
Paid Sick Leave Days

Five (5) paid sick leave days for salaried employees and two (2) paid sick leave days for hourly library employees with at least one (1) year employment. Hourly employees' compensation will be based on their average daily pay earned from their previous year's employment. Sick days are to be used when the employee is unable to attend work due to illness or medical appointments; or to care for immediate family members.

Family member is defined as:

- Biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis.
- Biological parent, foster parent, stepparent, or adopted parent or legal guardian of an employee, or an individual who stood in loco parentis when the employee was a minor child.
- Spouse or domestic partner.
- Grandparent or grandchildren.
- Biological, foster, or adopted sibling.

Any unused sick days may accumulate from year to year to a maximum of thirty (30) days. Accumulated days may only be used for illness. Unused sick days will not be paid out in the event of termination of employment.

Jury Duty

If a salaried employee is called for jury duty, the employee's regular pay shall be maintained by the Beaver Island District Library for a period of, but not to exceed five (5) working days. Salaried employees are required to reimburse BIDL for the jury pay received (excluding travel reimbursements) while regular pay is maintained. Jury duty beyond five (5) days requires a leave of absence without pay. Hourly employees will not receive compensation from the Beaver Island District Library for jury duty.

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Paid Personal Time

1. All paid vacation days must be used within one (1) year from the date earned.
"Use them or lose them".

Other Leave

All employees shall be granted funeral leave with pay, upon the death of an immediate family member (parent, step-parent, spouse, parent of a spouse, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, sibling, sibling-in-law). Employees will be granted 3 days. If the funeral is to be held off Beaver Island, employees will be granted 4 days.

Confliction Resolutions

Employees should first bring any issues to the Director. If the problem persists two weeks after the discussion with the Director, the employee may notify the Board of Trustees in writing. The Library Board of Trustees will set up a time to address the problem at the next regular meeting, which can be closed at the employee's request.

Volunteers

The Library encourages interested individuals to volunteer their time and services. Volunteers will be trained and supervised by library staff and covered under the library's general liability policy.

Rules to Protect Us All

The Library believes that all of its employees should take pride in their jobs and desire to perform them in an efficient and effective manner. People cannot live and work together successfully and enjoyably without order.

The Library needs to have certain reasonable policies and rules for the conduct of its business. The most important rule is that an employee use common sense, or sated differently, "the rule of reason". This list is not all-inclusive; however, the following list gives an idea of a few basic rules that should not be violated under any circumstances. Violation of these basic rules, the policies of this Handbook, or other Library policies may lead to discipline, up to and including immediate termination. If any employee has any questions about these basic rules, or what is expected, please discuss them with the Library Director.

The existence of these rules does not change the status of an at-will employee. The employee or employer may still terminate employment at any time, for any reason, or for no reason, with or without cause.

- The Library will not tolerate absenteeism or tardiness, including employees who do not report to work as scheduled, or leave work during a scheduled shift without permission.
- Falsifying time sheets or any other records required to be kept.
- Making false statements regarding the reason for an absence.
- Making or publishing any vicious, defamatory, malicious, or deliberately false statements concerning any employee, Trustee, the Library, or its work or services.
- Stealing or misappropriating Library property, another employees property, or