

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 positions and all wage and benefit levels for all Library employees. The Trustees will review employee salaries annually at each anniversary date.
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
 - 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

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' policies as needed.
3. The Director will be responsible for ensuring the preparation and delivery 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.
6. 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.

C. Compensation and Benefits

1. Definitions

For the purposes of employment at the Freedom Public Library, "full-time" will refer to employees who are regularly scheduled for 20 or more hours per week. "Part-time" will refer to employees who are regularly scheduled for fewer than 20 hours per week.

The Library Director and Assistant Librarians are full-time employees. All other employees are part-time employees.

2. 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 bi-weekly time sheets indicating hours worked. Checks will be issued every two weeks on Wednesday.

3. Holiday Pay

All employees are eligible for paid holidays, if the holiday falls on a regularly scheduled work day for that employee. Holiday pay will be granted only for the hours that the Library would typically be open on that day. Holiday Library closures will be reviewed and approved by the Board of Trustees annually.

4. Storm Pay

In the event that the Library is closed due to inclement weather, all employees regularly scheduled to work day will be granted storm pay. Storm pay will be granted only for the hours that the Library would typically be open on that day.

5. Vacation Policy

All full-time employees are entitled to vacation time accrued. Vacation time will accrue at the following rates per hour worked:

- .038 hours during the 1st and 2nd year of employment
- .058 hours during the 3rd and 4th year of employment
- .077 hours during the 5th year of employment and onward

Employees must submit requests for vacation to their Supervisor providing reasonable notice of the time away. An employee may carry over 22 hours of unused vacation time per year.

At the discretion of the director, vacation time may be granted before it is earned. In that instance, if employment ends before that already granted time has been fully earned, the employee will be responsible for repaying the library for the used and unearned time.

6. Sick Leave

All full-time employees are entitled to take paid 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 .008 hours per hour worked, up to a maximum of 50 hours 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 75 hours of paid sick leave.

7. Quarantine Leave

All employees are entitled to take paid leave if unable to work for any of the following reasons:

- Subject to a Federal, State, or local quarantine or isolation order related to COVID-19
- Advised by a health care provider to self-quarantine related to COVID-19
- Experiencing COVID-19 symptoms and is seeking a medical diagnosis
- Caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
- Caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19
- Experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

An employee who meets one of these conditions is eligible for the following:

- A number of hours of leave equal to what the employee works on average over a two-week period, where the employee is unable to work because they are quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis
- A number of hours of leave equal to what the employee works on average over a two-week period at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child

(under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor;

- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19

8. Bereavement

All full-time employees are entitled to up to 5 days of paid bereavement leave. Accrued sick time can be used for additional bereavement time. The Trustees have the authority to grant additional bereavement time, up to 15 days. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The Freedom Public Library defines "immediate family" as the employee's: spouse or domestic partner, parent, child, sibling, grandparent; or the same relations of an employee's spouse or domestic partner.

9. Family Leave

Full-time employees may use unpaid family leave for up to 300 hours per calendar year for any one or more of the following reasons:

- The birth of a child in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12 month period following the child's birth or placement with the employee)
- In order to care for an immediate family member (spouse, child, sibling or parent/guardian) of the employee if such immediate family member has a serious health condition

Accrual commences on the date of hire, but it cannot be used during the first ninety days of employment.

10. Jury Duty

All full-time employees 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.

11. Work Schedule Policy

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

D. Professional Development

1. Tuition Grants

All Library employees are encouraged to continue their education by taking courses at accredited educational institutions. The Trustees may award tuition grants to individuals whose applications have been approved. The awards made during a given year will depend on available library funds.

Employees who have been employed with the library for at least 6 months, are eligible to apply for funding of one course per 6-month period. The course should be relevant to the vision, mission, and strategic direction of the Library.

Each person receiving a tuition grant must present evidence of satisfactory completion of the course. Depending on the circumstances, the employee may be required to repay the amount of the grant if the course is not completed.

2. Professional Development Activities

All Library employees are encouraged to attend webinars, workshops, seminars, conferences, or exhibits. The Trustees support participation in these activities and allocate funds to be used for approved registration expenses. Approval of a request is subject to the availability of funds.

3. Professional Association Memberships

All library employees are encouraged to participate in job-related membership associations. With approval, the Trustees may pay for annual memberships in such a professional, civic, or community-wide organization for requesting employees. Approval of a request is subject to the availability of funds.

E. 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 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 the Library Director 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. The Library does not discriminate in employment opportunities or practices on the basis of age, race, ethnicity, color, religion, sex, sexual orientation, gender identity, marital or civil union status, national origin, ancestry, veteran status, present or past history of mental disorder, physical disability, or any other characteristic protected by 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 at their own expense.

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 termination.

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 library 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.

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