



Employee Handbook

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Table of Contents

Welcome	6
MLA's Mission	6
MLA Values Statements	6
MLA's Membership	7
History	7
Library Advocacy	7
Professional Development Benefits	7
Purpose of the Employee Handbook	8
Amendment Of Policies, Benefits And Compensation	9
Section I General Information	10
1.1 Rules and Regulations	10
1.2 Scope of the Employee Handbook	10
1.3 Definitions	10
1.4 Equal Employment Opportunity	11
1.5 Accommodation of Disabilities	12
1.6 Nature of Employment Relationship	12
1.7 Introductory Period	12
1.8 Requirements of Initial Employment	13
Section II Personnel Policies	14
2.1 Selection of Personnel	14
2.2 References	14
2.3 Performance Reviews	14
2.4 Salary Reviews	15
2.5 Personnel Records	15
2.6 Changes to Employee Information	15
2.7 Disciplinary Action	16
2.8 Separation Policy	16
2.9 Positive Work Force Environment Policy	16
2.10 Conflict of Interest	16
2.11 Unlawful Harassment Policy	17
2.12 Whistleblower Policy	19
2.13 Problem Solving Policy	21
2.14 Code of Conduct Policy	22
2.15 Credit Card Usage Policy	26

2.16 Social Security Number Privacy Policy	27
2.16 Loss or Theft of Personal Property	27
2.17 Standards of Conduct	27
2.18 Data, Information and Technology Policy	28
2.19 MLA Document Retention and Destruction Policy	31
2.20 Electronic Communications and Internet Usage Policy	34
2.21 Social Media Policy	35
2.22 Breastfeeding Policy	38
2.23 Genetic Information Nondiscrimination Policy	38
Section III Work Rules	40
3.1 Attendance Policy	40
3.2 Weather Conditions	40
3.3 Overtime and Compensatory Time	40
3.4 Professional Conduct	41
3.5 Speaking to the Media	41
3.6 Dress and Appearance Requirements	41
3.7 Smoking-Free and Drug-free Workplace	42
3.8 Substance Abuse	42
3.9 Scent-Free Workplace	43
4.0 Confidentiality	43
Section IV Work Hours, Timekeeping, and Pay Periods	44
4.1 Place of Employment & Hours of Work	44
4.2 Timekeeping	45
4.3 Pay Period and Pay Day	45
4.4 Payroll Deductions	45
4.5 Direct Deposit	47
4.6 Electronic W-2s	47
4.7 Salary and Expense Payments	47
Section V Employee Benefits	48
5.1 Employee Benefits and Insurances	48
5.2 Holidays	49
5.3 Vacation and Sick Leave	50
5.4 Leaves of Absence	51
Section VI Workplace Safety	54
6.1 Accidents and Injuries	54

Employee Forms	56
Handbook and Policy Acknowledgement Document	58

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Welcome

Welcome to the Michigan Library Association (MLA). Below is an introduction to MLA, a concise history of the association, and a summary of benefits for members.

MLA's Mission

Helping Libraries and Library Professionals Succeed.

MLA Values Statements

Access to Information:

MLA values free and open access to information and skilled professional assistance in information retrieval and research while protecting an individual's right to privacy.

Professionalism:

MLA values the advancement of well-informed and well-trained library professionals through quality professional development.

Sharing:

MLA is a forum for collaboration, cooperation, and partnerships cultivating cutting-edge ideas and awareness of best practices in an open and supportive culture.

Leadership:

MLA provides leadership and empowers members to promote libraries as a powerful united presence that is civically engaged and socially active to provide for the sustained stewardship of informational, financial and community resources.

Sustainability:

MLA is a sustainable, financially viable association that is characterized by diversity and has the ability to quickly change to meet member needs.

MLA's Membership

MLA's membership is comprised of nearly 2,000 organizational and individual members from public, academic, private and special libraries, plus Strategic Partner members who are supportive of and have interests supportive of our library members. MLA serves all library professionals and their supporters.

History

MLA is Michigan's oldest and largest library association spanning three centuries, guided by the belief that free access to information is the cornerstone of a free society, the Michigan Library Association has advocated for libraries on behalf of the state's residents for over 100 years. MLA defends the right to read, advocates for adequate library funding, clarifies library governance issues, promotes librarian education, and works for free access of information to all residents.

It has influenced the course of Michigan's libraries since its inception in 1890, when Mary A. Eddy, the librarian at Coldwater, wrote to the Detroit Public Library about organizing a state library association. As a result of Eddy's letter, the first MLA meeting was held in Detroit. Thirty-seven members attended, elected a slate of five officers and printed their original 40-line constitution on a 3-inch by 6-inch card.

Library Advocacy

MLA advocates on behalf of libraries and library issues by educating members, trustees, friends and elected officials about library issues critical to libraries such as free access to information and library funding.

Professional Development Benefits

Among MLA's many professional development benefits are numerous educational and networking workshops and conferences; JobBoard, which helps libraries with staffing needs; leadership opportunities to serve on workgroups, committees and/or the Board of Directors; award and recognition programs; and speaking opportunities.

We are happy to have you as a member of our staff and we are confident that you will find employment with MLA rewarding.

Purpose of the Employee Handbook

This Employee Handbook has been prepared to document and clarify the policies of the Michigan Library Association concerning Employee relation matters. It is not an employment contract nor is it expected or intended that the policies as written encompass sufficient details to provide answers to every specific question or case that arises. Modifications will be made in this Handbook from time to time as conditions warrant. Any Employees who have questions relating to these policies should contact the Executive Director.

This Handbook supersedes any and all other handbooks, manuals, policies, procedures, understandings and standards, written or verbal, express or implied.

This Handbook applies only to all Employees of the Association. It has been prepared as a reference tool to help Employees understand both the employment policies of the Association, as well as the benefits provided by the Association.

If you have a question about basic employment information such as jobs, benefits, and Association policies and procedures, you should initially read this entire Employee Handbook. It is essential that the Employee Handbook adequately explain the conditions under which you work. If you have any questions, we encourage you to discuss them with the Executive Director. To facilitate such discussions, as well as to promote other forms of communications, the Executive Director maintains an "open door" policy. We encourage you to utilize this important asset to assist us in facilitating and maintaining a healthy working environment.

Amendment Of Policies, Benefits And Compensation

Michigan Library Association reserves the right and the discretion to amend, delete or change benefits, compensation, and policies at its discretion as explained in the "Terms of Employment" policy.

Only the Executive Director, in a document or letter signed by the Executive Director, has the authority to enter into any agreements contrary to the terms of this Handbook.

History of Changes to the Michigan Library Association

Employee Handbook

Record of Changes after July 1, 2011

Date	Item Changes or Additions	Section Number
January 1, 2012		Various
May 1, 2017	Technical clarifications and formatting	
November 1, 2017	Scent-free policy, review policy & Retirement policy	
March 8, 2019	Vacation, Sick, Short Term Disability, Code of Conduct	

Section I

General Information

1.1 Rules and Regulations

It is the policy of the Michigan Library Association to retain its management prerogative to make all personnel decisions in the best interests of the Association. The Association reserves the right to modify, revoke, suspend, enforce, terminate or change all policies, plans, directives, rules, and communications of any type, written or unwritten, in whole or in part, at any time, with or without notice.

All personnel decisions will be made by the Executive Director, subject to review under the Association's problem-solving procedures. The problem-solving procedures provide that each Employee shall have the opportunity to bring any concern to the attention of the Director, in consultation with the Executive Committee. All decisions made by the Executive Committee are final.

1.2 Scope of the Employee Handbook

This Employee Handbook is subject to all applicable state and federal laws. The Association's authority is conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, as well as those rights which ordinarily vest in and are exercised by employers. Such rights and authority are reserved to and vested in the Association.

1.3 Definitions

For the purposes of this Handbook, the term ASSOCIATION refers to the Michigan Library Association.

For the purposes of this Handbook, the term EMPLOYEE refers to those persons covered by this Handbook and includes all exempt, non-exempt, temporary, regular full-time and regular part-time Association Employees, except where the context indicates otherwise.

Exempt Employee is an Employee hired for an indefinite period of time, who, because of the Employee's duties and responsibilities and salary, is exempt from the overtime provisions of the Federal Fair Labor Standards Act and the Michigan Minimum Wage Law.

Non-Exempt Employee is an Employee hired for an indefinite period of time, who, because of the Employee's duties and responsibilities and salary, is not exempt from the overtime provisions of the Federal Fair Labor Standards Act and the Michigan Minimum Wage Law.

Regular Full-Time Employee is an Employee hired for an indefinite period of time and is regularly scheduled 30 or more hours per week in a position where such duties are of a continuing nature.

Regular Part-Time Employee is an Employee hired for an indefinite period of time regularly scheduled to work less than 30 or more hours per week in a position where such duties are of a continuing nature. A part-time Employee is ineligible for benefits.

Substitutes are occasionally engaged for irregular, temporary emergencies, and when satisfactory, are placed on a standing substitute list. Preference is given to those substitutes whose qualifications are most comparable with those of permanent Employees. A substitute Employee is ineligible for benefits.

Temporary Employee is hired for a definite period of time either to assist with staffing shortages or to work on a defined project. Temporary Employees are not eligible for benefits. They may or may not be hired through an outside firm.

****NOTE:** If a part-time Employee's status changes to full-time, the effective date of the status change will become the Employee's anniversary date and the waiting period for applicable benefits starts on that date. Full-time Employees, whose status changes to part-time, will forfeit their benefits package on the first day of the month following their change in Employee status.

Any unpaid Vacation Time, subject to the cap, will be included with the payroll closest to the change of Employee status.

1.4 Equal Employment Opportunity

The Michigan Library Association is an equal opportunity employer. The Association will, however, hire only those individuals who are legally authorized to work in the United States.

It is the Association's policy that all decisions affecting employment are made without regard to an individual's race, color, religion, marital status, sex, national origin, age, height, weight, citizenship, handicap, genetic information, and veteran status, sexual orientation, or other protected classification under Federal or State law. It is the policy of the Association, in serving the community, to place the best qualified candidates at all levels of employment.

1.5 Accommodation of Disabilities

The Michigan Persons with Disabilities Civil Rights Act requires an employer to accommodate the disabilities of their Employees, provided the accommodation does not impose undue hardship on the employer. Written notification from an Employee requesting an accommodation for a disability so as to meet the essential functions of a position must be made to the employer within 182 days after the date the Employee knew or reasonably should have known that accommodation was needed.

1.6 Nature of Employment Relationship

The Michigan Library Association is an “at-will” employer. This means the employment relationship between an Employee and the Association is terminable at the will of either the Employee or the Association at any time, with or without cause and with or without notice. No Employee, agent or other representative of the Association has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, orally or in writing, which alters, amends, or contradicts the provisions of the Handbook. The only exceptions to the policy of at-will employment are variances expressly authorized by the Board of Directors through resolution.

1.7 Introductory Period

Whenever the term “Introductory Period” is used in this Handbook, it shall mean up to the first ninety (90) days of employment of a newly hired Employee.

After completing the introductory period, the prospective full-time Employee may become eligible for benefits, paid vacation and sick time and retirement as listed in this Handbook.

At this time, the Employee may be given a performance evaluation. The evaluation is conducted by the Employee’s immediate supervisor and includes, when applicable, written goals based on the new Employee’s strengths and weaknesses. Successive appraisals will be given as outlined in section 2.4 Performance Reviews, of this Handbook.

A current Employee who is promoted or assigned another position is subject to an introductory period. However, Employees already receiving benefits will retain those benefits during their introductory period.

Successful completion of the Introductory Period does not constitute a guarantee of employment or a change in wages.

1.8 Requirements of Initial Employment

Each Employee upon entering employment will be provided a current job description for review and clarification and will be asked to sign a document indicating receipt and understanding of their primary job expectations. A job description is only a guideline of performance expectations; it is not intended to limit the Association's authority to assign or direct duties. All job descriptions may be changed or amended from time to time based upon operational requirements.

Each Employee will receive a copy of the Employee Handbook and will be asked to sign a document indicating receipt and understanding of it. This procedure will also apply to all revisions made in practices and accompanying Handbook revisions. The receipt of this Handbook and the job description do not constitute a contract of employment.

New Employees must meet their obligations of completing a Form I-9 and submitting it along with the acceptable required documentation within 3 days of their hire.

Section II

Personnel Policies

2.1 Selection of Personnel

Michigan Library Association is an equal opportunity employer and, as such, vacant positions may be advertised or filled from within.

The Executive Director shall interview and hire office personnel for positions as authorized by the budget. Such Employees shall be responsible to the Executive Director or designee.

2.2 References

From time to time, present and former Employees and Association members list the Association as a reference. All references appearing on MLA letterhead shall be completed by the Executive Director or their designee.

Under certain circumstances, only limited information can be provided by the Association, unless the Employee is notified at their last known address or the Employee has waived notification. The limited reference relates to dates of employment, position held, reason for leaving, and attendance records.

Employees who prefer a more comprehensive reference should complete the Consent for Release of Information. This form may be revoked by the Employee at any time. The consent form may be obtained from the Association office.

No information, except verification of employment, position and dates, will be released to third parties without express, written authorization from the Employee concerned or by a court order. If an Employee wishes to use the Association as a reference, they must sign a Consent for Release of Information Form.

2.3 Performance Reviews

Formal performance evaluations for Employees shall be carried out by the supervisor or Executive Director. An Employee will receive a performance evaluation near the conclusion of 180 days in a new position (6 months). Except when habitual performance difficulties arise, further evaluations will be completed yearly.

New Employee Introductory Period: Beginning with the Employee's actual date of hire, they will receive a performance evaluation based on the job requirements of their position. A written or verbal evaluation generally will be conducted prior to the end of the first 90 days (3 months) of employment. Based upon performance evaluation results and other appropriate factors, an Employee's introductory period may be continued.

Performance Evaluations: Upon completion of the introductory period, the Employee will receive performance evaluations generally between January and April, carried out by their Supervisor or Executive Director. Performance evaluations will include an analysis of the quality and quantity of the Employee's work, job knowledge, initiative, attitude, and the ability to work with others. Performance evaluations will be considered in matters of compensation and promotion together with other appropriate factors. Each evaluation will be reviewed with the Employee by their Supervisor. The Employee will be required to sign their evaluation to acknowledge that it has been reviewed and discussed.

2.4 Salary Reviews

Salary reviews will generally take place between June and July. Final decisions are made by the Executive Director within the limits of the approved budget. Employee performance, length of service, labor market demands and the employer's financial condition may require individual compensation adjustments to be made on occasion. The Association's Board of Directors reserves the right to make compensation adjustments from time to time at its sole discretion.

2.5 Personnel Records

An Employee's personnel records are available for Employee examination. Under no circumstances may an Employee remove material from their personnel file. An Employee may request a copy of documents located within the file. The personnel file may be reviewed at reasonable times and within the confines of the Michigan Library Association.

2.6 Changes to Employee Information

Each Employee is responsible for notifying the Director of Finance & Administration in writing of any change in address, telephone number or other required contact information. The Employee's address and telephone number as it appears on the Association records shall be conclusive when used in connection with payroll, layoffs, recalls or other notices to Employees.

2.7 Disciplinary Action

The Board of Directors has sole discretion to establish, adopt, publish, change, amend, and enforce rules and regulations for Employees to follow. The failure to follow such rules and regulations may result in disciplinary action, which may include: verbal or written warnings, reprimands, suspensions, layoffs, demotions, or discharge. The disciplinary action to be imposed will be determined by the Executive Director. Disciplinary action may commence at any stage, up to and including discharge, pursuant to the "at-will" employment relationship.

2.8 Separation Policy

Voluntary Separation

Employees are expected to give Michigan Library Association at least fourteen (14) days advance written notice if resigning. Employees will forfeit all accrued Vacation or Sick Time if such notice is not given. No Vacation or Sick Time will be granted during the period between the date of notice and an Employee's termination date, except at the discretion of the Executive Director.

2.9 Positive Work Force Environment Policy

It is the policy of the Michigan Library Association to provide an employment environment free from all forms of intimidation, hostility, offensive behavior, and discrimination. Such discrimination or harassment may take the form of unwarranted verbal or physical conduct, verbal or written derogatory or discriminatory statements, which may result in decisions affecting status, promotions, raises, favorable work assignments, or recommendations. Such behavior or tolerance of such behavior, on the part of an administrator, supervisor, or Employee of MLA violates the policy of MLA and may result in disciplinary action including termination.

2.10 Conflict of Interest

Purpose

The affairs of Michigan Library Association (MLA) will be conducted with concern for the avoidance of any real or apparent conflict of interest on the part of MLA Employees, and with the highest integrity in accordance with their duties to MLA.

Policy

Michigan Library Association requires all Employees to disclose, in writing and in accordance with this policy, any real or perceived conflicts of interest involving their service on staff.

Conflicts of Interest

Broadly speaking, a conflict of interest would exist whenever MLA enters into a contract or transaction with any entity in which an MLA Employee or their family member has a financial or material interest.

Outside Business Affiliation

If an MLA Employee has an outside business affiliation that may involve a conflict of interest, the employee should disclose such information. If an MLA Employee has an outside business affiliation that may present the appearance of a conflict of interest, he or she should also disclose that information.

Procedure Concerning Conflict of Interest

An MLA Employee should, in writing, promptly disclose to the Executive Director any information on any matter that the Employee believes is or may be perceived to be a conflict of interest. Conflicts of interest disclosed by the Executive Director shall be reported to the MLA President.

Summary

In summary, the purpose of this statement is to insure that any current or future conflict of interest will be disclosed. If instances arise beyond the scope of this policy or outside the procedure adopted for disclosure which may nevertheless lie within the spirit of this policy, the individual should resolve such situations through full disclosure as provided in this policy. Moreover, to the extent that conflicts arise subsequent to the execution of this policy, the undersigned understands and agrees that their duty to disclose shall be continuing and he or she agrees to disclose such conflict in the manner prescribed by this policy and applicable law.

2.11 Unlawful Harassment Policy

Michigan Library Association strives to maintain a pleasant working environment for all of our Employees free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic, which includes race, color, religion, gender, sex, pregnancy, national origin, age, disability, height, weight, and marital status or sexual orientation, will not be tolerated.

Definition

Harassment is defined as verbal or physical conduct or communication when:

- Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or

- The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering, pinching or touching a private area of the body; displaying sexual suggestive objects, pictures posters or cartoons.

Examples of prohibited harassment based on characteristics other than sex include but are not limited to: insults based on a protected characteristic, verbal, written, graphic or physical conduct or communication degrading or hostile to a person based on a protected characteristic.

Reporting a Violation

If an Employee believes that a violation of this policy has occurred, the Employee has an obligation to report the alleged violation immediately, preferably within 48 hours, to their supervisor, the Executive Director, the President of the Association or another Board Member.

While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will help the Association to take effective, timely and constructive action. An investigation of all complaints will begin promptly.

Investigation

After notification of a complaint, an investigation will be initiated to gather relevant facts about the complaint. An investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The Association will conduct all investigations as confidentially and objectively as possible, to the extent consistent with a thorough investigation and appropriate corrective action.

Resolution

After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the Employee who was allegedly subjected to harassment. If the investigation established that harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of employment, will be taken to stop the harassment and prevent its recurrence.

Misconduct, including unprofessional or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Association's discretion and could include but would not be limited to counseling, warning, demotion, suspension, reprimand, decrease in pay, reassignment, transfer, or termination of employment.

Good Faith Rule and False Claims

The Association takes all reports of unlawful harassment seriously and will investigate all alleged violations of this policy. Therefore, Employees are expected to bring violations to the Association's attention in good faith. Good faith means that the Employee has a sincerely held belief, even if erroneous, that this policy has been violated.

The Association will not tolerate retaliation against any Employee or other person who in good faith reports a violation of perceived violation of this policy, or retaliation against any Employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Executive Director. If the retaliation includes the Executive Director, the report must be made to the President of the Association or another Board member.

2.12 Whistleblower Policy

Purpose

Michigan Library Association expects its directors, officers, staff and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of MLA, we are obligated to practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

The Whistleblower Policy of Michigan Library Association encourages directors, officers, staff and volunteers to come forward with credible information on illegal, unfair or unethical practices or serious violations of adopted policies, specifies that we will protect the person from retaliation, and identifies how information can be reported.

Policy

Encouragement of Reporting. “Wrongful Conduct” is defined in this Whistleblower Policy to include: a serious violation of Michigan Library Association policy; a violation of applicable state and federal law; or the use of MLA property, resources, or authority for personal gain or other non-organization related purpose except as provided under the MLA policy. This definition of Wrongful Conduct is not intended to be an exclusive listing of the illegal or improper activity encompassed by the Whistleblower Policy. Rather, the Whistleblower Policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of the association. MLA encourages honest complaints, reports or inquiries about “Wrongful Conduct.”

Protection from retaliation. Michigan Library Association strictly prohibits retaliation against directors, officers, staff or volunteers who in good faith make complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. MLA reserves the right to discipline parties who make bad faith or knowingly false complaints, reports or inquiries or who otherwise abuse this policy.

Reporting Wrongful Conduct. Michigan Library Association encourages its directors, officers, staff and volunteers to share their questions, concerns, suggestions, or complaints with someone who can address them properly. Any director, officer, staff or volunteer may report Wrongful Conduct to the Executive Director or the President of the Board of Directors. If the Wrongful Conduct implicates one or both of the Executive Director or the President of the Board of Directors, or if the reporting individual is not comfortable speaking with or not satisfied with response of the foregoing individuals, the issue may be reported to any member of the Board of Directors.

Acting in Good Faith. Anyone filing a complaint of Wrongful Conduct must be acting in good faith and have reasonable grounds for believing the information disclosed indicates Wrongful Conduct.

Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality. Written reports of Wrongful Conduct or suspected Wrongful Conduct may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of Wrongful Conduct or suspected Wrongful Conduct will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Wrongful Conduct. The Michigan Library Association Executive Director or a representative of the Board of Directors will promptly notify the complainant and acknowledge receipt of the reported Wrongful Conduct or suspected Wrongful Conduct, unless such report was submitted anonymously. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

2.13 Problem Solving Policy

It is the policy of the Association to:

- Encourage Employees to discuss complaints fully at the time a problem arises;
- Resolve promptly Employee complaints;
- Maintain a fair relationship with Employees who identify and discuss their complaints with their supervisor; and

An Employee who believes they has been dealt with unjustly may discuss their complaint with their supervisor. The Association recognizes and endorses the importance of bringing to light and adjusting problems promptly. The initiation of the problem-solving procedure in good faith by an Employee will not reflect on the Employee's standing or desirability to the Association.

An Employee's sole and exclusive method for reviewing employment decisions affecting the Employee is through the problem-solving procedure. It is the Employee's responsibility to pursue each step within the specified time limits. Failure to do so will be considered a final resolution of the problem presented as of the Association's last response.

Problem Solving Procedure

Step 1: In the event an Employee has a problem or complaint, they shall have the right to present the matter to their immediate supervisor in writing within five calendar days of the act or occurrence, giving rise to the matter. The matter will be discussed informally with the supervisor. The supervisor will make every effort to resolve the matter immediately but must provide the answer within five working days following the presentation of the matter by the Employee. The answer will be oral unless the Employee has presented the matter in writing and has requested a written reply.

Step 2: If the problem or complaint is not satisfactorily resolved in Step 1, it may be presented to the Executive Director within five working days of the immediate supervisor's decision. When submitting the matter in writing in either Step 1 or Step 2, the Employee should state the specific details and nature of the matter as it affects them personally and the corrective action desired. The Executive Director shall give their answer, in writing, within five working days.

Step 3: If the problem or complaint is not satisfactorily resolved in Step 2, or if the Employee reports directly to the Executive Director, the Employee may appeal the matter to the Executive Committee or its designated representative. The appeal must be submitted within five working days after the Employee's receipt of the Executive Director's response; or within five working days of the incident as noted in Step 1. The Executive Committee will respond in writing within thirty days of the appeal. The decision of the Executive Committee shall be final in all matters.

2.14 Code of Conduct Policy

Code of Conduct

MLA is committed to providing a safe, productive, and welcoming environment for all participants and MLA staff. Each participant, including attendees, speakers, volunteers, exhibitors, staff, service providers, is expected to understand and follow MLA policies and report any violations. These expectations apply to all MLA activities including those held in conjunction with MLA conferences, events and meetings, as well as online venues and social media.

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. Exhibitors in the exhibit hall, sponsor or vendor booths, or at accompanying activities are also subject to the policy.

Personal Safety and Security

MLA works with venue staff to make sure meeting participants are safe. We ask that all attendees report any concerns to any MLA or venue security staff for immediate action. No concern is too small – if you see something, say something.

In an emergency, you should ask any MLA staff member or the on-site security personnel to help you.

Responsible Drinking

At many MLA networking events, both alcoholic and non-alcoholic beverages are served. MLA expects participants at our events to drink responsibly. MLA and conference host event staff have the right to deny service to participants and may require a participant to leave an event for excessive drinking.

Unacceptable Conduct

Unacceptable conduct may relate, but is not limited, to the following: gender (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, age, sexual orientation, physical or mental disability, physical appearance, body size, race, religion, national origin, political affiliation, marital status, and any other groups protected by state or federal law.

Unacceptable conduct includes, but is not limited to:

- Harassment, intimidation, or discrimination in any form.
- Any abuse, including physical, verbal or non-verbal abuse, of any attendee, speaker, volunteer, exhibitor, MLA staff member, service provider, or any other meeting guest.
- Disruption of presentations at sessions, in the exhibit hall, or at any events organized by MLA at the meeting venue, hotels, or other MLA-contracted facilities.
- Inappropriate use of nudity and/or sexual images in public spaces or in presentations.
- Threatening or stalking any attendee, speaker, volunteer, exhibitor, MLA staff member, service provider, or other meeting guest.
- Invasion of privacy, including taking photos of individuals without permission.

Unacceptable conduct is also prohibited on social media and other online platforms in relation to MLA events.

Sexual Harassment

Sexual harassment is unacceptable conduct of a sexual nature which makes a person feel uncomfortable, offended, humiliated and/or intimidated. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, fails to respect the rights of others, and interferes with events and activities.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Physical violence, including sexual assault
- Unwelcome physical contact or inappropriate touching
- The use of threats or rewards to solicit sexual favours

Verbal conduct

- Comments or insults based on appearance, age, private life, etc.
- Sexual comments, stories or jokes
- Sexual advances
- Whistling or “cat calling”
- Repeated and unwanted social invitations for dates or physical intimacy
- Condescending or sexist remarks
- Sending sexually explicit messages

Non-verbal conduct

- Display of sexually explicit or suggestive material or images
- Sexually-suggestive gestures

Notice

The MLA Code of Conduct will be posted on our website and referenced as part of the registration, meeting or other sign up processes and onboarding. An abbreviated version with emergency contact information will be posted at conference venues.

Reporting

If you or anyone else is in immediate danger at any time, please contact local law enforcement (by calling 911) and immediately notify facility security.

If you experience or observe harassment or hear of any incidents of Code of Conduct violation, MLA asks that you please inform any of the following so that we can take action:

(Insert Director of Professional Development and Executive Director and/or other approved contacts)

If possible, provide the following information, preferably in writing:

- Identifying information (name/badge number, appearance) of the participant
- The behavior that was in violation



- The approximate date and time of the behavior (if different than the time the report was made)
- The circumstances surrounding the incident
- Other people involved in or witnessing the incident

Reports may also be made anonymously. If the complaint is of a criminal nature, legal authorities will be notified.

Response

All complaints will be treated seriously and responded to promptly. If your safety is threatened, please contact venue security or 911.

All reports will be treated seriously and promptly. Incidents will be handled with respect for the privacy of the victim and will be confidential to the extent practical and legal, given the circumstances.

If a person is found in violation of this Code of Conduct, MLA reserves the right, in its sole discretion, to do any of the following:

- Verbal or written warning;
- Suspension of attendance at MLA-sponsored events;
- Prohibit attendance at any future meeting;
- Reports of unacceptable conduct by an individual may also be reported by MLA to an individual's employer.



A person suspended from an MLA-sponsored event due to a violation of this Code of Conduct Policy will not be eligible for a refund or any other compensation.

Responsibilities of the Executive Committee

The MLA Executive Committee will review the policy every three (3) years, or sooner if conditions warrant, and put forward any necessary changes for Board approval.

2.15 Credit Card Usage Policy

Purpose

Michigan Library Association expects Employees to use MLA's Business Credit Cards in a fiscally responsible manner as described below.

General Policies

- Michigan Library Association business credit cards are issued to individuals and are not intended to be given or loaned to others.
- If cards are lost or stolen, the cardholder must advise the credit card company and the Director of Finance and Administration immediately.
- Cardholders must agree to the terms and conditions outlined on the application forms and in the guidelines and procedures of this policy. Failure to comply with these terms and conditions could result in cancellation of the card.
- Any breach of these terms and conditions will be dealt with accordingly. Such breaches could be grounds for disciplinary measures that can lead, for example, to an employee's dismissal.
- A card issued to an Employee is only to be used by Employees required to travel for Michigan Library Association purposes or to incur authorized expenses on behalf of the Michigan Library Association.
- A card shall not be used for personal expenses.

Responsibilities of Cardholder

The cardholder is responsible for the safekeeping of the card and shall:

- Ensure that the card is used only for legitimate Association purposes;
- Ensure that the card is NOT used for items prohibited on the application form;
- Provide the Director of Finance and Administration with the original documentation (i.e. invoices, purchase documents and correspondence) that reconciles to each month's billing statement;
- Advise the Michigan Library Association of any incorrect charges/transactions in order to follow-up and obtain credit from the issuing institution if warranted.

Cancellation and Renewal of Cards

- Should an individual leave their position or role with the Michigan Library Association, the card must be immediately returned to the Michigan Library Association's Director of Finance and Administration, who will cancel it.
- Cards may be cancelled at any time by the Michigan Library Association if any of the policies, procedures and guidelines are not followed, and/or if there is not compliance with any of the terms and conditions outlined on the application form and in this policy.

2.16 Social Security Number Privacy Policy

The Association's goal is to ensure, to the greatest extent possible, that Employees' social security numbers are confidentially maintained. Employees' social security numbers will not be released to anyone, except as required by law. They will only be made available internally on a need-to-know basis.

More than four sequential digits of a social security number will not be included on any external correspondence, except as required by law, nor will it be publicly displayed in any manner. Social security numbers are not to be used as passwords or identifiers for any computer system. A social security number will not be used in the ordinary course of business except as the Authority may determine that it is necessary to verify an individual's identity or to administer Employee benefits, such as health insurance. Any documents that include social security numbers that are discarded are to be shredded.

Any violation of this policy will result in discipline up to and including termination of employment.

2.16 Loss or Theft of Personal Property

The Association will not be responsible or liable for the loss or theft of an Employee's personal property that is brought to work.

2.17 Standards of Conduct

These rules governing personal conduct are intended to promote the orderly and efficient operation of the Association, as well as to protect the rights of all of MLA's Employees. The following conduct is prohibited and will not be tolerated by MLA. This list is for illustration purposes only; other types of conduct that may jeopardize the personal safety, security or welfare of the Association or its Employees may also be prohibited. This list is not intended to modify the employment relationship of at-will Employees.

The following conduct is prohibited and will not be tolerated by MLA:

- Violation of the Association's Substance Abuse policy.
- Theft or deliberate or careless damage or destruction of any property of the Association or the property of any Employee, customer, or constituent.
- Removal of any property or records from the premises of the Association without permission from management personnel.
- Unauthorized use of the property, equipment, or facilities of the Association. Unauthorized use of telephones for personal use during working hours or use or possession of another Employee's personal equipment or possessions without the Employee's consent.
- Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
- Provoking a fight or fighting during working hours or at any time on the property of the Association. Participating in horseplay or practical jokes during working hours on our premises.
- Possession of firearms or any other dangerous weapons at any time on the Association's premises.
- Engaging in illegal conduct that would reflect adversely on the reputation of the Association.
- Falsifying records or revealing confidential information to unauthorized persons.
- Dress or appearance inappropriate to the business of the Association.
- Unlawful harassment including violation of the Association's unlawful harassment policy.
- Attendance problems or failure to observe working schedule, including lunch and rest periods.
- Abuse of leave, sick time, personal time or vacation time.
- Failure to provide a physician's certificate when requested or required to do so.
- Violation of any policy or procedure of the Association.

2.18 Data, Information and Technology Policy

The purpose of this policy is to identify the responsibilities of MLA Employees with respect to the protection of all Association information and technology.



This policy applies to all documents, writings, and digitized (computerized) Association data that resides in Association files, on personal computers, shared networks and the internet, including, but not limited to, MLA's website and social media sites. This policy addresses the steps and measures to counter threats to data integrity.

Data Accuracy

The integrity and quality of data used to inform decision making is vital to both the short-term and long-term health of Michigan Library Association in terms of our ability to serve our members and to achieve our mission.

It is essential that all Association data be entered into Association databases, accounting records, personnel records etc., in an accurate and complete manner to ensure the reliability and validity of the data and decisions made based on the data.

Threats to Data Integrity

Several potential threats exist that can result in the corruption or loss of digital data. These threats can be classified in the general categories of hardware failure, user error, and system contamination.

Loss of data as a result of hardware failure is a byproduct of the fact that most computers use magnetic media (i.e. floppy or hard disks) to store data. While this technology is generally quite reliable, data can be lost through either the gradual decomposition of the magnetic media itself or the failure of the mechanical components used to read and write data from the media. The media and mechanical components have a limited time of operational usefulness which can last as little as six months or up to several years. However, over a period of time, the media and the mechanical components will certainly fail, resulting in possible loss of data if adequate precautions are not taken.

The second potential threat to loss of data is attributable to user error. In most cases, individual computer users have the ability to erase the entire contents of a magnetic disk. If a backup of the data that has been accidentally erased does not exist, it may be impossible to recover the data.

The third potential threat to the loss of data can occur as a result of system contamination, usually caused by a computer virus. Computer viruses, of which several thousands of "strains" have been identified, can be introduced into a system in a number of ways.

MLA Data, Information and Technology Policy

In most cases, they are introduced when users exchange contaminated portable media (i.e. USB storage devices) between systems, download files from the internet, or open email file attachments. Since most viruses are not immediately visible, it is very possible that one may exist for a significant period of time before being detected.

General Data Integrity Policy

Employees must assume primary responsibility for taking adequate precautions against loss of data. Data that exist on computers that were purchased with Association funds are considered to be Association data. As such, individuals who are found to be negligent in maintaining the integrity of association data will be subject to appropriate disciplinary actions up to and including termination of employment. Employees will only be held responsible for loss of Association data if reasonable steps were not taken to protect from such loss. These reasonable steps are outlined below.

General Responsibilities

- MLA Employees bear the primary responsibility for the protection of the Association's data. As such, the following precautions should be taken by all Association Employees who work with Association data:
- Regular backups shall be maintained for all Association data. In the case of portable data storage, a duplicate copy of all files shall be maintained preferably on the Association's network computer drives. In the case of hard-disks, a backup copy shall be maintained on a network drive and/or a portable media such as a USB portable storage device. While Employees are encouraged to make incremental backups on a daily basis, this policy requires backups to be performed at least once weekly.
- Employees are responsible for taking reasonable steps to ensure that they do not accidentally destroy Association data.
- Employees shall not copy data or programs from outside sources onto their computer's disk(s) without taking reasonable steps to ensure that the source is not contaminated with a computer virus.

MLA Communications Systems

The MLA Communications Systems, including but not limited to, telephone, fax machine and computer are tools to ensure efficient communication. These tools belong to the Association. Employees should not expect privacy in their communications using these tools.

The Association provides access to these communications systems to assist Employees in the performance of their job duties. The Association reserves the right to access and disclose at the Association's discretion all communications over any Association communications system, without regard to content.



Employees must remember that all activities from an Association communications system will be regarded as activities authorized by the Association. Employees shall not send, make or post communications that contain abusive or objectionable language, that defame or libel others, or that infringes on the privacy rights of others.

Employees may not delete, alter, reconfigure computer hardware or software in any way. Employees are prohibited from the unauthorized use of the passwords and encryption keys of other Employees to gain access to other Employee's communications systems.

Employees shall not engage in illegal copying of copyright protected works, or making available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply to files, documents and other software they wish to download.

2.19 MLA Document Retention and Destruction Policy

Purpose

The corporate records of Michigan Library Association are important assets. Corporate records include essentially all records of Employees, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or a case study, or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record.

The law requires Michigan Library Association to maintain certain types of corporate records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject MLA and/or its Employees to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place MLA in contempt of court, or seriously disadvantage MLA in litigation.

MLA expects all Employees to fully comply with the MLA Document Retention and Destruction Policy.

If you believe, or MLA's Executive Director or President informs you, that certain MLA records are relevant to litigation, or potential litigation, then you must preserve those records until the Executive Director or President determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any questions regarding the possible applicability of that exception, please contact the Executive Director or President.

MLA has established retention policies for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified in the following guidelines.

Policy

MLA's staff, volunteers, members of the Board of Directors and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules:

- paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Executive Director or his/her designee(s);
- all other paper documents will be destroyed after three years;
- other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and
- no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

General Terms for Retention

Retain permanently:

- **Governance Records.** Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
- **Tax records.** Filed agency tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
- **Intellectual property records.** Copyright and trademark registrations and samples of protected works. Patents.
- **Financial records.** Audited financial statements, attorney contingent liability letters, depreciation schedules, year-end financial statements, retirement and pension summary records.
- **Insurance Records.** Insurance records, current accident reports, claims and policies including workers' compensation reporting.

- **Contracts.** Contracts still in effect or of historical importance, agency, consultant, independent contractor, hotel, vendor and subcontractor, as well as deeds, mortgages and bills of sale.

Retain for ten (10) years:

- **Government relations records.** State lobbying reports and supporting records.
- **Payroll/Personnel.** Timesheets, time allocation, payroll records and forms, W-2s, 1099s, payroll, unemployment and workers' compensation tax reporting and personnel files of terminated employees.
- **Retirement and benefit records.** 403(b) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
- **Financial records.** Accounts payable and receivable ledgers and schedules and invoices.
- **Contracts.** Expired contracts, agency, independent contractor, consultant, hotel, vendor and subcontractor, as well as deeds, mortgages and bills of sale of property no longer owned.
- **Inventories.** Products, materials and supplies.

Retain for three (3) years:

- **Financial reports.** Month-end financial statements, bank statements and reconciliations, financial correspondence,
- **Application.** Employment applications for employees, contractors, bids not hired.
- **Insurance.** Expired policies.

Retain for one (1) year:

- All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

Exceptions. Exceptions to these rules and terms for retention may be granted only by MLA's Executive Director or President.

Destruction. The Sarbanes-Oxley Act addresses the destruction of business records and documents and turns intentional document destruction into a process that must be carefully monitored.



Michigan Library Association used the services of an outside Vendor to destroy all confidential materials. For each batch of materials destroyed, the Vendor will provide MLA with a Certificate of Destruction which is to be filed in the office of the Director of Administration.

All materials ready for destruction will be placed in the locked receptacle inside MLA's administrative office. The office in which the receptacle is housed will be locked each night.

2.20 Electronic Communications and Internet Usage Policy

Personal Use of the Internet and Email

The Association's network, including its connection to the Internet, is to be used primarily for business-related purposes. Incidental and occasional personal use of the Internet and the email system is permitted by the Association, subject to the policies contained herein.

At any time and without prior notice, Association management reserves the right to examine e-mail, personal file directories, and other information stored on Association computers. This examination helps to ensure compliance with internal policies, supports the performance of internal investigations, and assists the management of information systems. As such, the Association may monitor access to the Internet. Use of the Internet constitutes acceptance of such monitoring. Since an Employee's personal messages can be accessed by Association management, without prior notice, he or she should not use email to transmit any messages he or she would not want read by a third party.

Prohibited Activities

Employees must remember that all activities from Association-provided Internet and email account will be perceived as activities authorized by the Association. Employees shall not send or post messages that contain abusive or objectionable language, that defame or libel others, or that infringe on the privacy rights of others. Employees may not use the Association's email system in any way that may be viewed as insulting, disruptive, or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, age, national origin, religious or political beliefs, or other classifications protected by law. Employees shall not view, download, copy, send, post, or access information on the Internet or the email system that is illegal or obscene, including pornography, violence, gambling, racism, or harassment. Use of the Internet or email system in violation of this guideline will result in disciplinary action including, but not limited to, revocation of Internet or email privileges or termination.

Governing Laws and Regulations

Employees using the Internet or email system must follow all laws and regulations, including those governing copyright, defamation, and privacy.

Security

All Employees shall ensure that their use of the Internet or the email system does not compromise the security and integrity of the Association's network and computer equipment, whether by allowing intruders into the network or by introducing viruses or other threats. It is recommended that files be downloaded to a flash drive or other portable media rather than to your local hard disk.

- Do not download files from the internet directly to the network or your local hard drive.
- Do not password protect documents without the approval of the Executive Director.
- Authorized passwords will be provided to the Executive Director.
- No programs of any type, from any source, may be installed without the approval of the Executive Director.

2.21 Social Media Policy

Policies

- Only Employees authorized to do so by the Executive Director may speak for MLA. Similarly, only authorized Employees may establish an MLA presence on a public social network (e.g. Facebook, Twitter, YouTube, Flickr, etc.).

- When Employees communicate through social media, unless authorized to speak on behalf of MLA, they are representing themselves. If Employees communicate any information about MLA in Social Media, they should refer to MLA's policy about speaking to the media.
- Employees should treat ALL social media as the same as writing a signed letter to the editor of a newspaper. An Employee should not speak for MLA, should clearly state who he or she is and their relationship to the topic, make it clear he or she is representing their own ideas, and finally, should not write anything that he or she would be embarrassed about seeing printed on the front page of a print publication.
- If an Employee is not sure about the wisdom of pursuing a form of social media outreach, or has a question about it, he or she should discuss it with the Executive Director. He or she should use the same good judgment about discussing MLA's information as he or she would in an elevator or any location where non-Employees may overhear.

Specific Guidelines

- **MLA regards forms of online discourse as primarily a form of communication and relationship among individuals.** When the Association wishes to communicate publicly—whether to its members, the media, or to the general public—it has well-established means of doing so. Only those officially designated by MLA have the authorization to speak on behalf of the Association.
- **Respect the audience.** As an organization that values diversity, MLA expects an Employee will not use ethnic slurs, personal insults, obscenity, or engage in any conduct that will not be acceptable in MLA's workplace. Also, don't talk down to readers, and communicate clearly.
- **Be who you are.** Some bloggers work anonymously, using pseudonyms or no name at all. MLA discourages this when Employees participate in online conversations or blog posts that relate to MLA or issues with which the Association is engaged. MLA believes in transparency and honesty. If an Employee is blogging or posting about their work for MLA, he or she should use their real name, and identify that he or she work for MLA. Employees should not use social media applications for covert marketing or public relations. If an Employee has a vested interest in something he or she is discussing, be the first to point it out. Employees should not discuss internal personnel or other staff issues on a blog.
- **Protect yourself and your privacy.** What an Employee publishes will be around for a long time, so he or she should consider the content carefully and exercise caution when disclosing personal details.

- **Be thoughtful about how you present yourself in online social networks.** The lines between personal and professional lives are blurred in online social networks. If an Employee chooses to identify him/herself as an MLA Employee within a social network (e.g. Facebook), he or she is then connected to their colleagues and other MLA members. An Employee should ensure that content associated with him/her is consistent with their work at MLA, and that if he or she discusses MLA information that he or she is authorized to do so.

MLA Social Media Policy

- **Use a disclaimer.** If an Employee writes anything related to their work at MLA on a blog or some other online space, the Employee should make it clear that what he or she says there is representative of their views and opinions and he or she is not presenting him/herself as a spokesperson for MLA. Use a disclaimer such as: "I am an Employee at the Michigan Library Association; however this is my personal opinion." or something to that effect. This would only apply to writings that mention MLA business-related topics.
- **MLA respects Employees' right to free speech.** Employees are free to express themselves and their opinions in whatever way they see fit as long as they are clearly representing themselves as individuals and not Employees of MLA. Again, Employees only need disclose their affiliation with MLA if they're writing specifically about MLA.
- **Be accurate and factual.** It's important for an Employee to stick to the facts and to identify their actual MLA affiliation. Here and in other areas of public discussion, an Employee should make sure that what he or she is saying is factually correct, and does not make inflammatory statements or attempt to engage in an aggressive or defensive way. When an Employee sees misrepresentations made about MLA by media, analysts or by other bloggers, he or she should inform an authorized MLA spokesperson and they will decide if or how to respond. While an Employee may certainly use their blog—or join someone else's--to point out discrepancies, do so respectfully, factually and with the disclaimer that the views he or she is expressing are their own and he or she is not speaking on behalf of MLA.
- **Use your best judgment.** Remember that there can be consequences to what an Employee publishes in any format. An Employee should assume that what he or she posts on social networking sites or blogs will be part of a permanent public record, accessible to members, colleagues, friends and members of the media. If an Employee is about to publish something that makes him/her even the slightest bit uncomfortable, he or she should review the suggestions above and think twice about posting it. If the Employee is still unsure, and it is related to MLA business, the Employee should refrain from commenting and discuss it with the Executive Director. Ultimately, however, the Employee has sole responsibility for what he or she posts to their blog or publish in any form of online social media.

- **Remember your day job.** Engagement in social media will vary, depending on its relevance to an Employee's job at MLA. An Employee should discuss with the Executive Director how much of their job—if any—necessitates their on-the-job participation in social networking of any sort, and act accordingly. If an Employee's position doesn't relate specifically to MLA's social media outreach, refer to MLA's Computers and Communications Usage Policy with regard to time spent online while at work.

2.22 Breastfeeding Policy

In recognition of the benefits of breastfeeding and the recent changes to federal health care and fair labor standards laws, it is the Association's policy to provide:

Time to Express Milk or Breastfeed (Lactation Time): Lactation times shall be established for each Employee based on her work schedule. If possible, the lactation time is to run concurrently with any break time already provided. Lactation time beyond the regular break time is unpaid and will be negotiated between the Employee and Association.

Space for Expressing Milk or Breastfeeding: Employees shall be provided the use of a clean, comfortable space designated as the "Lactation Area."

2.23 Genetic Information Nondiscrimination Policy

Consistent with the federal Genetic Information Nondiscrimination Act (GINA), the Association will not discriminate or retaliate on the basis of genetic information, nor utilize genetic information as a factor in any employment decisions, such as hiring, termination, or promotion, nor other decisions regarding compensation, terms, conditions or privileges of employment.

The Association may use genetic information under certain lawful circumstances, such as requesting or requiring family medical history from Association Employees to comply with state or federal family and medical leave laws. However, if the Association collects or maintains this information, it will do so in separately maintained files as confidential medical records.



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Section III

Work Rules

3.1 Attendance Policy

Employees are expected to report to work on time and to observe their scheduled working hours.

Employees shall give prior notice to the Executive Director whenever they expect to report late or be absent from work. This notification is required within fifteen (15) minutes after the scheduled reporting time. Employees who fail to comply, without approved excuse, will be considered absent and may not be paid and may be subject to discipline or time off without pay.

3.2 Weather Conditions

Snow Days

Snow days are not considered paid days off (i.e. holidays). Within reason, Employees should make every attempt to work their scheduled shifts.

Employees will be required to use accrued Vacation Time or take an unpaid day off if they are unable to make it in to the Association due to inclement weather.

3.3 Overtime and Compensatory Time

From time to time, Employees may be asked to work longer than the scheduled workday.

The Executive Director or Supervisor should give the Employee as much advance notice as possible. Employees may not begin working before normal starting times, during lunch periods or unpaid breaks, or continue working after the normal quitting time without getting the Executive Director's or the Employee's Supervisor's approval.

Overtime hours must be pre-authorized by the Executive Director. Non-exempt Employees who work any overtime without authorization may not be paid and may be subject to discipline or time off without pay.



Nonexempt Employees will receive overtime pay (1.5 times straight pay) for all hours worked in excess of forty hours per workweek. The workweek begins at 12:01 a.m. on Saturday for purposes of overtime pay. Only hours actually worked are counted in determining if the Employee is entitled to overtime pay.

Exempt Employees will not receive overtime pay when working more than 40 hours in a week. Employees who perform work beyond their scheduled hours of work may be allowed unpaid time-off in the same workweek upon written approval by the Executive Director or designee.

Occasionally exempt Employees may use compensatory time at the discretion of the Executive Director or designee. Compensatory time must be used within 20 working days.

3.4 Professional Conduct

The Association requires that all Employees conduct themselves professionally. This means that all contact with others for the organization whether by phone or in person, should be done in a sincere, friendly, courteous or otherwise professional manner. Each Employee must remember that he or she represents the Association when dealing with members or others in the community.

MLA's success is dependent on providing positive, efficient, reliable and courteous services to all members, potential members, visitors, donors and friends.

3.5 Speaking to the Media

An Employee may not speak to or otherwise contact news media without prior clearance from the Executive Director or, in the absence of the Executive Director, the President of the Association.

All media inquiries should be directed to the Executive Director.

3.6 Dress and Appearance Requirements



As a professional association, Employees must maintain a professional appearance for our members, vendors and the general public. Because our business as a professional association requires the appearance of trusted business professionals and we serve members at our office or off-site on a daily basis, it is important that we project the image of a trustworthy, knowledgeable business professional for the members and others who seek our guidance, input, and professional services. These principles should guide an Employee's selection of appropriate attire.

3.7 Smoking-Free and Drug-free Workplace

The Michigan Library Association is a smoke-free and drug-free environment. Effective May 1, 2010, Michigan law prohibits smoking in all public places, including places of employment.

3.8 Substance Abuse

The Association is committed to providing a safe workplace for all its Employees. Likewise, all Employees have an obligation to the Association and their co-workers to assist in keeping the workplace safe. Therefore, the following rules will be strictly enforced:

- The possession, use, sale, or distribution of alcohol or prohibited drugs at the offices of Michigan Library Association and while on Michigan Library Association business, including rest and lunch periods, is prohibited.
- Working while under the influence of alcohol or prohibited drugs is prohibited.

“Prohibited drugs” include the following: a) any drugs the possession or sale of which is illegal, including but not limited to medical marijuana, and; b) any prescription drugs used in a manner, combination, or quantity contrary to the prescription or without a prescription.

If the Michigan Library Association has a reasonable suspicion that an Employee violated these rules, it will require him/her to undergo testing for drugs or alcohol and may search their personal work area and vehicle. Employees will be asked to sign a written consent to the testing and searches. A sample consent form is included in the Appendix. A refusal to sign the consent form shall constitute a presumption that the Employee is in violation of this policy.

3.9 Scent-Free Workplace

MLA's goal is to be sensitive to employees with perfume and chemical sensitivities. Employees who are sensitive to perfumes and chemicals may suffer potentially serious health consequences. To accommodate employees who are medically sensitive to the chemicals in scented products, MLA requests that staff refrain from wearing scented products, including but not limited to colognes, after-shave lotions, perfumes, deodorants, body/face lotions, hair sprays or similar products. MLA also asks that staff refrain from perfume samples from magazines, spray or solid air fresheners, room deodorizers, plug-in wall air fresheners, cleaning compounds or similar products. Our employees with medical chemical sensitivities thank you for your cooperation.

Any employee that has a concern about scents should let the Director of Finance and Administration know.

4.0 Confidentiality

In the course of an Employee's employment with MLA, access to information about MLA, MLA members, MLA vendors and other Employees will be available. This information must be kept confidential. Employees are expected to use good judgment in maintaining this information and safeguarding the reputation and integrity of Michigan Library Association.

If an Employee is uncertain about whether information is confidential, check with the Executive Director before discussing it with anyone.

Section IV *Work Hours, Timekeeping, and Pay Periods*

4.1 Place of Employment & Hours of Work

The office of the Michigan Library Association shall be in Lansing, Michigan. Normal work hours shall be from 8:30 a.m. to 5:00 p.m. Monday through Friday, although published office hours may differ. Offsite work for events and conferences may impact work location and hours on an as needed basis.

Alternative work hours and remote work sites, not to be confused with offsite work, are at the discretion of the Executive Director and supervisor.

As the culture at MLA is one that is rooted in collaboration, discourse about planned work and projects underway, and in providing stellar service to our membership, remote working (other than for events or meetings) requires that either an “Occasional” or a “Remote Plan” will be in place between the employee, supervisor and the Executive Director. Currently MLA does not support positions who work off site on a permanent or full-time basis.

Occasionally an employee maybe approved to work remotely by their supervisor. Reasons that could demand remote work include but are not limited to: medical or family reasons, or bad weather. The employee must be able to fulfil their scheduled work hours and duties.

A Remote Plan can be developed by the employee with their supervisor’s approval for an ongoing remote location, such as working offsite once a week, if their job duties permit it. The plan should include details such as what work hours will be followed, location, responsiveness to members or staff, work duties being accomplished etc. before being presented to the Executive Director for approval.

Additionally, MLA expects employees working remotely to:

- Comply with all organizational policies while on work time.
- Understand that meetings/work which requires employees to come into the office supersedes their scheduled day offsite.
- Ensure their schedules overlap with those of their team members for as long as is necessary for all to work effectively.
- Dedicate their full attention to their job duties during working hours.

- To have a quiet and distraction-free working space, internet connection that's adequate for their job and ability to receive work phone calls.
- Ensure technology/storage that protects MLA data, files and passwords as MLA does not provide our employees with equipment to work remotely.
- Understand that unplanned adjustments or activities taking place in the office may not necessarily impact off site work situations.
- Know that if productivity or communication issues arise, remote working will be suspended until a plan is put in place to address issues.
- Understand that remote work is not intended to permit staff to have time to work at other jobs, provide dependent or other care during work hours, or run their own businesses. Engagement in any such activities during expected work time may result in immediate termination of the plan and/or possible corrective action (including potential termination of employment).

4.2 Timekeeping

Hourly and non-exempt employees are to complete time sheets indicating hours worked, any vacation time, sick time or other time used in lieu of hours worked.

Time sheets must be completed, signed and given to the Executive Director or a person designated by the Executive Director by the end of the pay period.

All employees will submit to their supervisor a Time Off Request form vacation or sick time planned or incurred for approval. The approved form will be attached to the Employee's time sheet, should the employee have to submit a time sheet.

4.3 Pay Period and Pay Day

A pay period consists of two (2) weeks. Employees are paid on the Wednesday following the close of a Friday pay period (i.e., every other Wednesday).

4.4 Payroll Deductions



The Michigan Library Association will withhold from salaries and wages federal, state and local withholding taxes and the Employee's portion of the social security tax. To insure that the correct amount of tax will be withheld and paid to the taxing authority, each Employee must complete the proper withholding forms and keep them on file with the Association. It is the Employee's responsibility to notify the Association if their lawful deductions change.

The Association will make those deductions or withholdings from the pay of an Employee which it is legally bound to make (including taxes and court ordered withholdings) or deductions which are specifically authorized by the Employee in writing. If an Employee wishes to voluntarily request a paycheck deduction, contact the Director of Finance and Operations.

Deductions of Pay from Exempt Employees

The Association complies with the salary requirements of the Fair Labor Standards Act (FLSA). The Association does not make improper deductions from the salaries of Employees who are exempt for overtime purposes. Exempt Employees are those employed in a bona fide executive, administrative, or professional capacity and who are exempt from the FLSA's overtime pay requirements.

What Deductions Are Permitted?

There are certain circumstances where deductions from the salaries of exempt Employees are permissible. Such circumstances include:

- When an exempt Employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- When an exempt Employee is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts received by the employee as witness or jury fees, or for military pay; or
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

Also, an employer is not required to pay the full salary in the first or last week of employment; for weeks in which an exempt Employee takes unpaid leave under the Family and Medical Leave Act or; for penalties imposed in good faith for infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.



What to Do If an Improper Deduction Occurs

If you are an exempt Employee of the Association and believe that an improper deduction has been made to your salary, you should immediately report this information to the Executive Director, or to the President of the Association. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

4.5 Direct Deposit

The Michigan Library Association provides direct deposit of payroll checks for all its Employees. The MLA will provide an Employee form for this purpose.

4.6 Electronic W-2s

The Michigan Library Association provides the opportunity for electronic W2s. The MLA will provide an Employee form for this purpose.

4.7 Salary and Expense Payments

The Executive Director shall set staff salaries based on the Board of Directors approved budget. The Executive Committee will set the Executive Director's salary as part of the Executive Director Review Process.

Employees incurring pre-authorized expenses due to MLA business shall be reimbursed, on the recommendation of the Executive Director and within the approved budget.

Employees using a personal automobile on pre-authorized Association business will be reimbursed at the then current Federal Mileage Rate as approved by the Executive Director.

Employees on pre-authorized Association business will be reimbursed at per-diem rates to be established yearly by the Executive Director and within state rate guidelines.

Reimbursements are paid bi-weekly along with payroll.

Section V

Employee Benefits

5.1 Employee Benefits and Insurances

The benefits described in this Section are those currently provided to Employees of the Michigan Library Association after ninety (90) days or one hundred eighty days (180) of continuous employment. Some of the benefits listed here are for full-time Employees only and are indicated as such. The description of benefits in this Section is for informational purposes only and does not create a contract for benefits. The Association reserves the right to change, add to, delete or otherwise amend the benefits described including eligibility for receipt of benefits. Changes may be made at the sole discretion of the Board of Directors with or without notice. However, changes will not be made retroactively if the change is deemed to be detrimental to the Employee.

Association Provided Benefits

Health Insurance

After three months (90 days) of continuous employment all full-time Employees will be given the option of health insurance coverage subject to an eligibility determination by the carrier. Cafeteria plan rules may supersede this policy.

Life Insurance

After three months (90 days) of consecutive employment all full-time Employees will receive life insurance benefits with the premium paid by MLA subject to an eligibility determination by the carrier. Cafeteria plan rules may supersede this policy.

Short and Long Term Disability Insurance

After three months (90 days) of consecutive employment all full-time Employees will receive short- and long-term disability insurance benefits with the premium paid by MLA subject to an eligibility and limitations determination by the carrier and cafeteria plan rules.

The term "disability", "work-related disability" and "continuation of disability" shall conform with definitions used by the Association's group disability carrier.

403(B) Retirement Plan



The Association will make available to all regular Employees a 403(b) plan. Eligibility for elective deferral or employer contributions are in the plan document. Funds may be deducted from the Employee's pay checks and invested before taxes. Limitations on the amount of funds an Employee may invest are determined by the investment company and the Internal Revenue Service.

Additional information may be obtained from the plan administrator. The Association does not recommend this program and has no relationship with the companies. An Employee's participation is voluntary.

5.2 Holidays

Holiday pay is paid to regular Employees. Pay for designated holidays will be based upon on Employee's salary or wage for the Employee's regularly scheduled work day and shall not count as hours worked.

The following are designated as paid holidays for eligible Employees

Martin Luther King's Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Eve Day through New Year's Day (max 7 days)

Official Holiday falls on a Weekend

If a designated holiday occurs on a Saturday, the day before (Friday) shall be the holiday or, if the holiday falls on Sunday, the day following (Monday) shall be the holiday.

To receive holiday pay an Employee must have worked the last scheduled working day prior to and the next scheduled working day after such holiday, unless on a leave of absence approved by the Executive Director.

Official Holiday falls during Vacation or Paid Leave



An Employee on vacation or an Employee on paid leave during a week in which a holiday falls will receive holiday pay and will not be considered on vacation or paid leave the day of the holiday.

Religious Holidays

An Employee may request scheduling changes to observe a religious holiday not listed above.

5.3 Vacation and Sick Leave

Vacation Leave

All permanent Employees regularly scheduled to work 40 hours per week will earn the following annual vacation, accrued on a per payroll basis:

Year 1 – 3	80 hours
Year 4 & 5	100 hours
Year 6+	120 hours

Employees regularly scheduled for less than 40 hours will receive a pro-rated accrual based on the above annual scale.

A new Employee will accumulate vacation time from the date of hire but must have worked a full six (6) months before the Employee is eligible to use any accumulated vacation time.

The Executive Director shall approve in advance the time at which vacations may be scheduled. Vacation leave may be taken in increments of one hour or more.

A maximum of 160 hours (20 days) vacation may be accrued during the first five years of employment. A maximum of 240 hours (30 days) vacation may be accrued starting at the sixth year of employment.

A maximum of 160 hours (20 days) maybe paid out upon termination of employment. See Separation Policy for payout limitations due to voluntary separation without 14 days’ notice. See Holiday policy for interactions between holiday and vacation leave.



Sick Leave

All newly hired Employees regularly scheduled to work 40 hours per week will earn (one time) 16 hours of sick time upon date of hire plus the following annual vacation, accrued on a per payroll basis:

Year 1	96 hours (16 earned at date of hire)
Year 2+	96 hours

Employees regularly scheduled for less than 40 hours will receive a pro-rated accrual based on the above annual scale.

Employees may accrue up to 520 hours (65 work days). Annually up to 16 hours of earned sick time may be used for **Personal Business**. Sick leave may be taken in increments of one hour or more.

MLA does not pay for unused sick leave at the termination of employment.

Sick leave may be used in the event of a family illness.

Employees must notify the Executive Director of their absence due to illness within one hour of their normal starting time.

If an Employee is absent due to illness for three (3) or more consecutive days, a doctor's Certification may be required by the Executive Director if abuse of sick leave is suspected.

The Executive Director must pre-approve absences for routine medical appointments that cause the Employee to be absent during regularly scheduled working hours.

5.4 Leaves of Absence

Bereavement Leave

All the Employees of the Michigan Library Association are eligible to use a maximum of three (3) consecutive days, with pay, in case of bereavement for an immediate family member. Bereavement leave approved beyond three (3) days must be covered by the Employee's accumulated vacation or personal time.

Immediate family consists of:

- An Employee's spouse, parent, or stepparent, child or stepchild, sibling, grandparent or grandchild.
- An Employee's spouse's parent, or stepparent, child or stepchild, sibling, grandparent or grandchild.
- An Employee's Child's spouse, child or stepchild, or grandchild.

Employees are requested to notify the Executive Director as soon as possible of their need to use bereavement leave.

Upon advance approval of the Executive Director, the Employee may receive release time to attend funeral/memorial services.

Bereavement time will be granted only if taken within 30 days of the death of an immediate family member.

Maternity/Paternity/Child Care Leave

An Employee may use their accumulated sick leave pay and/or vacation pay during the period on which the Employee requests a leave.

Upon expiration of sick and vacation leave, the Employee may be granted leave without pay or benefits upon application for such leave to the employer under the terms and conditions set forth in Other Leaves of Absence below.

Those persons who choose to adopt a child are also eligible for maternity/paternity childcare leave and a leave without pay under the terms and conditions set forth in Other Leaves of Absence below.

Such leaves shall not extend beyond three (3) months.

Other Leaves Of Absence

Other leaves of absence must be requested in writing to the Association and will be considered on an individual basis by the Executive Director and/or the Executive Committee.



Requests must state reasons for leave and date of intent to return.

Employees must exhaust all accumulated vacation, personal, compensatory and sick time before being eligible for a leave of absence.

Such leave generally shall not extend beyond three months.

Employees on approved leaves beyond three months are subject to recall and failure to return to work at such recall shall result in termination.

Employees on a paid leave of absence accumulate vacation, personal business or sick days. They are not eligible for holiday pay.

Employees on an unpaid leave of absence do not accumulate vacation, personal business, or sick days and are not eligible for holiday pay.

Jury Duty And Court Appearance

Any Employee who is summoned and reports for jury duty as prescribed by applicable law, shall be paid an amount of wages the Employee would otherwise have earned by working during regularly scheduled hours on that day and the daily jury fee paid by the courts (not including travel expenses or reimbursement of other expenses), provided the Employee surrenders the jury duty pay to the association. This policy shall apply for each scheduled work day that the Employee reports for, or performs, jury duty. The provisions of this policy are not applicable to any Employees who, without being summoned, volunteer for jury duty.

Any Employee who is requested or authorized to appear in a court of law in a work-related matter shall continue to receive their regular salary while away at court. However, that Employee must surrender to the Executive Director any witness fees, etc., received.

In order to receive payment under this provision, an Employee must pay over to the Association all witness fees received except for the mileage fee or reimbursement of other expense fees and give the Association prior notice that of being subpoenaed, show proof of the subpoena, and furnish satisfactory evidence that the appearance was performed on the days for which payment is claimed.

Any Employee who appears in a court of law in a non work-related matter shall request the appropriate personal business leave, or vacation time.

Section VI

Workplace Safety

6.1 Accidents and Injuries

Health And Safety

Each Employee involved in any accident which includes bodily injury or property damage in the course of work, whether or not involving vehicle operation, shall promptly and completely report the details thereof to the Executive Director.

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

All injuries sustained by an Employee in the course of work will, when the Association so designates, be subject to treatment by or under the supervision of an Association-appointed physician, provided that the Association agrees to pay the cost of such examination or treatment.

Workers' Disability Compensation

The Association provides workers' disability compensation insurance per the provisions of the carrier at no cost to you. In the event of a work-related injury or condition, workers' disability compensation insurance may provide wage loss benefit.

Following an accident at work or upon learning of a medical condition arising out of employment with the Association, an Employee must notify the Executive Director or their designee immediately so that a report may be filed with the Association's insurance provider.

The Association may require a medical release prior to allowing an Employee to return to work. If an Employee is absent for more than three (3) days, the Association will require him/her to present a certificate from a licensed physician allowing him/her to return to work. The Association may require that the Employee submit to necessary medical evaluation by a doctor selected by the Association or the Association's insurance carrier.



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Employee Forms

Samples of the following forms are included here. They are also available on the shared drive in the Administration; Forms; Employee Forms file.

- Employee Handbook & Policy Acknowledgement Document
- Direct Deposit Form
- Electronic W2 Authorization Form
- Emergency Contact Form
- Federal, State & Local W-4s
- I-9
- Benefits forms, manuals and documents
- Time Off Request Form
- Non-Exempt Timesheet
- Expense Request
- Mileage Reimbursement Form
- OSHA's Form 301 – Injury and Illness Incident Report
- Problem Solving Report
- Unlawful Harassment Complaint Form
- Change of Personal Information Form
- Release of Information Form



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Handbook and Policy Acknowledgement Document

Please complete and submit this page to the Director of Finance and Administration who will place it in the Employee's personnel file.

I acknowledge that I have received the Michigan Library Association (MLA) Employee Handbook, and this version supersedes any earlier versions. I understand that it is my responsibility to read and know its contents and purpose. I further acknowledge that I am bound by the policies and procedures described in this Handbook, and, in consideration of my employment I agree to follow them, including, but not limited to:

- Nature of Employment: At-Will Policy
- Conflict of Interest Policy
- Unlawful Harassment Policy
- Credit Card Usage Policy
- Document Retention and Destruction Policy
- Whistleblower Policy
- Code of Conduct

I also understand that the Handbook does not constitute a contract and MLA may revise, supplement or rescind policies, procedures or benefits described in the manual, with or without notice, and the most up to date version will be stored on MLA's shared drive in the Administration; Policies folder.

Employee's Signature

Employee's Name (Print)

Date