

Charlotte Hobbs Memorial Library

Personnel Policy

PURPOSE

The Charlotte Hobbs Memorial Library (CHML) is an equal opportunity employer and has a long history of service to the greater Lovell community. An important part of the success of the CHML must be attributed to the staff members who have made it a crucial resource for patrons and visitors. The policy represents the CHML's responsibilities to and expectations of the staff.

DEFINITIONS

Director – A salaried employee hired by the Board to manage and promote the CHML.

Hourly Employee – An hourly employee is hired by the Director or the Board for a long- or short-term position approved by the Board and paid on an hourly basis for hours worked.

Salaried Employee – An employee hired by the Director or the Board and paid by salary. This type of employee does not track hours worked and is not paid for overtime.

POLICY

1. **Supervision and Training of the CHML Staff.** The Director works closely with each staff member and conducts or arranges in-service training as needed. The Director may request funding for such purposes and for his/her own professional development.
2. **Wages.** Hourly employees are paid at least minimum wage and are not compensated for holiday closings. The Board sets compensation for all employees.
3. **Hours Worked.** The Director sets the work schedule for the CHML staff. This schedule may be adjusted as the Director sees fit to accommodate the needs and resources of the CHML and its employees. Employees are expected to attend monthly staff meetings and are compensated for this time.
4. **Probation.** All employees serve a three-month probationary period before permanent status is obtained.
5. **Vacation Days.**
 - a. Hourly employees who work 1,000 hours in a calendar year are entitled in ensuing calendar years to one-week paid vacation, which is equal to the average number of weekly hours worked in the preceding year. Vacation increases to two weeks at the completion of five years of service, three weeks after ten years of service, and a maximum of four weeks after fifteen years of service. Unused vacation days do not carry over to the next year.
 - b. Salaried employees are entitled to two weeks (10 days) of paid vacation to start, three weeks (15 days) after five years of service, and four weeks (20 days) after ten years of service. The Board of Trustees can approve additional weeks of paid vacation based on merit and length of service. Unused vacation days do not carry over to the next year.

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6. Benefits.

- a. The CHML does not provide employees with health care benefits, paid sick leave or disability leave.
- b. Employees receive pay for typical hours worked when serving jury duty.
- c. Employees are entitled to the library's discount rate on the purchases of personal books and audio-visual materials.

7. Retirement. All employees may participate in the CHML Pension Plan after their probationary period. The CHML contributes 4% of the employee's income to the plan for all employees who work at least 1,000 hours in a calendar year and have completed six months of employment.

8. Family Leave/Unpaid Leave. All employees who have worked at the CHML for at least six months are entitled to take up to 12 weeks of unpaid leave during any 12 month period according to the U.S. Department of Labor's Family and Medical Leave Act. This Act authorizes leave for any of the following reasons:

- a. Birth and care of the newborn child of the employee.
- b. Placement with the employee of a son/daughter for adoption or foster care.
- c. Care for an immediate family member (spouse, child, or parent) with a serious health condition.
- d. To take medical leave when the employee is unable to work because of a serious health condition.

Leave of absence requests must be submitted in writing and approved by the Director. A request from the Director must be approved by the Board of Trustees. Requests for unpaid leave for any other purpose must be approved by the Board of Trustees.

9. Emergency/Holiday Closings. The Director determines whether the CHML will be open or closed in cases of inclement weather or other emergency. The CHML observes the following holidays: New Year's Day, Independence Day, Thanksgiving, and Christmas.

10. Performance Evaluations. Evaluations are used to give employees feedback on their performance and to determine their future responsibilities. The evaluation provides an opportunity to discuss the employee's satisfactions, concerns, and future goals/ objectives. The Director evaluates staff members at least annually. A report of the evaluation is placed in the employee's personnel file. The employee has an opportunity to provide a self-evaluation in conjunction with the evaluation process and to respond in writing to the Director's evaluation. The Director is evaluated annually and in writing by the President of the Board of Trustees with notification to the Board.

11. Termination/Reduction of Employment. The CHML reserves the right to terminate or reduce an employee's hours for budgetary reasons or for reasons related to performance. In such cases, employees receive either two weeks advance notice of termination/ reduction or two weeks compensation (prorated according to their average hourly work week). In the event

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of illegal or criminal behavior by an employee, the CHML is not required to give advance notice or any compensation to the employee.

12. Grievance Procedure. Any employee has the right to appeal a personnel decision in writing to the Board of Trustees. Appeals must be made within three months of the personnel decision under question. Personnel decisions stand until the appeal is settled.

13. Sexual and Other Harassment. The CHML is committed to providing a workplace that is free from sexual and other harassment. Sexual harassment in the workplace is against the law and is not tolerated. All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy. When the CHML determines that an allegation of harassment is credible, it will take prompt and appropriate corrective action.

Adoption: This policy was adopted by the CHML Board of Trustees at its monthly meeting on April 17, 2015.