

**PERSONNEL POLICIES  
FOR  
OSCODA COUNTY DISTRICT LIBRARY  
EMPLOYEES**

**EFFECTIVE  
May 2, 2022**

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## **ARTICLE 1 - SCOPE, PURPOSE AND INTENT**

This Policy Manual is applicable to all employees of the Oscoda County District Library, hereafter referred to as the Library. In the case of employees who are now or hereafter may be covered by a collective bargaining agreement, the collective bargaining agreement will control, but only to the extent, it conflicts with these policies.

It is the purpose and intent of this Policy Manual to act as an information outline of benefits and procedures that the Library has for its employees. This manual should not be construed as creating a contract between the Library and any of the affected employees. The interpretation and operation of the benefits and procedures set forth herein are within the sole discretion of the Oscoda County District Library Board, hereafter referred to as the Board. Benefits outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the Board.

No person or representative of the Library, other than the Board, and then only when it is acting through a resolution or motion, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained herein. The employees covered under this manual are hired on an at-will basis. Each person's employment is for no specific term. The Board reserves the right to terminate the relationship at any time. Nothing in this personnel policy should be construed as a contract or guarantee of continued employment. At will relationships cannot be changed except in writing and signed by both parties. Their employment and compensation can be terminated with or without cause. An employee cannot rely upon custom or prior practice. The fact that these policies may have been applied differently in the past does not affect their current or future enforcement.

## **ARTICLE II - EQUAL OPPORTUNITY**

### **A. STATEMENT OF POLICY**

It is the policy of the Board to provide equal employment opportunities to qualified persons without regard to race, color, religion, national origin, age, sex, marital status, height, weight or handicap as required by law. The Library specifically recognizes its obligation under the Michigan Handicappers' Civil Rights Act. Further, the Library hereby informs all employees that the act requires the employees notify the employer within 182 days of becoming aware of the need for accommodation, that the employee does need accommodation.

### **B. HARASSMENT**

Employees will refer to the Harassment Policy.

### **C. WORK PLACE VIOLENCE**

The Library is committed to provide a safe and healthy work environment for its employees. It is the responsibility of every employee to report potentially violent situations to the

Director, or the Board President. All reports will be treated seriously and handled in a confidential and professional manner.

#### D. DRUGS AND ALCOHOL

The Library is committed to provide a safe and healthy work environment for its employees. That commitment is jeopardized when any employee illegally uses drugs on the job, appears at work under the influence of drugs or alcohol, or possesses, distributes or sells drugs in the workplace.

The Director should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment. Employees must abide by the terms of this policy and must notify the Board in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

### **ARTICLE III - HIRING PROCEDURE**

#### SECTION 1: JOB DESCRIPTION

A job description covering each employee of the Library will be developed for every position. The job description will contain the following and will be kept on file with the Director:

- A. POSITION / TITLE
- B. QUALIFICATIONS FOR THE JOB
- C. LIST OF JOB DUTIES
- D. TITLE OF EMPLOYEE'S IMMEDIATE SUPERVISOR
- E. SALARY RANGE

#### SECTION 2: RECRUITMENT

Employees will be selected from applications on record or by advertisement. The advertisement shall contain the following:

- A. TITLE OF POSITION
- B. QUALIFICATIONS
- C. WAGE AND SALARY
- D. WHERE AND HOW TO APPLY
- E. EQUAL EMPLOYMENT OPPORTUNITY NOTICE

#### SECTION 3: SELECTION OF APPLICANT

The Director will review all applications, will conduct interviews and make a final recommendation to the Board.

The members of the Board will review all applications for the position of Director. The Board will conduct interviews at a public meeting.

A criminal background check **will** be conducted on all prospective employees, as a condition of employment.

#### SECTION 4: EMPLOYMENT OF RELATIVES

It is the policy of the Library to permit the employment of qualified individuals who are related to an existing employee provided a supervisory - subordinate relationship would not exist as a result of that employment. Relatives are defined as spouse, sibling, parent, children, step-child, step-parent, step-brother or sister, grandchild, grandparent, aunt or uncle, cousin or in-laws (mother, father, sister, brother, son, or daughter).

If a supervisory - subordinate relationship occurs as a result of a marriage between two employees working in the same program area, then the Library will attempt to transfer one of the individuals, but it is not required to do so. If a transfer does not occur, one of the employees will be required to resign within sixty (30) days of the marriage.

#### SECTION 5: VACANT POSITIONS

When a position becomes vacant, the Board shall be notified. It is the decision of the Board to fill vacant positions. No position should be filled without approval by the Board.

### **ARTICLE IV - GENERAL OFFICE POLICIES**

#### SECTION 1: EMPLOYEE DEFINITIONS

A. PERMANENT

A position that has a job description and works twelve (12) months out of the year.

B. REGULAR FULL-TIME SALARY

This employee works 40-50 hours a week, and is paid a salary at a job classified as a permanent position.

C. REGULAR FULL-TIME HOURLY

This employee works 40-50 hours a week, and is paid an hourly wage at a job classified as a permanent position.

D. REGULAR PART-TIME

This employee works at least fifteen (15) but not more than twenty-nine (29) hours per week on a regular schedule at a job classified as a permanent position.

E. IRREGULAR EMPLOYEE

This employee is not included within the definition of a regular full-time salary, regular full-time hourly, or part-time employee, but is working on another basis, including temporary, casual, contractual or seasonal.

#### SECTION 2: HOURS OF WORK

Hours of operation shall be set by the Board.

The Director will set the work week schedule for employees. The Board does not permit

unauthorized overtime including working at home. All employees must fill out a timesheet.

Any employees needing to enter the Library building after working hours must have approval from the Director. The Director will be responsible for keeping a record of any after hour activities.

### SECTION 3: EMERGENCY CLOSING

The Library facilities shall not be subject to emergency closings unless authorized by the Director. If an employee cannot get to work, he/she will not be paid. Employees will be responsible for notifying the Director immediately of their intention not to report for work. In the event the Library has a delay in opening or closes early due to weather, scheduled employees will be paid for the time missed due to the closing.

### SECTION 4: DOCUMENTATION OF TIME OFF

The Director shall keep an accurate record of time off including PTO and vacation used by an employee. The term PTO will refer to both personal time off and sick time.

### SECTION 5: PAY PERIODS

Paydays will be bi-weekly on Friday, with the exception of holidays. Regular full-time salary shall be paid on an annual basis apportioned over the calendar year regardless of the number of Fridays in said year.

### SECTION 6: RESIGNATIONS

A. Resignations shall be submitted as follows:

1. Regular full time salaried employees shall give not less than 60 days prior written notice.
2. All other employees shall give not less than two weeks prior written notice.
3. All notices of resignation shall be submitted to the Director, except in the case of the Director, who will submit the resignation to the Library Board.

B. Any employee not submitting a resignation as required or who is absent from work for a period of three days or more without notifying his/her supervisor of the reason for absence may be considered as having resigned. In such instances, the Library Board shall make a decision on said employee's termination rights.

### SECTION 7: TRAVEL

A. Library employees will be reimbursed for fuel, food and lodging expenses occurred while on authorized Library business approved by the Board. An expense voucher will be obtained from the Director prior to travel. Expense vouchers must be submitted to the Director within five (5) days of end travel date for reimbursement at the next scheduled Board meeting.

B. Lodging expenses in counties adjacent to Oscoda County will not be reimbursable, however, if unusual circumstance make it necessary, approval may be granted by the Director.

C. It will be the employee's responsibility to plan travel in the most efficient and cost effective manner possible.

#### SECTION 8: ECONOMY OF PROPERTY AND TIME

Promptness and regular attendance are expected. Supplies should not be wasted, and Library materials are not for personal use.

Personal phone calls during working hours should be limited to urgent matters. Phone calls should be kept short and done during breaks and lunch periods.

The Board understands that family members of employees may stop in to utilize the Library, while an employee is scheduled to work. Employees are not allowed to bring family members to work. Occurrences will result in suspension and or termination.

#### SECTION 9: FIXED ASSETS AND INVENTORY

A current inventory will be maintained on each item of Library furniture and equipment (fixed assets) with purchase value of \$200.00 or more. The Director will be accountable for fixed assets assigned to the Library. Inventories will be updated on an annual basis.

#### SECTION 10: PERSONNEL RECORDS

Permanent personnel files containing records of promotion, evaluation records, rate increases, leave, disciplinary action and other information pertinent to personnel administration shall be kept for each employee. An employee's personnel file shall not contain medical reports, records or examination results. Such information shall be kept in a separate file, pursuant to the Americans with Disabilities Act.

New employees will be evaluated by the Director 90 days after hire. All employees will be evaluated annually prior to October 1 of that year.

No complaint, commendation, suggestion, or evaluation may be placed in the personnel file unless it has a valid signature of the initiator. The Director must notify the employee that the information is available for inspection prior to placement in the personnel file. The employee must sign a receipt that they have acknowledged the documentation.

Access by the employee, the employer and third persons shall be governed by the provisions of State Law, being the Bullard-Plawecki Employee Right to Know Act, MCL 4213.501 et seq; MSA 17.62 (1) et. Seq.

#### SECTION 11: HOUSEKEEPING

A. Maintenance of a clean, comfortable work place is required. It reflects personnel quality and affects attitude of the general public.

B. No fixtures, pictures, documents, calendars, etc., are to be hung in the Library buildings with fasteners that will penetrate the wall.

## ARTICLE V – LEAVE

### SECTION 1: VACATION

Following completion of the introductory period, every regular full-time salary and regular full time hourly employee shall be entitled to vacation with pay according to the following schedule:

Regular full-time salary:

| <u>Years Employed</u> | <u>Days Earned</u> | <u>Hours</u> |
|-----------------------|--------------------|--------------|
| 0-1 year              | No vacation        | 0 hours      |
| 1-2 years             | 5 days per year    | 40 hours     |
| 3-5 years             | 10 days per year   | 80 hours     |
| 6-10 years            | 15 days per year   | 120 hours    |
| 11-15 years           | 20 days per year   | 160 hours    |
| 16 + years            | 25 days per year   | 200 hours    |

Regular full-time hourly:

| <u>Years Employed</u> | <u>Days Earned</u> | <u>Hours</u> |
|-----------------------|--------------------|--------------|
| 0-1 year              | No Vacation        | 0 hours      |
| 1-5 years             | 5 Days Per year    | 40 hours     |
| 6-10 years            | 10 days per year   | 80 hours     |
| 11-15 years           | 15 days per year   | 120 hours    |
| 16 + years            | 20 days per year   | 160 hours    |

A. Vacation leave accrues and is credited to eligible employees on the first day of the calendar year. An employee's length of continuous service shall be computed from the most recent date upon which the employee commenced work for the Employer. The Board can adjust the vacations schedule during annual evaluations. The director is responsible to accurately document the adjustments in the employee's personnel record.

B. In the event that an employee is unable to utilize accrued vacation because scheduled time off is canceled by the Board or Director or cannot be scheduled due to a heavy work load, vacation time may be carried over to the next year; provided, however, that at no time may any employee have more than twenty-five (25) days, two hundred (200) hours of vacation credited to their use at any one time. Said accrued limit shall not reflect or include vacation credits available as a result of being earned on the most recent anniversary date. In no event, however, shall the accrued limit exceed twenty-five (25) days, two hundred (200) hours. Consequently, vacation credits earned on the most recent calendar year shall be lost if not used within the subsequent twelve (12) month period where a combination of the accrued and unused earned credit exceeds twenty-five (25) days, two hundred (200) hours. Employees shall not be paid for vacation time that is lost pursuant to the carry over restrictions of this article.

C. Vacation time may not be used until it has been earned.

D. Vacation periods shall be scheduled in a manner to accommodate normal office operation.

E. No regular full-time salary employee shall schedule a vacation of more than two (2) weeks with-out the approval of the Board.

F. Employees must take vacation time in one (1) hour increments at a minimum.

## SECTION 2: PAID TIME OFF (PTO)

Regular full-time salary, regular full-time hourly and regular part-time employees shall earn PTO.

- A. Annual PTO (Personal Time Off) will be awarded as follows for regular full-time salary and regular full-time hourly employees: twelve (12) days per year (PTO is to be recognized as one per month); regular part-time employees: six (6) days per year (PTO is to be recognizes as one every two months) given on January 1 of each year. New Hires PTO will be prorated. An employee who leaves employment before the end of the year will be required to reimburse for PTO days used that exceed the recognized PTO one per month.
- B. An employee shall notify the director of the need to utilize PTO as far in advance as possible. A voice mail is considered adequate notification on the director's primary contact phone (i.e. cell phone). A text message or Facebook message is **not** considered adequate notification. ***Failure to notify the Director by phone may result in forfeiture of using PTO time for that absence.***
- C. The Board and/or Director may require as a condition of more than three (3) or more days paid time off a physician's certificate setting forth the reasons for the paid time off. The Board may require a physician or provider's written opinion concerning the employee's ability to return to work, which may need to be submitted, to the Board or Director, prior to the employee's return to work.
- D. Employees must take PTO in one (1) hour increments at a minimum. Authorization of PTO is at the discretion of the Director, and may not be authorized around Library holidays.
- E. Unused PTO will not accumulate.
- F. If all PTO time has been used and additional leave is needed due to illness, vacation time may be taken. If additional time is needed after both vacation and PTO time has been exhausted, the Director may grant an unpaid leave of absence, up to one year, with the final approval by the Board.

## SECTION 3: HOLIDAYS

- A. Paid holidays for regular full-time salary, regular full-time hourly, and regular part-time employees shall be recognized as set forth and designated for the State Courts by the Michigan Supreme Court.
- B. To be eligible for paid holiday, the regular full-time salary, regular full-time hourly, and

regular part-time employees must be present at work, or on authorized vacation or sick leave, the working day prior to or following the holiday; **and normally scheduled to work.** The official schedule will be provided to eligible employees in January every year.

- C. 4<sup>th</sup> of July: Any employee who opts to work for a library scheduled event shall be paid one and a half (1.5) times their regular rate, not to exceed 8 hours.

**OSCODA COUNTY DISTRICT LIBRARY PAID HOLIDAYS**

| <u>HOLIDAY</u>                             | <u>DATE/DAY OBSERVED</u>  |
|--|---|
| New Year’s Day                             | January 1   |
| Martin Luther King Day                     | Monday nearest January 15   |
| President’s Day                            | Third Monday in February  |
| Good Friday Afternoon                      | Friday before Easter  |
| Memorial Day                               | Last Monday in May  |
| Independence Day                           | July 4  |
| Labor Day                                  | First Monday in September   |
| Veterans’ Day                              | November 11   |
| Thanksgiving Day                           | Fourth Thursday in November   |
| Friday and Saturday after Thanksgiving Day | Friday after Fourth Thursday in November, and the following Saturday. |
| Christmas Eve                              | December 24.  |
| Christmas Day                              | December 25   |
| New Year’s Eve                             | December 31.  |

Whenever New Year’s Day, Independence Day, Veteran’s Day, or Christmas Day falls on a Saturday, the preceding Friday shall be a holiday. Whenever New Year’s Day, Independence Day, Veteran’s Day, or Christmas Day falls on a Sunday, the following Monday shall be the holiday.

Whenever a holiday falls on a Friday the library will be closed the following Saturday.

## SECTION 4: MEDICAL LEAVE

A medical leave of absence will be granted to employees, with proper paperwork filled out (paperwork available through the library director), who have been absent for more than five (5) consecutive working days because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the Employer to require a physician's certificate establishing to the satisfaction of the Employer that the employee is incapacitated from the safe performance of work due to illness, injury, or other disability. A medical leave of more than ninety (90) calendar days will qualify a regular full-time salary or regular full-time hourly employee for "disability benefits" as listed under Article X Wages and Benefits. This disability leave will continue for the period of the employee's disability; provided, however, that an employee may not be on a disability leave for a period of more than twelve (12) consecutive months. The Employer may request at any time, as a condition of continuance of a medical leave of absence, proof of a continuing medical condition. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the Employer may require a medical examination by a physician chosen by the Employer at the Employer's expense and, if appropriate, require the employee to take a medical leave of absence under this Article. Employees who are anticipating a leave of absence under this Article may be required to present a physician's certificate recommending that the employee continue at work and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the Employer of any condition, which will require a leave of absence under this Article together with the anticipated date for commencement of such leave. The employee shall give this notice to the Employer as soon as the employee is first aware of the condition. All employees returning to work from a disability leave of absence must present a physician's certificate satisfactory to the Employer indicating the employee is physically or mentally able to return to work.

## SECTION 5: MATERNITY LEAVE

The Library abides by the mandatory provisions of Federal and State laws regarding FMLA (Family Medical Leave Act)

## SECTION 6: CIVIL LEAVE

An employee subpoenaed as a witness or juror in a court of law may be granted paid leave for the period when required to be away from employment. The amount paid shall be the excess of the regular wage above the witness or juror fee. An employee excused by the court. must return to work for the balance of the day.

An employee appearing in court as a plaintiff or defendant shall be required to cover the period of absence from work by requesting the following:

- A. Authorized time off without pay.
- B. Authorized time off using earned vacation or personal time.

## SECTION 7: MILITARY LEAVE

The Library abides by the mandatory provisions of Federal and State laws regarding reemployment rights of veterans and in granting leaves of absences.

#### SECTION 8: FUNERAL LEAVE

An employee (regular full-time and regular part-time) shall be granted up to three(3) consecutive days immediately following the date of death of a member of the employee's immediate family to allow the employee to attend the funeral. "Immediate family" for purposes of this leave shall mean the employee's current spouse, children, mother, father, brother, sister, grandparent, step-parents, step-children or grandchildren, daughter-in-law or son-in-law, and brother-in-law or sister-in-law, married to employee's sibling. Also included are the current spouse's parents, step-parent, or someone related by blood or marriage living permanently within the employee's household. Employees who lose work from their regularly scheduled hours shall receive pay at their straight time regular rate of pay for up to eight (8) hours per day. No funeral leave will be paid to any employee while on leave of absence, layoff or disciplinary suspension.

#### SECTION 9: LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay may be granted by the Library Board. The employee shall provide written notice thirty (30) days prior to anticipated leave. Written application showing dates and reason for the leave shall be submitted to the director. The Board may grant a leave of absence without pay.

#### SECTION 10: FAMILY AND MEDICAL LEAVE

For a complete explanation of your rights, benefits and obligations under this Federal Act, please refer 29 CFR Part 825 (<https://www.dol.gov/whd/fmla/>).

### **ARTICLE VI - PUBLIC RELATIONS**

#### SECTION 1: GENERAL

The director is the sole respondent to media requests, issues, etc made by patrons, media, FOIA and any other. She/he may delegate this responsibility.

### **ARTICLE VII - OUTSIDE ACTIVITIES**

#### SECTION 1: POLITICAL ACTIVITY

Political activity by Library employees shall not be conducted on Library property while on duty.

#### SECTION 2: OUTSIDE EMPLOYMENT

Employees shall not engage in other employment or private business during hours of employment with the Library. Employees shall not utilize Library office space, time, supplies or equipment for other than Library business. Employees shall maintain a clear separation between

Library employment and outside employment and avoid any appearance of or actual conflict of interest.

## **ARTICLE VIII - EMPLOYEE CONDUCT AND DISCIPLINARY POLICY**

### **SECTION 1: RULES OF CONDUCT**

**ALL EMPLOYEES SERVE AT THE WILL OF THE BOARD, AND MAY BE TERMINATED AT ANY TIME, ALL EMPLOYEES ARE AT WILL.** Employees are expected not to violate the following rules of conduct as well as the other rules and policies set forth herein. The list is not intended to be all inclusive and employees may be disciplined for matters not listed below. Further, the list may be added to or modified by the Board, or the Director. The purpose is to set forth some rules of conduct which will result in disciplinary action, including discharge.

1. Unauthorized absence from work
2. Failure to notify the employer as soon as possible before an absence.
3. Neglect or failure to satisfactorily perform assigned duties.
4. Unauthorized use of Library property, equipment or facilities (including telephones or duplicating equipment).
5. Violation of a safety rule or safety practice.
6. Not at an assigned work station and ready to work promptly at starting time.
7. Insubordination.
8. Theft, attempted theft or neglect of Library property, its visitor or employees.
9. Instigating a fight or fighting.
10. Tobacco and e-cigarette use are prohibited on Library properties..
11. Possession of intoxicants or consuming intoxicants on Library property during working hours.
12. Working while under the influence of intoxicating beverages or medical marijuana. Controlled substances, except as may be legally prescribed by a physician.
13. Possession of firearms during working hours, fireworks or explosives on Library property.
14. Misrepresentation of medical conditions or other facts in seeking employment, or during employment.

15. Gambling on Library property.
16. Falsification or destruction of Library records.
17. Abusive or obscene language to any co-worker, supervisor or member of the public.
18. Violation of all Library policies.
19. Refusal or failure to do a job assignment, or refusal to obey orders of a supervisor.
20. Interfering with the work of other employees, or conduct disruptive to the work of other employees.
21. Violation of Federal or State law regarding records restrictions.
22. Sexual harassment of co-workers, including supervisors, elected officials or member of the public.
23. Stopping work or making preparation to leave work before it is time for lunch or quitting.
24. Absence of three (3) working days without properly notifying a supervisor.
25. Acceptance of gifts or gratuities from any individual or agency that may be construed as influencing a decision of a Library employee.
26. Improper use of sick leave or other leave of absence.

## SECTION 2: PERSONAL AND PROFESSIONAL CONDUCT

Library employees are expected to conduct themselves in a conscientious and courteous manner.

## SECTION 3: PERSONAL APPEARANCE

Employees are expected to meet generally accepted business standards for grooming and attire during office hours and at public meetings, when they appear in their capacity as Library employees.

# **ARTICLE IX - WAGES AND BENEFITS**

## SECTION 1: CLASSIFICATION OF RATES

Wages for all employees will be considered at budget time, and no increases shall be given during the year unless required by federal or state laws. All full-time hourly and part-time hourly employees are subject to a salary cap. Job description will list minimum salary and maximum salary.

## SECTION 2: REGULAR FULL-TIME SALARY

The Board will set the salary.

### SECTION 3: REGULAR FULL-TIME HOURLY

The Board will set the hourly wage.

### SECTION 4: REGULAR PART-TIME WAGE RATE

Any new regular part-time employee will begin at the State or Federal minimum wage, or higher wage set by the Board.

### SECTION 5: IRREGULAR EMPLOYEE WAGE RATE

The Board will set this rate.

### SECTION 6: HEALTH INSURANCE

A. The Board makes available group health insurance including vision and dental for regular full-time salaried employees and eligible dependents under the terms established by the insurance policy. Employees electing to participate shall advise the Board in writing.

B. Regular full-time salaried employees and regular full-time hourly employees are eligible to participate in the group insurance program no earlier than the first day of the premium month at a date established by the insurance carrier.

The Board's policy is to provide family coverage for the Director. All other regular full-time salaried employees shall receive individual coverage with the option to pay the difference out of pocket for 2-person or family coverage.

C. The Library shall pay the full monthly group insurance premium including premiums for eligible dependents of those employees electing to participate, subject to any employee co-pay as the Board may determine from time to time. Eligible dependents include:

1. Spouse
2. Dependent children through age 26, or as deemed by current federal law.
3. Riders for other dependents shall be paid for by the employee through a payroll deduction.

D. Compensation in the amount of 25% of the total premium for the calendar year shall be paid in lieu of health insurance coverage for employees who are eligible for health insurance from another source (including a spouse or parent employed by the County) but who elects not to take the insurance coverage through the Library, provided they give proof in writing of having obtained the other coverage. Payments will be spread equally over twenty-six (26) pay periods.

### SECTION 7: WORKERS COMPENSATION INSURANCE

The Library shall provide Workers Disability Compensation Insurance as required by State law for regular full-time salary, regular full-time hourly, regular part-time, and irregular employees. When an injury occurs in the course of one's employment, the employee must report such injury immediately. The appropriate form will be obtained from the Director and filed with the library's insurance carrier. While an employee is off work receiving Workers Disability

compensation benefits, his/her health insurance premiums shall be paid for by the Library for up to 6 months. No other fringe benefits shall be paid for or accrue during this time.

#### SECTION 8: DISABILITY INSURANCE

Regular full-time salary and regular full-time hourly employees shall be provided with Disability Insurance at no cost to the employee. Disability insurance will begin after a 90 day elimination period. Earned PTO days and/or earned vacation days can be used toward the elimination period required to receive Disability Benefits. The specific terms and conditions governing Disability Insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers.

#### SECTION 9: LIFE INSURANCE

Regular full-time salary and regular full-time hourly employees shall be eligible for term life insurance policy coverage in the amount of \$10,000. The specific terms and conditions governing term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers.

#### SECTION 10: RETIREMENT BENEFITS

The Library shall provide a qualified retirement plan for the Library Director.

### **ARTICLE X - AMENDMENTS AND REVIEW**

The Board, at its discretion, may amend the Personnel Policies as required. Such action shall be proposed at one meeting and adopted at a later meeting.

The Personnel Policies shall be reviewed at least every 2 years, with input from the Library Director.

Changes will be recorded immediately, dated, and distributed to personnel for updating department copies.

Approved January 9, 2001  
Revised February 13, 2002  
Revised and approved August 13, 2008  
Revised and approved March 13, 2013  
Revised and approved February 13, 2017  
Revised and approved February 12, 2018  
Revised and approved January 8, 2019  
Revised and approved December 13, 2021

**ARTICLE XI - RECEIPT**

Oscoda County District Library Personnel Policies, effective February 13, 2017.

I, \_\_\_\_\_,  
acknowledge receipt of the Oscoda County District Library Personnel Policies. I understand that the Policies contained herein are to be followed, that they apply to me and I accept them without reservation as a condition of my continued employment with the Library. **I also understand that the Policies are not a binding contract, that I am an employee at will, employment can be terminated at any time, and that they are subject to change within the discretion of the Board.**

These Policies replace all prior employee handbooks, manuals and policies, and they are effective for all employees of the Library, except those holding elected Library positions. In the case of employees who are now or hereafter may be covered by a collective bargaining agreement, the collective bargaining agreement will control, but only to the extent it conflicts with these Policies.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee