Franklin Public Library

Personnel Policies Manual

January 2025

INTRODUCTION TO THE MANUAL

Purpose of the Manual

The purpose of these policies is to establish formal procedures to be used as a guide to personnel matters and as a basis for consistent and fair treatment of employees of the Franklin Public Library (FPL). The FPL reserves the right to modify or discontinue any of the policies or employee benefits described in this manual, or modify the compensation of employees.

Employees are expected to use good judgment in their actions, especially regarding the impact of their actions upon co-workers and the public image of the FPL:

To accomplish this, it shall be the responsibility of each employee to:

* Treat other employees and the general public in a courteous manner.
* Act in accordance with the highest ethical standards, particularly privacy of patron records and other information, in all dealings with the general public.
* Understand that discrimination based on race, color, creed, national origin, sex, marital status, age, sexual orientation, height, weight, disability, political affiliation or beliefs is unacceptable.
* Perform job duties in a proper, efficient and safe manner and to the best of his/her ability.
* Observe, at all times the FPL work rules, policies and procedures.

Application of Policies

These policies and procedures apply to all of the Library’s employees unless otherwise specifically provided.

Distribution

A copy of this manual shall be provided to each employee of the FPL. Each employee receiving a copy of this manual will sign and return a standard form certifying his/her receipt of, and review of the manual.

Severability

If one or more provisions of this policy manual are superseded by or become in conflict with state or federal laws, or if they are determined by court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

WORKFORCE

At-will Employment

The FPL is an “at-will” employer. This means that any employee may be terminated at any time for any reason or for no reason at all, with or without cause.

Similarly, any employee may resign his/her employment with the FPL at any time for any reason or for no reason at all, with or without notice and with or without cause.

This at-will employment relationship with the FPL may not be changed by any written document, oral representation or conduct unless the FPL Board of Trustees specifically approves such a change, in writing.

Hourly employees are paid for time worked rounded up to the nearest quarter hour.

EMPLOYEE SELECTION

Equal Employment Opportunity

Paychecks are issued monthly after the 25th.

It is the policy of the FPL to provide equal opportunity to all qualified individuals in its recruitment, hiring and employment practices and to assure that there will be no discrimination against any person on the grounds of race, age, religion, sex, national origin, political affiliation, marital status, handicap, or other protected classes.

Accommodation of Handicaps

Michigan law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the FPL in writing of the need for an accommodation within 182 days of the date the handicapped individual knows or should know that an accommodation is needed. Failure to properly notify the FPL will preclude any claim that the FPL failed to accommodate the handicapped individual.

Minimum Age for Employment

Students must be at least 15 years of age to be considered for employment.

GENERAL OPERATING PROCEDURES

Attendance

Prompt and regular attendance is an important job performance factor. All employees shall attend each day of scheduled work unless they receive authorized leave. Unnecessary, habitual or frequent tardiness or absence will result in disciplinary action up to and including discharge.

Pages who are unable to work scheduled hours should notify the librarian or leave a message at the library as soon as possible.

Other employees with non-emergency absences should find a substitute to cover scheduled hours. The Director should be notified of staffing changes or if coverage cannot be arranged. In an emergency contact the Director to handle schedule changes.

Employees who require extended leave should discuss their needs with the Director as soon as possible. The Director, along with the Board of Trustees, will address leave of absence issues on an individual basis.

If the Birmingham schools are closed due to weather, use your best discretion about travelling to the library to open that day. If the library is closed due to weather or a utility outage, staff will be paid for regularly scheduled hours.

Courtesy

*The FPL serves its community. Employees should remain polite and helpful with all visitors at all times. To ensure excellent customer service, professional growth and a positive library environment, all employees are expected to:*

* *Serve all patrons with courtesy and concern regardless of sex, age, race, religious or political affiliations.*
* *Use their skills and training to perform to the best of their abilities.*
* *Comply with safety rules and exercise common sense to ensure a safe work environment.*
* *Conduct themselves in a manner that reflects favorably on the Library.*
* *Cooperate respectfully with co-workers.*
* *Observe the rules and procedure of the Library set forth by the Director.*

In addition to personal contacts, courtesy and consideration are expected of FPL employees while talking, on the phone or otherwise representing the FPL.

Political Activity

Employees may not engage in political activities or campaigning during working hours.

Personal Appearance

The appearance and demeanor of our employees is important to demonstrating the professionalism of our organization and commitment to public service. For this reason, each employee is expected to report for work each day with a positive attitude and an appropriate appearance of his or her position.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others.

Personal Hygiene

Cleanliness is a must for any position in the FPL. Personal hygiene shall be tended to not only for the individual’s comfort but also for the protection and safety of fellow employees. Body odors, strong perfume, or smoke may all be particularly offensive to the public and co-workers. Employees should take pride in their appearance and assure cleanliness and neatness of hair, shoes and clothing.

Drug Free Workplace

The FPL is dedicated to maintaining a safe and drug free workplace. To do so, employees must comply with the following rules:

* Controlled substances or alcohol are not permitted on the FPL’s property, without the specific permission of the library director as it relates to library programming.
* Employee may not use, distribute, manufacture, dispense, or possess controlled substances or alcohol while on work time or in the workplace.
* Employees may not come to work under the influence of any controlled substances or alcohol.
* Possession, use or being under the influence of alcohol or a controlled substance is grounds for disciplinary action up to and including immediate termination.

Harassment

The FPL will not tolerate harassment by any of its employees. Each employee has a right to work in an environment free from harassment. This policy applies equally to all unlawful forms or harassment in the work place including sexual, ethnic, racial, religious, age, handicap, or other protected classifications.

Any employee or applicant who believes that he or she has suffered harassment can report the incident(s) directly to the director or a library board member. The FPL will not tolerate retaliation against any employee reporting a violation of this policy.

In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred, will be investigated.

The FPL considers harassment to be a serious offense which will result in disciplinary action up to and including dismissal, against the offender, regardless of the offender’s position within the FPL.

Workplace Violence

The FPL is committed to reducing the potential for workplace violence. In this regard, it is the policy of the FPL to prohibit acts or threats of violence by any party, directed toward employees or visitors to the FPL.

Related to this policy the FPL is committed to the following:

* Providing a safe and healthful work environment, consistent with health and safety rules.
* Taking prompt remedial action, up to and including discharge against any employee who engages in threatening behavior or acts of violence.
* Taking appropriate action against any non-employee who engages in such behavior including from employees and visitors to the FPL, up to and including criminal prosecution.
* Prohibiting unauthorized firearms or other weapons on FPL premises.

Employees who display a tendency to engage in violent, abusive or threatening behavior may be referred for counseling or other appropriate treatment. Such employees will also be subject to disciplinary action, up to and including discharge.

Smoking and Other Tobacco Products

In accordance with state law, the PFL acknowledges the health and safety benefits of a smoke-free and tobacco-free workplace. Therefore, smoking and smokeless tobacco are prohibited in the FPL.

Personnel Files

Personnel files containing job performance records, benefits data, and related employment information are maintained on each employee. The files are considered strictly confidential with access allowed for very limited reasons as specified by federal or state law.

**TERMINATION OF EMPLOYMENT**

Involuntary Termination

Employees who are terminated from employment involuntarily (dismissed or discharged) will be paid for actual time worked.

Return of Property

An employee leaving the FPL for any reason with FPL owned equipment, property or keys in his/her possession shall return such items to their supervisor prior to receiving their last paycheck.

***The FPL will provide no references for former employees. We will verify that the employee was employed by the FPL and the dates of employment.***

**EMPLOYEE DISCIPLINE**

Work Rules

While on duty and/or on library property, employees are expected to avoid the conduct listed below and to observe “common sense” and socially acceptable standards of conduct. It is not possible, however, to list all such rules. Accordingly, the list contained below is not exhaustive.

* Excessive absenteeism or absence from work without permission.
* Theft or inappropriate removal or possession of Library/other employee/patron property.
* Providing false information on an employment application, time card, or any other record pertaining to library business.
* Insubordination, including refusal to carry out directions given by a supervisor and/or receiving or responding to such directions in an insolent manner.
* Failure to perform assigned duties and/or negligent or inefficient performance of assigned duties.
* Conducting work duties in an unsafe manner or taking undue risks.
* Rude, inappropriate, harassing, threatening, hostile or unprofessional actions or behavior.
* Possessing, using or being impaired by or having one’s performance affected by intoxicating beverages, narcotics or controlled or illegal substances on Library property.
* Possession of dangerous or unauthorized materials such as explosives, firearms, or other weapons on library property.
* Acts of sabotage or other interference with library operations
* Violation of any policy contained in this manual.

Disciplinary Action

The primary objective of disciplinary action is to inform the employee that a work rule or policy violation has occurred and what action is being taken. The employee is also instructed on measures or actions that they must take to correct the action. They are also told what the consequences will be if the same violation occurs again.

Action may include, but is not limited to, an oral or written warning, a suspension or termination of employment.

Notations of disciplinary actions will be recorded in the employee’s personnel file, and are a permanent part of that file. Employees may submit written comments, up to one page in length, which will also become part of their file. Copies of everything added to their personnel file may be given to the employee upon request.

Redress of disciplinary action

If an employee receives a disciplinary action from a supervisor and feels the action taken was contrary to library policy or inappropriate for any reason, he/she may meet and discuss his/her concerns with the Library Director. The employee may request that the Library Director re-visit the disciplinary action and determine what, if any, change in the level of disciplinary action will occur. Following the decision of the Library Director, if the employee desires further redress, the employee may contact the Library Boardof Trustees in writing. The decision of the Library Board is final and binding.

The process for disciplinary action and/or addressing work rules violations as described in this policy does not supersede the ability of the library to function as an at-will employer.

WORKERS COMPENSATION

The applicable Worker’s Compensation laws cover each employee. Employees are responsible for immediately reporting any injury, no matter how slight, to their supervisor.