

Lakeland Library Cooperative

Employee Handbook

Index

(Policy number shown in brackets)

Reference Item

ABSENTEEISM

see Attendance and Punctuality [405]

ACCESS TO PERSONNEL FILES [202]

ACKNOWLEDGEMENT FORM

see Employee Acknowledgement Form [006]

ACTIVE MILITARY DUTY

see Military Leave [605]

ADA

see Equal Employment Opportunity [103]

see Disability Accommodation [114]

ADMINISTRATIVE PAY CORRECTIONS [409]

AFFIRMATIVE ACTION

see Equal Employment Opportunity [103]

ALCOHOL ABUSE

see Drug and Alcohol Use [702]

APPEARANCE

see Personal Appearance [705]

APPLICATIONS FOR EMPLOYMENT

see Employment Applications [208]

ATTENDANCE AND PUNCTUALITY [405]

AUTOMOBILES

see Use of Equipment and Vehicles [507]

BEHAVIOR GUIDELINES

see Workplace Etiquette [722]

BENEFITS

see Employee Benefits [301]

BEREAVEMENT LEAVE [309]

BREAKS

see Rest and Meal Periods [407]

BRIBES

see Conflicts of Interest [108]

BULLETIN BOARDS

see Solicitation [709]

BUSINESS ETHICS AND CONDUCT [104]

BUSINESS TRAVEL EXPENSES [507]

CARS

see Use of Equipment and Vehicles [508]

CASUAL EMPLOYEES

see Employment Categories [201]

CELL PHONE USAGE [505]

CELLULAR TELEPHONES

see Cell Phone Usage [505]

CHECK DISTRIBUTION

see Paydays [411]

Lakeland Library Cooperative

Employee Handbook

CLOSING, EMERGENCY

see Emergency Closings [515]

COLLECTIVE BARGAINING AGENT

see Employee Relations [102]

COMPANY PROPERTY

see Use of Phone and Mail Systems [503]

see Use of Equipment and Vehicles [507]

see Return of Property [511]

COMPENSATION

see Salary Administration [212]

COMPLAINT PROCEDURES

see Problem Resolution [718]

COMPUTERS

see Electronic Communication Use [521]

CONDUCT

see Business Ethics and Conduct [104]

CONFIDENTIALITY OF PATRON RECORDS [805]

CONFLICTS OF INTEREST [108]

COPYRIGHT LAW

see Electronic Communication Use [521]

CORRECTIVE ACTIONS

see Progressive Discipline [716]

COUNSELING SERVICES

see Employee Assistance Program [324]

COURT APPEARANCE

see Jury Duty [311]

COURTESY

see Workplace Etiquette [722]

CO-WORKER COURTESY

see Workplace Etiquette [722]

CREDIT REPORTS

see Employment Applications [208]

CUSTOMER RELATIONS [005]

CUSTOMER SERVICE

see Customer Relations [005]

DEATH IN THE FAMILY

see Bereavement Leave [309]

DEDUCTIONS FROM PAY

see Pay Deductions and Setoffs [415]

DESK INSPECTIONS

see Security Inspections [707]

DINNER BREAKS

see Rest and Meal Periods [407]

DISABILITY ACCOMMODATION [114]

DISABILITY INSURANCE

see Long-Term Disability [319]

Lakeland Library Cooperative

Employee Handbook

DISASTERS

see Emergency Closings [515]

DISCHARGE OF EMPLOYEE

see Employment Termination [417]

DISCIPLINARY PROCEDURES

see Progressive Discipline [716]

DISCIPLINE

see Employee Conduct and Work Rules [701]

see Progressive Discipline [716]

DISCRIMINATION

see Equal Employment Opportunity [103]

see Prohibited Harassment and Discrimination [704]

DISPUTE RESOLUTION

see Problem Resolution [718]

DISTRIBUTION OF LITERATURE

see Solicitation [709]

DRESS CODE

see Personal Appearance [705]

DRUG AND ALCOHOL USE [702]

DRUG TESTING [714]

EAP

see Employee Assistance Program [324]

EEO

see Equal Employment Opportunity [103]

ELECTRONIC COMMUNICATION USE [521]

ELECTRONIC COMMUNICATIONS

see Internet Usage [523]

E-MAIL

see Electronic Communication Use [521]

EMERGENCY CLOSINGS [510]

EMPLOYEE ACKNOWLEDGEMENT FORM [006]

EMPLOYEE ASSISTANCE PROGRAM [324]

EMPLOYEE BENEFITS [301]

EMPLOYEE CONDUCT AND WORK RULES [701]

EMPLOYEE FILES

see Access to Personnel Files [202]

EMPLOYEE INFORMATION

see Personnel Data Changes [204]

EMPLOYEE MEDICAL EXAMINATIONS [106]

EMPLOYEE RELATIONS [102]

EMPLOYEE REPRESENTATIVES

see Employee Relations [102]

EMPLOYEE TRAVEL

see Business Travel Expenses [517]

EMPLOYEE WARNINGS

see Progressive Discipline [716]

Lakeland Library Cooperative

Employee Handbook

EMPLOYEE WELCOME MESSAGE [001]

EMPLOYEE WORK PRODUCT [118]

EMPLOYMENT APPLICATIONS [208]

EMPLOYMENT CATEGORIES [201]

EMPLOYMENT REFERENCE CHECKS [203]

EMPLOYMENT TERMINATION [417]

EMPLOYMENT-AT-WILL

see Introductory Statement [004]

see Employee Acknowledgement Form [006]

see Nature of Employment [101]

see Employment Categories [201]

see Introductory Period [205]

see Employment Termination [417]

see Employee Conduct and Work Rules [701]

see Progressive Discipline [716]

ENVIRONMENTAL HEALTH AND SAFETY

see Safety [501]

EQUAL EMPLOYMENT OPPORTUNITY [103]

EQUIPMENT

see Use of Equipment and Vehicles [507]

ETHICS

see Business Ethics and Conduct [104]

ETIQUETTE

see Workplace Etiquette [722]

EVALUATION

see Performance Evaluation [209]

EXEMPT EMPLOYEES

see Employment Categories [201]

EXPENSE REPORTS

see Business Travel Expenses [517]

EXPENSES, BUSINESS TRAVEL

see Business Travel Expenses [517]

FAIR CREDIT REPORTING ACT

see Employment Applications [208]

FAMILY AND MEDICAL LEAVE [601]

FLEXIBLE SCHEDULING

see Work Schedules [403]

FLEXTIME

see Work Schedules [403]

FMLA

see Family and Medical Leave [601]

FULL-TIME EMPLOYEES

see Employment Categories [201]

FUNERAL LEAVE

see Bereavement Leave [309]

see Problem Resolution [718]

Lakeland Library Cooperative

Employee Handbook

GRIEVANCE PROCEDURES

see Problem Resolution [718]

HARASSMENT

see Prohibited Harassment and Discrimination [704]

HEALTH AND SAFETY

see Safety [501]

HEALTH INSURANCE [316]

HIRING OF RELATIVES [105]

HISTORY OF ORGANIZATION

see Organization Description [003]

HOLIDAYS [305]

IDEA PROGRAM

see Suggestion Program [801]

ILLNESS

see Sick Leave Benefits [307]

see Family and Medical Leave [601]

IMMIGRATION LAW COMPLIANCE [107]

INCLEMENT WEATHER CLOSING

see Emergency Closings [515]

INITIAL EMPLOYMENT PERIOD

see Introductory Period [205]

INSPECTIONS, WORK AREA

see Security Inspections [707]

INSURANCE, HEALTH

see Health Insurance [316]

INSURANCE, LIFE

see Life Insurance [317]

INSURANCE, LONG-TERM DISABILITY

see Long-Term Disability [319]

INSURANCE, WORKERS' COMP

see Workers' Compensation Insurance [306]

INTERNET USAGE [523]

INTRODUCTORY PERIOD [205]

INTRODUCTORY STATEMENT [004]

INVOLUNTARY TERMINATION

see Employment Termination [417]

IRCA

see Immigration Law Compliance [107]

JOB APPLICATIONS

see Employment Applications [208]

JOB DESCRIPTIONS [210]

JOB POSTING [116]

JOB REFERENCES

see Employment Reference Checks [203]

JURY DUTY [311]

Lakeland Library Cooperative

Employee Handbook

KEYS AND SECURITY CODES [513]

see Conflicts of Interest [108]

KICKBACKS

LATENESS

see Attendance and Punctuality [405]

LAWSUITS [120]

LAYOFF

see Employment Termination [417]

LEAVES OF ABSENCE [603]

LIFE INSURANCE [317]

LOCKER INSPECTIONS

see Security Inspections [707]

LONG-TERM DISABILITY [319]

LONG-TERM ILLNESS

see Family and Medical Leave [601]

LUNCH BREAKS

see Rest and Meal Periods [407]

MAIL, PERSONAL USE OF

see Use of Phone and Mail Systems [503]

MEAL PERIODS

see Rest and Meal Periods [407]

MEDICAL EXAMINATIONS

see Employee Medical Examinations [106]

MEDICAL INSURANCE

see Health Insurance [316]

MILITARY LEAVE [605]

MISCONDUCT

see Employee Conduct and Work Rules [701]

MONITORING, COMPUTER

see Electronic Communication Use [521]

MOONLIGHTING

see Outside Employment [110]

NATURE OF EMPLOYMENT [101]

NEPOTISM

see Hiring of Relatives [105]

NETIQUETTE

see Internet Usage [523]

NO SMOKING AREAS

see Smoking [703]

NONEXEMPT EMPLOYEES

see Employment Categories [201]

OFFICE ETIQUETTE

see Workplace Etiquette [722]

OFFICE PHONE AND MAIL SYSTEMS

see Use of Phone and Mail Systems [503]

OPEN DOOR POLICY

see Problem Resolution [718]

Lakeland Library Cooperative

Employee Handbook

OPEN POSITIONS

see Job Posting [116]

ORGANIZATION DESCRIPTION [003]

ORGANIZATIONAL GOALS

see Organization Description [003]

ORIENTATION PERIOD

see Introductory Period [205]

OUTSIDE EMPLOYMENT [110]

OVERTIME [409]

PAID TIME OFF

see Vacation Benefits [303]

see Personal Days [304]

see Holidays [305]

see Sick Leave Benefits [307]

PART-TIME EMPLOYEES

see Employment Categories [201]

PAY CHECK ERRORS

see Administrative Pay Corrections [413]

PAY CHECKS

see Paydays [411]

PAY CORRECTIONS

see Administrative Pay Corrections [413]

PAY DEDUCTIONS AND SETOFFS [415]

PAY PERIODS

see Paydays [411]

PAY PRACTICES

see Salary Administration [212]

PAYDAYS [411]

PAYROLL

see Timekeeping [401]

PENSION [325]

PER DIEM EMPLOYEES

see Employment Categories [201]

PERFORMANCE EVALUATION [209]

PERFORMANCE REVIEW

see Performance Evaluation [209]

PERSONAL APPEARANCE [705]

PERSONAL CONDUCT

see Employee Conduct and Work Rules [701]

PERSONAL DAYS [304]

PERSONAL LEAVE

see Personal Days [304]

see Leaves of Absence [603]

PERSONAL PROBLEMS

see Employee Assistance Program [324]

Lakeland Library Cooperative

Employee Handbook

PERSONAL USE OF COOPERATIVE PROPERTY [509]

PERSONAL USE OF OFFICE PHONE AND MAIL

see Use of Phone and Mail Systems [503]

PERSONAL USE OF TELEPHONE

see Use of Phone and Mail Systems [503]

PERSONNEL DATA CHANGES [204]

PERSONNEL RECORDS

see Access to Personnel Files [202]

PHYSICALS

see Employee Medical Examinations [106]

POSITION DESCRIPTIONS

see Job Descriptions [210]

PREGNANCY

see Family and Medical Leave [601]

PRIVACY

see Social Security Numbers [214]

PROBATIONARY PERIOD

see Introductory Period [205]

PROBLEM RESOLUTION [718]

PROGRESSIVE DISCIPLINE [716]

PROHIBITED HARASSMENT AND DISCRIMINATION [703]

PROPERTY

see Return of Property [511]

PUBLIC CONTACT

see Customer Relations [005]

PURCHASING POLICY [803]

REFERENCE CHECKS

see Employment Reference Checks [203]

REFERRALS

see Job Posting [116]

REGULAR EMPLOYEES

see Employment Categories [201]

REIMBURSEMENTS

see Business Travel Expenses [517]

RELATIVES

see Hiring of Relatives [105]

RESERVE DUTY

see Military Leave [605]

RESIGNATION [419]

RESIGNATION

see Employment Termination [417]

REST AND MEAL PERIODS [407]

RETIREMENT

see Employment Termination [417]

see Pension Plan [325]

RETURN OF PROPERTY [511]

Lakeland Library Cooperative

Employee Handbook

REVIEW, EMPLOYEE PERFORMANCE

see Performance Evaluation [209]

RULES OF CONDUCT

see Employee Conduct and Work Rules [701]

SABBATICAL

see Leaves of Absence [603]

SAFETY [501]

SAFETY

see Workplace Violence Prevention [525]

SALARIES

see Salary Administration [212]

SALARY ADMINISTRATION [212]

SECURITY

see Visitors in the Workplace [519]

SECURITY INSPECTIONS [707]

SERVICE

see Customer Relations [005]

SICK LEAVE BENEFITS [307]

SMOKING [703]

SOCIAL SECURITY NUMBERS [214]

SOFTWARE

see Electronic Communication Use [521]

SOLICITATION [709]

SUGGESTION PROGRAM [801]

SUGGESTIONS

see Suggestion Program [801]

SUSPENSIONS

see Progressive Discipline [716]

TARDINESS

see Attendance and Punctuality [405]

TELEPHONE, PERSONAL USE OF

see Use of Phone and Mail Systems [503]

TEMPORARY EMPLOYEES

see Employment Categories [201]

TERMINATION OF EMPLOYMENT

see Employment Termination [417]

see Resignation [419]

THREATS

see Workplace Violence Prevention [525]

TIME CARDS

see Timekeeping [401]

TIMEKEEPING [401]

TRAINING COURSES [326]

TRANSFERS

see Job Posting [116]

Lakeland Library Cooperative

Employee Handbook

TRAVEL ARRANGEMENTS

see Business Travel Expenses [517]

TRAVEL, BUSINESS

see Business Travel Expenses [517]

UNAUTHORIZED VISITORS

see Visitors in the Workplace [519]

USE OF EQUIPMENT AND VEHICLES [507]

USE OF PHONE AND MAIL SYSTEMS [503]

USERRA

see Military Leave [605]

VACATION BENEFITS [303]

VEHICLES

see Use of Equipment and Vehicles [507]

VIOLENCE

see Workplace Violence Prevention [525]

VIRUS PROTECTION

see Internet Usage [523]

VISITORS IN THE WORKPLACE [519]

VOLUNTARY RESIGNATION

see Resignation [419]

VOLUNTARY TERMINATION

see Employment Termination [417]

WAGES

see Salary Administration [212]

WARNINGS

see Progressive Discipline [716]

WEATHER-RELATED CLOSING

see Emergency Closings [515]

WEB SITE

see Internet Usage [523]

WITNESS DUTY [312]

WORK AREA INSPECTIONS

see Security Inspections [707]

WORK SCHEDULES [403]

WORKERS' COMPENSATION INSURANCE [306]

WORKING TIME

see Solicitation [709]

WORKPLACE ETIQUETTE [722]

WORKPLACE SAFETY

see Safety [501]

WORKPLACE VIOLENCE PREVENTION [525]

WORLD WIDE WEB

see Internet Usage [523]