

**Manitowoc-Calumet Library System  
Employee Policy and Handbook**

## **INTRODUCTION**

This Employee Policy and Handbook is a summary of the personnel policies, practices and procedures applicable to Manitowoc-Calumet Library System ("MCLS") employees. MCLS publishes this Employee Policy and Handbook document to provide a convenient resource for all employees, to assist in the orientation of new employees, and to promote consistency and organization in administration. This document is not intended to create, nor does it create, contract rights. Notwithstanding any provision herein, MCLS reserves the right to make employment-related decisions on a case-by-case basis. MCLS further reserves the right to amend or delete any provision of this Handbook document at any time, without advance notice.

## **WELCOME TO THE MANITOWOC-CALUMET LIBRARY SYSTEM**

The name of the library system is the Manitowoc-Calumet Library System, to be known in this document as MCLS. MCLS is organized under the provisions of Chapter 43 of the Wisconsin Statutes.

The mission of MCLS is to ensure access to high quality public library services for all residents of the system area; to coordinate planning, cooperation, resource sharing, and application of information technologies among member libraries; and to provide, within the context of state statutory requirements, services that support, improve, and promote the member libraries.

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## ***I. SECTION I - EMPLOYMENT GUIDELINES***

### **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

MCLS is committed to the principle of equal employment opportunity regardless of sex, gender, race/color, religion, disability, national origin, marital status, sexual orientation or any other impermissible criterion and observes all applicable requirements of federal and state law.

MCLS's commitment to equal employment opportunity and affirmative action covers all aspects of the employment relationship. MCLS firmly believes that this commitment benefits the entire organization. MCLS reviews employment policies, practices and procedures periodically in an attempt to rectify any identified problem areas.

### **HARASSMENT**

**Policy:** The Manitowoc-Calumet Library System is committed to providing all employees with a workplace free of intimidation, threats and all other negative conduct that inhibit effective communication and productivity. Employees should expect a workplace free of harassment based upon sex, gender, race/color, religion, disability, national origin, marital status, or sexual orientation. In keeping with this commitment, MCLS will not tolerate harassment of employees by anyone including any supervisor, co-worker, vendor or other individual.

**Harassment:** Harassment includes any of the verbal/physical conduct listed below:

- Derogatory comments, jokes or slurs, physical harassment including unwanted contact, assault, impeding or blocking movement or any interference with activity appropriate in the workplace that have the purpose or effect of creating an intimidating, hostile or offensive work environment or which substantially interferes with the employee's work performance.
- Visual harassment including derogatory posters, cartoons or drawings that have the purpose or effect of creating an intimidating, hostile or offensive work environment or which substantially interferes with the employee's work performance.
- Sexual harassment includes unwelcome sexual advancements, unwelcome physical

contact of a sexual nature or unwelcome physical or verbal conduct of a sexual nature, the submission to which is either explicitly or implicitly a term or condition of the individual's employment or whenever submission to or rejection of such conduct is used as the basis for employment decisions. Sexual/gender harassment may also be found where the conduct creates an intimidating, hostile or offensive work environment or which substantially interferes with an employee's work.

No employee shall be punished or penalized for rejecting or objecting to behavior that might be considered as sexual harassment including, but not limited to, the following examples:

- Sexual gestures with hands or body movement
- Unnecessary or unwanted touching, grabbing, caressing, pinching or brushing up against an individual
- Staring at an individual or looking an individual up and down
- Whistles, catcalls and sexual references
- Repeated pressure on an employee to socialize with or date another individual
- Asking personal questions about an individual's social or sexual life
- Making sexual comments or innuendos, telling jokes or stories of a sexual demeaning offensive or insulting nature
- Deliberate display of offensive, sexually graphic material which is not necessary for business purposes
- Posters, calendars, cartoons, photographs or art work of a sexual, hostile or degrading nature
- Granting or withholding pay increases, promotions, job offers or other employment issues based on sex

Harassment may also include:

- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on MCLS premises or at any time for any purpose; fighting, or horseplay or provoking a fight on MCLS property, or negligent damage of property
- Threatening, intimidating or coercing fellow employees on or off the premises -- at any time, for any purpose

- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same

**Complaint Procedure:** If an employee believes that harassment by any person including, but not limited to, co-worker, supervisor, vendor, or other individual occurred or if an employee believes they have witnessed harassment or threats to a safe environment, the employee is strongly encouraged to report the facts of the incident and the names of the individual(s) involved within forty-eight (48) hours, if at all possible, to any of the following individuals: the Director, any other supervisor, or the President of the MCLS Board of Trustees. Prompt reporting will assist MCLS in conducting a thorough and timely investigation. MCLS will investigate all allegations promptly, thoroughly and fairly; and will ensure confidentiality to the extent possible.

The management representative conducting the investigation shall obtain a complete and clear statement of the alleged acts from the complainant, shall obtain names and statements from witnesses and shall obtain a clear and complete statement from the alleged harasser/accused employee.

The management representative conducting the investigation shall maintain full documentation during the investigation, including the complaint, all statements, documents, notes and other information relevant to the complaint.

All employees are responsible for helping to assure that harassment or threats to safety do not occur. MCLS forbids retaliation against anyone who has legitimately reported harassment or unsafe conditions or anyone who participates in an investigation. Anyone who engages in or assists in such retaliatory actions will be subject to disciplinary action up to and including the termination of employment.

MCLS policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, MCLS will keep complaints and terms of their resolution confidential. If an investigation confirms that harassment or unsafe conditions have occurred, MCLS will take corrective action including discipline up to and including immediate termination of employment as may be appropriate.

### **EMPLOYEE GUIDELINES**

In order to insure the quality of service delivered to Manitowoc and Calumet counties, MCLS reserves its right to exercise the customary functions of managing, such as: hiring; transferring; promoting; demoting; discharging; assigning work; assigning overtime; establishing rules and regulations covering the conduct of employees while on duty or on the premises; establishing methods and procedures for performing work; determining and/or changing the work to be done and how, when and by whom the work will be done; determining and changing size of, composition of, and

qualifications of the work force; and, managing and controlling its premises, facilities and equipment.

### **ORIENTATION**

During an employee's initial six months with MCLS, he or she will receive training and counseling in his or her work, including the orientation program. During this time, the employee's skills and work habits will be evaluated and his or her performance will be reviewed. The orientation program includes policy, procedure, and benefit explanation by MCLS administration and staff.

### **WORK WEEK - WORK SCHEDULES**

Employees may be expected to provide service 24 hours a day, seven days a week, 52 weeks per year. MCLS will make every reasonable effort to accommodate the employees' needs, but must always fulfill its responsibilities to our member libraries, residents of Manitowoc and Calumet counties and the State of Wisconsin. Work during the day, evening or at night, on weekends or outside the regular schedule may be necessary and employees are expected to provide the requisite services. The MCLS Director may grant staff members permission to work from home, when feasible, as well as in cases of mandatory office closures.

### **TIME RECORDING**

Employees are required to record hours of work and non-worked time using a time sheet. MCLS regards any incorrect or incomplete entries as a serious matter and could result in disciplinary action up to and including termination.

### **PERFORMANCE EVALUATION**

Employees will participate in regular performance evaluations. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at a minimum of once per year. Additional evaluations may be conducted.

### **RESIGNATION AND TERMINATION**

Employees choosing to resign are required to provide the director with at least three-weeks advance, written notice. MCLS reserves the option of accepting the resignation immediately.

In case of resignation or termination, employees will normally receive a final paycheck at the next scheduled payroll after the employee has returned his or her keys and any other MCLS property.

## ***II. SECTION II - COMPENSATION***

### **WAGES AND SALARIES**

Employees will receive regular performance evaluations and salary reviews. When warranted by the employee's performance, the Director may recommend a merit increase subject to approval by the MCLS Personnel Committee. Salary and wage changes will become effective with the beginning of the next fiscal year.

### **WRS CONTRIBUTIONS**

MCLS will pay ½ of the actuarially required contribution rate to the WRS for eligible employees.

### **PAY PERIODS**

There are 26 pay periods per year. Each pay period is two weeks (14 days) long. Employees' paychecks or Direct Deposit transactions will be on the Thursday following the end of the pay period.

### **MCLS PAYCHECK**

Employee check stubs will contain a list of deductions made from gross earnings.

### **GARNISHMENTS/LEVIES**

In the event an employee's wages are garnished or a government levy is received, the employee will be notified by MCLS.

## ***III. SECTION III - BENEFITS***

### **PAID TIME OFF (PTO)/VACATION**

Eligible employees begin to accrue PTO/Vacation on the first day of employment at MCLS. PTO/Vacation hours may be used after completing the first six months of employment with MCLS.

Eligible employees accrue PTO/Vacation time according to the terms of each individual's contract.



## **HOLIDAYS**

MCLS offers 7.5 paid holidays annually: New Year's Day, half-day Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Eve and Christmas Day. Holidays which fall on non-work days, will be observed on days as designated by MCLS.

Holiday benefits begin on the first day of employment. Holidays are not accumulative and may not be carried over from one calendar year to the next.

Should an employee separate from employment with MCLS, he or she will not be paid for any holidays occurring after the individual's last active day of employment.

## **TRAVEL**

When employee's official duties require the regular use of a personal automobile, MCLS will reimburse the employee for that use at the current IRS rate per mile.

If public or commercial transportation is used on MCLS business, the employee will be reimbursed for each official trip taken and paid by the employee. Reimbursement requests must be on an approved form, signed by the employee and approved by the System Director. Travel by commercial carrier outside of Manitowoc or Calumet counties must be approved in advance.

If an employee is required to travel outside Manitowoc and Calumet counties on MCLS business, he or she will be reimbursed for expenses for meals, tips, and personal expenses as limited by daily amount established by MCLS. The amount reimbursed is for actual expenses. Requests for reimbursement must be on the appropriate form, signed by the employee with all receipts for reimbursement attached.

## **LEAVE OF ABSENCE**

An employee may qualify for a leave of absence for disability (pregnancy LOA is considered a disability leave of absence), military, personal or educational reasons. When approved, leave shall be exhausted concurrently with FMLA.

## **FAMILY AND MEDICAL LEAVE**

Certain employees may be eligible to take unpaid family or medical leave under federal or state law.

Wisconsin law allows employees who have worked at least 1,000 hours in the past 12 months to take

the following leaves in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child.
2. Up to 2 weeks of family leave to care for a child, spouse, or parent suffering from a serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work.

Federal law allows employees who have worked at least 1,250 hours in the past 12 months to take up to 12 weeks of leave in a calendar year for one or more of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, spouse, or parent suffering from a serious health condition.
3. Medical leave for an employee to care for his/her own serious health condition which renders him/her unable to work.

A "serious health condition" is defined as any illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider due to: a health condition lasting more than three consecutive days; pregnancy or prenatal care; a chronic, serious health condition which continues over an extended period of time; a permanent or long term condition for which treatment may not be effective; and any absences to receive multiple treatments for restorative surgery, or for a condition which would result in a period of incapacity if not treated.

State and federal leave shall be considered to run concurrently for eligible employees.

Generally, employees needing to take family leave for birth/adoption/foster care placement should request leave from the Director at least 30 days in advance of the need. Employees should make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt business operations. Generally, employees should provide at least 30 days notice for planned medical treatments for themselves or family members, and as much notice as practicable in emergency situations.

The employee will be required to turn in a medical certification form which will need to be signed by the health care provider. Failure to return the completed medical certification within 15 days will result in a delay of the leave.

Family and medical leaves are unpaid. As appropriate, employees may elect or be required to apply

vacation or other accrued compensation during this family or medical leave. As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability benefits.

An employee is required to provide at least two days advance notice of intent to return to work. Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave.

Additional leave beyond the federal or state leave may be granted at management's discretion in some situations. However, failure to notify MCLS and/or to return to work at the expiration of the leave may be considered a voluntary resignation.

If Federal or State laws change, the policy of MCLS is to comply with Federal and State laws without regard to the content of this section.

### **LIFE-THREATENING ILLNESSES**

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. MCLS supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, MCLS will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. MCLS will take reasonable precautions to protect such information from inappropriate disclosure. All employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

### **DEATH IN THE FAMILY**

All employees of MCLS may be given time off with pay when the employee suffers a loss of a family member.

Up to three consecutive workdays with pay is granted if there is a critical illness or death in an employee's immediate family or that of his or her spouse/partner (parent, spouse/partner, child, brother, sister, grandparent, grandchild, parent-in-law, son/daughter-in-law).

## **OTHER LEAVE**

Other leave may be granted with or without pay at the discretion of the Director and based on individual circumstances.

## **JURY DUTY**

Employees called to jury duty, must inform the Director at once. Employees will be paid at the normal rate less the amount of jury duty compensation.

## **WORKER'S COMPENSATION**

Should an employee experience an injury or illness related to work, employees are protected by the provisions of the Wisconsin Worker's Compensation Law.

The health and safety regulations of MCLS require employees to immediately report all job-related injuries and illnesses to MCLS.

## ***IV. SECTION IV - OTHER POLICIES***

### **PROFESSIONAL MEMBERSHIPS**

The MCLS budget will support membership in one professional organization, such as ALA or WLA, appropriate to the employee's position.

Fees associated with MCLS memberships in support organizations, such as SIRSI-DYNIX users' group, SRLAW, or similar entities, are NOT professional memberships under this section. Those fees will be an MCLS budget expense. Decisions on these memberships shall be made by the Director and Personnel Committee.

### **CERTIFICATION REQUIRED FOR DIRECTOR**

The MCLS budget will support the fee associated with maintaining certification, as required in Chapter 43 of the Wisconsin Statutes, for the Director.

The MCLS budget will support the cost of continuing education credits (CEUs) necessary to maintain the Director's certification. If related expenses (i.e. transportation, lodging, and meals) should exceed \$500.00 per year, prior approval of the Personnel Committee is required.

## **CONFERENCE ATTENDANCE**

Attendance at in-state conferences is encouraged and expenses will be paid by the MCLS budget. Out-of-state attendance will require prior approval of the Personnel Committee.

## **OUTSIDE EMPLOYMENT**

Employees may hold outside jobs as long as the employee meets the performance standards of his or her job with MCLS. All employees will be judged by the same performance standards and will be subject to MCLS's scheduling demands, regardless of any existing outside work requirements.

If MCLS determines that an employee's outside work interferes with performance or the ability to meet the requirements of MCLS, the employee will be asked to terminate the outside employment if he or she wishes to remain with MCLS. Outside employment that constitutes a conflict of interest or is detrimental to MCLS is prohibited. Employees may not receive any income or material gain from individuals outside MCLS for materials produced or services rendered while performing his or her job.

## **SOLICITATIONS**

Solicitation of guests, vendors or employees by non-employees and the distribution of literature, pamphlets or other materials by non-employees on the premises are prohibited.

Unauthorized sales and solicitations of orders for any type of product or service to anyone on the premises are prohibited.

Solicitation of employees by other employees, and/or the distribution of literature between employees are totally prohibited during working time. The term "work time" means the time when the person doing the soliciting or distributing or the person being solicited or receiving the distribution should be working. Such solicitation or distribution also is prohibited at all times in working areas.

## **PROPERTY**

MCLS property is to remain on the premises unless an employee receives permission to remove property. Permission to remove property must be obtained from the Director.

Employees engaging in the removal of property from the premises without proper authorization will result in disciplinary action, up to and including termination of employment.

## **PERSONAL INFORMATION CHANGES**

MCLS must be notified whenever a change occurs in an employee's personal status, such as contact information and tax withholding information.

## **PERSONAL APPEARANCE AND CONDUCT**

Employees need to be professional in appearance and conduct.

## **COMPUTER – INTERNET / INTRANET USE**

Internet access to global electronic information resources on the World Wide Web is provided by MCLS to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of MCLS, and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees must always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of MCLS. As such, MCLS reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through online connections and stored in MCLS computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by MCLS, in violation of law or MCLS policies, will

result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

### **COMMUNICATIONS – ELECTRONIC AND TELEPHONIC**

All electronic and telephonic communication systems and all communications and information transmitted by, received from, printed from, or stored in these systems are the property of MCLS and as such are to be used solely for job-related purposes. MCLS retains the right to monitor all of its electronic and communication systems at its discretion including listening to and/or printing and reading all voice mail and e-mail messages stored in these systems. The use of any software and business equipment, including, but not limited to, facsimiles, telecopiers, computers, and copy machines for private purposes is strictly prohibited. Employees using this equipment for personal purposes do so at their own risk. Employees who violate this policy are

subject to disciplinary action, up to and including termination of employment.

E-Mail is an extension of the workplace and any abusive or inappropriate e-mail will result in disciplinary action by the director and the MCLS Personnel Committee that could lead to termination. There will be no allowances for display or transmission of any sexually explicit images, cartoons or messages. The e-mail system will not be allowed to be used for any communications containing any racial or ethnic slurs or epithets or anything that could be construed as harassment or offensive to others based on sex, age, race, national origin, sexual orientation, disability, color or any other classifications protected by state or federal law.

### **PERSONAL PROPERTY**

MCLS cannot be responsible for personal property that is lost, damaged or stolen.

### **REPORTING ABSENCE OR TARDINESS**

The MCLS office is expected to be staffed 8am to 5pm on weekdays. Absenteeism and tardiness place a burden on other employees and on MCLS. If a situation occurs which will cause an employee to be absent or late, he or she must call MCLS as soon as possible.

### **SAFETY AND SECURITY**

MCLS has established standards, practices and procedures to prevent accidents, to preserve a healthful environment, prevent and protect against fires and provide for employees' personal security.

All employees share with MCLS the job of safety and security.

### **CANCELLATION OF INTERLIBRARY LOAN VAN DELIVERY**

The first concern of MCLS is for the safety of its employees; therefore, delivery drivers will not be expected to make deliveries on days that the weather is not conducive to safe travel. The delivery route may be cancelled if all, or only part, of the route is deemed hazardous due to weather conditions. The delivery will be cancelled at the discretion of the Director. The Director will take local closings and weather advisories into consideration in determining the most efficient course of action. In some cases, a delay in beginning the route or shortening the route may also be an option if hazardous weather is present in only a portion of the delivery area. If there are any changes in the regularly scheduled deliveries, all member libraries will be notified by phone by the MCLS staff.



## **EMERGENCY CLOSING POLICY**

MCLS shall close its office when, in the opinion of the Director, conditions prove it impossible or unduly hazardous for employees to work.

MCLS shall close its office when, in the opinion of the Director, conditions warrant the closure.

If the MCLS office is closed due to hazardous conditions, all office employees are responsible for making up the time missed within the next regularly scheduled pay period.

In the event that the MCLS office closes, the Director will call all MCLS staff and member libraries to notify them of the closing and how long it is anticipated to remain in effect.

If the MCLS office closes after employees report for work, they will be credited for the greater of four hours or the actual hours worked that day.

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