

Lakeland Library Cooperative

Employee Handbook

401 Timekeeping

Effective Date: 05/14/2009

Revision Date:

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Lakeland Library Cooperative to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed by the Cooperative Director.

Altering, falsifying, and/or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time and stay no more than 15 minutes after their scheduled stop time, unless the employee has received express prior authorization from their supervisor for the early arrival or delayed departure. Employees are not expected to nor should they perform work during these pre and post work times.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

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403 Work Schedules

Effective Date: 05/14/2009

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Work schedules for employees vary throughout Lakeland Library Cooperative. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program. Flexible scheduling is a privilege which should not be misused or abused. Employees must be certain that they work their full schedule, and not work over without prior permission. If the practice becomes too difficult to monitor, then it may be eliminated.

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405 Attendance and Punctuality

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To maintain a productive and efficient work environment, Lakeland Library Cooperative expects employees to be reliable and punctual in reporting for scheduled work. Every employee has an obligation to his fellow employees and to Lakeland Library Cooperative to be at work on all scheduled days and to report to work on time. Absenteeism and tardiness are disruptive and burdensome on fellow employees and adversely affects the ability of Lakeland Library Cooperative to service member libraries. Where an employee cannot avoid being late to work or absent from work as scheduled, he or she should notify his or her supervisor as soon as possible in advance of the time scheduled to work. The employee must notify his or her supervisor on each day that he or she is unable to report to work.

Failure to comply with this policy may lead to disciplinary action, up to and including termination of employment.

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407 Rest and Meal Periods

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Each workday, nonexempt employees are encouraged to take a break period of fifteen (15) minutes in length for each four (4) hours worked. To the extent possible, break periods should be taken in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted break period time. Generally employees should not leave the work site during the break period without prior permission of their supervisor.

Employees may be provided with one unpaid meal period each workday, depending on their particular schedule. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for their meal period. If an employee is required to perform any substantial work during the meal period, he or she should notify the supervisor and request to record the time as worked time. The supervisor may extend the lunch period, authorize overtime, or allow the employee to leave early to compensate.

Employees may not skip their meal period to leave work early without the prior approval of their supervisor. Because break periods are paid time, no overtime or additional compensation will be awarded if an employee is required to work through a break period. Likewise, employees may not skip their break period to leave work early.

Employees who fail to comply with this policy may be subject to discipline, up to and including termination of employment.

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409 Overtime

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When operating requirements or other needs cannot be met during regular working hours, employees may be required to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Cooperative Director's prior authorization.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

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411 Paydays

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All employees are paid every two weeks on Tuesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will be paid on the first day of work following the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Employees may have their pay directly deposited into their bank accounts if they provide advance written authorization to Lakeland Library Cooperative. Employees will receive an itemized statement of wages when Lakeland Library Cooperative makes direct deposits.

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413 Administrative Pay Corrections

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Lakeland Library Cooperative takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Bookkeeper so that corrections can be made as quickly as possible.

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415 Pay Deductions and Setoffs

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The law requires that Lakeland Library Cooperative make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Lakeland also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Lakeland Library Cooperative matches the amount of Social Security taxes deducted for each employee.

Lakeland Library Cooperative offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Lakeland Library Cooperative, usually to help pay off a debt or obligation to Lakeland Library Cooperative or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, see the Bookkeeper for an explanation.

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417 Employment Termination

Effective Date: 05/14/2009

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Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- * Resignation - voluntary employment termination initiated by an employee.
- * Discharge - involuntary employment termination initiated by the organization.
- * Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.
- * Inability or failure to return to work after an approved leave of absence.

Lakeland Library Cooperative may schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Lakeland Library Cooperative, or return of Lakeland Library Cooperative-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Lakeland Library Cooperative is at-will, both the employee and Lakeland Library Cooperative have the right to terminate employment at any time, with or without cause, and with or without advance notice. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner: (1) All accrued, vested benefits that are due and payable at termination will be paid; (2) some benefits may be continued at the employee's expense, according to applicable laws; and (3) the employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

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419 Resignation

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Resignation is a voluntary act initiated by the employee to terminate employment with Lakeland Library Cooperative. Although advance notice is not required, Lakeland Library Cooperative suggests at least two (2) weeks' written notice of resignation from nonexempt employees and four (4) weeks' notice from exempt employees.

Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

If an employee does not provide advance notice as requested, the employee will be considered ineligible for rehire.

Employees approaching retirement should notify Lakeland Library Cooperative two (2) months in advance of the planned retirement date. An interview will be scheduled with the Bookkeeper to discuss the retiree's employee pension and insurance benefits.