**Staff Rights Policy**

* + **Hiring**
* Ads will be placed by the Library Board in area newspapers for library staff positions. Openings for Library Director will be posted in both area newspapers and online (such as the Michigan Library Association, American Library Association, Lakeland Library Cooperative’s job site).
* Applicants for library staff positions will be expected to have prior library experience (although not required). Applicants for library director will be either already certified with the Library of Michigan with a certification 2 or 1 or will be expected to become certified within a year of being hired. All applicants are expected to be able to do fulfill their job descriptions in their entirety.
* Applicants for library staff positions will be interviewed by the Library Director, who will then make recommendations to the Library Board for final decision. Applicants for the library director position will be interviewed by the Library Board and chosen by vote. If the votes is deadlocked, the library director, township supervisor, or village president will be asked to give the deciding vote.
  + **Termination**
* Employees of the Hopkins District Library can be dismissed for failure to meet their job expectations and requirements. Employees will be given written notice prior to dismissal. A dismissed employee may request a hearing before the Library Board.
  + **Expectations**
* + **Social Security Number**
* Pursuant to Michigan state law, it is the policy of the Hopkins District Library (the “Library”) to protect the confidentiality of social security numbers. No person shall knowingly acquire disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.
  + Social Security Number Defined: As used in this policy, the term “social security number” includes both the entire nine-digit number and more than 4 sequential digits of the number.
  + Public Display: Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards, or any other materials or documents that are publicly displayed. Documents, materials, or computer screens that display social security numbers shall be kept out of public view at all times.
  + Access to Social Security Numbers: Only persons authorized by the responsible department or other administrative unit head shall have access to information or documents that contain social security numbers.
  + Mailed or Transmitted Documents: Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:
    - State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.
    - The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document.
    - The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
    - The document or information is a copy of a public record filed or recorded with the county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.
    - The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
    - The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian. Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window, nor shall the number be otherwise visible from outside the envelope or package. Social security numbers shall not be sent over the internet or a computer system or network (e.g. through e-mail) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or a computer system, or to gain access to an internet website, computer system, or network (e.g. through e-mail) unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.
  + Storage and Disposal: All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.
  + Information Collected: Social security numbers should only be collected where required by federal and state law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.
  + Accountability: Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.
  + Policy Guidance: If any questions regarding social security number privacy and security should arise, contact Human Resources for policy clarification and guidance.
  + **Harassment**
* Grievances: In the interest of quality communication, job performance and service to the community, communications between the Staff and Library Trustees regarding Library matters, shall take place primarily at regular board meetings. An employee who believes that she/he has a grievance, shall first discuss the matter personally with the Library Director within three working days after the occurrence. Both parties are urged to resolve this matter in an informal manner. If the grievance cannot be settled informally, the aggrieved employee shall submit a written statement outlining the complaint to the Library Director. The Library Director will direct the written complaint to the Library Boar President. The Library Board President and Library Board will discuss the complaint at the next Library board Meeting and render a decision within seven working days. A written response to the employee will serve as official notification of the Library Board’s decision.
* Harassment:
  + Sexual harassment of any Library employee or officer is strictly prohibited.
    - Sexual Harassment defined: Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct or communication of a sexual nature when:
      * Submission to such conduct or communication is made or implied to be a condition of employment; or
      * Submission to such conduct or communication or refusal to acquiesce to such conduct or communication is used as a factor in the decisions affecting the individuals employment or position with the Library; or
      * Such conduct or communication substantially interferes with the individual's employment or creates an intimidating, hostile or offensive working environment.
    - Complaint Procedure for Sexual Harassment.
      * An employee may and should report, in writing or orally, any and all incidents of sexual harassment.
      * Complaints should be directed to the Library Director.
      * To the extent that the Library lawfully and reasonably can, it will attempt to keep such matters confidential.
      * The Library Director shall promptly investigate all complaints of sexual harassment.
      * Violation of the policy against sexual harassment shall subject the offending employee(s) to appropriate disciplinary action by the Library Director up to and including immediate discharge from employment. The decision of the Library Director shall be communicated to both the complainant and the alleged offender. The decision of the Library Director may be appealed by either of these parties to the Library Board by filing with the Secretary of the Library Board a written request for a hearing pursuant to Step 3 of the Problem Solving Procedure within the time provided therein.
      * If the complaint for sexual harassment concerns conduct of the Library Director, then the complaint should be directed to the President of the Library Board, who shall report the complaint to the Library Board for investigation and action in such manner as the Library Board shall deem appropriate.
  + Racial and Other Harassment: Any employee who feels that he or she is a victim of racial harassment (or any other form of harassment or discrimination based on the employee’s inclusion within a protected classification) by any supervisor, management official, other employee, customer, client, visitor, vendor, or any other person in connection with their employment, should complain to the same persons, and according to the same procedures, as is provided in the Sexual Harassment section of this policy. The Library will promptly investigate all allegations of improper harassment and will take the appropriate corrective action which is warranted.