

Lakeland Library Cooperative

Employee Handbook

Table of Contents

<u>No. Policy</u>	<u>Effective Date:</u>	<u>Revision Date:</u>
INTRODUCTION		
001 Employee Welcome Message	5/14/09	
003 Organization Description	5/14/09	
004 Introductory Statement	5/14/09	
005 Customer Relations	5/14/09	
006 Employee Acknowledgement Form	5/14/09	
EMPLOYMENT		
101 Nature of Employment	5/14/09	
102 Employee Relations	5/14/09	
103 Equal Employment Opportunity	5/14/09	
104 Business Ethics and Conduct	5/14/09	
105 Hiring of Relatives	5/14/09	
106 Employee Medical Examinations	5/14/09	
107 Immigration Law Compliance	5/14/09	
108 Conflicts of Interest	5/14/09	
110 Outside Employment	5/14/09	
114 Disability Accommodation	5/14/09	
116 Job Posting	5/14/09	
118 Employee Work Product	5/14/09	
120 Lawsuits	5/14/09	
EMPLOYMENT STATUS & RECORDS		
201 Employment Categories	5/14/09	
202 Access to Personnel Files	5/14/09	
203 Employment Reference Checks	5/14/09	
204 Personnel Data Changes	5/14/09	
205 Introductory Period	5/14/09	
208 Employment Applications	5/14/09	
209 Performance Evaluation	5/14/09	
210 Job Descriptions	5/14/09	
212 Salary Administration	5/14/09	
214 Social Security Numbers	5/14/09	
EMPLOYEE BENEFIT PROGRAMS		
301 Employee Benefits	5/14/09	
303 Vacation Benefits	5/14/09	
304 Personal Days	5/14/09	
305 Holidays	5/14/09	
306 Workers' Compensation Insurance	5/14/09	
307 Sick Leave Benefits	5/14/09	
309 Bereavement Leave	5/14/09	

Lakeland Library Cooperative

Employee Handbook

<u>No. Policy</u>	<u>Effective Date:</u>	<u>Revision Date:</u>
EMPLOYEE BENEFIT PROGRAMS <i>continued</i>		
311 Jury Duty	5/14/09	
316 Health Insurance	5/14/09	
317 Life Insurance	5/14/09	
319 Long-Term Disability	5/14/09	
324 Employee Assistance Program	5/14/09	
325 Pension	09/24/09	
326 Training Courses	5/14/09	
TIMEKEEPING & PAYROLL		
401 Timekeeping	5/14/09	
403 Work Schedules	5/14/09	
405 Attendance and Punctuality	5/14/09	
407 Rest and Meal Periods	5/14/09	
409 Overtime	5/14/09	
411 Paydays	5/14/09	
413 Administrative Pay Corrections	5/14/09	
415 Pay Deductions and Setoffs	5/14/09	
417 Employment Termination	5/14/09	
419 Resignation	5/14/09	
WORK CONDITIONS & HOURS		
501 Safety	5/14/09	
503 Use of Phone and Mail Systems	5/14/09	
505 Cell Phone Usage	5/14/09	
507 Use of Equipment and Vehicles	5/14/09	
509 Personal Use of Cooperative Property	5/14/09	
511 Return of Property	5/14/09	
513 Keys and Security Codes	5/14/09	
515 Emergency Closings	5/14/09	
517 Business Travel Expenses	5/14/09	
519 Visitors in the Workplace	5/14/09	
521 Electronic Communication Use	5/14/09	
523 Internet Usage	5/14/09	
525 Workplace Violence Prevention	5/14/09	
LEAVES OF ABSENCE		
601 Family and Medical Leave	5/14/09	
603 Leaves of Absence	5/14/09	
605 Military Leave	5/14/09	

Lakeland Library Cooperative

Employee Handbook

No. Policy

**Effective
Date:**

**Revision
Date:**

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Employee Conduct and Work Rules	5/14/09	
702 Drug and Alcohol Use	5/14/09	
703 Smoking	5/14/09	
704 Prohibited Harassment and Discrimination	5/14/09	
705 Personal Appearance	5/14/09	
707 Security Inspections	5/14/09	
709 Solicitation	5/14/09	
714 Drug Testing	5/14/09	
716 Progressive Discipline	5/14/09	
718 Problem Resolution	5/14/09	
722 Workplace Etiquette	5/14/09	

MISCELLANEOUS

801 Suggestion Program	5/14/09	
803 Purchasing Policy	5/14/09	
805 Confidentiality of Patron Records	5/14/09	