

Lane Memorial Library

Personnel Policies

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General Statement

- The Lane Memorial Library is established and operated in compliance with New Hampshire RSA's and with other federal and state laws that affect library employment procedure.
- It shall be the policy of the Lane Memorial Library to set forth, in written form, a comprehensive program of policies and practices relative to human resources, that has been approved by the Board of Trustees of the library. It is recognized that the Board of Trustees of the Lane Memorial Library may change from year to year and that the staff members may be relatively constant. In order that consistent practices relating to employees are administered over the years, these policies are herewith set forth and shall be periodically reviewed and revised.
- Nothing in the Lane Memorial Library Personnel Policies shall be held to convey to any employee a promise or offer of any type of right of continued employment. This document is not an employment contract.
- All employees shall receive a copy of the Personnel Policies at their request. New employees shall receive a copy at the time they are hired.

Unless otherwise stated, the provisions of these Personnel Policies apply to all library employees.

Administrative Responsibilities

BOARD OF TRUSTEES: DUTIES

The Board of Trustees shall be responsible for the administration of policies and procedures relating to personnel, including the paid staff and the volunteer staff. A permanent committee, known as the Personnel Committee, shall recommend personnel policy and procedure changes to the Board and shall act in an advisory and consensual capacity to the staff in the recruitment, selection, probation, promotion, and termination of staff.

LIBRARY DIRECTOR: DUTIES

The Library Director shall have responsibility for recruiting and selecting all staff with the final approval of the Board of Trustees. The Library Director, with the approval of the Board of Trustees, shall also be the individual responsible for discharge and discipline of staff in the event of poor job performance. She or he shall be responsible for the day-to-day administration of the Personnel Policies.

ADMINISTRATIVE CHAIN OF AUTHORITY

The Library Director shall be the authority over day-to-day operations within the library, enforcing library policies and keeping the Board of Trustees informed. In the absence of the Director the Assistant Director will assume the role of Acting Director taking on all duties and authority. Authority in the absence of the Director and Assistant Director will pass to Department Heads based upon seniority.

STAFF: HOURS OF WORK

All full-time staff are considered professional employees and will work 37 1/2 hours per week on a flexible schedule determined by the Library Director. Part-time employees shall be paid on an hourly basis and shall work the number of hours agreed upon between the employee and the Library Director.

Staff members working more than five consecutive hours are entitled to a thirty-minute unpaid lunch break. Staff members are entitled to paid lunch breaks only if they are required to cover an area during their normal lunch period.

All staff are entitled to a fifteen-minute break for each consecutive four hours worked. Breaks are meant to be a relief approximately in the middle of the time worked; however, timing of the break is at the discretion of the immediate supervisor.

No staff member can be permanently scheduled to work outside the library's hours of operation.

PERSONNEL POLICY: ADMINISTRATION

Responsibility – The Library Director shall have the primary responsibility of executing the provision and purposes of the Lane Memorial Library Personnel Policies.

Availability – A copy of these Personnel Policies and all supplements hereto shall be made available to each employee on the initial date of employment.

The Lane Memorial Library Personnel Policies shall be read at that time by the employee and her/his name shall be signed to an affidavit stating that she/he has read and understood the provisions of said policies. In addition, a copy of the Personnel Policies shall be available to the staff at all times during the full course of employment.

Amendments – The Personnel Committee in concurrence with the trustees may make changes in these Personnel Policies as the need arises at any regularly scheduled meeting of the Board of Trustees.

Intent – These Personnel Policies are a declaration of honest and present intent on the part of the Lane Memorial Library but in no manner constitute a legal contract binding upon the Lane Memorial Library. The Lane Memorial Library reserves the right to alter, amend, or modify these Personnel Policies as warranted by circumstances, budget limitations, economics, or other valid reasons.

Savings Clause – In the event that any of the provisions stated herein shall be at variance with federal or state laws, statutes, or regulations, such laws, statutes, and regulations shall supersede and apply, in which event all other portions of these Personnel Policies shall remain in full force and effect.

Job Descriptions

MAINTENANCE

A job description shall be maintained for each position in the library.

CONTENTS

The job description shall include the following: position title; status of the employee (i.e. full-time, part-time, regular, temporary); detailed description of the job duties; salary range; description of how the position is supervised; description of the supervisory responsibilities of the position; other comments as required.

SIGNATURES

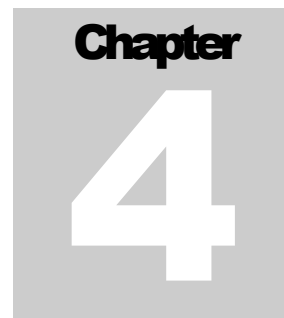
A copy of the appropriate job description signed by the employee and by the employee's immediate supervisor shall be placed in each personnel file.

JOB CLASSIFICATION

Employees shall be classified as full-time regular (37 ½ hours per week), part-time regular (fewer than 37 ½ hours per week), full-time temporary (employed with specific starting and ending dates), or part-time temporary (employed as needed to substitute for regular staff). All employment requirements with respect to experience or education shall be those requirements established by the Lane Memorial Library Board of Trustees. All employee classifications shall be compatible with the New Hampshire RSA's and federal laws with respect to exempt and non-exempt employees. Copies of relevant job descriptions shall be maintained as an appendix to these Personnel Policies.

TIME SHEETS AND PAY PERIODS

The work week runs from Wednesday through Tuesday. Employees will be paid each Friday for the previous work week. Employees shall keep track of their daily hours on a weekly time sheet, have it signed by their immediate supervisor, and submit it to the Library Director by noon each Monday. If a payday occurs on a holiday, paychecks will be distributed on the last working day prior to the scheduled pay date. Employees taking more than one week's vacation at one time may request vacation pay early.



Supervision of Employees

IMMEDIATE SUPERVISORS

Each employee of the Lane Memorial Library, with the exception of the Library Director, shall have an immediate supervisor assigned to monitor the nature and quality of his/her work. This supervision shall include assistance with job duties and responsibilities and annual performance evaluations. In the case that an immediate supervisor is not assigned to an employee, the Library Director shall act as the supervisor until a supervisor is assigned.

SUPERVISION OF THE LIBRARY DIRECTOR

The Library Director shall be supervised by the Chairperson of the Board of Trustees Personnel Committee. Supervision will include assistance with job duties and responsibilities, annual performance evaluations, and promotions.



Personnel Files

MAINTENANCE

An official personnel file shall be maintained for each employee at the Lane Memorial Library.

CONTENT

The personnel file shall contain, but not be limited to, an application for employment and its attendant documents, including the resume or vita, and records of references; annual evaluations; job description; records of accidents or work-related injuries; records of any disciplinary action; training records; results of any background checks; and/or any letters and/or documents of recommendation or commendation received by the employee. Payroll materials and time sheets shall be maintained separately.

STORAGE

The personnel records shall be maintained in a satisfactory condition and shall be stored in a locked file cabinet or desk.

ACCESS

Access to individual personnel records shall be limited to the employee, the Library Director, and members of the Personnel Committee of the Board of Trustees. Individual personnel records may not be removed from the premises of the library.

EMPLOYEE RIGHTS

Employees have the right to inspect their own records at any time in the presence of the Library Director and may request the correction of or removal of inaccurate, irrelevant, out-dated, or incomplete information in the records. Employees must request such action in writing. Moreover, employees may submit rebuttal data or memoranda or other materials considered relevant to the records.

CORRECTION OR REMOVAL OF MATERIALS

Materials which employees have requested be corrected or removed from the record will be done so only with the concurrence of the Library Director and the Personnel Committee. In addition, the Library Director has the right to remove materials that have become inaccurate, irrelevant, or outdated.

RELEASE OF INFORMATION

Current Employees – Information shall be released from the personnel records of employees only with the written consent of the employee.

Former Employees – Information shall be released from the personnel file records of former employees only with the written consent of those former employees. Such written consent may be specific to the particular situation or may be a general letter of consent permitting the agency to release information from their records.

MAINTENANCE OF RECORDS OF FORMER EMPLOYEES

Employee personnel records shall be maintained by the library for a minimum of seven years following their last date of employment.

Rules of Conduct

By following a common set of standards and guidelines for employee conduct, a more consistent, pleasant, and harmonious work environment can be enjoyed by all. Failure to follow the standards for professionalism listed below may make an employee subject to disciplinary action.

CONFIDENTIALITY

All employees and volunteers shall maintain strict confidentiality of patrons' records.

ABSENCE OR LATENESS

A staff person who is ill, unable to come to work, or who must arrive late, is responsible for notifying the appropriate supervisor at the earliest possible time in order to allow that supervisor as much time as possible to arrange for substitute coverage. If an employee is unable to personally make the call, he/she should arrange to have someone call on his/her behalf.

Absence from work for three consecutive days without proper notification to the immediate supervisor will be considered a voluntary resignation.

In order for the library to operate effectively, it is imperative that employees be ready to work at the appointed time. Chronic unexcused lateness to work may be grounds for dismissal.

ETHICS

- No employee shall engage in any other employment that shall in any way interfere with his/her duties as an employee of the Lane Memorial Library.
- Employees may not use the library name, or their positions in the library, to engage in partisan political activities; however, employees retain all rights to political activity afforded to them under the laws of New Hampshire and the United States of America.

- No employee shall accept honoraria for services provided to any group or organization while the employee is representing the Lane Memorial Library. Any honoraria received for such work shall be turned over to the library.
- All employees shall maintain a respectful, professional attitude toward their work, other employees, and the public on a consistent basis.
- All employees shall represent the Lane Memorial Library staff, trustees, and volunteers within the library to the community in a positive manner.
- All employees are representatives of the Lane Memorial Library; therefore, employees are expected to dress appropriately to their positions and suitably for interacting with the public.

HARASSMENT

Sexual Harassment

- **Definition:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature by a staff member which unreasonably interferes with another staff member's work performance and which creates an intimidating, hostile, or offensive work environment.
- **Policy:** No employee shall sexually harass a co-worker. If a staff member believes she/he is being sexually harassed by a co-worker, she/he may follow the procedure outlined below.
- **Procedure:** If a staff member feels he/she is a victim of sexual harassment and is unable to stop such harassment through direct confrontation and/or negotiation with the alleged harassing staff member, the alleged victim may request assistance in having such harassment stopped as follows:
 - If a staff member feels he/she is being harassed by a co-worker, he/she may discuss the alleged harassment with the immediate supervisor.
 - If a staff member feels she/he is being harassed by a supervisor, she/he may discuss the alleged harassment with the Library Director.
 - If a staff member feels she/he is being harassed by the Library Director, she/he may discuss the alleged harassment with the Chair of the Personnel Committee of the Board of Trustees.
- **Next Step:** If the alleged harassment does not stop upon the intervention of an appropriate person identified in the statements above, or if the appropriate person refuses to intervene, the staff member may file a grievance in accordance with the grievance policy of the library.
 - The job of a staff member who charges harassment is not jeopardized unless it is found that such a charge has no basis and is, in itself, a form of harassment. A staff member found guilty of harassment will receive a written warning on the first offense and will become subject to discharge on the second offense.

Other Harassment

- (Paragraph needed on patron harassment of staff)

VIOLATIONS

- The immediate supervisor will discuss with the employee any alleged violation of procedure pertaining solely to program policy or alleged failure to perform assigned tasks. The alleged violation and its ramifications will be discussed. Conditions and a time schedule will be set for the employee to modify her/his job performance. If the job performance is not modified to the necessary level of competence, the matter will be taken to the Library Director for resolution. If not satisfactorily resolved, the matter will then go to the Chair of the Personnel Committee and the Board for possible termination of employment. Should the employee find the decision unjust, she/he may reserve the right to follow the channels provided as indicated in the Grievance Procedure.
- Any alleged legal or ethical violation by an employee shall be brought to the attention of the immediate supervisor. If the situation is not resolved there, it will be taken through the proper channels provided which are the following: (1) Library Director, (2) Chair of the Personnel Committee, (3) Lane Memorial Library Board of Trustees
- If an employee has knowledge of an alleged legal or ethical violation or an incident of alleged sexual harassment by the Library Director, the matter shall be brought to the attention of the Chairperson of the Personnel Committee. If not resolved, the matter will follow the legitimate channels outlined above.

Safety

GENERAL SAFETY

- No employee may be in the library building before or after regular library hours without specific permission of the Library Director.
- Employees should store purses and other valuables in a secure location.
- Employees leaving after dark are encouraged to leave together and make certain that all employees' vehicles start before departing.

EMPLOYEE ACCIDENTS/MEDICAL EMERGENCIES

- Any employee who has an accident or medical emergency during working hours shall report the full details of the accident or emergency to the immediate supervisor or Library Director, as soon as possible, and provide a written report to the immediate supervisor in writing within 48 hours.
- Employees who become aware of unsafe conditions in or around the library shall report such unsafe conditions to the Library Director.
- Anyone involved in an accident or medical emergency during working hours at the Lane Memorial Library or in any other location where he/she is considered to be on work time should seek appropriate medical attention as soon as possible. The Library Director has the right to direct that an individual involved in an accident or medical emergency seek medical help to insure that he/she is in good health and receives the necessary medical attention.

SUBSTANCE ABUSE POLICY

- The Lane Memorial Library is a Drug Free Workplace. The library absolutely prohibits the use, consumption, sale, purchase, transfer, or possession of alcohol or any illegal drug or controlled substance by an employee during working hours, while he/she is engaged in library business, or while he/she is on the library premises.

- Persons who are suspected of being under the influence, in possession of, or otherwise involved with alcohol or any other restricted substance will be subject to the library's disciplinary policy, which may include immediate suspension pending investigation of any charges. The investigation may include drug testing to the extent allowed by law.
- Legally prescribed medications bearing the employee's name are not covered under this policy.
- Employees are prohibited from smoking within the building and on the grounds.

Staff Hiring

RECRUITMENT OF STAFF

- When positions become vacant or when new positions are created, individuals shall be recruited to fill those positions. Recruitment shall consist of posting a notice of the vacancy in a prominent place within the library, posting it on the library website, circulating the notice to other libraries throughout the state, and posting the notice to appropriate library websites and listserves. Other recruitment measures may be adopted at the pleasure of the Board of Trustees.
- All recruitment postings will include the job title, a brief description of the job, the salary range, and the statement that the Lane Memorial Library is an Affirmative Action, Equal Opportunity employer. In the event that specific duties are required, those duties and responsibilities will be specifically delineated.

SELECTION OF EMPLOYEES

- Selection of employees, except for the Library Director, will be the responsibility of the Library Director with the advice and consent of the Personnel Committee and the concurrence of the Board of Trustees. The Library Director and Personnel Committee will review the applications of all candidates for available positions, collecting references and other necessary material. The top candidates will be interviewed by the Library Director and appropriate staff.
- The Library Director shall make the final hiring decisions, subject to approval by the Personnel Committee. In the case of full-time hires, the Board of Trustees must also review and approve the appointment. For part-time hires, the approval of the Personnel Committee and Chairman is sufficient, with the decision formally ratified by the Board of Trustees at their next meeting. A candidate who is interviewed but not selected for a position will be notified in writing of that decision. A candidate who is interviewed and selected for a position will be notified in writing of the offer of employment, listing any particular conditions of employment, the job title, and the classification and salary. All staff employment and selection shall be done solely on the basis of merit.
- A police background check will be required on any new hires, effective April 2006.

NON-DISCRIMINATION

The Lane Memorial Library shall not discriminate against or in favor of employees or applicants for employment due to race, creed, color, national origin, sex, marital status, sexual orientation, age, political affiliation, or physical handicap or disability that does not prohibit performance of essential job functions. Employment shall be governed by the New Hampshire RSA's and any other state or federal laws governing employment.

GENERAL STANDARDS

- The Lane Memorial Library will employ only capable, responsible personnel whose characters or reputations are not detrimental to the program.
- The Personnel Committee in conjunction with the Library Director will develop job descriptions for the library.
- No person who serves as a member of the Board of Trustees may be employed by the Lane Memorial Library.
- Employees of the library are not permitted to volunteer at the library in any capacity. No volunteer will be assigned to perform tasks which are in the job description of an employee. In the case where a volunteer is offered and accepts paid employment at the library, their volunteer duties must end immediately.
- No individual will be discriminated against for employment because of family relationships if she/he is qualified, but no employee can be immediately supervised by a member of her/his immediate family or household.

PROBATIONARY PERIOD

- All newly hired employees shall be on probation for six months with an evaluation in writing occurring at the end of the sixth month. Employees may be dismissed from the library during the probationary period for misconduct, misfeasance, or malfeasance.
- All employees subject to dismissal shall retain all the rights of these personnel policies as laid down in the sections on disciplinary actions and grievances.
- Substitute staff will not be evaluated after six months as they are so infrequently called upon to work.

TRAINING AND CAREER DEVELOPMENT

- The Lane Memorial Library encourages its staff to take advantage of any available continuing education opportunities. Department heads will be responsible for receiving staff input on in-service training desired and scheduling such training as scheduling permits, contingent upon the availability of funding.
- Released time for attendance at library meetings, workshops, and training sessions outside the library may be arranged through the immediate supervisor or the Library Director. Mileage for travel to approved events will be reimbursed at the town rate.
- Staff members who wish to take courses during work hours shall submit a written request to their immediate supervisor at least three weeks prior to registering for a course. Each case shall be reviewed individually. Approval or disapproval shall be made in writing to the employee. An employee shall arrange for coverage of his/her work hours.
- Upon successful completion of a pre-approved course with a grade of B or better, an employee who has completed the six-month probationary period must present an official transcript to the Library Director, if he/she wishes to apply for reimbursement of expenses. Employees who have not successfully completed the six-month probationary period are not eligible for reimbursement.
- Employees shall submit a Summary of Professional Development form after attendance at workshops, conferences, or courses containing a statement of the knowledge acquired and how it will benefit the Lane Memorial Library.

EMPLOYEE ORIENTATION

- Each new employee, under the direction of his/her immediate supervisor, will undergo an orientation procedure as described in the Staff Orientation Checklist found in the Appendix. The employee will receive a copy of the checklist for his/her own use. The supervisor's copy will become part of the employee's personnel file as documentation that the orientation was completed successfully.

Revised October 2006

Staff Evaluations

ANNUAL EVALUATIONS

- **Evaluation Criteria:** All regular full-time and part-time staff shall be evaluated at least annually to determine their continuing abilities, skills, and capabilities in their positions. This annual evaluation shall occur in September of each year. The evaluation shall address the following areas of performance:
 - Service to Patrons and Co-workers
 - Personal Development
 - Specific Job Standards

In addition to the above evaluating criteria, the employee and evaluator will review major accomplishments of the year and develop an action plan for development goals. The evaluator may add whatever other performance factors are appropriate, and inappropriate performance factors may be deleted. The person to be evaluated should be fully informed in writing of criteria prior to the evaluation period.

- **Levels of Performance:** The annual evaluation shall review employee goals and needed staff development for the coming year. Part-time employees judged to be performing at or above satisfactory levels may be awarded step increases based on the availability of funds. An employee judged to be performing at an unsatisfactory level may be placed on probation in accordance with the library's disciplinary process.
- **Signatures:** The annual evaluation shall be signed by the evaluator and the employee. The employee signature shall indicate that she/he has seen the evaluation and has been given an opportunity to discuss the evaluation with the evaluator. The signature does not mean agreement with the evaluation. The evaluation becomes part of the personnel record.
- **Rebuttal Data:** Each employee has the right to submit rebuttal data, which becomes part of the personnel record for evaluations about which there is disagreement.
- **Probationary Evaluation:** Six-month probationary employee evaluations shall be completed by the immediate supervisor and shall specify employee progress. Probationary evaluations shall be signed by the employee and the evaluator in the same fashion as annual evaluations. Temporary staff will not be evaluated after six months since they are so infrequently called upon to work.

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Termination of Employment

VOLUNTARY TERMINATION – RESIGNATIONS

Any employee who resigns from the staff shall give a minimum of two weeks' written notice of such resignation to the Library Director and the Personnel Committee. Employees who are voluntarily terminating from the agency shall be compensated for unused holiday time and vacation time accrued but shall not be compensated for unused sick leave time.

INVOLUNTARY TERMINATION

- **Reduction in Workforce:** Should the Lane Memorial Library be unable to retain an employee because of budget cuts, reorganization, or discontinuance of a particular position, and should the program be unable to offer some other mutually satisfactory arrangement, the employee shall be released from service.
 - Notification of releases shall be given to the employees in writing by the Library Director at least four weeks in advance of the termination, if possible.
 - An employee may request the Board of Trustees or the Personnel Committee to review her/his case according to the library grievance procedures if she/he feels that discrimination resulted in the elimination of her/his position.
- **Dismissal for Cause:** Dismissal for cause is the dismissal of an employee on formal charges of misconduct, delinquency, unsatisfactory performance of duties, malfeasance, or a violation of the Rules of Conduct. The following disciplinary process shall be followed before an employee is dismissed for cause.

DISCIPLINARY PROCESS

- Disciplinary actions are to be appropriate to the degree that the policies of the library have been violated or job performance does not meet established standards. The usual sequence of steps when disciplinary action is necessary is: verbal warning, written warning, probation, suspension, and dismissal. Whenever an employee commits an offense warranting disciplinary actions, her/his

supervisor(s) may begin at any of the steps set forth, depending upon the severity of the infraction. All disciplinary actions will be conducted by the individuals responsible for the performance evaluation of the employee.

- **Verbal Warning:** For minor offenses, verbal notification by the Library Director or supervisor informs the employee what specific action or behavior is undesirable and what specific improvement is expected. Documentation of the action is put into the employee's file.
- **Written Warning:** A written warning by the Library Director or supervisor is a more formal disciplinary action, usually following an interview with the employee. The warning should describe the behavior for which the warning is given, the specific improvement expected, and the time frame involved. The employee shall verify receipt of the written warning by her/his signature. The signed warning will be maintained in the personnel file of the employee.
- **Probation:** If the Library Director or supervisor determines the need for probation, an employee may be placed on probationary status for thirty (30), sixty (60), or ninety (90) days, exclusive of time off. For good cause shown, probation may be extended for a maximum of thirty (30) additional days. Written notification to an employee shall include reasons for such actions and specific criteria to be met to return to regular status.

Disciplinary probation is to be distinguished from new employee probation. There are no effects on benefits during the period of disciplinary probation. Annual merit increases would be denied pending return to regular status. At the conclusion of the probationary period, the employee must be informed in writing that he/she has completed probation satisfactorily and is returned to regular status, or that he/she is being terminated. At any time during probation, an employee may be terminated with seven (7) calendar days' written notice.

- **Suspension:** There may be actions or situations which, by the nature of the individual offense or series of offenses, will constitute grounds for suspension. An employee may be suspended up to thirty (30) days without pay upon approval by the Library Director and Chair of the Board of Trustees. During the period of suspension, a determination of the status of the employee will be made.

If the Library Director and Trustee Chair, after a full investigation, conclude that the charges are substantiated, the employee's employment status will be one of the following:

- ◆ Return to regular status
- ◆ Return to probation status
- ◆ Dismissal – A final evaluation shall accompany the dismissal notice which shall describe job performance, the specific reasons for termination, and a date of separation.

The library will be responsible for accrued salary and unused holiday and vacation time up to the date of suspension. Sick time and vacation time are not accrued while on suspension. If such charges are not substantiated, the employee shall be reinstated without loss of pay or benefits.

- **Dismissal:** The steps in the consideration of a proposed dismissal action shall be handled in accordance with the sequence below:

- **Initiation of Dismissal Action:**

- The Library Director shall discuss with the Personnel Committee the circumstances which indicate that the employee should be dismissed from the Lane Memorial Library staff and shall furnish the Personnel Committee with the facts in the personnel folder concerning the case. The personnel folder shall include a complete explanation of corrective action taken, if any; copies of all letters or memoranda written to the employee which relate to the proposed action, copies of replies received from the employee, and written testimony of people involved in the case.
- The Personnel Committee shall review the facts of the case presented in the folder and may also interview the parties involved to gain clarification. In light of this information, the Personnel Committee shall consider the feasibility of possible alternatives to dismissal, such as reassignment. The Personnel Committee shall then submit its recommendations for alternatives or dismissal to the Board of Trustees.
- If the continuing presence of the employee is thought to be extremely detrimental to patrons of the library or to staff, the Library Director may temporarily suspend and remove the employee from all work duties until the matter is resolved through the aforementioned procedures. After all the procedures are completed, if the decision is in favor of the involved employee, the salary shall not be affected; however, if the final decision is to dismiss the employee, the salary shall be discontinued as of the date of suspension.

- **Notice of Proposed Dismissal**

- The notice to the employee shall contain a statement simply and concisely enumerating the reasons for the proposed action.
- The employee shall be allowed ten (10) calendar days from the date on which the notice is received to make a written reply.
- The employee may answer the charges both face-to-face and in writing to the Library Director.
- The employee shall be advised that he/she may contact the Library Director if he/she desires further explanation regarding the reasons why the dismissal action is proposed.

- The employee shall be advised that he/she will remain on active status during the notice period or at her/his request be granted administrative leave or leave without pay.
- The employee may be relieved of his/her duties and continue to receive salary for not more than five (5) working days, during which time she/he may prepare her/his case.
- **Action to be Taken Upon Receipt of Reply to Notice of Proposed Dismissal:**
 - If an employee replies orally to the notice of dismissal within the time specified and offers a written statement of oral testimony, it shall be placed in his/her personnel file.
 - The Personnel Committee shall review the employee's reply and investigate any pertinent statement of new facts or evidence submitted by the employee. On the basis of this review, the Committee shall determine within ten (10) calendar days and recommend to the Board of Trustees whether the notice of dismissal should be withdrawn or affected. The Board shall then discuss and vote on this recommendation.
- **Appeals to the Board**
 - The employee, the Library Director, or the Personnel Committee may, within five (5) calendar days, request in writing a hearing by the Board of Trustees. This request is to be submitted to the Chair of the Board of Trustees.
 - The Chair of the Board, upon receipt of such request, shall call a special meeting of the trustees within ten (10) days to reconsider its decision and hear presentations from the employee, the Library Director, and/or the Personnel Committee, and any witness appearing on behalf of any of the concerned parties.
 - The final decision of the trustees shall be submitted to the Personnel Committee Chair, the Library Director, and the employee in writing within five (5) days of the hearing. Any deadline may be extended with the mutual consent of the involved parties.



Grievance Procedure

GRIEVANCE POLICY

- Grievances may be filed with regard to employee safety or health, physical facilities, surroundings, material or equipment, supervisory and disciplinary practices, assignment of work hours, and administration of leave. The grievances do not apply to job classification or performance evaluations which have separate appeal procedures.
- Grievances may also allege discrimination or sexual harassment. The grievances may not supersede or contradict appeal rights before a legally constituted appellate authority.

GRIEVANCE PROCEDURES

- The employee shall present the grievance orally or in writing to his/her immediate supervisor within twelve (12) days of the date of its occurrence or when the employee should have first known of its occurrence.
- The supervisor, after a discussion with the employee, shall attempt to resolve the matter and report the action to the employee orally or in writing within seven (7) days of its presentation. Written records shall be maintained in the personnel file.
- In the event that a grievance is not settled by the Library Director, the appeal must be presented in writing by the employee to the Chairperson of the Personnel Committee within seven (7) days after the response is due. The Chairperson of the Personnel Committee shall respond in writing to the employee within seven (7) days after receipt of the appeal.
- An appeal from an unfavorable decision at the second step shall be presented by the employee to the Chairperson of the Board in writing within seven (7) days after the response from the Personnel Committee. The Board shall review the case and vote on a recommendation. The Chairperson shall issue the decision in writing which shall be final and binding to the employee within twelve (12) days after receipt of the appeal.

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Compensation and Benefits

COMPENSATION

- **Salary Schedules:** The Library Director, together with the Board of Trustees, shall fix the compensation for all employees. Compensation shall be reasonable and comparable to rates of pay for similar duties and responsibilities at comparable libraries. The compensation paid to employees shall be changed only by the Board of Trustees with input of the Library Director.
- **Hours of Work:** Salaried, full-time employees shall work 37 1/2 hours per week on a flexible schedule. The annual rate of pay is based on full-time employment. The hours and days of the work week will be determined according to the library needs and with the approval of the Library Director. Normal work hours shall be maintained in so far as possible, although additional hours in excess of the normal work week may be required of certain positions during the course of the year.
- **Staff Classification:** All employees are classified as salaried full-time employees or hourly employees.
- **Overtime and Compensatory Time:** The Fair Labor Standards Act (FLSA) and the NH Minimum Wage Act provide minimum wage, overtime pay, recordkeeping, and child labor standards for all except exempt library employees.
- **Exempt Employees:** Exemptions from the minimum wage and overtime requirements apply to salaried employees. Individuals employed as the Library Director, Adult Services Supervisor, Children's Services Supervisor, Reference Services Supervisor, and Technical Services Supervisor are considered exempt employees and shall be entitled to compensatory time for all hours worked in excess of 37 1/2 hours per week. Compensatory time shall be granted at the rate of one hour off for each hour worked. Requests for compensatory time shall be granted unless to do so would impose an unreasonable burden on the library's ability to provide services of acceptable quality and quantity. Compensatory time shall be used within four pay periods of the pay period in which it was earned.

- **Non-Exempt Employees:** All non-supervisory personnel are considered non-exempt employees. Non-exempt employees who work in excess of 40 hours per week shall be paid time and one-half for the hours over 40. It is expected that employees will fulfill their job duties within the normal 37 1/2-hour work week. Circumstances will occasionally require an employee to work extra hours during a given week. Staff should inform their immediate supervisors if difficulties arise in completing their jobs within the time allotted.

- **Travel Reimbursement:**
 - **Staff Requirements:** Staff may be required to travel in pursuit of their duties or in conjunction with personal development activities.

 - **Reimbursement Limitations:** Expenses shall be limited to actual costs of travel from the office to the destination by the least expensive, most efficient means possible.

 - **Personal Auto Rate:** Reimbursement for personal auto usage will be limited to the approved rate currently in effect.

 - **Reimbursement for Lodging and Meals:** Reimbursement for lodging and meals will be limited to the approved rate currently in effect except in exceptional circumstances, such as non-availability of rooms when higher rates may be paid.

 - **Parking Costs and Tolls:** All parking costs, turnpike tolls, and bridge tolls will be reimbursed expenses.

 - **Receipts:** Receipts for meals, hotel expenses, tolls, and parking must be submitted with expense vouchers.

 - **Submission of Vouchers:** Expense vouchers should be submitted by the end of the work week following the period of travel.

FRINGE BENEFITS

- **Medical Insurance:** The Lane Memorial Library will provide coverage to all full-time employees and their families under a cooperative plan with the library paying 90% of the monthly premium for any eligible employee who applies and is accepted for coverage. The employee will pay 10% of the monthly premium which will be deducted in equal installments from the employee's weekly pay.

- **Dental Coverage:** Dental coverage is available at low cost.

- **Life Insurance:** The town shall purchase a life insurance policy for each full-time library employee in the amount equal to one year's salary.

- **Retirement Plan/Pension:** All full-time employees shall be eligible for membership in the New Hampshire Retirement System.

- **Memberships** to Professional Associations will be paid as funding permits.
- **Part-time Employees:** After one year of continuous satisfactory service, part-time employees will be eligible for the following limited benefits: sick leave, vacation days, and holidays.
- **Reimbursement for College Courses Attended:** The Lane Memorial Library encourages further education on a professional level. In recognition of this, the Library will reimburse the cost of one course per employee per calendar year (not to exceed \$500 per course), provided that funds are available. Such reimbursement must be pre-approved by the applicable Department Head and the Library Director and is contingent upon the successful completion of the course with a grade of B or above. For Masters level library courses, the library will reimburse up to \$1,500 per full time employee per calendar year, provided that funds are available. Requests need to be submitted to the Director and approved by July for the following fiscal year. If funds are still available, additional requests will be considered and need to be submitted by December.
- **Reimbursement for Continuing Education:** The Lane Memorial Library encourages continuing education for all staff. Money is budgeted yearly for the betterment of staff for workshops provided by local and state organizations. Any supervisor may propose to send a staff member for training. Any staff member may request to attend training. Permission is granted based on relevance to the job, staff coverage and funding availability.
- **Other Benefits:** All employees participate in and are eligible to receive benefits from Social Security. The Town of Hampton provides Worker's Compensation insurance to cover all library personnel. Payroll deductions are made in accordance with federal regulations. Voluntary payroll deductions may be made for the Seacoast Credit Union and for a pre-tax-dollar retirement savings account.
- **Changes to Benefits:** From time to time, the library may opt to change the fringe benefits package available to employees. Any such changes shall be administered in a manner consistent with good personnel practices.

LEAVE POLICY

Holidays: The library will be closed to observe the following holidays on the day of their Federal observance:

- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The library will be open on the following holidays and offer a floating holiday to those employees scheduled to work however, adequate coverage of the library must be arranged.

- Martin Luther King Day (Federal)
- Columbus Day (Federal)
- Veterans' Day (Federal)
- Black Friday – Friday after Thanksgiving

The library will, additionally, close at 1 p.m. on the day before Thanksgiving, Christmas and New Years. If the Christmas or New Year's holiday occurs on Sunday or Monday, the library will be closed all day on the preceding Saturday. If the Christmas or New Year's holiday occurs on Saturday, the library will be closed all day on the preceding Friday.

All employees shall be entitled to the above paid holidays if they are scheduled to work on that day.

- **Annual Leave (Vacation):** Paid annual leave is earned at the following rates, with a week of leave equal to the number of hours worked by an employee in a normal week:
 - Employees hired before the 15th day of the month will earn time during the first month worked; employees hired after the 15th day of the month will begin to accrue time the following month.
 - For full-time employees, annual leave shall be granted during the first twelve months of service and shall be earned at the rate of 5/6 of a day per month for a maximum annual leave in the first five years of ten (10) days.
 - Full-time employees with five (5) years' service, but less than ten (10) years' service, shall be entitled to fifteen (15) days of annual leave per calendar year. This shall accumulate at the rate of 1 ¼ days of annual leave per month.
 - Full-time employees with ten (10) years' service but less than twenty (20) years' service shall be entitled to twenty (20) days of annual leave per calendar year accumulating at the rate of 1 – 2/3 days of annual leave per month.
 - All full-time employees with twenty (20) or more years' service shall be entitled to 25 days of annual leave per year to be earned at the rate of 2 – 1/12 days of annual leave per month.
 - An employee terminating employment prior to the 15th of a month shall not earn annual leave for that month.
 - An employee employed until or after the 15th of a month will receive annual leave for the month.
 - Part-time employees with less than one (1) year of continuous service are not entitled to annual leave.
 - Part-time employees with one (1) to five (5) years of continuous service shall be entitled to one week of annual leave.
 - Part-time employees with over five (5) years of continuous service shall be entitled to two weeks of annual leave.
 - Annual leave will be granted at such times as determined by the Library Director to be consistent with the provision of full services to the public and in the best interests of the library.
 - There will be reimbursement to full-time employees for unused annual leave at termination of employment.
 - In the event that an annual leave balance is in arrears at termination of employment the balance due will be subtracted from final paycheck.

- **Sick Leave:**

- All full-time salaried employees shall be entitled to 84 hours of paid sick leave per year to be earned at the rate of 7 hours per month. Unused sick leave may be carried into subsequent calendar years and accumulated, to a maximum of 800 hours, at the employee's rate of pay when the sick leave begins. Full-time employees may use accumulated sick leave for scheduled medical appointments with prior permission of the Library Director.
- An employee terminating employment prior to the 15th of a month shall not earn sick leave for that month. An employee employed until or after the 15th of a month will earn sick leave for that month.
- All part-time salaried employees shall earn paid sick leave on the following basis:
 - ◆ Less than one (1) year continuous service - no leave.
 - ◆ From one (1) to five (5) years continuous service - 2 hours per month up to 24 hours per year. Sick leave may be carried from one year to another.
 - ◆ Over five (5) years continuous service – 4 hours per month up to 48 hours per year. Sick leave may not be carried over from one year to another.
- Sick leave shall be granted for the following reasons:
 - ◆ Illness or injury of the employee
 - ◆ Serious illness of a member of the employee's immediate family (spouse, children, or parents) or household requiring his/her care or attention
 - ◆ Contact with or exposure to a contagious disease or hazardous condition rendering the employee's presence hazardous to fellow employees
 - ◆ Full-time employees may use accumulated sick leave for scheduled medical appointments with permission of the Library Director
- The library retains the right to require a statement of proof of illness in the form of a certificate from a physician or other licensed practitioner of the healing arts or a Christian Science practitioner should the employee be absent for three (3) or more consecutive days, or if the illness occurs during the employee's annual leave, or in such other circumstances as may be decided by the Library Director.
- Sick leave may not be transferred from one employee to another employee.
- There will be no reimbursement for unused sick leave at termination of employment.
- In the event that a sick leave balance is in arrears at termination of employment the balance due will be subtracted from unused annual leave, if any, or final paycheck.

- **Bereavement Leave:** In the case of the death of a spouse, parent, child, or sibling, a maximum of three (3) days of bereavement leave may be granted to employees at the discretion of the Library Director. The director may grant compassionate leave for other family members in exceptional circumstances. With permission of the director, unpaid leave or vacation time may be used to extend bereavement leave.

 - **Childbirth Leave:**
 - Employees of the Lane Memorial Library shall be granted unpaid childbirth leave. They must submit written notification to the Library Director at least four weeks prior to the start of the leave. The letter must indicate the anticipated length of leave up to a maximum of six months. Employees may also use their accumulated vacation or sick leave prior to the start of childbirth leave.
 - Women will have the right to remain on the job prior to childbirth as long as they can carry out their duties satisfactorily.
 - Employees taking childbirth leave shall have the right to return to either the same position or an equivalent position for which they are qualified.
 - All unused vacation leave and sick leave accumulated prior to the childbirth leave will continue in effect following the full-time salaried employee's return to work.
 - Employees will not accrue benefits during unpaid childbirth leave; however, they may elect to continue their medical and life insurance benefits by paying monthly premiums while on leave.

 - **Educational Leave:**
 - Non-probationary, full-time salaried employees may be granted paid leave to attend workshops, seminars, and conferences relevant to their job duties, developmental goals, or training needs.
 - If more than one employee requests educational leave at the same time, the Library Director will grant the leave based on the following factors:
 - ◆ Number of previous leaves granted to the employee
 - ◆ Time since last leave

 - **Jury Duty:** All full-time salaried employees called for and subpoenaed to jury duty or court duty shall not be regarded as absent from employment while participating in such duty. The employee shall be paid for the normally scheduled hours of work at the library concurrent with the actual period of jury duty. Earnings from jury duty will be turned over to the library for deposit into the Town of Hampton general receipts. If the amount received for jury duty exceeds the amount which would have been paid by the library, the employee is entitled to keep the excess money.
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- **Military Leave:**

- Ordinary military leave shall be granted to full-time salaried employees who are members of the reserve components of the U. S. Armed Forces or National Guard for up to a maximum of two weeks each calendar year. In case of deployment, the library will follow all federal law.
- Official documents must be presented to prove validity of the military leave requested.
- Requests for military leave must be presented in writing to the library director at least one month prior to the beginning of the military leave.
- Approval of the request will be authorized in writing by the library director and will be placed in the employee's personnel file.
- The two-week military leave will result in no loss of pay, fringe benefits, or credit weeks.

- **Unpaid Leave of Absence:**

- Full-time employees may take unpaid leaves of absence with written approval of the Library Director after documented consultation with the Personnel Committee and the Board of Trustees.
- Unpaid leave will be granted only under exceptional circumstances.
- The Board of Trustees may grant any permanent employee a leave of absence without pay for purposes of education, when it appears that it is in the best interests of the library to grant the leave. Requests shall be treated on an individual basis.
- Employees will not accrue benefits during unpaid leaves; however, they may elect to continue their medical, life insurance, and long-term disability benefits by paying monthly premiums while on leave.
- An employee shall be considered to have resigned if he or she fails to return to work at the conclusion of the time period set forth in the written approval of the unpaid leave unless a further extension is granted in writing by the Library Director after documented consultation with the trustees.

- **Emergency Closures Policy:**

When the library closes early, or doesn't open due to emergencies, the staff will be paid their regular hours as the Administration is preventing the work.

The Board of Trustees recognizes two levels of weather emergency; tier 1 in which no one should travel any distance to staff or utilize the library and tier 2 in which local travel is possible and Hampton residents may wish to utilize the library.

Three staff members will be asked, but not required, to work during tier 2 weather conditions and will earn equivalent vacation time in addition to their day's wage. Other employees scheduled to work at that time shall receive their normal day's pay.

If the library is open during emergency conditions that make an individual staff member uncomfortable they may choose not to come to work. Each staff member who does not come in to work may choose to use sick time, vacation time or leave it unpaid time.