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I. EMPLOYMENT**General Employment Policies**

The Wiggin Memorial Library is established and operated in compliance with all applicable Federal, State, and Local laws and/or ordinances.

1. Employment At Will

All employment at the Wiggin Memorial Library is "at will." Except as otherwise provided by law, the employment relationship can be terminated for any lawful reason, with or without notice, at any time, at the option of either the Wiggin Memorial Library or the employee. No supervisor, manager, or representative of the Wiggin Memorial Library, other than the Board of Trustees (BOT), has authority to enter into any agreement for employment for any specified period. Nothing in this policy shall be construed as a contract or promise of future employment.

2. Non-discrimination Statement

The Wiggin Memorial Library does not discriminate against qualified individuals because of any status or characteristic that is protected by federal, state, or local law or ordinance, including national origin, race, color, sex, gender identity, sexual orientation, creed, age, marital or familial status, veteran status, religion, pregnancy, or physical or mental disability.

3. Attracting Applicants

When regular positions become available, the library will advertise and post notices in at least two public places. Internal applicants may apply for positions for which they are qualified. When temporary positions become available, the Library Director will pursue applicants in a manner consistent with the advice of the Board of Trustees.

4. Selection of Staff

Positions are filled on the basis of ability to fulfill job requirements. Experience, ability, education, and merit are considerations of selection. Candidates are assessed through written application, personal interview, and reference checks performed by the Library Director. The Library Director may submit recommendations to the Board of Trustees for final approval.

The Library may make an offer of employment contingent on an appropriate criminal background check. The Library will pay for such background checks.

5. Probationary Period

- a) New employees will serve a probationary period of ninety (90) calendar days, during which either the employee or the library may terminate the relationship for any reason and without prejudice, except as otherwise provided by law.
- b) During the probationary period, the employee's paid leave benefits such as vacation, sick leave, and other leaves, will accrue as of the date of beginning work. The employee

- may only use such benefits during the probationary period with the prior permission of the Library Director.
- c) New employees will be periodically reviewed and evaluated during the probationary period by their supervisor with assistance of the Library Director and three written evaluations will be prepared at regular intervals with the last one at or within 5 business days of 90 days of employment. If the evaluations are unsatisfactory, employment may be terminated.
 - d) Completion of the probationary period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause." All employees remain employees "at will" at all times during their employment.
6. Nepotism
No one of authority in the library may hire or supervise any other person related by blood or marriage within two generations.
7. Notification
a) An employee is requested to notify the Library Director at least three (3) weeks in advance of leaving employment.
8. Exit Interviews
The Board of Trustees or the Library Director will request an exit interview with all persons leaving the employment of the library. Employees shall have the option of selecting who they would prefer to conduct the interview.
9. References
The Library Director or the Board of Trustees shall provide all employment references.

Personnel Administration

1. Board of Trustees

The Board of Trustees is responsible for hiring and retaining a qualified Library Director who is not a Trustee and, in consultation with the Library Director, all other employees of the library. [RSA 202-A:15] The Library Director and library employees may be terminated only by the Board of Trustees and for specific reasons following the procedure outlined in RSA 202-A:17.

2. Library Director

The Library Director recommends to the Board of Trustees the hiring of potential employees and employee termination. Staff deployment and assignment are specified and monitored by the Library Director. The Library Director has the authority to appoint interim or part-time employees without prior approval by the Board of Trustees, as long as such appointment is reported to the Board of Trustees at their next regular board meeting. ~~See Library Director job description in the appendices.~~

3. Personnel Files

- a) Personnel files are maintained by the Library Director and will document the length of employment of the individual, application forms and documents pertaining to hiring, rate of pay, performance, attendance, and records of completed educational or training courses. All records pertaining to hiring, separation, and compensation will also be held securely in the Town's administrative files.
- b) Personnel files are confidential and are kept in a secure place. The individual, the Library Director and the chairperson of the Board of Trustees shall have access to these records. Confidential records of the Board of Trustees, such as personnel records concerning the Library Director, shall be kept in the library and only members of the Board of Trustees and the Library Director shall have access to these records.
- c) Employee files should be kept up to date. If there is a change in any vital information, the employee should notify the Library Director who will submit appropriate updates to Town Administration.

Employment Classifications

At the time of hire, promotion, or demotion all employees will be notified, in writing, the classification of their position and the required number of regularly scheduled hours per week. Depending on the job description and provisions of the Fair Labor Standards Act (FLSA) each position will be classified as either Non-exempt or Exempt, and Permanent or Temporary as described below. Note that employment classification can change based on changes in role functions and recategorization of jobs. Any change will be provided in writing.

1. Exempt and Non-Exempt Classification**a) Non-exempt Positions**

The FLSA requires that certain employees be paid at least the federal minimum wage for all hours worked and overtime pay at not less than time and one-half the employee's regular rate of pay for all hours worked over forty (40) in a workweek. You will be advised if you are a non-exempt employee at the time you are hired, transferred, or promoted. You will be paid on an hourly basis for scheduled hours worked. Employees are expected to work hours as scheduled by the Library Director, and hours scheduled to work shall not be changed, modified or adjusted without prior approval by the Director.

b) Exempt Positions

Section 13(a)(1) of the Federal Fair Labor Standards Act (FLSA) provides an exemption from overtime pay for certain employees. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Federal Department of Labor's regulations. You will be advised if you are an exempt employee at the time you are hired, transferred, or promoted. You will be paid on the basis of a yearly salary, divided by the number of pay periods set by the Town.

2. Permanent and Temporary Classification**a) Permanent**

An employee hired for long term employment is considered a "Permanent" employee. The benefits that Permanent employees are offered are dependent on the required regularly scheduled work week hours. (*See section IV Benefits for further details.*)

b) Temporary

From time to time, the library may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a "temporary" employee. The job assignment, work schedule, and duration of the position will be determined on an individual basis. This position is not intended to be a growth position. Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees. If you are a temporary employee, you are not eligible for benefits described in this policy, except to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt", and who work more than forty (40) hours during any workweek, will receive overtime pay in accordance with the FLSA.

II. CONDUCT AND DISCIPLINE

The Wiggin Memorial Library expects all employees to maintain professional standards of conduct at all times in their relations with customers, visitors, and other employees. The Library also expects all employees to perform their job functions in an efficient manner and in keeping with their job descriptions. Employees who do not maintain professional standards of conduct or do not perform their job functions in an acceptable manner may be subject to disciplinary action up to and including termination of employment. All disciplinary actions will be copied to the employee's personnel file.

A. Disciplinary Action

The Wiggin Memorial Library reserves the right to discipline or discharge employees for any lawful reason, whether or not the incident at issue is listed in this policy or any other policy. The type of discipline administered and the notice given will be determined on a case-by-case basis at the Board of Trustees' or their designee's discretion

Discipline Policy

The Board of Trustees is responsible for disciplining the Library Director. The Library Director is responsible for disciplining other employees.

1. The Library Director may at any time warn, suspend, or recommend the dismissal of an employee. The Library Director is expected to follow a three-step procedure in a timely manner.
 - a) Verbal Warning
 - b) Written Warning
 - c) Suspension or Dismissal (or other disciplinary action)

The procedure is to be initiated as soon as possible (preferably the day of or the next business day) after the infraction occurs or is identified. There may be particular situations

in which the seriousness of the offense justifies the omission of one or more steps in the procedure.

2. Except under circumstances where immediate action is required, the Library Director must inform an employee of any reason or consideration for suspension or dismissal and give the employee the opportunity to respond to the allegations before taking disciplinary action.

Grievance

1. An employee having a complaint should bring it to the attention of the Library Director. Failure to come to a mutually satisfactory conclusion entitles the employee to request a hearing before the Board of Trustees within thirty (30) days.
2. If there is a policy infraction by the Library Director which the employee cannot address with the Director then the employee may contact the chairperson of the Board of Trustees with the specific reason to bypass the chain of supervision and the complaint. The Board of Trustees will determine whether to refer the complaint to the Library Director or take other action.
3. The decision of the Board of Trustees will be final.

Harassment

1. Harassment can take many forms. Harassment may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.
2. Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties of his/her position or creates an intimidating, hostile, or offensive working environment, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly.
3. An employee witness to, or who becomes aware of, an incident of harassment must report it to the Library Director.
 - i. If there is a policy infraction by the Library Director then the employee may contact the chairperson of the Board of Trustees with information about the incident.
4. The Library will immediately investigate any claim of workplace harassment, and will take necessary steps to insure both that existing harassment stops, and that harassment does not occur again in the future.
5. Any employee found to have harassed fellow employees, a subordinate, or the general public while on duty will be subject to disciplinary action.

Termination

1. Library employees may be terminated by the Board of Trustees in accordance with NH RSA 202-A:17 for malfeasance, misfeasance, or inefficiency in office, or incapacity or unfitness to perform the employee's duties.

2. Upon request within thirty (30) days of the written notice of termination, an employee may request a public hearing in front of the Board of Trustees, which must take place within thirty (30) days of the hearing request.

The decision of the Board of Trustees in all disciplinary matters is final. Except as otherwise provided by law, there is no appeal beyond those described above to any disciplinary decision made by the Board of Trustees.

III. COMPENSATION AND PERFORMANCE

Wage and Salary Policies

The library desires to pay wages and salaries that are motivational, fair, and equitable for duties and responsibilities assigned, and competitive with other municipalities in New Hampshire.

1. **Basis for Determining Pay**

Salary is determined on an annual basis, calculated by the number of work hours expected, plus a figure commensurate with professional duties. Other factors may include the length of time of employment and approval of the Library budget at the annual Town Meeting.

2. **Rate of Pay**

The Board of Trustees with advice of the Library Director determines an employee's starting rate of pay.

3. **Method of Payment**

Employees are paid through the Town of Stratham payroll system. The timing and procedure of payment is set according to the Town Policy.

Overtime Compensation

Federal and New Hampshire law require overtime pay to all non-exempt employees, at the rate of 1½ times the employee's regular rate of pay for all hours worked in excess of 40 hours in a workweek. Employees are expected to work hours as scheduled by the Library Director, and hours scheduled to work shall not be changed, modified or adjusted without prior approval by the Director.

1. Working overtime without the prior approval of the Director may be a cause for disciplinary action

Performance and Compensation Reviews

Evaluations will be a consideration for wage increases, promotions, disciplinary action, or dismissal.

1. **Performance Evaluation**

- a) Each staff member will be evaluated at least once annually. The Board of Trustees will evaluate the Library Director and the Library Director (or their designee) will evaluate all other employees.
- b) The evaluation process is as follows:

- i. The supervisor will prepare an initial review based upon the position description and the employee's self-evaluation. In the case of the Library Director, all members of the Board of Trustees will provide input during the preparation of the initial review.
 - ii. The supervisor (or members of the Board) will meet with the employee to discuss the evaluation.
 - iii. A finalized report detailing the review and the discussion, along with any written comments from the employee, will be created, signed by both the supervisor and the employee, and kept in an employee's personnel file.
 - a. An employee's signature on their evaluation report does not signify agreement with the review; it signifies that the employee and the supervisor have read and discussed the evaluation.
 - iv. The employee may comment on and/or appeal the evaluation to the Board of Trustees.
 - v. Information gathered from fellow employees, trustees, and patrons may be considered.
- c) During performance evaluations, the evaluator may consider the following:
- Attendance, initiative, and effort.
 - Quality and quantity of work.
 - Fulfillment of requirements in the job description.
 - Relationship with other employees and patrons.
 - Information gathered from fellow employees, trustees, and patrons.

Longevity

The Board of Trustees established a formal Longevity Recognition Program effective 2017. The intent is to recognize all Library employees regardless of classification. All permanent employees who have reached the following years of service with the Wiggin Memorial Library within a fiscal year will be recognized as described below:

WIGGIN MEMORIAL LIBRARY

Personnel Policy

Rev: May 15, 2023

Description of Longevity Program

Years Employed	Town "bonus	Library Cash Bonus	Library Recognition
5			5 Year Pin; Card from Board of Trustees, recognition at public meeting.
10		\$250	10 Year Pin; Card from Board of Trustees, recognition at public meeting.
15	\$500	\$250	15 Year Pin; Card from Board of Trustees, recognition at public meeting.
16	\$500		
17	\$500		
18	\$500		
19	\$500		
20	\$1000	\$250	20 Year Pin; Card from Board of Trustees, recognition at public meeting.
21	\$1000		
22	\$1000		
23	\$1000		
24	\$1000		
25	\$1500	\$250	25 Year Pin; Card from Board of Trustees, recognition at public meeting, media announcement/photo.
26	\$1500		
27	\$1500		
28	\$1500		
29	\$1500		
30	\$1500	\$250	30 Year Pin; Card from Board of Trustees, recognition at public meeting, dedicated item in Library, media announcement/photo
35		\$250	35 Year Pin; Card from Board of Trustees, additional gift, recognition at public meeting, media announcement/photo.

**Note: The town bonus will be distributed to eligible employees in the pay period closest to their anniversary date. The Town's longevity recognition system may be changed at any time by the Select Board and is not influenced or controlled by the Library Board of Trustees.*

Work Schedule**1. Breaks and Meals**

- a) Employees who work more than two and a half (2.5) hours in a shift are entitled to a paid fifteen-minute break. Employees who work more than four and a half (4.5) hours in a shift are entitled to an additional half-hour (0.5) paid meal break. Employees who work more than six and a half (6.5) hours are entitled to an additional paid fifteen-minute break.
- b) All breaks and meals must be scheduled by the supervisor to assure sufficient coverage in the Library.

2. Absences or Lateness

- a) Timely and regular attendance is an expectation of performance for all Wiggin Memorial Library employees. To ensure adequate staffing, positive employee morale, excellent customer service, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule.
- b) Employees must notify the Library Director of absence or lateness as soon as possible.
- c) Excessive absences or lateness may be a cause for disciplinary action.

3. Staff Meetings

- a) Staff Meetings will be held regularly and employees will be informed if attendance at a meeting is mandatory.
- b) If staff meetings are held outside an employee's regularly scheduled workday non-exempt employees will be paid for the time of the meeting. Exempt employees are expected to attend as part of their normal duties regardless of their assigned schedule.

IV. BENEFITS

Permanent employees are offered a variety of benefits. Eligibility for each offered benefit is based on the employee's regularly scheduled work hours / week as specified, in writing, at the time of hire, or change to employment conditions. Employees whose regularly scheduled work hours are less than 40 hours/ week, will receive a proportionally pro-rated benefit.

Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

A reference chart of the benefits is included in Appendix A.

Paid Leave Time**1. Holidays****a) Eligibility**

All permanent employees are eligible to be compensated at their regular rate and number of scheduled hours on the day of the holiday closure.

b) Recognized Holidays

The Library will close on the following holidays:

New Year's Day

Martin Luther King, Jr. Civil Rights Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving

Day before Christmas

Christmas Day

c) Holiday During Vacation Leave

If a library paid holiday falls during an employee's scheduled vacation period it does not count as a vacation day.

2. Vacation

The purpose of paid vacation, or annual leave, is to encourage employees to renew themselves physically and mentally. Vacation leave may also cover absences due to personal obligations, adverse weather conditions, or other needs not covered by other leave time.

a) Eligibility

All Permanent employees who regularly work a schedule of 20 hours or more per week are eligible to earn vacation leave. Employees whose regularly scheduled work hours are less than 40 hours/ week, will receive a proportionally pro-rated benefit.

b) Earning of Vacation time

Eligible employees earn vacation time per pay period (biweekly), for use in the current year. The vacation time earn rate is based on length of library employment and is proportionally pro-rated for employees working fewer than 40 regularly scheduled hours per week:

Full Years of Employment	Maximum vacation hours available to be Earned Per Year	Earn Rate* (Hours / Pay Period)
Less than five	80	3.077
Five, but less than ten	120	4.615
Ten, but less than twenty	160	6.154
Twenty or more	200	7.692

**earn rate decimal rounding determined by Town.*

Eligible employees who regularly work fewer than 40 regularly scheduled hours per week earn vacation hours on a pro-rated basis.

For example, an employee who works 25 hours/week and has been employed at the library for 7 years earns vacation time at the rate of:
 $= 0.625 * 120 \text{ max leave hours/year} = 75 \text{ hours/year earned.}$

The Board has the discretion, at hiring, to start vacation earning anywhere within this table.

c) Scheduling Vacation

To ensure the library is adequately staffed, all vacation leave must be pre-scheduled with the Library Director. The Library Director must schedule vacation leave with the Board of Trustees. If a scheduling conflict should arise, then deciding factors may include the timing of the request and length of employment. The decision of the Library Director or the Board of Trustees shall be final.

d) Roll-over of Vacation Time

The Board of Trustees encourages all employees to use their earned vacation during the year it is earned. Because circumstances sometimes make this too difficult, some "earned but unused" vacation time may be rolled over for use in the next calendar year according to the following:

No more than fifty percent (50%) of the vacation hours earned in any single calendar year may be rolled over and no more than 80 hours may be rolled over even if more than 160 hours are earned in that calendar year.

Unused vacation time that exceeds the limits described above will be lost. Employees are responsible to schedule their vacation time throughout the year to ensure it is used within the limits of this policy.

e) Calculating Payment in Lieu of Vacation

Under rare circumstances, an employee may submit a written request to the Board of Trustees to rollover, or pay out vacation leave time that is ineligible to be rolled over, as described above. No more than the number of hours in the requesting employee's regularly scheduled work week will be considered for approval. The request should explain the reason the exception is needed, and each case will be considered separately by the Board of Trustees, whose decision will be final.

If payment in lieu of vacation is approved, the approved number of hours will be paid to the employee at their straight time hourly rate. In the case of salaried employees, an hourly rate will be calculated based on their annual salary. In all cases, the decision of the BOT is final.

f) Separation

Upon separation, an employee is entitled to a cash payment of earned but unused vacation leave as recorded in the Town's payroll system. The payment will be made upon termination of employment or in the next scheduled pay period.

g) Earning During Approved Leave of Absence

An approved leave of absence of less than thirty (30) days will not affect vacation eligibility; should the leave extend beyond thirty (30) days, vacation time will not continue to be earned.

3. Sick Leave

The purpose of paid sick leave is to encourage employees to care for their own well-being **(and the well being of their immediate family)** and discourage working while sick. **Immediate family shall mean spouse, child, step-child, parent, step-parent, or grandparent.** You must advise your supervisor as soon as possible that you will be absent from work for these reasons.

a) Eligibility

All Permanent employees who regularly work a schedule of 20 hours or more per week are eligible to earn vacation leave. Employees whose regularly scheduled work hours are less than 40 hours/ week, will receive a proportionally pro-rated benefit.

b) Earning of Sick Leave time

Eligible employees earn sick time per pay period (biweekly). The sick time earn rate is proportionally pro-rated for employees working fewer than 40 regularly scheduled hours per week.

Sick leave is earned at the rate of 2.77 hours per pay period for each full pay period of employment with the library. Eligible employees who work fewer than 40 regularly scheduled hours per week earn sick leave on a pro-rated basis, in proportion to a 40-hour week. The earn rate is the same regardless of length of employment.

For example, an employee who works 25 hours/week earns sick time at the rate of:

$$= 0.625 * 2.77 \text{ hrs/pay period} = 1.73 \text{ hrs/pay period}$$

$$1.73 \text{ hrs/pay period} * 26 \text{ pay periods} = 45 \text{ hours/year earned}$$

(Town determines any decimal rounding).

c) Medical Certification

Medical certification may be required for both paid and unpaid sick leave **for the employee and/or the immediate family member.**

d) Accumulation of Sick Leave

Earned, but unused sick leave may be carried over and accumulated for use in subsequent calendar years, however no more than 224 hours of sick leave may be accumulated.

e) Separation

At the end of employment with the library, regardless of voluntary separation, termination, retirement or death, no payment or compensation will be made for unused sick leave.

f) Worker's Compensation

The sick leave policy will not apply to any lost time paid for by worker's compensation.

g) Exceptions

The Town's liability insurer, State law, or other requirements may prevent use of earned or accumulated sick leave in certain situations.

4. Educational Leave of Absence

An educational leave of absence may be approved if the desired curriculum is of benefit to both the employee and the Library.

a) Request for Educational Leave

A request for unpaid educational leave of absence should be made to the Library Director or, in the case of the Library Director, to the Board of Trustees. All requests will be reviewed and the decision regarding the request will be final.

b) Insurance

- While on an educational leave of absence, the library will continue paying its contribution to group health insurance premiums (for eligible employees) as long as the employee meets their responsibility under the same terms as provided to other employees for a maximum of thirty (30) days during any calendar year.
- If the educational leave extends beyond thirty (30) days, an eligible employee will be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Other accumulated benefits such as seniority, retirement, service credits, sick leave, vacation leave, etc. shall be preserved at the level earned as of commencement of the educational leave.

c) Holiday Pay During Educational Leave of Absence

A full-time employee on an educational leave of absence must forfeit any paid holiday during that leave.

d) Extended leaves of absence shall be subject to review by the Board of Trustees and the employee may lose benefits and/or their position.

5. Bereavement or Compassionate Leave

a) Eligibility

All Permanent employees whose regularly scheduled hours are 20 hours or more per week are eligible for paid bereavement leave.

b) Availability

- You are entitled to take up to five (5) workdays based on your regularly scheduled hours on those days with pay to attend the funeral and take care of personal matters related to the death of a spouse, child (including a step-child), parent (including a step-parent), or any relative residing in your household.
- You are entitled to take up to three (3) workdays with pay to attend the funeral and take care of personal matters related to the death of a grandparent, sibling, parent-in-law, or sibling-in-law.
- You are entitled to take one (1) workday with pay to serve as a pallbearer at any person's funeral, which leave must take place on the day of the funeral.

c) If the death occurs during a period when you are already on paid leave, then the time will be recorded as bereavement leave on your time record. Pay for a funeral leave will only be made for actual time lost from Permanent work schedule.

d) If you wish to attend a funeral and are not eligible for Bereavement Leave, you may use your available vacation leave time or take unpaid leave. This leave request must be pre-approved by the Library Director.

6. Jury Duty/Court Leave**a) Paid Leave**

Permanent employees called to serve on jury duty, subpoenaed, or ordered to attend court will be granted leave with pay minus the compensation received while in service.

b) Benefits

Other benefits the employee is eligible for will continue to accrue while the employee is in service.

7. Personal Leave

Personal leave time is intended to be used to accomplish personal business that cannot be completed during time other than your normal working hours. You are required to request personal leave time from your supervisor in advance and obtain his or her approval.

a) Eligibility

Permanent employees who regularly work a schedule of 40 hours per week are entitled to take sixteen (16) hours of paid personal leave during each calendar year. Employees who work fewer than 40 and more than 20 hours are entitled to a pro-rated amount of personal leave based on the proportion of a 40-hour workweek.

For example, an employee who works 25 hours/week is eligible for:

$$= 0.625 * 16 \text{ hrs} = 10 \text{ hrs/calendar year}$$

- b) In the event of separation from the library, no compensation will be made for unused personal leave.

8. Compensatory Time

Non-exempt employees are paid for all time they work, including all overtime – no compensatory time is provided in lieu of overtime payment.

Exempt employees are paid an annual salary to achieve their goals and be available when the Library needs them – compensatory time should not be expected unless expressly approved by the Library Director.

9. Voting Privileges

An employee will be allowed adequate paid time to vote during a regularly scheduled workday if prior arrangements are made with the Library Director.

10. Military Reserves Leave

- a) Employees who are called for armed forces reserve will retain all their legal rights for continued employment consistent with Federal and State law.
- b) Permanent employees who are regularly scheduled to work fewer than 20 hours will be reimbursed by the library for the difference between reservists pay and regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) working days per year upon documentation of reserve service.
- c) Benefits will accrue without interruption during the first thirty (30) days of reserve service during any calendar year

11. Maternity and Paternity Leave

Any maternity/paternity leave request may require medical certification.

- a) Permanent employees who are regularly scheduled for 40 hours per week are eligible for up to six (6) weeks of paid Maternity Leave after one (1) year's employment.
- b) Permanent employees who are regularly scheduled for 40 hours per week are eligible for up to two (2) weeks of paid Paternity Leave after one (1) year's employment.
- c) The Library permits employees who are regularly scheduled for fewer than 40 hours to take an unpaid maternity/paternity leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth or related medical conditions.

- d) Employees should also refer to the Family Medical Leave Act (FMLA) provisions in this manual.
 - a. If the employee is eligible for FMLA leave, any Library maternity/paternity leave shall run concurrently with the FMLA leave, and in accordance with the terms of FMLA leave. If the period of temporary physical disability exceeds the employee's FMLA leave, the employee will remain on leave and use accrued sick time for the leave. After sick leave is exhausted any additional time on leave will be unpaid.

12. Family and Medical Leave

Permanent full-time and part-time employees are entitled to job-protected family or medical leaves of absence if unable to work due to pressing family or medical concerns, and maternity leave (beyond that provided) in the case of employee pregnancy.

Family/Medical Leave is an unpaid leave of absence available to eligible employees in the event of a birth or adoption, or a serious illness of the employee or the employee's child, spouse, or parent creating a need for extended family or medical leave.

In addition to this policy, please refer to the Department of Labor's full description of FMLA to confirm or get further detail: <https://www.dol.gov/agencies/whd/fmla> (verified 5/18/2022).

- a) Permanent full-time employees are eligible for up to twelve (12) weeks of Family/Medical Leave per year after one (1) year of employment.
- b) Leave of absence rights and paid leave available under other sections of this policy will be counted towards the total time off available under this section, and will run concurrently with approved FMLA leave.
- c) Employees should notify the Library Director as soon as possible if their leave is going to extend beyond 2 weeks and provide enough information for the director to determine FMLA eligibility. If the reason for extended leave is FMLA eligible, then the leave will be designated as FMLA eligible and the one-year calendar will begin.
- d) The library requests two (2) weeks advance notification of the intended return date.
- e) Except for the items listed above, Library employees and Trustees may reference the Town's Manual, section F. Family and Medical Leave of Absence ("FMLA Leave") or the U. S. Department of Labor FMLA pages: <https://www.dol.gov/agencies/whd/fmla> (verified 5/18/2022).

Staff Development and Education

- 1. Continuing Education/Course Work
 - a) Time Off

Library employees will be given time off to attend educational programs related to their work at the discretion of the Library Director or, in the case of the Library Director, the Board of Trustees.

b) Compensation

Employees will be paid for regularly scheduled work hours missed while attending one-time programs. For ongoing programs or classes that meet more than once, whenever possible the employee will be rescheduled so that the program does not interfere with work hours.

c) Tuition Reimbursement

The library will reimburse an employee's graded course tuition at a pre-approved program upon successful completion of the course. Both Undergraduate and Graduate courses are reimbursed at 75% for a grade of B or above. Pass / Fail courses will be reviewed for reimbursement on a case by case basis.

d) Distribution

No single employee may receive more than 50% of the total education reimbursement budget available in any single budget year.

2. Workshops and Seminars, Conferences, Professional Meetings, and Travel

a) Library employees are encouraged to attend workshops and seminars that improve library service.

b) The library will pay dues, registration, travel, and other expenses incurred through the attendance of pre-approved workshops, seminars, conferences, and meetings. Payment will either be in advance (registration, dues) or by reimbursement (travel, meals) and is subject to advance approval of the Library Director and/or the Board of Trustees and based on the library's travel reimbursement procedure.

3. Employees who receive funding for training where tuition is at or over \$250 will be required to remain employed at the library for at least 12 months following completion of that training. Failure to do so will result in requiring the employee to repay the library for the expense of the training. This may take place either by the employee remitting the funds or having the amount deducted from the employee's final paycheck. This arrangement will be outlined in writing and signed prior to the employee beginning the training.

Insurance

Only Permanent employees who are standardly scheduled for at least 30 hours per week are eligible for health insurance coverage under the Town of Stratham's Personnel Policy. Sections H and I of the Town of Stratham's Personnel Policy are made a part of this document by reference.

Retirement

The library, through the Town, participates in the State of New Hampshire Retirement System. Only Permanent employees who are regularly scheduled for at least 35 hours per week are enrolled. Details of the system are available from the Town Administrator or the Town Benefits Administrator. Section J of the Town of Stratham's Personnel Policy is made a part of this document by reference.

V. OTHER POLICIES

Accidents/First Aid/Unsafe Working Conditions

1. The Wiggins Memorial Library will follow the Town's Safety Program, including Accident Reporting, which can be viewed on the Town's web site or found in the library.
2. First-Aid Supplies and kits are available in the library for employee use.

Short-term and Prolonged Closures

1. If the library is open, employees are expected to work their scheduled hours. Employees should assume the library is open during regular hours unless informed otherwise.
2. In the event that inclement weather, power/utility failure, fire, flood or some other emergency prevents the operation of the Library, and provided that the Library Director and/or the Board of Trustees officially declares that the Library is closed, you will receive your regular pay during the period of closure except as otherwise determined by the Board of Trustees (especially during prolonged closures; see below).
3. **If you make the decision to stay at home during your regularly scheduled shift before an official Library closing is declared, you will be expected to use accrued vacation time to cover your absence from work. If your accrued vacation time balance is not sufficient to cover your absence from work, and you are an hourly employee, you will not be paid for the time absent from work. If your accrued vacation time balance is not sufficient to cover your absence from work, and you are a salaried employee, your absence will be considered unexcused.**
4. If you are at work and the Library is determined to close before the end of your shift, you will be paid for the remainder of your scheduled hours that day.

Prolonged Library Closure

1. When a prolonged Library closure is announced by the Board of Trustees, a decision will be made regarding the availability of remote work, reduced hours, or other mitigations. If no such options are made available staff may opt to, and are encouraged to, take paid vacation time. Policies regarding the use and rollover of vacation time will remain in effect.
2. Based on the nature and longevity of the closure, the Library Director will collaborate with Town officials to determine the availability of employment supports for staff such as unemployment benefits.

Expense Reimbursement

An employee must have the Library Director's prior authorization to incur an expense on behalf of the library. To be reimbursed for any authorized expenses, an employee must submit a reimbursement request accompanied by receipts.

Gifts

1. All gifts must be referred to the Library Director, who in turn, will notify the Board of Trustees.
2. An acknowledgement for the gift will be sent to the donor.

Solicitations and Distributions

1. Employees are not permitted to sell chances, merchandise, or otherwise solicit money or contributions without the Library Director's prior approval.
2. People not employed by the library are prohibited from soliciting or distributing literature on library property without the prior written permission of the Library Director.

VI. AREAS NOT COVERED HEREIN**Referencing other documents**

Although library employees are not employees of the Town of Stratham, for areas not covered by this policy, the Board of Trustees may use the current Personnel Policy of the Town of Stratham as a reference or guide, keeping the interpretation and the final decision completely with the Library's Board of Trustees.

Modifications to this Policy

The Board of Trustees, at its sole discretion, may change, delete, suspend, or discontinue any part or parts of the policies in this policy at any time without prior notice. Significant changes will be posted and made known to employees by receiving replacement pages for this policy. Any such actions by the Board of Trustees will apply to existing and future employees. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. Only the Board of Trustees may alter or modify any of the policies in this document. This policy replaces and supersedes all previous versions of this policy.

WIGGIN MEMORIAL LIBRARY

Personnel Policy


Rev: May 15, 2023

ADOPTION

This policy will be in effect when approved by the Board of Trustees. A copy will be distributed to each library employee. Approved by vote at the 5/15/22 Board of Trustees meeting.


Veronique Ludington

5/15/2023
Date


Dree Sherry Trustee

5/19/2023
Date


Susan Wilbur Trustee

5/15/23
Date


Ana Makabali Trustee

5/15/2023
Date


Connie Gilman Trustee

5/15/23
Date

WIGGIN MEMORIAL LIBRARY

Personnel Policy

Rev: May 15, 2023

Appendix A: Summary of Benefits and Eligibility

Employee is eligible for the benefit based on exempt/non-exempt status and scheduled hours Benefit	Exempt or non-exempt: Scheduled: 40 hours/week	Exempt or non-exempt: Scheduled: > 35 but < 40 hours/week	Exempt or non-exempt: Scheduled: > 30 but < 35 hours/week	Non-exempt: Scheduled: > 20 but < 30 hours/week	Non-exempt: Scheduled: < 20 hours /week and all Temporary
Holiday • 10 Paid Days/year	Yes	Yes, Pro-rated	Yes, Pro-rated	Yes, Pro-rated	No
Vacation • 10 to 25 Paid/year • Rollover allowed if pre-approved	Yes	Yes, Pro-rated	Yes, Pro-rated	Yes, Pro-rated	No
Sick Leave • 9 Paid days / year • Accrual of rollover allowed	Yes	Yes, Pro-rated	Yes, Pro-rated	Yes, Pro-rated	No
Educational Leave of Absence • Unpaid, but retain health insurance	Yes Unpaid	Yes Unpaid	Yes Unpaid	Yes Unpaid Health N/A	No
Compassionate Leave • Up to 5 Paid Days/year	Yes	Yes, Pro-rated	Yes, Pro-rated	Yes, Pro-rated	No
Paid Jury Duty / Court Leave • Paid leave days • All benefits continue during service	Yes	Yes	Yes	Yes	No
• Overtime Pay at 1 ½ x for hours over 40/week	Exempt: No NonEx: Yes	Exempt: No NonEx: Yes	Exempt: No NonEx: Yes	Exempt: No NonEx: Yes	Exempt: No NonEx: Yes
Voting Privileges • Paid time to vote	Yes	Yes	Yes	Yes	Yes
Military Reserves Leave • 10 Paid Days/ year	Yes	Yes, Pro-rated	Yes, Pro-rated	Yes, Pro-rated	No
Family and Medical Leave • 12 Unpaid Weeks / year total • 6 Paid Weeks / year – Maternity • 2 Paid Weeks / year - Paternity	Yes	Yes, Pro-rated	Yes, Pro-rated	Yes, Pro-rated	No
Continuing Education • Paid time off to attend • Reimbursement of dues Tuition, registration, travel, other expenses	Yes, Pre-approved	Yes, Pro-rated Pre-approved	Yes, Pro-rated Pre-approved	Yes, Pro-rated Pre-approved	No
Health Insurance • Defined by Town Policy Section H & I	Yes	Yes	Yes	No	No
Retirement • Defined by Town Policy Section J	Yes	Yes	No	No	No

WIGGIN MEMORIAL LIBRARY

Personnel Policy

Rev: May 15, 2023

Library Longevity Program	Yes	Yes	Yes	Yes	Yes
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