

# Berwick Public Library

## Personnel Policies

### PURPOSE OF THIS POLICY

The purpose as set forth herein is to give reasonable assurance to the Board of Directors (hereinafter Referred to as "the Board") and to the employees of the Berwick Library Association, d.b.a. the Berwick Public Library, which certain basic conditions of employment are established and benefits defined so that personnel problems may be dealt with on an equitable basis and that proper employee morale may be preserved. Each staff member shall be provided a copy of these policies. This policy does not constitute an employment contract; it supersedes all previous personnel policies.

### CONDITIONS AND BENEFITS OF EMPLOYMENT

#### I. Employment

The Library shall employ without discrimination, the best qualified persons, who are available at the salary levels established for employment.

##### A. Job Descriptions

The Library administration will have available for each staff member and future job applicants job descriptions for referral. Such position descriptions shall be reviewed periodically by the Board.

##### B. Recruitment and Selection

Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position. The search may include: advertising in local and regional newspapers, and any other appropriate media; contact with State and other employment offices; contact with special sources of information. Members of the immediate families of the Board or of the Library staff may not be hired. The Director, who has the authority to hire, will conduct interviews. Interviews for the position of Director will be conducted by the Board, which has the authority to hire. The Board must authorize the filling of all positions not already included in the budget or in normal staff listings.

##### C. Orientation Period

A new employee hired to fill a regular position must serve an initial three-month orientation period. The purpose of such orientation period is to test the new employee's suitability for the job. It is the responsibility of the Director or his/her designee to see that each new employee receives sufficient instruction in his/her job in accordance with his/her job description during the orientation period in order that he/she may be fairly evaluated upon completion of the probationary orientation period. Termination may be made at any time during the orientation period, if deemed necessary by the Director, if the employee's work or conduct is not satisfactory. The orientation period for the Director will be one year.

#### D. Change in Position

Present employees shall be given first consideration in filling a position vacancy, but it is recognized that, from time to time, the good of the Library will require that a vacancy be filled from outside the Library. Employees who change position must serve a trial period of one month in that position. Prior to the end of this period the Director may require the employee to return to his/her former position at the employee's former rate of pay.

#### E. Resignation, Retirement, Lay-off

Any staff member wishing to resign or retire shall notify the Director, in writing, at least two weeks in advance, one month in advance for the Assistant Director. The Director shall notify the Board one month in advance of his/her intent to resign or retire. If personnel cutbacks become necessary, the affected employee(s) shall be given fourteen calendar days written notice of such an action.

#### F. Discipline

After the completion of the orientation period, the Director may take disciplinary action when it is warranted in his/her judgment. Such disciplinary action shall include the following (unless unlawful activities are the reason for termination, in which case termination may be immediate):

1. Initial reprimand, oral and written.
2. Second reprimand, written.
3. Day off without pay. Written report on correction of infraction or behavior issue to be submitted to the Director on next scheduled day of work.
4. Termination.

If unlawful activities are suspected, the Director, with approval of the Board President, may contact law enforcement authorities. If necessary, charges may be brought against the accused individual.

Disciplinary action against the Director is taken by a majority of the Board with notice served by the President or his/her designee.

In the case of an extremely serious breach of conduct, discharge shall be immediate.

An employee may appeal any decision of demotion or discharge in writing to the Director within five (5) working days of the date the notice of demotion or discharge is presented. The Director must present the document to the Board, which may uphold or reject the decision of the Director. An opportunity will be given to the employee for an informal hearing before the Director and the personnel committee of the Board.

The Director may appeal a decision of demotion or discharge in writing to the Board within five (5) working days of the date of notice of demotion or discharge is presented. The Board may uphold or reject its previous decision. An opportunity will be given for an informal hearing before the Board.

#### G. Termination and Vacation

Upon termination, resignation, lay-off or retirement, an employee shall be entitled to his/her

accrued vacation benefits earned under Section IV.

## II. Compensation

### A. Salaries

The Director shall recommend starting hourly wages and salaries with final approval by the Board. Raises will be recommended by the Director and approved by the Board.

### B. Travel Expenses

Within the limits of the budget, it is the policy of the Board to allow mileage expenses based on federal mileage policy for any travel authorized by the Director or by the Board. Employees or volunteers authorized to travel for the Library, for example – to attend a conference, must provide proof of insurance.

## III. Attendance, Hours of Work

### A. Attendance

Employees shall be at their respective places of work in accordance with the general regulations pertaining to the hours of work. The regular hours of work for employees shall be posted in a conspicuous place. The Director shall keep attendance records. Employees are expected to arrive 15 minutes ahead of their scheduled work day to prepare for their shift.

### B. Hours of Work

The Director and Assistant Librarian are the only employees who receive limited Personal Days. All other employees are not eligible at this time.

The times vacations are taken must be approved by the Director, usually on a “first-come, first-served” basis. The Director shall notify the President of the Board of Directors of his/her vacation. Due to staffing needs, it may not be possible to take all vacation time consecutively.

### C. Sick Leave

Sick leave for any employee except the Director and the Assistant Librarian is unpaid. The Library Director has the authority to request or approve the makeup of any hours missed by an employee, due to illness.

The Library may at any time request the employee to obtain a certificate of illness from an attending physician.

### D. Bereavement

Any employee may be excused for work for up to three days because of death in the immediate family, as defined below, and shall be paid the regular rate of pay for the scheduled work hours missed.

“Immediate family” is defined to mean spouse, parents, children, brothers, sisters, mother or father-in-law, brother or sister-in-law, grandmother, grandfather or grandchildren, step-father, step-mother or step-children. At the discretion of the Director, unusual situations differing from this policy may be given consideration.

E. Jury/Witness Duty Pay

The Library shall pay to an employee called for jury duty or as a witness to a case, the difference between the regular pay and the juror's pay or witness fee upon presentation of an official statement of pay received. An employee excused by the court for any reason shall be required to return to work promptly thereafter, except when arrangements have been made for replacements for a given work period.

F. Holidays

The Library will be closed for the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

The Director of the Library and President of the Board will select what days the library will close in observation of these holidays.

The Director and the Assistant Librarian are the only employees paid for the above holidays and for any other days the Library may close due to holidays.

K. Storm Days

During extremely bad weather, the Library may be closed at the discretion of the Director. It shall be the responsibility of the Director or designee to notify each employee that the Library will be closed. All employees so notified or sent home early will be paid for the hours not worked. Employees leaving early because of bad weather when the Library remains open may use their vacation time or personal time, but otherwise will not be paid for time missed. At the discretion of the Director, unusual situations differing from this policy may be given consideration.

IV. Staff Development

A. Professional Education and Conferences

Changes are constantly taking place in the field of librarianship and in the operation of libraries. Employees should keep abreast of developments in the library field, in accordance with the responsibilities of their positions, in order to give the best possible service to our patrons. Employees are encouraged to take advantage of educational opportunities and to attend workshops, conferences and meetings. Personal initiative should be shown in this area. Arrangements for attendance must be made in advance with the Director. Employees may be eligible for full or partial reimbursement for costs incurred in relation to education, training and attendance at meetings, as determined by the Director.

All employees are required to participate in staff development, whether it be enrolling in free

on-line webinars, seminars and events offered by the Maine State Library or reading articles from reliable librarian based scholarly journals and resources such as ALA, MLA, School Library Journal, American Libraries, ect. Employees who have completed at least one or more of these staff development initiatives will receive two hours of compensation per quarter, to be used at their discretion with the approval of the Director. The earned 2 hours must be used during the current quarter and cannot be carried over. Employees will be expected to present and share with the entire staff at the regular staff meetings.

B. Required Courses or Training

Employees who are required by the Director to take courses or attend training sessions will have all reasonable expenses paid by the Library as employer.

C. Maine Library Association

All dues for membership in the Maine Library Association will be paid by the Library as employer.

V. Insurance Coverage

A. Workmen's Compensation

All employees are covered under the Workmen's Compensation Act.

VI. Performance Evaluations

The Director shall be responsible for performance evaluations of all employees at least once each year and the Board shall evaluate the Director annually. Personnel with weaknesses or below average ratings will be given remedial instruction by the Director or designee, or by the Board in the case of the Director. The character of this instruction shall be at the discretion of the Director, or of the Board in the case of the Director, subject to limitations of time, budget and expertise. Unless there is significant improvement, an unsatisfactory performance evaluation will result in reassignment to another position if this is possible and desirable, or in termination.

VI. Employee Grievances

It is the policy of the Library to deal promptly with grievances. Any employee aggrieved because of some condition of employment shall have the right to appeal to the Director, or the Board, in the order named, in accordance with the following provisions:

Step A. An employee shall present the grievance in writing to the Director, whose duty it shall be to give it full consideration and make an effort to settle it within five working days after its presentation.

Step B. If a satisfactory settlement cannot be reached by the Director within the specified time, the employee may appeal in writing to a personnel committee of the Library Board. The Director must make a full report in writing to a personnel committee regarding the effort to settle the grievance. A personnel committee shall make an effort to settle the grievance within five working days from the time of its presentation.

Step C. Failing to secure settlement at Steps A and B, the employee may appeal in writing to the

full Board. The appeal will be resolved within ten working days by the full Board whose decision will be final.

All grievances shall be commenced not later than ten days after the occurrence of the event giving rise to the grievance.

VI. Harassment

It is the policy of the Berwick Library Association that all our employees should be able to work in an environment free from all forms of harassment. Harassment, both sexual and verbal, is prohibited. This policy refers not only to supervisor-subordinate actions but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment. Please refer to the Sexual Harassment Policy for further information.

VII. Public and Employee Relations

Cooperation of all employees is essential to efficiency. Cooperation, courtesy and responsibility are key elements of good service. Businesslike conduct is presupposed at all times. Employees shall be at their respective places of work at the appointed starting time. Illness or any other inability to report for duty shall be reported to the Director or designee within a reasonable time, preferably at least two hours before an employee is expected to work.

No employee shall engage in any business other than his/her regular duties during work hours. Appropriate attire is expected while an employee is on duty. An employee may accept no fee for services rendered as an employee of the Library, nor may any special favor or advantage be granted to relatives or friends as users of the Library.

Employees are expected to be meticulous in avoiding careless or personal use of Library time or property.

Employees shall not criticize the Library, its employees or Board, patrons, businesses or institutions, while on duty at the public desks of the Library. Criticisms of Library services, personnel or books by Library patrons will be referred to the Assistant Librarian or the Director.

Children will be shown the same courtesy as adults.

VIII. Definitions

- A. Regular Full-time staff: those employees working 35 hours per week or more on a regular basis.
- B. Regular Part-time staff: those employees working on a schedule less than 35 hours/week on a regular basis.
- C. Temporary staff: those employed for a short period of time in order to fill a particular need, whether they are working full-time or part-time. They may be employed by the hour until a task is completed, by the week or for a stipulated length of time, such as 60 days or 6 months, or longer.
- D. Volunteer: an individual who of his/her own free will performs a task or service for the Library.