

HUM 231 Non-Union Page Policy Manual DECEMBER 17, 2014

Welcome

Welcome to Capital Area District Libraries! We are the 5th largest public library in Michigan.

Capital Area District Libraries was created when the Ingham County Board of Commissioners entered into a District Library Agreement with the City of Lansing March 10, 1997 to establish a District Library pursuant to the District Library Establishment Act, 1989 PA 24. The major source of funding for Capital Area District Libraries is a millage approved by voters.

Capital Area District Libraries' Board of Trustees ("Board") has seven members. Five (5) members are appointed by the Ingham County Board of Commissioners and two (2) members are appointed by the City of Lansing.

The Board is the body legally responsible for performing the duties assigned to it by state and local laws. The Board determines how the revenue of the Library will be spent. In addition, the Board appoints Capital Area District Libraries Executive Director ("Director"), establishes all Capital Area District Libraries' (CADL) policies, and is authorized to contract for Library services in and outside of Ingham County.

Purpose and Intent

The purpose of this Policy Manual is to provide a general reference of the policies Capital Area District Libraries adheres to and a general outline of the benefits CADL has to offer. THIS IS NOT A CONTRACT. Nothing in this Manual is or should be construed as a binding term or condition of employment.

All Non-Union Page employees (NUP Employees) of CADL serve at the will of CADL, and can be terminated at any time within the sole discretion of the Executive Director of CADL.

This Manual constitutes the employment policies of CADL, and it shall not be altered or amended without the concurrence of the majority of the Board of Trustees of CADL. The Board of Trustees reserves the right to unilaterally change CADL's personnel policies within its sole discretion.

This Manual supersedes all prior manuals as well as employment relationships, whether oral or written, between CADL and the NUP Employees. Previous

manuals and employment relationships, if any, whether oral or written, are canceled.

No employee and/or Board Member and/or agent of Capital Area District Libraries is authorized to make an oral representation or promise to an NUP Employee which changes the policies set forth in the Non-Union Page Employee Policy Manual. Oral expressions or promises made to an NUP Employee shall not be interpreted to create a contractual relationship between an NUP Employee of CADL and CADL, nor shall such communications alter the "at will" employment conditions of CADL. No other statement in this manual shall be construed in any manner to alter the "at will" status of NUP Employees of CADL.

Employment Policies

At-Will Status

As previously indicated, all Non-Union Page employees of CADL serve at the will of CADL, and can be terminated at any time within the sole discretion of the Executive Director of CADL, and can be terminated at any time within the sole discretion of the Executive Director of CADL.

Probationary Period

A probationary period provides both the NUP Employee and CADL the opportunity to evaluate the NUP Employees' performance. NUP Employees on probationary status are subject to the "at will" provisions of this manual.

All NUP Employees shall be on probation for six (6) months during which time their performance will be evaluated by their Supervisor at three (3) and six (6) months and then annually on January 1st thereafter.

Unsatisfactory Work Performance during Probationary Period

If an NUP Employee fails to achieve satisfactory work performance, his/her employment may be terminated; or the probationary period may be extended for a period of time (not to exceed six (6) months) as deemed appropriate by the Executive Director or designee.

If a new NUP Employee's probationary status is extended for any reason(s), he/she will not be eligible for any increase in compensation until the probationary status is completed.

All final decisions regarding probationary service shall be made by the NUP Employee's immediate supervisor and the Executive Director or designee.

Separation during the Probationary Period

An NUP Employee whose employment is terminated before the end of his/her probationary period and is later rehired by CADL, must begin a new probationary period upon rehire.

Probation as a Disciplinary Action

An NUP Employee who has completed his/her probationary period may also be placed on probationary status by the Executive Director or designee for any length of time because of problems with his/her work performance or other work related reasons deemed appropriate. During this period, the NUP Employees' performance will be monitored closely. There shall be a written evaluation by the NUP Employee's immediate supervisor which shall be discussed with the NUP Employee and submitted to the Human Resources office to be placed in the NUP Employee's personnel file. The Executive Director or supervisor shall notify the NUP Employee of the conditions necessary to satisfactorily complete the probationary period. During this period, the NUP Employee is not entitled to any increase in compensation. This paragraph shall not alter the "at will" status of any NUP Employee.

Work Hour Guidelines

Pay Period/Work Week

The pay period covers two weeks. The work week for part-time Employees is any time less than forty hours per week. Each week begins on Saturday and ends on the following Friday. Hours of work are composed of mornings, afternoons, evenings and weekends depending on the needs of the organization.

Lateness

When an Employee is not able to report to work on time, it is the Employee's responsibility to notify his/her supervisor as soon as possible, but no later than within an hour of his/her normal starting time.

All non-professional Employees who are late to work (including arrival or returning from break or lunch) must make up this time or take paid time (if available to the Employee) in 15-minute increments. The Employee's immediate supervisor will schedule any "make up" time.

Absence

When any Employee is unable to report to work due to illness or personal emergency, it is the Employee's responsibility to notify his/her supervisor as soon as possible, but no later than within an hour of his/her normal starting time. Failure to do so, unless extenuating circumstances exist, may result in treating the absence as unexcused. Employees will not be paid for unexcused absences.

The supervisor may also permit the Employee to make up the time if the absence is excused. It is the responsibility of the Employee to establish or provide evidence of valid reasons for absence if requested.

Breaks and Lunch

Each Employee is allowed one fifteen (15) minute break for each four consecutive hours recorded on his/her time record. Normally, there will be one morning break and one afternoon break during an eight-hour day. Work breaks cannot be combined into one long break or combined with lunch breaks to extend the meal period. Work breaks do not accumulate if not taken.

If an Employee is scheduled to work eight (8) hours in one day and the placement of his/her lunch hour splits this time into a block of time more than four (4) hours and one less than four (4) hours he/she is still entitled to both of his/her breaks.

Every Employee is required to take a thirty (30) minute unpaid lunch/dinner break if he/she has worked the previous six (6) hours. Employees who are under the age of 18 must take a thirty (30) minute break if they have worked the previous five (5) hours. The break should be scheduled to provide sufficient office coverage.

Neither work breaks nor lunch breaks can be used at the beginning or end of the work period to shorten the workday.

Family Medical Leave

The Family Medical Leave Act (FMLA) provides up to 12 weeks of unpaid leave to "eligible" Employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous 12 months.

Unpaid leave may be granted for any of the following reasons:

1. The birth of the Employee's child and to care for the new born child
2. Placement with the Employee of a child for adoption or foster care
3. To care for the Employees' spouse, son, daughter, or parent with a serious health condition
4. Because the Employee has a serious health condition that makes the Employee unable to perform the functions of the Employee's job.

Detailed information regarding a leave of absence under the Family Medical Leave Act is available from the Human Resources Office.

Unpaid Leaves of Absence

An Unpaid Leave of absence is defined as authorized absence from work for a specific period of time. During this time, an NUP Employee is not on pay status,

but retains the right to a job when he/she returns. An unpaid leave of absence is granted at the sole discretion of the Executive Director and is usually granted in response to unusual circumstances. It is not a fringe benefit to which any employee is entitled. Any request for an unpaid leave of absence must be submitted, in writing, to the Executive Director at the earliest possible time.

Salary and Benefits

Time Cards and Pay Days

All Employees must use the online time card system to punch in and punch out. Each shift must be approved by the Employee and the Supervisor. The online time card must record the time actually worked by the employee.

Pay Days

An Employee's paycheck covers an 80.0 hour period which ends one week before payday.

Pay increases for Non-Union Page Employees will be determined annually by the CADL Board. Any increase will take effect on January 1st of each year.

Pay Checks

All employees are required to sign up for direct deposit or a Chase Visa card provided to them by our Paychex payroll system.

NUP Policies

Dress Code

Each NUP employee must adhere to the public services dress code. If approved by the branch library head, NUP employees may be allowed to wear jeans. All other aspects of the CADL dress code apply.

Each employee is also expected to wear a nametag at all times. The nametags are provided by CADL.

For all other H/R policies and procedures which apply, please see the attached H/R Policies and Procedures Manual.

NON-UNION PAGE EMPLOYEE ACKNOWLEDGMENT

I, _____, a NUP Employee of Capital Area District Libraries (CADL), have received and reviewed a copy of Capital Area District Libraries Non-Union Page Employee Policy Manual. I

understand that the language in this Policy Manual does not create a contract between CADL and myself for employment or the providing of benefits.

I, _____, further understand that as a Non-Union Page Employee of CADL, I serve at the will of CADL and that I can be terminated at any time within the sole discretion of the Board of Trustees of CADL.

Dated: _____