

# WIGGIN MEMORIAL LIBRARY

## Personnel Policy

rev. 5/07

### I. EMPLOYMENT

#### A. Personnel Administration

##### 1. The Board of Trustees

The Board of Trustees is responsible for appointing, retaining and discharging 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.

Library employees may be fired 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 appointment of potential employees. 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 Board of Trustees approval, as long as such appointment is reported to the Board of Trustees at their next regular board meeting.

See Library Director job description on page 4

##### 3. Personnel Files

Personnel files are maintained by the Library Director and shall 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.

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.

Employee files should be kept up to date, should there be a change in any of the following items, and the employee should notify the Library Director.

- |                             |                           |
|-----------------------------|---------------------------|
| "Legal name                 | "Home address             |
| "Home telephone number      | "Emergency contact        |
| "Number of dependents       | "Marital status           |
| "Change of beneficiary      | "Military or draft status |
| "Exemptions on W-4 tax form |                           |

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### **B. Employment Classifications**

Employees will be advised of their position classification at the time of hire or promotion.

#### **1. Full-Time Employee**

An employee who completes the Introductory Period (see General Employment Policies section) and who regularly works at least thirty-five (35) or more hours per week is considered a full-time employee and is entitled to benefits.

#### **2. Part-Time Employee**

An employee who completes the Introductory Period and regularly works less than thirty-five (35) or more hours per week is considered a part-time employee. Part-time employees are not eligible for benefits, except to the extent required by provision of state and federal laws and as delineated in this policy. Where part-time employees are entitled to benefits, the benefits shall be pro-rated in relation to the employee's workweek in comparison to a full-time workweek.

#### **3. Temporary Employee**

Employees hired for specific periods of time or for the completion of a specific project will be considered temporary employees. The job assignment, work schedule and duration of the position will be determined on an individual basis. Temporary employees are not eligible for benefits, except to the extent required by provision of state and federal laws. Temporary employees shall work a regular schedule in a position not intended to be a growth position.

### **C. General Employment Policy**

The Wiggin Memorial Library is established and operated in compliance with New Hampshire Statutes. The Wiggin Memorial Library is also in compliance with federal and state laws that affect library employment policy and procedures such as the American with Disabilities Act, the Fair Labor Standards Act, Equal Opportunity Employment and Affirmative Action.

#### **1. Non-discrimination Statement**

The Wiggin Memorial Library does not discriminate against qualified individuals on the basis of national origin, race, color, gender, creed, age, marital or familial status or mental or physical disability.

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### 2. Attracting Applicants

When permanent positions become available, the library will advertise in a local newspaper for at least one week and post notices in at least two public places and advertise in other places. Internal applicants may apply for positions, 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.

### 3. Selection of Staff

Positions are filled on the basis of ability to fulfill job requirements. Experience, ability 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.

### 4. Introductory Period

- a. New employees will serve an Introductory Period of **ninety (90)** calendar days, during which either the employee or the library may terminate, the relationship for any reason and without prejudice.
- b. During the Introductory Period the employee is not entitled to use the benefits of vacation time, sick leave or other special leaves however those benefits will accrue as of the date of beginning work.
- c. New employees will be periodically reviewed and evaluated during the Introductory Period by the Library Director and written evaluations shall be prepared at **forty (40)** and **seventy-five (75)** days. If the evaluations are unsatisfactory employment may be terminated.

### 5. Nepotism

No one of authority in the library may hire or supervise any other person related by blood or marriage within two generations.

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### 6. Position Descriptions

#### a. Library Director

- i) Reporting relationship:
  - Is hired and discharged by the Board of Trustees.
  - Will operate under the supervision of the Board of Trustees.
  - Is expected to attend Board of Trustees meetings and act as chief information officer for the Board of Trustees.
  - Shall work with the Board of Trustees to anticipate trends and formulate long and short range goals.
- ii) Qualifications:
  - Shall have a proven record in library administration, hold a Public Library Techniques certificate or the equivalent, a Masters of Library Science degree, or be actively working towards an MLS degree.
  - Shall have knowledge of business and management principles involved in strategic planning, resource allocation, personnel management, and leadership.
  - Shall have proven experience providing exceptional service to customers.
  - Shall have demonstrated ability to communicate effectively with customers and other staff members, and town officials orally and in writing.
  - Shall have proven experience with general network administration.
  - Shall have proven experience with a variety of software programs including word processing and desktop publishing.
- iii) Duties:
  - Shall maintain and update the library's long-range plan and library policies with the Board of Trustees.
  - Shall maintain and update the library's procedures.
  - Shall maintain the library's membership in the New Hampshire Automated Information System (NHAIS), and use NHAIS to supply information to library users.
  - Shall maintain and update the library's technology plan, manage the computer network and oversee technology purchasing.
  - Shall design, maintain and update library's Web site.
  - Shall hire, train, oversee, direct, and evaluate all other personnel, shall schedule staff and keep payroll records.
  - Shall keep financial records, arrange for payment of the library's accounts payable, and prepare an initial budget for the Board of Trustees.
  - Shall order supplies and materials needed for the support of the library and its staff.
  - Shall maintain and report necessary statistics for the Board of Trustees, the town, and the State Library.
  - Shall be responsible for overseeing physical maintenance of library facilities.
  - Shall be a member of the New Hampshire Library Association and is expected to attend its meetings. Shall attend Seacoast Library Cooperative meetings as well as any other seacoast area professional meetings. Is encouraged to attend at least one session of the New England Library Association annually.
  - Shall participate in the daily activities of the library, including circulation, reference, and technical services.
- iv) Outreach:

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- Shall carry out policies established by the Board of Trustees, always dealing with the public in a professional manner.
  - Shall maintain good public relations.
  - Shall make a continuous study of conditions in the community and in the field of library science. Shall direct the library so as to meet state and national standards of library service, and shall present to the Board of Trustees suggestions for the improvement of the library.
  - Shall be responsible for publicity regarding the library, including newspaper submissions and the library's print newsletter as well as the library Web site.
  - Shall be expected to effectively communicate the library's activities and services to the public in the library.
- v) Other:
- Shall demonstrate commitment to ongoing professional development.
  - Shall participate in the daily activities of the library, including circulation, reference, and technical services.
  - Shall plan and implement staff meetings.
  - Shall perform other related duties as requested by the Board of Trustees.
- b. Assistant Director
- i) Reporting relationship:
- Shall operate under the supervision of the Director.
- ii) Qualifications:
- Shall have proven experience in library service, demonstrate a strong background of education in library practice, hold a Public Library Techniques certificate or an equivalent, a Masters of Library Science degree, or be actively working towards an MLS degree.
  - Shall have proven experience providing exceptional service to customers.
  - Shall have demonstrated ability to communicate effectively with customers and other staff members, and town officials orally and in writing.
  - Shall have proven experience with a variety of software programs including word processing and desktop publishing.
- iii) Duties:
- May be assigned any of the administrative duties under the Director's responsibility.
  - Shall be responsible for the selection, development and maintenance of adult print and nonprint collections appropriate to library programs, community interests and public library collection development, using tools in the collection development policy as well as the Town of Stratham's Master Plan.
  - Shall oversee the planning and implementation of the library's book sale, including volunteer coordination and working with the Stratham Fair Committee.
  - Shall oversee the library's volunteer program.
  - Shall serve as Director in his/her absence.
  - Shall assist the Director in the following areas:
    - Library budget, Staff evaluations, Daily staff supervision, Long-Range planning, Library policy and procedure, Customer service.
  - Shall create tools for use by the public to facilitate access to and raise awareness of the collections.
  - Shall plan, promote and conduct programs for adults.

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- Shall purchase necessary supplies and/or equipment to support programs/activities.
  - Shall attend professional meetings at the discretion of the Director.
- iv) Outreach:
- Shall carry out policies established by the Board of Trustees, always dealing with the public in a professional manner.
  - Shall be responsible for informing the public of library services to adults.
  - Shall be responsible for the creation and distribution of the library's weekly e-mail newsletter as well as the maintenance of the library's e-mail list.
  - Shall be expected to effectively communicate the library's activities and services to the public in the library.
- v) Other:
- Shall demonstrate commitment to ongoing professional development.
  - Shall participate in the daily activities of the library, including circulation, reference, and technical services.
  - Shall participate in staff meetings.
  - Shall perform other related duties as requested by the Director.
- c. Children's Librarian
- i) Reporting relationship:
- Shall operate under the supervision of the Director and the Assistant Director.
- ii) Qualifications:
- Shall demonstrate a strong background of education in library practice and service to children, hold a Public Library Techniques certificate or an equivalent, a Masters of Library Science degree, or be actively working towards an MLS degree.
  - Shall have proven experience providing exceptional service to customers.
  - Shall have demonstrated ability to communicate effectively with customers and other staff members, and town officials orally and in writing.
  - Shall have proven experience with a variety of software programs including word processing and desktop publishing.
- iii) Duties:
- Shall be responsible for the circulation of materials in the children's room, organizing, weeding and repairing the collection, and children's/family/teacher reference services.
  - Shall arrange displays and provide readers' advisory service as requested to stimulate interest in the library and its collections.
  - Shall purchase items for the collection appropriate to library programs, community interests and public library collection development, using tools in the collection development policy as well as the Town of Stratham's Master Plan.
  - Shall create tools for use by the public to facilitate access to and raise awareness of the collections.
  - Shall supervise the department's assistants and/or library pages and/or volunteers.
  - Shall plan, promote and conduct programs for children and families.
  - Shall purchase necessary supplies and/or equipment to support programs/activities.

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- Shall cooperate and maintain communication with other libraries and with local schools and will assist teachers and homeschooling families through collections and services when possible.
  - Shall be responsible for fund-raising or grant writing efforts to support children's services when necessary.
  - Shall be an advocate within the library and community for the rights and responsibilities of children as library users.
  - Shall attend professional meetings at the discretion of the Director.
- iv) Outreach:
- Shall carry out policies established by the Board of Trustees, always dealing with the public in a professional manner.
  - Shall be responsible for informing the public of library services to children.
  - Shall plan, promote and conduct services to community organizations and schools, including regular school visits.
  - Shall be expected to effectively communicate the library's activities and services to the public in the library.
- v) Other:
- Shall demonstrate commitment to ongoing professional development.
  - Shall participate in the daily activities of the library, including circulation, reference, and technical services.
  - Shall participate in staff meetings.
  - Shall perform other related duties as requested by the Director.
- d. Young Adults Librarian
- i) Reporting relationship:
- Shall operate under the supervision of the Director and the Assistant Director.
- ii) Qualifications:
- Shall demonstrate a strong background of education in library practice and service to pre-teens and teens, hold a Public Library Techniques certificate or an equivalent, a Masters of Library Science degree, or be actively working towards an MLS degree.
  - Shall have proven experience providing exceptional service to customers.
  - Shall have demonstrated ability to communicate effectively with customers and other staff members, and town officials orally and in writing.
  - Shall have proven experience with a variety of software programs including word processing and desktop publishing.
- iii) Duties:
- Shall be responsible for the maintenance of materials in the young adult collection, organizing, weeding and repairing the collection, and young adult and general reference services.
  - Shall purchase items for the collection appropriate to library programs, community interests and public library collection development, using tools in the collection development policy as well as the Town of Stratham's Master Plan
  - Shall be responsible for the circulation and retrieval of materials, processing and cataloging of materials, organizing, weeding and repairing the collection, as assigned.
  - Shall create tools for use by the public to facilitate access to and raise awareness of the collections.

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- Shall arrange displays and provide readers advisory service as requested to stimulate interest in the library and its collections.
  - Shall supervise the departments assistants and/or library pages and/or volunteers.
  - Shall plan, promote and conduct programs for young adults and families.
  - Shall purchase necessary supplies and/or equipment to support programs/activities.
  - Shall cooperate and maintain communication with other libraries and with local schools and will assist teachers and homeschooling families through collections and services when possible.
  - Shall be responsible for fund-raising or grant writing efforts to support young adults services when necessary.
  - Shall be an advocate within the library and community for the rights and responsibilities of young adults as library users.
  - Shall be responsible for providing reference assistance as requested.
  - Shall attend professional meetings at the discretion of the Director.
- iv) Outreach:
- Shall carry out policies established by the Board of Trustees, always dealing with the public in a professional manner.
  - Shall be responsible for informing the public of library services to young adults.
  - Shall plan, promote and conduct services to community organizations and schools, including regular school visits.
  - Shall be expected to effectively communicate the library activities and services to the public in the library.
- v) Other:
- Shall demonstrate commitment to ongoing professional development.
  - Shall participate in the daily activities of the library, including circulation, reference, and technical services.
  - Shall participate in staff meetings.
  - Shall perform other related duties as requested by the Director.
- e. Staff Assistant
- i) Reporting relationship:
- Shall operate under the supervision of the Director or other staff member designated by the Director.
- ii) Qualifications:
- Shall have proven experience providing exceptional service to customers.
  - Shall have demonstrated ability to communicate effectively with customers and other staff members.
  - Shall have experience with and feel comfortable using current software and technologies similar to those in use in the library.
- iii) Duties:
- Shall be responsible for all areas of customer service in the library and by phone and/or e-mail.
  - Shall be responsible for the circulation and retrieval of materials, processing and cataloging of materials, organizing, weeding and repairing the collection, as assigned.
  - Shall be responsible for providing reference assistance as requested.

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- Shall update and keep current the database of library user, circulation and item information.
  - Shall manage interlibrary loan procedures.
  - Shall arrange displays and provide readers advisory service as requested to stimulate interest in the library and its collections.
  - Shall create tools for use by the public to facilitate access to and raise awareness of the collections.
  - Shall maintain the public and town bulletin boards in the library as well as the ephemera and pamphlet displays.
  - Shall supervise the library pages and/or volunteers when other supervisors are not available.
- iv) Outreach:
- Shall carry out policies established by the Board of Trustees, always dealing with the public in a professional manner.
  - Shall be expected to effectively communicate the library's activities and services to the public in the library.
- v) Other:
- Shall demonstrate commitment to learning new skills and ideas that support the library's mission and goals.
  - Shall participate in staff meetings.
  - Shall perform other related duties as requested by the Director or Assistant Director.
- f. Library Page
- i) Reporting relationship:
- Shall operate under the supervision of the Director or other staff members designated by the Director.
- ii) Qualifications:
- Shall be comfortable and/or have experience working with the public.
  - Shall have experience with and feel comfortable using current software and technologies similar to those in use in the library.
- iii) Duties:
- Shall be primarily responsible for the order and condition of the library's collection.
  - Shall assist with circulation of materials, updating library user database, and general information queries.
- iv) Outreach:
- Shall carry out policies established by the Board of Trustees, always dealing with the public in a friendly, cooperative manner.
  - Shall be expected to effectively communicate the library's activities and services to the public in the library.
- v) Other:
- Shall perform other related duties as requested by the Director or direct supervisor.

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7. Notification

An employee is requested to notify the Director at least two (2) weeks in advance of leaving employment.

8. Exit Interviews

The Board of Trustees or its delegate shall conduct an exit interview with all persons leaving the employment of the library.

9. References

The Library Director or the Board of Trustees shall make all employment references

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### **II. CONDUCT AND DISCIPLINE**

#### **A. Causes for Discipline Action**

##### **1. Use of Facilities/Materials**

Appropriation of library facilities, which financially harms the library, does harm to the public image of the library or contradicts established library policy in misuse. Misuse may be grounds for disciplinary measures. Violation of any of the following policies may be cause for disciplinary action.

- a. Only authorized personnel are permitted to post, remove or alter any notices on the bulletin board.
- b. The Wiggin Memorial Library does not condone the illegal duplication of software, movies or written literature.
- c. Personal phone calls are to be kept to a minimum
- d. The Wiggin Memorial Library is not to be used as a personal mailing address
- e. Employees may borrow certain library tools or equipment for their own personal use with prior approval from the Library Director. Tools and equipment must be returned in the same condition as they were in when borrowed.
- f. Employees must notify the Library Director of faulty or unsafe machinery. Employees must not operate an unsafe or faulty machine or modify the safeguards provided.

##### **2. Other causes for discipline include, but are not limited to:**

- a. Violations of the principle of Intellectual Freedom
- b. Insubordination towards a supervisor
- c. Neglect of duty or incompetence
- d. Possession, sale or use of alcohol or a controlled substance while on duty
- e. Reporting to work under the influence of alcohol or a controlled substance
- f. Flagrant disregard of Town of Stratham ordinances, library policy, state or federal law.
- g. Frequent tardiness or unauthorized absence from work
- h. Accepting gifts in return for special consideration or favors
- i. Repeated discourtesy towards members of the public or other employees
- j. Poor performance evaluations
- k. Negligence or any careless action, which endangers oneself or others

##### **3. Any violation of confidentiality or disclosure of personal information may be cause for dismissal**

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### **B. 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 dismiss an employee. The Library Director is expected to follow a three-step procedure. There may be particular situations in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure:
  - a. Verbal Reminder
  - b. Written Warning
  - c. Suspension or Dismissal
2. Except under circumstances where immediate action is required, the Library Director shall 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 action to suspend or dismiss.

### **c. 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 a hearing before the Board of Trustees within thirty (30) days.
2. Harassment may be but is not limited to: words, signs, jokes, pranks, intimidation, physical contact or violence. Harassing conduct may include unwelcome sexual advances, requests for favors or any other verbal or physical contact of a nature that prevents an individual from effectively performing the duties of their 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.
4. Any employee found to have harassed fellow employees, a subordinate or the general public while on duty will be subject to disciplinary action.

### **E. 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 in capacity or unfitness to perform the employee's duties.
2. Upon request within thirty (30) days of the written notice of termination, employees may have a public hearing in front of the Board of Trustees, which must take place within thirty (30) days of the request.

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### **III. COMPENSATION AND PERFORMANCE**

#### **A. Wage and Salary Policies**

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

##### **1. Basis for Determining Pay**

Salary is determined on an annual basis, figured 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.

#### **B. Type of Payment**

##### **1. Exempt Positions**

Positions representing exempt employment are based on responsibilities performed, not a specific number of hours worked, and will be paid on the basis of a yearly salary, divided by the number of pay periods per year set by the Town.

##### **2. Non-exempt Positions**

Positions representing non-exempt employment are based on a specific number of hours worked, and will be paid on the basis of an hourly salary

3. There is no provision for overtime compensation.

#### **C. Performance and Compensation Reviews**

##### **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 will evaluate all other employees.

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

c. Information gathered from fellow employees, trustees and patrons might be considered.

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- d. During performance evaluations, the evaluator may consider the following:
  - Attendance, initiative and effort
  - Quality and quantity of work
  - Relationship with other employees and patrons
- e. Evaluations are written and presented to the employee by the evaluator.
- f. Employees and the evaluator will sign the performance evaluation to indicate that they have discussed its contents. Any grievance or additional information shall be submitted in writing and given to the evaluator. The evaluator shall submit grievances or additional information to the Board of Trustees.

#### 2. Evaluating the Library Director

The Board of Trustees shall evaluate the Library Director.

A subcommittee of the Board shall perform the review process. The subcommittee shall:

- a. Prepare an initial review based upon the position description
- b. Discuss initial review with the entire Board of Trustees
- c. Meet with the Library Director to discuss the evaluation
- d. Submit a report detailing the review, the discussion and objections to the entire Board of Trustees.

The Library Director may appeal to the full Board of Trustees

#### D. Work Schedule

##### 1. Breaks

- a. Employees who work more than two and a half hours are entitled to a fifteen-minute break. Employees who work more than four and a half hours are entitled to an additional half hour meal break. Employees who work more than six and a half hours are entitled to an additional fifteen-minute break.
- b. All breaks will be scheduled to assure sufficient coverage in the library.

##### 2. Absences or Lateness

Employees should notify the Library Director of absence or lateness as soon as possible.

##### 3. Staff Meetings

- a. Staff meetings will be held regularly and employees will be informed if attendance at a meeting is expected.
- b. If staff meetings are held outside an employee's regularly scheduled workday, full-time employees will be given compensatory time off or paid for time of the meeting, and part-time employees will be paid for the time of the meeting. **In accordance with RSA 275:43-a, employees must be paid for at least 2 hours** when reporting to work at the employee's request outside their regular schedule.

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## IV. BENEFITS

### A. Paid Leave Time

#### 1. Holidays

##### a. Eligibility

Permanent employees who are scheduled to work an average of at least 20 hours per week receive paid holidays after the Introductory Period.

##### b. Policies

Some town/state/federal holidays may be scheduled as regular workdays at the library. The Library Director will coordinate this schedule with the Board of Trustees and establish appropriate staffing. Employees who work holidays will be paid for their hours at their regular rate of pay.

##### c. Recognized Holidays

The following holidays are recognized as paid holidays:

New Year's Day	Veteran's Day
Martin Luther King, Jr. Civil Rights Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Eve
Labor Day	Christmas Day

##### d. Religious Holidays

Employees may take time off to observe religious holidays if the Library Director is notified in advance. Employees may use a vacation or personal days or may take time without pay.

e. If a library paid holiday falls during a scheduled vacation period it does not count as a vacation day.

#### 2. Vacation

##### a. Eligibility

Permanent employees who are scheduled to work an average of at least 20 hours per week are eligible for paid vacation. Vacation rights accrue following the Introductory Period

##### b. Amount of Vacation

Permanent employees accrue vacation for each calendar month of service after the completion of the Introductory Period. The vacation accrual rate is based on length of employment, as follows for full-time employees (part-time employees are pro-rated)\*

Years of Employment	Monthly Accrual Rate (Hours)	Maximum Accrual Per Year (Days)
Less than five	6.66	10
Five but less than ten	10.0	15
Ten but less than twenty	13.33	20
Twenty or more	16.67	25

\*The Board has discretion at hiring to start accrual anywhere within this table.

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### c. Scheduling Vacation

Vacation should be scheduled with the Library Director. If a scheduling conflict should arise, work record and length of employment with the library shall be deciding factors. The Director's vacation should be scheduled with the Board of Trustees.

### d. Accumulation Rights

New employees will accrue vacation benefits based upon their starting date of employment but may not use benefits until after their Introductory Period. If commencing employment during the first through the fifteenth of the month, vacation benefits will accrue for that month. If commencing employment subsequently benefits begin accruing the following month.

Vacation time may be carried over and accumulated for use in subsequent calendar years, however, no more than fifty per cent (50%) of vacation accrual in any single calendar year may be carried over and accumulated.

### e. Payment in Lieu of Vacation

Upon advance approval of the Library Director or in the case of the Library Director, the Board of Trustees, employees may trade vacation time for monetary compensation. One week of vacation is equivalent to a regular scheduled workweek.

### f. Separation Vacation

Upon separation, an employee is entitled to a pro-rated cash payment of earned vacation leave.

g. 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 accrue.

## 3. Sick Leave

a. Full-time employees are entitled to five (5) days paid sick leave and twenty (20) days unpaid sick leave per year.

b. Part-time permanent employees who are scheduled to work an average of at least 20 hours per week are entitled to three (3) days paid sick leave and ten (10) days unpaid sick leave per year.

c. Sick leave benefits will be available upon the successful completion of the introductory period.

d. Medical certification may be required for both paid and unpaid leave. Unused sick leave cannot be carried into the next year.

e. In the event of separation from the library, no compensation will be made for unused sick leave.

f. The sick leave policy does not apply if sick leave is needed as a result of an injury incurred in the commission of a felony.

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- g. An illness or injury covered by workers compensation will defer to New Hampshire State statutes
- h. If required to take a disability leave of absence, any accrued sick leave will be paid at the time the leave commences. A full-time employee on extended leave of absence shall forfeit any paid holiday during that leave of absence. Extended leaves of absence shall be subject to review by the Board of Trustees and the employee may lose benefits and/or position.

#### 4. Educational Leave of Absence

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

- a. 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 shall be final.
- b. While on an educational leave of absence, the library will continue group health insurance benefits under the same terms as provided to other employees for a maximum of thirty (30) days during any calendar year.
- c. If leave extend beyond thirty (30) days, an 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 pay, vacation pay, holiday pay, etc. shall be preserved at the level earned as of commencement of the leave.
- d. A full-time employee on extended leave of absence shall forfeit any paid holiday during that leave of absence. Extended leaves of absence shall be subject to review by the Board of Trustees and the employee may lose benefits and/or position.

#### 5. Compassionate Leave

Permanent employees are entitled to a maximum of five (5) days per year with pay to take care of personal matters related to the death of a relative or close friend.

#### 6. Jury Duty/Court Leave/Voting Privileges

- a. 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 Benefits will continue to accrue.
- b. An employee will be allowed adequate time to vote if prior arrangements are made with the Library Director.

## **WIGGIN MEMORIAL LIBRARY Personnel Policy**

### 7. Personal Leave

- a. Permanent employees are entitled to take two days of paid and three days of unpaid personal leave during each calendar year. Leave is granted at the discretion of the Library Director on the advice of the Board of Trustees.
- b. Personal leave will be available upon the successful completion of the introductory period.
- c. In the event of separation from the library, no compensation will be made for unused personal leave.

### 8. Military Reserves Leave

- a. Employees who are called for armed forces reserve will retain all their legal rights for continued employment.
- b. Permanent employees having completed the Introductory Period, will be reimbursed by the library for the difference between reservists pay and regular pay, not to exceed eight hours per day, for a maximum of ten (10) working days per year upon documentation of reserve service.
- c. Benefits shall accrue without interruption during the first thirty (30) days of reserve service during any calendar year.

### 9. Family and Medical Leave

Permanent 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 to the employee or the employee's child, spouse or parent creating a need for extended family or medical leave.

- a. Permanent employees are eligible for up to six (6) weeks of paid Maternity Leave after one year's employment.
- b. Permanent employees are eligible for up to twelve (12) weeks of Family/Medical Leave per year after one year's employment
- b. Leave of absence rights available under other sections of this policy shall be counted towards the total time off available under this section. At the time Family/Medical Leave begins, any accrued personal leave, sick leave or vacation leave will be paid.
- c. Other accumulated fringe benefits such as seniority, retirement, service credits, sick pay, vacation pay etc. shall not accrue further during the Family/Medical leave.
- d. The library requests two weeks advance notification of the intended return date.

# **WIGGIN MEMORIAL LIBRARY**

## **Personnel Policy**

### **B. Staff Development and Education**

#### **1. Continuing Education/Course Work**

- a. 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. Employees will be paid for regular 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. The Board of Trustees will reimburse employees' course tuition upon successful completion. Undergraduate courses are reimbursed at 75% for a grade of B and 100% for a grade of A. Graduate courses are reimbursed at 100% for a grade of B or better.
- d. Except by special dispensation, no one employee shall receive more than 50% of the total education reimbursement budget available in any single budget year.

#### **2. Workshops and Seminars**

- a. Library employees are encouraged to attend workshops and seminars that improve library service
- b. Fees will be paid from library funds, subject to advance approval of the Library Director and the Board of Trustees.

#### **3. Conferences, Professional Meetings and Travel**

- a. Attendance at library association conferences and other professional meetings is encouraged.
- b. The library will pay dues, registration, travel and other expenses incurred through attendance of conferences, subject to advance approval of the Library Director and the Board of Trustees and based on the library's travel reimbursement procedure.

### **C. Insurance**

Permanent full-time employees are eligible for health insurance coverage under the Town of Stratham's Personnel Policy.

### **D. Retirement**

The library, through the town, participates in the State of New Hampshire Retirement System. All full-time permanent employees are enrolled. Details of the system are available from the Town Administrator.

# WIGGIN MEMORIAL LIBRARY

## Personnel Policy

### E. Workers Compensation

The NH Workers Compensation Law is a no-fault insurance plan, which is required by the state. Any injury or illness caused by or related to your job is covered. Coverage begins immediately upon commencing work.

## V. OTHER POLICIES

### A. Accidents/First Aid/Unsafe Working Conditions

#### 1. OSHA/New Hampshire State Workers Compensation

By federal law, the Occupational Safety and Health Administration (OSHA) requires that records be kept of all illness and accidents, which occur during the workday. The New Hampshire State Workers Compensation Act also requires that any illness or injury on the job be reported

OSHA provides for the right to know about any health hazards, which might be present on the job. Any questions or concerns should be directed to the Library Director.

#### 2. Blood Borne Pathogens Policy

The Wiggin Memorial Library complies with the federal Occupational Safety and Health Administration regulations relating to occupational exposures to blood borne pathogens.

- a. Exposure Determination: No particular job classification of the library has occupational exposure (meaning ~~to~~ reasonably anticipated contact with blood or other potentially infectious materials) that may result from the performance of an employee's duties, however, emergencies may occur with staff or patrons, to which library employees in all classifications may be called upon to respond with assistance. Emergencies with ~~to~~ out of control individuals (e.g. biting, spitting, etc.) could present an individual threat.
- b. Standard Precautions: All potential circumstances of exposure must be taken into account by the library and its employees to protect against exposures. All human blood and body fluids are to be treated as if known to be infectious.
- c. Exposure Control Plan: At any time within the library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined even if the entire library must be closed to accomplish this completely. Personal protection such as gloves, gowns, masks, etc. shall be provided and used in the clean up and safe disposal of contaminated waste such as diapers, blood tinged materials (e.g. Band-Aids, gauze, etc.) If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. Hand washing facilities are provided by the library and must be used by employees as soon as feasible, including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup and disposals shall be kept as required by the regulations.

## **WIGGIN MEMORIAL LIBRARY Personnel Policy**

- d. Training and Immunizations: The library shall provide annual in-service training/educational programs for all employees. Any employee who has an occupational exposure shall be offered, at no charge, the Hepatitis B vaccine series, in accordance with regulations. Following the report of an exposure incident, the library will make immediately available to the exposed employee, or employees, a confidential medical evaluation and follow-up as provided in the regulations.

3. First aid kits are available at the library.

### **B. Health Examinations**

The library may require an employee to participate in a health examination to determine the employee's fitness to perform essential job functions. The library shall pay for all such exams.

### **C. Inclement Weather and Acts of God**

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.

### **D. Expense Reimbursement**

An employee must have the Library Director's authorization to incur an expense on behalf of the library. To be reimbursed for all authorized expense and employee should submit an expense report/voucher accompanied by receipts.

### **E. Gifts**

1. All gifts valued in excess of \$25 shall be referred to the Library Director who will notify the Board of Trustees
2. An acknowledgement shall be sent to the donor.

### **F. Solicitations & Distributions.**

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

**WIGGIN MEMORIAL LIBRARY  
Personnel Policy**

**VI. AREAS NOT COVERED HEREIN**

The library shall abide with the Personnel Policy of the Town of Stratham in all areas not covered in this policy.

**ADOPTION**

This policy shall be in effect when approved by the Board of Trustees. A copy shall be distributed to each library employee.

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Chair

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Date

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Trustee

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