



EMPLOYEE HANDBOOK
(Effective February 19, 2025)

TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	1
MISSION	1
SCOPE, PURPOSE, AND INTENT	1
EMPLOYMENT POLICIES	2
AT-WILL EMPLOYMENT	2
EQUAL EMPLOYMENT OPPORTUNITY	2
ACCOMMODATIONS	2
HARASSMENT	3
RETALIATION	4
EMPLOYMENT BASICS	4
WORK SCHEDULE	5
TIME RECORDS	5
TELECOMMUTING	6
PAY PERIODS	6
OVERTIME AND SUNDAY PAY	6
DEDUCTIONS FROM SALARIES	6
PATRON RELATIONS	7
YOUR EMPLOYMENT RECORDS	7
PRIVACY, PERSONNEL FILES AND RELEASE OF INFORMATION	7
REFERENCES	8
PERFORMANCE REVIEWS	8
SOCIAL SECURITY NUMBER POLICY	8
PROFESSIONAL CONSIDERATIONS	9
CONFLICT OF INTEREST	9
SOLICITATION AND DISTRIBUTION	9
POLITICAL ACTIVITY	9
OUTSIDE EMPLOYMENT	10
MEDIA CONTACT	10
STANDARDS OF DRESS	10
TIME OFF	11
EMPLOYEE MEAL/BREAK PERIODS	11
HOLIDAY POLICY	11
VACATION	11
SICK PAY	12
PAID AND UNPAID LEAVES OF ABSENCE	14
PAID PERSONAL LEAVE	14
BEREAVEMENT	14
JURY DUTY	15
MILITARY DUTY	15

WORKERS' COMPENSATION	15
FAMILY MEDICAL LEAVE ACT	16
NON-FMLA MEDICAL LEAVE	18
UNPAID PERSONAL LEAVE	19
INSURANCE PLANS	19
RETIREMENT PLANS	20
COMMUNICATIONS SYSTEMS	20
SOCIAL MEDIA	21
ELECTRONIC EQUIPMENT	24
HEALTH AND SAFETY	24
SMOKING	24
FIREARMS	25
SUBSTANCE ABUSE POLICY	25
WORKERS' DISABILITY COMPENSATION	25
STANDARDS OF CONDUCT	26
PROBLEM-SOLVING PROCEDURES	27
DISCIPLINARY ACTION	28
TERMINATION OF EMPLOYMENT	29
LIMITATIONS PERIOD	29
ACKNOWLEDGMENT	30

INTRODUCTION

The Alpena County George N. Fletcher Public Library (the “Library”) is happy to have you as a member of our staff and we are confident that your employment here has been or will be both challenging and rewarding.

We strive to give our patrons high quality service in a friendly and professional manner, which requires that each of us cooperate with fellow employees and perform our duties cheerfully, faithfully and diligently.

This handbook has been prepared to help answer many questions employees may have. Please feel free to ask the Library Director if you have any specific questions that are not addressed in this handbook.

We are proud of the Library’s success, and are certain you will share this pride and do your part to ensure continued success. We want to make your job as pleasant and efficient as possible, so your ideas and suggestions are always welcome.

MISSION

Our mission is to provide library and information services that meet the needs of a diverse community. In order to accomplish this effectively, materials and programs for all ages, ethnic and racial groups, and political, ethical and social perspectives need to be considered. We need to keep pace with changing technology, network with other Library and non-library resources and accomplish all this with an organization that is responsive to our goal.

SCOPE, PURPOSE, AND INTENT

This handbook is applicable to all employees of the Library, unless otherwise contrary to the terms of an employment contract.

This handbook should not be construed as creating a contract between the Library and its employees. The Library reserves the right to alter, modify, amend, add to, or terminate policies, benefits and compensation in any manner. Any material change will be in writing.

The interpretation and operation of the policies set forth herein are within the sole discretion of the Library Director and its Board of Trustees. In any situation where insurance is provided, the terms of the insurance policy or formal plan documents are controlling, regardless of any statement contained in this handbook.

This handbook is for the use of employees of the Library. It is not intended to create any third-party beneficiary rights.

EMPLOYMENT POLICIES

AT-WILL EMPLOYMENT

The Library is an at-will employer. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice.

The provisions contained in this handbook supersede any and all contrary representations. No employee, except the Library's Board of Trustees through a signed document or resolution, has the authority to enter into any employment agreement on behalf of the Library for any specified period of time or to make any agreement contrary to the terms expressed in this handbook.

EQUAL EMPLOYMENT OPPORTUNITY

The Library's employment practices are based on job qualifications without regard to race, color, national origin, religion, age, sex, sexual orientation, marital status, height, weight, disability, genetic information, transgender status, gender identity, or gender expression or any other characteristic protected by applicable law ("protected characteristic"). Employees who believe this policy has been violated should speak with the Library Director.

This equal opportunity policy applies to all employment related matters, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits.

ACCOMMODATIONS

The Library is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. In general, it is the responsibility of the employee or applicant to request a specific accommodation.

Under Michigan law, disabled employees who feel accommodation is needed to perform a job must notify the Library Director in writing of the need for accommodation within one hundred eighty-two (182) calendar days after the date the employee knew or

reasonably should have known that an accommodation was needed. The Library will make accommodations that do not pose an undue hardship.

HARASSMENT

The Library strives to maintain a pleasant working environment for all of our employees free from intimidation, humiliation, and insult. Harassment on the basis of any protected characteristic is prohibited.

Harassment is defined as verbal or physical conduct or communication when:

1. Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of a sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexually suggestive objects, pictures, posters or cartoons.

Examples of harassment based on characteristics other than sex include, but are not limited to, insults and verbal, written, graphic or physical conduct or communication degrading or hostile to a person, based on a protected characteristic.

The Library also discourages romantic relationships between supervisors and subordinates and prohibits any such conduct that is unwelcome. Anyone who is feels pressured or coerced into such a relationship must notify their department head, the Library Director, or the president of the Library's Board immediately.

Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling or supervisory responsibilities.

If an employee believes that a violation of this policy has occurred, the employee has an obligation to promptly report the alleged violation to their department head, the Library Director, or the president of the Library's Board. If the incident involves the Library Director, the employee should report the alleged violation to the president of the Library's Board. While there is no requirement that the incident be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present when the harassment occurred will enable the Library to take effective, timely and constructive action.

An investigation of all complaints will begin promptly. Investigations will be conducted as confidentially as possible, to the extent consistent with thorough investigation and appropriate corrective action.

RETALIATION

Retaliation against any employee or other person who in good faith reports a violation or perceived violation of discrimination or harassment, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise, will not be tolerated. Any acts of retaliation must be promptly reported to the Library Director. If the incident involves the Library Director, the employee should report the alleged violation to the president of the Library's Board of Trustees.

EMPLOYMENT BASICS

Full-Time Employees: An employee who is scheduled to work at least thirty five (35) hours each week is considered full-time and is eligible to receive the fringe benefits as described in this handbook, subject to applicable eligibility requirements and limitations set forth in the specific policy.

Part-Time Employees: An employee who is scheduled to work less than thirty five (35) hours per week is considered to be a part-time employee.

Employees regularly scheduled to work twenty five (25) or more hours per week are eligible for the following fringe benefits:

- Health Insurance. Individual health insurance coverage or a monthly tax deferred payment in lieu of health insurance will be provided.
- Life Insurance. A life insurance policy will be provided.
- Vacation. Pro-rated vacation will be provided based on the number of hours worked. For example, a personal working 25 hours per week earn two (2) weeks of vacation (50 hours) after one year of service.
- Sick Leave. Pro-rated sick leave will be provided for each month of service, based on the number of hours worked, but part-time employees are not eligible

for payout of accumulated sick leave. Any unused sick leave shall be forfeited up separation from employment with the Library for any reason (e.g. resignation, termination, and retirement).

Employees working twenty (20) or more hours will be provided life insurance by the Library.

Substitutes and Temporary Employees: Substitutes are temporary employees may be employed to work, as needed. Temporary employees are employed for a specific period of time for special projects, replacement or fill-in work, or other short-term assignments. Regardless of the number of hours worked, neither substitutes nor temporary employees are eligible for any fringe benefits provided by the Library.

Salaried Exempt Employees: The Library Director and others designated as salaried exempt under applicable federal and laws are not eligible for overtime pay. The regular schedule for exempt employees varies but depending on the position generally is based on a thirty-five (35) or forty (40) work week. However, it is expected that exempt employees will work as many hours as necessary to fully meet the requirements of the job.

WORK SCHEDULE

Daily work schedules may vary depending on the needs of Library or department in which the employee works. Department heads and the Library Director are responsible for establishing work schedules that meet the service requirements established by the Library's Board.

The Library recognizes that many employees are part-time with second jobs and also that maintenance of a successful work-life balance is important to all employees. Accordingly, attempts will be made to accommodate different work schedules, if feasible. However, employees may be required to work some evenings and weekends. While every effort will be made to provide each employee with a consistent schedule, an employee may be rescheduled to cover vacations and emergencies. Emergency scheduling adjustments are at the discretion of the Library Director.

TIME RECORDS

Employees are required to accurately report their hours worked each day by use of the Library's timekeeping system. The Library Director is responsible for ensuring accurate time records are kept and submitted for payroll processing. Any changes to an employee's time clock punch(es) must be reviewed and approved by the department head or the Library Director.

TELECOMMUTING

The Library will allow telecommuting as a viable work arrangement when:

- The Library Director determines that there is sufficient work of a nature that can be successfully completed by telecommuting.
- The Library will not provide any equipment beyond a laptop to facilitate telecommuting.
- The Library will not be responsible for paying for any telephone or internet connections, including cellular phone and/or data plans.
- The employee must log projects worked on during any telecommuting arrangement.

PAY PERIODS

Employees will be paid every other Friday. For hourly employees, pay checks cover a two-week period that starts Saturday and ends on Friday preceding the pay day. For salaried employees, paychecks will cover a two-week period ending on the Friday of the pay day.

OVERTIME AND SUNDAY PAY

Non-Exempt Full-time Employees

Overtime is defined as time worked above forty (40) hours in a workweek. Overtime for non-exempt staff, if necessary, must be approved in advance by the Library Director. Non-exempt employees will be paid at the rate of one and one-half (1 ½) hours for time worked beyond forty (40) in a workweek. Paid time off will not be considered as time worked in computing overtime. Employees may elect to receive compensatory time rather than overtime pay, in accordance with the Michigan Improved Workforce Opportunity Wage Act.

Exempt Full-time Employees

Exempt employees generally should complete their work in a normal workweek, as scheduled. However, it is implicit by the nature of their positions that time beyond the normal work schedule may be required. Exempt employees are encouraged to take advantage of flextime scheduling within a pay period to minimize excessively long hours.

Sunday Pay

Pay for hours worked on Sundays shall be based on one and one-half (1½) times the regular straight time rate of pay for hourly employees, regardless of the number of hours worked during a work week. There will be no pyramiding of regular overtime and Sunday hours. Since Sunday work is viewed as extra hours, there is no pay if the Library is closed for **any** reason.

DEDUCTIONS FROM SALARIES

If you believe that an improper deduction has been made, immediately report this information to the Library Director. Preferably, the report will be made in writing and immediately after the deduction has been made. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction that was made.

PATRON RELATIONS

Our patrons are very important. When dealing with a patron always be courteous, polite, and patient. Occasionally, a difficult situation may arise. In such cases, inform the patron that you will contact the Library Director and they will respond to them promptly.

In the course of your employment, you may have access to information about the Library, our patrons, and other employees. This information must be kept confidential under the Library Privacy Act, Michigan Act 455 of 1982. If you are uncertain about whether information is confidential, check with the Library Director before discussing it with anyone.

Employees are prohibited from obtaining any personal information of a patron, such as address or telephone numbers, through the shared automation system for any use other than Library operations.

To protect the safety and privacy of all, unauthorized visitors are not permitted in non-public areas of the Library.

YOUR EMPLOYMENT RECORDS

PRIVACY, PERSONNEL FILES AND RELEASE OF INFORMATION

The Library Director maintains personnel files for all employees, which are kept securely. Employee medical records will be kept separately from the employee's personnel file. These files are confidential and access will be limited and in accordance with appropriate federal and state laws.

You have a right to examine your personnel file or to obtain a copy of your file upon a written request to the Library Director. If you wish to examine your file, you may do so during normal Library hours provided it does not interfere with your assigned duties, or we will make arrangements with you for an examination before or after work.

The Library respects the personal privacy of each Library employee. Generally, we will not disclose any detail of an individual staff member's personal situation to anyone outside the Library, and will restrict disclosure of your file to authorized personnel only. If we are required to disclose any of your personnel file information pursuant to subpoena, court order, or otherwise, we will give you notice of that disclosure, as required by law.

Complete and accurate information is critical to proper administration. Employees are required to inform the Library Director of their current name, address or telephone number, and the names of their dependents, as well as any changes that may occur.

REFERENCES

The Library will provide only your dates of service and the title of your last position in response to requests for references. Any request for a reference must be made to the Library Director. No other employee can provide a reference on behalf of the Library.

PERFORMANCE REVIEWS

The Library may conduct periodic assessments of employees' job performance. A copy of a written evaluation will be placed in the employee's personnel file. An employee may respond in writing to the evaluation if the employee believes that a response is necessary or merited. The response will also be included in the personnel file. In addition, an employee may request for an appraisal to be conducted. Such an appraisal shall be conducted within 30 days of the request.

Performance evaluations are intended to measure the quality and quantity of the work you perform, your effort and attitude, and your ability to work with others. Your evaluation should let you know areas where improvement is needed and should help you to set goals for your future performance. While a positive evaluation does not guarantee promotions or salary increases, we may consider your evaluations together with the many other factors that affect compensation.

SOCIAL SECURITY NUMBER POLICY

The Library's goal is to ensure, to the largest extent possible, that employee's social security numbers are maintained confidentially. Employees' social security numbers will not be released to anyone, except as required by law. Employees' social security numbers will be made available internally on a "need-to-know" basis.

More than four sequential digits of a social security number will not be included on any external correspondence, except as required by law, nor will it be publicly displayed in any manner. Social security numbers are not to be used as passwords or identifiers for any Library computer system. The social security number will not be used in the ordinary course of business except as the Library may determine that it is necessary to verify an individual's identity. Any documents that include social security numbers that are discarded are to be shredded.

Any violation of this policy may result in discipline, up to and including termination from employment with the Library. In addition, violations may result in misdemeanor charges, civil fines, or civil actions.

PROFESSIONAL CONSIDERATIONS

CONFLICT OF INTEREST

Employees may not engage in any business transaction or have financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of official duties in the public interest, or which would tend to impair independence of judgment or action in the performance of official duties. No employee shall solicit or accept from any person, business or organization any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) for their personal benefit if it may reasonably be inferred that the person, business or organization:

1. Seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty; or
2. Has an interest which may be substantially affected directly or indirectly by the performance or nonperformance of an official duty.

Any employee feeling that he/she may possibly be facing a conflict of interest in the performance of his/her duties should make an appointment and refer the matter to the Library Director.

SOLICITATION AND DISTRIBUTION

The Library prohibits solicitation of staff during working time. Working time does not include periods when employees are not expected to perform job duties, such as break and lunch periods. The distribution of literature in any working area at any time is not permitted. The distribution of literature during working time in any area is not permitted. Additionally, the distribution of literature in a litter-like manner is not permitted.

Employees are prohibited from directing any type of solicitation or distribution to the patrons. Likewise, employees should not solicit requests for personal favors, of any kind, from the patrons. Employees are prohibited from accepting gifts or gratuities from patrons, visitors, vendors, or salespersons.

POLITICAL ACTIVITY

Employees are prohibited from engaging in any political activity or a candidate or issue while on duty during work hours. Employees shall not use any Library equipment or materials of the Library to support a political candidate or issue.

OUTSIDE EMPLOYMENT

It is expected that the employee will be available to work the normal hours scheduled without interference from outside employment. Outside employment shall not present a conflict of interest with the Library.

MEDIA CONTACT

The Library Director is responsible for contacting the media and setting forth the official statements and/or policies on behalf of the Library. Employees must direct all media inquiries to the office of the Library Director. The Library Director may designate and/or authorize other employees to contact the media when appropriate.

STANDARDS OF DRESS

When reporting to work, employees shall present a neat and clean appearance.

Our staff and the services provided are professional in nature. Cleanliness and good personal hygiene is expected of all employees, and it is required that staff dress in neat,

clean, and appropriate clothing. Employees must dress in clothing suitable to their position.

TIME OFF

EMPLOYEE MEAL/BREAK PERIODS

If a staff member works over 5 hours per day, a lunch break of at least 30 minutes must be taken. The time and length of the break are to be determined by the immediate supervisor depending upon Library needs. The lunch break is not considered to be work time. Employees are entitled to a paid 15 minute break for every 4 consecutive hours worked in a day.

In addition, employees will be provided reasonable break time to express breast milk for her nursing child during the first two years of the child's life. If the break is for less than 30 minutes, it will be paid. A private area will be provided in which the employee may express breast milk.

HOLIDAY POLICY

The following dates shall be recognized as paid holidays for all employees:

- January 1 (or January 2, if the first falls on a Sunday)
- Third Monday in January: Martin Luther King
- President's Day
- Good Friday
- Memorial Day (Last Monday in May)
- July 4 (Independence Day)
- Labor Day (First Monday in September)
- November 11: Veteran's Day
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving (Fourth Friday in November)
- December 24 (Christmas Eve Day)
- December 25 (Christmas Day)
- December 31: New Year's Eve
- Birthday (within pay period)

In order to qualify for holiday pay, the employee must be on duty on their scheduled shift immediately before and after the holiday. Pre-approved absence with pay will be considered as being on duty.

All full-time and part-time employees, will be paid for their normal work week hours. However, the Library will not pay in excess of 8 hours for a holiday. Should the employee's normal work schedule be in excess of 8 hours, the time may be rescheduled during the pay period during which the holiday occurs.

When a paid holiday is on a Saturday the Library will also close the preceding Friday. When a paid holiday, except Easter Sunday, falls on a Sunday, the Library will be closed the following Monday. Employees will be paid for their normally scheduled hours, and will not receive any compensation beyond their authorized work schedule for holidays. Holiday-related closures may be adjusted at the discretion of the Library Director for the best interest of service to the public.

Paid Leave

For employees will earn vacation pay as follows:

- An employee with from one (1) to five (5) years of service shall be entitled to two (2) weeks plus two days of paid leave with pay for twelve (12) working days. For example, an employee who works 25 hours will receive 2 weeks plus two days equivalent to 12 days or 50 hours plus two days.
- An employee with five (5) or more years of service shall be entitled to three (3) weeks plus two days of paid leave with pay for seventeen (17) working days.
- An employee with ten (10) or more years of service shall be entitled to four (4) weeks plus two days of paid leave with pay for for twenty-two (22) working days.
- An employee with fifteen (15) or more years of service shall be entitled to five (5) weeks plus two days of paid leave with pay for twenty-seven (27) working days.
- Vacation time for part-time staff will be paid based on their normal work-week schedule.
- An employee who is originally hired as part-time and later promoted to full-time shall keep their original hire date for the purpose of calculating vacation time.

SICK PAY

All employees scheduled to work shall be granted sick leave of absence with pay under the following conditions and qualifications:

- a. For full-time employees, paid sick leave will be earned at the rate of seven (7) hours for those who are scheduled to work 35 hours/week and eight (8) hours for those scheduled to work 40 hours/week for each month of active service with the Library. For purposes of this section, an employee has a complete month of active service when they work or receive pay for at least one hundred forty (140) hours during any calendar month.
- b. Part-time employees who work for twenty five (25) to thirty four (34) hours per week or receive pay less than one hundred forty (140) hours per month shall receive pro-rated sick leave based upon the number of hours worked or paid divided by one hundred forty (140), rounded to the nearest one half ($\frac{1}{2}$) hours. All other employees who work less than 25 hours per week shall earn 1 hour of sick time for every 30 hours worked.
- c. An employee's sick leave accumulation shall be reduced by one (1) hour for each hour of sick leave taken.
- d. Employees may utilize accrued paid sick leave to care for the employee's or employee's family member's mental illness, physical illness, injury, health condition, or preventative medical care, time off necessitated by domestic violence or sexual assault, meetings at a child's school or place of care, or for any other reason specified in the Earned Sick Time Act. Permitted uses include an employee's incapacitated from the performance of work due to physical or mental illness, injury, or other disability. Disability associated with pregnancy, miscarriage, abortion, or childbirth shall be treated as any other disability. Employees may also use up to four weeks of accrued paid sick leave each calendar year for illness to members of their immediate household that necessitate the employee's presence with that individual, subject to the same verification procedures for personal illness, or injury. For the purposes of this Section, an employee's mother, father, spouse, child, or member of the employee's immediate household living with the employee. Special exceptions may be considered by the Library Board for important relations outside of members of the immediate household.
- e. An employee is eligible for paid sick leave only if they make every reasonable effort to notify the department manager or Library Director of the need to utilize paid sick leave before the start of their scheduled day of work. Employees will be required to sign a statement of request for sick leave pay. Under ESTA, the library can only require medical certification if the absences are for at least three consecutive days and the library pays the employee's out-of-pocket expenses in obtaining the required documentation.
- f. There shall be a maximum accumulation of one thousand four hundred forty (1440) hours or one hundred eighty days (180) of paid sick leave for full-time

employees and (seven hundred twenty (720) hours for regular part-time employees), after which time no more paid sick hours will be accumulated.

- g. Sick leave is a benefit for employees to be used in case of illness or injury. It is not a benefit to be converted into wages. Employees whose employment status with the employer ends shall not be paid for accrued but unused sick leave benefits.
- h. Paid sick leave may be utilized during periods when an employee is receiving voluntary workers' compensation payments from the Employer to the extent necessary to maintain the employee's net take home pay based upon a forty (40) hour work week or the employee's normal work week, whichever is lesser. In the event that payments shall be found to be a waged continuation program under the Workers' Compensation laws of the State of Michigan, the Library may discontinue payments under this subsection.

PAID AND UNPAID LEAVES OF ABSENCE

Employees may be granted paid or unpaid leave for a variety of reasons, as discussed below. Employees returning from approved leaves of absences will be reinstated to their former job classification, provided the position still exists and the employee has the necessary qualifications, skill and ability to perform the essential duties of the position, with or without reasonable accommodation.

PAID PERSONAL LEAVE

Full-time and part-time employees scheduled to work at least 25 hours/week will be granted two (2) paid personal leave days each calendar year, not chargeable to accrued sick leave. For part-time employees, personal leave is prorated based upon the number of hours they work per week. Except in emergency situations such as funerals or an illness involving a child, spouse, or other dependents that necessitates the employee's presence at home, paid personal days must be scheduled in advance at a time mutually agreeable to the Library and the employee. Paid personal days must be used during the calendar year in which they were granted. Personal days unused at the end of the calendar year will be forfeited.

BEREAVEMENT

An employee shall be granted up to three (3) consecutive working days' leave to attend the funeral in the event that a death of a family member or close, non-family member. An employee who loses work from his regularly scheduled hours shall receive his regular rate for such lost time for the funeral leave. In the event of travel or other

logistical difficulties; the Library Director has the discretion to grant an additional period of two (2) consecutive working days leave.

JURY DUTY

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day, up to a maximum of twenty (20) days per year, that an eligible employee serves as a juror when the employee otherwise would have worked, the employee shall receive the difference between the employee's regular rate of pay for the employee's regularly scheduled hours and the amount the employee received from the court. In order to be eligible to receive jury duty pay from the Library, an employee must:

- Give the Library reasonable advanced notice of the time that the employee is required to report for jury duty;
- Provide documentation that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
- Return to work promptly after being excused from jury duty service.

MILITARY DUTY

Employees are eligible for military leaves of absence. An employee who enters into military service or is called into active duty by a branch of the United States Armed Forces or state military service, will be granted an unpaid temporary leave of absence and is eligible for reinstatement in accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), the Michigan Military Leaves and Protection Act and other applicable laws.

The specific terms and nature of the employee's right to return to work after a military leave are governed by law. If you have any questions about military leaves of absence, please direct them to the Director.

WORKERS' COMPENSATION

Upon written application, a leave of absence for a period of not more than twenty-four (24) months will be granted to employees who are unable to continue to work at the Library because of a work related injury or disease for which the employee is entitled to receive benefits under the Workers' Compensation laws of the State of Michigan and is receiving payments from the Library, subject to the Library's right to require medical proof. Extension of the leave may be granted by the Library, in its sole discretion, upon

written application. The Library may require at any time, as a condition of continuance of a workers' compensation leave of absence, proof of a continuing inability to perform work with the Library. In the event that the Library, in conjunction with its medical advisors, determines that the employee is capable of returning to work, the employee's leave of absence shall immediately end.

FAMILY MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) allows eligible employees to take unpaid leaves of absence for certain medical and family-related reasons.

Eligibility: To be eligible for a leave under the FMLA, an employee must have been employed by the Library for at least twelve (12) months; (2) have worked for the Library for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of company worksites that, taken together, have a total of 50 or more employees.

The Library calculates your available FMLA entitlement on a rolling twelve (12) month basis. Under this method, an employee's entitlement is based on how much FMLA leave the employee has taken in the preceding 12 months, measured backward from the date the leave is used.

Basic leave entitlement: Eligible employees may take up to 12 weeks of unpaid, job-protected leave for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military family leave entitlements. Eligible employees with a spouse, child, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary

Benefits and protections during FMLA leave. During FMLA leave, the Library will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Use of leave: An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

Substitution of paid leave for unpaid leave: Employees may choose or the Library may require the use of accrued paid leave while taking FMLA leave.

In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

- Paid sick leave
- Paid personal Leave

In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

- Paid personal Leave

Employee responsibilities: Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, employees must provide notice as soon as practicable and generally must comply with the Library's normal call-in procedures. The Library may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the Library to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also must inform the Library if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave.

The Library may require a second and, if necessary, a third opinion (at the Library's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The Library may delay or deny approval of leave for lack of proper medical certification.

NON-FMLA MEDICAL LEAVE

Employees who are not eligible for or have exhausted FMLA leave may be granted a non-FMLA medical leave of absence if they have been absent for more than five (5) consecutive working days because of a non-work related injury, illness, pregnancy or other medical condition, subject to the right of the Library to require a physician's certificate establishing to the satisfaction of the Library that the employee is incapacitated from the performance of work due to illness, injury, or their disability. Employees must use all available accrued paid sick leave benefits concurrently with a Non-FMLA Medical Leave, which shall thereafter be without pay or benefits.

Employees are required to notify the Library of any condition requiring a leave of absence under this Section together with the anticipated date when the disability leave will commence. A medical will continue for the period of the employee's inability to perform the duties of their job, with or without accommodations; provided, however, that an employee may not be on a medical leave for a period of more than twenty-four (24) consecutive months. The Library may request at any time, as a condition of continuance of a medical leave of absence, documentation substantiating the need for continuation of leave.

In situations where an employee's physical or mental condition raises a question as to the employee's capacity to perform the job, with or without reasonable accommodation, the Library may require a medical examination by a physician chosen by the Library at the Library's expense and, if appropriate, require the employee to take a leave of absence under this section.

All employees returning to work from a medical leave of absence must present a physician's certificate satisfactory to the Library indicating the employee is medically able to return to work.

UNPAID PERSONAL LEAVE

The Library Board may in its discretion grant an employee a personal leave of absence without pay or benefits for a period not to exceed thirty (30) calendar days. Requests for an unpaid personal leave of absence shall be in writing, signed by the employee, and given to the Library Director. Such requests shall state the reasons for the leave. An extension of an unpaid personal leave of absence may be granted by the Library Board in its discretion, provided the extension is requested in writing prior to the termination of the original leave period.

INSURANCE PLANS

Medical Insurance: Part-time employees working 25 or more hours per week are eligible for individual health coverage. The Library will pay a portion of the insurance coverage with the employee picking up the rest. The percentage amount picked up by the employee is determined each year at the Board's annual wage, salary and insurance review.

The Library will pay full-time employees and eligible part-time employees a certain amount to be determined by the Board a month in lieu of hospitalization if they so choose. Money in lieu of hospitalization is to be invested in the Alpena County Deferred Compensation Plan (457).

Term Life Insurance: All full-time and regular part-time employees 20 hours or more shall be eligible for term life insurance policy coverage as determined by the Board. The specific terms and conditions governing the term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers. The Library agrees to pay the required monthly premium for eligible employees.

Voluntary Insurance and/or Investment Programs: The Library currently provides access to voluntary, self-funded health and disability insurance based programs through Aflac. Employees interested in these programs should contact either the Library Director or business manager to determine enrollment periods and costs with these products.

Continuation of Health Insurance:

Employees on Library approved leaves of absences, or who have retired may continue insurance benefits on a month-by-month basis by paying to the County, in advance, the amount of the next month's premium for that employee and/or their lawful dependents,

subject to the approval of the insurance program. The Library shall resume payment of insurance premiums for eligible employees who return to work from layoff, or unpaid leaves of absences as of the first (1st) day of the premium month following the date of the employee's return to work. The provisions of this section notwithstanding, the Library shall continue the payment of insurance premiums for employees on workers' compensation leave for a period of six (6) months.

In the event that an employee eligible for insurance coverage is discharged, quits, retires, resigns, is laid off, or commences an unpaid leave of absence, the Library shall have no obligations or liability whatsoever for making any insurance premium payment for any such employee or their lawful dependents beyond the month in which the discharge, quit, retirement, resignation, layoff, or unpaid leave of absences commences.

Under provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), insured employees and their dependents may apply to continue group health insurance coverage if they lose normal eligibility for reasons including, but not limited to:

- Termination
- Reduction in work hours
- Divorce or legal separation
- Cessation of eligibility as a "dependent child" or any situation which results in the loss of benefits eligibility.

The maximum period for continuation depends upon the qualifying event. The employee is required to pay the full cost of continuation of insurance under COBRA, plus an administration fee.

RETIREMENT PLANS

All full time employees shall participate in Plan C-2 (B-1 base) of the Michigan Municipal Employee's Retirement System. Part-time employees scheduled to work ten eight-hour-days per month are also eligible to participate in the plan. The Library currently pays all mandatory contributions to this retirement system. The specific terms and conditions governing the retirement plans are controlled by the statutes and regulations establishing the Michigan Municipal Employee's Retirement System.

Additionally, the Library may provide access to 457 B plans and other similar benefits. Eligibility will be determined by the rules of the individual plans.

Contact the Library Director regarding coverage and eligibility requirements. The terms of the benefit will be controlled by the carrier's plan description.

COMMUNICATIONS SYSTEMS

The telephone, fax and computer, including the e-mail system, are tools to ensure efficient communication. It is a privilege that is provided by the library, and an employee should have no expectation of privacy in their communications including those via the telephone, telefax, or e-mail system.

The Library provides access to these communications systems to assist you in the performance of your job. The Library reserves the right to access and disclose at the library's discretion all communications over any Library communications system, without regard to content. The use of any communication system for personal use should be avoided.

Employees must remember that all activities from a Library communications system will be regarded as activities authorized by the library. Employees may not send, make or post communications that contain abusive or objectionable language and/or other content, that defame or libel others, or that infringe on the privacy rights of others.

Employees may not delete, alter, or re-configure computer hardware or software in any way. Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to other employee's communications systems.

Employees may not engage in illegal copying of copyright protected works, or making available copies of such works. Employees are responsible for observing copyright and licensing agreements that may apply to files, documents and other software they wish to download.

SOCIAL MEDIA

As part of its effort to better serve and communicate, the Library may create a presence on and utilize social media and social network sites (collectively referred to as "social media"), including but not limited to a library-sponsored blog, Facebook page and/or Twitter account. Some Library employees may have the responsibility to or may be encouraged to contribute to the various library-sponsored social media activities.

The Library recognizes the increasing popularity of social media and their personal use by individuals. The Library respects the rights of its employees to use blogs and other social media as a form of self-expression and all Library employees are welcome to participate in social media activities while an employee of the Library, with the understanding that employees have no right of privacy in any communications over Library systems.

This policy is intended to cover both Library employees communicating on behalf of the Library using library-sponsored social media and Library employees communicating on

their personal social media in which the Library or the employee's association with the Library is referenced.

I. Responsibilities of Employees Using Library-Sponsored Social Media or Social Network Sites

We expect all who participate in social media on behalf of the Library to adhere to and follow these guidelines:

- a. Follow all of the Library's policies included within this handbook.
- b. The Library's social media sites are to educate and inform the public of Library programs, services and activities; therefore, an employee using social media must:
 1. Only post accurate and truthful information regarding Library programs, services and/or activities;
 2. Not post personal messages on the Library's social media sites;
 3. Not post personal opinions on the Library's social media sites.
- c. Be mindful that you are representing the Library. As a Library representative, it is important that your posts convey a positive image of the Library; therefore, an employee using Library social media must:
 1. Only post honest, informative and respectful comments;
 2. Be respectful of all individuals. Do not post content that promotes, fosters or perpetuates discrimination on the basis of a protected characteristic;
 3. Do not post material that is unlawful, abusive, defamatory, invasive of another's privacy or obscene to a reasonable person;
 4. Do not post spam, off-topic or offensive remarks;
 5. Do not post classified, proprietary or privileged Library information; these include any information covered by The Library Privacy Act: information exempted from disclosure from the Freedom of Information Act; medical information of library staff; confidential requirements in contractual relationships; information concerning library security and safety systems without direct authorization from the director

6. Exercise sound judgment and common sense and, if there is any doubt regarding whether something should be posted on Library social media, do not post it.

d. Fully disclose your affiliation with the Library. The Library requires all employees who are communicating on behalf of the Library to disclose their name and their affiliation. It is never acceptable to use aliases or otherwise deceive people.

e. Give credit where credit is due and do not violate others' rights; therefore, an employee using Library social media must:

1. Not claim authorship of something that is not yours;

2. Make certain that another party is credited in your post if you are using their content and that they approve of you utilizing their content;

3. Not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions of the rights holder(s).

f. Know that posting on the internet is permanent. Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous.

II. Responsibilities of Employees Using Personal Social Media or Social Network Sites

These are the official guidelines for employee use of personal social media, while not acting on behalf of the Library. These guidelines apply to Library employees who create or contribute to blogs, social networks, comment on online media stories or any other kind of social media.

- Follow all of the Library's policies included within this handbook.
- Library employees are responsible for their actions. When you choose to go public with your opinions via a blog or other form of social media, you are legally responsible for your commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene, proprietary, or libelous (whether pertaining to the library, individuals, or any other business, company, library, or institution). For these reasons, individuals using social media should exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. In essence, your personal use of social media is done at your own risk.

- Be conscious when mixing your business and personal lives. Online, your personal and business personas are likely to intersect. You must remember that Library patrons, community members, colleagues and supervisors/managers often have access to the online content you post. Inappropriate posting could lead to adverse employment action being taken by the library. Keep this in mind when publishing information online that can be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded.

If an employee's personal social media activities reference the Library or the employee's association with the library, or state an opinion regarding any Library activities, the employee must abide by the following guidelines:

- Make it clear you are speaking for yourself and not on behalf of the library. Use of the following language is recommended: "The postings on this site are my own and do not necessarily represent the Library's positions or opinions";
- Fully disclose your affiliation with the Library;
- Never represent yourself in a false or misleading way;
- Post meaningful, respectful comments;
- Use common sense and common courtesy;
- When disagreeing with others' opinions, be polite and respectful.

ELECTRONIC EQUIPMENT

Personal cellular telephones and other electronic equipment should not be used during business hours, except as necessary for conducting Library business. Personal use should be limited to breaks and lunches and are not allowed in public spaces. All personnel are requested to have the telephones or equipment silenced during working hours.

HEALTH AND SAFETY

The Library is committed to protecting the safety and health of every employee. But the responsibility for maintaining a safe and healthy working environment is not just that of the library. To be totally effective, every employee also has a responsibility to comply with all safety rules and programs established by the Library.

Every employee is responsible to assist the Library in establishing and maintaining a safe working environment. Employees are also required to report to the Library Director any condition that may be unsafe or unhealthy.

SMOKING

Smoking, including vaping and e-cigarettes, and the use of tobacco products shall be prohibited within all portions of the Library's building and all Library property. This prohibition includes all entryways, including both the public and staff entrance.

FIREARMS

The Library does not permit the possessing of firearms in the course of employment, including the keeping and storing of concealed weapons on Library premises. The Library may make an exception for trained security personnel or members of law enforcement who are also employees of the Library.

SUBSTANCE ABUSE POLICY

It is the intent of the Library to provide a drug-free, safe and secure work environment for our employees. To ensure a safe and efficient workplace, the Library will strictly enforce the following:

- No employee shall possess, distribute, use or be impaired by alcohol on Library property, while on Library business, or during working hours, including rest and meal periods.
- No employee shall possess, distribute, use, be impaired by, or have in their bodily system, illegal prohibited drugs on Library property, while on Library business, or during working hours, including rest and meal periods.
- No employee shall be impaired by, nor distribute any legally controlled substance while on Library property, on Library business, or during working hours, including rest and meal periods.

Any employee who violates any of these rules may be disciplined up to and including discharge.

"Illegal prohibited drugs" are those substances that are illegal to sell or possess, including any substance listed in Schedules I through V of § 202 of the Controlled Substances Act; "legally controlled substance" are any prescription or non-prescription drugs that may impair working ability. An employee who is taking a legal prohibited drug must notify the Library Director if its use is expected to adversely affect the employee's performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or non-prescription drugs they are taking may impair working ability.

WORKERS' DISABILITY COMPENSATION

The Library provides workers' disability compensation insurance at no cost to you. In the event of a work-related injury or condition, workers' disability compensation insurance may provide wage loss benefits.

Following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you must notify the Library Director so that a report may be filed with the Library's insurance provider.

The Library will require a medical release prior to allowing an employee to return to work. The Library or its insurance carrier may require that the employee submit to a necessary medical evaluation by a doctor of its choosing.

STANDARDS OF CONDUCT

Employees are expected to govern themselves in a manner that promotes orderly and efficient operations, as well as to protect the rights of all employees. Failure to do so may result in disciplinary action, up to and including discharge. Under certain circumstances, an employee may be suspended and/or terminated by the Director, without pay. An employee suspended or terminated by the Director may appeal the decision at the next regularly scheduled Board meeting. The decision of the Board is final.

Examples of such circumstances inappropriate conduct include, but are not limited to, the following acts:

- Excessive absenteeism or tardiness.
- Neglect or failure to satisfactorily perform assigned duties.
- Unauthorized use of the library's property, equipment or facilities.
- The unlawful manufacturing, distributing, dispensing, possessing or using alcohol, drugs or narcotics in the workplace.
- Reporting to work under the influence of alcohol or illegal drugs.
- Excessive loitering, time wasting, tardiness, absenteeism or leaving premises during work without permission / or a good reason.
- Failing to follow instructions, written or verbal.
- Threatening, intimidating, coercing or interfering with other employees or patrons on Library property.
- Wanton misuse, destruction, or theft of Library property.
- Harassment towards any Library employee or patron.

- Misuse of Library computer resources, including intentionally viewing pornography, gambling, or excessive use of library's computers for personal business.
- Abusive, vulgar or confrontational language to any co-worker, supervisor or member of the public.
- Acts of physical violence.

PROBLEM-SOLVING PROCEDURES

It is important that management and employees maintain effective communications and understanding. The Library believes that this is essential to the accomplishment of the Library's goals and objectives as an organization and realization of the job goals and objectives of our employees.

Conscious effort is made to maintain close rapport among staff through commitment to an open-door policy. We value this close relationship and give it considerable importance. Therefore, if you have a problem, a question, or a request, you are encouraged to discuss it with the department head and/or Library Director. While not all problems or concerns may be resolved to your complete satisfaction, management is committed to resolve conflicts whenever practicable.

The open-door Policy will serve as an initial problem-solving procedure with provisions for further action if necessary. All steps should be taken in a timely manner, without undue delay between steps.

1. If an employee has any problems or concerns they would like to have addressed, they should first discuss the matter personally with their supervisor or department head.
2. Every attempt should be made to resolve the matter in the informal discussion. An oral agreement between the employee and the supervisor or department head will be considered sufficient to close the matter.
3. If the discussion between the employee and supervisor or department head does not resolve the grievance to the employee's satisfaction, if the situation involves the supervisor or department head, or if for other reasons the employee is uncomfortable discussing the matter with the either of them, the employee may submit the matter in writing to the Library Director. The Library Director will issue a written decision on the matter. If the Library Director is the supervisor or the source of the problem, the matter may be submitted to the president of the Library's Board for consideration by the Board.
4. If no satisfactory settlement is obtained from the Library Director, the employee may appeal the matter to the Library Board, who will then consider the matter at

their next scheduled meeting. After reviewing the case, the Board will issue a written decision. The Library's Board will be the final authority in the dispute-resolution procedure.

5. In the case a problem or concern arises between staff members of the same level (as opposed to employee-supervisor issues) one or both employees should take the matter to their supervisor. The supervisor(s) of the employees should attempt to mediate a solution between the employees. If the solution is not found to be satisfactory by either employee, the issue shall be escalated through the Library Director, or Board, as outlined above.

DISCIPLINARY ACTION

Since employment is at will, termination may occur at any time, with or without reason or notice. The Library does *not* utilize a progressive disciplinary procedure, but rather will review each disciplinary case individually and issue disciplinary action as we deem necessary and appropriate.

Under certain circumstances, an employee may be suspended and/or terminated by the Director, without pay, until the next regularly scheduled Board meeting. At that time, the decision of the Board will be final. Examples of such circumstances include, but are not limited to, the following acts:

- The unlawful manufacturing, distributing, dispensing, possessing or using alcohol, drugs or narcotics in the workplace.
- Reporting to work under the influence of alcohol or illegal drugs.
- Excessive loitering, time wasting, tardiness, absenteeism or leaving premises during work without permission / or a good reason.
- Failing to follow instructions, written or verbal.
- Threatening, intimidating, coercing or interfering with other employees or patrons on Library property.
- Wanton misuse, destruction, or theft of Library property.
- Harassment towards any Library employee or patron.
- Misuse of Library computer resources, including intentionally viewing pornography, gambling, or excessive use of library's computers for personal business.
- Acts of physical violence.

Where appropriate, the Library may deal with unsatisfactory job performance by the following procedure:

- The department head or Director may counsel the employee in regard to a problem, providing the employee time in which to correct it.
- If the problem is not corrected in the time specified, a written warning may be issued.
- If the problem continues, the individual's employment with the Library may be terminated.

Any individual whose employment at the Library is terminated by the Director has the right to appeal to the Library Board. The appeal must be in writing. The decision of the Board is final.

TERMINATION OF EMPLOYMENT

Resignation

Employees who wish to resign their employment with the Library must submit a written letter of resignation to the Library Director.

- Full-time employees are requested to give thirty (30) days notice.
- Part-time employees are requested to give two (2) weeks notice.

Involuntary Termination

An employee may be discharged at any time when it is determined by the Library Director or the Library's Board to be in the best interest of the Library. .

LIMITATIONS PERIOD

By accepting and continuing employment with the Library, you agree not to bring any claim, complaint, action or suit relating to your employment more than one hundred eighty-two (182) calendar days after you knew or should have known about the event giving rise to the claim, complaint, action, or suit; or later than the applicable limitations period established by statute, whichever is less.

ACKNOWLEDGMENT

I acknowledge that I have received this Handbook. I understand that I am responsible for reading and understanding it. I agree to be bound by the policies and procedures described in this Handbook, and, in consideration for my employment, I agree to follow them.

I also agree not to commence any action or suit relating to my employment relationship with the Library more than 182 days from the date of the event giving rise to the suit or claim or in the time prescribed by the applicable statute, whichever is less. I agree to waive any statute of limitations exceeding 182 days.

Dated

Employee

DOCPROPERTY DocNumberPrefix 86953:00002:
DOCPROPERTY DMNumber 5958333 DOCPROPERTY
DMVersionNumber -3