

**MARMOT LIBRARY NETWORK**

**EMPLOYEE HANDBOOK**

June 5, 2017 DRAFT

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## 1. INTRODUCTION

This handbook was developed to describe some of the guidelines, programs, and benefits for employees. All employees should read this document, and talk with the Executive Director about any concerns or questions.

The Employee Handbook is reviewed every two years, updated as necessary, and approved by the Executive Board. Updates required outside the normal review cycle are drafted by the Executive Director and approved at the next quarterly Board Meeting.

### IMPORTANT NOTICE

AT MARMOT LIBRARY NETWORK, INC., NEITHER THE EMPLOYEE NOR THE EMPLOYER IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH MARMOT LIBRARY NETWORK, INC. IS AT-WILL. EITHER THE EMPLOYEE OR MANAGEMENT HAS THE RIGHT TO TERMINATE THE EMPLOYMENT AT ANY TIME, FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION. NO REPRESENTATIVE OF MARMOT LIBRARY NETWORK, INC., OTHER THAN THE EXECUTIVE DIRECTOR OF THE ORGANIZATION, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND THE EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, MARMOT LIBRARY NETWORK, INC., RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS OF MARMOT LIBRARY NETWORK, INC. (HEREINAFTER REFERRED TO AS "MARMOT.") THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

## 2. EMPLOYMENT

### 2.1 Equal Employment Opportunity (EEO)/Harassment

Marmot is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, sexual orientation, gender identity, [pregnancy](#), or any other applicable status protected by state or local law.

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## ADA and Religious Accommodation

Marmot will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to Marmot or [cause](#) a direct threat [to health or safety](#). Employees needing such accommodation are instructed to contact the Executive Director or Business Manager immediately.

### 2.2 EEO Harassment

Marmot strives to maintain a work environment free of unlawful harassment. In doing so, Marmot prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, sexual orientation, gender identity, [pregnancy](#), or any other applicable status protected by state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's protected status will not be tolerated. Prohibited behavior may include but is not limited to the following:

- ◆ Written form such as cartoons, e-mail, posters, drawings, or photographs.
- ◆ Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- ◆ Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

### 2.3 Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, it warrants separate emphasis.

Marmot strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- ◆ Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- ◆ Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- ◆ Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- ◆ Written form, such as cartoons, posters, calendars, notes, letters, e-mail.
- ◆ Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- ◆ Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

### Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. Marmot expects employees to make a timely complaint to enable Marmot to investigate and correct any behavior that may be in violation of this policy.

Promptly report the incident to the Executive Director or Board President, who will investigate the matter and take appropriate action. Your complaint will be kept as confidential as practicable.

If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Business Manager.

Marmot prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If an employee perceives retaliation for making a complaint or for participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated by the appropriate authority.

If Marmot determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

### 2.4 Personnel Files

To ensure that an employee's personnel file is up-to-date at all times, the employee should notify the Business Manager of any changes in name, telephone number, home address, marital status, number of dependents, benefit coverage, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, and so forth.

Current employees may inspect their personnel file, once annually under the supervision of the Business Manager. Former employees may inspect their personnel file once after separation. Personnel files are the property of Marmot. Current or former employees may be charged for copies.

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## 3. EMPLOYEE STATUS

### 3.1 Classifications of Employment

Full-time Employees - Employees normally scheduled to work thirty to forty hours per week.

Part-time Employees - Employees normally scheduled to work fewer than thirty hours per week

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Temporary Employees - Employees engaged to work full-time or part-time with the understanding that their employment will be terminated upon completion of a specific assignment. A temporary employee who may accept a new temporary assignment will retain temporary status.

Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of Marmot. Independent contractors are NOT considered employees.

**Exempt Employee** – Exempt employees are paid a monthly salary. They are not eligible for overtime pay. Their classification as “exempt” employees is determined according to Department of Labor guidelines.

**Nonexempt Employee** - Nonexempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek.

### 3.2 Work Hours

The regular workweek for all full-time employees is forty hours, divided into five days, Monday through Friday except as needed due to work demands. Full-time employees are generally scheduled to work eight hours per day. The normal work hours for full-time employees are 8:00 AM to 5:00 PM, with a one-hour unpaid meal period. Nonexempt employees must clock out and take a lunch break. Work schedules may be changed from time to time at the discretion of the Executive Director to meet the varying conditions of the business. Nonexempt employees are responsible for documenting daily time worked in the time-clock system.

Given unpredictable workloads during on-call assignments and special projects that must be scheduled off-hours, flex time may be scheduled by the Executive Director. In general, exempt employees should work as many hours as it takes to get the job done; they should not count hours worked as if punching a time clock. Such behavior could put Marmot at risk of fines for misclassifying nonexempt employees as exempt.

Overtime work must be preapproved by managers. Overtime pay at 1.5 times the hourly rate is paid for actual hours worked over 40 hours per week. Holiday, vacation, sick, and other paid time off are not counted as hours worked in the computation of overtime.

Exempt employees may work off-hours, but non-exempt employees should not do Marmot work when they are off the clock. Employees in the habit of checking Marmot email any time of day or night are advised that reading or deleting email is NOT considered work, but replying or acting on email IS considered work and should be reported as such on timesheets. If nonexempt employees notice email requiring prompt attention, they should pass the issue to their manager, who will handle it or approve overtime for the nonexempt employee to handle it.

### 3.3 Pay Procedures

All employees are normally paid by check or direct deposit on a monthly basis, usually on the second working day of each month. All required deductions, such as federal, state, and local

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taxes, and all authorized voluntary deductions will be withheld automatically from the employee's paychecks.

Employees should review paychecks for errors. If the employee believes an improper deduction has been made to their salary, the employee should immediately report this information to the Executive Director or Business Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will promptly be reimbursed.

### 3.4 Salary Administration

To attract and retain qualified and talented employees, Marmot strives to pay salaries competitive with those paid by computer services, libraries, and similar organizations in the region. Salaries are generally reviewed on an annual basis.

An employee's total compensation consists not only of the salary paid but also of the various benefits described in this Handbook.

Questions regarding salary administration or an employee's individual salary should be directed to the Executive Director.

### 3.5 Performance Reviews

Marmot endeavors to conduct performance reviews of each employee annually. In addition to regular performance reviews, special performance reviews may be conducted at any time.

## 4. TIME-OFF BENEFITS

Vacation, holiday, and other paid leave apply to full-time employees. Part-time employees receive holiday pay only [if the holiday falls on their regularly scheduled work day](#). Paid time off is prorated based on the normal work schedule. For example, a full-time employee who works a regular schedule of 30 hours per week accrues vacation at 30/40 times the vacation rate based on years of service.

Any absence over one hour during an employee's regularly scheduled work hours should be reported with an Absence Request Form to the employee's supervisor. Managers will forward approved Absence Request Form to the Business Manager for record-keeping. [All absence request forms should be given to the Business Manager before the end of each month.](#)

Managers may allow for undocumented comings and goings of **exempt** employees who are getting the job done. Managers must be meticulous about time reporting by **nonexempt** employees. Here are a few guidelines: 1) A 30-minute doctor appointment between 8a and 5p may be reported as 1 hour of sick leave—including travel time; 2) an early departure one afternoon may be reported as 2 hours of vacation; 3) an employee who works a flex schedule of 8a-3p and 4p-6p does not need to document a regularly scheduled 3p-4p absence from the office.

### 4.1 Vacation Benefit

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The vacation benefit for full-time employees begins accruing on the first day of the month following the first day of employment. Accrual rates and maximums are summarized in this table:

Continuous Service Time	Accrual Rate	Accrual Maximum
Years 1 & 2	6.66 hours per month (2 weeks per year)	120 hours
Years 3 - 9	10 hours per month (3 weeks per year)	160 hours
Years 8 and on	13.33 hours per month (4 weeks per year)	160 hours

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Employees will cease accruing any additional vacation time when they reach the accrual maximum. If the employee uses enough vacation to fall below the accrual maximum, then the employee will begin accruing time from that date. Therefore, employees are encouraged to plan vacation time with their manager and use vacation before reaching the maximum.

Employees terminating employment for any reason receive payment for all accrued unused vacation at the time of termination. No other payments will be made in lieu of taking vacation.

Vacation may be taken only with the prior approval of managers. From time to time, it may be necessary to decline requests for vacation. An employee should submit a vacation request form to their manager as far in advance as practical. Marmot may rescind approval of vacation requests depending on staff scheduling requirements.

#### 4.2 Holidays

Marmot usually provides the following paid holidays to full-time and part-time employees:

- |                               |                           |
|-------------------------------|---------------------------|
| New Year's Day                | Veterans Day              |
| Martin Luther King's Birthday | Thanksgiving Day          |
| Presidents' Day               | Friday after Thanksgiving |
| Memorial Day                  | Christmas Eve             |
| Independence Day              | Christmas Day             |
| Labor Day                     |                           |

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Exempt and nonexempt employees required to work on a holiday may schedule, with the approval of their manager, another day off in lieu of the holiday. Such alternative holidays

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should be taken within one week before or after the actual holiday within the same pay period. If an alternative holiday is not practical, nonexempt employees working a holiday will be paid 8 hours for the holiday plus actual hours worked. Holiday pay for part-time employees is prorated to their normal weekly rate. Employees will be given as much advance notice as possible of the actual holidays on which staff will be required to work.

If the Executive Director dismisses staff early (the afternoon before a holiday), time reporting will be handled the same as for Holidays (exempt and nonexempt employees will be paid for the full day, and nonexempt employees must report the time off as “Holiday”.)

### 4.3 Sick Leave

Marmot recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, Marmot provides sick leave to full-time employees.

While the sick leave benefit is primarily intended for employees, it also includes paid time off for the care of family members, whether newborn or sick children, sick or disabled spouses.

Sick leave benefits are accrued at 8 hours per month for full-time employees. Sick leave may be carried over from one calendar year to the next to a maximum of 720 hours, but no payments are made for accrued, unused sick days in the event of termination. [Full time employees who have exhausted their accrued sick leave and vacation leave may apply for sick leave donation. See Sick Leave Donation Policy for details.](#)

Employees must report their absence as described in the discussion of absenteeism in Section 7 of this Handbook. Please familiarize yourself with these guidelines.

Long-term illnesses are covered under short-term and long-term disability plans. Please consult Section 5 of this Handbook.

### 4.4 Bereavement Leave

If a death occurs in the family of a full-time or part-time employee, the employee may be compensated for time lost from their regular work schedule in accordance with the following guidelines.

The employee may be granted up to five days off from work with pay in the event of the death of a spouse, domestic partner, child, parent, or sibling; up to three days in the event of the death of a grandparent, grandchild, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and one day in the event of the death of a relative that is not a member of the employee’s immediate family as described above.

Requests for bereavement leave should be made to the employee’s manager.

### 4.5 Jury and Witness Duty Leave

If a full-time or part-time employee is summoned to jury duty, Marmot shall pay the difference between the employee's regular pay and juror compensation during the active period of jury duty.

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The employee must submit to their manager a copy of the summons to serve and juror compensation as soon as it is received.

If the employee is excused from jury duty, the employee is expected to report to work promptly.

If an employee is called as a witness for the federal or state government, or a subdivision thereof, the employee shall be entitled to leave with pay for such duty during the required absence.

The employee must submit to their manager a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to the manager when the period of jury or witness duty is completed.

#### 4.6 Medical Leaves of Absence

Unpaid employee medical (including pregnancy) leaves of absence for periods up to six months may be requested by full-time and part-time employees who have exhausted their accrued sick leave and vacation leave and do not qualify for short-term or long-term disability benefits.

If an employee expects to be absent for more than five consecutive work days as a result of an illness, injury, or disability (including pregnancy), and this absence will not be covered by accrued sick, vacation, short-term or long-term disability leave, the employee must submit a written request for medical leave to the Executive Director as far in advance of the anticipated leave days as practical. If the employee's absence is due to an emergency, the employee or a member of their immediate family must inform the Executive Director as soon as it is practical. This should be followed up with a written leave request, normally submitted within three days of the beginning of the leave. All medical leave requests must be accompanied by appropriate medical certification from the employee's physician, indicating the condition necessitating the employee's leave request and the projected date of return to work. The decision as to whether to grant the request is in Marmot's sole discretion.

If an employee's leave request is granted, the employee may be required to provide Marmot with medical certification at least once every thirty days or more frequently, if requested, attesting to the employee's continued inability to work. The employee may also be required to provide Marmot additional medical information in support of the employee's leave request.

Before being permitted to return from medical leave, an employee may be required to present Marmot with a statement from their physician indicating the employee's fitness to return to work.

All benefits that operate on an accrual basis (e.g. vacation and paid sick days) continue to accrue only during the period of the employee's absence that is covered by accrued vacation or sick leave. Vacation and sick time do not accrue, and the employee is responsible for premiums for all group health benefits (e.g. hospitalization and major medical insurance) during the employee's unpaid medical leave.

Unless applicable state or local law requires otherwise, continued employment cannot be guaranteed to any employee returning from medical leave. Marmot strives, however, to place

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employees returning from leave in their former positions or positions comparable in status and pay, subject to the discretion of the Executive Director.

#### 4.7 Personal Leaves of Absence

Unpaid personal leaves of absence for a period of up to thirty days may be requested by full-time and part-time employees who have completed six months of continuous service. An employee must request a personal leave in writing at least two weeks prior to the time the employee wishes such leave to commence. If the personal leave request is necessitated by an emergency, the employee or a member of the employee's immediate family must notify the employee's manager as soon as is practical. This should be followed up with a written explanation of the nature of the leave and the expected length of the employee's absence. In such emergencies, the written explanation must normally be submitted within three days of the beginning of the leave.

Personal leave may be approved by a manager or the Executive Director for justifiable reasons (e.g., childcare or to care for an ill family member), provided the leave does not seriously disrupt Marmot's operation. Personal leaves are not granted until all accrued unused vacation has been exhausted.

If the employee participates in Marmot's health or disability insurance group plans, the employee will be responsible for payment of the total amount of the employee's applicable premiums for the period of time the employee is on personal leave.

Employment cannot be guaranteed to employees returning from personal leaves. However, Marmot endeavors to place employees returning from personal leave in their former positions or positions comparable in status and pay, subject to the discretion of the Executive Director.

#### 4.8 Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to full-time and part-time employees. If an employee is called to active military duty or to Reserve or National Guard training, or if an employee volunteers for the same, the employee should submit copies of their military orders to the employee's manager as soon as is practical. The employee will be granted a military leave of absence without pay for the period of military service in accordance with applicable federal and state laws. If the employee is a reservist or a member of the National Guard, the employee will be granted time off without pay for required military training. Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veterans' re-employment rights.

### 5. GROUP HEALTH AND RETIREMENT BENEFITS

Marmot currently offers a variety of employee benefit programs designed to assist the employee and the employee's eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help the employee plan for retirement.

This section of the Handbook is meant to highlight some features of the benefit programs. The group medical, dental, disability, and life insurance and retirement related programs are described more fully in summary plan description booklets, with which the employee is provided

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once they are eligible to participate in these programs. Complete descriptions of Marmot's group insurance programs are also contained in Marmot's master insurance contracts with insurance carriers, which are maintained by the Executive Director. In the event of any contradiction between the information appearing in this Handbook and the summary plan description booklets and the information that appears in these master contracts or master plan documents, the master contract/documents shall govern in all cases.

Marmot reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits at its discretion at any time. This reserved right may be exercised in the absence of financial necessity.

For more complete information regarding any of the benefit programs, please contact the Executive Director.

### 5.1 Medical, Disability, Dental, Life Insurance

All full-time employees and their dependents are eligible to participate in Marmot's group medical, disability, dental, and life insurance program. Part-time employees are not eligible to participate. Coverage for eligible employees who choose to participate is effective on the first day of the month following their initial date of employment.

Marmot pays the cost of medical, short-term disability, long-term disability, dental, and life insurance for eligible employees. Employees may elect medical or dental coverage for dependents. **Marmot pays 75% of medical insurance for dependents. The employee pays 100% of dental insurance for any dependents.** Disability and life insurance is not available for dependents.

Benefits under medical, disability, dental, and life insurance plans terminate on the last day of the month employment with Marmot terminates. Employees should review the policy regarding continuing group medical insurance benefits after termination of employment in the carrier's plan booklet, and complete the necessary forms with the Business Manager.

### 5.2 Worker's Compensation Insurance

Marmot complies with all Workers' Compensation laws.

### 5.3 Retirement Plan

All employees are eligible to participate in Marmot's retirement program. Coverage for eligible employees who choose to participate is effective on the first day of the month following their initial date of employment. Part-time employees at least 21 years of age are eligible to participate after working 1,000 or more hours per year.

## 6. CONTINUING EDUCATION

### 6.1 Educational Assistance

Marmot has an education assistance program to help eligible employees develop their skills and upgrade their performance. All full-time and part-time employees who have completed a

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minimum of six months of continuous service are eligible to be considered for educational assistance. Marmot reserves the right to terminate the program at any time.

Educational assistance is provided for courses offered by approved institutions of learning such as accredited college, universities, and secretarial and trade schools. Courses must be, in the Executive Director's opinion, of reasonable cost and directly or reasonably related to the employee's present job or part of a degree program or in line with a position that the Executive Director believes the employee can reasonably achieve. Courses must not interfere with the employee's job responsibilities and must be taken on the employee's own time.

Eligible educational expenses include the cost of lodging, meals, transportation, books, equipment, fees, and tuition. Expenses excluded from the program include costs of tools or supplies (other than textbooks) that are kept after the completion of the course.

The program provides the funds in the form of financial award with a required two (2) years of service to Marmot upon completion of the educational program. If the employee leaves voluntarily, prior to that service requirement being fulfilled, the sums paid by Marmot in the form of a grant shall be deemed to be a deferred loan from Marmot to the employee and the employee will have to re-pay the balance of the "loan" prorated by the number of months worked after the expense was paid. In most cases, travel to an educational conference will not be subject to this "deferred loan" policy. The Executive Director will write a memo to the employee to clearly document educational expenses that are subject to being considered a deferred loan.

To be eligible for reimbursement, an employee must submit a tuition reimbursement request to the Executive Director prior to the scheduled commencement of course(s), receive written approval from the Executive Director in advance, be actively employed by Marmot at the time of course completion, and receive a passing grade or certificate of completion.

Upon completion of the course, the employee must submit a certificate of completion or an official transcript from the school, indicating the grade received, and a receipt or other official proof of payment.

## 6.2 Travel Reimbursement

Marmot reimburses employees for expenses incurred while traveling on Marmot business to member libraries, and to attend meetings, continuing education events, and conferences.

Employees are reimbursed for actual expenses, rather than a per diem, for meals, lodging, and registration. Reimbursement for transportation outside Marmot's service area is subject to prior approval by the Executive Director. Personal vehicle use is reimbursed at the current IRS mileage rate. In general, employees should use the company vehicle or rent a car for trips over 100 miles round trip.

When combining travel on Marmot business with personal business, expenses are reimbursed on a proportional basis.

Employees should ask their manager's approval before booking travel. As soon as possible after travel, employees should complete an Expense Report and submit this in hard copy or by email

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to the Business Manager with attached receipts. The Business Manager will enter expense data in [Quick Books](#), and refer any questionable expenses to the employee's manager.

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### 6.3 Telecom

All employees are expected to be accessible by cell phone (whether personal or supplied by Marmot) due to the nature of work at Marmot. All are, in effect, on call all the time, however all are expected to respect each other's privacy and scheduled time off. The on-call schedule is designed to minimize interruptions of everyone's personal lives.

Employees are not expected to share personal phone numbers with librarians or vendors, but to set up call forwarding from office phones to cell phones during business hours. Cell-phones after hours are generally for emergencies only. (Nonexempt employees will be paid for hours worked.)

Effective August 1, 2015, employees will not be reimbursed for personal phone use.

### 6.4 Broadband

Marmot pays for data service to the employee residences for quick, easy access to systems supported by Marmot. Lines inside the Marmot network are billed directly to Marmot, so no expense report is required. Employees opting for more expensive service will be reimbursed up to \$50/month to pay for a share of broadband service that is expected to be used for work. Reimbursement for lines outside the Marmot network requires an expense report.

In most cases, remote employees will receive job-appropriate broadband service entirely paid by Marmot. New employees (hired after August 1, 2015) whose duties do not require access from home are not covered by the Broadband policy.

## 7. EMPLOYEE CONDUCT

### 7.1 Absenteeism

Marmot expects all employees to assume diligent responsibility for their attendance and promptness. Regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Should an employee be unable to work because of an illness or an emergency, the employee must email [marmothelp@marmot.org](mailto:marmothelp@marmot.org) (in order to notify colleagues who might be affected by the absence) by 8:00 AM on each day of the employee's absence. Nonexempt employees must also enter the request into the time-clock system. Failure to properly notify Marmot is recorded in the employee's file as an unexcused absence.

If an employee is absent for more than three consecutive workdays, Marmot reserves the right to require the employee to produce a statement from a physician before the employee will be permitted to return to work.

Absenteeism that is unexcused or excessive in the judgment of Marmot may result in suspension without pay or termination.

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## 7.2 Guidelines for Appropriate Conduct

As an integral member of the Marmot staff, an employee is expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also that an employee refrains from any behavior that might be harmful to the employee, coworkers, and Marmot.

Whether an employee is on duty or off, the employee's conduct reflects Marmot. Employees are, consequently, encouraged to observe the highest standards of professionalism at all times.

Marmot may terminate employment at any time, for any reason, with or without cause or notice.

## 7.3 Smoking

Smoking is prohibited in the Marmot office.

## 7.4 Drugs and Alcohol

Marmot has a vital interest in maintaining a safe, healthful, and efficient working environment for its employees, customers, and the public. Employees impaired by use of alcohol or drugs during working hours may pose safety and health risks, not only for themselves, but also to others. In addition, Marmot desires to maintain an efficient working environment and to protect its property.

The following conduct is prohibited:

- 1) use of alcohol or drugs during working hours or reporting to work shortly after the use of alcohol or drugs, and
- 2) unlawful possession, manufacture, use, sale, or transfer of alcohol or drugs on Marmot property or during working hours.

Alcoholic beverages served in conjunction with an authorized Company event are an exception to this prohibition.

Use of prescribed or over-the-counter drugs can pose a risk to the safety of the employee or others or may impair the employee's ability to perform the employee's duties safely and efficiently.

An employee shall, when drugs are prescribed by a medical professional, ask the prescriber whether the drug has any side effects which may impair the employee's ability to safely perform the employee's job duties. If the answer is yes, the employee shall obtain a statement from the medical professional indicating any work restrictions and their duration. The employee shall present that statement to the Executive Director prior to going on duty.

Marmot may discipline an employee who engages in prohibited conduct described in this policy. Such discipline may include, but not be limited to, suspension without pay, and/or termination of employment.

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## 7.5 Problems and Complaints

If you have a problem concerning a work-related matter, discuss it frankly with your manager. Normally, this discussion should occur within three to five days of the incident. Discussions held in a timely manner will enhance our ability to resolve concerns while it is fresh in everyone's mind. Your manager is an important person to you and your success on your job.

If you are not satisfied after discussing the problem with your manager, or if it is inappropriate to go to your manager, an "open door" guideline exists. You may take your problem to the Business Manager and/or to the Executive Board.

## 7.6 Confidentiality of Information

It is the policy of Marmot to ensure that the operations, activities, and business affairs of Marmot and its members are kept confidential to the greatest extent possible. If during the course of employment, employees acquire confidential or proprietary information about Marmot or its members; such information is to be handled in strict confidence and not to be discussed with outsiders. Colorado state law (C.R.S. 24-90-119) prohibits disclosure of library patron records. Employees are also responsible for the internal security of such information.

If a subpoena or court order is presented to Marmot for confidential records belonging to a specific institution (library patron records as opposed to Marmot business records), the Executive Director will refer the officer to the appropriate Library Director.

## 7.7 Solicitations and Distribution of Literature

In the interest of maintaining a proper business environment and preventing interference with work and inconvenience to others, employees may not distribute literature or materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

Non-employees are likewise prohibited from distributing material or soliciting employees on Marmot premises at any time.

## 7.8 Work Place Property/Inspections

All offices, desks, lockers, paper files, digital files, electronic mail, etc. and the contents therein are the property of Marmot and are issued for the use of employees only during their employment. Inspections may be conducted at any time at the discretion of Marmot. Employees may keep personal property in the office, but Marmot is not responsible for loss or theft of personal property. For this reason, employees are encouraged not to use Marmot as a personal mailing address.

## 7.9 Termination of Employment

Employees desiring to terminate their employment relationship with Marmot are urged to notify Marmot at least two weeks in advance of their intended termination. Such notice should

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preferably be given in writing to the Executive Director. Proper notice generally allows Marmot sufficient time to calculate all accrued vacation pay as well as other moneys to which the employee may be entitled and to include such moneys in the employee's final paycheck.

Employees who plan to retire are urged to provide Marmot with a minimum of two months notice. This will allow ample time for the processing of appropriate retirement forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

Employees must return all property of Marmot prior to termination.

#### **7.10 Safety and Health**

Marmot is committed to providing a safe and healthful working environment. Marmot makes every effort to comply with relevant federal, state, and local occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment.

Marmot's policy is aimed at minimizing the exposure of its employees, members, and other visitors to its facilities to health or safety risks. To accomplish this objective, all Marmot employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of Marmot in this regard include:

- 1) Exercising maximum care and good judgment at all times to prevent accidents and injuries
- 2) Reporting to managers and seeking first aid for all injuries, regardless of how minor
- 3) Reporting unsafe conditions, equipment, or practices to managers
- 4) Observing conscientiously all safety rules and regulations at all times
- 5) Notifying their manager, before the beginning of the workday, of any medication they are taking, that may cause drowsiness or other side effects that could lead to injury to them and their coworkers.

#### **7.11 Whistleblower policy**

To help insure the integrity of Marmot financial accounting, employees are encouraged to report any suspicious or erroneous financial activity to the Executive Director or to the President of the Marmot Executive Board. Employees should be assured that they will not risk disciplinary action for such reports. Where fraud may be suspected, employees must know they share a responsibility to report and help stop it as soon as possible. Even employees responsible for accounting errors should know that reporting and solving the error as soon as possible is Marmot's goal—employees should not leave errors hidden for fear of reprisal or disciplinary action. Please refer to the "Whistleblower Policy" for more details.

#### **7.12 Auto Insurance for travel on company business**

When renting a vehicle for company business, employees should decline optional liability insurance as Marmot carries business liability insurance that covers the use of non-owned or

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hired autos. Employees should also decline optional collision insurance assuming the rental was reserved and paid with a Marmot VISA card, which includes collision insurance. (If for any reason it is impossible to use the corporate card, the employee should accept the rental company's optional collision insurance.)

In accordance with Colorado statute, if a Marmot employee drives a personal car on Marmot business, the employee's insurance is primary and Marmot insurance is secondary. An employee involved in an accident when operating a personal car on Marmot business must use their own insurance card to exchange insurance info with another driver. When filing a claim with their own insurance company, the employee may cite Marmot's insurance company as secondary.

### 7.13 Company Vehicle

Marmot provides a company vehicle for business use. Please see "Vehicle Policy".

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## 8. CHANGE LOG

[June 5, 2017: Clarified language in section 2.1 including pregnancy and hardship to Marmot; 2.4 regarding personnel file access; 4 clarified language on holiday pay for part-time employees; 4.1 changed years of service from 10 to 8; 4.3 added language on Sick Leave Donation Policy; 6.2 changed "the books" to "Quick Books".](#)

February 8, May 5, and June 14, 2016: Clarified language in section 3.2 regarding overtime pay; sections 4, 4.1, and 4.2 regarding vacation and holidays; 4.5 regarding pay for jury duty; and 6.2 regarding travel expense reporting.

July 8, 2015: approved by Board and posted at [marmot.org/policies](http://marmot.org/policies).

May 12, 2015: Replaced "supervisor" or "Executive Director" with "manager" as appropriate. Made pronouns gender-neutral. Updated Section 3.3 Pay Procedures with clearer language. Deleted Section 3.5 Flex Spending. Revised Section 6.3 Telecom for more variety in devices and services. Updated Section 7.1 Absenteeism email address and deleted option to phone the Executive Director. Added "Nonexempt employees must also enter the request into the time-clock system".

January 8, 2014: approved by Board and posted at [www.marmot.org/node/42](http://www.marmot.org/node/42).

December 10, 2013: terminated 3.5 Flexible Spending Account, and corrected paid time off provisions for full- and part-time employees.

November 8, 2013: Updated section 3 with clearer language regarding classification of full-time and part-time, exempt and nonexempt employees; section 4.1 with vacation leave details for 10 years of service; section 5.3 to include part-time employees over 21; and added new section 7.13 regarding company vehicle.

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ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF OUR EMPLOYEE HANDBOOK DATED \_\_\_\_\_.

I UNDERSTAND THAT NEITHER MYSELF NOR THE EMPLOYER IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. EMPLOYMENT WITH MARMOT LIBRARY NETWORK, INC. IS AT-WILL. BOTH I AND MANAGEMENT HAVE THE RIGHT TO TERMINATE THIS EMPLOYMENT AT ANY TIME FOR ANY REASON. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF MARMOT LIBRARY NETWORK, INC., OTHER THAN THE EXECUTIVE DIRECTOR OF THE ORGANIZATION, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE EXECUTIVE DIRECTOR AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS OR OTHER PROGRAMS OF MARMOT LIBRARY NETWORK, INC. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

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Signature

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