

FREEDOM PUBLIC LIBRARY PERSONNEL POLICIES

A. Management Policy:

The duly elected Board of Trustees of the Library shall have all management rights, authorities, and responsibilities as stated in *New Hampshire Statute 202-A: 11*

1. The Library Board of Trustees shall select, appoint, and when necessary for valid reasons, dismiss the employees.
2. The Trustees shall establish all other positions and all wage and benefit levels for all Library employees.
3. The Library Trustees shall provide an effective orientation for new Directors to ensure that the Director understands a) the policies and processes related to the daily operation of the Library, b) reporting and budgetary requirements that ensure accountability and compliance with the law, c) the expectations of the Trustees in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient Trustee meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification required by the State of New Hampshire.
4. The Library Trustees shall conduct annual appraisals of the Library Director's performance, at which time personal and management goals will be discussed and negotiated. The Trustees will review employee salaries annually at each anniversary date.

B. Administrative Policy

The person appointed as Library Director shall be charged with the sole administration of the Library.

1. The Director shall be responsible to the Library Trustees in matters pertaining to and concerning the Library, be present at monthly Trustee meetings, and prepare and present such reports and meeting documents as requested.
2. The Director shall hold regular meetings with employees and/or volunteers for training and interpreting Trustees' policy as needed.
3. The Director will be responsible for ensuring the preparation of performance assessments of Library employees.
4. The Director will recommend changes in or additions to Library policies as needed.
5. The Director will assist the Trustees with regular Library planning.

C. Compensation and Benefits

1. Salaries

The Trustees will meet the requirements of the State and Federal regulations for compensating Library employees and for notifying employees of conditions of employment. The Library employees will complete regular weekly time sheets indicating hours worked. Checks will be issued every two weeks on Wednesday.

2. Vacation Policy

The Director and Assistant Librarian are entitled to vacation time accrued. Vacation time will accrue at the rate of:

- 2 weeks during the 1st and 2nd year of employment;
- 3 weeks during the 3rd and 4th year of employment;
- 4 weeks after the 5th year of employment

The employees will submit requests for vacation to their Supervisor providing reasonable notice of the time away. An employee may carry over one week unused vacation time per year. At the discretion of the director, full vacation days may be granted before they are earned. In that instance, if employment ends before those already granted days have been fully earned, the employee will be responsible for repaying the library for the used and unearned days

3. Sick Leave

The Director and Assistant Librarian are entitled to take sick days as they are needed. In case of prolonged absence, the Trustees may ask for a doctor's certificate stating the reason for the absence. Sick leave accrues at the rate of 10 days per year up to a maximum of 20 days total. Accrual commences on the date of hire, but it cannot be used during the first ninety days of employment. In the event of catastrophic illness or injury, and all accumulated sick leave and vacation time is used, and a dedicated valued employee is going to be without pay, the Trustees have the authority to grant up to an additional 30 days of sick leave.

4. Work Schedule Policy

The Trustees must approve any major changes in the employees' schedule and their areas of responsibility. Requests for changes shall be made in writing to the Library Trustees.

5. Jury Duty

The Director and Assistant Librarian will be granted up to two weeks jury duty leave with pay for the purpose of serving on a jury. Leave may be extended at the discretion of the

Trustees. A copy of the summons to serve on the jury must be provided to the Trustees. Upon completion of jury duty, a copy of the document providing evidence of jury duty must also be provided to the Trustees. The Library agrees to pay full wages upon remittance of jury compensation (not including reimbursement for expenses) during the period of service. The employee is entitled to keep jury duty compensation in excess of his/her salary.

6. Meetings, Conventions, and Workshops

Trustees and employees attending continuing education opportunities to aid the Library shall be allowed expenses at the discretion of the Library Trustees according to the amount appropriated in the budget. Both Trustees and employees are encouraged to attend and participate in continuing education activities. Library employees and Trustees must notify and gain the approval of the Trustees before expending funds for continuing education.

D. Performance Review and Disciplinary Policy

An employee of the Freedom Public Library may be dismissed for any action or behavior that causes the Library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step that would follow:

1. A substandard performance appraisal,
2. Verbal and/or written warnings,
3. Suspension, and/or
4. Extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the Library.

Library Trustees and employees in a supervisory capacity want each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Freedom Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

All new employees shall work a six-month probationary period. An employee may be discharged during the probationary period at any time without right of appeal if performance is unsatisfactory. Three to five months into the probationary period the employee will be given a job performance assessment completed by the supervisor or the Board of Trustees. Upon satisfactory completion of a probationary period, the employee will be given a job performance assessment annually.

E. Resignation and Retirement Policy

A Library employee wishing to resign or retire from employment must notify the Director or the Library Trustees as soon as practicable. The Library requests a minimum notice of two weeks. A notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends an exit interview may be conducted.

Upon termination, the employee will be entitled to receive a lump sum payment for earned, unused vacation days.

F. Complaints & Grievance Procedures

It is the intent of the Freedom Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and Library rules as they apply to employees. A concern or grievance should follow the procedure below:

1. Discuss the concern or complaint with the immediate supervisor within five (5) working days of the incident. The immediate supervisor must respond within five (5) working days of receipt of the complaint. It is anticipated that nearly all complaints can be resolved informally without grievance.
2. An employee must submit a grievance in writing; the statement must contain the facts surrounding the grievance and the provision(s) of this agreement allegedly violated, the relief requested, and the extent to which the grievant has sought an informal resolution to the complaint.
3. Grievances must be submitted to the Library Director and/or Trustees within ten (10) working days of the incident. The Library Director/Trustees will meet with the employee within ten (10) working days after receipt of the written grievance, and will provide a written response within five (5) working days thereafter.
4. Grievances must be submitted to the Board of Trustees within ten (10) working days in the event of denial of the complaint by the Library Director.
5. The Board of Trustees' decision shall be final.

G. Equal Opportunity Employment Policy

It is the policy of the Freedom Public Library to provide an equal employment opportunity for all qualified and qualifiable persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

H. Drug-Free Workplace Policy

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Freedom Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the Library Director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination, or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

L. Sexual Harassment Policy:

Harassment on the basis of sex is a violation of *Title VII* (federal law) and *Statute 111.360* (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Freedom Public Library.

The Freedom Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

M. Limitations to Privacy Rights of Employees:

Employees cannot expect privacy rights to extend to the use of the library's electronic information and communication systems. The library reserves the right to access and monitor content and have access to login information to voicemail and email accounts, computer files, online digital accounts and data, or any other library property. For these reasons, employees or volunteers should not expect messages or data left on library voicemail, email, computer, or other communication device to be private.