



Grand Rapids Public Library Board of Library Commissioners Policy Manual

Policy 20-1 Terms of Employment and Collective Bargaining

Pursuant to Title XIII of the Grand Rapids City Charter, the Board of Library Commissioners is authorized to enter into employment contracts and to establish the terms of employment for Library employees. This authority shall include the ratification of collective bargaining agreements between the Library and its unionized employees, as well as the establishment of terms of employment for non-unionized employees.

The Library Director (or his or her designee), shall represent the Board of Library Commissioners for the purpose of collective bargaining negotiation. The Library Director (or his or her designee) shall consult with the board as permitted under the Michigan Open Meetings Act, prior to entering into contract negotiations, and at appropriate intervals during the course of negotiations. The board president is authorized to sign all final collective bargaining agreements and to authorize all terms of employment, once approved by the board.

Employment contracts or terms of employment will be in compliance with the non-discrimination policy established in the Board of Library Commissioners' bylaws and in compliance with law.

Except for the employment contract between the Board of Library Commissioners and the Library Director, the Library Director is responsible for the administration of all employment contracts and terms of employment approved by the board.

Adopted: November 20, 2012



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Policy 20-2 Professional Memberships and Training for Library Employees

The Board of Library Commissioners encourages its members and library staff to participate in training and development activities, and to maintain membership in professional organizations related to their work. Toward that goal, the board shall provide funding to the extent that funding is available for the purpose of advancing the professional development of Library staff and board members. Such funding shall be dedicated to the membership of Commissioners and eligible employees in local, state and national organizations; as well as attendance at appropriate workshops, conferences and other training opportunities.

The Library Director shall establish guidelines for the administration of this Policy.

Membership

Upon approval of the Library Director, employees may be eligible to receive full or partial reimbursement for dues paid to professional organizations. Such approval shall be issued in accordance with the guidelines established by the Director under authority of this Policy.

The appointment of any Library employee as an officer or committee member in any professional organization is subject to the approval of the Library Director. Consideration may include the time commitment required by such appointment, as well as expenses anticipated for such appointment. Other factors may be considered, including the relationship of the requested activity to the employee's responsibilities, the availability of funding, and the needs of the organization.

The Library Director shall consult with the board before accepting an appointment to serve as an officer of a statewide or national organization.

Training

Upon approval by the Library Director, employees may be eligible to receive full or partial reimbursement for expenses and time away from work for the purpose of attending training programs, workshops or seminars. In authorizing such attendance, the Library Director may consider the relationship of the requested training to the employee's responsibilities, the availability of funding, and the needs of the organization.

Training and development funds for part-time employees will be determined on an as-needed basis by the Library Director based on the direct relevance of the training for the position, the availability of funding, and the needs of the organization.



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Policy 20-3 Tuition Reimbursement Program

The Board of Library Commissioners encourages employees of the library to seek educational opportunities whenever possible. In furtherance of that goal, the board has established the Tuition Reimbursement Program. The Program is intended for the reimbursement of tuition expenses incurred by eligible full-time and part-time employees. The funding level for the Program is dependent on the amount allocated for such purpose by the board for the fiscal year, and may vary from one year to the next. In no event shall any unused fund balance from the Tuition Reimbursement Program be carried over to the subsequent fiscal year. The Library Director shall establish guidelines for the implementation of this policy.

Eligibility for reimbursement shall be at the sole discretion of the Library Director, and in accordance with the guidelines established by the Director under authority of this policy.

*Cross Reference: Rescinded Policy 96-1
Adopted: November 20, 2012*



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Policy 20-4 Employment of Relatives

Except as provided herein, the employment of the following by the Grand Rapids Public Library shall be permitted:

1. Otherwise qualified members of a Library employee's household; or
2. Otherwise qualified members of a Library employee's immediate family, as defined by the collective bargaining agreement.

Provided however, employment of household members or family members shall not be permitted where, in the judgment of the Library Director a potential for favoritism, or appearance of a conflict of interest may be created.

Employees must notify the Library Director when any change in their household circumstances would render the provisions of this policy applicable.

The Library Director shall establish guidelines for the implementation and enforcement of this Policy. Decisions made by the Library Director pursuant to this Policy are final.

*Cross Reference: Rescinded Policy 07-01
Adopted: November 20, 2012*



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Policy 20-5 Electronic Equipment Use and Access

The Grand Rapids Public Library provides its employees with electronic equipment, such as computers and telephones, for use in the execution of work being performed. The Library Administration reserves the right to monitor the use of Library-supplied access by its employees. The following policy and guidelines govern employees with access to any of the library's computer and telephone equipment and related systems.

Appropriate Use. Systems owned by the library are for use by the employees in the performance of their work. This extends to access provided by the library to all other systems, e.g. email, ILS, Internet, phone system, etc.

Passwords and Access Codes. Employees are responsible for security of their passwords. Passwords should not be posted or discarded where others may find them. Care should be taken in the selection of passwords by avoiding common words, names or numbers. Passwords should be changed periodically and users may be notified when they must change.

Hardware. To ensure compatibility and stability with systems hardware and software, all hardware must be authorized before it can be added to any system, stand alone or networked, e.g., gift components, sound cards, mice, printers, etc. The Information Systems department should be consulted prior to the acquisition of any equipment.

Telephone Equipment. The Library's telephone system and Library provided cellular phones are available for business use. You may use them for personal needs on a limited basis.

Software. In order to prevent the spread of viruses and malicious software and to prevent the use of unlicensed software, all software changes must be authorized in the same manner as Hardware. Unauthorized copies of software may not be made. Staff may not download unauthorized software from the Internet nor install unauthorized software from other media.

Portable Devices. Devices such as laptop, notebook, or smart phone type devices create unique security concerns. No confidential patron or employee information should be transported on these devices without sufficient security to assure privacy of this data. Third party networks should be used with caution to prevent the spread of malicious software.

Email. Work related activities are an appropriate use of email. Personal messages should be kept to a minimum. Discretion should be used in sending messages from the library's servers. Email files must be kept up-to-date and cleared when unwanted or outdated. Any correspondence may be subject to legal discovery or obtained via a Freedom of Information Act request. Illegal use of the system is prohibited. Requests for new accounts must be approved by an Executive staff member. Email is not a secure means of sending messages and can and will be read by those other than the addressee. There is no right to privacy in the use of Library supplied access.

Internet Access. Staff use of the Internet is provided for work related activities. Personal use should be limited to breaks or scheduled lunch periods and must not violate the noted restrictions on Software. The Library reserves the right to request access to personal accounts accessed from Library equipment.

Maintenance. Equipment must be kept free from exposure to liquids and the area around the equipment kept clear of dust and other items which may obstruct air intake or otherwise damage the unit or system. Placing scotch tape or decorative stickers on any computer equipment is prohibited. Any problem with the system must be reported to the Information Systems Department as soon as possible after a problem occurs.

Backups. System software and data backups are done on a regular basis. Staff is responsible for storing data in the proper locations so they may be backed up.

Data. All data stored or maintained on a Library computer or system is owned by the library. If any of this data is knowingly destroyed, the person responsible may be subject to criminal prosecution in addition to dismissal. This extends to any unauthorized access or altering of patron files, bibliographic files, item files, information files, and any other file accessed through the library system or remote access. Files and software created and/or maintained for the library are or become the sole property of the library (this extends to home pages and special scripts).

Privacy/Confidentiality. All non-shared files, although owned by the library, are considered confidential. However, there is no guaranteed right of privacy on systems owned by or connected to the library's systems. Authority for inspecting any system is vested with the Director and his/her designated representatives. Any attempt to access files by network systems personnel (except as may be required to ensure the integrity of the systems or as requested by the Director or his/her designated representatives) or other staff members is prohibited.

Documentation. All configurations, system layouts, system inventories, and other setups will be documented and kept current by the Information Systems staff. Special Authorization for added software, hardware, or access will be documented and maintained.

System Monitoring. To ensure that users are in software license compliance, no unauthorized software has been loaded, to perform diagnostics and for the purpose of assessing usage patterns and compliance with this policy, monitoring will be performed. This information will be treated as confidential and access restricted.

Suspending Access. To ensure safety of equipment and the systems, computer and systems access may be suspended at the discretion of the Director or his/her designee.

Leaving Library Employment. Upon leaving Library employment, access to the system will be terminated on the last day of employment or earlier. Persons leaving the employment of the library may not remove files without first clearing this with Information Systems staff. Information Systems staff is responsible for all reformatting. A form requesting access to the system will be maintained in the employees' personnel file. This form will be sent immediately to the Information Systems area requesting termination of access when the user leaves employment.

Termination. Upon termination (i.e. firing) access will be suspended.

Definition of Computer and Systems. Include but are not limited to:

- *All hardware*, e.g., workstations, CPUs, monitors, mice, speakers, printers, drives, backup units, CD-ROM players, routers, modems, hubs, etc.;
- *All software*, e.g., operational system, application, network management, email, metering, screen savers, Internet access and support;
- *All information systems and services*, e.g., Internet access, CD ROM access, national bibliographic databases, Integrated Library Systems (catalog, circulation, acquisitions, serials, etc), email;
- *All wiring, support devices, and furniture attached to or supporting system components*, e.g., patch panels, computer or network wiring, jacks, computer desks, screen covers, mouse pads.

Cross Reference: Rescinded Policy 10-1

Adopted: November 20, 2012

Amended: October 14, 2015