbers sent through the mail shall not reveal the numbers through the envelope window or otherwise be visible from outside the envelope or package. Social Security numbers shall not be sent through e-mail or other

electronic means unless the connection is secure or the number encrypted. Where a Social Security number is contained within a document subject to FOIA release, the Social Security number shall be redacted.

Documents or other materials containing Social Security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

Chapter Seven: Standards of Conduct

A. Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with rules and authority figures, and past experience may have justified these thoughts and feelings: however, at TADL, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to TADL and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights,

but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

No list of rules or policies can cover every situation that you or the Library may face during the course of your employment. This list of rules is not intended to be all inclusive, nor is it a substitute for your good judgment and common sense. In all of your actions, you should attempt to conduct yourself in a manner which is consistent with the Library's best interests, and more importantly, the best interests of its patrons.

B. Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. This list is not all-inclusive nor is it intended to cover every situation. Your avoidance of these activities will be to your benefit as well as the benefit of TADL.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal:

Making or publishing statements concerning any board member, employee, worker, supervisor, or the library, if those statements are vicious, defamatory, malicious, or known to be false.

Willful violation of any library rule; any deliberate action that is extreme in nature and is obviously detrimental to TADL's efforts to handle the taxpayers' resources responsibly.

Willful violation of security or safety rules or failure to observe safety rules or TADL safety practices; tampering with TADL equipment or safety equipment.

Intentionally interfering with another employee on the job.

Being intoxicated (either drinking on the job or coming to work after drinking) or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on library premises except medications prescribed by a physician which do not impair work performance.

Unauthorized possession of firearms, weapons or explosives on library property or while on duty.

Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on library premises or when representing TADL; fighting, or horseplay or provoking a fight on library property, or negligent damage of property.

Insubordination or refusing to carry out instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.

Threatening, intimidating or coercing fellow employees for any purpose.

Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of library property, or the property of fellow employees, or patrons in any manner.

Theft of library property or the property of fellow employees; unauthorized possession or removal of any library property, including documents, from the premises without prior permission from management; unauthorized use of library equipment or property for personal reasons; using library equipment for profit.

Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by TADL; alteration of library records or other library documents.

Giving confidential or proprietary TADL information to anyone without authorization.

Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job.

Occurrences of any of the following activities, as well as violations of any TADL rules or policies, may be subject to disciplinary action:

Unsatisfactory or careless work; failure to meet quality standards as explained by your supervisor; mistakes due to carelessness or failure to get necessary instructions.

Any act of harassment - sexual, racial or other; telling sexist or racial-type jokes; making racial or ethnic slurs.

Sleeping on the job; loitering or loafing during working hours.

Excessive use of library telephone for personal calls.

Use of the internet/email in an excessive manner that is unrelated to job duties.

Creating or contributing to unsanitary conditions.

Excessive absence or tardiness without authorization; an employee shall be deemed to have resigned with any three (3) consecutive days of unauthorized absence. (See Chapter Nine, Point D)

Obscene or abusive language toward any supervisor, employee or customer; indifference or rudeness towards a patron or fellow employee; any disorderly/antagonistic conduct on library premises.

Failure to immediately report damage to, or an accident involving library equipment.

Any other conduct which the library deems, in its discretion, to be serious misconduct.

C. Disciplinary Actions

The Library will use verbal warnings, written warnings, suspensions or even dismissal to discipline employees who fail to act in the best interests of the library. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued. What discipline will be effected before termination will depend upon the seriousness of the offense as determined by the Library at its discretion.

Chapter Eight: Compensation

A. Deductions From Paycheck (Mandatory)

TADL is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal and state income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 form regarding the

number of dependents/exemptions you claim. You may also have deductions for insurance premiums, MMERS, and the 401(k) plan when applicable.

B. Overtime Pay

From time to time, it may be necessary for you to perform overtime work in order to complete a job on time. If you are a non-exempt employee and it is necessary to work overtime, you are expected to cooperate as a condition of your employment.

All overtime, whether scheduled or incidental will be authorized by the Library Director or her/his designee. Incidental overtime isn't scheduled; it becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated.

When you are assigned overtime it will be among employees who engage in similar work as far as possible on a rotating basis while still maintaining efficiency of operations. Seniority shall be one consideration in making overtime assignments when using the rotational basis mentioned previously. Assignments also depend on the amount of notice the Library has of the need.

If you are a full-time or part-time non-exempt employee and required to work more than forty (40) hours per week you shall be paid at the rate of one and one-half (1-1/2) times the regular hourly rate of pay. Under applicable state and federal laws, individuals employed in a bona fide executive, administrative or professional capacity are exempt from these overtime payments.

C. Sunday Pay

A regular full-time or regular part-time employee scheduled to work on Sunday will be compensated at a rate of time and one-half (1-1/2) his normal rate of pay for each hour worked on Sunday and will be scheduled to work no more than thirty-seven and one-half (37-1/2) hours in any week in which they work Sunday hours unless authorized in advance by the Library Director.

D. Pay Period & Hours

A normal two-week pay period for regular full-time employees shall consist of between seventy (70) and eighty (80) hours, typically not exceeding forty (40) hours in one week. A normal pay period for regular part-time employees shall consist of less than sixty (60) hours per pay period but at least forty (40) hours per pay period.

E. Reporting Snow Days

If the Library Director closes the library due to inclement weather it will be announced on the local radio stations. If you are sent home from work or asked not to report for work then you may select one of the following options:

- 1) take the day off without pay;
- 2) deduct the day from the employee's leave bank; or,
- 3) make up the hours within the week when the snow day occurred.

F. Resignation

TADL hopes and expects that you will give at least two weeks notice in the event you intend to leave our employ. Any accrued but unused personal/sick/vacation days will be paid at the time of employment termination, as specified under Termination Pay Out in the Benefits section of this manual. (Chapter Ten, Section E)

Final checks will be issued in accordance with the regular pay cycles for everyone who voluntarily leaves TADL's employ or whose employment is terminated. The library reserves the right to pay employees in lieu of accepting their two weeks' notice.

G. Time Sheets / Records

By law, we are obligated to keep accurate records of the time worked by employees. Your time sheet is the only way the payroll department knows how many hours you worked and how much to pay you. Your time sheet indicates when you arrived and when you departed. You are to record times in and out for lunch/dinner and for brief absences like a medical or dental appointment. All employees are required to keep the office advised of their departures from and returns to the premises during the day.

You are responsible for your time sheet. Remember to record your time. You are required to be accurate in recording your hours.

No one may record hours worked on another's time sheet. Tampering with another's time sheet is cause for disciplinary action of both employees. Do not alter another person's record, or influence anyone else to alter your record for you.

Time sheets must be turned in no later than the first Monday following the end of the pay period. Employees without properly submitted time sheets may be subject to no pay for the week or weeks in question.

H. Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified. The Library will not discipline or retaliate against any employee who is subject to court-ordered wage withholding.

I. Direct Deposit or Payroll Debit Card

TADL requires that its employees receive wages through direct deposit or a payroll debit card. TADL will provide employees with a written form that allows employees the option to receive wages by direct deposit to the employee's account at a financial institution or through a payroll debit card. If an employee fails to return this form to TADL within thirty (30) days with the account information necessary to implement direct deposit, TADL will presume the employee consents to receipt of wages through a payroll debit card. However, employees currently paid by direct deposit are excluded from the thirty (30) day requirement. If an employee is currently paid by direct deposit, TADL will not change the method of payment to payroll debit card without the written consent of the employee. Any employee may elect to change the method of payment in which they receive their wages at any time. When an employee provides the necessary information to implement the request, TADL will make the requested changes in method of payment within one pay period. Employees are free to select payment by direct deposit or payroll debit card without fear of intimidation, coercion, or fear of discharge or reprisal for the choice.

If an employee elects payment of wages by payroll debit card, the payroll debit card entitles employee to make at least one withdrawal or transfer without charge each pay period, but not more frequently than once per week, for any amount the employee elects up to the balance accessible through the

card. If there are any changes in fees or terms of service, TADL will provide employees receiving payroll debit cards with at least twenty-one (21) days written notice in advance of the date such changes are to take effect. Employees will be able to make an unlimited number of balance inquiries on their payroll debit card, either electronically or by telephone. The payroll debit card does not allow for credit such as a loan or cash advance against future pay. Employees choosing payment of wages by payroll debit card will not pay any fees or costs incurred by TADL.

Chapter Nine: Performance

A. Performance Reviews

Job performance is evaluated continuously. The day-to-day interaction between you, your fellow workers and patrons should give you a sense of how everyone perceives your performance.

However, to avoid haphazard or incomplete evaluations, TADL conducts a formal review once a year for each employee.

Performance reviews will be conducted on or around the employee's anniversary date. New employees will be evaluated after 90 days of employment and then on their anniversary date thereafter. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, management will consider the following things, among others:

- Attendance, initiative and effort
- Knowledge of your work
- Attitude and willingness
- The quality and quantity of your work
- The conditions under which you work.

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also

serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. TADL is interested in helping you to progress and grow in order to achieve personal as well as work-related goals. This may lead to further training or additional opportunities for you.

In addition to individual job performance reviews, TADL periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position.

B. Absence or Lateness

All employees are expected to maintain satisfactory attendance and report to work on time every day. Unscheduled absences, late arrivals and early departures must be kept to a minimum. TADL has the right to require employees to provide a doctor's certificate justifying absences due to illness or injury.

From time to time, it may be necessary for you to be absent from work. TADL is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. If you are unable to report to work, or if you will arrive late, please contact TADL at least 15 minutes prior to your scheduled start time so that arrangements can be made for someone to cover your position. If possible, employees must call personally and speak directly with their supervisor. Employees who will be absent for an indefinite period due to illness or emergency must inform their supervisor and keep their supervisor informed of when they will likely return to work.

Employees who have recurring late arrivals are subject to disciplinary action, up to and including discharge.

Unscheduled absences place an unfair burden on co-workers and should be avoided. Frequent unscheduled absences, including late arrivals and early departures, are grounds for discipline, up to and including discharge. In addition, employees who fail to provide proper notification of late arrivals and unscheduled absences are subject to discipline, up to and including discharge.

Any employee who is absent from work for three (3) consecutive days without authorization is considered to have resigned voluntarily.

C. Breaks / Rest Periods

As work permits, you are entitled to breaks at mid-morning, mid-afternoon, and mid-evening each day. Each break shall be for fifteen (15) minutes and shall not be accumulated. These breaks shall be taken on the job assignment site.

If you work beyond the regular eight (8) hour shift, you will receive an additional break of twenty (20) minutes.

If you are required to report to work two (2) hours prior to your regular starting time, you will be permitted to take a meal period three (3) hours after the commencement of the early shift.

If you are required to work more than twelve (12) hours in a day, you will get a paid lunch period of thirty (30) minutes.

Chapter Ten: Benefits

A. TADL Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. You may not have thought about it, but the value of your benefits amounts to a considerable sum each year in addition to the wages or salary you earn. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by TADL, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is an investment by TADL in its employees. It not only ensures the loyalty of long-time capable employees; it also helps to attract talented newcomers who can help TADL grow. TADL will periodically review the benefits program and will make modifications as appropriate to the library's condition.

B. Eligibility for Benefits

As a TADL employee, you will enjoy all the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit. Please keep in mind that the Library Board may change carriers, benefits and/or the eligibility requirements for benefits from time to time. The benefits provided are subject to

limitations and qualifications of the respective policy or plan documents. Payment of benefits or services is based on the decision of the carrier and/or administrator and, in cases of dispute, the insurance contract will control coverage and benefit issues.

No benefits are available to you during your Introductory Period, except as otherwise provided by law. However, upon successful completion of your ninety (90) day Introductory Period benefits will be effective pursuant to the terms of the plan. Except as set forth in this manual, only current employees classified as Regular Full Time and Regular Part Time are eligible to participate in TADL's fringe benefit programs, except where expressly stated otherwise. Temporary and Irregular Part-time Employees are not eligible to participate in any fringe benefit programs sponsored by TADL. If you leave TADL any benefits which you may have accrued are forfeited. The one exception to this is personal/sick/vacation days earned. This will be paid to you on your last paycheck. (See Chapter Ten, Section E.)

C. Holidays

The following holidays are recognized by TADL as paid holidays. (This will vary depending on what day the holiday falls on.)

New Years Day	Thanksgiving
July 4	Christmas
Labor Day	

In order to be paid for the holiday, you must be a Regular Full Time or Regular Part Time employee and work your scheduled day before and your scheduled day after the holiday or be on authorized leave.

If you do not have to work on the holiday, you can enjoy the time off at regular pay. If you are called in on a holiday, you will be paid double time for the hours worked in addition to the holiday pay.

The number of hours in a "day" will be calculated according to the following schedule:

Hours scheduled to work weekly	No. of hours in 1 work "day"
20, less than 25	5
25, less than 30	6

30, less than 35	7
35, 40	8

D. Leaves

Regular Full Time and Regular Part Time employees are eligible to earn and accumulate paid leave time based upon your length of service as a Regular Full Time or Regular Part Time Employees and hours worked as follows:

<u>Years of Service</u>	<u>No. of hours worked to accumulate 1 hour leave</u>
Less than 1 year	13
1 to 5 years	10
5 to 10 years	8
10 to 20 years	7
20 years and more	6

Hours earned during the current calendar year are known as "Current Leave." Current Leave is available for either "Personal" or "Sick" time off from work with pay as defined below.

Personal Leave is pre-authorized time off with pay for vacations, personal days, or pre-arranged medical tests, medical treatments, or surgery which requires a half day or more off from work. No more than thirty (30) days of "current leave" per year will be granted for Personal Leave.

Sick Leave is post-authorized time off with pay for illness which prevents the employee from working. Sick Leave can also be used in the event of the illness or injury of members of the employee's immediate family, or immediate household.

The Library may require evidence of illness or injury after the third day, or as deemed necessary to justify the request for leave.

Current Leave not used by the end of the year will be transferred into a "Reserve Sick Leave Bank," which will serve as an insurance policy against loss of pay as the result of extended illness.

If you have used all of your Current Leave and become ill, you may withdraw leave from your Reserve Sick Leave Bank.

Leave may be accumulated in the Reserve Sick Leave Bank without limit.

You can use reserve sick leave to cover non-open, non-holiday unpaid days including Easter, Memorial Day and Cherry Royale Parade Day. You can also make up the lost time by working more hours on the days that the Library is open that week.

No more than thirty (30) days of Current Leave per year will be granted for Personal Leave in addition to paid holidays.

Sick Leave is limited to the total accumulated, which includes any leave accumulated in the employee's Reserve Sick Leave Bank.

Leave may be taken in one-half (1/2) day increments, except for medical and dental appointments which may be taken in half-hour increments.

Leave requests will be made to the Library Director who will schedule leave based on your relative classification seniority and the efficient operation of the Library.

For leave of five (5) days or longer, you should make your request ten (10) working days in advance of the leave. If it is less than five (5) days, you should submit the request five (5) working days in advance. Leave may be granted with less notification at the discretion of the Library Director.

Leave approved for non-medical reasons may be canceled if there is an emergency requiring the services of the employee.

Personal Leave granted during the first three (3) months of the year (prior to sufficient accrual of such leave in the new year) will be deducted from the previous year's current leave accumulation subject to the thirty (30) day Personal Leave maximum per year.

If you use up all of your leave, you will have to apply for Extended Personal Leave.

You may use any portion of your current or banked leave for absences due to injuries or illness resulting from employment to provide an amount equivalent to full pay when combined with Worker's Compensation Insurance and any other Library disability plan. Leave will be charged only for the amount necessary to provide full

compensation. If all of your leave is exhausted, you will receive compensation only in accordance with Worker's Compensation law, and will be considered on leave of absence without pay. (See Chapter 10, Section L.)

You may use any or all of your current or banked leave for absences due to non work-related accidents or illnesses to provide an amount equal to full pay when combined with long term disability.

Leave will not be charged for the first day of injury. A day of leave is calculated in the same manner as Holiday Pay.

If you are a full-time employee and have been on an approved leave of absence, upon return, you will be considered a full-time employee provided you return to work as agreed in the provisions of your leave.

E. Termination Pay Out

If you voluntarily quit, retire, or if you are terminated or die, all unused Current Leave will be paid out at the current rate of hourly pay. If you retire [and you qualify for the MERS pension system](#) or die, leave remaining in your Reserve Sick Leave Bank will be paid out at one-half (1/2) of your current rate of hourly pay, not to exceed 130 days or 1040 hours.

F. Extended Personal Leave

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from your duties with TADL, but may not wish to submit your resignation. Under certain circumstances, and with approval at the sole discretion of TADL, you may be eligible for an extended personal leave of absence without pay. (See Section K. on the Family and Medical Leave below for guidelines that apply for that type of extended leave.) If your leave of absence exceeds thirty (30) days, then such leave shall be without accumulation of any vacation, sick leave, longevity pay, or step increases with the salary range credits during such leave.

G. Disability Insurance

The Library will provide disability insurance for Regular Full Time and Regular Part Time employees with a benefit of sixty percent (60%) of

your base salary to age sixty-five (65) after ninety (90) days of continuous disability.

H. Education Assistance

We feel an individual who possesses a desire to continue their education, in addition to performing their job, shows a commitment to improving themselves and their position within the library. To encourage and reward these individuals, TADL offers an Education Assistance benefit.

In order to qualify for this Education Assistance benefit you must be a Regular Full Time or Regular Part Time employee and notify the Library Director, or her/his designate, prior to enrolling for the class that you intend to take a particular course. With the Director's approval, the library will reimburse 100% of the cost of tuition for the educational or training course, which directly relates to your current job classification as determined by the library. You will need to present a report card indicating a minimum of a 2.0 grade point or "pass" in a pass/fail option.

Reimbursement will not exceed \$1,200 or the cost of two classes in any calendar year, whichever is greater.

If you leave employment by your own initiative within six (6) months of the completion of the course(s) you will be required to reimburse the Library for the full amount of the tuition.

I. Jury Duty

Regular Full Time and Regular Part Time Employees who are selected for jury duty will be granted a leave of absence with pay when required to report for jury duty for up to ten (10) days per calendar year. Jury duty in excess of ten (10) days per year will be unpaid, or you may use accumulated leave time to cover these additional days of jury duty.

You will be paid the difference between any jury duty compensation you receive and your regular wages for the time necessarily spent in jury service. You will continue to accrue benefits as if you were at work. You will be paid for the full day after endorsing the jury check to the Library, less mileage allowances.

J. Military Leave of Absence

If you enter active duty with the Armed Forces of the United States or National Guard, you will be granted a leave of absence without pay for the period of service or duty required and granted reemployment rights in accordance with applicable laws and regulations.

K. Family and Medical Leave Act

General. Employees who have been employed at TADL for at least one year and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. (For employees not eligible for family and medical leave, other provisions of this handbook may apply.) Except for those employees designated as "highly compensated," employees covered by family and medical leave will return to the same or to an equivalent position at the conclusion of their leave whenever possible. Family and medical leave will run concurrently with appropriate accrued paid leave and unpaid leave. If leave is requested for an employee's own serious health condition, the employee must use all of his or her accrued Current Leave, and also use all leave in his or her Reserve Sick Leave Bank. If leave is requested for any of the other reasons listed below, the employee must use all of his or her accrued Current Leave. The remainder of the leave period will consist of unpaid leave.

Reasons for Leave. Eligible employees may be granted family or medical leave for a period of up to 12 weeks (during any 12 month period measured backward from the date of the current leave period) for the following reasons:

- The birth of the employee's child and in order to care for the child
- The placement of a child with the employee for adoption or foster care
- To care for a spouse, child, or parent who has a serious health condition, or
- A serious health condition that renders the employee incapable of performing the functions of his or her job.

This entitlement of leave for the birth or placement of a child for adoption or foster care will expire 12 months from the date of the birth or placement.

Military Family Medical Leave. Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week entitlement to address certain qualifying exigencies. Qualifying exigencies may include attendance at certain military events, arranging for alternative child care, adjusting certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a spouse, son, daughter, or next of kin who is a covered service member during a single 12 month period. A covered service member is a current member of the Armed Forces, including the National Guard or Reserves who has a serious injury or illness incurred in the line of active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

Procedure for Requesting Leave. An employee intending to take family and medical leave because of an expected birth or placement, because of a planned medical treatment, or because of other foreseeable leave, must request said leave at least 30 days before the leave is to begin. If the leave is to begin within 30 days, an employee must give notice to the Library Director as soon as the necessity for leave arises.

Medical Certification. An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent, must also be accompanied by a "medical certification statement" completed by a health care provider. The certification must state the date on which the health condition began, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job. An application for military family leave must include information about the circumstances supporting the need for military family leave. The Library reserves the right to determine whether the condition is a serious health condition and reserves the right to, at its own expense, obtain a second opinion by a physician to be designated by the Library. The Library also may require certification during the course of your leave and may require

that you provide certification of your ability to return to work if you are on leave due to a serious health condition preventing you from working.

Forms for the various types of leave are available from the Administrative Office.

Use of Leave. An employee does not need to use his or her leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as to not unduly disrupt the employer's operations. Military family leave due to qualifying exigencies may also be taken on an intermittent basis. Leave due to the birth or adoption of a child may be taken intermittently only with the advance approval of the Library.

Benefits Coverage during Leave. During a period of family and medical leave, an employee will be retained on the TADL group health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Employees do not accrue seniority or other employment benefits that would have accrued if not for the taking of the leave. Paid leave days will not accrue during months of leaves of absence. An employee who takes family and medical leave will not lose any employment benefits that accrued before the date that leave began.

Restoration to Employment Following Leave. An eligible employee for family and medical leave, with the exception of those employees designated as "highly compensated employees" will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. TADL cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" and/or whether job restoration is possible will be made by the Library Director.

L. Worker's Compensation

The Michigan Workers Compensation Law is supervised by the state and one hundred percent (100%) paid for by TADL. This law was designed to provide you with benefits for any injury which you may suffer in connection with your job. Under the provisions of the law, if

you are injured while at work, you are eligible to apply for Workers Compensation benefits.

M. Medical and Dental Insurance

All Regular Full Time and Regular Part Time employees are eligible to participate in medical, dental and optical insurance through the Library's group health plan. The level of coverage and the amount of the premium that is the responsibility of the employee is reviewed on a regular basis and may vary based on employee classification. If changes are to be made to the coverage or employee co-pay, the Library will provide its employees with as much advance notice as possible of the changes. Upon becoming eligible for health insurance plan coverage, the Administrative Office Manager will provide you with enrollment forms and other details about the plans.

For employees who leave TADL, they may elect to continue healthcare coverage with COBRA. The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law. It mandates that continuation of health coverage be made available to certain formerly covered employees and dependents for a specified period of time at their own expense. Please see the Administrative Office Manager for more details on this program.

N. Employee Assistance Program

TADL recognizes that all employees occasionally have unique personal problems, which sometimes affect their job performance. These problems may be related to marriage, family, finances, stress, alcohol or drugs. In most cases these conditions can be effectively treated and controlled. TADL has established the Employee Assistance Program, which will provide employees with an opportunity to seek assistance with difficulties which may be affecting their job performance, and which will provide management with an additional resource in dealing with employee problems.

While we encourage employees and their family members who think they may have a problem which is affecting their lives at home or at work to seek treatment, our primary concern as an employer is limited to problems which affect the employee's attendance and performance on the job. An employee's involvement with this program will not be the basis for any disciplinary action; the program is not intended to replace normal performance appraisals or disciplinary procedures. Participation in the program will not excuse continued poor job

performance. Failure to attend a recommended program will not be grounds for discipline in the face of a completely satisfactory job performance. If you are interested in using the Employee Assistance Programs, the contact information is as follows:

John Darrow
Catholic Human Services
(231) 947-8110 or 947-8387

O. 401(k) Plan

TADL offers the opportunity to enroll in its 401(k) retirement plan to the employees who are at least 21 years old and who have been employed a minimum of three months: Regular Full Time, Regular Part Time, and Irregular Part Time. This plan enables employees to invest pretax payroll deductions in a wide variety of opportunities for their retirement years. Loans are also available.

If you contribute at least five percent (5%) of your base pay, TADL will contribute five and one-half percent (5 ½%). If you contribute less than five percent (5%), TADL will contribute two percent (2%).

P. Retirement (MMERS)

The Library will pay for and provide to full-time employees the Michigan Municipal Employees' Retirement System. Part-time employees, after having worked for four years, will be considered working thirty (30) hours per week for the purpose of MMERS and MMERS coverage.

Q. Social Security

The United States Government operates a retirement system of contributory insurance known as Social Security. If you are not eligible for the MMERS retirement system and choose not to participate in the 401(K) program, you are required by law to contribute a set amount of your wages to the Social Security trust fund from which benefits are paid. As your employer, TADL is required to deduct this amount from each paycheck you receive. In addition, TADL matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

There are two parts to Social Security: Medicare (health insurance) and Old Age, Survivor and Disability Insurance (OASDI). Both parts are funded by payroll taxes, with equal amounts paid by the employee and employer.

If you are eligible for MMERS and/or choose to participate in the 401(K) program, you will not have funds deducted for OASDI, but you will have funds deducted for Medicare.

R. Life Insurance

The Library will provide for all regular employees term life insurance in the amount of twice the amount of their annual salary, rounded to the next higher \$1,000, and term accidental death and dismemberment insurance in the same amount.

S. Disability Insurance

The Library will provide disability insurance. It will provide a benefit of sixty percent (60%) of the employee's base salary to age sixty-five (65) after ninety (90) days of continuous disability.

T. Cafeteria Plan

The Library will provide a Section 125 Flexible Spending plan for payment of qualifying un-reimbursed medical and dependent care expenses. It also allows your payroll deduction for premium co-pays to be done on a pre-tax basis. Sign up for this plan will be in December for the next year.

U. Adoption Benefit

The Library will provide up to one thousand dollars (\$1,000) of actual costs to assist employees who adopt children.

V. MERS Health Care Savings Program

The Library will make available a Health Care Savings Program (HCSP) to eligible employees as defined by Library Board resolution.

Chapter Eleven: Other Policies

A. Electronic Media Policy

TADL employees use a number of electronic media in the course of performing their duties for TADL, including computers, computer software, voice mail, electronic mail (e-mail), internet access, world wide web access, facsimile and others. Electronic media, as defined above, are provided for the use of TADL employees for business-related purposes, and as such, do not offer privacy protections that one might expect from a personal system. Use of electronic media during work hours should be limited to TADL-related business only. TADL reserves the right to enter, search and monitor all electronic media owned by TADL without advance notice. Justification for such action may include monitoring work flow or productivity, investigating theft, disclosure of confidential information or personal abuse of the system.

Computers, Computer Software and Computer Files. TADL's computers, software and files stored in the computer or network are the property of TADL. Therefore, these devices may be subject to search for the reasons stated above. In addition, all software on any of TADL's computers must be licensed and may be considered the property of the Library. No employee may install software on any TADL computer without first receiving permission from TADL. This includes games, screen savers, software from home or friends, etc. The major reasons that no software may be installed on TADL computers that has not been purchased or approved by the Library Director include:

- 1) Most computer viruses are introduced into computer networks via software brought from outside.
- 2) If anyone places illegal or unlicensed software on a TADL computer, TADL is liable and the software vendor can file a lawsuit.
- 3) Our systems are rather complex, and we have worked hard to ensure that all of our software works together harmoniously.

It is also important for you to know that TADL does not condone the illegal duplication of software. Copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that it is illegal to make or distribute copies of copyrighted material without authorization (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117). In short, unauthorized duplication of software is a federal crime.

Public Record. Under the Freedom of Information Act, any electronic media message (e.g., computer file or e-mail) which has been generated on the TADL computer system may constitute a public record and may be provided to the public upon request. Thus, employees must always assume that e-mail and other computer files are subject to disclosure unless a specific legal basis for non-disclosure exists.

General Allowable Uses of Electronic Media. Allowable uses for electronic media for TADL business include the following:

- To facilitate performance of job functions
- To facilitate communication of information
- To coordinate meetings of individuals, locations and resources of TADL
- To communicate with outside organizations as required in order to perform an employee's job function.

General Prohibited Uses. Prohibited uses of electronic media include, but are not limited to, the following:

- Illegal or impermissible activities, defined as a violation of TADL policies, regulations and state and/or federal law
- Committing fraud or stealing data or equipment
- Using the network for an illegal activity, including violation of copyright, license agreements and other contracts
- Anything that may be construed as harassment or disparagement of others based on race, national origin, sex, age, disability, religious or political beliefs or any other protected status. These include, but are not limited to, slurs, obscene messages, materials and pictures.
- Threatening messages
- Political endorsements
- Commercial activities, including any activity in which an employee stands to benefit financially

- Intentionally disrupting network traffic or crashing the network and connected systems
- Unauthorized access to the files of co-workers or patrons without approval of the Library Director
- Vandalizing the data of another user
- Conduction of personal business, playing games or "surfing" the Internet for personal reasons.

E-Mail and Voice Mail. TADL reserves the right to access all voice mail and e-mail left or transmitted via the Library's communication systems to ensure compliance with this policy. Since e-mail and voice messages are the property of TADL and intended for TADL business, TADL employees will have no right or expectation of privacy in any e-mail or voice mail message in TADL's systems. With approval of the Library Director, department heads will have the right to review any e-mail or voice messages of any employee supervised by them.

B. Recycling, Waste Prevention & Conservation

TADL actively recycles as many materials as possible. Please place the following acceptable items in the proper recycling bins, and please do not mix recyclables:

- Aluminum
- Glass Bottles (with metal or plastic tops removed)
- White Paper Bleached Bond, White Copier Paper, Envelopes, Adding Machine Tapes
- Laser Printer Cartridges
- Newspapers
- Plastic (#1 and #2)
- Shipping Cartons (flattened)
- Packing Materials
- Magazines
- Glossy Paper

Please keep the following Unacceptable contaminants out of the recycling bins:

- Carbons
- NCR Paper
- Wrapping paper
- Food

C. Dress Code / Personal Appearance

Personal appearance should be a matter of concern for each employee. Since most TADL employees deal with the public and the Grand Traverse area is a resort community, our dress code is business casual. We want to feel comfortable with the public and dress appropriately for the job. ▾

With our dress code the don'ts are few and simple and apply to both men and women: clothing should be clean and neat in appearance; good personal grooming is essential; hair should be clean and neat. Denim jeans may be worn on Fridays, which are considered more casual.

The following attire is unacceptable: beach wear, sweatsuits, cutoffs, jean shorts, garments that are unnecessarily revealing, tank tops, tube tops, flip flops and slippers.

D. Expense Reimbursement

If you [plan a purchase for which you expect to be reimbursed by the Library, make sure you have documented approval signed by administration in advance of your purchase; this includes mileage and incidental expenses. If you are approved for use of your own automobile for Library business you will be compensated at the current Federal Standard Mileage Rate. ▾](#) [Use the designated reimbursement request form for travel, meetings, incidental supplies and other reimbursable expenses.](#) ▾

E. Plants

TADL's many beautiful plants throughout the building are specially cared for because of their delicate nature. Employees are requested NOT to water or move any of the plants. If moving a plant is necessary, please inform the administrative clerk and he/she will see that it gets taken care of. Also, in an effort to avoid introducing any diseases to our plants we request that employees not bring in their own plants. This does not include fresh-cut garden flowers or floral arrangements that are delivered.

F. First Aid

There is a first aid kit in the Staff Lounge of the library. Every Public Service department also has a first aid kit. There are OSHA Required

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Spill Klean-Up Kits throughout the library for using if there is a need to clean up a spill.

You will need to learn the location of all alarms, panic buttons and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.

G. Safety Rules/Accidents and Reports

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all TADL activities. We want to protect you against injury and illness, as well as minimize the potential loss of productivity.

Please report all injuries (no matter how slight) to your supervisor immediately, as well as anything that needs repair or is a safety hazard. It will be necessary to fill out an accident report before returning to work. This will be on a form provided by the Administrative Offices. It will also be required that all available names of witnesses to any accidents are turned in with the report.

Below are some general, common sense, and safety rules. Other safety procedures may be posted in your work area. This is a non-exclusive list and anyone who violates these safety rules or engages in conduct that poses a significant threat to their safety or that of others may be subject to discipline up to and including termination.

- Avoid overloading electrical outlets with too many appliances or machines.
- Use flammable items, such as cleaning fluids, with caution.
- Walk, don't run.
- Use stairs one at a time.
- Report to your department head if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.

- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Avoid horseplay or practical jokes.
- Start work on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clear.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job and use it correctly.

Remember that failure to adhere to these rules will be considered serious infractions of safety rules.

H. Security

Maintaining the security of the TADL buildings is every employee's responsibility. We do not have hired security guards, but if there is ever a problem or suspicion of trouble, law enforcement is just a 911 call away. If you are uncomfortable with a patron or stranger around the building, you are encouraged to notify the local police for assistance. If you do need to notify the police, please let others in the building know you have done that, beginning with the Circulation Dept and then anyone in Administration.

The Library also has video cameras strategically located throughout the public areas of the building. This is in an effort to provide a more secure physical setting for staff and patrons.

I. Smoking

Smoking is not permitted in any TADL facility. Smoking is not permitted within 15 feet of any TADL facility. When travelling in a

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[vehicle on library business with other library employees, smoking is not permitted in that vehicle.](#)

J. Drug Free Workplace

TADL is committed to providing a safe working environment for employees and prohibiting influences in the workplace that may have a detrimental effect on job performance and productivity. The presence of illegal substances and alcohol adversely affects these goals. Therefore, TADL has established this policy which bans alcohol and other substances with potential for abuse in the workplace.

The following activities are prohibited, and employees who engage in them will be subject to discipline up to and including discharge:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or alcohol on TADL premises, in TADL-supplied vehicles or during working hours.
2. Being under the influence of an illegal drug or alcohol on TADL premises, in TADL-supplied vehicles or during working hours.
3. Refusing consent to testing or refusing to submit a blood, urine, breath or other sample when requested by management upon reasonable suspicion.
4. Refusing to submit to an inspection when requested by management upon reasonable suspicion of possession of illegal drugs or alcohol.
5. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
6. Conviction under any criminal drug statute, or failure to inform TADL within five days after a conviction of a criminal drug statute for activities in the workplace.

Any employee reporting for work under the influence of alcohol or illegal drugs will be relieved from duty immediately. (Under no circumstances should such an employee be sent home without providing assistance to be sure the employee arrives home safely.)

The use of prescribed drugs or over-the-counter medications which may adversely affect performance or behavior must be reported by the employee to the immediate supervisor upon reporting for duty.

The TADL may employ drug and/or alcohol screening programs as follows:

- During the pre-employment process

- Following an accident or near-miss incident occurring on TADL premises or during work hours
- Where there is reasonable suspicion to believe that an employee is in possession of, using, distributing, or functioning under the influence of illegal drugs or alcohol on the job.

Under certain circumstances, the TADL may consider continuing the employment of an employee who has violated a substance abuse rule on a one time only basis or of an employee who has volunteered that he/she has a substance abuse problem, provided the employee has entered into an approved treatment or counseling program. The determination of continued employment will be based upon consideration of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.

Employees who enter into a drug or alcohol treatment or counseling program, at TADL's discretion, will be required to comply with more stringent testing or other requirements than found in the policy.

Nothing in this policy is intended to discriminate against employees who possess a current registry card for the use of medical marijuana through the Michigan Department of Community Health and in the event there is any conflict between this policy and the Medical Marijuana Act, the Act will control.

K. Theft

Internal theft is a potentially serious problem for TADL. Although taking small items of TADL property may seem inconsequential, the cumulative effect can be very large. Stealing from the library is like stealing from yourself.

Property theft of any type will not be tolerated by TADL. We consider property theft to be the unauthorized use of company services or facilities or the taking of any company property for personal use. Unauthorized possession or removal of library property is a very serious offense. Employees violating this policy will be subjected to discipline up to and including possible dismissal and prosecution.

L. Circulation Rules

The reason we have circulation rules is because the collection is for sharing with everyone on a fairly equal basis. In general, TADL staff

are expected to abide by the same Circulation Policy as our patrons. The rules below are of special note:

- Check it out. If you borrow something, check it out.
- Overdue fines are waived for staff, but please make every effort to return items on time or renew them if they are renewable.
- If an item is lost or damaged, you will be required to pay for it.
- Inter-library loan requests. You may place up to 5 inter-library loan requests at a time. The fee is \$1.00 per item.
- Desk accounts. Check materials out to your desk account that are needed for your work, not for you personally.

M. Confidentiality of Library Records

Pursuant to "The Library Privacy Act" (1982 PA 455), a patron's records are confidential in nature and such records will not be made available to any other individual or to any agency or government without written authorization of the patron. The Library will resist the issuance or enforcement of any process, order or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

What every Library employee needs to know:

- We will not disclose patron information without a proper court order.
- Any court order is to be referred to the administrator in charge.
- Legal counsel will be asked to be present during the execution of any order.

Because patron confidentiality is of utmost importance to TADL, your access of patron information is only permitted when there is a legitimate business need to access it. You are prohibited from accessing patron information (including books checked out, web site use, and other personal information) out of curiosity or for any other purpose not related to performing your duties at TADL. If you have any questions about whether your access of patron information is permissible, ask permission of the Library Director before accessing the information.

N. Violence in the Workplace

TADL recognizes the need to provide for the safety and security of all employees and visitors. In doing so, TADL is complying with Section

5(a) of the Federal Occupational Health Safety and Health Act of 1970 (OSHA). TADL will not tolerate threats, threatening behavior, or acts of violence against employees, patrons, or other individuals by anyone on TADL's property. This includes physical attacks, verbal or physical threats, destruction of property, sexual harassment, intimidation or abusive language.

Definitions. Workplace violence includes but is not limited to harassment, threats, physical attacks and property damage.

"Threat" is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional or future.

"Physical attack" is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, biting, spitting and throwing objects.

"Property damage" is intentional damage to property which includes property owned by TADL, employees or patrons.

Prevention. TADL supports the prevention of workplace violence. Prevention efforts include informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, and providing a reporting procedure to report incidents of violence without fear of retaliation.

Prohibited Actions and Sanctions. It is violation of this policy to engage in any act of workplace violence. No employee or third party is permitted to bring any weapons, including but not limited to firearms, explosives, ammunition, or knives into the workplace, or onto TADL's property, or within TADL vehicles, unless it has both a work-related purpose and the employee has received the prior written approval of the Library Director.

Any person who, in the opinion of the department head or the Library Director, poses a threat to himself or others shall be removed from the premises and shall remain off TADL's premises pending the outcome of an investigation. In the event that the person involved is a patron or other non-employee, law enforcement will be involved. In the event the person is an employee, the Library will initiate an appropriate

response which may include, but is not limited to, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Employee Responsibility. Any employee having knowledge of a threat or incident of workplace violence involving any other employee (as victim or perpetrator) must report such an act to their department head immediately. If the supervisor is either the victim or the perpetrator of the violent act, the employee must report the incident to another department head or the Library Director immediately. Disciplinary action may result if an employee having knowledge of a suspected violent act fails to report the episode.

All employees who apply for or obtain a protective or restraining order which lists TADL's property or TADL's facilities as being protected areas must provide this information to the Library Director. When presented with such an order, TADL reserves the right to take measures as it deems reasonable under the circumstances.

TADL and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts. TADL understands the sensitivity and confidentiality of the information requested, and recognizes and will respect the privacy of the reporting employee(s) to the extent authorized by law.

All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of workplace violence.

Recommendations for improved safety often come from suggestions of employees. These suggestions are encouraged and may be channeled through your department head or the Library Director.

Managing a Potentially Violent Situation. Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted by:

1. A distraught, harassing or abusively angry person: If a person becomes angry or abusive, the employee should courteously attempt to calm the person down. If that does not work, the employee shall ask their department head and/or administrator on duty to intervene. The department head shall attempt to calm the person, inform them that they cannot serve the

individual if they do not calm down, and be alert to potential danger to staff and others.

2. A person threatening bodily harm: If an employee feels that he/she or another person is being threatened and are in danger of imminent bodily harm:
 - The employee should attempt to leave the scene if it can be done safely;
 - 911 should be called as soon as it can be done safely.

The department head, administrator on duty and Library Director should be notified of the situation as soon as it can be done safely.

O. Communicable Disease Policy

TADL's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternatives for responding to an employee with a communicable disease.

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS) and tuberculosis. TADL may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC).

TADL provides paid sick time to its employees and encourages any employee who is experiencing a flare-up of symptoms from a communicable disease to utilize their paid sick leave to avoid the spread of the disease to co-workers.

TADL will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. However, TADL expects employees with a communicable disease to report this fact to their supervisor if there is a danger that the disease could be transmitted to co-workers in the ordinary course of business. TADL also reserves the right to exclude a person with a communicable

disease from the workplace facilities, programs and functions if, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

TADL will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

P. Violations of Policies

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action. A written record of all policy violations is maintained in each individual's personnel file.

A partial list of causes for possible disciplinary action (Unacceptable Activities) is presented under Standards of Conduct in the Employment section of this Manual. This list is not to be considered all-inclusive.

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