

November 3, 2023

**Newspaper Guild of Detroit
To
Ferndale Area District Library**

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PREAMBLE

This Agreement is entered into by and between Ferndale Area District Library hereinafter referred to as “FADL” or “Employer” and the Newspaper Guild of Detroit – CWA Local 34022 hereinafter referred to as “Guild” or “Union.”

ARTICLE 1 RECOGNITION

Pursuant to and in accordance with all applicable provisions of the Michigan Public Employment Relations Act (PERA), as amended, Ferndale Area District Library hereby recognizes the Guild as the exclusive collective bargaining representative for the positions listed in the established bargaining unit, as certified by MERC Case NO. 22-L2214-RC.

1. In addition to the positions included in the MERC certified unit, the parties agree to include the position of Technical Services Specialist.
- 2.. FADL agrees to notify the Guild upon creation of any new non-exempt positions and agrees to discuss wages and any conditions unique to the position.
3. FADL recognizes and will not interfere with, restrain, or coerce employees in their right to self-organization, to form, join or assist labor organizations, or to bargain collectively through representatives of their own choosing, or to engage in concerted activities for the purpose of collective bargaining.
4. Bargaining unit work includes work previously or presently performed by bargaining unit employees, work similar in function to such past or present bargaining unit work, and any new work assigned to be performed by bargaining unit employees. Bargaining unit employees shall not be terminated and replaced by the use of contractors or employees outside of the bargaining unit to perform such work.
5. The Union recognizes that FADL occasionally uses contractors, and also employs substitute employees who may perform duties performed by bargaining unit employees. The parties recognize and agree that the provisions in the Agreement do not apply to contractors or substitute employees. Contractors and substitute employees will not be used to terminate or replace a bargaining unit employee or to reduce the size of the bargaining unit.

ARTICLE 2
PURPOSE AND INTENT

The purpose of this contract shall be to codify cooperation between management and workers to achieve our shared goal of creating a library that provides the highest level of service to its community through consistent application of the agreed-upon policies, procedures, and conditions.

1. The general purpose of collective bargaining is to set rates of pay, hours of employment, and other conditions of employment, as defined by the terms of this Agreement for those employees included in the bargaining unit.
2. FADL and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.
3. FADL and the Union agree to uphold the dignity and respect of the employees, administrators, the public and elected/appointed officials.
4. Each one of us is appreciated for our contribution to the organization and pledge to treat each other with the respect we deserve no matter what position we may hold.

ARTICLE 3
INFORMATION TO THE GUILD

1. Annual Information

FADL will furnish the Guild annually the following information in connection with employees represented by the Guild:

- a. Name
- b. Start date
- c. Classification (for example, full-time, part-time)
- d. Rate of pay, whether hourly or salary
- e. Number of hours worked per week for part-time
- f. Date of birth
- g. Home address

2. Monthly Information

FADL shall notify the Guild monthly in writing or electronically of:

- a. New bargaining unit employees - including all the information required in Section 1.
- b. Changes in job title for bargaining unit employees, salary changes by reason thereof, and effective date, and changes of supervisor for unit employees.
- c. Resignations, retirements, deaths, promotion and/or transfers out of the bargaining unit of bargaining unit employees, and respective dates.

ARTICLE 4 DUES CHECK OFF

Upon an employee's voluntary written assignment, the Employer shall deduct bi-weekly from the weekly earnings of such employee and pay to the Guild no later than the 15th day of each month an amount equal to Guild initiation fees, dues and assessments. Payments to the Guild will reflect the previous month's deductions (example: June's payroll deductions will be delivered to the Guild no later than July 15th). Such amounts shall be deducted from the employee's earnings in accordance with the Guild's schedule of rates furnished to the Employer by the Guild. An employee's voluntary written assignment shall remain effective in accordance with the terms of such assignment.

The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than those constituting actual deductions made from wages earned by employees. The Union will protect and save harmless the Employer from any and all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this Article.

ARTICLE 5 NON-DISCRIMINATION AND ANTI-HARASSMENT

1. Non-Discrimination

The Library's employment practices are based on job qualifications without regard to race, color, national origin, religion, age, sex, sexual orientation, marital status, gender identification or expression, height, weight, disability, genetic information or any other characteristic.

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.

2. Harassment

We strive to maintain a harassment-free working environment for all of our employees free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic includes race, color, national origin, religion, age, sex, sexual orientation, marital status, gender identification or expression, height, weight, disability, genetic information or any other protected Classifications.

3. Respectful Work Environment

The Library and the Guild are committed to maintaining a respectful work environment. The following behaviors are inconsistent with a respectful working environment (a) verbal abuse, which includes, but is not limited to, obscene, threatening, humiliating or intimidating language; and (b) non-verbal abuse, which includes acts that are threatening, humiliating or intimidating. Individual, group, or library meetings shall not be utilized to threaten, humiliate or intimidate bargaining unit members or other library employees. Employees shall suffer no retaliation for reporting incidents of concern.

ARTICLE 6 LABOR MANAGEMENT COMMITTEE

The parties will establish a joint Labor-Management Committee (LMC), composed of three (3) union-appointed members and three (3) management-appointed members. The purpose of the LMC is to avoid misunderstandings, promote and improve communication and problem solving. The LMC cannot change the language or the application of the collective bargaining agreement.

The LMC is empowered to deal with subjects outside of the labor agreement as well as with the application of the agreement.

The LMC will be established within 30 days of the ratification of this agreement. The LMC will meet quarterly, but have the ability to meet more frequently when both parties agree it is necessary.

ARTICLE 7 DISCIPLINARY ACTION

FADL will take disciplinary action for non-probationary employees (those who have successfully passed their 90-day probationary period) only for just cause. Disciplinary action may be taken for substandard job performance, safety violations, excessive absenteeism, inability or failure to work under supervisory direction, or other problems that may arise.

Disciplinary Action. Disciplinary action shall mean a written warning, written reprimand, suspension without pay, or discharge. Counseling, retraining, and demotions are not disciplinary action. Nothing in this Article is intended to preclude a supervisor from verbally discussing isolated instances of minor misconduct with an employee in lieu of administering disciplinary action.

FADL is responsible for identifying alleged problems with employee behavior or performance and assisting in their resolution. Prior to taking disciplinary action, a meeting shall be held to assure that all relevant information has been collected and considered. The meeting shall include the affected employee(s), Department Head, Director or Assistant Director, and union steward or representative.

The Guild may grieve Disciplinary Action through the Grievance Procedure on behalf of non-probationary employees.

Any disciplinary documentation will be removed from personnel files after 24 months.

ARTICLE 8 GRIEVANCE AND ARBITRATION

The Guild has the right to file a grievance on behalf of non-probationary employees in accordance with the following procedures outlined below regarding unfair treatment and/or disputes with FADL relating, but not limited to, disciplinary action, interpretation or application of the contract, or unilateral changes by FADL to well-established past employment practices.

Earnest efforts will be made to settle issues with informal discussions prior to reducing them to writing. The parties shall meet and seek possible resolution of the issue.

Step One:

The Guild, when appealing such action shall submit a written complaint (the “Grievance”) to the the Director or Assistant Director within thirty (30) business days after the Aggrieved Party knew, or reasonably should have known, of the act or condition on which the Employer action is based. Included in the Grievance, Aggrieved Employee shall describe the relief or remedy sought.

FADL shall meet with The Guild, but notwithstanding the foregoing, FADL shall respond to the Grievance in writing within seven (7) business days (business days are defined as Monday through Friday, excluding holidays, Saturdays, Sundays, and other library closures), in an attempt to agree on a settlement to the Grievance. If FADL is unable to gather information from all parties, including the supervisor, witnesses, and/or the Board, then they shall receive an extra seven (7) business days to conduct further investigations and respond to the Grievance. If FADL is unable to respond within this deadline, or if The Guild and FADL cannot reach a resolution within five (5) business days of The Guild’s receipt of FADL’s Response, the parties will proceed to the next Step of these Grievance Procedures.

Step Two: Optional Mediation

If both parties agree, they may choose to utilize mediation to attempt to resolve the issue. Upon agreement to enter mediation, the parties agree to use a free Michigan Employment Relations Commission (MERC) mediator for such mediation.

Alternatively, upon the rejection of the grievance by FADL, The Guild and the affected employee(s) may submit a statement for placement in the employee personnel file in accordance w/ section 5 of Bullard-Plawecki Act. Upon request employees shall be allowed to view their own personnel file.

Step Three: Arbitration

If the Grievance is not settled in Step Two, The Guild shall notify the Director in writing within ten business (10) days of the Response Deadline of its intent to proceed to arbitration.

Within ten business (10) days of being notified of The Guild's intent to arbitrate, an impartial arbitrator shall be mutually agreed upon by both parties. If the parties cannot agree upon an arbitrator within ten (10) business days, the parties shall request that the Michigan Employment Relations Commission (MERC) submit a list of seven (7) possible arbitrators. The parties shall alternate striking names, with The Guild striking the first name, and after each party has struck three (3) names each, the remaining person on the list shall be appointed as the arbitrator (the "Arbitrator").

FADL and The Guild agree to equally split the expense of an arbitration. The written decision of the Arbitrator shall be final and binding upon both parties.

ARTICLE 9 SENIORITY

Seniority means length of continuous employment. The first 90 days of employment will be a probationary period. Employment shall be deemed continuous unless interrupted by dismissal for just and sufficient cause, resignation, or refusal to accept an offer to rehire into the classification in which the employee worked when dismissed.

1) Reduction in Force (Layoffs)

1. When layoffs are deemed necessary by FADL, dismissals to reduce the force shall be made in the inverse order of bargaining unit seniority from among the employees within the particular job title affected.
2. Dismissals to reduce the force shall proceed according to the following time table:
 - 1) At least 30 days prior to the intended effective date the Company shall give notice of the layoffs including the number to be laid off from specific job classifications. Notice of opportunity for volunteers to resign shall be issued at this time.
 - 2) No later than 14 days after the notice of layoff any employees wishing to volunteer to resign must submit their resignations and employees desiring to bump into another classification must give notice of intent to bump.
 - 3) 15 days prior to the intended effective date the Company will accept or decline proffered resignations. The Company shall also at this time give notice of its intent to use any exemptions from layoff by seniority and the Company will give final notification of those employees who are to be laid off.

3. An employee dismissed to reduce the force shall be placed upon a rehiring list for a period of eighteen (18) months. The Library shall fill all vacancies with persons on the rehire list by recalling in order of bargaining unit seniority persons who have worked in the classification in which the vacancy occurs or who have satisfactorily performed the duties of that classification in the past. Time spent on a rehiring list by dismissed employees shall not constitute breaks in continuity of service and shall be counted as service time in computing seniority.
4. An employee who leaves the bargaining unit shall have their seniority frozen, for purposes of layoff and recall only, as of the date of leaving the bargaining unit. If that employee returns to the bargaining unit, seniority shall resume upon the date of return to the bargaining unit.

2) Reduction in Force Effects

1. In the event of a reduction in force, FADL will meet with the Guild and bargain effects.

ARTICLE 10 HOURS

All full-time employees shall work a forty (40) hour workweek and shall be credited with overtime for all time worked in excess of forty (40) hours. All bargaining unit employees shall work with their department head to avoid overtime whenever possible.

Employees working eight (8) or more hours are entitled to a thirty (30) minute paid lunch and one paid 15 minute break, not to be taken within 1 hour of the aforementioned 30 minute break. Breaks are not to be taken at the beginning or the end of a shift. Employees may not forgo a break in order to shorten the total length of their shift. Employees working four (4) hours or more but less than eight (8) hours are entitled to one (1) 15 minute break. It is the employee's responsibility to coordinate with their supervisor to schedule breaks.

Breaks must be scheduled in a way to ensure appropriate coverage. The library may require that you change your break period to meet the workload under extreme circumstances.

In addition to the meal period, all breastfeeding employees will be provided reasonable break time to express milk during the first two (2) years of the child's life. The break will be paid. The library will provide a private area in which the employee may express breast milk. Employees may use their private office area for milk expression, if they prefer.

Overtime shall be worked when required by the employer. The employer shall compensate for authorized overtime at the rate of time and one-half in cash or compensatory time by mutual agreement.

No employee shall be required to work a regularly scheduled shift which will require them to return to duty less than twelve (12) hours after their leaves duty, exclusive of overtime.

Employees shall be given two (2) weeks' notice of their assigned work schedule. The assigned work schedule may be changed upon mutual agreement.

The employer will make an effort to ensure that full-time employees get two days off per week (consecutively when possible), and will make an effort to ensure that full-time employees do not work more than two weekend shifts per month. Exceptions can be made upon mutual agreement. In rare cases, full-time employees may be asked to work more than 2 weekend shifts per month and will be scheduled 1 weekend shift the following month. Employees can agree to work more weekend shifts by mutual agreement. If an employee is unable to work a scheduled weekend shift, the employee will be assigned an extra weekend shift the following month.

Employees are expected to be on site and ready to work from the time their shift begins to when their shift ends, excluding the aforementioned break periods. If an employee is running late by 15 minutes or more, it is the employee's responsibility to communicate to their supervisor that they are running late and provide an estimated time of arrival. If the employee's supervisor is not working that day, the employee should communicate to another supervisor or employee working that day that they are running late and to provide an estimated time of arrival. If an employee arrives to work late by any period of time, the employee will be expected to either stay late to make up that time or take Personal Time to account for the missed time. Consistent or excessive tardiness may result in disciplinary action.

ARTICLE 11 PAID TIME OFF

Planned Library Closures, Paid

Library employees shall be paid for ten (10) planned library closures annually.

New Year's Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

New Year's Eve Day

Additionally, the library may be closed during “Dream Cruise Weekend”. Library employees will be paid for the days they would have normally been scheduled to work had the library been open.

Part time employees will be paid for all of the aforementioned days in Article 11, Section 1 based on their regularly scheduled hours for that day.

Planned Library Closures, Unpaid

The following library closures will go unpaid, except for those who **have been scheduled to work on that day due to consistent schedule rotations.**

Easter (if the library is closed)

The Sunday before Memorial Day

The Sunday before Labor Day

The Saturday after Thanksgiving

Employees are encouraged to speak with their supervisors to find an opportunity to make up these hours or to use Personal Time or Vacation.

Unplanned Library Closures

In the event that the library is closed due to unforeseen circumstances, Library employees that were scheduled on that day will be paid. If the library closes early, or the opening is delayed due to weather, all scheduled employees who report for work will receive pay for all or the remainder of their scheduled work shift (does not apply to those who are scheduled to be off or have already called off or who had previously scheduled a paid day off). Unforeseen circumstances can include but are not limited to: Inclement weather, safety concerns, and building issues. The decision to close the library because of unforeseen circumstances is made by the Library Director, with consultation with a Library Board member, or in the Director’s absence, the Assistant Director, with consultation with a Library Board member.

Voting Time

Up to two (2) hours of time for voting will be allowed on Election Day for state, national, city or county elections for employees who are registered voters. It is the responsibility of the employee to provide 1 week notice of the hours they intend to be gone for managerial approval.

Documentation may be required.

Personal Time:

Full-Time Employees will have the right to declare forty (40) hours of Personal Time each fiscal year (FADL’s fiscal year runs July 1 - June 30). Employees shall be granted such hours on July 1 each year.

The number of Personal Time hours will be pro-rated for part-time employees based on their average regularly scheduled hours. Personal Time can be taken in ¼ hour increments and must be approved in advance by the employee's-department head.

Upon hire, new employees shall be granted a prorated number of hours based on the remaining length of the fiscal year (July 1 - June 30).

Personal Time must be used within the fiscal year or the hours shall be lost. Personal Time may be used during the employee's probationary period, but attendance may be a factor in whether or not an employee successfully completes their probationary period. Unused Personal Time will not be paid out.

Vacation:

Vacation hours are not granted annually, but accrued at an hourly rate. The hourly accrual rates are as follows:

1. Less than 3 years of continuous service: .0384616 hours of Vacation earned per hour worked
(Full-Time equivalent of 2 weeks per annum)
2. 3-7 years of continuous service: .0576924 hours of Vacation earned per hour worked
(Full-Time equivalent of 3 weeks per annum)
3. 7+ years of continuous service: .0769231 hours of Vacation earned per hour worked
(Full-Time equivalent of 4 weeks per annum)

The use of vacation hours must be approved in advance by the employee's Department Head. Vacation hours must be taken in a minimum of 2 hour increments. Any vacation lasting longer than 2 weeks must be approved by the employee's Department Head and the Library Director, or in the Library Director's absence, the Assistant Director.

Resigning employees giving two weeks' written notice will be paid for accumulated but unused vacation time. Terminated employees or resigning employees who fail to give the requested notice will not be paid for any accumulated vacation time. No employee's bank of Vacation shall exceed 120 hours.

Vacation hours shall accrue during the probationary period, but are not to be used until an employee successfully completes their probationary period. If an employee resigns, is terminated, or is otherwise no longer employed by FADL during their probationary period, vacation hours will not be paid.

Sick leave

Full-Time Employees will have the right to declare eighty (80) hours of Sick Leave each fiscal year (FADL's fiscal year runs July 1 - June 30). Employees shall be granted such hours on July 1 each year.

The number of Sick Leave hours will be pro-rated for part-time employees based on their average regularly scheduled hours.

Sick Leave must be taken in a minimum of 15 minute increments. Any Sick Leave lasting longer than 3 work days may require written documentation of the employee's illness.

Unused Sick Leave hours will not be paid out. Any unused sick leave may be rolled over to the following year. No employee's bank of Sick Leave shall exceed 200 hours.

Upon hire, new employees shall be granted a prorated number of Sick Leave hours based on the remaining length of the fiscal year (July 1 - June 30).

Sick Leave may be used during the employee's probationary period, but attendance may be a factor in whether or not an employee successfully completes their probationary period.

Sick Leave can be used for the employee's illness or injury and to care for an ill or injured member or their household, including pets.

If an employee has used all of their sick leave, the employee must use any remaining personal time before taking unpaid time off due to illness.

Excessive Absenteeism:

Excessive Absenteeism refers to repeated or prolonged absences that surpass acceptable limits set by Article 11: Paid Time Off. All Sick Leave and Personal Time must be expended before an employee can take unpaid time off. Any unpaid absences after both Sick Leave and Personal Time are expended may be considered Excessive Absenteeism. After 3 unpaid absences over a rolling 3-month period, the employer may conduct an Attendance Review.

The Attendance Review will involve the employee, the Library Director and/or Assistant Director, Employee's Department Head, and a representative of the Guild.

The purpose of the Attendance Review is to discuss the employee's attendance record, identify any underlying issues, and explore ways to improve attendance. Employee information regarding attendance, health conditions, or personal circumstances will be kept confidential in compliance with applicable laws.

Reasonable accommodations, where appropriate, will be considered during the Attendance Review process.

Based on the outcome of the Attendance Review, the employer may implement corrective actions in proportion to the severity, frequency, and circumstances of the excessive absenteeism. These actions may include verbal counseling or Disciplinary Action, up to and including termination, as per the Disciplinary Action policy (Article 7) outlined in this agreement.

Earned Paid Time Off (PTO) prior to the ratification of this Agreement:

Any unused Paid Time Off earned prior to signing of this agreement will be added as follows:

Upon ratification of this agreement:

1. Earned but unused PTO will be added to an employee's Vacation Bank up to the limit of 120 hours.
2. Any remaining earned but unused PTO beyond 120 hours will be paid out on the first paycheck following the ratification of this agreement.

**ARTICLE 12
LEAVES OF ABSENCES**

1. Paid Parental Leave

The Ferndale Area District Library ("Library") will provide up to eight (8) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Library for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1040 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a person who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).
- The adoption of a new spouse's or partner's child(ren) is excluded from this policy.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the twelve (12) month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this time frame.

Paid parental leave must be taken in a minimum of one-week increments. Employees must provide the requested weeks desired to be taken at the time the request for paid parental leave is made. Any unused paid parental leave will be forfeited.

Upon termination of the individual's employment at the Library, they will not be paid for any unused paid parental leave for which they were eligible.

The Library will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Library paid leave such as paid vacation leave or paid sick leave. If a Library holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Parental Leave

The employee must provide the library director with notice of the request for leave in writing at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). Requests for leave will not be reasonably denied.

2. Bereavement Leave

In the event that a death occurs in an employee's immediate family, that employee will be granted up to three (3) consecutive days off with pay for scheduled hours. If the employee is required to travel more than 500 roundtrip miles to attend a funeral or service during that time, the employee will be granted an additional two (2) days of bereavement leave to accommodate travel. Documentation may be required.

Immediate family is defined as an employee's spouse, domestic partner, children, parents, siblings, parents-in-law, grandparents, grandparents-in-law, stepparents, stepchildren, grandchildren, in-laws, uncles, aunts, or other relatives in the employee's household.

3. Jury Duty

A regular, full or part-time employee who is called to serve and does serve on jury duty shall be paid the difference between the employee's regular wage and jury duty pay that an employee receives from the court, excluding mileage and travel fees. The employee should provide verification of any pay received from the court to the supervisor.

An employee who works the day shift and is excused from jury duty by noon is expected to return to work at the library, although an employee's combined hours of work and jury duty should not exceed eight hours for that day.

The employee must give the library prior notice that they has been summoned for jury duty.

4. Military Leave

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 Library Director.

5. Unpaid Leave of Absence

Employees may be granted a leave of absence for good and sufficient reasons, within the discretion of the Library Director, depending upon workloads and business considerations. Generally, a leave of absence for any reason will not extend beyond six (6) months, except as required by law or as otherwise stated below.

A leave of absence generally is without pay or benefits, unless paid leave is required by law or approved by the Library Board as an accommodation under applicable law. For unpaid leaves, the library requires employees to substitute unused vacation time, unused personal, and unused sick time for any leave of absence requested. By substituting leave, you continue to receive pay but your unpaid leave of absence available is reduced.

The terms of the group health insurance plan allow the employee to continue their health insurance at their own expense for ninety (90) days. Employees should see the Library Director when desiring to continue group health insurance during a leave of absence.

Benefits that operate on an accumulation basis [such as Vacation Time or Sick Leave Time], on the basis of actual hours worked, will not accumulate during a leave of absence, nor will an employee be entitled to paid holidays and "miscellaneous absences" during the leave.

As soon as an employee knows that they will need a leave of absence, they must submit a completed Leave Request Form to the Library Director. When possible, thirty (30) days' notice is required. In the event of an emergency, requests should be submitted no later than forty-eight (48) hours following the commencement of the injury, illness, disability or qualifying exigency. If the employee cannot contact the Library Director personally, they should have someone contact the library on their behalf.

During the leave of absence, employees must notify the Library Director of any changes in the reason for the leave or to the expected return date. If the employee seeks an extension of the leave, a specific request in writing for approval of an extension must be submitted prior to the expiration of the approved leave. At the end of the leave period, the employee will return to a position that is available and they are qualified to perform. The library retains the right to terminate and/or replace an employee who does not return to work upon expiration of an approved leave. Employees may not be employed full-time by anyone other than the library while on a leave of absence.

ARTICLE 13 INSURANCE AND DISABILITY

Healthcare Coverage

FADL shall provide medical, dental, and vision insurance for each benefit-eligible employee. Eligible employees include Regular Full-time employees or Part-time employees who work at least 30 hours per week on a regularly scheduled basis. FADL shall pay 100% of the employee's premium, as long as FADL's total healthcare expenses are less than the "hard cap" dictated by 2011 Public Act 152 . Any healthcare expenses exceeding the hard cap will be split equally amongst qualifying employees. Employees may add spouses, domestic partners, and eligible dependents to their plan but the employee will be responsible for paying 100% of the premium for those individuals.

Bargaining unit representatives shall be included in annual discussions with the insurance broker concerning renewal options and any changes to the plan(s) for the following year. Changes to the plan(s) shall be made only with mutual agreement between FADL and The Guild.

If an eligible employee has medical, dental or vision coverage under the policy of a spouse, domestic partner or parent, FADL shall reimburse the employee for the amount paid for such monthly premium(s) (if any), up to 75% of the amount FADL would pay for employee coverage through the FADL plan(s). If applicable, the reimbursement shall be added to the employee's salary through their paycheck.

Short-Term Disability

Employer-paid short term disability insurance pays eligible employees a portion of their earnings if they miss time at work because of a disabling illness or injury. Eligible employees include Regular Full-time employees or Part-time employees who work at least 30 hours per week on a regularly scheduled basis.

Disability is defined in The Hartford's contract with FADL, as is coverage benefits and limits. A copy of the Hartford's contract with FADL and be obtained upon request from the FADL director.

Once employees are approved for coverage, they will be eligible to collect their employer paid short term disability insurance benefit starting on the 8th day after your injury or 8th day of sickness. Their benefit could continue for up to 12 weeks. The weekly short-term benefit may be reduced by other income the employee receives.

Long-Term Disability

Employer-paid long term disability insurance pays eligible employees a portion of their earnings if they miss time at work because of a disabling illness or injury. Eligible employees include Regular Full-time employees or Part-time employees who work at least 30 hours per week on a regularly scheduled basis.

Disability is defined in The Hartford's contract with FADL, as is coverage benefits and limits. A copy of the Hartford's contract with FADL and be obtained upon request from the FADL director.

Earnings are defined as in The Hartford's contract with FADL.

Coverage goes into effect subject to the terms and conditions of the policy. An employee must be actively at work with their employer on the day the coverage takes effect. An employee must be disabled for at least 90 days before they can receive an employer paid long term disability insurance benefit payment.

Workers Comp

The library provides workers' disability compensation insurance at no cost to the employee. 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 employment with the employer, an employee 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 may

require that the employee submit to a necessary medical evaluation by a doctor selected by the library or the library's insurance carrier.

Life and AD&D Insurance

The employer will provide **full-time employees** a basic life and AD&D insurance in an amount equal to \$50,000.

ARTICLE 14 RETIREMENT

FADL will provide a retirement benefit through a 401(a) contribution for full-time employees. The employer will contribute 2% of a full-time employee's gross wages. Full-time employees have the option to contribute to optional 457(b) and/org Roth IRA plans.

Full-time employees can contribute additional amounts through payroll deductions.

ARTICLE 15 WAGES AND CLASSIFICATION

1. Upon ratification of the contract, all employees wages will move to the corresponding step as set in Appendix A. Example: An employee at Step 2 on the existing pay scale will immediately move to Step 2 on the pay scale in Appendix A.
2. Upon ratification of the contract, employees will receive retroactive pay to July 1st, 2023 based on the difference between the applicable rate set in Appendix A and the employees rate of pay as of July 1st, 2023. Retroactive pay shall not exceed six (6) months of wages.
3. Upon ratification of the contract, employees will receive an annual wage adjustment payment as described in Article 15, Section 11.
4. The above changes in 1, 2, 3 will be processed in the first payroll following ratification.
5. All bargaining unit employees shall receive a step increase according to Appendix A. annually on the first pay period after July 1st of each year. Increase will apply to the whole pay period.
6. No employee on the payroll on the effective date of this Agreement or subsequently hired during the term of this Agreement shall receive less than the rates of pay set below.
7. **Wage Hiring Minimums (see Appendix A)**
8. Part-time employees shall be paid on an hourly basis equivalent to the weekly minimum salary provided for that employee's classification and experience.
9. There shall be no reduction in salaries during the life of this Agreement.
10. Nothing in this Agreement shall prevent the employer from granting increases above top minimum, bonus payments and other compensation in addition to contractual wages. The

Guild will be notified at the time such increases, bonus payments or other compensation is made.

11. An annual wage adjustment payment may be made dependent upon the projected property tax revenue as provided by the County of Oakland each Spring. If the Taxable Value for the Ferndale Area District Library decreases from the previous year, then no wage adjustment payment will be made. The Taxable Value for FADL is the same as the City of Ferndale and is determined in accordance with the Headlee Rollback, as reflected in MCL 211.34d.

The annual wage adjustment payment will be a one-time payment paid on the first payroll after August 15 of each year. It will be a percentage of the gross wages earned by each employee during the previous fiscal year. It will be calculated based on the following factors, including the millage reduction fraction (MRF) as provided by the County of Oakland:

3% if the MRF is between 0.9900 - 1.0000

2% if the MRF is between 0.9800 - 0.9899

1% if the MRF is 0.9799 or less

0% if the Taxable Value for the FADL decreases from the previous year, regardless of the MRF

The annual wage adjustment percentage will be communicated to the Union prior to the FADL Budget Hearing in May of each year.

12. Payment of wages shall be made bi-weekly and in United States check or direct deposit.
13. Should the employer create a new job or job classification in the bargaining unit, or should an existing job be modified to the extent that a dispute arises between the parties as to the appropriate minimum for such modified job, the employer and the Guild will meet to determine the appropriate minimum. If agreement on the appropriate minimum cannot be reached, the Guild may submit the dispute to final and binding arbitration under Article 8. The new minimum shall be effective upon the date the new or modified job was created.

ARTICLE 16 HIRING

FADL shall notify all current employees of vacancies of current or new positions via email. The notice should include the job title, desired qualifications, job description and pay rate.

Current employees shall have five (5) business days to apply for the position. Current employees that meet the position's required qualifications shall be interviewed and given first consideration

prior to external candidates being interviewed. Successful applicants shall be chosen based on their qualifications such as experience, skill, and job-related knowledge.

When in FADL's judgment, the qualifications of an internal applicant and an outside applicant are equal, FADL shall award the position to the internal bidder.

Where FADL is deciding between two internal applicants whose qualifications are equal, the employee with higher seniority shall be given primary consideration.

If an employee is not awarded a position, upon request, FADL will meet with the employee and, at the employee's option, a representative of the Guild to discuss the reasons for non-selection. The meeting must be scheduled as promptly as possible.

ARTICLE 17 JOB DESCRIPTION

FADL will provide each employee, within one (1) week of the employee's start date, a job description of the duties and responsibilities which the employee is expected to perform, in a standardized organizational format. A copy of the job description will be maintained in the employee's personnel file.

For complete job descriptions for all current bargaining unit positions, see Appendix B.

For changes to job descriptions made after the initial hire, the employee will have the opportunity to share input regarding changes to their job description through their supervisor prior to FADL's finalization of the revised description. FADL retains the right to establish positions and define and revise job descriptions as needed to carry out the work of the organization.

ARTICLE 18 EVALUATIONS

Within the first three (3) months of employment and at least once a year thereafter, every employee and their supervisor will carry out an evaluation and prepare a professional development plan to achieve goals. The supervisor and employee will discuss both individual interests, professional development, and organizational needs during this process.

ARTICLE 19 PROFESSIONAL DEVELOPMENT

1. Training to perform assigned duties and work functions

FADL shall provide training to all employees beginning a new position. This training shall include everything necessary for the employee to perform the essential functions of their role and must begin within seven (7) days of the employee's start date in that position.

2. Employer-required training

FADL shall pay the expenses of any training it deems necessary for employees' performance and requires employees to participate in. Time spent at Employer-required trainings shall be considered regular work time, and the **Expenses** Policy described in Article 21 shall apply for any associated travel expenses.

3. Employee-initiated training or education

FADL encourages employees to pursue professional development opportunities such as courses, seminars, trainings, workshops, or conferences that will assist and/or improve their work at FADL and help them make a long-term commitment to working at the organization.

Each year, each employee will work with their supervisor to develop a plan to meet their personal and professional development goals during the course of the year, and which will be reviewed as part of the employee's annual evaluation. Only time spent in FADL-approved professional development activities will be counted as work time.

4. Professional development funds

FADL will offer a minimum of \$500 per full-time position to cover the costs of FADL-approved professional development activities initiated by the employee. Travel, per diem, and lodging expenses are included in the aforementioned costs.

Additional money may be spent on employee professional development at the discretion of FADL. The remaining balance of this benefit does not roll over from one year to the next. To be eligible to receive this benefit, employees must be beyond their probationary period.

FADL will offer funds to cover FADL-approved professional development activities by department. Each department (Adult Services, Youth Services, and Circulation) will be budgeted an additional \$1000.

FADL also plans periodic staff in-services which benefit all employees.

5. Memberships in Professional Organizations

Librarians and Technical Services Specialists may choose to opt-in for memberships with ALA, MLA, or PLA. At FADL's discretion, Circulation Clerks and Pages may choose to opt-in for memberships with ALA, MLA, or PLA. The cost of these memberships will be covered by FADL for the length of each individual's employment.

ARTICLE 20
ACCESS TO PERSONNEL FILE

FADL shall maintain personnel records, which include an employee's application, cover letter, resume, pre employment material and all pertinent documents concerning the employee's employment record, job description, compiled performance evaluations and documentation of disciplinary action or changes in employment status.

An employee has the right of access to their official personnel file. An employee has a right to respond in writing to any material in the employee's official personnel file. The employee shall receive a copy of any material related to discipline or job performance that is put into their official personnel file. The employee has the right to have their written response to any material related to discipline or job performance in the official personnel file attached to the material.

ARTICLE 21
EXPENSES

The employer shall pay all legitimate expenses of the employee incurred in the service of the library. The employer shall furnish all materials and equipment necessary for the work done in their service.

An employee who uses their car in the service of the employer shall be compensated per mile at the standard mileage rate established by the Internal Revenue Service. Mileage compensation excludes commuting to and from work. When traveling for work or professional development purposes, round trip mileage will be calculated FADL as the starting and end point, 222 E Nine Mile Road, Ferndale, Michigan 48220.

Employees traveling more than 100 miles round trip are eligible to be reimbursed for up to \$60 per day for meals, excluding alcohol. Meals for someone other than the employee (i.e. a partner or spouse traveling with the employee) will not be reimbursed by FADL. If FADL determines that an overnight stay is required, FADL will cover the costs of lodging. Lodging accommodations should be mutually agreed upon by FADL and the employee prior to travel.

ARTICLE 22
OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as it does not create a conflict of interest with the Library. It is expected that the employee will be available to work the normal hours scheduled without interference from outside employment. Reasonable schedule accommodations for outside employment must be attempted for part-time employees of the Library.

ARTICLE 23
HEALTH AND SAFETY

The Employer shall be responsible for providing Employees with the resources necessary to do their work, as well as providing for a safe work environment.

We understand that working with the public often puts employees at risk from abuse, harassment and mistreatment. The Library will review, evaluate, and take appropriate action to address all reported instances of abuse, harassment, and mistreatment in connection with the performance of their job duties.

ARTICLE 24
UNION RIGHTS

Subject to availability, permission from the Library Director, and upon reasonable request by the Guild, FADL shall provide space on its premises for meetings of bargaining unit employees at mutually agreeable times.

Upon advance request by the Guild, unit employees designated as Union representatives shall be granted reasonable time off from their work, without loss of pay, to conduct necessary Union business administering the contract.

Employees must obtain permission from their Supervisor and the Library Director in advance and their absence from duty cannot interfere with library operations. No employee will be given additional compensation for time spent in conducting Union business which is outside their scheduled workday and/or hours.

FADL will provide bulletin board space for Guild use.

Union officers may use the Library copy machine for Union related business, including notification of Union meetings, with the understanding all costs will be borne by the Guild, and providing such use does not interfere with Library business.

ARTICLE 25
MANAGEMENT RIGHTS

FADL, hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution and statutes of the State of Michigan and the United States, and the Bylaws of the FADL Board of Directors. Further, all rights which ordinarily vest in and are exercised by employers, except as are

specifically relinquished in this contract, are reserved to, and remain vested in FADL, including, by way of illustration and not by way of limitation, the following rights:

- A. To manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools, and equipment to be used, and the discontinuance of any service, materials or method of operation.
- B. To introduce new equipment, machinery, or processes, change or eliminate existing equipment and institute technological changes, decide on materials, supplies, equipment and tools to be purchased.
- C. To construct new facilities or to improve existing facilities.
- D. To determine the size of the work force and establish work schedules.
- E. To hire and lay off employees.
- F. To adopt, revise and enforce reasonable working rules, policies, and regulations and to carry out cost and general improvement programs.
- G. To determine the qualifications and competence of employees to perform required work.
- H. To discipline, suspend or discharge for just cause and to maintain discipline and efficiency of employees.
- I. To establish a general policy to provide for training programs designed to improve employee performance, proficiency, and career advancement.
- J. To hold open or eliminate a position created by a vacancy and not fill vacancies of authorized positions once they have become vacant because of reassignment, retirement, promotion, or separation.
- K. To determine the amount of supervision necessary on all jobs, assignments, or operations.

ARTICLE 26 JOINT RESPONSIBILITIES

1. No Strike, No Lockout

A. Under no circumstances will the Union cause or authorize or permit its members to cause, nor will any member of the bargaining unit take part in any strike, sit-down, stay-in, or slowdown or any curtailment of work or restriction of production or interference with the operations of the Library. In the event of a work stoppage or other curtailment of production, FADL shall not be required to negotiate on the merits of the dispute which gave rise to the stoppage or curtailment until same is ceased.

B. In the event of a work stoppage, or other curtailment, the Union shall immediately instruct the involved employees, in writing, that their conduct is in violation of the contract, that they shall be disciplined up to and including discharge and shall instruct all such persons to immediately cease the offending conduct.

C. FADL shall have the right to discipline, up to and including discharge, any employee who instigates, participates in or gives leadership to any activity herein prohibited.

D. FADL will not lock out any employee during the term of this Agreement.

ARTICLE 27

Surveillance

The Library values the privacy of both patrons and staff within the establishment. As such, security equipment within the building shall not be misused by any person to surveil another on the premises. Security footage shall only be accessed and viewed by management to review video related to reported incidents.

ARTICLE 28

Remote Work

FADL employees may obtain advance approval to work remotely for the purposes of professional development and online/hybrid meetings if the following conditions are met:

- Remote work requires pre-approval by the employee's Department Head, and final approval by the Library Director or Assistant Director.
- Requests for remote work to attend known meetings should be submitted for approval no later than the 10th of the previous month to align with the posted schedule (ex. A request for 2 hours of remote work on July 25th should be submitted to the Department Head by June 10th at the latest). If an opportunity arises for a meeting or professional development, 1 week notice is required for the request.
- Any technology set-up required on-site at FADL to accommodate remote meeting attendance will be the responsibility of a bargaining unit member.
- Remote work is limited to **8 hours** per month for each employee.
- Only the duration of the meeting or professional development will be paid time. Commuting time will not be compensated before or after a session of remote work.

- The Library is not responsible for providing the technology necessary to attend the meeting or professional development, however, employees may request use of library equipment which may be provided on a case-by-case basis, subject to availability.
- The library reserves the right to cancel any work from home session at any point due to unforeseen scheduling concerns.
- Remote work is not to be requested as a replacement for sick leave and requests to work remotely with short notice will not be approved, absent unusual circumstances. Employees who perform library work remotely without approval will not be compensated for that time.
- Expenses for supplies normally available through the Library will not be reimbursed.
- The Library is not responsible for costs associated with personal setup of the remote work location, operating costs, or any other incidental or regular costs (e.g., utilities, phone plan, or internet costs) associated with employee's chosen place to work. The Library is not responsible for damage or repairs to employee-owned equipment.
- The Library is not responsible for costs associated with personal setup of the remote work location, operating costs, or any other incidental or regular costs (e.g., utilities, phone plan, or internet costs) associated with employee's chosen place to work. The Library is not responsible for damage or repairs to employee-owned equipment.

**ARTICLE 29
COMPLETE AGREEMENT**

1. Each party having had an opportunity to put forth its issues and concerns agrees this Agreement constitutes the entire agreement between the Employer and the Union regarding the subject covered in the Agreement.

Any changes made to this Agreement must be mutually agreed upon. Further, neither party is obligated to bargain any changes during the life of the Agreement.

**ARTICLE 30
DURATION**

1. Three year agreement.
This contract shall commence on the _____ day of _____, 2023

and expire on the 30th day of June, 2027.

2. This Agreement shall be binding upon the parties hereto, and shall be binding upon any successors or assignees by merger, consolidation, or otherwise, of either party.

3. Within 60 days prior to the expiration date of this contract, the Employer or the Guild may initiate negotiations for a new contract to take effect on (insert exact expiration date). The terms and conditions of this contract shall remain in effect until such negotiations are lawfully terminated. If such negotiations do not result in a new contract prior to (insert expiration date), the new contract shall be made retroactive to (insert expiration date).

**APPENDIX A
WAGE HIRING MINIMUMS
(TA 11.1.23)**

Hourly wages (3% Step Differential)

| <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> | <u>Step 8</u> | <u>Step 9</u> | <u>Step 10</u> | |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|-------------------------------------|
| \$23.10 | \$23.79 | \$24.51 | \$25.24 | \$26.00 | \$26.78 | \$27.58 | \$28.41 | \$29.26 | \$30.14 | Librarian |
| \$18.50 | \$19.06 | \$19.63 | \$20.22 | \$20.82 | \$21.45 | \$22.09 | \$22.75 | \$23.44 | \$24.14 | Technical Services Specialist |
| \$17.00 | \$17.51 | \$18.04 | \$18.58 | \$19.13 | \$19.71 | \$20.30 | \$20.91 | \$21.54 | \$22.18 | Circulation Specialist |
| \$15.00 | \$15.45 | \$15.91 | \$16.39 | \$16.88 | \$17.39 | \$17.91 | \$18.45 | \$19.00 | \$19.57 | Page |

APPENDIX B
DETAILED JOB DESCRIPTIONS

Adult Services Librarian

Reports to: Head of Adult Services

Hours: As posted, includes evenings and weekends.

The Ferndale Area District Library is seeking a creative and enthusiastic librarian to join our Adult Services team. The ideal candidate should have excellent interpersonal skills, a passion for connecting people with resources, and be committed to equity and inclusion while serving a diverse community.

Responsibilities include, but are not limited to:

- Assist with reference desk duties, answer reference questions, and provide readers' advisory services to library patrons
- Create a welcoming environment by providing the highest level of customer service to patrons of all ages while enforcing library policies equitably
- Ability to effectively use and teach current technology and information literacy to patrons of all ages
- Serve as Person in Charge of the building, when assigned. Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution
- Help maintain a clean, safe facility, and a productive, organized work environment
- Maintain effective communication within the department, with other library departments, and with library management
- Cooperate as a team member with all library staff in performing any duties essential to the achievement of efficient library operations
- Actively participate in orientation programs, in-service training, and continuing education opportunities
- Select, order, evaluate, and weed Adult collections
- Plan and implement library programs: in-person, virtual, and hybrid
- Flexibility in schedule including evenings and weekends

Essential Knowledge, Skills, and Abilities:

- Knowledge of current trends in library service to patrons served by the department
- Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively
- Self-motivated and able to exercise initiative and independent judgment
- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons
- Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies
- This position may include outreach services. The employee is responsible for arranging transportation to and from those locations

Education and Experience Requirements:

- Master's Degree in Library and Information Science from an ALA-accredited institution
- 1 to 3 years of experience in a public library preferred, or any equivalent combination of education, customer service experience, and/or training that provides the required knowledge, skills, and abilities

Physical Demands and Working Conditions:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents

FLSA status: Non-exempt

Youth Services Librarian

Reports to: Head of Youth Services

Hours: As posted, includes evenings and weekends.

The Ferndale Area District Library is seeking a creative and enthusiastic team player to join our Youth Services department. The ideal candidate should be passionate about children's literature and programming, eager to build relationships with public schools and community organizations, and committed to equity and inclusion while serving a diverse community.

Responsibilities include, but are not limited to:

- Assist with youth desk duties and provide reader's advisory to children and families
- Plan and conduct regular storytimes and early literacy activities
- Create and implement a variety of creative programming for children 0-17
- Select, order, evaluate, and weed juvenile and/or young adult collections
- Provide community outreach and build relationships with public schools and early childhood centers
- Supervise patron behavior and equitably enforce Library policies
- Help maintain a clean, safe facility, and a productive, organized work environment
- Cooperate as a team member with all library staff in performing any duties essential to the achievement of efficient library operations
- Actively participate in orientation programs, in-service training, and continuing education opportunities
- Serve as Person in Charge of the building, when assigned. Must be able to make decisions in situations dealing with library security, emergency procedures, and conflict resolution
- Flexibility in schedule including evenings and weekends

Essential Knowledge, Skills, and Abilities:

- Knowledge of current trends in library service to patrons served by the department
 - Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively
- Self-motivated and able to exercise initiative and independent judgment
- Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons
- Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid conclusions, and develop and implement effective strategies
- This position may include outreach services to local schools and organizations. The employee is responsible for arranging transportation to and from those locations

Education and Experience Requirements:

- Master's Degree in Library and Information Science from an ALA-accredited institution
 - 1-2 years experience working with children in a library setting (preferred), or any equivalent combination of education, customer service experience, and/or training that provides the required knowledge, skills, and abilities

Physical Demands and Working Conditions:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment
- **Vision:** Vision sufficient to read small print, computer screens and other printed documents

FLSA status: Non-exempt

Technical Services Specialist

Reports to: Head of Circulation

Hours: As posted, includes evenings and weekends.

The Ferndale Area District Library is seeking a reliable and enthusiastic Technical Services Specialist to join our team. The ideal candidate should be exceptionally self-motivated, highly organized, have excellent attention to detail, and a passion for helping their colleagues succeed.

Job Responsibilities include:

- Process new library materials, from delivery/unpacking to shelf-ready status
- Work collaboratively with librarians to ensure accurate timely processing of new and high demand materials
- Regular material record and label maintenance, book repair
- Provide original and copy cataloging for library's collections
- Troubleshoot in-depth or complicated patron inquiries and account issues
- Occasional Circulation Specialist duties as needed, including but not limited to shifts on the circulation desk and ILL processing
- Train and mentor Circulation Specialists and other staff as needed
- Ability to exercise judgment in the performance of tasks
- Help maintain a clean, safe facility, and a productive, organized work environment
- Keep statistics, file/process invoices and packing lists, use current technologies for communication
- Assist in the development and implementation of library policies and procedures, maintains knowledge of state-of-the art technologies, and seeks opportunities for professional growth and development
- Order supplies as needed
- Clerical work as assigned
- Other duties may be assigned

Desired Qualities include:

- Enthusiasm and commitment to public service excellence
- Strong attention to detail
- Ability to maintain effective interpersonal relationships with library patrons and deal tactfully with the public; ability to speak and write effectively; cooperate effectively with co-workers
- Be self-motivated and able to exercise initiative and independent judgment; possess appropriate computer skills

Preferred Skills include:

- 2+ years previous cataloging and circulation experience
- Experience with Google App Suite (Drive, Gmail, Docs, Calendar)

- Experience with retail computer systems, cash registers, office equipment

Education and Experience Requirements:

- Associates Degree or equivalent college experience (2+ years), or equivalent combination of relevant education and experience

Physical demands and working conditions:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Sufficient mobility to work in a library setting; operate office equipment.

Vision: Vision sufficient to read small print, computer screens, and other printed documents.

Circulation Specialist

Reports to: Head of Circulation

Hours: As posted, includes evenings and weekends.

The Ferndale Area District Library is seeking a creative and enthusiastic Circulation Specialist to join our team. The ideal candidate should have excellent interpersonal skills, a passion for customer service, and be committed to equity and inclusion while serving a diverse community.

Be the first to see all of the new releases in books, movies, and music! Applicants with non-library customer service experience are encouraged to apply.

Job Responsibilities include:

- Checking in/out of library materials
- Processing interlibrary loan materials and deliveries
- Answering patron queries in person and via telephone, including creating and modifying library patron records, addressing patron record issues, and renewing items
- Ability to exercise judgment in the performance of tasks
- Assisting patrons in operating machines such as photocopiers, fax, scanners, and computers
- Aiding patrons in the retrieval of holds
- Assist in the training of other circulation and library staff
- Issuing library cards; responsible for accuracy in library patron records; maintaining strict confidentiality of operations and records as dictated by the MI Library Privacy Act.
- Provides friendly and helpful public service to Library patrons of all ages
- Duties may include cash handling and searching for missing library materials
- Help maintain a clean, safe facility, and a productive, organized work environment
- Other duties of comparable level of difficulty and responsibility as required

Desired Qualities include:

- Enthusiasm and commitment to public service excellence
- Strong attention to detail
- Ability to remain calm in high traffic, fast-paced environment
- Ability to maintain effective interpersonal relationships with library patrons and deal tactfully with the public; ability to speak and write effectively; cooperate effectively with co-workers
- Be self-motivated and able to exercise initiative and independent judgment; possess appropriate computer skills

Preferred Skills include:

- Previous customer service experience (retail, hospitality, library)

- Experience with Google App Suite (Drive, Gmail, Docs, Calendar)
- Experience with retail computer systems, cash registers, office equipment

Education and Experience Requirements:

- High School diploma/GED plus six months of related experience and training which provides the required knowledge, skills & abilities.

Physical demands and working conditions:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Sufficient mobility to work in a library setting; operate office equipment.

Vision: Vision sufficient to read small print, computer screens, and other printed documents.

Page

Reports to: Assistant Director

Hours: As posted, includes evenings and weekends.

Job Responsibilities include:

- Sorts, shelves, and shifts materials (books, DVDs, etc.) in a timely manner.
- Checks shelves for accuracy and re-shelves misplaced items. Maintains shelf and library organization and appearance. Corrects shelving errors as discovered.
- Assists in closing of the Library.
- Help maintain a clean, safe facility, and a productive, organized work environment
- Other duties as assigned

Essential Knowledge, Skills, and Abilities

- Must be able to arrange library materials alphabetically and numerically, according to specific criteria. Able to work independently and be self-directed in completing tasks.
- Ability to communicate effectively verbally and via email with coworkers regarding work issues: including shelving problems, patron behavior, and scheduling. Must have basic knowledge or ability to learn Google Suite.
- Able to adapt to changes in library layout, labeling, and procedure.

Physical Demands and Working Conditions

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Must be able to perform frequent lifting and carrying of library materials, pushing and pulling book carts. Frequent stooping and reaching to shelve books on bottom and up to top shelf of library shelving areas (stacks), which will require use of portable library stools. Lift up to 25 pounds and push up to 40 pounds.

Vision: Must be able to read labels in small print and library signage to ensure accurate shelving. Must be able to read a computer screen to communicate with colleagues.

SIGNATURES

NEWSPAPER GUILD OF DETROIT

FERNDALE AREA DISTRICT LIBRARY

Signature

Signature

Printed Name

Printed Name

Title

Title

Signature

Signature

Printed Name

Printed Name

Title

Title